

CITY OF WHITE HOUSE
Agenda
Board of Mayor and Alderman Meeting
October 18, 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 September 20, 2012 meeting.
6. Welcome Visitors
7. Public Hearings
 - a. **Ordinance 12-12** - An ordinance amending the Municipal Code, Title 18, Chapter 3 Sewer Rates, Fees, and Charges. *Second 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. *Second 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. *Second 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. *Second Reading.*
 - e. **Ordinance 12-16** - An ordinance amending the Municipal Code, Title 2, Chapter 4 Miscellaneous. *Second Reading.*
8. Communication from Mayor, Aldermen, and City Administrator
9. Acknowledge Reports
 - A. General Government
 - B. Police
 - C. Fire
 - D. Public Works
 - E. Wastewater
 - F. Planning and Codes
 - G. Parks
 - H. Library
 - I. Court Clerk
 - J. Monthly Financial Summary
10. Consideration of the Following Resolutions:
 - a. **Resolution 12-16** - A resolution authorizing participation in the Pool's "Driver Safety" Matching Grant Program.
 - b. **Resolution 12-17** - A resolution amending the Purchasing Procedures for the City of White House, Tennessee.
 - c. **Resolution 12-18** - A resolution respectfully requesting the Robertson County Commission to fully fund its fair and proportionate share of dispatch costs for the E-911 Consolidated Emergency Communication Center.

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. *Second 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. *Second 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. *Second 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. *Second Reading.*
- e. **Ordinance 12-16** - An ordinance amending the Municipal Code, Title 2, Chapter 4 Miscellaneous. *Second Reading.*

12. Finance

- a. To approve or reject Hertz Equipment Rental Corporation's bid of \$28,050.00 for a double drum vibratory roller. The Public Works Director recommends approval.
- b. To approve or reject Stansell Electric's bid for the Decorative and Traffic Light Maintenance contract. The Public Works Director recommends approval.
- c. To approve or reject TPM Group's bid for the Sewer/Storm Drain Cleaning and Televising Services contract. The Public Works Director recommends approval.
- d. To approve or reject WASCON Sales and Service's bid for the Equipment Services contract. The Public Works Director recommends approval.
- e. To approve or reject architectural design services from Michael Marzialo, Arcitect, LLC. for the Municipal Park restroom facility for \$20,000.00. The Parks and Recreation Director recommends approval.
- f. To approve or reject acceptance fo the Center Drive Extension improvements with a one-year \$9,400.00 maintenance bond. The Planning Commission recommends approval.

13. Other Business

- a. To approve or reject rescheduling the December 20, 2012, Board of Mayor and Aldermen meeting to December 17, 2012. The City Recorder recommends approval.

14. Discussion Items

- a. None

15. Other Information

- a. None

16. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Alderman Meeting
September 20, 2012
7:00 p.m.

1. Call to Order by the Mayor

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

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

5. Approval of Minutes of the August 16, 2012 meeting.

Motion was made by Ald. Paltzik, second by Ald. Hutson to approve the minutes. A voice vote was called for with all members voting aye. **August 16, 2012 minutes were approved.**

6. Welcome Visitors

Mayor Arnold welcomed all visitors.

7. Public Hearings

- a. None

8. Communication from Mayor, Aldermen, and City Administrator

- a. City Administrator Gerald Herman discussed that Propack, a logistics supply company, had moved into the 100,000 square foot building connected to Werthan.
- b. City Administrator Gerald Herman announced that the Public Works Department completed demolition work on old car sales business on the City's property across from City Hall.
- c. City Administrator Gerald Herman announced that the final walk through on the ARRA Fiber Optics inside edition project was scheduled for Tuesday, September 25th.
- d. City Administrator Gerald Herman announced that the engineer had completed the drawings and bid documents on the 31 W McCurdy/Sage Road intersection. The plan would be to advertise in October.
- e. City Administrator Gerald Herman provided an update regarding the new library project.
- f. City Administrator Gerald Herman announced that thanks to a grant from TML the City had acquired two Automatic External Defibrillators.

- g. City Administrator Gerald Herman stated that the Wastewater drop box at City Hall had been destroyed recently and that a new, larger drop box was on order.
- h. City Administrator Gerald Herman provided an update regarding the employee performance appraisals process.
- i. City Administrator Gerald Herman discussed that Robertson County had begun reviewing and updating their Comprehensive Plan.
- j. City Administrator Gerald Herman discussed the recent Holiday Extravaganza meeting and some of the possible additions to the event.
- k. City Administrator Gerald Herman announced that the City received approval to begin the project to refurbish and extend the trail way at the Municipal Park.
- l. Mayor Arnold discussed the recent additions and expansions in economic development in the City which has resulted in approximately 1,000 additional jobs since he took office.

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. Hutson to acknowledge reports and order them filed. A voice vote was called for with all members voting aye. **Reports were acknowledged and ordered to be filed.**

10. Consideration of the Following Resolutions:

- a. **Resolution 12-12** - A resolution renaming a section of Hwy 31W/SR41 to include a Main Street designation.

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.**

- 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.

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.**

- 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.

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

- 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.

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.**

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.*

Ald. Paltzik requested that Ordinance 12-12 be amended by replacing the language in 18-302 (4) "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." with "The only exception allowed to this table will be made for written agreements made between the City and the property owners/developers made prior to September 20, 2012. It is the sole responsibility of the property owner/developer to provide proof of this agreement."

Motion was made by Ald. Bibb, second by Ald. Decker to approve as amended. A voice vote was called for with all members voting aye. **Ordinance 12-12 passed on First Reading as amended.**

- 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.*

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Ordinance 12-13 passed on 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.*

Motion was made by Ald. Paltzik, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 12-14 passed on 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.*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 12-15 passed on First Reading.**

- e. **Ordinance 12-16** - An ordinance amending the Municipal Code, Title 2, Chapter 4 Miscellaneous. *First Reading.*

Motion was made by Ald. Hutson, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 12-16 passed on 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.

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.**

- b. To approve or reject increasing the purchasing quoting threshold to \$2,000. The Finance Director recommends approval.

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

- c. To approve or reject Waste Industries' bid for the annual solid waste roll-off services. The Wastewater Director recommends approval.

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

- 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.

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

- e. To approve or reject Waste Industries' bid for solid waste and recycling collection services. The Wastewater 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.**

- f. To approve or reject Alternative Energy, LLC's bid for brush grinding. The Wastewater Director recommends approval.

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

- g. To approve or reject McGill Associates Task Order No. 2007-12 for the Meadowlark lift station project. The Wastewater 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.**

- h. To approve or reject the City Administrator's industrial development entertainment expense of \$94.58. The City Administrator 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.**

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.

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

- b. To approve or reject Good Moral application for Romy Conley of Conley's Casual Dining located at 2747 Hwy 31W.

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.**

15. Adjournment

Meeting was adjourned at 7:44 pm.

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

REPORTS....

**General Government Department
September 2012**

Administration

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

- September 3 - Safety Day
- September 4 - Beer Board Meeting
- September 6 - Leisure Services Board Meeting
- September 10 - Planning Commission Meeting
- September 11 - Meeting with HFR Design to discuss future Library floor plan
- September 13 - GNRC Annual Business Meeting
- September 14 - United Way Event
- September 18
 - Chamber of Commerce Luncheon
 - Board of Zoning Appeals Meeting
- September 19 - Metropolitan Planning Organization Meeting
- September 20
 - Meeting with Chamber of Commerce members and City staff members to discuss 2012 Holiday Extravaganza
 - Board of Mayor and Aldermen Meeting
- September 26 - Sumner County Council of Governments Meeting
- September 28 - TVA Economic Development Retail Forum

Website Management

	Update Requests	Page Visits
July	31	85,214
August	49	63,924
September	32	82,694
FY 12-13	112	231,832

Facebook Management

	New Likes	Number of Posts
July	19	5
August	13	3
September	14	4
FY 12 - 13	46	12
FY 11 - 12	227	67

Twitter Management

	Total Number of Followers	Number of Tweets
July	223	5
August	227	1
September	237	2
FY 12-13	N/A	8

**Finance Department
September 2012**

Finance Section

During the month of September approximately \$1,500 in delinquent taxes came in which leaves the delinquency rate unchanged at 3%. We should have received tax rolls from the state during September and normally tax cards are mailed by October 1. However, the state has made some changes to their processing, as has Sumner County. Part of the change is that the state will actually mail the tax bills for Robertson County, and as previously communicated we have had to contract with a third party to mail the Sumner County bills due to the county's software choice. Both entities seem to be struggling with the software and processing changes. As of the date of this report there is not even a projected date for when Robertson County tax bills will be mailed by the state, or when files will be made available to the third party vendor to mail the Sumner County bills. A number of other cities are already investigating tax anticipation notes because of this loss of expected revenue in October. Because of the fund balance that we have built over the past few years, I do not think this will be necessary for us as long as the bills do get mailed in October or November.

The Finance Director met with the City Administrator, Public Works Director, Utility Billing Specialist, and Wastewater Superintendent during the month to review the proposed changes to the Wastewater Ordinance in regards to billing practices. The final result of that meeting was proposed at the September Board of Mayor and Alderman meeting and will be on the October agenda for a second reading. The Finance Director, along with the Utility Billing Specialist and the Utility Accounting Clerk participated in a conference call with Pinnacle to discuss our billing transition for Wastewater and Sanitation. We have completed the final design of the new bills and at this point expect the first mailing of the new bills to be November 1. The Finance Director also provided the quarterly information for the SAFER grant reimbursement to the Fire Department.

All Finance staff members completed self-appraisals, and the Finance Director completed performance appraisals on each employee and forwarded those to Human Resources for review during the month of September. The Finance staff spent a significant part of the month in September preparing schedules and providing necessary information for the annual audit. Auditors will be on site through the end of October completing field work.

Performance Measures

Major Fund Balances

Fund	Cash Balance	Investment Account Balance
General Fund	\$369,837.85	\$3,172,742.92
Sanitation	\$59,557.43	\$540,362.08
Wastewater	\$580,972.16*	\$1,065,001.63

- All Fund Balances are bank balances reported as of October 9, 2012.
- *The Wastewater Fund balance should be reduced by a significant Due To balance for the Sanitation Fund at \$56,650.83.

Payroll

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments	Number of Void Checks
2 regular 0 special	4 paper checks 192 direct deposits	0 Retroactive Adjustments	0 Voids

Accounts Payable

	September	FY	Last September	Last FY
Total Invoices Processed	296	960	355	1,145

Finance Department
September 2012

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	241	2	14	3	36	4	9	98	0	5	9	421
Customers	67	1	8	8	3	1	1	668	0	0	18	775

Finance	Accounts Payable	Business License	Property Tax	Court	Purchasing	Finance Directors Office	Total
Calls	3	6	38	121	71	2	241
Customers	0	7	2	50	8	0	67

Purchase Orders

Codes	3	\$123.62
Fire	9	\$2,155.09
Police	9	\$8,469.52
Human Resources	1	\$1,081.99
Engineering	2	\$707.40
Administration	3	\$243.65
Finance	5	\$2,126.99

Court	1	\$12.79
Library	6	\$482.72
Waste Water	36	\$38,456.10
Public Works	17	\$12,094.32
Sanitation	10	\$48,978.07
Parks	34	\$7,606.03
Bldg. Maintenance	2	\$365.00
Cemetery	4	\$231.36

Total	142	\$123,134.65
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Void	7
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	Number of PO's	Value of PO's
Purchase Orders \$0 - \$999	121	\$31,279.56
Purchase Orders \$1000 - \$9999	19	\$52,155.09
Purchase Orders Over \$10,000	2	\$39,700.00
Total	142	\$123,134.65

Emergency Purchase Orders - September

Number	Vendor	Items	Amount	Nature of Emergency	Department
17930E	Stansell Electric	Parts and Labor	\$500.00	Repair Left Turn Arrow on traffic light Hwy 76/Wilkinson	Public Works
17919E	Hannah Tree Service	Labor/Equipment	\$1,200.00	Tree removal from storm @ NPC/Covington Bend	Public Works
17756E	Wascon	Pump #2 piping lost gasket and was inoperable / had to cut into concrete wall	\$2,500.00	Wilkinson Lane	Wastewater
17846E	Ace Hardware	Entire month's worth of miscellaneous supplies	\$377.69	Purchased without approval	Wastewater
17848E	Southern Sales	Pumps shorted replaced motor controls and pumps	\$8,943.00	Kensington Green	Wastewater
17948E	Southern Sales	Electrical controls failure	\$500.00	Wilkinson Lane	Wastewater

