

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Meeting
Agenda
February 15, 2024
7:00 p.m.

1. Call to Order by the Mayor
2. Prayer by Community Pastor
3. Pledge by Aldermen
4. Roll Call
5. Adoption of the Agenda
6. Approval of the Minutes from the January 22nd Study Session and Board of Mayor and Aldermen meeting.
7. Welcome Visitors
8. Public Comment
9. Public Hearings
 - a. **Ordinance 24-02:** An ordinance amending the Municipal Code Title 2, Chapter 2 Library Board Section 2-210 Schedule of Fines, Services and Damages.
10. Communication from Mayor, Aldermen, City Attorney, and City Administrator
11. Acknowledge Reports
 - A. General Government
 - B. Finance
 - C. Human Resources
 - D. Police
 - E. Fire
 - F. Public Services
 - G. Planning & Codes
 - H. Parks & Recreation
 - I. Library
 - J. Municipal Court
12. Consideration of the Following Resolutions:
 - a. **Resolution 24-01:** A resolution adopting Section 125 Premium Only Plan for plan year ending March 31, 2025.
13. Consideration of the Following Ordinances:
 - a. **Ordinance 24-02:** An ordinance amending the Municipal Code Title 2, Chapter 2 Library Board Section 2-210 Schedule of Fines, Services and Damages. *Second Reading.*
14. Purchasing:
 - a. To approve or reject the single source purchase of a replica stagecoach with horses from Artisan Industry, LLC. in the amount of \$54,000. The City Administrator recommends approval.
 - b. To approve or reject the bid from MagneGrip in the amount of \$98,402 for a Vehicle Exhaust System for Fire Station #1 and #2. The Fire Chief recommends approval.

- c. To approve or reject Wades Lawn Service's bid of \$68,790, and authorize City Administrator, Gerald Herman, to enter into an agreement for lawn maintenance at various City properties. The Administrative Services Director recommends approval.
- d. To approve or reject the sole source purchase of a Yeomans Vertical Non-Clog Pump for the North Palmers Chapel Vacuum Sewer Station from Wascon Sales in the amount of \$80,385.53. The Wastewater Director recommends approval.
- e. To approve or reject Norris Bros Excavating's bid of \$1,375,640.00, and authorize City Administrator, Gerald Herman, to enter into an agreement contingent upon TDEC approval for the Southern Force Main Phase 4 project. The Wastewater Director recommends approval.

15. Other Business:

- a. To approve or reject Willis Towers Watson's recommendations for Cigna Healthcare for medical, vision, LIFE/AD&D and long-term disability insurance coverage, Abacus for short-term disability insurance coverage, and Delta Dental for dental insurance coverage for plan year ending March 31, 2025. The Human Resources Director recommends approval.
- b. To determine the level of debt service for road improvement project(s) discussed during the Study Session.

16. Discussion Items:

- a. None

17. Other Information:

- a. None

18. Adjournment:

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Minutes
Study Session
January 22, 2024
6:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 6:00 pm.

2. Roll Call

Mayor Corbitt – Present; Ald. Matthews - Present; Ald. Silver – Present; Ald. Spicer– Present; Ald. Wall – Present; **Quorum – Present.**

3. Adoption of the Agenda

Motion was made by Ald. Spicer, second by Ald. Silver to adopt the agenda. A voice vote was called for with all members voting aye. **Motion passed.**

4. New Business

a. Review the annual audit financial reports for FYE 2023

Jared King with KraftCPAs, PLLC reviewed the FYE 2023 audited financial statements and independent auditor's report in detail and answered the Board's questions. There were no findings in FYE 2023 audit.

Mayor Corbitt congratulated Finance Director Jason Barnes and staff for their hard work on a successful audit with no findings three years in a row.

City Administrator Gerald Herman thanked Finance Director Jason Barnes, KraftCPA, and the staff in the Finance Department for all their hard work during the audit process.

5. Adjournment

Meeting was adjourned at 6:36 pm.

ATTEST:

John Corbitt, Mayor

Derek Watson, City Recorder

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Meeting
Agenda
January 22, 2024
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm.

2. Prayer by Community Pastor

No pastor was present to provide a prayer for the meeting.

3. Pledge by Aldermen

The Pledge to the American Flag was led by Mayor Corbitt.

4. Roll Call

Mayor Corbitt – Present; Ald. Matthews - Present; Ald. Silver – Present; Ald. Spicer– Present; Ald. Wall – Present;
Quorum – Present.

5. Adoption of the Agenda

Motion was made by Ald. Silver, second by Ald. Wall to adopt the agenda. A voice vote was called for with all members voting aye. **Motion passed.**

6. Approval of the Minutes from the December 14th Board of Mayor and Aldermen meeting.

Motion was made by Ald. Spicer, second by Ald. Matthews to approve the minutes. A voice vote was called for with all members voting aye. **The December 14th Board of Mayor and Aldermen meeting minutes were approved.**

7. Welcome Visitors

Mayor Corbitt welcomed all visitors.

8. Public Comment

No one signed up to speak.

9. Public Hearings

- a. **Ordinance 23-20:** An ordinance amending the Municipal Code Title 8, Chapter 1 Intoxication Liquors Section 8-103 and Chapter 2 Beer Sections 8-207 and 8-208.

No one spoke for or against.

10. Communication from Mayor, Aldermen, City Attorney, and City Administrator

All members of the Board and Mayor and Aldermen thanked the Public Services Department for their hard work to clear the roads during the snow and ice storms the previous week.

City Administrator Gerald Herman stated that the past week's weather slowed progress on all outdoor projects including the Recreation Center construction. Mr. Herman noted that there were crews onsite today.

City Administrator Gerald Herman thanked the Public Services Department for working diligently this past week clearing snow and ice. Mr. Herman stated that in 2008 the City only had at most two trucks for snow removal. Mr. Herman continued that this past week the City had two-man teams running four trucks. Mr. Herman noted that the City also had purchased a snow blower last year that came in handy this past week to clear our sidewalks at city buildings. Mr. Herman discussed that the crews stayed on site 24 hours a day for the first few days. Mr. Herman mentioned that rest breaks were taken at the public works facilities where crew members slept on cots.

