

CITY OF WHITE HOUSE
Agenda
Board of Mayor and Alderman Meeting
September 20, 2012
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 August 16, 2012 meeting.
6. Welcome Visitors
7. Public Hearings
 - a. None
8. Communication from Mayor, Aldermen, and City Administrator
9. Acknowledge Reports

A. General Government	E. Wastewater	H. Library
B. Police	F. Planning and Codes	I. Court Clerk
C. Fire	G. Parks	J. Monthly Financial Summary
D. Public Works		
10. Consideration of the Following Resolutions:
 - a. **Resolution 12-12** - A resolution renaming a section of Hwy 31W/SR41 to include a Main Street designation.
 - b. **Resolution 12-13** - A resolution accepting an application to form a Health, Educational, and Housing Facilities Board of the City of White House, Tennessee, finding and determining that such board be formed, authorizing the persons making such application to proceed to form such board, and approving the form of the certificate of incorporation of such board.
 - c. **Resolution 12-14** - A resolution regarding economic incentive guidelines and authorizing the Health, Educational, and Housing Facility Board of the City of White House, Tennessee to negotiate and accept payments in lieu of ad valorem taxes.
 - d. **Resolution 12-15** - A resolution providing for the maintenance, preservation, and protection of public records, and establishing procedures for accessing and copying open public records for the City of White House, Tennessee.
11. Consideration of the Following Ordinances:
 - a. **Ordinance 12-12** - An ordinance amending the Municipal Code, Title 18, Chapter 3 Sewer Rates, Fees, and Charges. *First Reading*.

- b. **Ordinance 12-13** - An ordinance amending the Municipal Zoning Ordinance by amending Article V, Zoning Districts, to remove the requirement for the Board of Zoning Appeals to review and approve vehicular and automobile sales uses in certain commercial zoning districts. *First Reading.*
- c. **Ordinance 12-14** - An ordinance amending the Municipal Zoning Ordinance by amending Article IV, Supplementary Provisions applying to specific districts to define requirements for residential yard sales. *First Reading.*
- d. **Ordinance 12-15** - An ordinance amending the Municipal Zoning Ordinance by amending Article III, General Provisions for communication towers typically associated with amateur towers. *First Reading.*
- e. **Ordinance 12-16** - An ordinance amending the Municipal Code, Title 2, Chapter 4 Miscellaneous. *First Reading.*

12. Finance

- a. To approve or reject the surplus of a 1998 Ford F-250 XL, VIN #: FDNF20L3XEC39464, and a 2003 Chevrolet Silverado 2500, VIN # 1GCHK24U73Z248123. The Wastewater Director recommends approval.
- b. To approve or reject increasing the purchasing quoting threshold to \$2,000. The Finance Director recommends approval.
- c. To approve or reject Waste Industries' bid for the annual solid waste roll-off services. The Wastewater Director recommends approval.
- d. To approve or reject reallocating \$250,000 of the budgeted CIP funds from the headworks project to the Meadowlark lift station project. The Wastewater Director recommends approval.
- e. To approve or reject Waste Industries' bid for solid waste and recycling collection services. The Wastewater Director recommends approval.
- f. To approve or reject Alternative Energy, LLC's bid for brush grinding. The Wastewater Director recommends approval.
- g. To approve or reject McGill Associates Task Order No. 2007-12 for the Meadowlark lift station project. The Wastewater Director recommends approval.
- h. To approve or reject the City Administrator's industrial development entertainment expense of \$94.58. The City Administrator recommends approval.

13. Discussion Items

- a. None

14. Other Information

- a. To approve or reject the Title VI: External Source Grievance Policy and Procedure. The Human Resources Director recommends approval.
- b. To approve or reject Good Moral application for Romy Conley of Conley's Casual Dining located at 2747 Hwy 31.

15. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Alderman Meeting
August 16, 2012
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order by Mayor Arnold at 7:00 pm

2. Prayer / Pledge

Prayer and Pledge to the American Flag was led by Ald. Decker.

3. Roll Call

Ald. Bibb - Present; Ald. Decker - Present; Ald. Hutson - Present; Ald. Paltzik - Present; Mayor Arnold - Present; **Quorum - Present**

4. Adoption of the Agenda

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

5. Approval of Minutes of the July 19, 2012 meeting.

Motion was made by Ald. Decker, second by Ald. Paltzik to approve the minutes. A voice vote was called for with all members voting aye. **July 19, 2012 minutes were approved.**

6. Welcome Visitors

Mayor Arnold welcomed all visitors.

7. Public Hearings

- a. **Ordinance 12-09** - An ordinance amending the Zoning Map for the property referenced as Sumner County Tax Map 97 Parcel 9.00 from C-4 office/professional service district to R-20, low density residential.

No one spoke for or against.

- b. **Ordinance 12-10** - An ordinance amending the Municipal Zoning Ordinance by amending Article III, General Provisions, Article IV Supplemental Provisions Apply to Specific Districts, and Article V Zoning Districts to permit secondary single family residential dwellings units.

No one spoke for or against.

- c. **Ordinance 12-11** - An ordinance amending the Municipal Zoning Ordinance by amending Article III General Provisions, Article V Zoning Districts regarding residential accessory buildings.

No one spoke for or against.

- d. Plan of Services review for recent adopted Plan of Services

No one spoke for or against.

8. Communication from Mayor, Aldermen, and City Administrator

- a. Ald. Decker complimented Charlotte Soporowski, Finance Director, on her recent *Word on White House* article.
- b. City Administrator Gerald Herman provided an update regarding the August 9th Industrial Development Board meeting.
- c. City Administrator Gerald Herman provided an update regarding the ARRA Fiber Optic project and announced that the September 30th goal should be met.
- d. City Administrator Gerald Herman discussed the progress on the new library design that is being completed by HFR Design.
- e. City Administrator Gerald Herman announced that the roadway resurfacing projects for this fiscal year have been completed.
- f. City Administrator Gerald Herman discussed the new page on the website that provides current public works projects.
- g. City Administrator Gerald Herman announced that the professional photos of the Board of Mayor and Aldermen and Directors had been added to the website.
- h. City Administrator Gerald Herman announced that the Safety Committee's Workplace Safety and Health Fair was scheduled for Wednesday, August 22nd from 11:00 am to 3:00 pm at Fire Station #2.
- i. City Administrator Gerald Herman announced that Cumberland Pediatrics and Dentistry was moving into the vacant slot in the Kroger complex. He also announced that Just Be Fit was in the process of remodeling a building to move in to.
- j. City Administrator Gerald Herman announced that a logistics warehouse company, ProPack, had signed a lease on the 100,000 square foot building connected to Werthan Packaging.
- k. City Administrator Gerald Herman discussed the progress on the Competitive Sealed Proposal for Sanitation Services.

9. Acknowledge Reports

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

Motion was made by Ald. Bibb, second by Ald. Paltzik 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. None

11. Consideration of the Following Ordinances:

- a. **Ordinance 12-09** - An ordinance amending the Zoning Map for the property referenced as Sumner County Tax Map 97 Parcel 9.00 from C-4 office/professional service district to R-20, low density residential. *Second Reading.*

Motion was made by Ald. Hutson, second by Ald. Bibb to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 12-09 was approved on Second Reading.**

- b. **Ordinance 12-10** - An ordinance amending the Municipal Zoning Ordinance by amending Article III, General Provisions, Article IV Supplemental Provisions Apply to Specific Districts, and Article V Zoning Districts to permit secondary single family residential dwellings units. *Second Reading.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 12-10 was approved on Second Reading.**

- c. **Ordinance 12-11** - An ordinance amending the Municipal Zoning Ordinance by amending Article III General Provisions, Article V Zoning Districts regarding residential accessory buildings. *Second Reading.*

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 12-11 was approved on Second Reading.**

12. Finance

- a. To approve or reject a contract with the State of Tennessee, Department of Military, Tennessee Emergency Management Agency for acquisition of 123 Calista Road. The Planning and Codes Director recommends approval.

Motion was made by Ald. Bibb, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **Motion passed.**

- b. To approve or reject the purchase of two 2013 Ford Police Pursuit Vehicles AWD from Country Ford for \$24,138.92 per vehicle. The Police Chief recommends approval.

Motion was made by Ald. Paltzik, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Motion passed.**

- c. To approve or reject the Geo-Job GIS Services Contract for \$21,192.07. The Planning and Codes Director recommends approval.

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Motion passed.**

- d. To approve or reject the purchase of a 2012 Ford Fusion from Country Ford for \$19,806.00. The Police Chief recommends approval.

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Motion passed.**

13. Other Business

- a. None

14. Discussion Items

- a. None

15. Other Information

- a. Plan of Services review for recent adopted Plan of Services

16. Adjournment

Meeting was adjourned at 7:17 pm.

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

REPORTS....

**General Government Department
August 2012**

Administration

City Administrator Gerald Herman attended the following meetings for Administration this month:

- August 6: Police Pursuit Vehicle Bid Opening
- August 7: Regional Transportation Authority Operations Committee Meeting
Beer Board Meeting
- August 8: Second Chances Ribbon Cutting
- August 9: Industrial Development Board Meeting
Library Board Meeting
- August 10: Meeting with Sumner County Economic Development Director
- August 13: Planning Commission Meeting
- August 14: Robertson County Industrial Development Board Tour
- August 15: Metropolitan Planning Organization Meeting
- August 16: Sumner County Economic Development Meeting
Board of Mayor and Aldermen Meeting
- August 21: Robertson County 911 Board Meeting
- August 22: Libscomb Business Breakfast Meeting
Health and Safety Fair
- August 28: Safety Committee Meeting

Website Management

	Update Requests	Page Visits
July	31	85,214
August	49	63,924
FY 12-13	80	149,138

Facebook Management

	New Likes	Number of Posts
July	19	5
August	13	3
FY 12 - 13	32	8
FY 11 - 12	227	67

Twitter Management

	Total Number of Followers	Number of Tweets
July	223	5
August	227	1
FY 12-13	N/A	6

**Finance Department
August 2012**

Finance Section

During the month of August delinquent taxes continued to trickle in, and the delinquency rate is now down to 3%. That is two percent better than at this same point two years ago. I did receive notice this month from the City Attorney that the first set of delinquent taxes that we turned over a couple of years ago have made it through the collection process, and Sumner County will soon be selling at auction a few of the properties that had unresolved amounts outstanding.

The Finance Director attended the Industrial Development Board meeting in August, participated in a conference call with Comcast with the City Recorder regarding establishing service for the fiber lines, participated in a conference call with Pinnacle to discuss our billing transition for Wastewater and Sanitation, and attended a meeting with the Utility Billing Clerk, Public Works Director, and City Administrator to discuss needed changes to the Wastewater Ordinance and SOP. All Finance staff attended the Safety fair held at the Fire Station.

Performance Measures

Major Fund Balances

Fund	Cash Balance	Investment Account Balance
General Fund	\$24,292.44	\$3,395,362.11
Sanitation	\$34,058.38	\$540,299.90
Wastewater	\$498,446.62*	\$1,064,879.09

- All Fund Balances are bank balances reported as of September 11, 2012.
- *The Wastewater Fund balance should be reduced by a significant Due To balance for the Sanitation Fund at \$121,727.25.

Payroll

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments	Number of Void Checks
3 regular 0 special	9 paper checks 284 direct deposits	1 Retroactive Adjustments	0 Voids

Accounts Payable

	August	FY	Last August	Last FY
Total Invoices Processed	437	664	497	790

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	229	2	35	8	48	4	14	117	8	0	19	484
Customers	87	2	1	7	3	0	2	484	1	0	21	608

Finance	Accounts Payable	Business License	Property Tax	Court	Purchasing	Finance Directors Office	Total
Calls	7	4	41	101	72	4	229
Customers	0	5	5	69	6	2	87

**Finance Department
August 2012**

Purchase Orders

Codes	6	\$8,831.62
Fire	10	\$13,315.06
Police	14	\$73,225.57
Human Resources	3	\$1,189.25
Engineering	1	\$25.00
Administration	7	\$2,731.46
Finance	7	\$8,100.08

Court	0	\$0.00
Library	10	\$1,825.99
Waste Water	42	\$151,861.51
Public Works	25	\$19,503.81
Sanitation	12	\$9,388.23
Parks	45	\$35,526.58
Bldg. Maintenance	10	\$29,184.83
Cemetery	1	\$9,750.00

Total	193	\$364,458.99
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Void	4
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	Number of PO's	Value of PO's
Purchase Orders \$0 - \$999	150	\$50,218.77
Purchase Orders \$1000 - \$9999	38	\$155,407.60
Purchase Orders Over \$10,000	5	\$158,832.62
Total	193	\$364,458.99

Emergency Purchase Orders - August

Number	Vendor	Items	Amount	Nature of Emergency	Department
17836E	Allgood	Pumping	\$750.00	Lowes Millwork Lift Station	Wastewater
17548E	Sidewinder	Drain Tank	\$800.00	Cracker Barrell	Wastewater
17833E	Southern Sales	5hp pump, convert 200v to 230v AC, labor	\$7,730.00	Kroger Highland Center	Wastewater
17830E	Southern Sales	5hp pump	\$5,190.00	Kroger	Wastewater
17547E	Southern Sales	Barnes 2hp cent pumps, stark kit	\$2,690.00	3123 Pleasant Grove Rd. backed up in building	Wastewater
17828E	Wascon	Gear reduction box, labor and crane cost	\$12,748.78	Proper treatment of discharge water	Wastewater
17543E	Rod's Tire Service	Flat tire and brakes failed	\$264.78	Brakes did not work on the Explorer	Wastewater
17739E	Allgood	Pumping	\$875.00	Belmont Lodge	Wastewater

Business License Activity - August

Opened	6
Closed	1

Delinquency Rate: 70%

Cumulative Information

Class	Total Licenses	Delinquencies
1	54	37
2	150	101
3	307	261
4	215	104
Total	726	503

Finance Department
August 2012

Municipal Court – Citations disposed either through court or payment

Description	Total Charges	Description	Total Charges
Child Restraint 4-15 (1 st Offense)	2	Open Container Law	0
Child Restraint-under 4	0	Parking Violation	2
Anti-Noise Regulations	0	Vehicle Registration Law	20
Texting While Driving	0	Seat Belt Violation – 18 and Older	31
Failure to Yield Right of Way	1	Speeding	100
Financial Responsibility Law	57	Careless Driving	2
Following Too Closely	0	Disobedience to Traffic Control Device	5
Motor Vehicle Requirements/Misc.	5	One Way Street	3
Improper Passing	1	Graduated Drivers License	0
Drivers Exercise Due Care	13	Turn to Avoid Signal	0
Codes Violations/Animal Control	0	Improper Backing	0
Drivers License Law	8	Move Over Law	0
Stop Signs	5	Total	255

Municipal Court – Case Disposition

Municipal Court - Case Disposition

Disposition	Total
Ticket Paid in Full – Prior to Court	96
Guilty as Charged	11
Dismissal	19
Dismissed upon presentation of insurance	42
Not Guilty	0
Dismissed to Traffic School	4
Dismissed with Costs and Fines	58
Dismissed with Costs	23
Dismissed with Fines	2
Case Transferred to County	0
Dismissed with Public Service	0
Total	255

Wastewater Billing

New Service Connections: 0
 Applications: 45
 Late Penalties Applied: \$5,055.73
 Adjustments: 18
 Number of Reconnect Fees Paid: 17
 Non-Payment Cut-Offs: 45

**Human Resources Department
August 2012**

- Civic Center Attendant (Part-Time) Recruitment
- Parks Maintenance Seasonal Worker Recruitment
- Library Assistant (Part-Time) Recruitment
- Police Officer Recruitment (Oral Board Interviews)
- Co-Facilitated Employment Health, Safety & Wellness Fair
- Attended COWH Safety Committee Meeting, 8/28/12
- Created Title VI Complaint/Grievance Policy & Procedure
- Assisted TPMA with host activities for national IPMA Conference, Nashville
- Processed (2) FMLA Requests
- Submitted Human Resources Multi-Year Goals and Objectives
- Employee ID Badge Processing
- Employee Appraisal Process Review

Injury Reports: (1) report, August 2012, compared to the August 2011 reports (2)

	2012-2013	2011 - 2012	2010 - 2011
July	0	0	0
August	1	2	1
September		0	3
October		1	2
November		1	0
December		0	0

	2012-2013	2011 - 2012	2010 - 2011
January		0	2
February		0	3
March		0	0
April		3	0
May		0	0
June		0	1
Total		7	12

Property/Vehicle Damage Reports: (1) report, August 2012 compared to (0) reports, August 2011

	2012-2013	2011 - 2012	2010 - 2011
July	0	0	1
August	1	0	0
September		0	0
October		1	0
November		0	0
December		2	0

	2012-2013	2011 - 2012	2010 - 2011
January		0	2
February		3	0
March		0	0
April		1	0
May		0	0
June		0	0
Total		7	3

City Wide Turnover: (1) termination August 2012 compared to (0) terms August 2011

	2012-2013	2011 - 2012	2010 - 2011
July	0.0%	0.0%	0.9%
August	1.0%	0.0%	0.9%
September		0.0%	0.9%
October		1.0%	0.0%
November		2.0%	0.9%
December		2.0%	0.9%

	2012-2013	2011 - 2012	2010 - 2011
January		1.0%	0.9%
February		2.0%	0.0%
March		1.0%	1.0%
April		1.0%	1.0%
May		1.0%	1.1%
June		1.0%	0.0%
Total		12.0%	9.3%

**Police Department
August 2012**

Meetings/Civic Organizations

- *Chief Brady attended the following meetings in August:* Department Head Meeting (8/13 & 8/27), Robertson County Chief's Meeting (8/14), Sumner County Drug Task Force (8/15), 911 User Group Meeting (8/15), and Board of Mayor and Alderman Meeting (8/16).
- *Captain Mingledorff attended the following meetings in August:* Rotary Club (8/2, 26, 23, and 30th) and White House Chamber of Commerce Meeting (8/21)

Police Department Administration Performance Measurements

1. *Achieve accreditation from the Tennessee Law Enforcement Accreditation program by June 3, 2013.* The accreditation process has 152 professional standards that need to be met. Policy and procedures need to be written and proofs shown for each standard prior to approval by an assessor. Thirty-two (32) files have been approved by an assessor. Thirteen (13) files are ready to be reviewed by an assessor. Twenty (20) standards are currently being worked on. We are hoping to have them ready to take to the assessor to be reviewed by the end of September.
2. *Our department training goal is that each police employee receives 40 hours of in-service training each year.* The White House Police Department has 22 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 880 hours of training per calendar year.

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	0	24	24
February	0	16	0	16
March	0	8	0	8
April	0	96	40	136
May	12.5	152	24	188.5
June	2	56	44	102
July	0	0	32	32
August	0	48	0	48
Grand Total	14.5	376	164	554.5

Patrol Division Performance Measurements

1. *Maintain or reduce the number of patrol shifts staffed by only two officers at the two year average of 354 shifts during the Fiscal Year 2012-2013. (There are 730 Patrol Shifts each year.)*

Number of Officers on Shift	August 2012	FY 2012-2013
Two (2) Officers per Shift	45	107
Three (3) Officers per Shift	17	17

2. *Acquire and place into service two Police Patrol Vehicles.* Bid opening for two Police Patrol vehicles was August 6th. Country Ford of Southhaven, Mississippi was awarded the bid. Both vehicles are on order and are expected to be delivered to the Police Department in October.
3. *Conduct two underage alcohol compliance checks during the Fiscal Year 2012-2013.* Plans are being made to have one this winter and one in the spring.

**Police Department
August 2012**

4. *Maintain or reduce TBI Group A offenses at the three-year average of 82 per 1,000 population during the calendar year of 2012.*

Group A Offenses	August 2012	Per 1,000 Pop.	Total 2012	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	16	2	120	12
Crimes Against Property	35	3	285	28
Crimes Against Society	4	<1	106	10
Total	55	5	511	50
Arrests	40		333	

*U.S. Census Estimate 2010 – 10,255

5. *Maintain a traffic collision rate at or below the three-year average of 280 collisions by selective traffic enforcement and education through the Governor's Highway Safety Program during calendar year 2012.*

	August 2012	Total 2012
Traffic Crashes Reported:	33	228
Enforce Traffic Laws:		
Written Citations	198	2,176
Written Warnings	83	753
Verbal Warnings	185	1,894

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 2012.*

COLLISION RATIO				
	Collisions	Injuries	Monthly	YTD
August	66	9	18%	17%

Traffic School: Sgt. Keith Anglin instructed the DDC-4 Traffic School Class in August. Five students attended.

Staffing

- We are budgeted to hire two new officers this budget year; and we have one vacancy. Panel Interviews were held August 23rd. Chief Interviews are scheduled for September 6th. We are hoping to have two new officers start by the end of September.
- Ofc. Erinn Ellis is on light duty status. She currently is assisting in CID (Crime Investigations Department).
- Officer Kia Vanatta graduated from the Tennessee Law Enforcement Training Academy August 3rd. She is currently in Field Training.

K-9: Ofc. Jason Ghee and Nike attended their monthly training.

Sumner County Emergency Response Team: In the month of August, ERT trained with a newly created SWAT team out of Kentucky. They were instructed on room clearing and close quarter battle (CQB).

Volunteer Reserve Officers: The Reserve Officers had 4 hours of firearms training.

Support Services Performance Measurements

1. *Acquire and place into service one Criminal Investigation Division vehicle.* We have ordered a 2013 Ford Fusion from Country Ford (the same vendor that received the bid for our two new patrol cars). The Ford Fusion will be delivered the same time the Police Patrol vehicles are.