**Finance Department
September 2012**

Business License Activity - September

Opened	10
Closed	3

Delinquency Rate: 62%

Cumulative Information

Class	Total Licenses	Delinquencies
1	54	37
2	153	95
3	308	219
4	214	99
Total	729	450

Municipal Court – Citations disposed either through court or payment

Description	Total Charges
Child Restraint 4-15 (1 st Offense)	4
Child Restraint-under 4	0
Anti-Noise Regulations	0
Texting While Driving	0
Failure to Yield Right of Way	0
Financial Responsibility Law	51
Following Too Closely	0
Motor Vehicle Requirements/Misc.	1
Improper Passing	1
Drivers Exercise Due Care	5
Codes Violations/Animal Control	2
Drivers License Law	2
Stop Signs	5

Description	Total Charges
Open Container Law	0
Parking Violation	1
Vehicle Registration Law	17
Seat Belt Violation – 18 and Older	22
Speeding	53
Careless Driving	2
Disobedience to Traffic Control Device	2
One Way Street	0
Graduated Drivers License	0
Turn to Avoid Signal	0
Improper Backing	0
Move Over Law	0
Total	168

Municipal Court – Case Disposition

Municipal Court - Case Disposition

Disposition	Total
Ticket Paid in Full – Prior to Court	53
Guilty as Charged	9
Dismissal	8
Dismissed upon presentation of insurance	42
Not Guilty	1
Dismissed to Traffic School	4
Dismissed with Costs and Fines	32
Dismissed with Costs	15
Dismissed with Fines	4
Case Transferred to County	0
Dismissed with Public Service	0
Total	168

Wastewater Billing

New Service Connections: 5
 Applications: 42
 Late Penalties Applied: \$4,209.49
 Adjustments: 15
 Number of Reconnect Fees Paid: 3
 Non-Payment Cut-Offs: 0

**Human Resources Department
September 2012**

- Hired Parks & Recreation Seasonal Worker
- Library Assistant (Part-Time) Recruitment
- Finalized Police Officer Recruitment (2 Hired)
- Assisted City of Goodlettsville with Police Chief Search (Assessor Role)
- Attended TDOT Title VI Recertification Training, September 21, Nashville
- Re-applied and Awarded Driving Safety Grant for second year (\$2500.00)
- Attended and presented at IPMA-HR International Leadership Conference, Nashville, 9/11
- Completed COWH Employee ID Badge Process (New Badges received 9/24)
- Facilitated Employee Appraisal Process Review
- Participated in Walk Across Sumner County Health Initiative Project, 9/18
- Prepared Workshop Proposal for TnPRIMA Conference (Selected as Presenter for Safety and Wellness segment, TN State Conference- scheduled November 2012)
- Processed (3) FMLA Requests

Injury Reports: (1) report, September, 2012, compared to September, 2011 reports (0)

	2012-2013	2011 - 2012	2010 - 2011
July	0	0	0
August	1	2	1
September	1	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: (0) reports, September, 2012 compared to (0) reports, September, 2011

	2012-2013	2011 - 2012	2010 - 2011
July	0	0	1
August	1	0	0
September	0	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 September, 2012 compared to (0) terms September, 2011

	2012-2013	2011 - 2012	2010 - 2011
July	0.0%	0.0%	0.9%
August	1.0%	0.0%	0.9%
September	1.0%	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
September 2012**

Highlights

- In September, Chief Brady, Capt. Ring and Ofc. Brisson attended the Law Enforcement Challenge Luncheon. The White House Police Department, again, placed third in the state in the Law Enforcement Challenge. We are in the agency category of 0-25 certified officers. This is the largest agency category in the state. We did place 1st in Bicycle Safety, based on the programs we offer throughout the year. We received an Ipad and a pocket camera.
- We have hired two new officers that started in September. J. Andrew Towers and Andrew McGregor will both attend the Tennessee Law Enforcement Training Academy October 14 – December 21, 2012. They were both sworn in on September 25th by Chief Brady.

Meetings/Civic Organizations

- *Chief Brady attended the following meetings in September:* Robertson County Chief's Meeting (Sept. 11), 911 User Group (Sept. 12), 911 Board Meeting (Sept. 18), Sumner County Drug Task Force (Sept. 19), Board of Mayor and Alderman Meeting (Sept. 20), and IACP Conference in San Diego, CA (Sept. 28- Oct. 4).
- *Captain Mingledorff attended the following meetings in September:* Rotary Club (Sept. 6, 13, 20, and 27) and White House Chamber of Commerce (Sept. 18).

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. Forty-three (43) files have been approved by an assessor. Nineteen (19) files were recently reviewed by an assessor. Only six (6) files were not approved for just minor adjustments in paperwork. Ten (10) standards are currently being worked on.
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 23 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
September	16	80	16	112
Grand Total	30.5	456	180	666.5

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	September 2012	FY 2012-2013
Two (2) Officers per Shift	58	165
Three (3) Officers per Shift	2	19

**Police Department
September 2012**

2. *Acquire and place into service two Police Patrol Vehicles.* Both vehicles are on order and are projected to be delivered to the Police Department on October 16th.
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.
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	September 2012	Per 1,000 Pop.	Total 2012	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	6	6	126	12
Crimes Against Property	41	4	326	32
Crimes Against Society	6	6	112	11
Total	53	5	564	55
Arrests	45		378	

**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.*

	SEPTEMBER 2012	TOTAL 2012
Traffic Crashes Reported	30	258
Enforce Traffic Laws:		
Written Citations	205	2,381
Written Warnings	74	827
Verbal Warnings	238	2,132

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 RATIO	YTD
September 2012	30	4	13%	17%

Traffic School: Sgt. Dan Hunter instructed the DDC-4 Traffic School Class in September. Six students attended.

Staffing

- See Highlight section for status on two new officers.
- Ofc. Erinn Ellis is on light duty status. She currently is assisting in CID (Crime Investigations Department).
- Officer Kia Vanatta was released from field training on September 28th.

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

Sumner County Emergency Response Team: Nothing to report at this time.

Volunteer Reserve Officers: The Reserve Officers trained on Traffic Stops.

**Police Department
September 2012**

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 as the Police Patrol vehicles (tentatively – October 16th).
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	Year to Date
September	60%	74%

Communications Section

	September 2012	Total 2012
Calls for Service	1,084	9,904
Alarm Calls	24	274

Request for Reports

	September 2012	FY 2012-13
Requests for Reports	18	58
Amount taken in	\$23.95	\$60.27
Tow Bills	\$0.00	\$0.00
Emailed at no charge	25	99
Storage Fees	\$0.00	\$0.00

Governor's Highway Safety Office (GHSO): See Highlights section for information on the Law Enforcement Challenge Luncheon. Also, a Governor's Highway Safety Office meeting was held here at the White House Police Department on September 26th.

Staffing

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 commenced on Tuesday, September 24th at Heritage Elementary School. D.A.R.E. Instructor, Captain Mingledorff, will teach seven classes of 157 5th graders the ten week curriculum. There will be one class taught at Christian Community School which will begin on Thursday, September 27th. Both graduations are scheduled for December.
2. *Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.* This year's event was held on Monday, September 3, 2012. Held annually on Labor Day, Safety Day represents a unified, long term solution to the prevention of childhood related injuries. It also gives local law enforcement and fire/rescue personnel an opportunity to meet the public, hand out safety literature, and display their equipment. Completed.

**Police Department
September 2012**

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. Nine 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.*
 - *Wheels In Motion:*. Program resumed on Thursday, September 20th at H. B. Williams Elementary, School, White House Heritage Elementary School and Christian Community School. One bicycle and helmet was presented by the White House Rotary club and Captain Mingledorff at each school.
 - *Captain StreetsSmart:* 2012-2013 classes scheduled to begin in October.
 - *Safe Seniors Crime Prevention Program:* Classes scheduled to begin October 17th.
 - *Drug Take Back Event:* The 4th Semi-Annual event took place on Saturday, September 29th at the White House Walgreens. Captain Mingledorff and Sgt. Hunter collected 31 pounds of expired medication for Destruction. This was 8 pounds more than was collected last year.

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

White House Middle School Football Security Detail: Sept. 11th and 25th.

White House High School Football Security Detail: Sept. 21 and 28th.

White House Heritage Football Security Detail: Sept. 7, 14th and 21st.

White House High School Homecoming Parade: Sept. 20th.

2012 Participation in Joint Community Events		
	July	Year to Date
Community Activities	10	46

**Fire Department
September 2012**

Summary of Month's Activities

Fire Operations

The department responded to 64 requests for service during the month with 40 responses being medical emergencies. The department responded to 3 vehicle accidents with reported injuries and three patients were transported to medical facilities.

- **Sept.8th** The department was dispatched to a reported structure fire when fire units arrived on scene there was light smoke in the home. The fire had started in the clothes dryer, the dryer was removed from the residence and the smoke removed from the building. The only damage reported was light smoke throughout the structure and the dryer.
- **Sept.13th** The department was dispatched to a structure fire on Shore Dr. when fire units arrived on scene heavy fire and smoke visible from the garage of the home. The fire was extinguished using hand-lines and contained to the garage and attic area. The contents of the garage were a total loss and damage to the home was confined to the garage and exterior of the home. There were no injuries reported with this incident.
- **Sept.14th** The department was dispatched to Tyree Springs Rd. to a residence that reported a fire located in the wall of the home. When fire units arrived on scene the homeowner had extinguished the fire with a fire extinguisher. Fire personnel checked the home with the thermal imager for fire extension and removed the smoke from the home.
- There was minor damage to the room of origin and light smoke throughout the home.
- **Sept.25th** At 5:30 PM the department was notified of a request for mutual aid through the State Mutual Aid System to respond to Hartsville TN. to assist with the tobacco warehouse fire.

Fire Administration

- **September 10th -13th** Asst. Chief Sisk and Firefighter Jimmy Johnson attended the first week of Fire Officer I & II at the state fire academy.
- **September 20th** Chief Palmer and Asst. Chief Sisk assisted the Police Department with the White House homecoming parade.
- **September 25th** Asst. Chief Sisk conducted the monthly safety committee meeting at fire station 2.
- **September 27th** Chief Palmer, Asst. Chief Sisk, and department personnel hosted the annual picnic for the senior citizens group at fire station 2.

Update on the Department's Goals and Objectives

- 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. **(Work on the project has begun)**
- Purchase and implement the Code Red weather emergency warning system by October 1st, 2012. **(Work on the Project has begun)**
- Complete the annual apparatus pump testing by December 1st, 2012.
- Complete the annual fire hose testing by November 1st, 2012. **(This project is complete)**
- Complete annual firefighter training 240 hours for career and 48 for part-time firefighters by June 30th, 2013. **(Work on the project has begun)**

Departmental Highlight

On September 3rd the annual Police and Fire Department's Public Safety day event was held at the city park. Despite the inclement weather department personnel distributed over 40 fire prevention packets to the families attending the event. There were Emergency management vehicles, Robertson County EMS, and Fire Department vehicles from four area departments.

**Fire Department
September 2012**

Monthly Performance Indicators

Incident Responses

Structure Fires	3	Vehicle Accidents (General Cleanup)	3
Cooking / Electrical Fires	0	Vehicle Accidents (With Injuries)	3
Vehicle Fires	0	Rescue	0
Grass, Brush, & Trash Fires	0	False Alarms / Calls	7
Hazmat	0	Assist Other Governmental Agency	1
Other Calls	8	Total Responses for the Month	64
Emergency Medical Responses	40	Total Responses YTD	183

Fire Fighter Training

Total Training Man Hours for the Month	488.91
Total Training Man Hours YTD	1,014.67

Fire Inspection

	This Month	YTD
Fire Inspections	11	24
Fire Investigations	2	4
Plat / Plan Reviews	1	3
Fire Preplans	20	55

Public Fire Education

	This Month	YTD
Participants	422	506
Education Hours	13.5	20.5
Number of Occurrences	7	15

**Public Works Department
September 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

- Sick Leave 6.4 Personnel Manual
- PPE Policy Public Works

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. 611 & 613 Wilkinson Lane: The swale area between 611 & 613 Wilkinson Lane needed to be cleaned and regarded to allow positive flow. This job took approximately 20 man-hours to completely rework this ditch line. After grading we installed about 125 feet of seeded matting, 3-lbs. of grass seed and two (2) bales of straw. Staff removed approximately four (4) tons of earthen material from the project.
2. 2941 Union Road: Mr. Baker called and requested to speak with the PWS, Warren Garrett to inform him of a problem with his swale area. Warren talked with Mr. Baker and informed him that a crew would be in his area within the next couple of weeks to complete the work. The swale area was eroding so the ditch line needed to be re-established and install rip-rap as required. Staff completed the job which took approximately three (3) man-hours and two (2) tons of rip-rap.
3. 109 Daffodil Court: The resident wanted to know if the City was responsible for making repairs due to high rains. We requested that the resident remove the fence that restricted the flow to the creek, which caused deep gouging in the ditch line. Staff re-established the flow line and installed filter fabric and rip rap along the ditch line at the rear of his house and the adjoining house. This project took approximately twenty eight (28) man-hours, two (2) bales of straw, five (5) pounds of seed, 100 feet of filter fabric, 100 feet of seeded straw matting and four (4) tons of rip-rap.
4. 200 Edenway: Staff re-established the swale area along the East side of the roadway from the top of the hill to the bottom in an effort to provide for positive flow. The project required 38 man-hours, five (5) tons of rip-rap, 295 feet of seeded straw matting, nine (9) bales of straw and 15 pounds of seed. Several tons of earthen material was removed from the project. Staff also re-set the speed limit and school signs in the appropriate locations and proper heights.
5. City Hall Property: The City Administrator requested staff to remove the concrete pads that were leftover from the building demolition in the lot adjacent to City Hall. Staff removed approximately 40 yards of concrete and debris from the area and hauled the spoils to the wastewater plant. The project took approximately 16 man-hours, 20 yards of clay fill, 10 yards of top soil, eight (8) straw bales and five (5) pounds of seed to dress up the area after the demolition.