City Administrator Gerald Herman discussed that last Tuesday one of our crew leaders received a call from a friend on Brinkly Lane. Mr. Herman stated that a young lady was having a medical emergency, and the family could not get their truck out to take her for care. Mr. Herman continued that two of our plow trucks responded quickly to clear the path out. Mr. Herman mentioned that the young lady was taken to our Fire Station where she was then transported by EMS to the hospital. Mr. Herman noted that the medical condition could have caused the loss of life if action had not been taken to help this young lady get the medical assistance she needed.

11. Acknowledge Reports

- | | | |
|-----------------------|-----------------------|--------------------|
| A. General Government | E. Fire | I. Library |
| B. Finance | F. Public Services | J. Municipal Court |
| C. Human Resources | G. Planning & Codes | |
| D. Police | H. Parks & Recreation | |

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

12. Consideration of the Following Resolutions:

- a. None

13. Consideration of the Following Ordinances:

- a. **Ordinance 23-20:** An ordinance amending the Municipal Code Title 8, Chapter 1 Intoxication Liquors Section 8-103 and Chapter 2 Beer Sections 8-207 and 8-208. *Second Reading.*

Motion was made by Ald. Matthews, second by Ald. Wall to approve. A roll call vote was requested by Mayor Corbitt; Ald. Matthews – aye; Ald. Spicer – aye; Ald. Silver – Aye; Ald. Wall – aye; Mayor Corbitt - aye. Motion passed. **Ordinance 23-20 was approved on Second Reading.**

- b. **Ordinance 24-01:** An ordinance amending the Zoning Ordinance to provide an amendment to Article IV, 4.170 Residential Agriculture Uses. *First Reading.*

Motion was made by Ald. Spicer, second by Ald. Wall to discuss. After discussion, a motion was made by Ald. Wall, second by Ald. Silver to deny. A voice vote was called for with all members voting aye. Motion passed. **Ordinance 24-01 failed on First Reading.**

- c. **Ordinance 24-02:** An ordinance amending the Municipal Code Title 2, Chapter 2 Library Board Section 2-210 Schedule of Fines, Services and Damages. *First Reading.*

Motion was made by Ald. Silver, second by Ald. Spicer to discuss. After discussion, a motion was made by Ald. Matthews, second by Ald. Spicer to approve. A voice vote was called for with all members voting aye. Motion passed. **Ordinance 24-02 was approved on First Reading.**

14. Purchasing:

- a. To approve or reject authorizing the City Attorney Valerie Webb and City Administrator Gerald Herman to proceed with condemnation of a portion of two (2) parcels for rights-of-way and easements for the Southern Force Main Phase 4 project. The City Administrator recommends approval.

Motion was made by Ald. Silver, second by Ald. Wall to discuss. After discussion, a motion was made by Ald. Wall, second by Ald. Matthews to approve. A voice vote was called for by Mayor Corbitt with all members voting aye. **Motion passed.**

- b. To approve or reject City Administrator Gerald Herman to acquisition by purchase or condemnation of an easement and right-of-way of a portion of land owned by Michael Mosely at 218 Sage Road for the Southern Force Main Phase 4 project in the amount of \$38,107. The City Administrator recommends approval.

Motion was made by Ald. Spicer, second by Ald. Wall to approve. A voice vote was called for by Mayor Corbitt with all members voting aye. **Motion passed.**

15. Other Business:

- a. To approve or reject the results of the financial audit completed by KraftCPAs for the year ending June 30, 2023. The Finance Director recommends approval.

Motion was made by Ald. Silver, second by Ald. Spicer to approve. A voice vote was called for by Mayor Corbitt with all members voting aye. **Motion passed.**

- b. To approve or reject subdivision infrastructures and street acceptance for Fields of Oakwood Phase 1 and Phase 2.1. The Planning and Codes Director recommends approval.

Motion was made by Ald. Spicer, second by Ald. Wall to discuss. After discussion, a motion was made by Ald. Silver, second by Ald. Spicer to approve. A voice vote was called for by Mayor Corbitt with all members voting aye. **Motion passed.**

- c. To approve or reject subdivision infrastructures and street acceptance for The Reserve at Palmers Crossing Phase 1 and 2. The Planning and Codes Director recommends approval.

Motion was made by Ald. Spicer, second by Ald. Silver to approve. A voice vote was called for by Mayor Corbitt with all members voting aye. **Motion passed.**

16. Discussion Items:

- a. Transportation

Mayor Corbitt stated that this item was added to the agenda by Alderman Matthews, and that he can start the discussion. Alderman Matthews stated that an ad hoc transportation committee was formed and had good discussions and meetings with various engineering firms that provided good information. Alderman Matthews discussed that the committee was dissolved in December. Ald. Matthews noted that the Comprehensive Plan references the City's population to be an estimated 14,000 by 2040, but the City is already well over that number. Alderman Matthews requested the City to conduct a Comprehensive Traffic Study with an updated transportation plan with the increase of population.

Alderman Spicer mentioned that the issue should to be discussed, but each developer has a traffic study that has been turned in to the Planning and Codes Department. Planning and Codes Director Ceagus Clark stated that the City currently has an intern named Sean Pfalzer through MTAS that has access to tools that can help identify traffic concerns within the City.

City Administrator Gerald Herman discussed that the transportation committee was formed to help determine what Alderman Matthews envisioned for possible traffic issues in the City. Mr. Herman noted that the City knows where the hot spots are. Mr. Herman stated that the City has six projects out of 23 that are deemed high priorities. Mr. Herman continued that out of the 23 projects, some are already being completed by private developers, such as the improvements in front of Publix. Mr. Herman discussed that three of these projects are shovel ready and three are still in design phase. Mr. Herman noted that there will be a study session next month to discuss these projects and how to fund them. Mr. Herman mentioned that there are options on how to fund the transportation projects, and a possible referendum has been brought up as an option. Mr. Herman stated that if a referendum is requested that it should be on the November ballot since it will cost the City nothing, but will cost if a special election is needed. Mr. Herman thanked Alderman Matthews for bringing transportation up for discussion. Mr. Herman mentioned that there was a transportation committee in 2002 but was also eventually dissolved.