**Police Department
August 2012**

2. *Maintain or exceed a Group A crime clearance rate at the three-year average of 60% during calendar year 2012.*

2012 Clearance Rate		
Month	Group A Offenses	YTD
August	64%	75%

Communications Section

	August 2012	Total 2012
Calls for Service	1,089	8,820
Alarm Calls	27	250

Request for Reports

	August 2012	FY 2012-2013
Requests for Reports	13	40
Amount taken in	\$7.27	\$36.32
Tow Bills	\$0.00	\$0.00
Emailed at no charge	38	74
Storage Fees	\$0.00	\$0.00

Governor's Highway Safety Office (GHSO): Nothing to report at this time.

Volunteer Police Explorers: Nothing to report at this time.

Item(s) sold on Govdeals: Nothing sold in the month of August.

Crime Prevention/Community Relations Performance Measurements

1. *Teach D.A.R.E Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.* The Program will resume in September 2012 at White House Heritage Elementary School and Christian Community School.
2. *Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.* Planning for the 13th annual event has begun. This year's event is being scheduled for Monday, September 3, 2012 (Labor Day).
3. *Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.* Accepting applications for the next class which will commence February 2013. Seven applications have been received for Class 13.
4. *Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.*
 - a. Captain Mingledorff taught a "Bank Security and Robbery Prevention" class to fifteen employees of the White House Farmer's Bank on Thursday, August 16th.
 - b. On Wednesday, August 22nd, Captain Mingledorff participated in the 1st Annual City of White House Employee Safety Fair. Information on current seat belt and child restraint laws, gun safety, and crime prevention was handed out to all employees that participated.
 - c. *Wheels In Motion:* Program will resume September 2012.
 - d. *Captain StreetSmart:* Program will resume September 2012.
 - e. *Safe Seniors Crime Prevention Program:* Classes scheduled to begin in October.

**Police Department
August 2012**

- f. *Drug Take Back Event:* The next scheduled event is for Saturday, September 29th, at the White House Walgreens.

Special Events: WHPD Officers participated in the following events during August:

White House Middle School Football Security Detail: August 21 & 28.

White House High School Football Security Detail: August 31.

2012 Participation in Joint Community Events		
	August	YTD
Community Activities	5	36

**Fire Department
August 2012**

Summary of Month's Activities

Fire Operations

The department responded to 64 requests for service during the month with 37 responses being medical emergencies. The department responded to 5 vehicle accidents with reported injuries. Seven patients were transported to medical facilities.

August 8th - The department was dispatched to I-65 to a vehicle accident. When units arrived on scene a SUV had over turned several times ejecting a passenger. Three other passengers in the vehicle were also injured. Four patients were transported to area hospitals.

August 22nd - The department was dispatched to I-65 to a reported vehicle accident. When units arrived on scene there were several vehicles involved including a semi truck. The vehicles were damaged by running over a large object that had fallen from another vehicle. There were no reported injuries. However, the truck's fuel tank had ruptured and spilled fuel over a large area.

Fire Administration

- **August 2nd** - Chief Palmer met with Greer Communications to reprogram all the radios and repeaters within the cities radio system and the system was brought on line August 6th.
- **August 2nd - 10th** - Asst. Chief Sisk attended the International Association Arson Investigators conference in Gatlinburg for in-service training and a courtroom testimony course.
- **August 14th** - Chief Palmer met with Mr. Ron Wade to discuss their organization performing some community service work.
- **August 28th** - Chief Palmer, Asst. Chief Sisk, and department personnel assisted the "Tour of Duty" bike ride across America through our city.
- **August 28th** - Chief Palmer and Asst. Chief Sisk conducted the monthly safety committee meeting at fire station 2.

Update on the Department's Goals and Objectives

- Update the Department's SOG document and reformat sections to be more tasks/response specific by June 30, 2012. **(Complete.)**
- Organize a table top disaster drill to train staff and exercise the city emergency operations plan by December 1, 2012.
- Conduct the Risk Watch Program in all 1st grade classrooms beginning in September 2012 and ending in May 2013. **(In progress.)**
- Purchase and implement the Code Red weather emergency warning system by October 1, 2012. **(In progress.)**
- Complete the annual apparatus pump testing by December 1, 2012.
- Complete the annual fire hose testing by November 1, 2012.
- Complete annual firefighter training 240 hours for career and 48 for part-time firefighters by June 30, 2013.

Departmental Highlight

On August 22nd the Employee Safety and Health Fair was hosted at fire station 2 and appeared to be very successful. Fire department personnel prepared for the event setting up tables, the fire prevention and emergency planning display, and the fire extinguisher training. Employees from the various departments participated in the training offered and the vendor booths allowing everyone involved to learn the importance of safety and health and the interaction with the other city departments had a positive impact.

**Fire Department
August 2012**

Monthly Performance Indicators

Incident Responses

Structure Fires	0	Vehicle Accidents (General Cleanup)	4
Cooking / Electrical Fires	0	Vehicle Accidents (With Injuries)	5
Vehicle Fires	0	Rescue	0
Grass, Brush, & Trash Fires	0	False Alarms / Calls	8
Hazmat	4	Assist Other Governmental Agency	1
Other Calls	5	Total Responses for the Month	64
Emergency Medical Responses	37	Total Responses YTD	119

Fire Fighter Training

Total Training Man Hours for the Month	246.81
Total Training Man Hours YTD	525.76

Fire Inspection

	This Month	YTD
Fire Inspections	8	113
Fire Investigations	1	2
Plat / Plan Reviews	1	2
Fire Preplans	20	35

Public Fire Education

	This Month	YTD
Participants	7	84
Education Hours	3	7
Number of Occurrences	3	8

**Public Works
August 2012**

Staffing

The public works department is authorized 11 full time employees as follows:

1. Six (6) full-time Solid Waste drivers & maintenance workers;
2. Two (2) full-time Streets equipment operators;
3. One (1) Supervisor; and
4. One (1) Administrative Assistant.

The department is currently down one (1) Sanitation Driver.

Interdepartmental Training

- Workplace Violence and Harassment
- Flagging and Traffic Control
- Workplace Safety Program

City Public Works & Drainage Improvement Projects

Staff continues to respond to citizen public works and storm-water concerns. Below are projects that we've been working on recently:

1. **1020 & 1026 Picadilly Drive:** The following is an excerpt from a 2009 work order:

"Mrs. Leadron called about standing water, silt, vegetation, and algae in the concrete ditch of the detention pond behind her house. She had concerns about mosquito breeding in the ditch water. She also noted that there were two shallow depressions in the detention pond that held water for several days. She requested that the City come out and remove all of these issues."

"Engineering met the Leadron's on site and discussed the issues. The City does not typically handle day-to-day and normal maintenance of property easements but will help on occasion when the work becomes to large or costly for an individual homeowner. The amount of silt and vegetation in the ditch is minimal and could be easily removed by the property owner. Engineering suggested removing the silt and using it to fill in the low areas that she had noted earlier. Removal of the silt will greatly reduce the standing water issue (it was flowing while on site), reduce the chances of mosquito breeding grounds, and allow the algae to dry up. The owners stated that they were unaware of the maintenance structure for easements and thought the City maintained it all of the time. Engineering explained the difference between right-of-way, easements, and private property and the Leadron's said that they understood. Engineering does not recommend the City perform any work at this time."

August 28, 2012 - Ms. Mummert sent me an email alerting me that we needed to clean the drainage area as noted above. Warren sent me the above work order detail, which I forwarded to Ms. Mummert.

After sending the email I went out and visited the site to better familiarize myself with the area. My first impression was that this is a City responsibility, but, maybe the City didn't have an easement. I called the Codes Director, Addam, and asked him to look at the aerial to see if this was a City easement. Addam said that it was our easement.

I directed staff to create a work order and give it priority ranking due to the standing water issue, which can become a mosquito habitat.

The work was completed on August 30th. Staff removed approximately three (3) tons of dirt from the ditch line. This job took two (2) staff members about 3 ½ hours to complete. We will continue to monitor this area to ensure no further work is required.

**Public Works
August 2012**

2. **484 Calista Road:** Mr. Hickman called and alerted us to the fact that the drainage ditch in front of his house was stopped up. Staff cleaned out the ditch and culvert area, thus allowing for positive drainage of stormwater.
3. **476 Calista Road:** Mrs. Meadow's called and requested us to clean and mow the drainage ditch in front of her house. Staff cleaned out the ditch and culvert area then mowed the R-O-W with the side-mount mower.
4. **108 Brooklawn Drive:** Mr. Frost at 110 Brooklawn Drive called in and stated that the culvert at his residence and Mr. Kirkman's (108 Brooklawn) residence was stopped up and needs to be cleaned out. Staff responded to the area, but could not find any culverts in the area that had blockage.
5. **301 Rachel Court:** Ms. Farlow called and advised that the drainage ditch was stopped up and needed to be cleaned. Staff cleaned the ditch and removed approximately eight (8) tons of material. The crew then restored the area using top soil, seed, matting and straw. This job required a two (2) man crew and took twelve (12) hours to complete the project.
6. **132 Covington Bend:** This is a follow-up to a previous rehabilitation project at this site. Due to heavy rain events, the area experienced bank washout. The crew placed topsoil, seed and straw bales along the creek bank to stabilize the area's where it was washing out. In addition, the crew had to re-seed spots in both yards adjacent to the ditch-line and re- mud around the culvert pipe at the headwall.
7. **104 Highland Drive:** Ms. Harms contacted us and advised that the drainage ditch and culvert needed to be cleaned again. This task had been done previously back in 2010. The crew cleaned the culvert on 31W and then cleared the weeds and brush from the adjoining concrete channel.
8. **135 Villages Court:** Mr. White called and advised us that her three (3) culverts were clogged and needed to be cleared. A staff member responded to the work order and cleared the culverts of debris.
9. **328 Walnut Court:** Mr. Frankel called and advised us that the ditch-line at the rear of his property needed to be reestablished. The crew reworked the area and added approximately four (4) tons of rip-rap, 15-lbs. of seed, 375' of straw matting and six (6) bales of straw. This project took a combination of five (5) staff members a total of 23-man hours to complete this task.
10. **111 Hobbs Drive:** Back in 2010, Ms. Jones called about the ditch along the roadside not being "correct". She stated that it has erosion issues, silt issues, and she is not able to maintain the ditch due to grades. Engineering recommended "dipping" the ditch along the roadside and repair the area around the inlet headwall under Hobbs Drive, to make the side slopes easy to mow and to also install erosion control fabric to the disturbed areas of the ditch. This work was completed by PW in August of 2010.

Ms. Jones called again in April 2012 to request additional work to be done. The crew graded the ditch-line again and installed rip-rap and check dams along the ditch to mitigate washouts in the area. We used approximately 90 tons of rip-rap for this project. After viewing during rain events, this last effort appears to have been effective.

Streets & Roads

The Streets crew completed the mowing of the right of way at the following locations.

1. Union Road
2. Pleasant Grove Road
3. Pinson Lane
4. Boyles Road
5. Calista Road
6. Wilkinson Lane
7. North Palmers Chapel Road

**Public Works
August 2012**

Monthly Performance Indicators

	Available Hours	Total Hours
Streets & Roads	450	276
Sanitation	810	801
Facility Maintenance - PW Staff	N/A	43
Fleet Maintenance - PW Staff	N/A	0
Training	N/A	44
Vacation	N/A	42
Workman's Comp	N/A	8

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

Recycling

Single Stream	47,140 Pounds
Scrap Metal	0 Pounds
Yard Waste	53,600 Pounds
Recycled Oil	0 Gallons

Convenience Center

There was a total of 1 citizen that utilized our Convenience Center for the month of August for total revenue of \$15.00. Total operating cost for the month of August to be determined.

City of White House Clean-Up Days

For the month of August there were a total of 50 citizens who took advantage of the free drop off service provided by the City of White House. Citizens seem 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 (Calendar Year 2012): 487

Sanitation Enterprise Fund Totals

Number of Customers Billed	Net Total Billed	Total Billed YTD	Revenue Received	Revenue Received YTD
3,679	\$57,489.00	\$115,419.00	\$57,661.67	\$109,814.43

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 2012; schedule will be published in the next issue of The Word on White House. For the month of August we had a total of 43 citizens utilized the mobile emissions testing station located at the Public Works Facility. See the table below and notice the usage since August 2011.

August 2012	43
August 2011	65

Public Works
August 2012

August 2012 Truck Poundage and Fuel Costs

	August 2012	YTD
Tons per day	18.32	18.10
Tonnage for 1 months	329.74	1,267,240
Fuel used Truck #320	\$1,822.78	633.62
Fuel used Truck #321	\$478.05	\$3,423.41
Fuel used Truck #323	\$1,360.00	\$1,084.45
Fuel used Truck # 324	\$528.11	\$2,734.98
Total Fuel	\$4,188.94	\$757.15

Fuel increased \$377.89 from the month of July

Services Provided	Total	YTD
Brush Pick Up (stops)	224	304
Brush Truck Load	25	32
Emergency Call Outs	0	1
Damaged Carts Replaced	8	20
New Carts for New Home Construction	4	10
Additional Cart Request	2	3
Curbs Repaired	0	0
Shoulders Repaired	0	0
Drainage Requests	7	7
Drainage Work (feet)	395	395
Potholes Repaired	5	5
Salt Usage (tons)	0	0
Signs Installed	15	20
Handicapped Pick Up	81	81
Move In Special Pick Up	3	7
Move Out Special Pick Up	2	2
Dead Animal Removals	2	4
Citizens requesting a pick up due to forgetting to place cart at curb after route has been completed.	0	1

**Public Works (Wastewater)
August 2012**

Collection System Activities

1. Green Project: The wastewater staff continues to work on the "Green Project" which is a program designed to remove older, less efficient, grinder pumps with a newly designed product. This project will replace approximately 400 pumps in the South Palmers and Sage Road areas. The completion deadline for this project is April 2013. Staff replaced 22 pumps in the month of August..
2. "Copes Crossing": The Copes Crossing sewer project is being surveyed to determine the flood plain elevations and to delineate the site boundaries. I've instructed the surveyor to set permanent corner markers for the plot and to attach permanent elevation markers to the electrical control panels and pads within the station.
3. Hobbs Project: The surveying is complete and McGill Engineers are in the designing phase of the upcoming Hobbs Conversion Project. The City should have preliminary drawings to review sometime in October.
4. GIS/GEO JOBE: The missed data collection work was completed and now GEO JOBE is tying the loose ends together. I met with their management team and requested additional fields be installed to allow us to enter work order data which will help us identify work history for any given unit. Once this data is entered, staff will begin training to learn how to operate the GIS system.
5. Lift Stations: We have not had any major problems at the lift stations, just minor failures such as alternators or vacuum pump components.

McGill Engineers completed the preliminary cost estimates regarding the Meadowlark lift station. The two options are as follows: 3) cost scenarios for this station are as follows:

- a. Install a new above ground pump station similar to Cambria or Union Road (current price quote from Gorman Rupp at approximately \$180,000.00;
- b. Install a new submersible pump station at approximately \$224,000.00;

I've reviewed the costs and will make a recommendation at the upcoming BMA meeting in September. This station was built in 1983 and is the City's oldest station.

Wastewater Treatment

1. FLOW.....	0.4557 MGD
2. CAPACITY.....	1.40 MGD
3. % of CAPACITY.....	48%
4. RAINFALL.....	5.72"

1. Violations: We had a major violation with the total ammonia level recording high on a weekly, daily maximum and monthly average. This corresponded with the start of school and the sudden release of septic water from the Heritage High Lift Station. With only three (3) aerators working at the time and this shock was more than the plant could handle.
2. H₂S & FERRIC SULFATE: Staff continues to monitor the carbonaceous biochemical oxygen demand (CBOD) and the total suspended solids (TSS) which will indicate any settling effects of Ferric sulfate we are feeding at the Tyree Springs Manhole, Union Road and Wilkinson Lane stations. We've been feeding ferric for five (5) months and the overall results are positive at the plant. The clarifiers are producing a very clear effluent. We are feeding at a rate of eight (8) gallons per day at each station and will continue to do so until cooler weather comes at which point we will be able to lower the feed rate.
3. Oxidation Ditch: The aerator that had been down due to the malfunctioning gearbox was repaired. The gearbox was replaced and we're repairing the damage box to keep as a spare. The ammonia nitrogen, CBOD5 and TSS quickly dropped back to normal levels, so we should not incur any further high level ammonia violations. We

**Public Works (Wastewater)
August 2012**

had to seed the plant with 100 lbs. of dog food and two (2) boxes of Rid-x to reseed the plant and get the bacteria working again.

4. UV System: We are still assessing the Trojan Ultra-Violet (UV) system which continues to have problems due to increased algae levels. Derek Hough is working very hard to keep the algae from building up and we are getting a below limit kill on coliform bacteria.
5. Flow Meter: Flow meters are working properly and were calibrated by LABTRONIX the first week of the month along with all lab equipment.

Monthly Performance Indicators and Year-to-Date Totals

Responses to SCADA Alarms

	Month	YTD
North Palmers	193	518
Calista	158	241
Wilkinson	5	27
Portland Road	0	0
Cope Crossing	144	170
Union Road	6	22
Meadowlark	0	1
Hwy 76	0	2
Cambria	0	0
Treatment Plant	45	79
Total Responses	551	1,060
TN One-Call	64	146

Month YTD

Work Orders	0	0
Monthly Service Requests Totals	196	380
Mainline Repairs	0	0
Service Line Repairs	4	8
E/One to E/One Change-outs	19	49
E/One Conversions	6	12
"Green Project" Conversions	22	31
Low Pressure Service Requests	88	185
Vacuum System Service Requests	4	8
Major Lift Station Repairs	1	1

Planning & Codes Department
August 2012

Summary of Department Activities

Staff saw an increase in property maintenance cases due to the weather which resulted in an increase in high grass issues. Staff completed preliminary new business inspections.

Department Highlight

Building Codes: The City is currently under the 2006 International Code Series published by the International Code Congress. The adopted codes series includes the regular building, residential (one-two family), plumbing, gas, mechanical, property maintenance, energy conservation codes, and fire codes. The City's adopted electrical code is based on the State's adopted 2008 National Electric Code. The State of Tennessee administers the electrical inspection program. The City also uses the North Carolina Handicap Code for ADA handicap accessibility design issues. Local exempt jurisdictions that complete code enforcement are required to stay within six years of the latest published building code. The State is under the 2006 Building Code and 2009 Residential Code. Staff is currently in the process of reviewing the adoption of the 2009 or 2012 code series. Examples of new items in the updated codes include residential fire sprinklers and increased energy efficiency requirements that will increase the level of insulation required for new buildings. The State recently adopted a provision that requires City/County Boards to review and approve the requirement for residential sprinkler systems separate from the normal code adoption process.

Project Updates

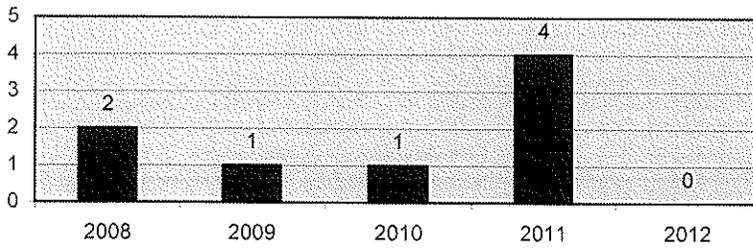
SR 76 Sidewalks: Staff received approval for TDOT to make the formal offers to obtain two private drainage easements. One of the property owners has requested an additional drainage easement due the topography of the property and an adjacent property receiving storm water run-off from the project. This issue might increase the cost of the acquisitions from the budgeted \$ 10,000. Staff has been in contact with the project engineer and the goal is to have the final construction plans ready for TDOT approval and bidding this project this fall for a spring 2013 construction start date.

Hwy 31W/Active Transportation Project: Staff discussed the project with the Planning Commission at the September Meeting. Staff has requested a project contract from the TDOT Local Programs Office in order to begin the engineering design phase of the project. Staff will be required to submit a project initiation packet including a project supervisor interview that will be administered by TDOT.

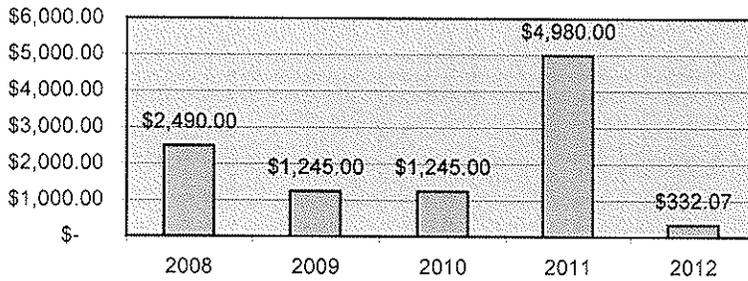
123 Calista Road Property Acquisition Project: Staff received the final contract from TDEC to formally start the project. Staff has received approval to start the property appraisal phase of the project.