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 Department
September 2012**

Monthly Performance Indicators

	Available Hours	Total Hours
Streets & Roads	375	175
Sanitation	675	715
Facility Maintenance - PW Staff	N/A	6
Fleet Maintenance - PW Staff	N/A	54
Training	N/A	63
Vacation	N/A	43.5
Sick Leave	N/A	0

The above table represents the number of man hours vs. the total number of hours worked for the month of September 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	13,560 Pounds
Yard Waste	75,300 Pounds
Recycled Oil	0 Gallons

Convenience Center

There were a total of 0 citizens that utilized our Convenience Center for the month of September. Total revenue of \$1,705.45 was received from the recycling of steel and oil brought in by our citizens. Total operating cost for the month of September to be determined.

City of White House Clean-Up Days

For the month of September there were a total of 46 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): 533

Sanitation Enterprise Fund Totals

Number of Customers Billed	Net Total Billed	Total Billed YTD	Revenue Received	Revenue Received YTD
3,680	\$57,349.00	\$172,768.00	\$53,090.01	\$162,904.44

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 September we had a total of 41 citizens utilized the mobile emissions testing station located at the Public Works Facility. See the chart below and notice the usage since September 2011.

September 2012	41
September 2011	43

Public Works Department
September 2012

September 2012 Truck Poundage and Fuel Costs

	September 2012	YTD
Tons per day	19.41	18.54
Tonnage for 1 months	291.09	1,849,420
Fuel used Truck #320	\$1,687.59	924.71
Fuel used Truck #321	\$372.56	\$5,111
Fuel used Truck #323	\$1,214.58	\$1,457.01
Fuel used Truck # 324	\$509.81	\$3,949.56
Total Fuel	\$3,784.54	\$1,266.96

Fuel decreased \$404.40 from the month of August

Services Provided	Total	YTD
Brush Pick Up (stops)	539	843
Brush Truck Load	55	87
Emergency Call Outs	0	1
Damaged Carts Replaced	11	31
New Carts for New Home Construction	3	13
Additional Cart Request	1	4
Curbs Repaired	0	0
Shoulders Repaired	0	0
Drainage Requests	4	11
Drainage Work (feet)	520	915
Potholes Repaired	0	5
Salt Usage (tons)	0	0
Signs Installed	7	27
Handicapped Pick Up	81	243
Move In Special Pick Up	3	10
Move Out Special Pick Up	0	2
Dead Animal Removals	0	4
Citizens requesting a pick up due to forgetting to place cart at curb after route has been completed.	4	5

Public Works (Wastewater)
September 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 420 pumps in the South Palmers and Sage Road areas. The completion deadline for this project is April 2013. Staff replaced **23** pumps in the month of September; which brings the total to **226** installed to date.
2. **"Copes Crossing":** The Copes Crossing lift station survey is completed and the station sits within the 100-year flood plain. The electrical control panels are above the flood plain elevation, however, one panel is less than a foot. I met with the TML representative and he was satisfied with the results. In the event of a flood event, the City's equipment will be covered.
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:** I found more data that was missing and I've instructed GEO JOBE to schedule time to collect the data. 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. Some staff members received the initial 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. The Wilkinson Lane lift station had a major leak in the effluent piping, which was caused by the high concentration of H₂S within the wetwell. I presented the Meadowlark lift station rehabilitation project to the BMAA at the September meeting and received BMA approval to begin designing the new station

Wastewater Treatment

- A. FLOW: 0.593 MGD
 - B. CAPACITY: 1.40 MGD
 - C. % of PLANT THROUGHPUT: 42%
 - D. % of ACTUAL & ALLOCATED CAPACITY: 46%
 - E. RAINFALL: 6.08"
1. **Violations:** No violations to report this month. After getting aerator #2 repaired, the plant returned to normal operation rather quickly.
 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:** One major issue noticed on the 24th was the loss of aeration in the middle ring of the ditch. The discs on both of the center drives are either loose broken or missing. At this point we have not been able to determine the cause. We are working with the plant designer, Siemens, to resolve this issue. The aerator disks need to be replaced as soon as possible to avoid septic sludge forming in the ditch and increased levels of ammonia.
 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. We may be able to get by until after the headworks are installed.
 5. **Flow Meter:** Flow meters are working properly with no problems at this time.

**Public Works (Wastewater)
September 2012**

Monthly Performance Indicators and Year-to-Date Totals

Response To SCADA Alarms

	<u>Month</u>	<u>YTD</u>
North Palmers	113	631
Calista	71	312
Wilkinson	15	42
Portland Road	2	2
Cope Crossing	100	270
Union Road	9	31
Meadowlark	0	1
Hwy 76	1	3
Cambria	3	3
Treatment Plant	27	106
Total Responses	341	1,401
TN One-Call	62	208

Month YTD

Work Orders	0	0
Monthly Service Requests Totals	177	557
Mainline Repairs	0	0
Service Line Repairs	2	10
E/2000 (B) to E/Extreme Change-outs	12	29
E/2000(B) to E/2000 (B) Change-outs	0	1
E/Extreme to E/2000 (B) Change-outs	0	3
E/Extreme to E/Extreme Change-outs	12	35
E/2000(B) Conversions	0	3
E/One Extreme Conversions	8	20
“Green Project” Conversions	23	54
Low Pressure Service Requests	88	273
Vacuum System Service Requests	3	11
Major Lift Station Repairs	3	4

Planning and Codes Department
September 2012

Summary of Department Activities:

Staff attended a training session regarding the regional lessons learned from the last three decades of growth in the Atlanta Region including issues with roads, utilities, water supply, and schools. Staff also completed a webinar regarding street design for economic development including design issues to support growth and improve the quality of life with safe and efficient pedestrian access incorporated into the roadway design. Staff started the City Hall GIS project with the project consultant. Staff completed commercial building inspections for the new dentist office, nursing home, and the new restaurant in the Deer Crossing Center. Staff attended the kick-off meeting for the Robertson County Comprehensive Plan Project.

Department Highlight:

Staff receives complaints regarding the condition of rental properties. The complaints are from tenants and typically include issues like mold, inoperable heating and cooling appliances, and other problem items. Staff completes an inspection of the property and notifies the property owner giving a defined amount of time to complete the improvements depending on the type and level of improvements needed. Staff is typically contacted when there is an issue between the tenant and the property owner.

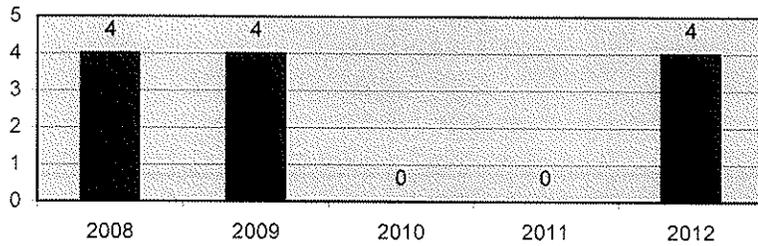
Project Updates:

SR 76 Sidewalks: The Project Engineer was approved by the City to hire a sub-contractor to negotiate the offer for the two drainage easements required for the project. The next step will be the actual property easement acquisitions and closing.

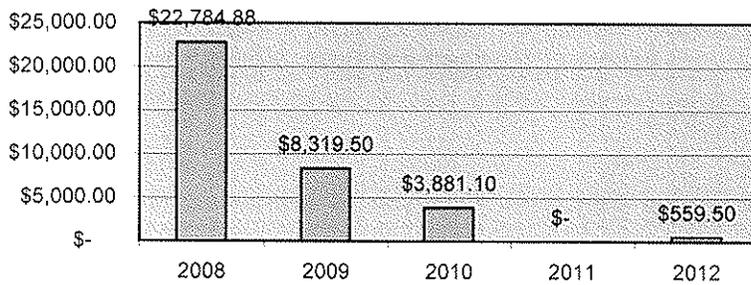
123 Calista Road Property Acquisition Project: Staff received the final contract from TDEC to formally start the project. The City has contracted with an appraiser to complete the property appraisal. The next step will be to complete title work for the property.

**Planning and Codes Department
September 2012**

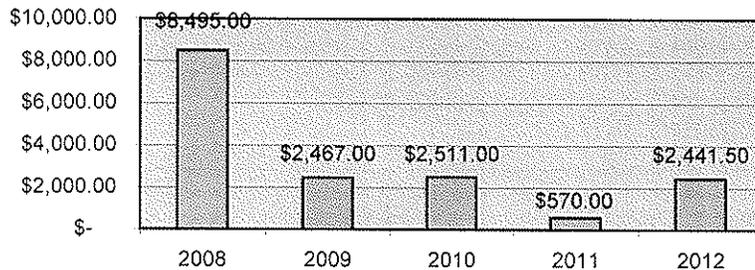
Single Family Permits



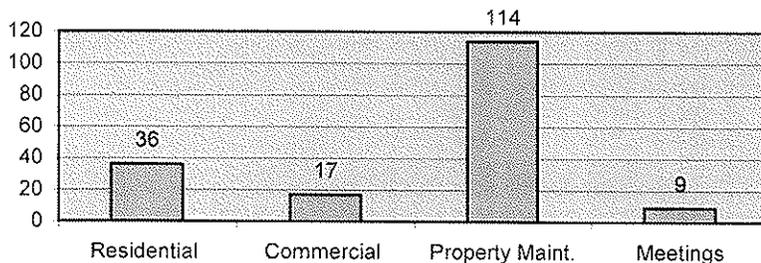
Impact Fees



Permit Fees



Inspections / Meetings



	Month	FY 12-13
MEETING AGENDA ITEMS#		
Planning Commission	3	12
Construction Appeals	0	0
Zoning Appeals	3	3
Training/Study Session	0	0
Property Maintenance	0	0
PERMITS		
Single Family Residential	4	8
Multi-Family Residential	0	0
Other Residential	13	40
New Commercial	0	0
New Industrial	0	0
Other Com/Ind	3	12
State Electrical	30	103
Sign	0	2
Occupancy Permits	0	28
Other	1	2
BUILDING INSPECTIONS		
Residential	36	99
Hours	12.08	33.25
Commercial /Industrial	17	73
Hours	9.75	36
CODE ENFORCEMENT		
Total Cases	114	275
Hours	13.92	33.92
Complaints Received	14	33
MEETINGS		
Administration	3	7
Hours	6.75	14.75
Planning	2	7
Hours	1.5	6.75
Codes	4	8
Hours	2.92	4.34
FEES		
Permit Fees	\$ 2,441.50	\$ 7,449.00
Board Review Fees	\$0.00	\$ 300.00
City Impact Fee	\$559.50	\$ 1,389.57
Roads	\$213.90	\$ 543.35
Parks	\$158.40	\$ 316.80
Police	\$112.80	\$ 318.95
Fire	\$74.40	\$ 210.47
OTHER ITEMS		
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		15

Parks, Recreation, & Cultural Arts Department
September 2012

Summary of Month's Activities

RTP Grant-Municipal Park Trail Renovation

The U.S. Fish and Wildlife Service concurred with our determination that none of the trees to be removed during the trail renovation provide suitable roosting habitat for Indiana bats. The Service concludes that threatened and endangered species and their critical habitats will be adequately protected during this project. It is the position of the Service that the requirements of the Endangered Species Act (the Act) of 1973, as amended, are fulfilled.