Alderman Matthews discussed that he follows other local cities that have a Transportation Committee and appreciates good planning. Alderman Matthews continued that he would not want the City to do a road project and then a few years later it be torn out because the right fix was not implemented.

b. Additional Board Appointments for Aldermen by the Mayor

Mayor Corbitt stated that this item was added to the agenda by Alderman Wall, and that he can start the discussion. Alderman Wall discussed that he knows there are ordinances in place for each Board and Committee to determine its memberships. Ald. Wall continued that there was no definite wording that a member of the Board of Mayor and Aldermen have to serve on an additional Board or Committee. Ald. Wall stated that the City has a Personnel Manual for the City and that there needs to be something similar for the elected officials to determine responsibilities like required trainings and events to attend. Ald. Wall noted that he is fortunate to serve on three additional Boards as well as being an Alderman, but there needs to be clear expectations for elected officials.

Mayor Corbitt discussed that expectations for elected officials come from their own judgements on how involved they want to be as a public servant. Mayor Corbitt stated that he is not in favor of mandating someone to show up at an event if they do not want to attend. Mayor Corbitt continued that he does see Ald. Wall's point about additional appointments and expectations for members of the Board of Mayor and Aldermen.

Ald. Spicer questioned if the ordinances should state if appointments should go to a current member of the Board of Mayor and Aldermen since they only mention the word "Alderman". Mayor Corbitt stated that he believes Ald. Wall wants it to be a requirement that all Aldermen serve on at least one other Board or Committee.

City Attorney Valerie Webb discussed that the City may not be able to mandate that requirement. Mrs. Webb continued that such a mandate would need the City's Charter to be changed. City Administrator Gerald Herman noted that the City's Charter cannot be changed since it's a General Law Mayor-Alderman Charter by the State. Mr. Herman discussed that the authority is given to the Mayor to appoint members to Boards and Committees. Mr. Herman stated that the Board of Mayor and Aldermen have additional training requirements since it is the City's Utility Board for wastewater as well.

Ald. Wall stated that he did not want the authority taken from the Mayor and was just looking for clarification. City Administrator Gerald Herman discussed that ultimately the voters are where the expectations come from. Mr. Herman continued that the public would make sure they are satisfied with your service by the way they vote.

17. Other Information:

a. None

18. Adjournment:

Meeting was adjourned at 7:57 pm.

ATTEST:

John Corbitt, Mayor

Derek Watson, City Recorder

DRAFT

REPORTS....

Administrative & Legislative Services Department
January 2024

Administration

City Administrator Gerald Herman attended the following meetings and events this month:

- January 3:
 - White House Recreation Center Meeting
 - Meeting with TDOT
 - Presentation at Temple Baptist
- January 4:
 - Sanitation Driver Interviews
 - White House Rotary Presentation
 - Bid Opening for Lawn Care Services
 - Leisure Services Board
- January 11:
 - Robertson County Joint Economic Development Meeting
 - Library Board Meeting
- January 22:
 - 2024 Workforce Conference
 - Board of Mayor and Alderman Study Session
 - Board of Mayor and Alderman Meeting
- January 24:
 - Library Supervisor Interviews
- January 25:
 - Department Head Budget Retreat
- January 29:
 - Public Entities Partnering for Success meeting
- January 30:
 - Utility Board Update
- January 31:
 - Sumner Ready Meeting

**Administrative & Legislative Services Department
January 2024**

Performance Measurements

Finance Update

The Administration Department's goal is to keep each budgetary area's expenditures at or under the approved budget as set by the Board of Mayor and Aldermen by the end of fiscal year 2023-2024.

Budget	Budgeted Amount	Expended/ Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$34,261,901	\$15,702,004	↑2.03%
Economic Development	\$136,600	\$4,653	↑2.66%
State Street Aid	\$505,000	\$478,423	↑3.58%
Parks Sales Tax	\$2,296,000	\$164,314	↑30.96%
Solid Waste	\$1,657,227	\$1,234,621	↑1.10%
Parks Impact Fees	\$1,055,000	\$17,741	↑4.22%
Police Impact Fees	\$110,000	\$101,112	↑65.43%
Fire Impact Fees	\$274,000	\$32,684	↑65.40%
Road Impact Fees	\$650,000	\$642,287	↑57.77%
Police Drug Fund	\$25,000	\$20,928	↑13.86%
Debt Services	\$2,512,200	\$247,028	↓6.19%
Wastewater	\$15,952,225	\$9,549,290	↑4.94%
Dental Care	\$100,000	\$42,620	↑8.47%
Stormwater Fund	\$1,672,625	\$1,037,601	↑3.06%
Cemetery Fund	\$42,690	\$25,159	↑5.70%

*Expended/Encumbered amounts reflect charges from July 1, 2023 – June 30, 2024.

Purchasing

The main function of purchasing is to aid all departments within the City by securing the best materials, supplies, equipment, and service at the lowest possible cost, while keeping high standards of quality. To have a good purchasing program, all City employees directly or indirectly associated with buying must work as a team to promote the City's best interests in getting the maximum value for each dollar spent.

Total Purchase Orders

	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020	FY 2019	FY 2018
July	341	313	325	261	269	346	362
August	161	166	132	128	106	151	166
September	108	104	98	106	98	126	119
October	145	98	98	79	97	91	147
November	130	104	103	72	78	120	125
December	98	84	73	71	58	72	104
January	125	116	117	123	81	122	177
February		111	105	75	93	119	113
March		145	145	106	107	131	142
April		103	105	154	85	138	185
May		138	153	133	82	129	121
June		35	52	47	45	50	52
Total	1,108	1,517	1,506	1,355	1,199	1,595	1,813

Purchase Orders by Dollars	Jan 2024	FY 2024	FY 2023	FY 2021	Total for FY24	Total for FY23	Total for FY22
Purchase Orders \$0-\$9,999	123	1,056	1,448	1281	\$1,308,894.38	\$1,645,212.29	\$1,640,827.83
Purchase Orders \$10,000-\$24,999	2	23	32	29	\$434,447.24	\$421,438.69	\$404,406.65
Purchase Orders over \$25,000	0	27	37	45	\$6,300,613.97	\$39,313,456.65	\$11,687,700.37
Total	125	983	1,517	1355	\$8,043,955.59	\$41,380,107.63	\$13,732,934.80

**Administrative & Legislative Services Department
January 2024**

Website Management

It is important that the city maintain a reliable web site that is updated as requests come in from various sources. The number of page visits confirms that we are providing reliable and useful information for staff and the public.