**Planning and Codes Department
August 2012**

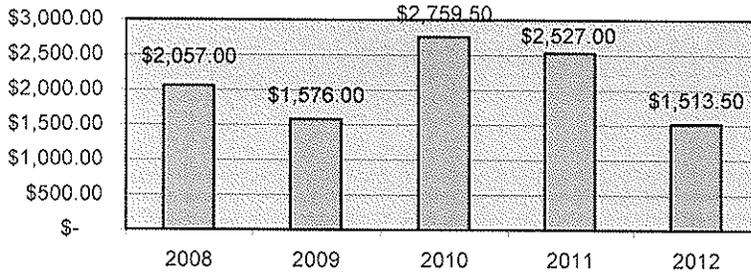
Single Family Permits



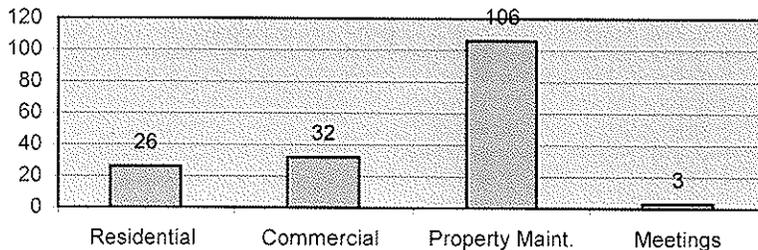
Impact Fees



Permit Fees



Inspections / Meetings



	Month	FY 12-13
MEETING AGENDA ITEMS#		
Planning Commission	4	9
Construction Appeals	0	0
Zoning Appeals	0	0
Training/Study Session	0	0
Property Maintenance	0	0
PERMITS		
Single Family Residential	0	4
Multi-Family Residential	0	0
Other Residential	6	27
New Commercial	0	0
New Industrial	0	0
Other Com/Ind	5	9
State Electrical	33	73
Sign	0	2
Occupancy Permits	7	28
Other	1	0
BUILDING INSPECTIONS		
Residential	26	63
Hours	7.5	21.17
Commercial /Industrial	32	56
Hours	17.25	26.25
CODE ENFORCEMENT		
Total Cases	106	161
Hours	13.67	20
Complaints Received	11	19
MEETINGS		
Administration	1	4
Hours	1	8
Planning	2	5
Hours	4	5.25
Codes	0	4
Hours	0	1.42
FEES		
Permit Fees	\$ 1,513.50	\$ 5,007.50
Board Review Fees	\$225.00	\$ 300.00
City Impact Fee	\$332.07	\$ 830.07
Roads	\$177.05	\$ 329.45
Parks	\$0.00	\$ 158.40
Police	\$93.35	\$ 206.15
Fire	\$61.67	\$ 136.07
PLANNING COMMISSION APPROVAL		
Subdivision Lots	0	6
Commercial/Industrial (Sq ft)	0	3,423
Multi-Family Units	N/A	0
Other	N/A	0
OTHER ITEMS		
Subdivision Bonds: 23	\$	974,300.00
Builders Bonds	\$	49,753.43
Workings Days in Month		18

Parks, Recreation, & Cultural Arts Department
August 2012

Summary of Month's Activities

Just in case you haven't been by the Park or the Soccer Complex at night recently, they are both packed with activity. We currently have multiple organizations using the facilities and that is great! This includes W.H. Jr. Pro Football, W.H. Jr. Pro Cheerleading, W.H. Youth Soccer, W.H. Middle School, W.H. High School, WHPR Youth Baseball and Softball, and WHPR Adult Softball.

RTP Grant

Ashley Smith, Director, is currently trying to get environmental clearance from the U.S. Fish and Wildlife Service so that we can get the contract from the State of Tennessee. The agencies listed here (minus USFWS) have given us clearance.

TDEC, Division of Archaeology
TDEC, Division of Natural Areas
TDEC, Division of Underground Storage Tanks
TDEC, Tennessee Historical Commission
TDEC, Division of Remediation
U.S. Fish & Wildlife Service
U.S. Army Corps of Engineers

Here is what the USFWS has said:

“Our database and the information provided indicates that suitable roosting habitat for the federally endangered Indiana bat (*Myotis soda/is*) may exist within the project area and may be altered by the proposed action. Habitat that is suitable for use by the species during summer includes trees, snags, and similar structures. Although the species has used trees smaller than five inches diameter at breast height, structure that is five inches and larger is considered adequate size at this time. The structure must have exfoliating bark, crevices, or other characteristics that would be considered by a person with sufficient experience (as recognized by the Fish and Wildlife Service) to provide adequate shelter for one or more bats. Caves, abandoned mines, and similar structures are not considered in this definition. We recommend that disturbance of the suitable roosting habitat be avoided and minimized to the greatest extent possible. A qualified biologist should assess potential impacts and determine if the proposed project may affect Indiana bats.”

The Director has spoken to them directly to find out how to proceed and there are a few options, with the first being a bat survey. The bat nesting period in Tennessee is May 15-Aug 15 and this is when a bat survey can be done to determine if there are any of these bats in the area. However, since that window is gone for a few months, we are going to get an accurate count of how many trees are likely to be affected by the trail renovation and find out if they are suitable habitat for the Indiana bats. Another option is to set aside forested land in perpetuity, guaranteeing that suitable habitat will always remain. Another option they mentioned is to contribute to the Indiana Bat Conservation Fund in lieu of disturbance to habitat. Once this is resolved and we obtain environmental clearance, the State of Tennessee will send us the contract to sign. Design work can begin at this point.

Chamber of Commerce Carnival 2013

The Director met with several Chamber of Commerce members to discuss the possibility of hosting the annual carnival on city property because Northridge Church is not going to let them have it on their property any more. The only place on city property that can accommodate it is at the Soccer Complex overflow lot next to Hwy. 31-W. The Chamber members seemed pleased with the location and said it was better than any other site used previously. The membership will vote on the site.

Youth Basketball Program

We are currently working with the White House Middle School to try and obtain usage of their gymnasium for youth basketball practices and games. The 5th-8th grade league has always been run by WHMS teachers / coaches. However, that is not the case anymore and we would like to pick up that league and add it to ours. Jerry Herman, City Administrator, and Ashley Smith, Director, met with school Principal Jerry Apple to discuss the possibility of using the gym and he was receptive to us using it on Saturdays. The final decision is made by the school board. A request for usage of facilities has been submitted to them. We will need to find another gym to host some weeknight practices. Although the details are not all worked out yet, this is a great opportunity for our department.

Parks, Recreation, & Cultural Arts Department
August 2012

One issue we are having with the City Hall gymnasium is that the flooring keeps rising up and detaching from the underlayment...presumably from humidity. The floor has been face-nailed back down in numerous areas but the problem keeps coming back in other places. Patching doesn't seem to be a long term fix. Keep in mind that there is no air conditioning or humidity control in the gym. A rubber flooring system is something that may work under those conditions but it will need to be researched.

Recreation

Zumba Classes have been rearranged. We now offer Zumba on Wednesday nights at 6:30 and Thursday nights at 6:45. Zumba Gold starts back up in September on Mondays at 8:30AM.

The final Movie in the City was August 11th. We showed "The Muppets" to an audience of around 100 people. Next year we may look into doing more things for this program to attract even more people. With the help of Scot Chevalier at CYM Productions and Travis Kaiser at Long Hollow Baptist, it was a successful program.

Challenger Basketball ended this month. We had a total of 6 participants to make it 3-on-3. The kids seemed to enjoy it and hopefully next year we can attract more participants to the program.

Girls Volleyball is still ongoing. The season is set to end September 22nd. We have 5 teams of 9 players. Their games are on Mondays and Saturdays and we also give them a practice during the week. Practices started in July and the regular season started August 6th.

Fall Baseball and Softball started practicing this month. The regular season starts September 4th and is set to end around mid-October. We have approximately 355 participants this year with 15 teams in both baseball and softball.

Men's Open Fall Softball starts September 4th. We have 9 teams in the league. The games will be played on Tuesdays, Thursdays, and Saturdays. The season is set to end October 18th.

Youth Basketball sign-ups start September 4th. We are registering for 1st-8th grade this year, so we will be using another facility to play games and practice. Registration ends October 15th. Saturday games start in December and practices start in November.

Men's Open Basketball registration starts September 10th. It is \$475/team. The league is limited to 8 teams. Tuesday games start in November. Registration ends October 18th.

The Annual Harvest Moon 10K is scheduled for Saturday, October 13th. Cost (by September 20th) \$25.00/Individual, \$65.00/Family-up to 4 members Cost (after September 20th):\$30.00/Individual, \$75.00/Family-up to 4 members.

Trail of Treats is scheduled for Monday, October 29th at 6:00PM. Letters have been sent out to various businesses offering them the opportunity to set up a booth for this event. The booth fee is \$10 again this year. We already have 11 spots filled.

Parks Maintenance

Employees have started painting the stadium football field for games. The average time to paint the field is 18 man-hours. This field is mowed 4 times per week with a reel mower.

Employees changed out some old vinyl siding at the Field 5/6 concession stand facility with new Hardie fiber cement siding. This should withstand the elements and the occasional baseball impact better than vinyl did. Gutters and downspouts were installed at the Jr. Pro football concession stand, along with some custom made aluminum downspout guards. This project turned out very well. In the coming weeks, we are going to paint some of the buildings at the Park starting with the equipment building / ticket booth just outside the stadium. The doors at the soccer complex and at the Field 5/6 concession stand were painted recently.

The Director met with Sessions Paving to receive a cost estimate about a few places along the greenway where tree roots have buckled and raised the pavement. These areas will have to be cut out, the roots cut, and then new pavement placed back.

Parks, Recreation, & Cultural Arts Department
August 2012

Update on Department Goals and Objectives

The Director has met 3 times with architect Michael Marziano to begin discussions on how to build the new bathrooms at the Municipal Park. A couple of preliminary concepts have been looked at. Choice Construction provided some cost estimates. The next step is to get the contract in place for the architectural services so that the design process can officially begin. The contract is now being reviewed by the City Attorney.

Department Highlight

Ashley Smith, Director, and Steven Russell, Parks Maintenance Supervisor, have successfully passed the Certified Playground Safety Inspector (CPSI) exam. A CPSI must pass the examination every 3 years to retain the certification. A CPSI is qualified to inspect public playgrounds for safety hazards and to ensure compliance with national standards set by the American Society for Testing and Materials (ASTM) and Consumer Product Safety Commission (CPSC). There are only 90 CPSI's in the state of Tennessee.

Department Cost Savings Report

We already have 7 sponsors this year for the Harvest Moon 10K race, for a total of \$1,400. We had 4 last year.

Parks, Recreation, Cultural Arts Department
August 2012

	FY 2007-2008	FY 2008-2009	FY 2009-2010	FY 2010-11	FY 2011-12
Mowing Hours	1,044	1,853	1,469	1,486	1,346
Pounds of Grass Seed Sown	3,670	5,130	1,895	3,140	2,275
Pounds of Fertilizer Applied	6,150	9,200	4,590	8,150	2,540
Number of Trees/Shrubs Planted	57	259	11	20	39

	Current Year		YTD
	Jul-12	Aug-12	FY 2012-13
	195	162	357
	0	0	0
	600	525	1,125
	0	0	0

	FY 2007-2008	FY 2008-2009	FY 2009-2010	FY 2010-11	FY 2011-12
Number of Youth Program Participants	377	353	336	354	448
Number of Adult Program Participants	857	2,309	1,343	2,353	2,471
Number of Theatre Production Attendees	102	0	0	0	0
Number of Special Event Attendees	2,865	2,989	2,505	3,484	3,970
Total Number of Special Events Offered	8	11	17	19	17
Total Number of Programs Offered	23	46	38	68	78
Youth Program Revenue	\$22,095.25	\$25,414.98	\$27,728.00	\$29,068.00	\$29,702.00
Adult Program Revenue	\$15,246.25	\$19,337.35	\$9,368.25	\$14,899.65	\$19,216.05
Theatre Production Revenue	\$485.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Event Revenue	\$6,476.00	\$4,993.25	\$4,530.00	\$8,010.00	\$7,355.00

	0	400	400
	150	300	450
	0	0	0
	143	140	283
	2	3	5
	9	5	14
	\$20,956.50	\$747.00	\$ 21,703.50
	\$1,369.00	\$3,138.00	\$ 4,507.00
	\$0.00	\$0.00	\$ -
	\$1,255.00	\$1,040.00	\$ 2,295.00

	FY 2007-2008	FY 2008-2009	FY 2009-2010	FY 2010-11	FY 2011-12
Number of Shelter Reservations	112	139	153	116	112
Hours of Shelter Reservations					
Shelter Reservation Revenue	\$3,732.00	\$4,183.00	\$4,083.00	\$3,415.00	\$ 3,396.00
Number of Facilities Reservations	305	256	105	63	136
Hours of Facility Reservations					
Facility Reservation Revenue	\$28,514.05	\$20,813.71	\$6,345.82	\$6,475.63	\$ 16,224.25
Misc. Revenue	\$39,729.53	\$115,858.99	\$52,032.78	\$60,991.46	\$ 56,423.35

	11	12	23
	\$210.00	\$465.00	\$ 675.00
	18	17	35
			0
	\$1,796.88	\$1,998.14	\$ 3,795.02
	\$557.10	\$485.84	\$ 1,042.94

	FY 2007-2008	FY 2008-2009	FY 2009-2010	FY 2010-11	FY 2011-12
Senior Center Participants	3,993	2,326	2,399	2,860	3,269
Number of Trip Participants	366	293	316	473	387
Number of Meals Participants	3,430	3,555	3,848	2,912	3,315
Number of Program Participants		1,407	587	632	4,486
Number of Trips Offered	43	31	31	42	31
Number of Meals Served	48	48	50	46	49
Number of Programs Offered	5	45	54	50	90

	155	351	506
	12	38	50
	166	297	463
	212	296	508
	1	3	4
	3	5	8
	4	4	8

Administration
Senior Center

White House Inn Library and Museum
August 2012

Summary of August Activities

On August 14th, we closed that library so that the entire staff minus one could attend a regional library workshop on the Tennessee Electronic Library (TEL). The staff learned a great deal about TEL and was glad to have such an opportunity. We plan on holding a workshop at the White House Library on September 25th during our home school story time to make these students and their parents aware of this resource.

The Friends of the Library hosted their book sale on August 20th through the 25th. We had a large number of donations and had a total of seven tables, two library cart completely full of books as well as books arranged in boxes that were sitting on the floor underneath the tables. By the end of the book sale we had all the books off the floor, the carts empty, and three tables put away. The remaining items that did not sell were donated to the Veterans of America.

During the book sale we also had a guest author, Donald Curtis, come on August 23rd to sell copies of his book, "And should we die... The Cane Creek Mormon Massacre". Mr. Curtis's book detailed the events of this massacre that took place in Lewis County Tennessee. Mr. Curtis sold six of his books during his signing and donated a copy to our library, which has already been processed and circulated.

Another new feature is that one of our volunteers purchased and donated a new wireless router. The library would have needed to replace the router by the end of the year because it was not up to speed with current Internet norms. However, now the library can offer its patrons modern high speed Internet.

Departmental Highlight

The TEL workshop was probably the highlight for the staff since we learned so much about this resource. However, the book sale was probably the biggest highlight for the library itself since it did so well and these funds will be given back to the library for programs and other such resources.

White House Inn Library & Museum
August 2012

Performance Measures

		<u>Program</u>	<u>Sessions</u>	<u>Attendance</u>
Official Service Area Population:	13,257	Toddler	0	0
		Summer Reading	0	0
Memberships:	10,423	Teen	0	0
		Adult	1	9
Percent of the Population with Membership:	79	Total	1	9
Total Materials Available:	25,611	Wireless Internet Users:		94
Estimated Value of Total Materials:	\$640,275	Computer Internet Users:		400
Last Month:	\$639,525	Volunteers:		9
Total Materials Available Per Capita:	1.93	Total Hours:		165
Last Month:	1.93			
State Minimum Standard:	2.00			
		<u>Services Provided by Contracting with State</u>		
<u>Materials Added</u>				
Adult Fiction:	48	<u>Interlibrary Loan Service</u>		
Adult Non-Fiction:	33	Items Borrowed:		26
Child/Juvenile/Young Adult Fiction:	53	Items Loaned:		13
Juvenile/Young Adult Non-Fiction: 8				
Audiobooks:	25	<u>R.E.A.D.S. 1st Qtr. Statistics</u>		
Movies:	30	eBooks Downloaded:		305
Music CDs:	2	Audiobooks Downloaded:		506
Total:	199			
		<u>R.E.A.D.S. 2nd Qtr. Statistics</u>		
<u>Library Circulation</u>				
Total # of Check-outs:	4,296	eBooks Downloaded:		466
Last Month:	5,111	Audiobooks Downloaded:		477
Items per Patron:	2.5			
		<u>R.E.A.D.S. 3rd Qtr. Statistics</u>		
<u>New Memberships</u>				
Adult:	50	eBooks Downloaded:		528
Senior Adult:	0	Audiobooks Downloaded:		580
Child:	2			
Student:	13	<u>R.E.A.D.S. 4th Qtr. Statistics</u>		
Young Adult:	2	eBooks Downloaded:		542
Total:	67	Audiobooks Downloaded:		695

**CITY COURT REPORT
AUGUST 2012**

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH \$16,065.00

TOTAL MONIES COLLECTED YTD \$28,837.00

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH \$3,275.71

TOTAL MONIES COLLECTED YTD \$5,114.37

TOTAL REVENUE FOR MONTH \$19,340.71

TOTAL REVENUE YTD \$33,951.37

DISBURSEMENTS

LITIGATION TAX \$1,122.26

DOS/DOH FINES & FEES \$579.50

DOS TITLE & REGISTRATION \$270.75

RESTITUTION/REFUNDS \$0.00

WORTHLESS CHECKS \$0.00

TOTAL DISBURSEMENTS FOR MONTH \$1,972.51

TOTAL DISBURSEMENTS YTD \$3,395.74

ADJUSTED REVENUE FOR MONTH \$17,368.20

TOTAL ADJUSTED REVENUE YTD \$30,555.63

DRUG FUND

DONATION TO DRUG FUND FOR MONTH \$645.47

DRUG FUND DONATIONS YTD \$2,193.97

CITY COURT CLERK



September 11, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Charlotte Soporowski, Finance Director
Re: Availability of Summary Financial Statement

The Summary Financial Statement included in the packet is typically a draft of the month most recently ended. However, our software does not allow us to print any summary reports for the current fiscal year, until the previous year is closed. We have instead included an updated report for last fiscal year. We are currently in the process of closing the fiscal year, and when all accrual entries have been prepared we will close the year and move forward. Please let me know if you have any questions.

110 GENERAL FUND

DRAFT

Summary Financial Statement
JUNE 30, 2012

Fiscal Year Time Lapse: 100.00

Account	Description	Year-To-Date			JUNE		
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	1,760,069.00	1,691,742.17	96.1	146,672.42	1,900.00	1.3
31120	PUBLIC UTILITIES PROPERTY TAX (CURRENT)	60,000.00	67,034.00	111.7	5,000.00	0.00	0.0
31211	PROPERTY TAX DELINQUENT 1ST YEAR	53,000.00	64,626.05	121.9	4,416.67	127.00	2.9
31212	PROPERTY TAX DELINQUENT 2ND YEAR	15,000.00	37,650.00	251.0	1,250.00	11,074.00	885.9
31213	PROPERTY TAX DELINQUENT 3RD YEAR	7,000.00	16,847.00	240.7	583.33	166.00	28.5
31214	PROPERTY TAX DELINQUENT 4TH YEAR	6,000.00	16,571.00	276.2	500.00	0.00	0.0
31215	PROPERTY TAX DELINQUENT 5TH YEAR	8,000.00	16,690.00	208.6	666.67	0.00	0.0
31216	PROPERTY TAX DELINQUENT 6TH YEAR	10,000.00	866.00	8.7	833.33	0.00	0.0
31219	PROPERTY TAX DELINQUENT - OTHER PRIOR YE	7,000.00	4,220.00	60.3	583.33	292.00	50.1
31300	INT, PENALTY, AND COURT COST ON PROP TAX	31,000.00	69,276.61	223.5	2,583.33	4,363.64	168.9
31513	PAYMENT IN LIEU OF TAX -SEWER UTILITIES	88,757.00	91,341.96	102.9	7,396.42	7,611.83	102.9
31610	LOCAL SALES TAX - CO. TRUSTEE	2,016,000.00	2,050,715.28	101.7	168,000.00	167,284.35	99.6
31709	BEER AND LIQUOR LOCAL PRIV TAX	4,500.00	4,700.00	104.4	375.00	1,250.00	333.3
31710	WHOLESALE BEER TAX	217,000.00	258,944.99	119.3	18,083.33	27,954.73	154.6
31800	BUSINESS TAXES	104,000.00	146,758.08	141.1	8,666.67	66,870.55	771.6
31911	NATURAL GAS FRANCHISE TAX	126,000.00	118,855.50	94.3	10,500.00	0.00	0.0
31912	CABLE TV FRANCHISE TAX	92,000.00	106,069.88	115.3	7,666.67	0.00	0.0
31960	SPECIAL ASSESSMENT - LIENS	800.00	4,086.55	510.8	66.67	0.00	0.0
31980	MIXED DRINK TAXES	6,000.00	9,969.54	166.2	500.00	927.50	185.5
32090	PEDDLER PERMIT	50.00	0.00	0.0	4.17	0.00	0.0
32209	BEER AND LIQUOR LICENSE APPLICATION FEE	800.00	800.00	100.0	66.67	0.00	0.0
32610	BUILDING PERMITS	20,000.00	24,271.50	121.4	1,666.67	946.00	56.8
32690	OTHER PERMITS	50.00	50.00	100.0	4.17	0.00	0.0
32710	SIGN PERMITS	1,350.00	800.00	59.3	112.50	0.00	0.0
33100	FEDERAL GRANTS	693,490.00	59,587.40	8.6	57,790.83	0.00	0.0
33142	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	636,246.00	114,731.08	18.0	53,020.50	0.00	0.0
33143	ARRA GRANT #2 - CALISTA ROAD PROJECT	35,717.00	144,505.96	404.6	2,976.42	0.00	0.0
33191	FEMA REIMBURSEMENT	51,232.00	0.00	0.0	4,269.33	0.00	0.0
33320	TVA PAYMENTS IN LIEU OF TAXES	113,523.00	118,481.92	104.4	9,460.25	29,620.48	313.1
33400	STATE GRANTS	659,311.00	557.04	0.1	54,942.58	0.00	0.0
33410	STATE LAW ENFORCEMENT EDUCATION GRANT	22,450.00	20,400.00	90.9	1,870.83	0.00	0.0
33450	LOCAL GRANT-ROB.CO. SRO	35,855.00	35,855.00	100.0	2,987.92	0.00	0.0
33460	STATE GRANT-LIBRARY TECHNOLOGY	0.00	575.00	0.0	0.00	0.00	0.0
33510	STATE SALES TAX	662,986.00	689,435.59	104.0	55,248.83	57,182.06	103.5
33520	STATE INCOME TAX	37,064.00	11,394.52	30.7	3,088.67	46.59	1.5
33530	STATE BEER TAX	5,230.00	5,033.98	96.3	435.83	0.00	0.0
33553	STATE GASOLINE INSPECTION FEE	21,023.00	21,065.89	100.2	1,751.92	0.00	0.0
33593	CORPORATE EXCISE TAX	11,546.00	15,253.14	132.1	962.17	1,754.25	100.1
33710	COUNTY GRANT - SENIOR NUTRITION	8,500.00	9,500.00	111.8	708.33	0.00	0.0
34120	FEES AND COMMISSIONS	3,800.00	2,665.00	70.1	316.67	0.00	0.0
34740	PARKS AND REC LEAGUE FEES	48,000.00	62,932.95	131.1	4,000.00	7,042.90	176.1
34741	FIELD MAINTENANCE FEES	7,375.00	7,952.54	107.8	614.58	193.77	31.5
34760	LIBRARY FINES, FEES, AND OTHER CHARGES	7,000.00	8,595.29	122.8	583.33	844.68	144.8
34793	COMMUNITY CENTER FEES	12,000.00	19,510.25	162.6	1,000.00	2,143.25	214.3
34900	OTHER CHARGES FOR SERVICES	10,000.00	9,295.00	93.0	833.33	688.00	82.6
35110	CITY COURT FINES AND COSTS	149,000.00	162,381.18	109.0	12,416.67	10,586.56	85.3