Recreation

The Labor Day Bike Parade took place Monday, September 3rd. We had around 40 participants, which is good considering the rainy weather we had that day. Awards for best decorated bike are as follows:

1st Place – Jayden Pilkington

2nd Place – Brody Dunn

3rd Place – Joseph Downs

Girls Volleyball ended September 22nd. We had 5 teams and 45 participants. Practices started in July and the regular season started August 6th. The Blue Team was the regular season and tournament champion, and the Green team was the regular season and tournament runner-up. This program was a huge success. Because of this it will be offered again in the spring. Hopefully the next time we offer it we can split it into different age groups to make the talent level a little more even.

Fall Baseball and Softball started playing games this month. The regular season started September 6th and is set to end around mid-October. We have approximately 355 participants this year with 15 teams each in baseball and softball (30 teams).

Men's Open Fall Softball started September 6th. We have 9 teams in the league. The games are played on Tuesdays, Thursdays, and Saturdays. The season is set to end October 18th.

Men's Open Basketball registration started 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 26 spots filled.

Parks Maintenance

The storage building / ticket booth just outside the stadium was recently painted, doors and walls.

We have ordered ryegrass seed for our annual overseeding of the soccer fields and baseball / softball fields. After aerating the fields, the seed will be broadcast in early October after the Fall Classic Soccer Tournament. This is done so there will be a turf for the spring seasons.

- Fertilized the stadium football field, painted it three times for games in September
- Pressure washed the white fencing at Honey Run Trailhead
- Installed 4 new picnic tables at pavilion 4
- Michael Williams was hired as a Seasonal Groundskeeper.
- Additional gutter and downspout replacement will take place in October at the park.
- Additional chain link fencing was added to the visitor bleachers at the football stadium to prevent falls.

Parks, Recreation, & Cultural Arts Department
September 2012

Update on Department Goals and Objectives

Youth Basketball Program

We are registering for grades 1-8 this season which is a first for the department to have grades 5-8. This causes us to need more gym space to practices and games. We were told by Sumner County that it would cost us \$25/hr plus custodial fees to use the White House Middle School gymnasium for our youth basketball games. This is more than we can afford so we have abandoned that idea and are currently pursuing other options. Registration for youth basketball ends October 15th. Practices start in November and games start in December.

Hillcrest Cemetery-Decorative Security Gates

The Director has completed specifications for the security gates. The pre-proposal meeting will be held Oct 10th, with sealed proposals being due Oct 22nd.

Department Highlight

The annual Christmas Parade will be Saturday, December 1st at 3:00p.m. Anyone wishing to participate in the parade must register by November 29th at 5:15p.m. The theme this year was thought of by Tammy Denton and it is "Miracle on Main Street".

Department Cost Savings Report

We ended up with 8 sponsors for the Harvest Moon 10K race this year for a total of \$1,600. This doubles our sponsorship from last year. We are very thankful for the community support of this race.

Parks, Recreation, Cultural Arts Department
September 2012

	FY					Current Year		YTD FY 2012-13
	2007-2008	2008-2009	2009-2010	2010-11	2011-12	Aug-12	Sept. 12	
Maintenance								
Mowing Hours	1,044	1,853	1,469	1,486	1,346	162	217	574
Pounds of Grass Seed Sown	3,670	5,130	1,895	3,140	2,275	0	0	0
Pounds of Fertilizer Applied	6,150	9,200	4,590	8,150	2,540	525	250	1,375
Number of Trees/Shrubs Planted	57	259	11	20	39	0	0	0

	FY					Current Year		YTD FY 2012-13
	2007-2008	2008-2009	2009-2010	2010-11	2011-12	Aug-12	Sept. 12	
Recreation								
Number of Youth Program Participants	377	353	336	354	448	400	0	400
Number of Adult Program Participants	857	2,309	1,343	2,353	2,471	300	121	571
Number of Theatre Production Attendees	102	0	0	0	0	0	0	0
Number of Special Event Attendees	2,865	2,989	2,505	3,484	3,970	140	40	323
Total Number of Special Events Offered	8	11	17	19	17	3	4	9
Total Number of Programs Offered	23	46	38	68	78	5	2	16
Youth Program Revenue	\$22,095.25	\$25,414.98	\$27,728.00	\$29,068.00	\$29,702.00	\$747.00	\$2,758.00	\$24,461.50
Adult Program Revenue	\$15,246.25	\$19,337.35	\$9,368.25	\$14,899.65	\$19,216.05	\$3,138.00	\$354.75	\$4,861.75
Theatre Production Revenue	\$485.00	\$0.00	\$0.00	\$0.00	\$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	\$1,040.00	\$750.00	\$3,045.00

	FY					Current Year		YTD FY 2012-13
	2007-2008	2008-2009	2009-2010	2010-11	2011-12	Aug-12	Sept. 12	
Administration								
Number of Shelter Reservations	112	139	153	116	112	12	18	41
Hours of Shelter Reservations								0
Shelter Reservation Revenue	\$3,732.00	\$4,183.00	\$4,083.00	\$3,415.00	\$ 3,396.00	\$465.00	\$245.00	\$920.00
Number of Facility Reservations	305	256	105	63	136	17	26	\$61.00
Hours of Facility Reservations								\$0.00
Facility Reservation Revenue	\$28,514.05	\$20,813.71	\$6,345.82	\$6,475.63	\$ 16,224.25	\$1,998.14	\$2,414.09	\$6,209.11
Misc. Revenue	\$39,729.53	\$115,858.99	\$52,032.78	\$60,991.46	\$ 56,423.35	\$485.84	\$4,882.76	\$5,925.70

	FY					Current Year		YTD FY 2012-13
	2007-2008	2008-2009	2009-2010	2010-11	2011-12	Aug-12	Sept. 12	
Senior Center								
Senior Center Participants	3,993	2,326	2,399	2,860	3,269	351	372	878
Number of Trip Participants	366	293	316	473	387	38	89	139
Number of Meals Participants	3,430	3,555	3,848	2,912	3,315	297	211	674
Number of Program Participants		1,407	587	632	4,486	296	387	895
Number of Trips Offered	43	31	31	42	31	3	3	7
Number of Meals Served	48	48	50	46	49	5	4	12
Number of Programs Offered	5	45	54	50	90	4	8	16

White House Inn Library & Museum

September 2012

Summary of September Activities

Story time for Toddlers and Preschoolers started up the week of September 11th after being on hold during our summer reading program. We had a great turn out for the first week back with a total of 28 individuals on Tuesday and 24 on Wednesday. The kids had a great time at every story time this month which included dancing, crafts, and great stories.

On September 25, we had our home school story time. We decided to use the training we received from our regional in-service to conduct a workshop for our home school program explaining the features of the Tennessee Electronic Library. This system is free for all Tennesseans to use and has many resources that are extremely beneficial to students. Our Tech librarian, Janet, conducted the workshop and we had a total of 16 individuals attend, many of which gave high praises for the program.

The library board also met during this month and voted to change the library hours, allowing for more evening hours which should enable more students to come into the library to study.

The library board also approved to create a city-to-school interlibrary loan system. This will allow for students at the local high schools to request books from the White House Library and have them sent to the students' respected school. This program should enable students to still use the White House Library resources even if they cannot always make it to our library.

Departmental Highlight

The start up of story time was the biggest highlight for the month. Every story hour was filled with children and their parents, both of which were extremely happy to have these programs to attend.

Performance Measures

Official Service Area Population:	13,257			
Memberships:	10,481	<i>Program</i>	<i>Sessions</i>	<i>Attendance</i>
% of the Pop. with Membership:	79%	Toddler	3	88
Total Materials Available:	25,708	Ages 5 and above	3	97
Est. Value of Total Materials:	\$642,700	Teen	0	0
Last Month:	\$640,275	Adult	1	9
Total Materials Available Per Capita:	1.93	All ages	1	16
Last Month:	1.93	Total	1	9
State Minimum Standard:	2.00	Wireless Internet Users:		89
<i>Materials Added:</i>		Computer Internet Users:		383
Adult Fiction:	74	Volunteers:		8
Adult Non-Fiction:	17	Total Hours:		145
Child/Juvenile/Young Adult Fiction:	12	Services Provided by Contracting with State		
Juvenile/Young Adult Non-Fiction:	3	<i>Interlibrary Loan Service:</i> Items Borrowed:	37	
Audiobooks:	0	Items Loaned:	9	
Movies:	12	R.E.A.D.S. Statistics		
Music CDs:	0	<i>1st Quarter:</i>	eBooks Downloaded:	305
Total:	119		Audiobooks Downloaded:	506
<i>Library Circulation:</i>	# of Check-outs: 4,207	<i>2nd Quarter:</i>	eBooks Downloaded:	466
	Last Month: 4,296		Audiobooks Downloaded:	477
	Items per Patron: 2.4	<i>3rd Quarter:</i>	eBooks Downloaded:	528
<i>New Memberships</i>	Adult: 42		Audiobooks Downloaded:	580
	Senior Adult: 0	<i>4th Quarter:</i>	eBooks Downloaded:	542
	Child: 3		Audiobooks Downloaded:	695
	Student: 15			
	Young Adult: 1			
	Total: 61			

CITY COURT REPORT SEPTEMBER 2012

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH \$8,733.50

TOTAL MONIES COLLECTED YTD \$37,570.50

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH \$1,043.43

TOTAL MONIES COLLECTED YTD \$6,157.80

TOTAL REVENUE FOR MONTH \$9,776.93

TOTAL REVENUE YTD **\$43,728.30**

DISBURSEMENTS

LITIGATION TAX \$609.15

DOS/DOH FINES & FEES \$631.75

DOS TITLE & REGISTRATION \$28.50

RESTITUTION/REFUNDS \$0.00

TBI-EXPUNGEMENT/FEES \$47.50

WORTHLESS CHECKS \$0.00

TOTAL DISBURSEMENTS FOR MONTH \$1,316.90

TOTAL DISBURSEMENTS YTD **\$4,712.64**

ADJUSTED REVENUE FOR MONTH \$8,460.03

TOTAL ADJUSTED REVENUE YTD **\$39,015.66**

DRUG FUND

DONATION TO DRUG FUND FOR MONTH \$0.00

DRUG FUND DONATIONS YTD \$2,193.97

CITY COURT CLERK

A handwritten signature in blue ink, reading "Shawn Jussee", is written over a horizontal line.