	2023- 2024 Update Requests	2022- 2023 Update Requests	2021- 2022 Update Requests	2020- 2021 Update Requests	2019- 2020 Update Requests	2023- 2024 Page Visits	2022- 2023 Page Visits	2021- 2022 Page Visits	2020- 2021 Page Visits	2019- 2020 Page Visits
July	51	52	54	15	152	34,294	31,946	32,401	11,536	1,164,517
Aug.	44	63	66	20	126	38,060	31,340	25,635	9,145	752,932
Sept.	48	65	48	17	43	31,899	27,594	24,833	8,335	679,248
Oct.	55	47	52	10	78	33,673	29,829	23,816	8,390	386,735
Nov.	42	54	63	174	56	30,149	30,449	23,022	7,587	695,971
Dec.	38	32	39	13	156	30,202	27,768	22,904	17,483	847,724
Jan.	46	53	56	108	67	32,467	31,686	26,942	17,123	720,531
Feb.		47	52	135	22		28,043	23,253	19,796	N/A
Mar.		62	57	39	85		30,614	30,026	22,930	N/A
April		72	68	101	43		31,817	31,127	20,881	N/A
May		51	54	38	27		35,606	31,335	23,514	5,998
June		42	674	214	48		23,919	34,600	30,909	10,251
Total	324	640	609	884	901	230,747	360,611	329,885	197,629	5,263,907

“City of White House, TN” Mobile App

	FY 24 New Downloads	FY 23 New Downloads	FY22 New Downloads	FY21 New Downloads
July	9	8	8	45
Aug.	4	13	9	44
Sept.	4	9	13	19
Oct.	2	11	6	40
Nov.	4	11	6	29
Dec.	3	10	10	10
Jan.	3	18	18	11
Feb.		10	9	20
Mar.		9	14	11
April		11	11	7
May		3	10	11
June		1	10	11
Total	29	114	124	258

	FY24 # of Requ est	FY23 # of Request	FY22 # of Request	FY21 # of Request
July	55	50	38	20
Aug.	46	43	54	27
Sept.	52	40	46	16
Oct.	40	45	64	15
Nov.	38	53	19	20
Dec.	34	70	42	27
Jan.	61	61	41	18
Feb.		20	41	72
March		41	38	36
April		68	26	26
May		50	39	48
June		47	47	58
FY Total	326	588	495	383

**The app went live on January 11, 2016*

**Administrative & Legislative Services Department
January 2024**

White House Farmers Market 2024

	Application Fees # (amount collected)	Booth Payments (\$)
January	4 (\$60)	2(\$300)
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
Total		

Building Maintenance Projects

The Building Maintenance Department's goal is to establish priorities for maintenance and improvement projects.

Major projects this month include:

- Snow and ice removal around Municipal Complex
- Replaced several lights inside the Public Library

	2022-2023 Work Order Requests	2022-2023 Work Order Requests	2021-2022 Work Order Requests	2020-2021 Work Order Requests	2019 – 2020 Work Order Requests	2018 – 2019 Work Order Requests	2017 – 2018 Work Order Requests
July	18	14	19	11	10	22	21
August	23	23	8	27	10	26	24
September	13	21	12	9	13	19	22
October	13	13	10	6	7	14	18
November	13	12	23	16	7	18	34
December	8	8	17	19	3	8	19
January	14	11	6	11	16	14	16
February		10	8	16	18	7	21
March		16	14	12	11	7	17
April		6	13	17	2	12	25
May		34	20	25	11	6	26
June		19	14	31	10	9	23
Total	102	187	164	200	98	162	266

**Finance Department
January 2024**

Finance Section

During January the Finance Office finished FYE 6/30/2023 audit tasks, continued collecting current year property taxes, and began FYE 6/30/2025 budget tasks. The total property taxes billed for tax year 2023 was \$5.6 million. As of the end of January, approximately \$3.9 million (69.6%) was collected. From February 1 through February 5 an additional \$93k was collected. Members of the Finance Office also participated in the following events during the month:

- January 9: TMBF (Kevin Krushenski) debt issuance meeting
- January 17: Raymond James (Elizabeth Zuelke) debt issuance meeting
- January 18: Assistant Finance Director attended CMFO "Government Environment" class
- January 25: FYE 6/30/2025 Department Head Budget Retreat
- January 29: Regions Contract meeting
- January 30: Finance staff meeting
- January 31: Digital imaging software troubleshooting

Performance Measures

Utility Billing

	Jan 2024	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total
New Build Applications (#)	38	246	307	284	357	171
Move In Applications (#)	62	584	926	977	737	649
Total Applications (#)	100	830	1233	1261	1094	820
Move Outs (#)	54	265	831	898	743	602
Electronic new customer signups (#)	56	462	476	410	300	127
Electronic new customer signups (%)	56%	56%	39%	33%	27%	15%

Business License Activity

	Jan 2024	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total
Opened	10	44	95	92	76	69
Closed (notified by business)	0	5	9	7	6	10

Accounts Payable

	Jan 2024	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total
Total # of Invoices Processed	523	3202	4455	4254	4079	4003

Property Tax Relief Applications

	Jan 2024	FY 2024 Total	FY 2024 Est.	FY 2023 Total	FY 2022 Total
New Parcels (#)	18	25	29	27	29
Existing Parcels (#)	22	72	124	101	99
Total Parcels (#)	40	97	153	128	128
State Relief Credits (\$)	7,296	17,752	21,040	23,860	20,844
City Relief Credits (\$)	6,548	15,563	18,255	16,536	10,155
Combined Relief Credits (\$)	13,844	33,315	39,295	40,396	30,999

**Finance Department
January 2024**

Fund Balance – City will strive to maintain cash balances of at least 30% of operating revenues in all funds.

Operating Fund	Budgeted Operating Revenues (\$)	General Fund Cash Reserves Goal (\$)	Current Month Fund Cash Balance (\$)	G.F. Cash Reserves Goal Performance
General Fund	12,575,765	3,772,730	8,368,606	67%
Economic Development Fund	141,900	42,570	296,784	209%
State Street Aid Fund	456,800	137,040	522,407	114%
Parks Sales Tax Fund	1,093,500	328,050	1,286,728	118%
Solid Waste Fund	1,577,500	473,250	901,183	57%
Parks Impact Fees Fund	440,484	132,145	567,506	129%
Police Impact Fees Fund	315,200	94,560	1,049,502	333%
Fire Impact Fees Fund	208,200	62,460	700,091	336%
Roads Impact Fees Fund	421,800	126,540	857,629	203%
Police Drug Fund	5,250	1,575	41,679	794%
Debt Services Fund	2,530,300	759,090	1,869,363	74%
Wastewater Fund	6,293,000	1,887,900	8,714,386	138%
Dental Care Fund	78,300	23,490	168,144	215%
Stormwater Fund	1,100,750	330,225	785,677	71%
Cemetery Fund	55,450	16,635	262,696	474%

*Balances do **not** reflect encumbrances not yet expended.*

The Finance Department's goal is to meet or exceed each fund's total revenues as proposed in the approved budget as set by the Board of Mayor and Aldermen by the end of the fiscal year 2023-2024.