Summary Financial Statement
 JUNE 30, 2012
 Fiscal Year Time Lapse: 100.00

Account	Description	Year-To-Date		Percent Of Budget	JUNE		
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
35130	IMPOUNDMENT CHARGES	350.00	1,150.00-	328.6	29.17	0.00	0.0
36000	OTHER REVENUES	27,000.00	17,763.40-	65.8	2,250.00	0.00	129.7
36100	INTEREST EARNINGS	7,000.00	5,217.29-	74.5	583.33	434.50-	74.5
36210	RENT	15,500.00	20,751.19-	133.9	1,291.67	737.92-	57.1
36330	SALE OF EQUIPMENT	0.00	14,269.22-	0.0	0.00	0.00	0.0
36350	INSURANCE RECOVERIES	3,983.00	26,764.62-	672.0	331.92	0.00	0.0
36420	STADIUM RECEIPTS	7,200.00	4,976.00-	69.1	600.00	0.00	0.0
36430	TAX REFUNDS (OVERPAYMENTS)	0.00	10.19-	0.0	0.00	0.10-	0.0
36450	PARKS CONCESSIONS	6,700.00	8,968.02-	133.9	558.33	65.40-	11.7
36700	CONTRIB AND DONATION FROM PRIVATE SOURCES	0.00	7,834.31-	0.0	0.00	1,449.94-	0.0
36960	OPERATING TRANSFER IN FROM OTHER FUNDS	130,000.00	0.00	0.0	10,833.33	0.00	0.0
Total REVENUES		8,063,457.00	6,430,299.08-	79.7	671,954.76	406,552.25-	60.5
EXPENDITURES							
41000	GENERAL GOVERNMENT	315,607.00-	296,868.00	94.1	26,300.58-	17,039.82	64.8
41210	CITY COURT	79,727.00-	75,976.86	95.3	6,643.90-	5,544.05	83.4
41500	FINANCIAL ADMINISTRATION	364,798.00-	351,413.00	96.3	30,399.84-	42,472.05	139.7
41650	HUMAN RESOURCES	117,130.00-	113,351.82	96.8	9,760.83-	13,197.29	135.2
41670	ENGINEERING	1,178,911.00-	520,964.62	44.2	98,242.57-	7,236.10-	7.4
41700	PLANNING AND ZONING	247,507.00-	247,432.09	94.6	21,792.25-	17,628.52	80.9
41800	GENERAL GOVERNMENT BUILDINGS	138,412.00-	110,022.86	79.5	11,534.34-	3,097.04	26.9
41921	SPECIAL EVENTS	4,000.00-	1,693.72	42.3	333.33-	0.00	0.0
42100	POLICE PATROL	920,462.00-	848,788.42	92.2	76,705.16-	58,383.30	76.1
42120	POLICE SUPPORT SERVICES	264,298.00-	253,016.21	95.7	22,024.83-	19,696.44	89.4
42150	POLICE ADMINISTRATION	186,361.00-	176,145.85	94.5	15,530.09-	13,119.49	84.5
42151	COMMUNICATIONS SERVICES	184,902.00-	205,902.47	111.4	15,408.50-	40,386.68	262.1
42200	FIRE PROTECTION AND CONTROL	1,691,308.00-	1,078,244.89	63.8	140,942.35-	62,780.68	44.5
42210	FIRE ADMINISTRATION AND INSPECTION	237,456.00-	220,811.61	93.0	19,788.00-	16,301.87	82.4
43000	PUBLIC WORKS	79,265.00-	55,872.71	70.5	6,605.42-	2,577.34	39.0
43100	HIGHWAYS AND STREETS	197,293.00-	171,756.34	87.1	16,441.07-	11,245.49	68.4
44310	SENIOR CITIZEN ACTIVITIES	34,665.00-	27,158.43	78.3	2,888.74-	2,113.09	73.1
44740	PARK MAINTENANCE	255,274.00-	233,168.37	91.3	21,272.79-	15,196.77	71.4
44800	LIBRARIES	522,158.00-	418,118.80	80.1	43,513.16-	21,461.39	49.3
44880	CHILDREN'S LIBRARY SERVICES	182,707.00-	169,398.93	92.7	15,225.56-	12,814.55	84.2
51000	MISC EXP	39,863.00-	38,933.21	97.7	3,321.92-	3,967.80	119.4
58800	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	325,000.00-	163,204.69	50.2	27,083.33-	4,209.87-	15.5
58803	ARRA GRANT #2 - CALISTA ROAD PROJECT	725,000.00-	328,833.14	45.4	60,416.67-	77,496.24-	128.3
		35,717.00-	3,940.75	11.0	2,976.42-	2,223.83	74.7
Total EXPENDITURES		8,341,821.00-	6,111,017.79	73.3	695,151.65-	292,305.28	42.0
Total GENERAL FUND		278,364.00-	319,281.29-	114.7	23,196.89-	114,246.97-	492.5

Summary Financial Statement
JUNE 30, 2012

Fiscal Year Time Lapse: 100.00

120 INDUSTRIAL DEVELOPMENT FUND

Account	Description	Budget Estimate	Year-To-Date Actual	Percent Of Budget	Estimate Avg/Mth	JUNE Actual	Percent Of Avg
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REVENUES

33800	LOCAL REVENUE ALLOCATIONS	43,000.00	39,126.04	91.0	3,583.33	13,655.80	381.1
36100	INTEREST EARNINGS	175.00	76.81	43.9	14.58	1.20	8.2
	Total REVENUES	43,175.00	39,202.85	90.8	3,597.91	13,657.00	379.6

EXPENDITURES

48000	ECONOMIC OPPORTUNITY	54,500.00	47,859.69	87.8	4,541.67	0.00	0.0
	Total EXPENDITURES	54,500.00	47,859.69	87.8	4,541.67	0.00	0.0
	Total INDUSTRIAL DEVELOPMENT FUND	11,325.00	8,656.84	76.4	943.76	13,657.00	1447.1

Summary Financial Statement
 JUNE 30, 2012
 Fiscal Year Time Lapse: 100.00

121 STATE STREET AID FUND

Account	Description	Budget Estimate	Year-To-Date Actual	Percent Of Budget	Estimate Avg/Mth	JUNE Actual	Percent Of Avg
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REVENUES

33551	STATE GASOLINE AND MOTOR FUEL TAX	273,296.00	266,015.57	97.3	22,774.67	23,180.14	101.8
36100	INTEREST EARNINGS	200.00	25.89	12.9	16.67	0.73	4.4
	Total REVENUES	273,496.00	266,041.46	97.3	22,791.34	23,180.87	101.7

EXPENDITURES

43100	HIGHWAYS AND STREETS	258,900.00	249,168.25	96.2	21,575.01	738.95	3.4
	Total EXPENDITURES	258,900.00	249,168.25	96.2	21,575.01	738.95	3.4
	Total STATE STREET AID FUND	14,596.00	16,873.21	115.6	1,216.33	23,919.82	1966.6

Summary Financial Statement
JUNE 30, 2012

Fiscal Year Time Lapse: 100.00

122 PARKS SALES TAX FUND

Account	Description	Budget Estimate	Year-To-Date Actual	Percent Of Budget	Estimate Avg/Mth	JUNE Actual	Percent Of Avg
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REVENUES

36100	INTEREST EARNINGS	1,200.00	372.62	31.1	100.00	19.15	19.2
36425	PARKS SALES TAX RECEIPTS	79,000.00	76,458.42	96.8	6,583.33	7,171.72	108.9
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	20,000.00	20,520.00	102.6	1,666.67	0.00	0.0
	Total REVENUES	100,200.00	97,351.04	97.2	8,350.00	7,190.87	86.1

EXPENDITURES

49000	DEBT SERVICE	193,673.00	192,936.92	99.6	16,139.42	116,941.88	724.6
	Total EXPENDITURES	193,673.00	192,936.92	99.6	16,139.42	116,941.88	724.6
	Total PARKS SALES TAX FUND	93,473.00	95,585.88	102.3	7,789.42	109,751.01	1409.0

Summary Financial Statement
 JUNE 30, 2012
 Fiscal Year Time Lapse: 100.00

123 SOLID WASTE FUND

Account Description Budget Estimate Year-To-Date Actual Of Budget Percent Estimate Avg/Mth JUNE Actual Of Avg Percent

REVENUES

34400	SANITATION - USER FEES	669,000.00	686,775.00	102.7	55,750.00	57,720.00	103.5
36100	INTEREST EARNINGS	1,200.00	662.78	55.2	100.00	68.76	68.8
36330	SALE OF EQUIPMENT	0.00	53,937.67	0.0	0.00	0.00	0.0
36350	INSURANCE RECOVERIES	0.00	10,864.13	0.0	0.00	0.00	0.0
37794	SALE OF MATERIALS	5,200.00	3,467.30	66.7	433.33	390.50	90.1
	Total REVENUES	675,400.00	755,706.88	111.9	56,283.33	58,179.26	103.4

EXPENDITURES

43200	SANITATION	717,993.00	655,474.70	91.3	59,832.75	35,842.02	59.9
49000	DEBT SERVICE	104,850.00	104,879.43	100.0	8,737.51	99,900.00	1143.3
	Total EXPENDITURES	822,843.00	760,354.13	92.4	68,570.26	135,742.02	198.0
	Total SOLID WASTE FUND	147,443.00	4,647.25	3.2	12,286.93	77,562.76	631.3

Summary Financial Statement
 JUNE 30, 2012
 Fiscal Year Time Lapse: 100.00

124 IMPACT FEES

Account	Description	Budget Estimate	Year-To-Date Actual	Percent Of Budget	Estimate Avg/Mth	JUNE Actual	Percent Of Avg
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REVENUES

33400	STATE GRANTS	298,000.00	0.00	0.0	24,833.33	0.00	0.0
36100	INTEREST EARNINGS	1,700.00	431.82	25.4	141.67	28.67	20.2
36421	ROADS IMPACT FEES	20,000.00	14,723.36	73.6	1,666.67	38.10	2.3
36422	PARKS IMPACT FEES	16,000.00	7,774.05	48.6	1,333.33	39.60	3.0
36423	POLICE IMPACT FEES	13,000.00	22,458.44	172.8	1,083.33	28.20	2.6
36424	FIRE IMPACT FEES	9,000.00	13,702.76	152.3	750.00	18.60	2.5
Total	REVENUES	357,700.00	59,090.43	16.5	29,808.33	153.17	0.5

EXPENDITURES

51010	ROADS IMPACT FEES	388,100.00	12,042.80	3.1	32,341.67	7,725.00	23.9
51020	PARKS IMPACT FEES	100.00	0.00	0.0	8.33	0.00	0.0
51030	POLICE IMPACT FEES	86,031.00	86,031.37	100.0	7,169.24	91,482.00	1276.0
51040	FIRE IMPACT FEES	40,595.00	40,552.60	99.9	3,382.91	38,997.50	1152.8
Total	EXPENDITURES	514,826.00	138,626.77	26.9	42,902.15	138,204.50	322.1

Total	IMPACT FEES	157,126.00	79,536.34	50.6	13,093.82	138,051.33	1054.3
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Summary Financial Statement
 JUNE 30, 2012
 Fiscal Year Time Lapse: 100.00

140 POLICE DRUG FUND

Account	Description	Budget Estimate	Year-To-Date Actual	Percent Of Budget	Estimate Avg/Mth	JUNE Actual	Percent Of Avg
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REVENUES

31610	LOCAL SALES TAX - CO. TRUSTEE	1,200.00	1,700.00	141.7	100.00	50.00	50.0
35130	IMPOUNDMENT CHARGES	400.00	450.00	112.5	33.33	0.00	0.0
35140	DRUG RELATED FINES	15,500.00	12,265.16	79.1	1,291.67	693.61	53.7
36000	OTHER REVENUES	0.00	1,000.00	0.0	0.00	0.00	0.0
36100	INTEREST EARNINGS	100.00	98.65	98.7	8.33	5.84	70.1
	Total REVENUES	17,200.00	13,513.81	78.6	1,433.33	749.45	52.3

EXPENDITURES

42129	DRUG INVESTIGATION AND CONTROL	9,450.00	8,870.82	93.9	787.51	472.70	60.0
	Total EXPENDITURES	9,450.00	8,870.82	93.9	787.51	472.70	60.0
	Total POLICE DRUG FUND	7,750.00	4,642.99	59.9	645.82	276.75	42.9

Summary Financial Statement
JUNE 30, 2012

Fiscal Year Time Lapse: 100.00

200 DEBT SERVICE FUND (GENERAL)

Account	Description	Budget Estimate	Year-To-Date Actual	Percent Of Budget	Estimate Avg/Mth	JUNE Actual	Percent Of Avg
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REVENUES

31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	550,000.00	534,234.37	97.1	45,833.33	600.00	1.3
36100	INTEREST EARNINGS	800.00	148.68	18.6	66.67	9.82	14.7
	Total REVENUES	550,800.00	534,383.05	97.0	45,900.00	609.82	1.3

EXPENDITURES

49000	DEBT SERVICE	572,596.00	559,913.90	97.8	47,716.34	389,688.54	816.7
	Total EXPENDITURES	572,596.00	559,913.90	97.8	47,716.34	389,688.54	816.7
	Total DEBT SERVICE FUND (GENERAL)	21,796.00	25,530.85	117.1	1,816.34	389,078.72	1421.0

Summary Financial Statement
JUNE 30, 2012

Fiscal Year Time Lapse: 100.00

412 SEWER FUND

Account	Description	Year-To-Date			Percent Of Budget	Estimate Avg/Mth	JUNE	
		Budget Estimate	Actual	Estimate Avg/Mth			Actual	Percent Of Avg
REVENUES								
33142	ARRA ASSISTANCE - SEWER REHAB PROJECT	193,800.00	0.00	0.00	16,150.00	0.00	0.00	0.0
33191	FEMA REIMBURSEMENT	25,131.00	0.00	0.0	2,094.25	0.00	0.00	0.0
34900	BULK DISPOSAL FEE	600.00	1,350.00	225.0	50.00	150.00	300.0	300.0
36000	OTHER REVENUES	7,500.00	18,625.74	248.3	625.00	0.00	0.00	0.0
36100	INTEREST EARNINGS	4,000.00	2,436.00	60.9	333.33	124.72	37.4	37.4
36330	SALE OF EQUIPMENT	3,500.00	7,441.62	212.6	291.67	0.00	0.00	0.0
36920	SALE OF BONDS	7,095,017.00	309,226.00	4.4	591,251.42	0.00	0.00	0.0
37210	APPLICATION FEES & NONREFUNDABLE DEPOSIT	30,000.00	40,620.00	135.4	2,500.00	3,200.00	128.0	128.0
37220	ADMINISTRATIVE FEES	10,000.00	12,655.25	126.6	833.33	100.00	100.00	12.0
37230	SEWER USER FEES	2,543,000.00	2,518,263.64	99.0	211,916.67	209,699.58	99.0	99.0
37298	CAPACITY FEES	48,000.00	27,400.00	57.1	4,000.00	5,000.00	125.0	125.0
37995	CONNECTION FEES	4,800.00	2,400.00	50.0	400.00	300.00	75.0	75.0
Total REVENUES		9,965,348.00	2,940,418.25	29.5	830,445.67	218,574.30	26.3	26.3
EXPENDITURES								
49000	DEBT SERVICE	762,506.00	679,118.72	89.1	63,542.18	115,145.29	181.2	181.2
52117	ADMINISTRATION AND GENERAL EXPENSES	839,421.00	469,117.93	55.9	69,951.76	13,388.56	19.1	19.1
52210	COLLECTION	7,051,823.00	910,300.40	12.9	587,651.92	4,940.29	0.8	0.8
52213	SEWER TREATMENT AND DISPOSAL	516,236.00	229,767.33	44.5	43,019.68	2,688.78	6.3	6.3
52223	DEPRECIATION	586,796.00	618,699.96	105.4	48,899.67	51,558.33	105.4	105.4
58801	ARRA ASSISTANCE - COPEL CROSSING PROJECT	319,817.00	210,011.33	65.7	26,651.42	57,211.00	214.7	214.7
58804	ARRA ASSISTANCE - SEWER REHAB PROJECT	969,000.00	366,739.60	37.8	80,750.00	152,173.43	188.5	188.5
Total EXPENDITURES		11,045,599.00	3,483,755.27	31.5	920,466.63	58,320.88	6.3	6.3
Total SEWER FUND		1,080,251.00	543,337.02	50.3	90,020.96	276,895.18	307.6	307.6

Summary Financial Statement
JUNE 30, 2012

Fiscal Year Time Lapse: 100.00

416 HEALTHCARE FUND

Account Description

REVENUES

36000 OTHER REVENUES
36100 INTEREST EARNINGS
36350 INSURANCE RECOVERIES
36960 OPERATING TRANSFER IN FROM OTHER FUNDS

Total REVENUES

EXPENDITURES

51520 INSURANCE EMPLOYERS SHARE

Total EXPENDITURES

Total HEALTHCARE FUND

Account	Description	Year-To-Date			JUNE		
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
36000	OTHER REVENUES	0.00	2,654.53	0.0	0.00	0.00	0.0
36100	INTEREST EARNINGS	500.00	346.76	69.4	41.67	26.47	63.5
36350	INSURANCE RECOVERIES	308,391.00	490,886.61	159.2	25,699.25	0.00	0.0
36960	OPERATING TRANSFER IN FROM OTHER FUNDS	1,014,082.00	746,272.23	73.6	84,506.83	0.00	0.0
Total REVENUES		1,322,973.00	1,240,160.13	93.7	110,247.75	26.47	0.0
EXPENDITURES							
51520	INSURANCE EMPLOYERS SHARE	1,318,260.00	1,102,580.95	83.6	109,855.00	52,328.92	47.6
Total EXPENDITURES		1,318,260.00	1,102,580.95	83.6	109,855.00	52,328.92	47.6
Total HEALTHCARE FUND		4,713.00	137,579.18	2919.1	392.75	52,302.45	317.0

Summary Financial Statement
 JUNE 30, 2012
 Fiscal Year Time Lapse: 100.00

433 HILLCREST CITY CEMETERY

Account	Description	Year-To-Date		Percent Of Budget	JUNE		
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
34110	GENERAL SERVICES	2,028.00	3,222.00-	158.9	169.00	414.00-	245.0
34321	CEMETERY BURIAL CHARGES	300.00	300.00-	100.0	25.00	0.00	0.0
34323	GRAVE - OPENING AND CLOSING FEES	15,450.00	14,650.00-	94.8	1,287.50	2,200.00-	170.9
36100	INTEREST EARNINGS	380.00	286.28-	75.3	31.67	20.20-	63.8
36340	SALE OF CEMETERY LOTS	12,000.00	20,250.00-	168.8	1,000.00	1,500.00-	150.0
	Total REVENUES	30,158.00	38,708.28-	128.4	2,513.17	4,134.20-	164.5
EXPENDITURES							
43400	CEMETERIES	20,043.00-	14,803.35	73.9	1,670.25-	952.36	57.0
	Total EXPENDITURES	20,043.00-	14,803.35	73.9	1,670.25-	952.36	57.0
	Total HILLCREST CITY CEMETERY	10,115.00	23,904.93-	236.3	842.92	3,181.84-	377.5

G/L Month: 06 JUNE
 Beginning Fund: 110 Beginning Function: ZZZZZ
 Ending Fund: 433 Ending Function: ZZZZZ
 * End of Report: CITY OF WHITE HOUSE *

RESOLUTIONS....