Summary Financial Statement
SEPTEMBER 30, 2012

DRAFT

Fiscal Year Time Lapse: 25.00

110 GENERAL FUND

-----Year-To-Date-----SEPTMBER-----

Account	Description	Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	1,595,850.00	16,670.20-	1.0	132,987.50	1,435.00-	1.1
31120	PUBLIC UTILITIES PROPERTY TAX (CURRENT)	67,034.00	0.00	0.0	5,586.17	0.00	0.0
31211	PROPERTY TAX DELINQUENT 1ST YEAR	58,000.00	2,137.00-	3.7	4,833.33	8.00-	0.2
31212	PROPERTY TAX DELINQUENT 2ND YEAR	20,000.00	1,256.00-	6.3	1,666.67	0.00	0.0
31213	PROPERTY TAX DELINQUENT 3RD YEAR	16,000.00	0.00	0.0	1,333.33	0.00	0.0
31214	PROPERTY TAX DELINQUENT 4TH YEAR	4,000.00	74.00-	1.9	333.33	0.00	0.0
31215	PROPERTY TAX DELINQUENT 5TH YEAR	4,000.00	0.00	0.0	333.33	0.00	0.0
31216	PROPERTY TAX DELINQUENT 6TH YEAR	3,000.00	0.00	0.0	250.00	0.00	0.0
31219	PROPERTY TAX DELINQUENT - OTHER PRIOR YE	9,000.00	0.00	0.0	750.00	0.00	0.0
31300	INT, PENALTY, AND COURT COST ON PROP TAX	60,000.00	2,892.77-	4.8	5,000.00	152.34-	3.0
31513	PAYMENT IN LIEU OF TAX -SEWER UTILITIES	91,342.00	15,223.66-	16.7	7,611.83	0.00	0.0
31610	LOCAL SALES TAX - CO. TRUSTEE	2,020,000.00	530,258.88-	26.3	168,333.33	168,649.88-	100.2
31709	BEER AND LIQUOR LOCAL PRIV TAX	4,900.00	33.32-	0.7	408.33	33.32-	8.2
31710	WHOLESALE BEER TAX	230,000.00	76,780.96-	33.4	19,166.67	26,968.65-	140.7
31800	BUSINESS TAXES	130,000.00	25,925.03-	19.9	10,833.33	14,744.62-	136.1
31911	NATURAL GAS FRANCHISE TAX	119,000.00	95,733.43-	80.4	9,916.67	95,733.43-	965.4
31912	CABLE TV FRANCHISE TAX	95,000.00	27,825.19-	29.3	7,916.67	0.00	0.0
31960	SPECIAL ASSESSMENT - LIENS	1,300.00	265.00-	20.4	108.33	0.00	0.0
31980	MIXED DRINK TAXES	9,000.00	2,925.58-	32.5	750.00	868.00-	115.7
32090	PEDDLER PERMIT	50.00	0.00	0.0	4.17	0.00	0.0
32209	BEER AND LIQUOR LICENSE APPLICATION FEE	800.00	1,050.00-	131.3	66.67	0.00	0.0
32610	BUILDING PERMITS	20,000.00	6,987.50-	34.9	1,666.67	2,154.50-	129.3
32690	OTHER PERMITS	50.00	0.00	0.0	4.17	0.00	0.0
32710	SIGN PERMITS	950.00	150.00-	15.8	79.17	0.00	0.0
33100	FEDERAL GRANTS	1,945,450.00	88,472.44-	4.5	162,120.83	22,806.46-	14.1
33142	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	200,417.00	75,548.13-	37.7	16,701.42	75,548.13-	452.3
33143	ARRA GRANT #2 - CALISTA ROAD PROJECT	0.00	3,940.75-	0.0	0.00	2,223.83-	0.0
33191	FEMA REIMBURSEMENT	70,441.00	0.00	0.0	5,870.08	0.00	0.0
33320	TVA PAYMENTS IN LIEU OF TAXES	113,523.00	0.00	0.0	9,460.25	0.00	0.0
33410	STATE LAW ENFORCEMENT EDUCATION GRANT	22,400.00	0.00	0.0	1,866.67	0.00	0.0
33450	LOCAL GRANT-ROB.CO. SRO	36,751.00	18,375.50-	50.0	3,062.58	18,375.50-	600.0
33460	STATE GRANT-LIBRARY TECHNOLOGY	6,100.00	0.00	0.0	508.33	0.00	0.0
33510	STATE SALES TAX	662,986.00	176,529.14-	26.6	55,248.83	54,930.00-	99.4
33520	STATE INCOME TAX	19,500.00	29,496.35-	151.3	1,625.00	55.35-	3.4
33530	STATE BEER TAX	5,230.00	0.00	0.0	435.83	0.00	0.0
33553	STATE GASOLINE INSPECTION FEE	21,023.00	5,256.57-	25.0	1,751.92	1,751.16-	100.0
33593	CORPORATE EXCISE TAX	16,000.00	0.00	0.0	1,333.33	0.00	0.0
33710	COUNTY GRANT - SENIOR NUTRITION	9,500.00	0.00	0.0	791.67	0.00	0.0
34120	FEES AND COMMISSIONS	2,800.00	300.00-	10.7	233.33	75.00-	32.1
34740	PARKS AND REC LEAGUE FEES	54,000.00	29,760.85-	55.1	4,500.00	3,010.75-	66.9
34741	FIELD MAINTENANCE FEES	7,785.00	255.00-	3.3	648.75	0.00	0.0
34760	LIBRARY FINES, FEES, AND OTHER CHARGES	7,000.00	2,473.41-	35.3	583.33	686.94-	117.8
34793	COMMUNITY CENTER FEES	15,000.00	7,256.11-	48.4	1,250.00	2,514.09-	201.1
34900	OTHER CHARGES FOR SERVICES	9,500.00	2,173.50-	22.9	791.67	761.50-	96.2
35110	CITY COURT FINES AND COSTS	150,000.00	39,015.66-	26.0	12,500.00	8,460.03-	67.7
35130	IMPOUNDMENT CHARGES	600.00	0.00	0.0	50.00	0.00	0.0

Summary Financial Statement

SEPTEMBER 30, 2012

Fiscal Year Time Lapse: 25.00

110 GENERAL FUND

Account	Description	Year-To-Date			SEPTEMBER		
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
36000	OTHER REVENUES	22,500.00	2,574.80-	11.4	1,875.00	2,085.10-	111.2
36100	INTEREST EARNINGS	6,100.00	890.42-	14.6	508.33	0.00	0.0
36210	RENT	19,275.00	2,977.04-	15.4	1,606.25	748.99-	46.6
36330	SALE OF EQUIPMENT	0.00	1,972.30-	0.0	0.00	1,972.30-	0.0
36350	INSURANCE RECOVERIES	0.00	69.76-	0.0	0.00	69.76-	0.0
36420	STADIUM RECEIPTS	6,200.00	3,115.15-	50.2	516.67	2,782.65-	538.6
36430	TAX REFUNDS (OVERPAYMENTS)	0.00	1.57-	0.0	0.00	0.00	0.0
36450	PARKS CONCESSIONS	6,400.00	1,695.95-	26.5	533.33	1,542.61-	289.2
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	0.00	1,758.00-	0.0	0.00	600.00-	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		8,125,757.00	1,300,096.92-	16.0	677,146.40	511,747.89-	75.6
EXPENDITURES							
41000	GENERAL GOVERNMENT	313,563.00-	80,132.92	25.6	26,130.26-	16,772.41	64.2
41210	CITY COURT	77,734.00-	17,088.68	22.0	6,477.83-	3,610.03	55.7
41500	FINANCIAL ADMINISTRATION	365,584.00-	98,524.52	26.9	30,465.31-	20,297.52	66.6
41650	HUMAN RESOURCES	137,766.00-	33,407.16	24.2	11,480.52-	9,498.69	82.7
41670	ENGINEERING	1,491,500.00-	128,874.91	8.6	124,291.67-	0.12	0.0
41700	PLANNING AND ZONING	268,162.00-	69,911.34	26.1	22,346.84-	18,261.33	81.7
41800	GENERAL GOVERNMENT BUILDINGS	101,308.00-	44,512.92	43.9	8,442.33-	433.16-	5.1
41921	SPECIAL EVENTS	4,000.00-	761.56	19.0	333.33-	746.00-	223.8
42100	POLICE PATROL	1,025,665.00-	247,989.58	24.2	85,472.09-	48,076.03	56.2
42120	POLICE SUPPORT SERVICES	311,430.00-	86,673.07	27.8	25,952.49-	25,969.00	100.1
42150	POLICE ADMINISTRATION	187,257.00-	50,625.25	27.0	15,604.75-	9,098.83	58.3
42151	COMMUNICATIONS SERVICES	170,000.00-	28,595.84	16.8	14,166.67-	7,954.15	56.1
42200	FIRE PROTECTION AND CONTROL	1,613,297.00-	243,357.40	15.1	134,441.43-	66,286.58	49.3
42210	FIRE ADMINISTRATION AND INSPECTION	294,319.00-	120,030.97	40.8	24,526.60-	15,334.69	62.5
43000	PUBLIC WORKS	598,357.00-	274,804.43	45.9	49,863.06-	21,535.63	43.2
43100	HIGHWAYS AND STREETS	0.00	7,614.59	0.0	0.00	117.36	0.0
44310	SENIOR CITIZEN ACTIVITIES	40,066.00-	7,619.21	19.0	3,338.83-	2,311.66	69.2
44700	PARKS	257,929.00-	67,053.38	26.0	21,494.05-	19,022.17	88.5
44740	PARK MAINTENANCE	602,902.00-	87,883.20	14.6	50,241.83-	14,224.75	28.3
44800	LIBRARIES	183,342.00-	60,890.31	33.2	15,278.50-	9,415.62	61.6
44880	CHILDREN'S LIBRARY SERVICES	40,008.00-	9,199.28	23.0	3,334.00-	2,670.28	80.1
51000	MISC EXP	360,634.00-	4,000.00-	1.1	30,052.83-	4,000.00-	13.3
58802	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	450,417.00-	197,588.00	43.9	37,534.75-	0.00	0.0
Total EXPENDITURES		8,895,240.00-	1,959,138.52	22.0	741,269.97-	305,277.69	41.2
Total GENERAL FUND		769,483.00-	659,041.60	85.6	64,123.57-	206,470.20-	322.0

Summary Financial Statement
 SEPTEMBER 30, 2012

Fiscal Year Time Lapse: 25.00

120 INDUSTRIAL DEVELOPMENT FUND

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
33800	LOCAL REVENUE ALLOCATIONS	43,000.00	0.00	0.0	3,583.33	0.00	0.0
36100	INTEREST EARNINGS	150.00	5.63	3.8	12.50	0.00	0.0
	Total REVENUES	43,150.00	5.63	0.0	3,595.83	0.00	0.0
EXPENDITURES							
48000	ECONOMIC OPPORTUNITY	54,500.00	1,010.70	1.9	4,541.67	555.45	12.2
	Total EXPENDITURES	54,500.00	1,010.70	1.9	4,541.67	555.45	12.2
	Total INDUSTRIAL DEVELOPMENT FUND	11,350.00	1,005.07	8.9	945.84	555.45	58.7

Summary Financial Statement
 SEPTEMBER 30, 2012

Fiscal Year Time Lapse: 25.00

121 STATE STREET AID FUND

Account	Description	Year-To-Date		SEPTEMBER		Percent Of Budget	Actual	Estimate Avg/Mth	Percent Of Avg
		Budget Estimate	Actual	Budget	Estimate				
REVENUES									
33551	STATE GASOLINE AND MOTOR FUEL TAX	273,296.00	47,199.19	17.3	22,774.67	0.00	0.00	0.00	0.0
36100	INTEREST EARNINGS	120.00	5.09	4.2	10.00	0.00	0.00	0.00	0.0
	Total REVENUES	273,416.00	47,204.28	17.3	22,784.67	0.00	0.00	0.00	0.0
EXPENDITURES									
43100	HIGHWAYS AND STREETS	256,500.00	153,545.12	59.9	21,375.00	0.00	0.00	0.00	0.0
	Total EXPENDITURES	256,500.00	153,545.12	59.9	21,375.00	0.00	0.00	0.00	0.0
	Total STATE STREET AID FUND	16,916.00	106,340.84	628.6	1,409.67	0.00	0.00	0.00	0.0

Summary Financial Statement
 SEPTEMBER 30, 2012

Fiscal Year Time Lapse: 25.00

122 PARKS SALES TAX FUND

Account	Description	Year-To-Date		SEPTEMBER		
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES						
36100	INTEREST EARNINGS	900.00	41.70-	75.00	0.00	0.0
36425	PARKS SALES TAX RECEIPTS	79,000.00	13,698.58-	6,583.33	0.00	0.0
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	20,000.00	0.00	1,666.67	0.00	0.0
	Total REVENUES	99,900.00	13,740.28-	8,325.00	0.00	0.0
EXPENDITURES						
49000	DEBT SERVICE	142,884.00-	0.00	11,906.99-	0.00	0.0
	Total EXPENDITURES	142,884.00-	0.00	11,906.99-	0.00	0.0
	Total PARKS SALES TAX FUND	42,984.00-	13,740.28-	3,581.99-	0.00	0.0

Summary Financial Statement
 SEPTEMBER 30, 2012

Fiscal Year Time Lapse: 25.00

123 SOLID WASTE FUND

Account	Description	Year-To-Date		Percent Of Budget	SEPTEMBER		Percent Of Avg
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	
REVENUES							
34400	SANITATION - USER FEES	682,000.00	173,244.00-	25.4	56,833.33	57,474.00-	101.1
36100	INTEREST EARNINGS	1,000.00	137.35-	13.7	83.33	0.00	0.0
37794	SALE OF MATERIALS	5,000.00	3,020.00-	60.4	416.67	1,714.20-	411.4
Total REVENUES		688,000.00	176,401.35-	25.6	57,333.33	59,188.20-	103.2
EXPENDITURES							
43000	PUBLIC WORKS	0.00	298.50	0.0	0.00	298.50	0.0
43200	SANITATION	733,084.00-	185,214.02	25.3	61,090.36-	68,866.70	112.7
49000	DEBT SERVICE	101,980.00-	0.00	0.0	8,498.34-	0.00	0.0
Total EXPENDITURES		835,064.00-	185,512.52	22.2	69,588.70-	69,165.20	99.4
Total SOLID WASTE FUND		147,064.00-	9,111.17	6.2	12,255.37-	9,977.00	81.4