Operating Fund	Budgeted Operating Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	12,575,765	7,591,677	↑ 2.03%
Economic Development Fund	141,900	86,553	↑ 2.66%
State Street Aid Fund	456,800	282,829	↑ 3.58%
Parks Sales Tax Fund	1,093,500	976,412	↑ 30.96%
Solid Waste Fund	1,577,500	937,625	↑ 1.10%
Parks Impact Fees Fund	440,484	275,523	↑ 4.22%
Police Impact Fees Fund	315,200	390,100	↑ 65.43%
Fire Impact Fees Fund	208,200	257,620	↑ 65.40%
Roads Impact Fees Fund	421,800	489,743	↑ 57.77%
Police Drug Fund	5,250	3,790	↑ 13.86%
Debt Services Fund	2,530,300	1,319,415	↓ 6.19%
Wastewater Fund	6,293,000	3,981,918	↑ 4.94%
Dental Care Fund	78,300	52,309	↑ 8.47%
Stormwater Fund	1,100,750	675,776	↑ 3.06%
Cemetery Fund	55,450	35,505	↑ 5.70%

*Realized amounts reflect revenues realized from July 1, 2023—January 31, 2024

**Human Resources Department
January 2024**

The Human Resources staff participated in the following events during the month:

January 03: Police Officer New Hire Orientation
 January 04: Sanitation Driver Interviews
 January 11: Wastewater Tech I Interviews
 January 16: Police Officer & Sanitation Driver New Hire Orientation
 January 22: Wastewater Tech I New Hire Orientation
 Board of Mayor and Aldermen FY23 Audit Review Study Session
 January 24: Library Supervisor Interviews
 January 24: Department Head Budget Retreat
 January 29: Public Entity Partners Partnering for Success Meeting
 January 30: Evergreen Solutions Draft Solution File Review Meeting

Injuries Goal: To maintain a three-year average of less than 10 injuries per year.

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
July	0	0	0	0
August	1	1	0	0
September	0	1	0	1
October	1	2	1	0
November	0	1	0	1
December	0	0	0	0

Three-year average: 6.33

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
January	1	1	0	1
February		0	1	0
March		0	0	2
April		0	0	1
May		0	1	0
June		0	1	3
Total	3	6	4	9

Property/Vehicle Damage Goal: To maintain a three-year average of less than 10 incidents per year.

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
July	0	0	0	1
August	0	0	1	1
September	0	0	0	1
October	0	2	1	1
November	0	0	1	3
December	0	2	0	0

Three-year average: 5.33

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
January	0	0	0	0
February		0	0	0
March		0	1	0
April		0	1	0
May		0	0	0
June		0	0	0
Total	0	4	5	7

Human Resources Department
January 2024

Full Time Turnover Goal: To maintain a three-year average of less than 10% per year.

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
July	2	1	1	1
August	3	1	1	1
September	1	1	2	0
October	0	1	0	0
November	1	2	0	1
December	1	1	1	2

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
January	2	0	4	2
February		0	2	0
March		2	3	0
April		0	2	2
May		0	2	0
June		1	1	3
Total	10	10	19	12
Percentage	7.87%	8.40%	16.52%	10.91%

Current year turnovers that occurred within
90 day probationary period: 0

Three-year average: 11.94%

Employee Disciplinary Goal: To maintain a three-year average of less than 10 incidents per year.

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
July	0	0	0	1 (T)
August	1 (T)	0	0	0
September	0	0	0	0
October	0	1 (S)	0	0
November	1 (T)	0	0	0
December	0	0	0	1 (T)

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
January	0	0	1 (T)	1 (T)
February		0	0	0
March		1 (T)	0	0
April		0	0	0
May		0	0	0
June		0	0	0
Total	2	1	1	3

Three-year average: 1.667

**Police Department
January 2024**

Meetings/Civic Organizations

- **Chief Brady attended the following meetings in January:** White House Rotary Club (Jan. 4, 11, 18 & 25), Board of Mayor & Alderman Meeting (Jan. 18), Department Head Meeting (Jan. 8), Board of Mayor & Alderman Study Session (Jan. 22), Sumner County Drug Task Force Meeting (Jan. 24) and Department Head Budget Retreat (Jan. 25).

➤ **Police Department Administration Performance Measurements**

Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by April 2024.

Susan Johnson, Accreditation Manager, is in the 4th edition of our TLEA program into PowerDMS, which Includes 164 standards.

We have received our approved extension on the three-year accreditation cycle in the TN Law Enforcement Accreditation Program.

The Professional Standards Committee gave us the extension until March 6, 2024.

At the end of this 90-day extension, we will need to be prepared for a formal file review and onsite.

Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by April 2024.

1. Our department training goal is that each police employee receives 40 hours of in-service training each year. The White House Police Department has 28 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 1,120 hours of training per calendar year.

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	460	0	460
Total	0	460	0	460

Patrol Division Performance Measurements

1. ***Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 570 shifts during the Fiscal Year 2023-2024. (There are 730 Patrol Shifts each year.) *Three officer minimum staffing went into effect August 5, 2015.***

Number of Officers on Shift	January 2024	FY 2023-24
Three (3) Officers per Shift	4	108
Four (4) Officers per Shift	58	308

2. ***Acquire and place into service two Police Patrol Vehicles.*** We received our two new vehicles (November 18th) that were ordered from Lonnie Cobb Ford in August 2022 from the 2022-23 Budget Year. They are currently at Truckers Lighthouse for equipment to be added. Four new vehicles have been ordered from Lonnie Cobb Ford.
3. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2023-2024.***
Fall Compliance checks were completed in October. Three businesses failed – Kroger, EJ's and Sudden Service (Hwy 31W).