September 12, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Addam McCormick, Planning and Codes Director
Re: Hwy 31W/SR 41 Street Renaming

The resolution is to rename a section of Hwy 31W/SR 41 to include a Main Street designation. Staff discussed the request with both County 911 offices and the White House Post Master. Staff proposes to add the Main Street designation to the existing addresses to prevent property owners and business owners from having to change their addresses and altering the numbering along Hwy 31W/SR 41 for the Main Street designation. If the resolution is approved, staff will coordinate the street name change with the County 911 offices.

RESOLUTION 12-12

**A RESOLUTION OF THE CITY OF WHITE HOUSE BOARD OF MAYOR AND ALDERMEN
RENAMING A SECTION OF HWY 31W/SR 41 TO INCLUDE A MAIN STREET DESIGNATION**

WHEREAS, the City of White House desires to change the name of Hwy 31W/SR 41 between the intersections of Hwy 31W/SR 41 and SR 258 Raymond Hirsch Parkway and Hwy 31W/SR 41 and Calista Road to Hwy 31W/SR 41 - Main Street to promote the redevelopment of the City's historical town center area and encourage economic growth and development in the City,

WHEREAS, the City of White House will coordinate with the Robertson and Sumner County 911 Offices and the White House Post Master to change the street name to include the Hwy 31W/SR 41- Main Street designation and the City of White House will change out the street signs in the area,

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of White House hereby renames the following street section as follows:

Section 1. Hwy 31W/SR 41 between the intersections of Hwy 31W/SR 41 and SR 258 Raymond Hirsch Parkway and Hwy 31W/SR 41 and Calista Road to Hwy 31W/SR 41- Main Street

Section 2. This resolution shall take effect upon its passage, the public welfare requiring it.

Adopted this 20th day of September 2012.

Michael Arnold, Mayor

Amanda Priest, City Recorder

September 13, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator

Re: Resolution 12-13

The formation of a Health, Educational, and Housing Facility Board will allow the City of White House to provide economic incentives to certain types of industries that are not currently covered by the Industrial Development Board. I recommend approving the formation of this board.

RESOLUTION 12-13

A RESOLUTION ACCEPTING AN APPLICATION SEEKING TO FORM A HEALTH, EDUCATIONAL AND HOUSING FACILITY BOARD OF THE CITY OF WHITE HOUSE, TENNESSEE, FINDING AND DETERMINING THAT SUCH BOARD BE FORMED, AUTHORIZING THE PERSONS MAKING SUCH APPLICATION TO PROCEED TO FORM SUCH BOARD, AND APPROVING THE FORM OF THE CERTIFICATE OF INCORPORATION OF SUCH BOARD.

WHEREAS, Sections 48-101-301 et seq., Tennessee Code Annotated (the "Act"), provides for the formation of a health, educational and housing facility corporation of a Tennessee city or county for the purposes, among others, of constructing, acquiring, improving, repairing, renovating, extending, equipping, furnishing, operating, maintaining and managing one or more "projects," as such term is defined in the Act, borrowing of funds to carry out any of its purposes and powers with respect to any such project or projects and the lending of funds for any such purpose; and

WHEREAS, a written Application seeking permission to apply for the incorporation of a health, educational and housing facility corporation for the City of White House, Tennessee (the "Municipality") pursuant to the Act has been filed with the Board of Mayor and Aldermen (the "Governing Body") of the Municipality; and

WHEREAS, it is the intention of the Governing Body to adopt this resolution to grant such permission pursuant to 48-101-302 of the Act.

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

1. Acknowledgment of Application. The Governing Body hereby acknowledges receipt of an Application to Form The Health, Educational and Housing Facility Board of the City of White House, Tennessee (the "Board") pursuant to Section 48-101-302 of the Act, submitted to it by three (3) natural persons who are duly qualified electors of the Municipality. A form of said Application is attached hereto as Exhibit A.
2. Findings and Determination. The Governing Body hereby finds and determines that it is wise, expedient, necessary and advisable that the Board be formed pursuant to the Act.
3. Authorization to Proceed. The Governing Body hereby authorizes the persons making such Application to proceed to form the Board.
4. Approval of Certificate of Incorporation. The Governing Body hereby approves the form of the Certificate of Incorporation proposed to be used in organizing the Board, in the form presented to this meeting and attached to the Application as an exhibit.
5. Appointment of Board of Directors. Pursuant to the Application to Form The Health, Educational and Housing Facility Board of the City of White House, Tennessee, the Governing Body hereby appoints the following persons as the initial Board of Directors of the Board to be appointed by the Governing Body for the terms of office opposite their respective names, commencing on the date the Certificate of Incorporation is filed with the Secretary of State of Tennessee:

<u>Director</u>	<u>Length of Term</u>
WG Jones	6 Years
Ron Williams	6 Years
Walton Plummer	6 Years
Douglas R. Tate	6 Years
Robert Allen	6 Years
John D. Wilkinson	6 Years
Tim Murphy	6 Years

6. Other Documents. The Governing Body hereby authorizes and directs the Mayor and City Recorder, or either of them to execute and deliver and to make such certifications as shall be deemed necessary and advisable in connection with the formation of the Board.

Adopted and approved this 20th day of September, 2012.

Ayes:

Nays:

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

EXHIBIT A

**FORM OF APPLICATION TO FORM
THE HEALTH, EDUCATIONAL AND HOUSING FACILITY BOARD OF
THE CITY OF WHITE HOUSE, TENNESSEE**

APPLICATION TO FORM

THE HEALTH, EDUCATIONAL AND HOUSING FACILITY BOARD

OF THE CITY OF WHITE HOUSE, TENNESSEE

The undersigned do hereby certify that each of them is a duly qualified elector of the City of White House, Tennessee (the "City") and do hereby make this application to the Board of Mayor and Aldermen of the City (the "Governing Body"), as follows:

WHEREAS, Sections 48-101-301 et seq., Tennessee Code Annotated (the "Act"), provides for the formation of a health, educational and housing facility corporation of a Tennessee municipality for the purposes, among others, of constructing, acquiring, improving, repairing, renovating, extending, equipping, furnishing, operating, maintaining and managing one or more "projects," as such term is defined in the Act, borrowing funds to carry out any of its purposes and powers with respect to any such project or projects and the lending of funds for any such purpose; and

WHEREAS, the undersigned have found and determined that it is wise, expedient, necessary and advisable and in furtherance of such goals that The Health, Educational and Housing Facility Board of the City of White House, Tennessee (the "Board") be formed as provided by the Act.

NOW, THEREFORE, it is the intention of the undersigned to submit this Application to the Governing Body for the purpose of seeking the permission of the Governing Body to apply for the incorporation of the Board, pursuant to Section 48-101-303, Tennessee Code Annotated, as follows:

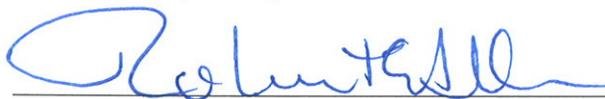
1. Permission of the Governing Body. The undersigned hereby seek the permission of the Governing Body to apply for the incorporation of the Board and request that the Governing Body proceed to consider such application at a meeting duly and regularly called and held.

2. Resolution. The undersigned hereby request that the Governing Body at such meeting duly adopt one or more resolutions in which (a) the Governing Body finds and determines that it is wise, expedient, necessary and advisable that the Board be formed; (b) the Governing Body authorizes the undersigned to proceed to form the Board; (c) the Governing Body approves the form of the certificate of incorporation proposed to be used in organizing the Board, in the form attached hereto as Exhibit A; and (d) the Governing Body appoints the initial Board of Directors of the Board.

3. Filing of Certificate of Incorporation. Upon the adoption of such resolution by the Governing Body, the undersigned shall execute, acknowledge and file said Certificate of Incorporation for the Board as provided in the Act.

(signature page follows)

IN WITNESS WHEREOF, pursuant to the Act, the undersigned have duly executed this Application on this 9th day of August, 2012, and respectfully submit it to the Governing Body for its consideration.



Signature

Robert Allen

Printed Name

105 College Street, White House, TN 37188

Address



Signature

John D. Wilkinson

Printed Name

105 College Street, White House, TN 37188

Address



Signature

Tim Murphy

Printed Name

105 College Street, White House, TN 37188

Address

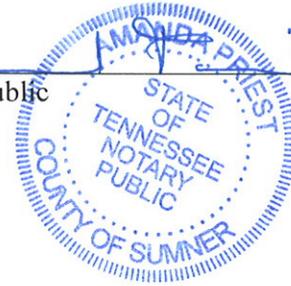
STATE OF TENNESSEE)

COUNTY OF SUMNER)

Personally appeared before me, the undersigned, a Notary Public in and for the State and County aforesaid, Robert Allen, the within named bargainer, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he executed the within instrument for the purposes therein contained.

WITNESS my hand and seal, at office in White House, Sumner County, Tennessee, this 12th day of September, 2012.

[Signature]
Notary Public



My Commission Expires:

11/17/14

STATE OF TENNESSEE)

COUNTY OF SUMNER)

Personally appeared before me, the undersigned, a Notary Public in and for the State and County aforesaid, John D. Wilkinson, the within named bargainer, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he executed the within instrument for the purposes therein contained.

WITNESS my hand and seal, at office in White House, Sumner County, Tennessee, this 10th day of September, 2012.

My Commission Expires:

11/17/14

Notary Public



STATE OF TENNESSEE)

COUNTY OF SUMNER)

Personally appeared before me, the undersigned, a Notary Public in and for the State and County aforesaid, Tim Murphy, the within named bargainer, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he executed the within instrument for the purposes therein contained.

WITNESS my hand and seal, at office in White House, Sumner County, Tennessee, this 10th day of September, 2012.

[Signature]
Notary Public



My Commission Expires:

11/17/14

EXHIBIT B

**CERTIFICATE OF INCORPORATION
OF
THE HEALTH, EDUCATIONAL AND HOUSING FACILITY BOARD
OF
THE CITY OF WHITE HOUSE, TENNESSEE**

Pursuant to the provisions of Sections 48-101-301, et seq., Tennessee Code Annotated (the "Act"), we, the undersigned natural persons, do hereby intend to create a health, educational and housing facility corporation pursuant to said Act and do hereby certify as follows:

1. Each of us is a duly qualified elector of and taxpayer in the City of White House, Tennessee, and our respective names and residences are as follows:

NAME

ADDRESS

2. The name of the Board shall be "The Health, Educational and Housing Facility Board of the City of White House, Tennessee" (the "Board").
3. Permission to organize the Board has been granted by resolution duly adopted by the Board of Mayor and Aldermen of the City of White House, Tennessee on _____, 2012.
4. The address of the Board's initial registered office is 105 College Street, White House, Tennessee 37188.
5. The name of the Board's initial registered agent is Valerie M. Webb, Webb Sanders PLLC, 2784 Highway 31W, White House, Tennessee 37188.
6. The location of the principal office of the Board is 105 College Street, White House, Tennessee 37188.
7. The purposes for which the Board is organized are to promote the health and higher education of the people of the City of White House, Tennessee, and surrounding areas, and to exercise the authority, and pursue the objectives, of a health, educational and housing facility board, as provided in the Act, it being the intention of the incorporators to make the scope of the authorized business activities of the Board as broad as permitted by the Act and other applicable Tennessee statutes.
8. The Board shall have seven (7) directors who shall be elected by the Board of Mayor and Aldermen of the City of White House, Tennessee, and all of whom shall have such other qualifications, terms and duties as provided in the Act, as heretofore or hereafter amended.
9. The duration of the Board is perpetual.
10. The Board shall not have members.

11. The Board shall be a public nonprofit corporation, public benefit corporation and public instrumentality of the City of White House, Tennessee, as provided in the Act, but shall have no power to obligate the City of White House, Tennessee in any way, as provided in the Act.
12. The Board shall have all powers necessary to carry out the purposes set forth above as are authorized under the laws of the State of Tennessee, including without limitation the Act, as heretofore and hereafter amended, and including all powers incidental thereto or necessary for the performance thereof, excepting only such lawful limitations on, and additions to, such powers and authorities as expressly provided herein. To that end, it is hereby declared that should any provision or provisions of this Certificate of Incorporation, which limit(s) or add(s) to, such powers and authorities, be declared invalid, unlawful, or unenforceable for any reason, the invalidity, unlawfulness, or unenforceability of such provision or provisions shall not affect the remaining provisions of such Certificate of Incorporation, and that this Certificate of Incorporation should have full force and effect according to its provisions excepting those provision(s) so declared invalid, unlawful, or unenforceable.
13. Upon the dissolution of the Board, after paying or making provision for the payment of all liabilities of the Board then outstanding and unpaid, all assets of the Board shall be distributed to the City of White House, Tennessee.

We, the undersigned, do hereby subscribe to and acknowledge this Certificate of Incorporation as evidenced by our signatures below, all as of this ____ day of _____, 2012.

Printed Name:

Printed Name:

Printed Name:

STATE OF TENNESSEE)

COUNTY OF SUMNER)

Personally appeared before me, the undersigned, a Notary Public in and for the State and County aforesaid, Phil Carver, the within named bargainor, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he executed the within instrument for the purposes therein contained.

WITNESS my hand and seal, at office in _____, Sumner County, Tennessee, this ____ day of January, 2012.

Notary Public

My Commission Expires:

STATE OF TENNESSEE)

COUNTY OF SUMNER)

Personally appeared before me, the undersigned, a Notary Public in and for the State and County aforesaid, Clay Haynes, the within named bargainer, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he executed the within instrument for the purposes therein contained.

WITNESS my hand and seal, at office in _____ County, Tennessee, this ____ day of January, 2012.

Notary Public

My Commission Expires:

STATE OF TENNESSEE)

COUNTY OF SUMNER)

Personally appeared before me, the undersigned, a Notary Public in and for the State and County aforesaid, Earl Fischer, the within named bargainer, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he executed the within instrument for the purposes therein contained.

WITNESS my hand and seal, at office in _____ County, Tennessee, this ____ day of January, 2012.

Notary Public

My Commission Expires:

September 13, 2012

MEMORANDUM

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator

Re: Resolution 12-14

This resolution will provide guidelines for economic incentives that the Health, Educational, and Housing Facility Board can use when offering incentives to certain types of industries. I recommend approving these economic incentive guidelines.

RESOLUTION 12-14

A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, REGARDING ECONOMIC INCENTIVE GUIDELINES AND AUTHORIZING THE HEALTH, EDUCATIONAL, AND HOUSING FACILITY BOARD OF THE CITY OF WHITE HOUSE, TN TO NEGOTIATE AND ACCEPT PAYMENTS IN LIEU OF AD VALOREM TAXES.

WHEREAS, pursuant to Tennessee Code Annotated, Section 48-101-312(b), a city or county in Tennessee is permitted to delegate to a Health, Educational and Housing Facility Board ("HEH") the authority to negotiate and accept payments in lieu of ad valorem taxes ("PILOTS") from lessees of the Board upon a finding by the city or county that such payments are deemed to be in furtherance of the HEH's public purposes; and

WHEREAS, the Board of Mayor and Aldermen desire to confirm their approval of guidelines for economic incentives in order to create an environment that is valued by existing companies that are expanding and to attract new prospective employers to the City; and

WHEREAS, the Board of Mayor and Aldermen would like to be able to offer an incentive program to make our city a more viable candidate in competing with similar cities for economic growth; and

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

RESOLVED: the Board of Mayor and Aldermen desire to authorize and approve the delegation to the Health, Educational and Housing Facility Board of the City of White House, Tennessee, of authority to negotiate and accept from the HEH's lessees payments in lieu of ad valorem tax agreements in accordance with T.C.A. Section 48-101-312(b).

BE IT FURTHER RESOLVED: the Board of Mayor and Aldermen hereby approve the Economic Incentive Guidelines to be used by the HEH in its consideration of the negotiation and acceptance of payment in lieu of tax incentives attached hereto as **Exhibit A**, with the understanding that these are guidelines and not binding rules or requirements.

Adopted this 20th day of September, 2012.

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

Exhibit A

Economic Incentive Guidelines
City of White House,
Tennessee

The Board has adopted the guidelines set forth herein based on a Company's investment, projected employment, and other factors as the Board may determine. These are guidelines and not binding rules or requirements. The Board can and should feel free to alter the Level assigned to any Project, or to increase or decrease the benefits within that level, in its sole and absolute discretion, based upon whatever subjective factors that it determines to be applicable, including, without limitation, whether the applicant is providing employment, whether the project is growing, environmentally sustainable or deleterious, whether the project is likely to enhance the image of the community, attract additional business, is a site in a location that the community desires be redeveloped, is a brown field, or is otherwise particularly well suited or poorly suited for the prospective project, etc.

Investment Report – The Company shall on or before June 30 of each year, beginning June 30 of the year following the commitment to the project, certify to the Board the amount of investment it has made in the real property and equipment comprising part of the project during the preceding 12 months (the "Annual Investment").

Guidelines. Subject to the foregoing, the guidelines for granting tax abatements and payment in lieu of tax agreements are as follows:

Level 1 - Companies investing at least \$500,000 and hiring at least 25 full time equivalent (FTE) employees:

Real Property:

	Percentage of the property tax that would otherwise have been payable:
Year 1*	0%
Year 2	50%
Year 3	50%
Year 4	80%
Year 5	100% (Abatement ends)

Personal Property:

	Percentage of the property tax that would otherwise have been payable:
Year 1*	0%
Year 2	50%
Year 3	100% (Abatement ends)

Level 2 - Companies investing at least \$2,000,000 and hiring at least 50 full time equivalent (FTE) employees:

Real Property:

	Percentage of the property tax that would otherwise have been payable:
Year 1*	0%
Year 2	0%
Year 3	50%
Year 4	60%
Year 5	70%
Year 6	80%
Year 7	80%
Year 8	100% (Abatement ends)

Personal Property:

	Percentage of the property tax that would otherwise have been payable:
Year 1*	0%
Year 2	0%

Year 3	70%
Year 4	100% (Abatement ends)

Level 3 - Companies investing at least \$5,000,000 and hiring at least 100 full time equivalent (FTE) employees:

Real Property:

	Percentage of the property tax that would otherwise have been payable:
Year 1*	0%
Year 2	0%
Year 3	40%
Year 4	50%
Year 5	60%
Year 6	70%
Year 7	80%
Year 8	90%
Year 9	100% (Abatement ends)

Personal Property:

	Percentage of the property tax that would otherwise have been payable:
Year 1*	0%
Year 2	0%
Year 3	0%
Year 4	0%
Year 5	100% (Abatement ends)

* The Company may elect to make an in lieu of tax payment equal to the CIP ad valorem tax prior to placement of the applicable component of the Project in service, and make Year 1 the first year in which the full ad valorem tax would have been applicable thereto.

The Board may request that the Company meet certain performance standards related to the amount of the capital investment and job creation in connection with the Project in order to continue the tax abatement (for example, the Company shall make at least 85% of the capital investment and create at least 85% of the indicated jobs in order to receive the requisite abatement, or else there will be a proportionate reduction in the incentive). These performance criteria will be considered on a case by case basis.

In the event that a leasehold estate with respect to any part of the Project (or any interest therein) which is owned by the Board and leased to the Company is ever subject to ad valorem taxation, the amount of any such ad valorem taxes shall be a credit against any in-lieu-of-tax payments due from said Company.

All in-lieu-of-tax payments for any year shall be due and payable to the Board on or before the last day of February of the next succeeding year.

September 13, 2012

MEMORANDUM

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator

Re: Resolution 12-15

This resolution will provide specific guidelines and policies for city records. I recommend approving this resolution.

RESOLUTION 12-15

A RESOLUTION PROVIDING FOR THE MAINTENANCE, PRESERVATION, AND PROTECTION OF PUBLIC RECORDS, AND ESTABLISHING PROCEDURES FOR ACCESSING AND COPYING OPEN PUBLIC RECORDS FOR THE CITY OF WHITE HOUSE, TENNESSEE.

WHEREAS, the City of White House has amassed large quantities of records that are inactive and no longer have administrative, fiscal, legal, or historical value; and

WHEREAS, Tennessee Code Annotated 10-7-701 authorizes the disposal of public records in accordance with established record retention schedules provided by the Municipal Technical Advisory Services; and

WHEREAS, the City of White House desires to purge records that are not required to be kept by law and that no longer have value; and

WHEREAS, Tennessee Code Annotated 10-7-503 states that all municipal records shall be open to the public for inspection during business hours, excepted as provided for in Tennessee Code Annotated 10-7-504.

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

Section 1. The records management policies and procedures attached hereto and made a part hereof are hereby adopted.

Section 2. The attached records management policies and procedures attached hereto and made a part hereof replace all previous resolutions regarding records management.

Section 3. Changes or revisions to the procedures hereby adopted shall be made only by resolution of the Board of Mayor and Aldermen of the City of White House.

Adopted this 20th day of September, 2012.