Summary Financial Statement
 SEPTEMBER 30, 2012

Fiscal Year Time Lapse: 25.00

124 IMPACT FEES

Account	Description	Year-To-Date		Percent Of Budget	SEPTEMBER		Percent Of Avg
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	
REVENUES							
36100	INTEREST EARNINGS	1,000.00	59.73-	6.0	83.33	0.00	0.0
36421	ROADS IMPACT FEES	16,000.00	543.35-	3.4	1,333.33	213.90-	16.0
36422	PARKS IMPACT FEES	15,000.00	277.20-	1.8	1,250.00	118.80-	9.5
36423	POLICE IMPACT FEES	11,000.00	318.95-	2.9	916.67	112.80-	12.3
36424	FIRE IMPACT FEES	7,000.00	210.47-	3.0	583.33	74.40-	12.8
Total REVENUES		50,000.00	1,409.70-	2.8	4,166.66	519.90-	12.5
EXPENDITURES							
51010	ROADS IMPACT FEES	37,950.00-	0.00	0.0	3,162.50-	0.00	0.0
51040	FIRE IMPACT FEES	39,845.00-	0.00	0.0	3,320.41-	0.00	0.0
Total EXPENDITURES		77,795.00-	0.00	0.0	6,482.91-	0.00	0.0
Total IMPACT FEES		27,795.00-	1,409.70-	5.1	2,316.25-	519.90-	22.4

Summary Financial Statement
 SEPTEMBER 30, 2012

Fiscal Year Time Lapse: 25.00

140 POLICE DRUG FUND

Account	Description	Year-To-Date		SEPTEMBER		Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
REVENUES						
31610	LOCAL SALES TAX - CO. TRUSTEE	1,200.00	0.00	100.00	0.00	0.0
35130	IMPOUNDMENT CHARGES	400.00	0.00	33.33	0.00	0.0
35140	DRUG RELATED FINES	15,500.00	2,598.97	1,291.67	0.00	0.0
36100	INTEREST EARNINGS	100.00	13.19	8.33	0.00	0.0
	Total REVENUES	17,200.00	2,612.16	1,433.33	0.00	0.0
EXPENDITURES						
42129	DRUG INVESTIGATION AND CONTROL	26,800.00	20,541.52	2,233.34	332.58	14.9
	Total EXPENDITURES	26,800.00	20,541.52	2,233.34	332.58	14.9
	Total POLICE DRUG FUND	9,600.00	17,929.36	800.01	332.58	41.6

Summary Financial Statement

SEPTEMBER 30, 2012

Fiscal Year Time Lapse: 25.00

200 DEBT SERVICE FUND (GENERAL)

Account	Description	Year-To-Date		Percent Of Budget	SEPTEMBER		Percent Of Avg
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	
REVENUES							
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	660,000.00	4,811.11-	0.7	55,000.00	0.00	0.0
36100	INTEREST EARNINGS	600.00	21.06-	3.5	50.00	0.00	0.0
	Total REVENUES	660,600.00	4,832.17-	0.7	55,050.00	0.00	0.0
EXPENDITURES							
49000	DEBT SERVICE	677,722.00-	3,200.00	0.5	56,476.84-	0.00	0.0
	Total EXPENDITURES	677,722.00-	3,200.00	0.5	56,476.84-	0.00	0.0
	Total DEBT SERVICE FUND (GENERAL)	17,122.00-	1,632.17-	9.5	1,426.84-	0.00	0.0

Summary Financial Statement
 SEPTEMBER 30, 2012

Fiscal Year Time Lapse: 25.00

412 SEWER FUND

Account	Description	Year-To-Date		SEPTEMBER		Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
REVENUES						
33191	FEMA REIMBURSEMENT	25,131.00	0.00	2,094.25	0.00	0.0
34900	BULK DISPOSAL FEE	800.00	1,650.00	66.67	1,200.00	1799.9
36000	OTHER REVENUES	15,000.00	5.00	1,250.00	0.00	0.0
36100	INTEREST EARNINGS	3,200.00	324.88	266.67	0.00	0.0
36920	SALE OF BONDS	6,303,988.00	402,708.00	525,332.33	31,834.00	6.1
37210	APPLICATION FEES & NONREFUNDABLE DEPOSIT	32,000.00	10,050.00	2,666.67	3,075.00	115.3
37220	ADMINISTRATIVE FEES	11,000.00	2,450.00	916.67	200.00	21.8
37230	SEWER USER FEES	2,500,000.00	629,482.89	208,333.33	203,245.51	97.6
37298	CAPACITY FEES	42,000.00	25,400.00	3,500.00	19,800.00	565.7
37995	CONNECTION FEES	4,000.00	1,200.00	333.33	750.00	225.0
Total REVENUES		8,937,119.00	1,073,270.77	744,759.92	260,104.51	34.9
EXPENDITURES						
49000	DEBT SERVICE	372,792.00	15,234.53	31,066.01	5,260.49	16.9
52117	ADMINISTRATION AND GENERAL EXPENSES	599,807.00	166,822.66	49,983.90	27,894.30	55.8
52210	COLLECTION	5,930,748.00	579,947.38	494,229.02	48,721.94	9.9
52213	SEWER TREATMENT AND DISPOSAL	915,462.00	101,281.84	76,288.52	17,522.95	23.0
52223	DEPRECIATION	618,700.00	103,116.66	51,558.33	0.00	0.0
58804	ARRA ASSISTANCE - SEWER REHAB PROJECT	803,988.00	282,987.00	66,999.00	0.00	0.0
Total EXPENDITURES		9,241,497.00	1,249,390.07	770,124.78	99,399.68	12.9
Total SEWER FUND		304,378.00	176,119.30	25,364.86	160,704.83	633.6

Summary Financial Statement
 SEPTEMBER 30, 2012

Fiscal Year Time Lapse: 25.00

416 HEALTHCARE FUND

Account	Description	Year-To-Date		SEPTEMBER		Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
REVENUES						
36000	OTHER REVENUES	0.00	283.50-	0.00	283.50-	0.0
36100	INTEREST EARNINGS	300.00	56.34-	25.00	0.00	0.0
36960	OPERATING TRANSFER IN FROM OTHER FUNDS	161,509.00	17,493.99-	13,459.08	943.95-	7.0
	Total REVENUES	161,809.00	17,833.83-	13,484.08	1,227.45-	9.1
EXPENDITURES						
51520	INSURANCE EMPLOYERS SHARE	181,194.00-	14,562.79	15,099.50-	2,529.31	16.8
	Total EXPENDITURES	181,194.00-	14,562.79	15,099.50-	2,529.31	16.8
	Total HEALTHCARE FUND	19,385.00-	3,271.04-	1,615.42-	1,301.86	80.6

433 HILLCREST CITY CEMETERY

Summary Financial Statement
SEPTEMBER 30, 2012

Fiscal Year Time Lapse: 25.00

Account	Description	Year-To-Date		Percent Of Budget	SEPTEMBER		Percent Of Avg
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	
REVENUES							
34110	GENERAL SERVICES	2,275.00	252.00-	11.1	189.58	0.00	0.0
34321	CEMETERY BURIAL CHARGES	150.00	0.00	0.0	12.50	0.00	0.0
34323	GRAVE - OPENING AND CLOSING FEES	14,200.00	3,600.00-	25.4	1,183.33	600.00-	50.7
36100	INTEREST EARNINGS	340.00	43.52-	12.8	28.33	0.00	0.0
36340	SALE OF CEMETERY LOTS	15,500.00	0.00	0.0	1,291.67	0.00	0.0
	Total REVENUES	32,465.00	3,895.52-	12.0	2,705.41	600.00-	22.2
EXPENDITURES							
43400	CEMETERIES	42,606.00-	11,966.64	28.1	3,550.51-	42.26	1.2
	Total EXPENDITURES	42,606.00-	11,966.64	28.1	3,550.51-	42.26	1.2
	Total HILLCREST CITY CEMETERY	10,141.00-	8,071.12	79.6	845.10-	557.74-	66.0

G/L Month: 09 SEPTEMBER
Beginning Fund: 110 Beginning Function: ZZZZZ
Ending Fund: 433 Ending Function: ZZZZZ

* End of Report: CITY OF WHITE HOUSE *

RESOLUTIONS....

RESOLUTION 12-16

A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, AUTHORIZING PARTICIPATION IN THE POOL'S "DRIVER SAFETY" MATCHING GRANT PROGRAM

WHEREAS, the safety and well being of the employees of the City of White House is of the greatest importance; and

WHEREAS, all efforts shall be made to provide a safe and hazard-free workplace for the City of White House employees; and

WHEREAS, the Pool seeks to encourage the safe operation of motor vehicles by offering the "Driver Safety" Matching Grant Program; and

WHEREAS, the City of White House now seeks to participate in this important program.

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

Section 1. That the City of White House is hereby authorized to submit application for the "Driver Safety" Matching Grant through the Loss Control Department of The Pool.

Section 2. That the City of White House is further authorized to provide a matching sum to serve as a match for any monies provided by this grant.

Adopted this 18th day of October 2012.

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

RESOLUTION 12-17

A RESOLUTION AMENDING PURCHASING PROCEDURES FOR THE
CITY OF WHITE HOUSE, TENNESSEE

WHEREAS, the governing body of this city has established methods to comply with the purchasing laws of the State of Tennessee and to provide for a more formal process for the procurement of equipment, services, and materials for the operation of municipal government,

WHEREAS, such action is required by the Municipal Purchasing Law of 1983, *Tennessee Code Annotated* 6-56-301, et seq., and

WHEREAS, it occasionally becomes necessary to amend policies within the laws provided to allow for more efficiency and smoother transition within current procedures,

NOW, THEREFORE, the Board of Mayor and Aldermen of the City of White House do hereby resolve that the Purchasing Procedures are hereby amended by changing and updating various sections and subsections as detailed in the attachment.

This resolution shall be effective upon passage.

Adopted this 18th day of October 2012.

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

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PURCHASING PROCEDURES CITY OF WHITE HOUSE, TENNESSEE

As designated in Ordinance 07-19, the city administrator shall act as purchasing agent for the city, with power, except as set out in these procedures, to purchase materials, supplies, equipment; secure leases and lease-purchases; and dispose of and transfer surplus property for the proper conduct of the city's business. All contracts, leases, and lease-purchase agreements extending beyond the end of any fiscal year must have prior approval of the governing body.

The purchasing agent shall have the authority to make purchases, leases, and lease purchases of more than ~~one thousand dollars (\$1,000)~~ two thousand dollars (\$2,000) and less than ten-thousand dollars (\$10,000) singly or in the aggregate during any fiscal year and, except as otherwise provided herein, shall require three (3) competitive bids or quotations, either verbal or written, whenever possible prior to each purchase. Competitive bids or quotations for the purchase of items which cost less than ~~one thousand dollars (\$1,000)~~ two thousand dollars (\$2,000) are desirable but not mandatory. All competitive bids or quotations received shall be recorded and maintained in the office of the purchasing agent for a minimum of seven (7) years after contract expires. When requisitions are required, the competitive bids or quotations received shall be listed upon that document prior to the issuance of the purchase order. Awards shall be made to the lowest and best bid.

A description of all projects or purchases, except as herein provided, which require the expenditure of city funds of ten-thousand dollars (\$10,000) or more shall be prepared by the purchasing agent and submitted to the governing body for approval after the solicitation of bids or proposals. After the determination that adequate funds are budgeted and available for a purchase, the governing body may authorize bids or proposals. The award of purchases, leases, or lease-purchases of ten-thousand dollars (\$10,000) or more shall be made by the governing body to the lowest and best bid.

Purchases amounting to ten-thousand dollars (\$10,000) or more, which do not require public advertising and sealed bids or proposals, may be allowed only under the following circumstances and, except as otherwise provided herein, when such purchases are approved by the governing body:

- Sole source of supply or proprietary products as determined after complete search by using department and the purchasing agent, with governing body approval.
- Emergency expenditures with subsequent approval of the governing body.
- Purchases from instrumentalities created by two (2) or more cooperating governments.
- Purchases from non-profit corporations whose purpose or one of whose purposes is to provide goods or services specifically to municipalities.

CITY OF WHITE HOUSE, TENNESSEE
Requisition Form for Purchases Over \$1,000.00-2,000.00

Date issued (date requisition prepared)

Req. No. _____

Date wanted (date delivery is needed)

Department (name of using department)

To be purchased from:
*(This area to be filled in by
Purchasing Department unless
there is only one supplier for items
requested.)*

Requisitioner (signature of requesting person)

Department Head (signature of department head)

Suggested Vendors:

To be delivered to:

1. _____
2. _____
3. _____

*(Give specific delivery instruction,
including name of person
designated to receive the item[s],
department and street address.)*

Item Number	Quantity	Unit	Description	Account To Be Charged	Unit Price	Amount

Competitive Prices: *(To be filled in by Purchasing)*

Approved:

1. _____
2. _____
3. _____

Finance Officer

Purchasing Agent

Departmental Purchase Orders

Purpose

Departmental purchase orders allow the using department to handle small purchases without having to process a requisition through the Purchasing Agent.

When Used

Departmental purchase orders are to be used for buying items which cost ~~one thousand dollars (\$1,000)~~ two thousand dollars (\$2,000)

Who Prepares the Departmental Orders

Any employee may fill out a departmental purchase order; only a Department Head (or designated person assigned in absence of the Department Head) is authorized to sign it.