**Police Department
January 2024**

4. *Maintain or reduce TBI Group A offenses at the three-year average of 60 per 1,000 population during the calendar year of 2024.*

Group A Offenses	January 2024	Per 1,000 Pop.	Total 2023	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	3	<1	3	<1
Crimes Against Property	8	<1	8	<1
Crimes Against Society	16	1	16	1
Total	27	2	27	2
Arrests	44		44	

**U.S. Census Estimate 7/1/2022 – 14,516*

5. *Maintain a traffic collision rate at or below the three-year average of 446 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2024. Some numbers below were not available at the time of publishing. We will note these on February Monthly Report.*

	January 2024	TOTAL 2024
Traffic Crashes Reported	31	31
Enforce Traffic Laws:		
Written Citations	39	39
Written Warnings	26	26
Verbal Warnings		

6. *Maintain an injury to collision ratio of not more than the three-year average of 11% by selective traffic enforcement and education during the calendar year 2024.*

COLLISION RATIO				
<u>2024</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
January	31	4 YTD 4	13%	13% YTD 31

Staffing:

- Ofc. Blake McClusky started the Academy on January 7th.
- Officer Adam Wims is resigning in February and will be going to the Sumner County.
- Officer Tanner Pharris is released from FTO and on patrol
- Officer Devin Keen started on January 3rd.
- Officer Tyler Miller started on January 16th.
- We were approved for a new Police Officer position January 1st. We are continuing to accept applications. We currently have one position open.

**Police Department
January 2024**

Sumner County Emergency Response Team:

For ERT:

- Nothing to report currently.

Support Services Performance Measurements

1. ***Maintain or exceed a Group A crime clearance rate at the three-year average of 83% during calendar year 2024.***

We are unable to provide the above stats at the present time. Tyler Technologies will be providing this capability to our new software in the future.

2023 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
December		

Communications Section

	January	Total 2024
Calls for Service		
Alarm Calls		

- These numbers were unavailable at the time of publishing. We will have them noted on the February Monthly Report.

Request for Reports

	January	FY 2023-24
Requests for Reports	12	105
Amount taken in	\$7.35	\$90.25
Tow Bills	\$425.00	\$650.00
Emailed at no charge	25	184
Storage Fees	\$0.00	\$0.00

Tennessee Highway Safety Office (THSO):

- Nothing to report currently.

Volunteer Police Explorers: Nothing to report currently.

Item(s) sold on Govdeals: Nothing to report currently.

**Police Department
January 2024**

Crime Prevention/Community Relations Performance Measurements

- ***Teach D.A.R.E. Classes (10 Week Program) to one public elementary school by the end of each school year.*** D.A.R.E. should start in the Fall at White House Middle School
- ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Discover White House will be in the Fall.
- ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.***
Citizen's Police Academy has been cancelled. We are planning to have several new programs for the public.
- ***Participate in joint community events monthly to promote the department's crime prevention efforts and community relations programs.***
 - January 18th & 23rd, Sgt. Enck instructed Defensive Tactics for 2 of our new officers and 4 new Officers from Portland Police Department.
 - January 22nd, Sgt. Enck spoke to a Boy Scout Troop and gave a tour of our Building.
 - January 29th to February 2nd, Sgt. Enck instructed a 40 hour Ground Defense Instructor and User Course. Officers from 5 different local agencies and 1 Federal agency attended.

Special Events: *WHPD Officers participated in the following events during the month of January:*

- Nothing to report currently.

Upcoming Events:

- Nothing to report currently.

2024 Participation in Joint Community Events		
	January	Year to Date
Community Activities	3	3

**Fire Department
January 2024**



Summary of Month's Activities

Fire Operations

The Department responded to 166 requests for service during the month with 110 responses being medical emergencies. The Department also responded to 7 vehicle accidents of which 2 had injuries, and 5 had no injuries. One vehicle accident required a patient be extricated. Of the 166 responses in the month of January there were 55 calls that overlapped another call for service which is 33.13% of our responses for the month. That brings the overlapping call volume for FY23-24 to 218 or 20% of the call volume.

UT MTAS recommends for the WHFD an average response time from dispatched to on scene arrival of first "Fire Alarm" to be six minutes and thirty-five seconds (6:35). The average response time for all calls in January from dispatch to on scene time averaged was, five minutes and fifty-four seconds (5:54). The average time a fire unit spent on the scene of an emergency call was twelve minutes and forty-seven seconds (12:47).

Department Event

- January 9th – Monthly Office Meeting
- January 23rd-26th – Peer Support and Suicide Intervention training @ Nashville FD training

Fire Administration

- January 3rd – Met with HFD Wold for Station one kick off
- January 3rd – Meet and Greet with Youth at Temple Baptist
- January 10th – Discussion on EMS services in the city
- January 11th – Vehicle Exhaust System Committee
- January 17th – Met with ESO exploring upgraded reporting software
- January 23rd-26th – Peer Support and Suicide Intervention training @ Nashville FD training
- January 25th – Dept Head Budget Retreat

Emergency Calls Breakdown

The Department goal in this area is to display the different emergency calls personnel have responded to during the month as well as the response from each station.

Incident Responses FY to Date

Fires	24
Rescue & Emergency Services	753
Hazardous Conditions (No Fire)	22
Service Calls	70
Good Intent Call	73
False Alarms & False Call	134
Calls for The Month	166
Total Responses FY to Date	1081