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

**RECORDS
MANAGEMENT
POLICIES
AND
PROCEDURES**

Records Management Program

Policy

The City of White House has an important responsibility to preserve public records. Proper records management will ensure that these records are preserved and can be found when needed. Public records will be stored, made available for viewing and copying, and disposed according to the procedures in this policy.

Definitions

"Confidential public record" means any public record which has been designated confidential by statute and includes information or matters or records considered to be privileged and any aspect of which access by the general public has been generally denied;

"Disposition" means preservation of the original records in whole or in part, preservation by photographic or other reproduction processes, or outright destruction of the records;

"Essential records" means any public records essential to the resumption or continuation of operations, to the re-creation of the legal and financial status of government in the city or to the protection and fulfillment of obligations to citizens of the city;

"Permanent records" means those records which have permanent administrative, fiscal, historical or legal value;

"Public record or records" means all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business; It does not include the device or equipment, including, but not limited to, a cell phone, computer or other electronic or mechanical device or equipment, that may have been used to create or store a public record T.C.A. 10-7-503 (a), (1), (A), (B);

"Records creation" means the recording of information on paper, printed forms, punched cards, tape, disk, or any information transmitting media. "Records creation" includes preparation of forms, reports, state publications, and correspondence;

"Records Custodian" the department head or designee of each department and is responsible for the direct custody and care of a public record and is not necessarily the original preparer or producer of the record;

"Records disposition authorization" means the official document utilized by a department head to request authority for the disposition of records. The Records Custodian, the City Recorder, and the City Administrator shall determine and order the proper disposition of city records through the approval of records disposition authorizations;

"Records management" means the application of management techniques to the creation, utilization, maintenance, retention, preservation, and disposal of records in order to reduce costs and improve efficiency of recordkeeping. "Records management" includes records retention schedule development, essential records protection, files management and information retrieval systems, microfilm information systems, correspondence and word processing management, records center, forms management, analysis, and design, and reports and publications management;

"Records of archival value" means any public record which may promote or contribute toward the preservation and understanding of historical, cultural, or natural resources of the city;

"Records officer" means an individual designated by a department head to assist the Records Custodian or assume responsibility for implementation of the department's records management program;

"Redacted Record" a public record otherwise open for public inspection from which protected information has been removed or made obscured prior to release or inspection.

"Requestor" a Tennessee citizen requesting access to or a copy of a public record.

"Temporary records" means material which can be disposed of in a short period of time as being without value in documenting the functions of an agency. Temporary records will be scheduled for disposal by requesting approval from the Records Custodian, City Recorder, and the City Administrator utilizing a records disposition authorization; and

"Working papers" means those records created to serve as input for final reporting documents, including electronic data processed records, and/or computer output microfilm, and those records which become obsolete immediately after agency use or publication.

Storage of Records

Workings papers should only be stored in the office environment as long as administratively necessary. These records generally become obsolete immediately after receiving and reviewing and have no temporary or permanent value. These records include paper and electronic mailings both from internal and external sources; notes from meetings; rough drafts of reports; and records that come and go in the course of the day.

Temporary and Permanent records may be stored in office files until they become inactive. Inactive files should be moved to an area that is approved as an archived storage space. This space is approved by the records custodian of each department and should meet as nearly as possible the environmental recommendations from the most current "Records Management for Municipal Governments" manual by the Municipal Technical Advisory Service.

Paper is not the only medium in which records can be stored. Records' can be stored or maintained on a computer or removable computer storage media, including CD Rom disks T.C.A. 10-7-121 (a), (1). Record Custodians should consider space needs and are encouraged to store inactive records that are more than five years old in one of these alternative storage formats.

All daily data generated and stored within the computer system shall be copied to computer storage media daily, and the newly created computer storage media more than (1) week old shall be stored at a location other than at the building where the original is maintained T.C.A. 10-7-121 (a), (1), (C).

Most office environments have conditions that are acceptable for storage of records in most formats. Unless conditions are very severe, temperature and humidity are not factors affecting records scheduled for destruction in a few years. Wide fluctuations in temperature and high humidity can result in severe damage to these records. Ideally, the temperature should be 65 to 75 degrees Fahrenheit, and the humidity should be kept at 45 to 55 percent. It is important that the records custodian ensure that records that are permanent according to the records retention schedule are kept in an environment suitable for long term storage.

Record Custodians should consider having a disaster plan that would protect important and vital records in the event of a disaster. This would include making sure that there are off-site archival quality copies of the city's most important records.

Requests for Public Records

In Tenn. Code Ann. Section 10-7-505(d), the Tennessee General Assembly declares that the Tennessee Public Records Act (hereinafter "TPRA") "shall be broadly construed so as to give the fullest possible access to public records." Courts in Tennessee have opined that unless there is a clear exception provided in law, all records of a governmental entity are to be open to citizens for inspection and/or copying. However, these Courts have also acknowledged the ability of records custodians to adopt reasonable rules governing the manner in which records request are to be made and fulfilled.

The Records Custodian and/or the Records Officer in each department shall be the public records request custodian. Pursuant to the TPRA this person(s) will ensure that full access and assistance is given in a timely and efficient

manner to **Tennessee residents** who request access to public documents in accord with the public records retention schedule as provided in the most current MTAS publication *Records Management for Municipal Government*. (The only time a non-Tennessee resident's request for a public record shall be granted is if the requestor was involved in a traffic crash or was a victim of a crime in which a City of White House Police Officer took a report.)

The City of White House maintains a public web site and uses various methods of social media to provide some public records. Records Custodians are encouraged to use these means to post often requested records and to direct requestors to these records. However, Records Custodians are cautioned not to disclose matters protected by state law as confidential. Also, a requestor may still exercise the right to inspect the public record following the procedures below.

All municipal records shall, at all times during normal business hours, as set by the City Administrator, be open for personal inspection by any citizen of this State, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. City employees shall direct all requests of public records to the Records Custodian/Records Officer of their department.

Requests for personnel records shall be made to the Human Resources Director. If the personnel record requested is for a police officer, the Human Resources Director will promptly notify the Police Chief, as well as the officer whose record was requested. The Police Chief shall make the final determination as to the release of the information requested. In the event that the Police Chief refuses to release the information, he/she shall provide a written explanation of the reasons for not releasing the information.

Requests for Viewing

The Records Custodian/Records Officer may not require a written request or assess a charge to view in person a public record unless otherwise required by law. The Records Custodian/Records Officer shall require any citizen making a request to view a public record to present photo identification, if the person possesses photo identification, issued by a governmental entity that includes the person's address. If a person does not possess photo identification, the Records Custodian/Records Officer shall require another acceptable form of identification T.C.A. 10-7-503 (a), (7), (A).

The Records Custodian and/or Records Officer shall promptly make available for inspection any public record not specifically exempt from disclosure. Any request for inspection or copying of a public record shall be sufficiently detailed to enable the Records Custodian/Records Officer to identify the specific records to be located or copied T.C.A. 10-7-503 (a), (7), (B).

All inspections of public records must be performed under the supervision of the Records Custodian or designee. Confidential information or exempt information should be redacted prior to inspection or copying.

In the event it is not practical for the record(s) to be promptly available for inspection, the Records Custodian/Records Officer shall within seven (7) business days:

Make the information available to the requestor – for inspection only the Records Custodian/Records Officer will use the *Inspection/Duplication of Records Request* and follow the instructions listed at the top for "Custodian Instructions."

Deny the request in writing using the *Records Request Denial Letter* – the Records Custodian/Records Officer shall include the basis for the denial. If the request is denied because the Records Custodian/Records Officer is not the holder of the records requested then the Records Custodian/Records Officer should make the requestor aware of the appropriate Records Custodian (if known) whenever possible. The statutory time frame is not triggered until the request is made by the requestor to the appropriate records custodian.

Furnish the requestor a *Records Production Letter* stating the time reasonably necessary to produce the record or information T.C.A. 10-7-503 (a), (2), (B).

Requests for Copies or Duplication

If the requestor is requesting a copy(s) of public records the *Inspection/Duplication of Records Request* form shall be given to each requestor of public records by the Records Custodian/Records Officer. The requestor is to follow the instructions at the top of the form "Requestor Instructions." This would include filling in their name; presenting photo identification issued by a governmental entity, to verify Tennessee residency; address and contact information; indicating what type of request; and identifying the record's requested.

The Records Custodian/Records Officer should follow the instructions listed at the top of the *Inspection/Duplication of Records Request* form "Custodian Instructions" in reference to copies and duplications.

The Records Custodian/Records Officer should make every effort in large-volume requests to provide electronically to utilize the most cost effective method of producing records.

Whenever a record is redacted, the requestor should be provided the basis for the redaction.

After providing what is thought to be all records responsive to a public records request a records custodian discovers that records were omitted, the requestor should be made aware of the omission and the records produced.

If after requesting clarification on a records request and the records custodian is unable to determine what is being requested, the request should be denied.

If the public records requested are frail due to age or other conditions and copying of the records would cause damage to the original records, the requesting party may be required to make an appointment for inspection.

Fees

A records custodian must provide requestors with an estimate of the charges to be assessed for copies and labor. Whenever possible, the records custodian should provide the estimate prior to producing the requested copies of records and should itemize the estimate. This can be documented on the *Inspection/Duplication of Records Request* form.

Records custodians should require and receive either full or partial payment of the estimated charges prior to production of copies of the requested records. Payment must be in cash, money order, or check.

Charges for physical copies of records, in accordance with the Office of Open Records Counsel schedule of reasonable charges, are as follow:

\$0.15 per page copied for black and white copies.

\$0.50 per page copied for colored copies.

\$0.15 per page copied for traffic crash reports.

Maps, plans electronic data, audio discs, video discs, and all other materials shall be duplicated at actual costs to the city.

Labor in excess of one hour may be charged by the city, in addition to the cost per page copied. The city may require payment in advance of producing voluminous records. Requests for copies of records may not be broken down into multiple requests for the same information in order to qualify for the first free hour. For a request requiring more than one employee to complete, labor charges will be assessed based on the following formula: In calculating the charge for labor, a department head shall determine the number of hours each employee spent producing a request. The department head shall then subtract the one (1) hour threshold from the number of hours the highest paid employee(s) spent producing the request. The department head will then multiply the total number of hours to be charged for the labor of each employee by that employee's hourly wage. Finally, the department head will add together the totals for all employees involved in the request and that will be the total amount of labor that can be charged.

Public Records Disposal

Prior to disposal of any public record an employee must first decide what type of record is being considered for destruction. For disposition purposes, records will fall into one of three classes. The procedure for disposing of each of these classes is different.

Working Papers

Working papers become obsolete immediately after agency use or the information contained therein gets documented in a publication such as a monthly or annual report. These are the day to day papers that come in by mail, email, notes from a meeting, rough drafts for a report, informal papers, etc. Any public record defined as a working paper may be destroyed without retaining the originals of the record and without review by records disposition authorization personnel. These records should be destroyed by employees immediately or as soon thereafter so that they do not become burdensome.

Temporary Records

If a record must be kept for some reason after its initial use, then it becomes a temporary record. Financial and payroll records are a good example to consider. Payroll records have fulfilled their immediate purpose once an employee receives their check. But to comply with federal statutes and regulations these records are needed in the case of an audit. The State legislature has authorized the Municipal Technical Advisory Service, a unit of the Institute for Public Service of the University of Tennessee, to compile and print, in cooperation with the state library and archives, a records retention manual which can be used to guide municipal employees T.C.A. 10-7-702. It is the responsibility of each Records Custodian/Records Officer to follow the guidelines of the most current MTAS *Records Management for Municipal Government* manual. In this manual you will find record retention lists for each area of responsibility in municipal government.

Records custodians should review the list in the retention schedule for their specific area of responsibility. The general administration schedule should be checked to give guidance for an administrative record that may also fall under their area of responsibility.

Records that have a retention period may be destroyed after the recommended period of time in the retention schedule. Before proceeding with destruction the records custodian must complete a *Records Disposition Request and Authorization* form. Approval from the City Recorder and the City Administrator is required prior to destruction of temporary records.

Permanent Records

Permanent records have permanent administrative, fiscal, historical or legal value. These records require the utmost care in storing and protecting from decay, loss, or destruction. These records need to be stored in an environment suitable for long term storage. This policy approved by resolution of the Board of Mayor and Alderman, notwithstanding any law provision of law contrary, authorizes the disposal of any permanent **paper** record of this municipality only when the permanent record has been photocopied, photostated, filmed, microfilmed, preserved by microphotographic process, or reproduced onto computer media, including CD-ROM disks, in accordance with T.C.A. 10-7-121. Reference T.C.A. 10-7-702.

**RECORDS DISPOSITION REQUEST
AND AUTHORIZATION FORM**

Name of person requesting disposition authority: _____

Title: _____

Action requested: One-time records disposition authority
 Continuous records disposition authority based upon retention schedule
 Other disposition authority (explain) _____

For one-time authority, describe records: _____

Record group and series title: _____

Date span of records: _____ Volume: _____

Proposed disposition (cite pertinent guidance in MTAS Retention Schedule: _____

Signature of person making request: _____

Approved Not approved

City Recorder

Date

City Administrator

Date

Costs continued:

- c. Estimate of labor costs to produce the copy (for time exceeding 1 hour): _____
 Labor at \$ _____ /hour for _____ hour(s).
 Labor at \$ _____ /hour for _____ hour(s).
 Labor at \$ _____ /hour for _____ hour(s).
- d. Programming cost to extract information requested: _____
- e. Method of delivery and cost: _____ Estimated
 On-site pick-up U.S. Postal Service Other: _____
- f. Estimate of total cost to produce request: _____
- g. Estimate provided to requestor: in person by U.S.P.S. by phone Other: _____

8. Payment:

- a. Form of payment: Cash Check Other _____
- b. Amount of payment: _____
- c. Date of payment: _____
- d. Actual cost (and adjustment if prepaid): _____

9. _____
Signature of Requestor

Date Records Requested

10. _____
Signature of Records Custodian

Date of Receipt of Request

Delivery/Retrieval of Records

11. _____
Signature of Requestor

Date Records Retrieved

12. _____
Signature of Records Custodian

Date Records Retrieved/Delivered
Or

Date Records Inspected by the Requestor



RECORDS REQUEST DENIAL LETTER

Dear Sir or Madam:

On _____, _____ received
your open records request to inspect/receive copies of _____

After reviewing the request, this Office is unable to provide you with either all or part of the
requested record(s). The basis for this denial is:

- No such record(s) exists.
 This office does not maintain record(s) responsive to your request.
 Additional information is needed to identify the requested record(s): _____

The following law (citation and brief description why access denied):

- Tenn. Code Ann. Section: _____
 Court Rule: _____
 Common Law Provision: _____
 Federal Law (HIPAA, FERPA, etc.): _____

If you have any additional questions please contact _____

Sincerely,

Records Request Denial Letter
Tenn. Code Ann. § 10-7-503(a)(2)(B)(ii)



RECORDS PRODUCTION LETTER

Dear Sir or Madam:

On _____, _____ received your open records request to inspect/receive copies of _____

Tennessee Code Annotated § 10-7-503(a) provides the following:

(2)(B) The custodian of a public record or the custodian's designee shall promptly make available for inspection any public record not specifically exempt from disclosure. In the event it is not practicable for the record to be promptly available for inspection, the custodian shall within seven (7) business days:

- (i) Make such information available to the requestor;
- (ii) Deny the request in writing or by completing a records request response form developed by the office of open records counsel. The response shall include the basis for the denial; or
- (iii) Furnish the requestor a completed records request response form developed by the office of open records counsel stating the time reasonably necessary to produce such record or information. [emphasis added]**

This Office is currently in the process of retrieving, reviewing, and/or redacting the requested records. In accordance with the above-cited law, this letter is being sent to inform you that by _____ either the records you have requested to inspect/receive copies of will be available or a determination of accessibility and availability will be made regarding the requested records.

If you have any additional questions please contact _____

Sincerely,

Records Production Letter
Tenn. Code Ann. § 10-7-503(a)(2)(B)(iii)

ORDINANCES....

September 12, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Charlotte Soporowski, Finance Director
Re: Ordinance Changes for Wastewater Billing

Since the Utility Billing function is now handled by Finance, there are a number of verbiage changes necessary in the Wastewater Ordinance to correctly reflect our new processes. We have also recommended a few changes that we think improve the clarity and useful application of the ordinance. We have eliminated one clerical fee that seemed unnecessary, and lowered the application fee for existing customers who have a current account. An additional benefit to the customers is the verbiage added that allows new customers to receive an adjustment when qualified based on the average usage of all customers. On the advice of the City Attorney, we have also included a change of the non-refundable deposits to refundable deposits. Please let me know if you have any questions about these changes. We feel that these changes will not result in significant revenue increases or decreases, but will allow for a fair amount of goodwill with customers in recurring situations that we have encountered.

ORDINANCE 12-12

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

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

NOW, THEREFORE, BE IT ORDAINED, by the Board of Mayor and Aldermen that the following changes be made to Title 18, Chapter 3, Sewer Rates, Fees and Charges is amended as follows:

18-301. Rates

(3) **Summer service rates** - Residential user charges during the months of June, July, and August will be changed to reflect an average usage based on the previous nine (9) months of water usage billing, or the water usage billing that is available if it is less than twelve (12) months, or ~~the rated capacity of the water meter if it relates to a new service without a water usage billing history~~ the average consumption for all residential users that month if requested by customers who do not meet the other criteria. Residential customers will not be permitted any other wastewater usage adjustments while summer rates are in effect.

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

Time frame	Situation
Once per calendar year	Filling of swimming pool.
Anytime	Water leak that does not enter the municipal sewer system in the sole judgment of the City

(5) **Delinquent payments** - Wastewater usage charges shall be paid by the due date. Usage charges that are not paid by the due date shall be assessed a penalty in the amount of ten percent (10%) of the amount due. Should wastewater usage charges and related penalties remain unpaid ~~by the 10th day of the month~~ for fifteen (15) days following the due date, the water meter ~~may be removed from service may be locked off from service or a request will be sent to the White House Utility District to the have the meter removed from service,~~ unless there are extenuating circumstances in the opinion of the City. It shall be the responsibility of the person to whom the wastewater usage charges are assessed to pay all charges and past due amounts before reconnection of service.

18-302. Fees and Charges

(1) **Application fee** - A non-refundable application fee in the amount of \$50.00 shall be paid by the applicant for wastewater service at the time the application is filed with the City. Existing users will only be required to pay \$25.00 if all current charges are paid in full.

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

~~(a) Clerical fee in the amount of one hundred seventy-five dollars (\$175.00) shall be paid at the time of application for wastewater service.~~

~~(b) (a) Wastewater availability fee in the amount of three hundred dollars (\$300.00) shall be paid at the time of application for service if the wastewater director deems that an assessment of system capacity is needed to determine the service availability.~~

~~(c) (b) Wastewater plans review fee in the amount of three hundred dollars (\$300.00) shall be paid at the time plans are submitted for review.~~

~~(d) (c) Field inspection fee in the amount of three hundred dollars (\$300.00) minimum shall be paid prior to beginning construction of the wastewater system facilities to be completed by the applicant. Additional fees shall be paid at the rate of fifty dollars (\$50.00) per every ten (10) lots or units, or partial increment thereof, to be served above the initial ten (10) lots or units. This fee may be waived at the sole discretion of the wastewater director for individual connections to the wastewater system.~~

(4) **Capacity Fee** - A non-refundable fee in the amount appropriate in the following table shall be paid prior to beginning construction of the wastewater facility to be completed by the applicant, including individual service connections, to cover the value of the wastewater system capacity to be consumed by the applicant. The only variance allowed to this table will be with proof of a valid contractual obligation between the contractor and the City. It is the sole responsibility of the contractor to provide this proof.

Table of capacity fees	
<u>Description of service</u>	<u>Amount</u>
(a) Single family residence (base fee)	\$2,500.00
(b) Multi-family residence (including mobile home parks)	\$2,500.00 per unit
(c) Motels, hotels, and similar type units	Base fee + \$115.00 per unit
(d) Restaurants	Base fee + \$30.00 per seat
(e) Day care, child care centers, and schools	Base fee + \$15.00 per student
(f) Car wash / truck wash	Base fee + \$750.00 per bay
(g) Self-service laundries	Base fee + \$150.00 per washer
(h) Retail commercial stores	Base fee + \$30.00 per 1,000 square feet under roof
(i) Multiple-unit shopping centers	Base fee per unit
(j) Assisted care / nursing homes	Base fee + \$125.00 per bed
(k) Hospitals	Base fee + \$150.00 per bed
(l) Service stations	Base fee + \$225.00 per pump
(m) Movie theaters	Base fee + \$10.00 per seat
(n) Other facilities	Base fee + add-on to be determined by the City

~~(7) **Bulk disposal fee** - A fee of one hundred fifty dollars (\$150.00) per load to allow the disposal of septage into the City's wastewater system under controlled and approved conditions monitored by the City.~~

(8) (7) **Commercial food preparation fee** - A fee of two hundred dollars (\$200.00) per year for all users who engage in commercial food preparation requiring the inspection of grease traps and interceptors and other specialty appurtenances preventing the discharge of prohibited fats, oils, and grease into the wastewater system.

(9) (8) **Industrial permit fee** - A fee of one thousand two hundred dollars (\$1,200.00) per year for all users who have a pretreatment discharge permit issued by the City to discharge their wastewater into the City's wastewater system under the conditions and provisions of such permit.