How to Prepare

A completed departmental purchase order will contain the following information:

- Date: The date the order was prepared
- Dept.: Ordering department
- To: Firm or person from whom purchase is being made and address of vendor
- Ship To: Department to which the goods or services will be delivered
- Requisitioned By: Employee that is making the request
- Account to be Charged: Complete budgetary code of using department
- Quantity Ordered: The amount ordered of each item described
- Item No.: Item number/part number of item purchasing
- Description: Brief description of item(s) to be bought
- Unit Price: Price of individual unit
- Total : Amount of quantity times unit price
- Authorized by: Signature of Purchasing Agent and Department Head indicating adequate budget and availability of cash for purchase.

Routing

A departmental purchase order is a four-part form containing the following:

- **White copy:** Mailed to vendor by Department Head after approval by Finance Officer.
- **Yellow copy:** Acknowledgment copy; will be sent back to department after approval by finance officer.
- **Pink copy:** Kept by Purchasing Agent for filing
- **Marigold copy :** Returned to Accounts Payable to match invoice after department head documented and indicated receipt.

General Information

The department head is responsible for keeping expenses within budgetary appropriations and should try to secure at least three (3) quotes for those items which cost ~~\$1,000.00~~ \$2,000 or less.

These purchase orders will be numbered and issued to the using department by the Purchasing Agent.

It's the responsibility of the department head, considering price and quality, to determine the best source of supply. The Purchasing Agent will assist in vendor selection upon request.

If the purchase is over the dollar limit, under no circumstances may multiple forms be used in an effort to avoid filling out a purchase requisition.

RESOLUTION 12-18

A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, RESPECTFULLY REQUESTING THE ROBERTSON COUNTY COMMISSION TO FULLY FUND ITS FAIR AND PROPORTIONATE SHARE OF DISPATCH COSTS FOR THE E-911 CONSOLIDATED EMERGENCY COMMUNICATION CENTER

WHEREAS, the Robertson County Emergency E-911 District, Robertson County and the City of Springfield are all original parties to the "E-911 Consolidated Emergency Communication Center Agreement" for the expressed purpose of establishing an E-911 Consolidated Emergency Communication Center so as to unify their resources in a manner to better assist emergency service agencies in the saving of lives and protection of property for all the citizens of Robertson County, whether they reside inside or outside of a municipality; and

WHEREAS, the City of White House has subsequently become a party to the agreement; and

WHEREAS, the Robertson County Emergency E-911 District is responsible for all operations and maintenance costs related to the Center building and grounds, and for the payment of debt service for the Center; and

WHEREAS, Robertson County, Springfield and White House are responsible for all dispatcher costs including salaries and related benefits, in order to provide adequate staffing and operation of the Center twenty-four (24) hours per day, seven (7) days per week; and

WHEREAS, the intent as expressed by all Agreements was to better serve the public in Robertson County such that there would be a consolidated dispatch located in a central facility with updated dispatch and emergency equipment; and

WHEREAS, the City of White House has subsequently transferred all of its dispatch employees consisting of four (4) full-time and one (1) part-time to City of Springfield employment with the costs reimbursed by the City of White House; and

WHEREAS, the citizens of Springfield and White House already support county-wide dispatch operations through the payment of county taxes; and

WHEREAS, the cities of Springfield and White House are the only cities within Robertson County that are providing for the cost of their own dispatch services through city taxes; and

WHEREAS, during the second fiscal year of dispatch operations at the Center, Robertson County calls for service numbered 82,866 or (63.2%) of the total, while Springfield calls for service numbered 33,070 or (25.2%) of the total and White House calls for service numbered 15,054 or (11.5%) of the total; but the total cost for dispatch operations were distributed as follows: Robertson County (41.3%), Springfield (42.2%) and White House (16.5%); and

WHEREAS, there have been certain discussions among the parties as to the management and funding of the dispatch operations now that the consolidated system has been in operation for a period of time, such that the parties believe that there should be a more thorough review of all such matters with the participation of all interested parties;

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

Section 1. The City of White House respectfully requests that the Robertson County Commission take the appropriate action to pay for Robertson County's fair and proportionate share of dispatch costs for fiscal year 2013 for the E-911 Consolidated Emergency Communication Center, based upon each party's annual calls for service during fiscal year 2012, and to reimburse the City of Springfield retroactively for the County's proportionate share of dispatch costs that are owed from July 1, 2012 forward. Furthermore, the

City of White House requests that White House, Springfield, and Robertson County enter into a formal and detailed agreement with regard to E-911 dispatch costs based upon each party's proportionate share of the total calls for service in the previous year.

Section 2. The City of White House, by this vote of its governing body, does hereby support the concept of a review and study of the management, function and funding of the previously established E-911 Center such that the public good may be better served by examining in a professional and thoughtful manner the current consolidated emergency dispatch system.

Section 3. The City endorses the concept of participating in a Joint Study Committee ("the Committee") to review the operation, management and funding of the current consolidated dispatch system. The City Mayor and Administrator to serve on this committee.

Section 4. The City will defer any unilateral action to withdraw or make other changes in the current consolidated dispatch system until at least February 1, 2013, in order to allow a full and fair review of all dispatch matters such that any decisions made by the governing bodies may be in the joint mutual interest of all citizens of the County.

Section 5. It is recognized that the City of White House and all parties to the Agreement, including the City of Springfield and Robertson County, desire to find a fair and equitable resolution to those matters currently under discussion regarding the method, means, and funding for emergency dispatch.

Michael Arnold, Mayor

Amanda Priest, City Recorder

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 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.

~~(e)~~ ~~(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 exception allowed to this table will be made for written agreements made between the City and the property owners/developers made prior to September 20, 2012. It is the sole responsibility of the property owner/developer to provide proof of this agreement.

Table of capacity fees		
	Description of service	Amount
(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....

October 10, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Public Works Director
Re: Request to Approve Vibratory Roller Purchase

On this date, October 9, 2012, I am requesting that the Mayor and Board of Alderman approve the bid for a Double Drum Vibratory Roller from Hertz Equipment Rental Corporation.

The roller is a listed CIP approved piece of equipment and is a necessary component of the street maintenance operation.

The Purchasing department competitively bid this item and received three (3) bid responses. I've attached purchasing's bid tabulation for your review.

I've reviewed the submittals and I am recommending to the BMA that Hertz Equipment be awarded this bid as the lowest and most responsive bid.

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

HYDROSTATIC VIBRATORY ROLLER

BID# 12-1009PW	HERTZ EQUIP RENTAL	THOMPSON MACHINERY	TUFF EQUIPMENT
HYDROSTATIC VIBRATORY ROLLER	1320 MURFREESBORO PIKE	1245 BRIDGESTONE BLVD	618 NORTH MAIN ST.
OPENING: Sept. 24, 2012 @ 2:00 p.m.	NASHVILLE, TN 37217	LAVERGNE, TN 37086	GOODLETTSVILLE, TN 37072
SPECIFICATIONS:	Unit Cost	Unit Cost	Unit Cost
2012 OR NEWER DOUBLE DRUM VIBRATORY ROLLER	MDL. WACKER NEUSON RD16-90 \$28050.00	CATERPILLAR MDL #CB14XW \$28,990.00	JCB MDL VMT 160-90 \$29,982.59
WARRANTY	ONE YEAR OR 1000 HRS.	ONE YEAR OR 1000HRS.	FULL TWO YEAR WARRANTY
OPTION A: Provide a 5 yr/5000 hour power train and hydraulic extended warranty.		\$590.00	
Delivery	10 DAYS ARO	90 DAYS OR LESS	90 DAYS
Totals	\$28,050.00	\$28,990.00	\$29,982.59

October 10, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Public Works Director
Re: Request to Approve Decorative and Traffic Light Maintenance Contract

On this date, October 9, 2012, I am requesting that the Mayor and Board of Alderman award the Decorative Street Light & Traffic Control Device Maintenance Program to Stansell Electric.

The Purchasing department competitively bid this item and received four (4) bid responses. I've attached purchasing's bid tabulation for your review.

I've reviewed the submittals and I am recommending to the BMA that Stansell Electric be awarded this contract as the lowest and most responsive bidder.

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

Decorative and Traffic Light Maintenance Bid Sheet

BID# 12-1010PW	Stansell Electric Co., Inc.	Southeast Electric, Inc.	Stones River Electric	S & W Contracting Co
DECORATIVE STREET LIGHT AND TRAFFIC CONTROL MAINTENANCE	860 Visco Dr.	P.O. Box 1504	1244 Gallatin Pike South	952 New Salem Rd
OPENING: Oct. 4, 2012 @ 10:30 a.m.	NASHVILLE, TN 37210	White House, TN 37188	Madison, TN 37115	Murfreesboro, TN 37129
SPECIFICATIONS:	Unit Cost	Unit Cost	Unit Cost	Unit Cost
PER BID SCHEDULE				
DAY TIME HRLY RATE per man hour Decorative Light	\$58.00	\$60.00	\$69.00	\$65.00
OVERTIME HRLY RATE per man hour Decorative Light	\$74.00	\$75.00	\$99.00	90.00/\$95.00 with pole truck
HRLY RATE per man hour Traffic Signal	\$115.00	\$95.00	\$79.00	
Emergency HRLY RATE per man hour Traffic Signal	\$150.00	\$110.00	\$109.00	
Loop Installation (Flat Fee Per Lane)	\$1,100.00	\$2,200.00	\$2,500.00	
Loop Installation Home Run Tie Run	included in above price	\$850.00	\$1,200.00	
MATERIALS:				
Entire Pole cost	cost + 15%	\$2,910.00	cost + 18%	\$3,860.00
Stroudsberg Pole	cost + 15%	\$1,390.00	cost + 18%	\$2,984.00
Holophane 175W fixture	cost + 15%	\$1,520.00	cost + 18%	\$1,060.00
Replacement of Ballast	cost + 15%	\$496.00	cost + 18%	\$340.00
Replacement of lamp (Decorative)	cost + 15%	\$95.00	cost + 18%	\$58.00
Replacement of globe (Decorative)	cost + 15%	\$640.00	cost + 18%	\$360.00
Replacement of lamp (Signal)	cost + 15%	\$245.00	cost + 18%	
Replacement of Lens (Signal)	cost + 15%	\$245.00	cost + 18%	\$64.00
Repair Schedule	Public Safety Issues within 24 hrs, all others 96 hours	24 hours	48 hours	24 hours, 4 hours emergency

October 2, 2012

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Public Works Director
Re: Request to Approve Contract with TPM Group

On this date, October 2, 2012, I am requesting that the Mayor and Board of Alderman approve the Sewer/Storm Drain Cleaning & Televising Services contract with the TPM Group.

The wastewater department has a need for continued support in its field and plant maintenance services for a qualified Vactor/Pump Truck, Jet Truck and Gravity Line Televising services company.

The City has approximately 22,500 lineal feet of 8" gravity sewer main at this time. The upcoming Hobbs sewer project will add another 20,000 lineal feet of main to the sewer system. In addition to the gravity sewer main, we have maintenance responsibility for the house lateral service lines within the right of way or easement, and the manholes. The vactor/pump truck service is required for lift station cleaning and emergency pumping service when a low pressure pump system fails.

The Purchasing department competitively bid this service and received three (3) bid responses. I've attached purchasing's bid tabulation for your review.

I've reviewed the submittals and I am recommending to the BMA that the TPM Group be awarded the 32-month contract, with two (2) additional 1-year renewals. As always, the additional 1-year renewals will be brought back before the BMA for approval before proceeding.