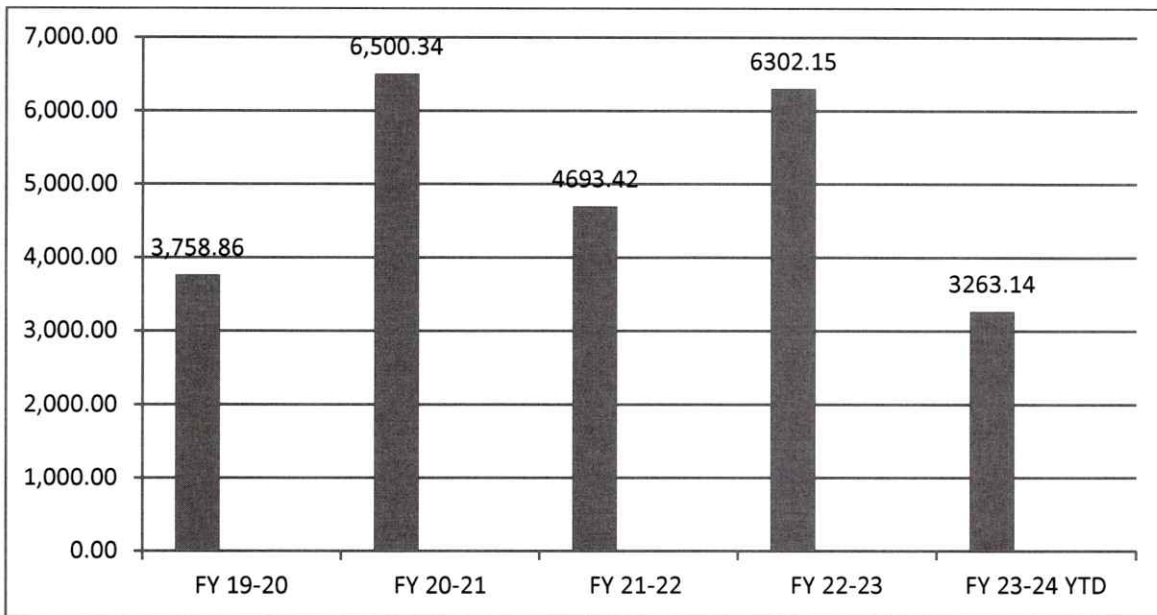
**Fire Department
January 2024**

Response by Station

	Month	FY to Date	%
Station #1 (City Park)	107	703	65.33%
Station #2 (Business Park Dr)	59	373	34.66%

Fire Fighter Training

The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4788 hours of training per year is based on twenty-one career firefighters.



	Month	FYTD
Firefighter Training Hours	657.44	3263.14

Training breakdown for ISO and NFPA*

	Fire Officer	Company	Facilities	NFPA	Non-ISO
Month	25	248.3	4	55.7	324.24
Total for FY	155	1660.05	252	736.1	1040.69

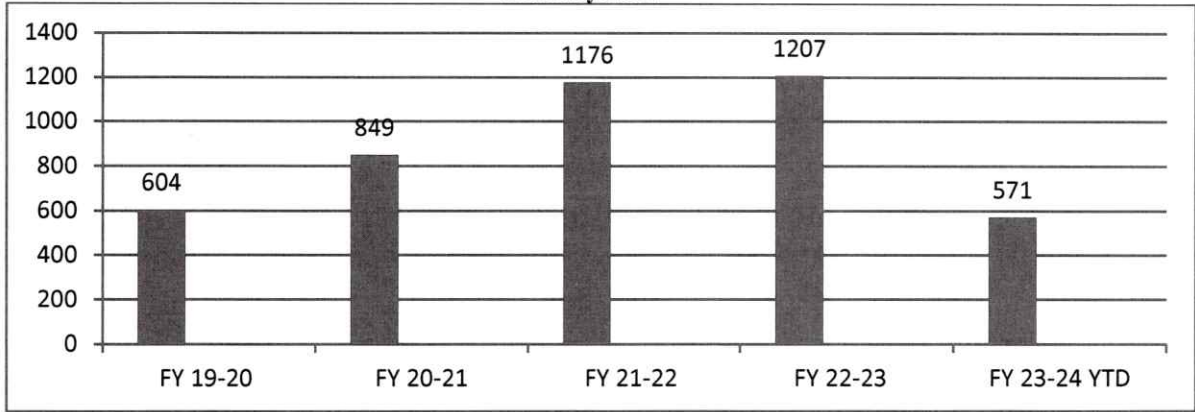
*National Fire Protection Association – The fire service industry standard.

Insurance Service Office – A nationally recognized agency that rates fire departments on their level of readiness. This rating is used by insurance companies to determine insurance rates for their customers.

Fire Inspection

It is part of our fire prevention goals to complete a fire inspection for each business annually.