(10) (9) **Rental property deposits** - A \$75.00 ~~non-refundable~~ refundable deposit shall be required on all residential rental property, and a \$150.00 ~~non-refundable~~ refundable deposit on all commercial rental property prior

to service being connected, or reconnected after service disconnection, to the wastewater system. The deposit will be refunded on the account it was paid for towards the final bill.

~~(11)~~ **(10)Returned payment charge** - A charge of twenty dollars (\$20.00) or the amount of the payment, whichever is lesser will be applied to any user or potential user whose payment of any rates, fees, or charges related to wastewater service is returned to the City due to insufficient funds. If a payment is returned for any other reason, charging of this fee will be determined by the City's wastewater Finance director on a case by case basis.

~~(12)~~ **(11)Reconnection charge** - A charge of fifty dollars (\$50.00) will be applied to any user ~~which~~ that has been disconnected for non-payment before reinstatement will be issued.

~~(13)~~ **(12)Emergency service charges** - When the wastewater system sustains damages due to the actions of a party other than the City, the wastewater department may repair such damages if such repairs are needed immediately, in the sole opinion of the City, to protect the operational integrity of the City's wastewater system. The costs of such repairs shall be charged to the party responsible for the damages, such costs to be determined by the City's wastewater director.

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

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

First Reading: September 20, 2012

Second Reading: October 18, 2012

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

September 12, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Addam McCormick, Planning and Codes Director
Re: Zoning Ordinance Amendment: Vehicular and Automobile Sales Uses

The C-1, Central Business Commercial Service District permits vehicular craft (boats, motorcycles, automobiles, ATVs, trailers, etc) sales and rental uses by special exception through a review and approval process by the Board of Zoning Appeals. The C-2, General Commercial District permits automobile sales uses also through the special exception review and approval process. The main reason for special exceptions is to allow the Board of Zoning Appeals the ability to review a request and include restrictions to prevent any negative issues typically associated with the particular requested use. The zoning ordinance does not include use specific review criteria for automobile and vehicular sales uses. The Board of Zoning Appeals in the past has included restrictions on the number and age of the vehicles and required vehicles to be operable. The zoning ordinance does include use specific criteria for other special exception uses. The proposed ordinance amendment is to move the two uses from the special exception section to the regular permitted use which does not require review and approval by the Board of Zoning Appeals. The City's Commercial Design standards include site design requirements for vehicle dealerships.

ORDINANCE 12-13

AN ORDINANCE AMENDING THE CITY OF WHITE HOUSE, TENNESSEE MUNICIPAL ZONING ORDINANCE BY AMENDING ARTICLE V, ZONING DISTRICTS, TO REMOVE THE REQUIREMENT FOR THE BOARD OF ZONING APPEALS TO REVIEW AND APPROVE VEHICULAR AND AUTOMOBILE SALES USES IN CERTAIN COMMERCIAL ZONING DISTRICTS

WHEREAS, the City of White House, Tennessee desires regulating development of uses within the corporate limits of White House, Tennessee by classifying uses as permitted uses or uses permitted by special exception through review and approval by the Board of Zoning Appeals and the amended ordinance is to remove an additional step required to receive approval for an automobile and vehicular sales uses,

WHEREAS, the White House Municipal Planning Commission at the September 10, 2012 Meeting duly recommended to the Board of Mayor and Aldermen that the Official Zoning Ordinance of the City 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:

Existing Ordinance Sections:

Amendment#1

5.053.1 **C-1, Central Business Service District**
C. ~~Uses Permitted as Special Exceptions~~
Item#4. ~~Vehicular craft, and related equipment sales, rental and delivery.~~

** Amendment includes renumbering the remaining seven uses permitted by special exception.*

Amendment#2

5.053.2 **C-2, General Commercial**
C. ~~Uses Permitted as Special Exceptions~~
Item#2 ~~Automobile sales provided buffer screen is provided~~
~~and banner and flag streamers are not placed on the property~~

** Amendment includes renumbering the remaining two uses permitted by special exception.*

Amended Ordinance Sections:

Amendment#1

5.053.1 **C-1, Central Business Service District**
B. Permitted Uses
Item#23 Vehicular craft, and related equipment sales, rental and delivery.

Amendment#2

5.053.2 **C-2, General Commercial**
B. Permitted Uses
Item#22 Automobile sales provided buffer screen is provided and banner and flag streamers are not placed on the property.

BE IT FURTHER ORDAINED 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: September 20, 2012

Second Reading: October 18, 2012

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

September 12, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Addam McCormick, Planning and Codes Director
Re: Zoning Ordinance Amendment: Residential Yard Sales

The City does not have a defined ordinance regarding residential yard sales. Planning/Codes staff has interpreted the zoning ordinance that four (4) sales a year would be the maximum number of residential yard sales permitted. Staff's interpretation is based on other provisions of the ordinance and the intentions of the ordinance. Staff interprets the ordinance that more than four sales a year would be considered a commercial use of a residential zoned property which would exceed the home occupation standards. The Board of Zoning Appeals requested a defined ordinance to prevent any future problems. The proposed ordinance amendment also includes general provisions regarding parking and traffic flow. The proposed amendment is included in the Temporary Sales section of the Temporary Use Ordinance.

ORDINANCE 12-14

AN ORDINANCE AMENDING THE CITY OF WHITE HOUSE, TENNESSEE MUNICIPAL ZONING ORDINANCE BY AMENDING ARTICLE IV, SUPPLEMENTARY PROVISIONS APPLYING TO SPECIFIC DISTRICTS TO DEFINE REQUIREMENTS FOR RESIDENTIAL YARD SALES

WHEREAS, the City of White House, Tennessee desires regulating land use including accessory residential buildings and uses within the corporate limits of White House, Tennessee by regulating residential uses to limit the commercial use of properties to prevent issues in residential zoning districts,

WHEREAS, the White House Municipal Planning Commission at the August 13, 2012 Meeting duly recommended to the Board of Mayor and Aldermen that the Official Zoning Ordinance of the City 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 IV	Supplementary Provisions Applying to Specific Districts
SECTION	4.030 Temporary Use Regulations
ITEM#B	Temporary Sales

Amendment in Bold Italics

- B. Temporary Sales. In any district, with special limitations in Residential districts, a temporary use permit shall be valid for no more than thirty (30) days per individual use or per property per year, which ever is more restrictive. Temporary Uses in residential districts must be on properties located and with adequate access from a major roadway and not be within a defined residential subdivision. In all districts, property must contain adequate roadway access and area for off-street parking. Examples of temporary sales include seasonal Christmas tree and agricultural produce and food vendors. Automobile and vehicular sales are prohibited. The requirements of this section shall not apply to permanent sites with temporary sales as shown on approved development site plan approved by Planning Commission. This section does not include accessory uses that are located within close proximity of building entrance (s) or under building canopies. ***Residential garage/yard sales including the sale of miscellaneous items commonly associated with a residential use shall be limited to four (4) sale events per calendar year not exceeding (3) three days per sale event. Residential yard sales shall not create parking and traffic issues.***

BE IT FURTHER ORDAINED 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: September 20, 2012

Second Reading: October 18, 2012

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

September 12, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Addam McCormick, Planning and Codes Director
Re: Zoning Ordinance Amendment: Amateur Communications Towers

The Planning Commission in 2010 reviewed a request for a proposed amateur radio tower in a residential zoning district. The Planning Commission required a public hearing and an increased property line setback for the tower. The purpose of this amendment is to provide defined regulations for smaller towers, increased setback requirements for towers in and adjacent to residential zoning districts, and to include a stipulation for public hearings.

ORDINANCE 12-15

AN ORDINANCE AMENDING THE CITY OF WHITE HOUSE, TENNESSEE MUNICIPAL ZONING ORDINANCE BY AMENDING ARTICLE III, GENERAL PROVISIONS FOR COMMUNICATION TOWERS TYPICALLY ASSOCIATED WITH AMATEUR TOWERS

WHEREAS, the City of White House, Tennessee desires regulating land use and buildings including the protection and safety of properties adjacent to a communication tower within the corporate limits of White House, Tennessee including fall zone setbacks, provisions for towers less than 35 feet in height, and the requirement for a public hearing before the Planning Commission,

WHEREAS, the White House Municipal Planning Commission at the August 13, 2012 Meeting duly recommended to the Board of Mayor and Aldermen that the Official Zoning Ordinance of the City 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:

Amendment in Bold Italics

Amendment#1

Article III: General Provisions
SECTION: 3.150 Minimum Design Standards for Transmission and Communications Towers and Stations
ITEM: 3.150.1 Standards for Telephone, Telegraph and Communications Transmitter Stations and Towers
PART: (C)
SUB-PART: (3) *New Ordinance Section*

- (a)
- (b)
- (c)

- (1)
- (2)
- (3)

any tower and antenna within or adjacent to a residential zoning district, one hundred (100) percent of the height. The setback required may be reduced to a safe fall zone distance determined by a State of TN licensed engineer but depending on the design of the tower shall not be less than (1) or (2).

- (d)
- (e)

Amendment#2

Article III: General Provisions
SECTION: 3.150 Minimum Design Standards for Transmission and Communications Towers and Stations
ITEM: 3.150.3 Small Towers and Antennas (New Section)

3.150.3 Small Towers and Antennas:

This ordinance shall not govern any tower or installation of any antenna, that is less than thirty-five (35ft) in height except for the following requirements:

1. *All towers/antennas shall require a permit and comply with the City's adopted codes and the manufacture's specifications. The tower and antenna installation shall also comply with the Federal Aviation Administration and Federal Communication Commission requirements, if applicable.*
2. *All towers/antennas shall be set back from all leasehold lines and property lines by a distance that is equal to 100 % the height of the tower measured from the base of the tower. The setback may be reduced to a safe fall zone distance determined by a State of TN licensed engineer.*
3. *No tower/antenna shall be located in the front yard of a property between the building and the street.*
4. *Towers and antennas shall be constructed with a method to prevent unauthorized access to the tower.*

Amendment#3

Article III: General Provisions
 SECTION: 3.150 Minimum Design Standards for Transmission and Communications Towers and Stations
 ITEM: 3.150.4 Small Towers and Antennas

3.150.4 Public Hearing Review:

The Planning Commission shall review and hold a public hearing for all requests for towers/antennas regulated under section 3.150 that exceed thirty (35) five feet in height in residential zoning districts and 100 feet in all other zoning districts.

BE IT FURTHER ORDAINED 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: September 20, 2012

Second Reading: October 18, 2012

 Michael Arnold, Mayor

ATTEST:

 Amanda Priest, City Recorder

ORDINANCE 12-16

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 2, CHAPTER 4 MISCELLANEOUS.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding boards and commissions;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 2, Chapter 4 Miscellaneous be removed from the Municipal Code as follows:

CHAPTER 4: MISCELLANEOUS
SECTION

~~2-401. Membership to boards and commissions; residency required.~~

~~2-401. Membership to boards and commissions; residency required. To be eligible for membership to all boards and commissions of the city, the individual shall be a resident of the city, unless otherwise directed by law.~~

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: September 20, 2012

Second Reading: October 18, 2012

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

FINANCE....

August 23, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Joe Moss, Public Works Director
Re: Request for surplus of Wastewater issued vehicles

On this date August 23, 2012 we are requesting that the following be declared surplus from the wastewater division:

- 1998 Ford F-250 XL, Vin#:FDNF20L3XEC39464 Mileage: 80,487
- 2003 Chevrolet Silverado 2500, VIN#:1GCHK24U73Z248123, Mileage, Unknown (Speedometer is inoperable)

Trucks are to be sold on GovDeals.com

Thank you for your consideration. If you have any questions regarding this matter, you may contact me at 672-3654.

September 11, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Charlotte Soporowski, Finance Director
Re: Revised Purchasing Procedures

Due to inflation factors, changes in purchasing volume, and changes in the prevailing financial environment of the City it is prudent to occasionally review the approval and quoting thresholds that have been established by resolution as a part of the purchasing procedures. Finance staff has considered all of these items and recommends a change to the current thresholds. The current level for purchase at the departmental level without required quote through the Purchasing Coordinator is \$1,000, and we are recommending an increase to \$2,000. The State Purchasing Law allows cities to set this threshold at any amount not to exceed \$4,000, and we are conservatively within that requirement. Should you have any questions about this change or other questions about the Purchasing Procedures, please let me know.

September 11, 2012

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Joe Moss, Public Works Director
Re: Request to Award Annual Solid Waste Roll-Off Contract

On this date, September 11, 2012, I am requesting that the Mayor and Board of Alderman award the annual solid waste roll-off service contract to Waste Industries for the amounts as follows:

<u>SERVICE</u>	<u>COST</u>
30-yard Container Haul Charge	\$159.00 each
Disposal Fee	\$47.00
Container Rental	\$0.00
Fuel Surcharge	Changes Monthly
Administration	\$0.00

Public Works disposes approximately 200 tons of solid waste per year from the resident drop-off facility which is located at the public works yard on Industrial Drive. The cost for this service FY2011/2012 was approximately \$19,100.00

Waste Industries was the only bid for this project. I've attached the bid tabulation provided to me by purchasing for your further review.

Should you have any questions regarding this contract extension request, please call me at 406-0177.

30 YD ROLL OFF SANITATION

BID# 12-1006PW	WASTE INDUSTRIES
30 yd Roll Off Sanitation	7320 CENTENNIAL BLVD
OPENING: Sept. 10, 2012 @ 10:00 a.m.	NASHVILLE, TN 37209
SPECIFICATIONS:	Unit Cost
Two (2)-30 yd roll off containers to be stationary at Public Works site, to be emptied and returned as requested by Public Works. Provide weight tickets/work order numbers that will match the charges attached to the monthly invoice.	Unit Cost
PER HAUL	\$159.00
PER TON (APPROX 5 TONS)	\$47.00
RENTAL	\$0.00
FUEL SURCHARGE	fuel costs changes mthly. 0
ADMIN	0
Delivery	As soon as approved
Totals	

September 11, 2012

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Joe Moss, Public Works Director
Re: Reallocation of Wastewater CIP Program Funds

On this date, September 11, 2012, I am requesting that the Mayor and Board of Alderman consider allowing the wastewater department to reallocate CIP program funds. **Please be advised that this type of change will require a budget amendment.**

As you are aware, the City had submitted a SRF funds request to TDEC in the amount of \$2,000,000.00 for the installation of the Headworks and a new ground irrigation system. The City has been ranked number four (4) and has been given a letter of potential funding.

In the current budget, the Board has authorized \$500,000.00 to complete a CIP Headworks project at the wastewater treatment plant. Therefore, my request is to move \$250,000.00 of the budgeted CIP funds currently earmarked for the Headworks project, over to the Meadowlark lift station project.

The reason for this request is because the Meadowlark lift station has been experiencing problems since the beginning of the year which makes it necessary for staff to closely monitor the station controls. We've had pump and electrical issues in the past that have caused wastewater from the stations wet-well to overflow into the adjacent creek and into the underground can itself. Flooding of the can itself can be the result of a seal failure or check valve failure.

We've reacted to four (4) reportable overflow incidences this year already. If we experience one (1) more overflow, TDEC can fine us and/or make us perform immediate repairs to the station.

For reference, this station is currently the oldest station in the City's collection system, having been placed in service in 1983. The old Wilkinson Lane lift station was the exact same station and was also placed in service in 1983. This station was upgraded about 4 years ago.

According to EPA's Wastewater Technology Fact Sheet 832-F-00-069, dated 2000, "the useful life of pump station equipment is typically limited to 20 to 30 years, with good maintenance."

This station is in a relatively poor condition overall. The station is a below ground, dry pit, can station using two (2) vertical shaft suction pumps. The can is subjected to H₂S gas which causes accelerated deterioration. Additionally, the wet well is also subjected to gases and has experienced excessive degradation. I hope to be able save the wet-well through the use of a resin based sealing process.

My concern at this point is with the ability of this station to handle the increased flow from the new healthcare facility coming on line early next year. When I was doing my CIP last February this new facility was not identified as an active project. Due to the nature of this facility, we cannot afford for the Meadowlark station to be down.

At present, this lift station **does not** have by-pass pumping capabilities, which is a deficiency noted in McGill's Master Plan dated 2007. In addition, the station does not have an electrical connection for a stand-by generator.

However, a condition that was placed on the nursing home facility included the installation of a stationary generator at the Meadowlark lift station. The City would still be responsible for the installation of a new electrical control panel which would be needed to accommodate the generator.

The existing can station is about 20' deep and considered a confined space. The design for the new lift station will incorporate the use of an above ground station (similar to the stations at Cambria and Union Road) that has two (2), self-priming **high-head** centrifugal, heavy duty solids-handling, pumps. This will negate the confined space problem that currently exists. This type of station is less costly than a submersible pump station, such as Copes Crossing and Wilkinson Lane.

Should you have any questions regarding this request, please call me at 406-0177.

September 4, 2012

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Joe Moss, Public Works Director
Re: Recommendation for Solid Waste & Recycling Collection Services

On this date, September 4, 2012, I am requesting that the Mayor and Board of Alderman enter into a solid waste and recyclable materials collection services contract with Waste Industries.

The City's Selection & Negotiation committee (Committee) which consists of Gerald Herman, Carol Sturm, Sharon Rollins (MTAS) and I reviewed and discussed the submissions from seven (7) companies. After ranking the companies based on their proposals, the Committee selected two (2) companies for further discussions.

Based on the results of those discussions, the Committee has selected, and is recommending, Waste Industries for the Mayor and Board of Alderman to consider for the collection services contract.

The details of the contract are as follows:

SERVICE	COST	UNITS/CANS
Solid Waste Collection Fee	\$6.17	3,650/3,825
Recycling Collection Fee	\$2.54	3,650/3,825
96-gallon Garbage Cans	\$0.00	1,500
96-gallon Recycling Cans	\$0.00	3,650
Collection @ City Buildings	\$0.00	68

In addition to the above, Waste Industries has agreed to the following:

1. Purchase three (3) of the City's garbage trucks for an aggregate **\$105,000.00**;
2. Agreed to hold current pricing firm for **26 months**;
3. Hire two (2) drivers if they can pass their hiring requirements;
4. Rebate the recyclable materials revenue to the City – currently paying **\$17.50/ton**;
5. Pay for the recycling containers: 3,650 carts @\$58.00 each or **\$211,700.00**;
6. Pay for the garbage containers: 1,500 carts @\$58.00 each or **\$87,000.00**.

Items 5 and 6 above represent an initial investment by Waste Industries of **\$298,700.00** in automated carts. In addition, Waste Industries is placing a new automated collection vehicle in service for the City, which will cost their company approximately **\$285,000.00**.

I've attached Waste Industries cost matrix and the public works adjusted budget for this year along with next year's projected budget for your review.

Although the budget for the remainder of this year looks high, you must consider the following information because items 2, 3 & 4 will serve as an offset to the expense side of the budget:

1. This budget reflects the July through November expenses using City forces;
2. The \$105,000.00 received for the vehicle sale will be applied as a revenue;
3. The recycling revenue (\$17.50/ton) will be applied as a revenue; and
4. The disposal cost line item (\$22.75/ton) will be reduced based on the level of recycling participation.

Regarding number 4, by way of example, if we remove 30 tons from the waste stream through our recycling efforts, the City will receive the following:

- a. Recycling Revenue = (\$17.50/ton) x (34 tons/month) = \$595.00/month
- b. Disposal Cost Reduction = (\$22.75/ton) x (34 tons/month) = \$773.50/month

This is a net gain of \$1,368.50 per month based on a recycling rate of 34 tons/month (10%). In one (1) year, the gain for this recycling rate would be approximately \$16,422.00 or \$0.38/unit per month.

Ideally, our target is a 25% reduction in the solid waste stream (85 tons/month) that is attributed to recycling. If we were able to achieve this rate our net gain would be approximately \$41,055.00/year or \$0.94/unit per month.

Therefore, taking into consideration the anticipated revenue from the sale of the vehicles and the recyclable materials, and the disposal costs savings, I'm projecting a *net decrease* of approximately **\$2.50/unit/month** from the revised operations budget projected expenditures.

Should you have any questions regarding this contract request, please call me at 406-0177.



WASTE INDUSTRIES

www.wasteindustries.com

3301 Benson Drive, Suite 601 | Raleigh, NC 27609

August 27, 2012

Ms. Carol Sturm, Purchasing Specialist
105 College Street
White House, Tennessee 37188

Dear Ms. Sturm,

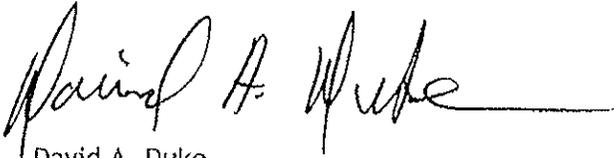
This is a follow up to my letter dated August 22, 2012, where we outlined several key points that were proposed to the City of White House. After further and additional analysis Waste Industries would like to revise the offer for the purchase of the collection vehicles identified in the RFCSP and to revise the proposed pricing for the curbside garbage and recycle collection.

- Waste Industries proposes to purchase the equipment detailed in the RFCSP in the amount of \$105,000. We are aware this amount reflects more than the third party appraisals and Waste Industries will incur additional maintenance expenses, but it is our desire to work with the City to implement a quality program of not only providing solid waste services but also a program that reflects a partnership between the City, the community and Waste Industries.
- Waste Industries will also reduce our proposed rate by \$0.13 (thirteen cents) per home per month for the combined services of once per week curbside garbage collection and every other week curbside recycle collection. The effective combined rate will be reduced from \$8.87 per home per month to \$8.74 per home per month. As stated in the letter of August 22, 2012, this rate will remain in effect for the first 26 months of the contract with the understanding the contract will become effective November 1, 2012. Therefore no adjustment will be made to this rate prior to January 1, 2015.
- Also as stated in the letter of August 22, 2012, Waste Industries will provide service at no charge for the 68-95 gallon carts located at City and Municipal facilities, the offer of employment to the two City employees, as long as our standard hiring procedures are met, as previously outlined, a new vehicle will be ordered to provide the collection services and the Municipal Portal will be offered to the town at no charge with all maintenance and upkeep of the system to be at the expense of Waste Industries.