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

SEWER/STORM DRAIN CLEANING

BID# 12-1007WW	Sani-Tech Jet Vac Svc	tpm group	Apps Pipeline Video
SEWER/STORM DRAIN CLEANING	713 Melpark Dr	2040 Old Louisville Rd	3863 Pleasant Grove Rd
OPENING: Sept. 18, 2012 @ 2:00 p.m.	NASHVILLE, TN 37204	BOWLING GREEN, KY	WHITE HOUSE, TN 37188
SPECIFICATIONS:	Unit Cost	Unit Cost	Unit Cost
PER BID SCHEDULE			
CLEANING SERVICES:			
2,500 PSI minimum Jet Machine (one man only)	\$225.00/hr. \$450 Total	\$198.90/hr \$397.80	\$135.00/hr \$270.00
Vactor Truck (routine) (one man only)	\$225.00/hr \$450 Total	\$198.90/hr \$397.80	\$210.00/hr \$420.00
Vactor Truck (Confined Space)	\$375.00/hr \$1125 Total	\$284.00/hr \$852.00	\$215.00/hr \$645.00
Pump Truck	\$225.00/hr \$450 Total	\$184.00/hr \$368.00	\$200.00/hr \$400.00
DEBRIS DISPOSAL			
Debris Disposal (1-200 lbs. per trip)	\$40/cu.yd. 1 yd. min.	\$0.75/lb. \$0.75--\$150.00	\$0.10/lb. \$20.00
Debris Disposal (200-2000 lbs. per trip)	\$40/cu.yd. 1 yd. min.	\$0.45/lb \$90.00--\$900.00	\$0.08/lb. \$160.00
DEEP CLEANING, TELEVISION/TAPING			
Manual Push Camera (1-400 ft per trip)	\$2.00/ft.	\$0.93/ft \$0.93---\$372.00	\$0.75/ft \$300.00
Tractor Drive Camera (350-2,500 ft. per trip)	\$1.50/ft.	\$1.35/ft \$472.50--\$3375.00	\$1.00/ft \$2500.00
Tractor Drive Camera (2,500 + ft per trip)	\$1.00/ft.	\$3375.00+	\$0.90/ft \$2250.00
Light Cleaning (350+ ft per trip)	\$1.00/ft.	\$455.00+	\$0.85/ft \$297.50
Deep Cleaning (350+ per trip)	\$1.50/ft.	\$871.50+	\$1.95/ft \$682.50

October 1, 2012

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Public Works Director
Re: Request to Approve Contract with WASCON

On this date, October 1, 2012, I am requesting that the Mayor and Board of Alderman approve the Equipment Services contract with WASCON Sales and Service.

The wastewater department has a need for continued support in its field and plant maintenance services for a qualified electrical/mechanical repair company.

The Purchasing department competitively bid this service and received two (2) bid responses. I've attached purchasing's bid tabulation for your review.

I've reviewed the submittals and, due to the varying service costs, I created a cost matrix that is based on the hourly rates from the proposals. I used a labor rate base cost plus multiple hourly labor rates using increments of one (1) hour which continued through four (4) hours.

Based on the data derived from my matrix, I am recommending WASCON be awarded the 3-year contract, with additional 1-year renewals for a total of 5-years. As always, the additional 1-year renewals will be brought back before the BMA for approval before proceeding.

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

WASTEWATER EQUIPMENT SERVICE CONTRACT

BID# 12-1008WW	Southern Sales Co., Inc.	Wascon Inc
ANNUAL WASTEWATER EQUIP. SERVICE	2929 Kraft Dr	910 East Main St
OPENING: Sept. 19, 2012 @ 9:00 a.m.	NASHVILLE, TN 37204	Livingston, TN 38570
SPECIFICATIONS:	Unit Cost	Unit Cost
PER BID SCHEDULE		
DAY TIME HRLY RATE per man hour	\$108.00	\$50.00
OVERTIME HRLY RATE per man hour	\$162.00	\$50.00
HOLIDAY HRLY RATE per man hour	\$162.00	\$50.00
WEEKEND HRLY RATE per man hour	\$162.00	\$50.00
MATERIALS:		0
UNDER \$100.00: COST +	20%	20%
BETWEEN \$100 AND \$1000: COST +	20%	15%
OVER \$1000: Cost +	15%	15%
LIVING EXPENSES	\$ -	Actual
TRIP CHARGE	\$ -	\$70.00
CRANE RENTAL SET-UP CHARGE	City would have to provide	\$300.00 \$210.00 hrly rate
RENTAL EQUIPMENT COST +	15%	15%
Delivery	As soon as approved	
Totals		

October 10, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen

CC: Gerald Herman, City Administrator

From: Ashley Smith, Parks and Recreation Director

Re: Professional Design Services-Municipal Park Restroom Facility

The 2012-13 CIP contains funding for a new restroom facility at the Municipal Park. I have received a proposal for architectural design services from Michael Marzialo, Architect, llc. He and I have discussed the project scope at length over the last several months and have met face to face four times. He has a complete understanding of the objectives and budget parameters for the project. Mr. Marzialo is the architect who designed the scoring tower within the new quad ball field complex, which was featured on the cover of last year's White House Community Guide. He has assisted me with specifications for other projects at the park as well.

The contract that is included in your agenda packet has been reviewed by the City Attorney and changes have been noted by initialing and dating. The cost of the architectural design services and construction administration is \$20,000. I am requesting your approval of this contract so that we may begin the design process and get this project out for bid. I have complete confidence in Mr. Marzialo's ability to produce a design that will be attractive, functional, and durable. Thanks for your consideration.

 **AIA** Document B105™ – 2007

Standard Form of Agreement Between Owner and Architect for a Residential or Small Commercial Project

AGREEMENT made as of the Twenty-seventh day of August in the year Two Thousand and Twelve

BETWEEN the Owner:

City of White House
Parks, Recreation & Cultural Arts
Ashley Smith, Director (615) 672-4350
105 College Street
White House, TN 37188

and the Architect:

Michael Marziano, AIA
Michael Marziano, Architect, LLC
924 Cherry Grove Road
Franklin, TN 37069

for the following Project:

A new, freestanding building within the Municipal Park of the City of White House, Tennessee, to house toilet facilities (6 male fixtures and 6 female fixtures). The building shall be approximately 12,000 square feet gross area of which +/- 800 square feet shall be interior space. The building shall generally be constructed with insulated/reinforced concrete block walls (color and finish shall match scoring tower) on reinforced concrete footings and floor slab. The roof shall be a standing seam metal roof (match existing scoring tower roof) on plywood sheathing on pre-fabricated wood trusses. Single glazed tempered glass windows shall be provided for toilet rooms.

The Owner and Architect agree as follows.

12,000 sq ft toilet 8/30/12
8/30/12

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

State or local law may impose requirements on contracts for home improvements. If this document will be used for Work on the Owner's residence, the Owner should consult local authorities or an attorney to verify requirements applicable to this Agreement.

Init.

ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

The Architect shall provide architectural services for the Project as described in this Agreement in a manner consistent with locally accepted standards for professional skill and care. The Architect shall assist the Owner in determining consulting services required for the Project. The Architect's services include the following consulting services:-

Structural engineer:

It is not anticipated that a HVAC system beyond wall-mounted electrical space heater and fan forced ventilation as proposed by Tom Barrow Co. will be required.

Plumbing and electrical fixtures and materials will be specified under this Contract. System connection and installation shall be design/build.

During the Design Phase, the Architect shall review the Owner's scope of work, budget and schedule and reach an understanding with the Owner of the Project requirements. Based on the approved Project requirements, the Architect shall develop a design. Upon the Owner's approval of the design, the Architect shall prepare Construction Documents indicating requirements for construction of the Project and shall coordinate its services with any consulting services the Owner provides. The Architect shall assist the Owner in filing documents required for the approval of governmental authorities, in obtaining proposals and in awarding contracts for construction.

During the Construction Phase, the Architect shall act as the Owner's representative and provide administration of the Contract between the Owner and Contractor. The extent of the Architect's authority and responsibility during construction is described in AIA Document A105™--2007, Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project. Generally, the Architect's services during construction include interpreting the Contract Documents, reviewing the Contractor's submittals, visiting the site, reviewing and certifying payments, and rejecting nonconforming Work.

ARTICLE 2 OWNER'S RESPONSIBILITIES

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall be entitled to rely on the accuracy and completeness of the Owner's information. The Owner shall furnish consulting services not provided by the Architect, but required for the Project, such as surveying, which shall include property boundaries, topography, utilities, and wetlands information; geotechnical engineering; and environmental testing services. The Owner shall employ a Contractor, experienced in the type of Project to be constructed, to perform the construction Work and to provide price information.

ARTICLE 3 USE OF DOCUMENTS

Drawings, specifications and other documents prepared by the Architect are instruments of the Architect's service and are for the Owner's use solely with respect to this Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the Project or termination of this Agreement, the Owner's right to use the instruments of service shall cease. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

ARTICLE 4 TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement.

ARTICLE 5 MISCELLANEOUS PROVISIONS

This Agreement shall be governed by the law of the place where the Project is located. Terms in this Agreement shall have the same meaning as those in AIA Document A105--2007, Standard Form of Agreement Between Owner and

Init.

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User Notes:

(1198615622)

Contractor for a Residential or Small Commercial Project. Neither party to this Agreement shall assign the contract as a whole without written consent of the other.

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or the Architect.

It is understood and agreed that mediation shall be the first step to settling disputes.

Neither party to this Contract shall be held responsible for consequential damages to the other.

Any budget or project construction cost information provided by the Architect shall be understood to be estimates of probable construction costs, and are not guaranteed.

The Architect and Architect's consultants shall have no responsibility for the identification, discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials in any form at the Project site.

ARTICLE 6 PAYMENTS AND COMPENSATION TO THE ARCHITECT

The Architect's Compensation shall be:

\$20,000.00

*WMA 10/30/12
JMA 10/3/12*

The Owner shall pay the Architect an initial payment of (\$0) as a minimum payment under this Agreement. The initial payment shall be credited to the final invoice.

*WMA
10/6/12
JMA
10/4/12*

The Owner shall reimburse the Architect for expenses incurred in the interest of the Project, plus zero percent (0%). *The Owner will not be liable for expenses incurred by the Architect that have not been authorized by the Owner in writing.*

Payments are due and payable upon receipt of the Architect's monthly invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest from the date payment is due at the rate of _____ percent (%) , or in the absence thereof, at the legal rate prevailing at the principal place of business of the Architect.

At the request of the Owner, the Architect shall provide services not included in Article 1 for additional compensation. Such services may include providing or coordinating services of consultants not identified in Article 1; revisions due to changes in the scope, quality or budget; evaluating changes in the Work and Contractors' requests for substitutions of materials or systems; and services not completed within six (6) months of the date of this Agreement through no fault of the Architect.

ARTICLE 7 OTHER PROVISIONS

The Architect's fee shall include his travel related expenses, postage and printing. The Owner shall be entitled to receive 10 sets of Bid Documents under this Agreement -- Additional sets shall be provided at a cost to the Owner of \$20/Set.

All site information shall be considered to be Owner-furnished. The Architect shall be entitled to rely on the accuracy and completeness of the Owner's information, and shall not be held responsible for errors or omissions that may arise as a result of erroneous or incomplete information.

To the maximum extent permitted by law, the Owner agrees to limit the Architect's liability for the Owner's damages to the sum of ~~\$20,000~~ *\$50,000 (Fifty thousand dollars)*. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

*WMA
10/6/12
JMA
10/3/12*

The purpose of the Construction Phase Site Visits will be to become generally familiar with the progress and quality of the portion of work competed, and to determine, in general, if the work observed is being performed in a manner indicating that the work, when fully completed, will be in accordance with the Contract Documents. It is understood and agreed that Michael Marzialo, Architect, LLC during any and all visits to the project site shall not supervise, inspect, warrant, guarantee, and will not be responsible for the means, methods, techniques, sequences, or procedures of construction for the project, and shall have no responsibility for safety at the project site.

It shall also be understood and agreed that by visiting the project site, Michael Marzialo Architect, LLC is not accepting the work observed and does not relieve the Contractor of any of his contractual responsibilities and obligations.

Nothing in the Agreement is intended to create, nor shall it be construed to create, a fiduciary duty owed by either party to the other party.

The following changes in scope shall be indicated as add-alternates in the Contract Documents:

- * Wall-mounted plumbing fixtures in place of the floor-mounted fixtures shown
- * ~~Freestanding, remotely-chilled water fountains~~ *W.M. 8/30/12 Ad. 8-30-12*
- * Lightning protection
- * Provisions for future solar (P.V.) panels

This Agreement entered into as of the day and year first written above.

OWNER

(Signature)

Ashley Smith, Director
City of White House

(Printed name and title)

ARCHITECT

(Signature)

Michael Marzialo, AIA

(Printed name and title)

Init.

October 10, 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: Center Drive Extension Acceptance

The White House Planning Commission at the October 9, 2012 meeting recommend acceptance of the Center Drive Extension improvements with a one-year \$9,400 maintenance bond. The Planning Commission approval included a stipulation that rock back fill be installed to protect the edge of the pavement.

The accepted roadway includes 0.65 acres of dedicated property and 345 feet of roadway including a cul-de-sac with a forty-five (45 ft) feet radius.

OTHER BUSINESS...

October 12, 2012

M E M O R A N D U M

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

Due to the Christmas holiday schedule, the regularly scheduled Board of Mayor and Aldermen meeting will need to be rescheduled. I am requesting that the meeting be rescheduled for Monday, December 17, 2012, at 7:00 pm. Please do not hesitate to contact me with any questions you should have regarding this request.

DISCUSSION ITEMS...

OTHER INFORMATION....