It is our sincere hope that these revisions along with the other components of the program that have been offered to the City of White House will be favorably considered by the City staff and leadership.

Please feel free to contact me if we can provide any additional information or be of assistance in any way. Thank you for your time and consideration and we look forward to hearing from you

Sincerely,

A handwritten signature in black ink, appearing to read "David A. Duke", with a horizontal line extending to the right from the end of the signature.

David A. Duke
Government/Municipal Contract Manager
Mid South Area, Waste Industries
(919) 877-7502 (Office)
(919) 291-6404 (Mobile)

Proposer:	Solid Waste Collection Cost	Recycling Collection Cost	Solid Waste Back Door Collection Cost	Recycling Back Door Collection Cost	New Container Cost	Container Repair Cost	Container Replacement Cost	Total Solid Waste Recycling Cost
RR Waste Solutions	\$5.32	\$2.60	\$5.32	\$2.60	\$0.00	\$35.00	\$70.00	\$7.92
Waste Industries	\$6.30	\$2.54	\$6.30	\$2.54	\$0.00	\$0.00	\$0.00	\$8.84
BFI/Allied Waste	\$6.98	\$3.00	\$6.98	\$3.00	\$0.00	\$0.00	\$0.00	\$9.98
Hudgins Disposal	\$7.59	\$2.09	\$7.59	\$2.09	\$0.00	\$0.00	negotiate	\$9.68
Clarksville Disposal	\$8.81	\$3.00	\$11.81	\$6.00	\$30.00	\$30.00	\$75.00	\$11.81
McMurty Disposal	\$12.50	\$6.95	\$20.00	\$10.00	\$57.00	\$5.00	\$57.00	\$19.45
Queen City Disposal	\$11.25	\$8.50	\$12.25	\$8.50	\$55.00	\$0.00	\$55.00	\$19.75

August 30, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Joe Moss, Public Works Director
Re: Bid Recommendation for Brush Grinding

On this date, August 30, 2012, I am requesting that the Mayor and Board of Alderman award the annual brush grinding contract to Alternative Energy LLC in the amount of \$21,700.00.

Public Works has approximately 6,000 yards of brush ready to be chipped and removed from the public works yard on Industrial Drive.

Alternative Energy LLC submitted the lowest and best bid for this project. I've attached the bid tabulation provided to me by purchasing for your further review.

Should you have any questions regarding this contract extension request, please call me at 406-0177.

GRINDING OF BRUSH ON-SITE

BID# 1005PW	AYERS EXCAVATION AND TIRE SVC	Alternative Energy LLC	Extreme Excavating
GRINDING OF BRUSH ON-SITE	8336 Horseshoe Road	501 Crutcher St	5473 N. Pinson Rd
OPENING: August 28, 2012 @ 10:00 a.m.	Cross Plains, TN 37049	Nashville, TN 37213	Portland, TN 37148
SPECIFICATIONS:	Unit Cost	Unit Cost	Unit Cost
Contractors to provide all labor, equipment, material and supplies necessary for the processing of all brush and stumps located at Public Works.	\$30,188.00	\$21,700.00	\$38,350.00
Delivery	30-45 days	within 30 days if awarded	90 days
Totals	\$30,188.00	\$21,700.00	\$38,350.00

September 11, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Joe Moss, Public Works Director
Re: Reallocation of Wastewater CIP Program Funds

On this date, September 11, 2012, I am requesting that the Mayor and Board of Alderman consider approving Task Order No. 2007-12 from McGill Associates, the City's wastewater engineering firm, for professional services associated with the Meadowlark Lift Station project.

This request is a follow-up to the Meadowlark CIP funding reallocation request. If the Board approves that request, then I am requesting that the Board consider Task Order No. 2007-12, which authorizes the City's wastewater Engineer, McGill Associates, to provide design, bidding, negotiating and construction services that are associated with the project.

As detailed in the Task Order document, McGill's estimated fee for the above mentioned services is approximately \$25,000.00. It is my intention that McGill make the design for the generator, provided by the healthcare facility, inclusive in their scope of service.

I've attached McGill Engineering's Task Order No. 2007-12 for your review and consideration.

Should you have any questions regarding this request, please call me at 406-0177.

This is Task Order No. 2007-12, consisting of 3 pages.

Task Order

In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated December 20, 2007 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

A. Title: Meadowlark Pumping Station Rehabilitation

Description: The project consists of the design, permitting, bidding/award, and construction phase services for the rehabilitation of the existing Meadowlark Pumping Station through the coating of the existing wetwell or the installation of a new wetwell and the installation of a new package suction lift pumping station.

2. Services of Engineer

The ENGINEER will perform all applicable services from the following phases as detailed in Exhibit A – Schedule of Engineer's Services:

Part 1 – Basic Services

A.1.02 – Preliminary Design Phase

A.1.03 – Final Design Phase

A.1.04 – Bidding or Negotiating Phase

A.1.05 – Construction Phase

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B.

4. Times for Rendering Services

The ENGINEER will be obligated to render services hereunder for a period which may reasonably be required for the services described herein. The ENGINEER may decline to render further services hereunder if the OWNER fails to give prompt approval of the various phases as outlined. Upon receiving a written authorization to proceed, the ENGINEER shall provide the OWNER with a written schedule of completion for the services so authorized.

TASK ORDER 2007-12

5. **Payments to Engineer**

A. Owner shall pay Engineer for services rendered as follows:

Category of Services	Compensation Method	Lump Sum, or Estimate of Compensation for Services
Basic Services		
Preliminary Design Phase	A. Lump Sum	\$2,400.00
Final Design Phase	A. Lump Sum	\$12,400.00
Bidding or Negotiating Phase	A. Lump Sum	\$6,500.00
Construction Phase	D. Lump Sum	\$3,500.00
Additional Services	B. Standard Hourly Rates	

B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

6. **Consultants:** None

7. **Other Modifications to Agreement:** None

8. **Attachments:** None

9. **Documents Incorporated By Reference:** None

TASK ORDER 2007-12

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____, 2011.

OWNER: City of White House,
Tennessee

ENGINEER: McGill Associates, P.A.

By:

By:

Name: _____

Name: Gary R. McGill, P.E.

Title: _____

Title: Principal

Engineer License or Firm's
Certificate No. (if required by law): Firm #2784

State of: Tennessee

Date Signed: _____

Date Signed: _____

Address for giving notices:

Address for giving notices:

McGill Associates, P.A.

P.O. Box 4187

Sevierville, Tennessee 37864-4187

DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK
ORDER:

Benjamin R. Simerl

Title: _____

Title: Senior Project Manager

Phone Number: _____

Phone Number: 865-908-0575

Facsimile Number: _____

Facsimile Number: 865-908-0110

E-Mail

E-Mail

Address: _____

Address: ben.simerl@mcgillengineers.com

September 13, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: Industrial Development Entertainment Expense

This expense was incurred during a business lunch with ProPack to discuss the leasing of the 100,000 square foot facility adjacent to Werthan Packaging, Inc. All industrial development entertainment expenses must be approved by the Board before the Finance Director can pay them per the Personnel Manual. I recommend approving this expense.

Richie's Hot Wings Grill & Bar
2934 Highway 31 W
White House, TN 37188
ph 615-672-2491

Thank You for Visiting

TABLE: Table #132 - 1 Guest
Your Server was Osa
8/23/2012 1:47:57 PM
Sequence #: 0000012
ID #: 0061006

ITEM	QTY	PRICE
BBQ Chicken Sandwich	1	\$6.99
- Fries.		
Cajun Catfish Salad	1	\$7.69
- Ranch Dressing		
Cajun Chicken Salad	1	\$6.99
- Ranch Dressing		
- MAKE WITH Spring Mix\$		\$1.00
Cajun Chicken Salad	1	\$6.99
- FF Italian Dressing		
Cajun Chicken Salad	1	\$6.99
- Ranch Dressing		
Cajun Chicken Sandwich	1	\$7.29
- NO Side		
Coke	1	\$1.49
Diet Coke	1	\$1.49
Grilled Shrimp Salad	1	\$7.69
- Blue Cheese Dressing		
- MAKE WITH Spring Mix\$		\$1.00
House Salad	1	\$4.99
- Ranch Dressing		
Supreme Caesar Salad w/	1	\$11.99
- Caesar Dressing		
UnSweet Tea	(3@1.49)	\$4.47
Subtotal		\$77.06
Total Taxes		\$7.52
Grand Total		\$84.58
Amount Due:		\$84.58

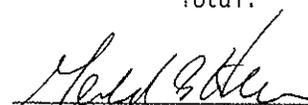
Credit Purchase

Name :HERMAN/GERALD
CC Type :MasterCard
CC Num :xxxx xxxx xxxx 0978
Approval :023330
Server :Osa
Ticket Name :Table #132

Payment Amount: \$84.58

Tip: 10.00

Total: 94.58

x 
I agree to pay the amount shown above.

OTHER BUSINESS...

September 13, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Cheryl Lewis-Smith, Human Resources Director
Re: Title VI Citizens Complaint Policy

This document is being presented for your review and acceptance as requested by the Tennessee Department of Environmental Conservation (**TDEC**), in conjunction with our current Waste Water State Revolving Fund Loan (**SRFL**). The request is a result of a standard compliance audit review being conducted by **TDEC**.

The City of White House embraces and adheres to Title VI compliance standards and has not had reason to execute an external customer grievance investigation. A recent **SRFL** audit yielded question as to how we would specifically handle a complaint, thus warranting additional information being added to existing/posted Title VI information throughout the city. As Human Resources Director and Title VI Coordinator it is my professional intent to establish and denote specific guidelines and defined protocol for processing grievance investigations.

Upon your acceptance of this policy, the additional information in said policy will be posted alongside existing posted Title VI documentation throughout the City, reinforcing our city's commitment and efforts in promoting and ensuring Title VI compliance.

City of White House

Title VI: External Source Grievance Policy and Procedure

POLICY OVERVIEW

It is the City's desire to address external source complaints and grievances expeditiously. However, it is recognized that there will be occasional situations that may require extensive review and consideration as need dictates, which may create undesired time lapse.

Individuals desiring to file a Title VI Complaint/Grievance should contact City of White House Human Resources Director/ Title VI Coordinator within thirty (30) calendar days following the incident or as soon as applicable when conditions allow as a result of emergent communication restraints. Individuals may present grievances as applicable to provisions of Title VI ordinance and should feel comfortable doing so without fear of retaliation, scrutiny, criticism or service denial.

Title VI Definition:

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

STEPS OF THE GRIEVANCE PROCEDURE ARE AS FOLLOWS:

Step 1

*Individual files written grievance with the City of White House Title VI Coordinator, utilizing attached **Complaint Form**, within thirty (30) calendar days of the incident or immediately as applicable to communication availability.*

Complainant submits copies of witness statements or other supporting documents along with attached complaint form to Title VI Coordinator.

Title VI Coordinator promptly considers the complaint and initiates an investigation.

At the conclusion of the investigation and findings, Title VI Coordinator makes formal recommendation for situation rectification via detailed written report.

Title VI Coordinator is expected to inform complainant of his/her decision in writing within five business days.

If the issue cannot be resolved between the complainant and the Title VI Coordinator and the complainant is not in agreement with the Coordinators recommendation(s), the complainant may proceed to the second step.

Step 2

Complainant contacts the City Administrator in writing requesting further review and consideration for desired outcome/resolution.

City Administrator arranges an in person meeting to listen to cited concerns. Upon hearing the grievance, the City Administrator must then provide a written response to the complainant within ten business days of the meeting.

The City Administrator's decision shall be final and binding on all parties involved.

Contact Address:

*City of White House Department of Human Resources
Attn: Title VI Coordinator
105 College Street
White House, TN 37188
(615) 672-4350 Ext. 2108 (615) 616-1058 FAX*

September 12, 2012

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Amanda Priest, City Recorder
Re: Good Moral Application

The City has received an application for Liquor Permit from Romy Conley for Conley's Casual Dining located at 2747 Hwy 31W. His permit application, background information, and background check are in the packet for your review.

T.C.A. 57-4-201 (b) (2) states that, "No license may be granted hereunder to any establishment when any person, firm, or corporation having at least a five percent (5%) ownership interest in the establishment has been convicted within ten (10) years prior to the application for a license hereunder of a violation of the laws governing the sale or manufacture of alcoholic beverages or of any felony."

The applicant has been asked to attend the Board of Mayor and Alderman meeting should you have any questions.

APPLICATION FOR BEER/LIQUOR PERMIT
STATE OF TENNESSEE

CITY OF WHITE HOUSE

Application for (check one):

- ON PREMISES PERMIT -- serving and consumption of beer at location
- ON PREMISES PERMIT -- serving and consumption of beer and wine at location.
- ON PREMISES PERMIT -- serving and consumption of beer and liquor at location
- OFF PREMISES PERMIT -- sale of package beer from location (BEER ONLY)
- MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
- SPECIAL EVENTS PERMIT

I HEREBY APPLY FOR A PERMIT TO SELL, STORE, MANUFACTURE, OR DISTRIBUTE BEER OR OTHER BEVERAGES AUTHORIZED TO BE SOLD, STORED, MANUFACTURED OR DISTRIBUTED UNDER THE PROVISION OF TENNESSEE CODE ANNOTATED § 57-5-101 ET SEQ. AND/OR TENNESSEE CODE ANNOTATED, TITLE 57, CHAPTER 4 INCLUSIVELY AND SUBMIT MY APPLICATION UPON THE ANSWERS TO THE FOLLOWING QUESTIONS:

- 1) Full name of applicant (owner): Romy Company
Circle one: Person—Firm—Corporation—Joint-Stock Co. —Syndicate—Association
- 2) Name of Establishment: Comay's Casual Dining
- 3) List all persons, firms, corporations, joint-stock companies, syndicates, or associations having at least a 5% ownership interest in the business (attach additional sheet if needed).
HERB LORD
- 4) List applicant's current home address: 5213 MONTMAYN PARK PLACE
MENDENHALLVILLE, TN. 37075
- 5) Applicant's previous address(es) within last 10 years (attach additional sheet if needed):
2015 CHRISTIE LANE COVINGTON, LA. 70433
6123 LICKING PIKE GOODLETTSVILLE, TN. 37072

- 6) Applicant's date of birth: 9/20/67
- 7) Applicant's home telephone number: 615-517-4161
- 8) Under what name will this business operate? Conroy's Casual Dining
- 9) Location of business by street address or other geographical description: _____
2747 Hwy 31W
White House, TN 37188
- 10) Telephone number of the business: 615-517-4161
- 11) Specify the contact name and address to receive annual privilege tax notices and any other communication from the City: _____
Romy Conroy
5213 Montmarin Park Place Hendersonville, TN 37075
- 12) Give name and address of property owner, if other than business owner: _____
HERB LORA
- 13) Will the permit be used to operate two or more restaurants or other businesses under the same permit as permitted by TCA § 57-5-103(a)(4) within the same building? Check one: Yes _____ No X. If so specify number _____. List the names of the restaurants or other businesses and describe their location (use additional sheet if necessary). _____
- 14) Give name, date of birth, and address of any manager other than applicant: _____
Brown Conroy 5/31/69
DAN SIZOLE 3/19/68

15) Has any person having at least a 5% ownership interest, any of the managers listed in question 14, or any other employee of the business, been convicted of any violation of beer or alcoholic beverage laws or any crime (other than minor traffic violations)?
Check one: Yes No If so, give details of each charge, court, and date convicted:

16) Has the applicant or the owners' organization had a beer permit revoked, suspended, or denied in the State of Tennessee? Check one: Yes No If so, specify where, when, and why:

17) Do you own/manage any other businesses in Tennessee that sell beer/alcohol? Check one: Yes No If so, please list the business(s) and address.

18) Have you previously owned/managed any establishments in Tennessee which have sold beer/alcohol? Check one: Yes No If so, please list the business(s) and address:
O CHARLES 912 RIVERGATE Parkway GOLDEN CROSS, TN 37078
LONGWIND STRAWBERRY 2021 GERMANN Rd. N. MADISON, TN 37072

19) Give the name, relationship to applicant (if applicable) and current address of the former beer permittee at this location:

O CHARLES INC & ROSE HOSPITALITY INC.

20) What is the name and address of the church (or other place of worship) nearest to your business? CHRIST CHURCH NORTH 2730 Hwy 31 W WHITE HOUSE, 37188

21) What is the name and address of the school nearest to your business?

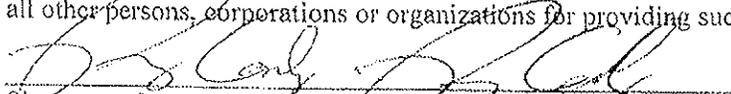
WHITE HOUSE MIDDLE SCHOOL 2020 Hwy 31 W WHITE HOUSE, TN 37188

White House Municipal Code, Title 8, Chapter 2, Section 8-209: No permit will be issued authorizing the storage, sale or manufacture of beer at places within one hundred fifty (150) feet of any church or school, as measured in a straight line from the nearest corner of the school or church structure to the nearest corner of the structure where beer is to be stored, sold or manufactured.

White House Municipal Code, Title 8, Chapter 1, Section 8-109 (5) That the establishment for which the certificate is sought (for a liquor license – sale of beer/wine and beer/liquor) is separated from the closest church or school by a minimum of two hundred seventy-five (275) feet, the distance being determined by the length of a straight line between the closest corner of the church building or school building and the closest corner of the building for which the certificate is sought.

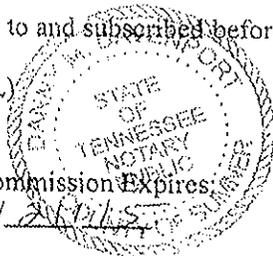
By signing below, I acknowledge receipt of Title 8 of the White House Municipal Code governing alcoholic beverages in the City of White House. I am knowledgeable of the laws prohibiting the sale of beer to minors. I hereby certify that no person having at least a 5% ownership interest, nor any person to be employed in the distribution or sale of beer in my establishment, has been convicted of any violation of the beer or alcoholic beverage laws nor any crime involving moral turpitude. I am also aware that I shall not be issued a permit or my permit shall be revoked if my business location causes traffic congestion or interferes with schools, churches, or other places of public gathering, or otherwise interferes with public health, safety and morals.

By signing below, I also authorize the City of White House to investigate my background and secure additional information about me in order to verify my moral character. I hereby release from liability the City of White House and its representatives for seeking such information and all other persons, corporations or organizations for providing such information.


Signature of Applicant/Owner (or Authorized Corporate Officer) 8/13/12
Date

Sworn to and subscribed before me this 13 day of August, 2012.

(SEAL)



My Commission Expires:

12/20/15


NOTARY PUBLIC

HERB LORD 2-86
 BUSINESS ACCOUNT
 P. O. BOX 432
 WHITE HOUSE, TN 37188

3227
 87-533/641
 02

Date 8/13/12

Pay to the order of City of White House \$ 250.00

Two Hundred Fifty 00/100 Dollars  Security details on back.

 **The Farmers Bank**
 Established in 1912
 www.thefarmersbank.net

For Bus Permit Lydia L. Beatty

⑈003227⑈ ⑆064105336⑆ 120 908 6⑈

HERB LORD 2-86
 BUSINESS ACCOUNT
 P. O. BOX 432
 WHITE HOUSE, TN 37188

3228
 87-533/641
 02

Date 8/13/12

Pay to the order of City of White House \$ 550.00

Five Hundred Fifty 00/100 Dollars  Security details on back.

 **The Farmers Bank**
 Established in 1912
 www.thefarmersbank.net

For Liquor License Application Lydia L. Beatty

⑈003228⑈ ⑆064105336⑆ 120 908 6⑈

Romey Jane Courtney
 TN DL# 92709857



Bill Haslam
Governor

TENNESSEE BUREAU OF INVESTIGATION

901 R.S. Gass Boulevard
Nashville, Tennessee 37216-2639
(615) 744-4000 (744-4620 for TICS)
Facsimile (615) 744-4651 (Fiscal Svcs)
TDD (615) 744-4001



Mark Gwyn
Director

August 23, 2012

CITY OF WHITE HOUSE
105 COLLEGE ST.
WHITE HOUSE, TN 37188

Tennessee Criminal History Records Request

Per your request for a criminal history record check on the following individual, there was no Tennessee information found:

CONLEY, ROMY

Please be aware that, unless a fingerprint comparison is performed, it is impossible for the Tennessee Bureau of Investigation to be sure the record belongs to the individual you requested. A fingerprint comparison will only be performed in the event of a written appeal of criminal history results. The information you receive will be based on only those arrests which occurred within the state of Tennessee.

The Tennessee Bureau of Investigation found NO Tennessee criminal history based on the information provided. No criminal record check was conducted for other states or for the Federal Bureau of Investigation.

Tennessee Open Records Information Services
Tennessee Bureau of Investigation



INTERNATIONALLY ACCREDITED SINCE 1994

DISCUSSION ITEMS...

OTHER INFORMATION....