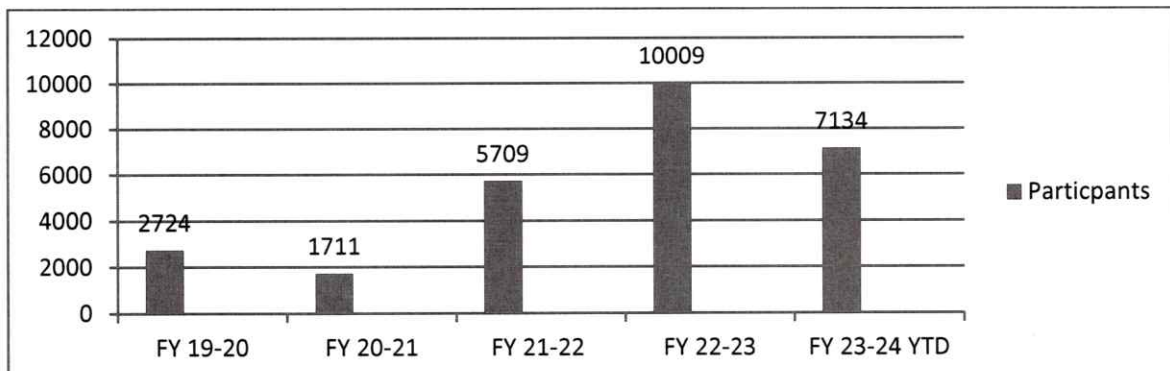
**Fire Department
January 2024**



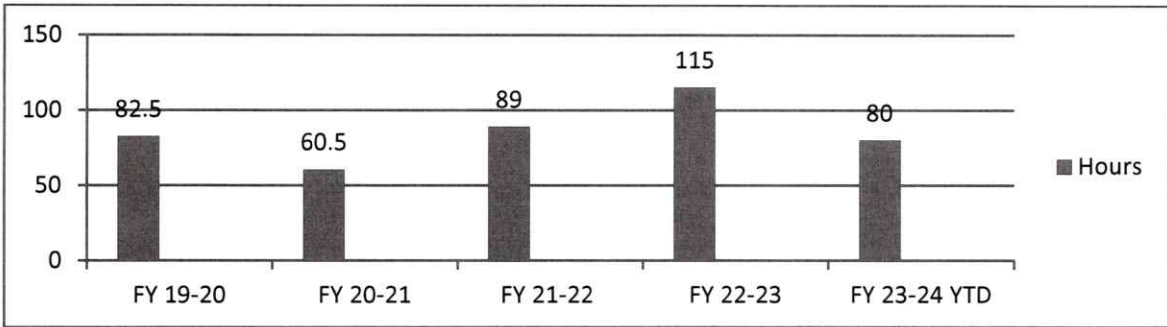
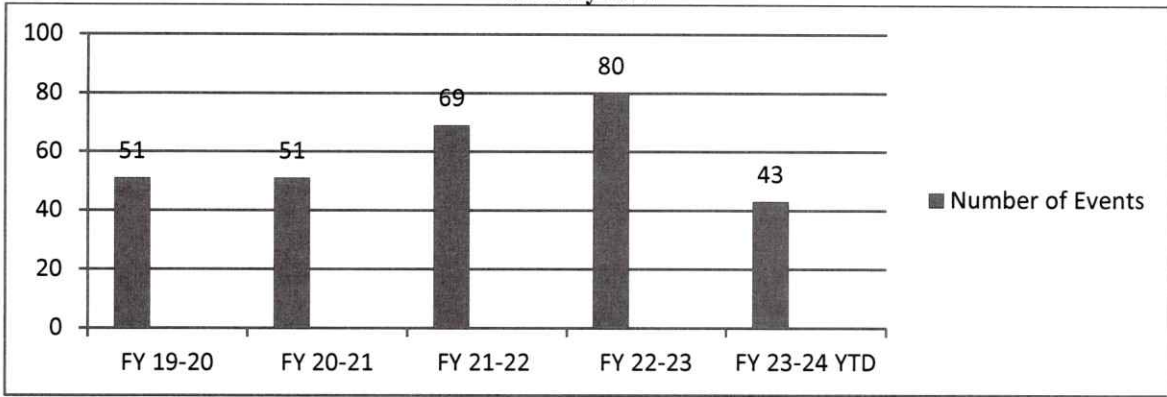
	Month	FYTD
December Fire Inspection	124	571
Reinspection	2	87
Code Violation Complaint	4	12
Violations Cleared	1	55
Annual Inspection	27	91
Knox Box	2	27
Fire Alarms	19	56
Measure Fire Hydrant	2	9
Plans Review	3	27
Pre-C/O	0	15
Pre-incident Survey	32	146
Sprinkler Final	0	1
Final/Occupancy	1	14

Public Fire Education

It is a department goal to exceed our last three years averages in Participants (5720) Number of Events (112) and Contact Hours (215). The following programs are being utilized currently; Career Day, Station tours, Fire Extinguisher training and Discover WH/Safety Day.



**Fire Department
January 2024**



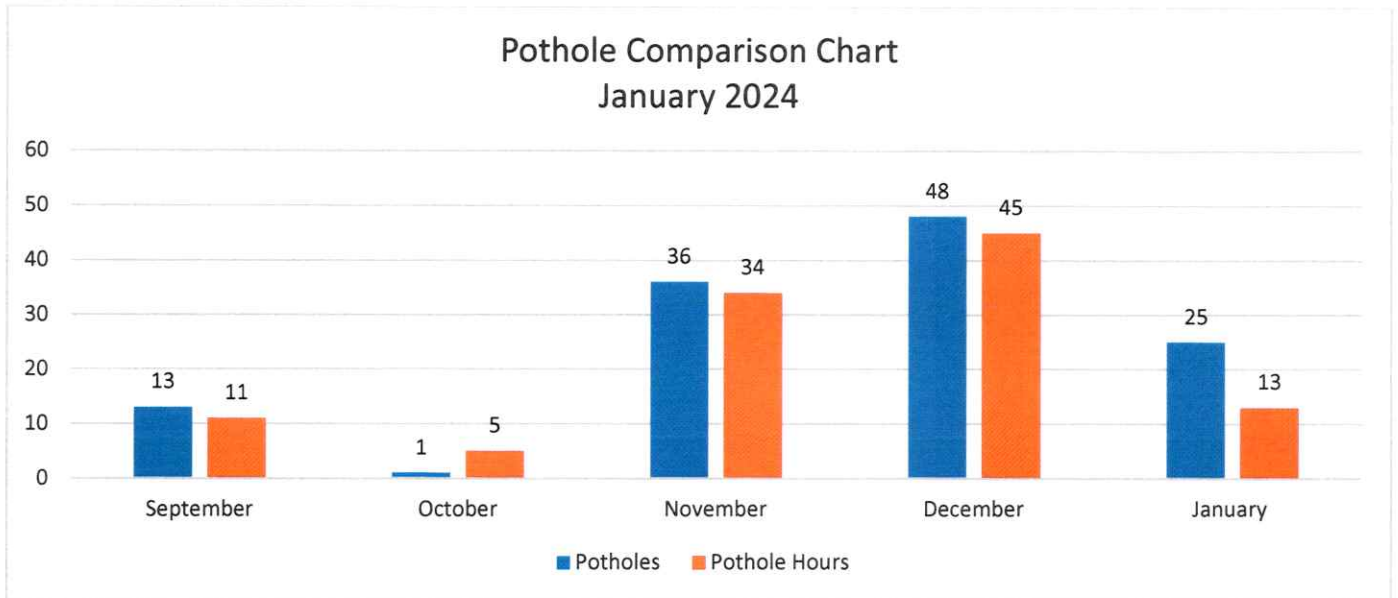
	Month	FYTD
Participants	45	7134
Number of Events	3	43
Education Hrs.	3	80

Social Media Statistics for the Month

Post Reach	555
Post Engagement	13
New Page Followers	33

Public Services Department – Public Works Division
January 2024

Pothole Comparison



The purpose of this chart is to gauge the amount of time spent repairing potholes and the number of potholes repaired in that time frame. It is also going to be used to show how long it currently takes to repair potholes in comparison to how long it will take when the milling head is used to make repairs.

The goal for this job task is **20 potholes** per month. When this chart is completed each month consideration will be given to the size of the potholes that have been repaired that month.

Pothole Complaint Response Time

According to Ordinance the Public Works Division is required to respond to a pothole complaint within 24 business hours from the time the complaint is made until time a satisfactory repair is made.

STREET ADDRESS OF COMPLAINT	DATE COMPLAINT LOGGED	DATE COMPLAINT RESOLVED	ELAPSED TIME BEFORE REPAIR MADE
3302 Pleasant Grove	01-23-24	01-30-24	7
217 Patana Dr	01-27-24	02/05/24	10
105 Creekwood Dr	01-29-24	02-05-24	8
Calista Road	01-30-24	02-06-24	8
469 Calista Road	01-31-24	02-07-24	8

Public Services Department – Public Works Division
January 2024

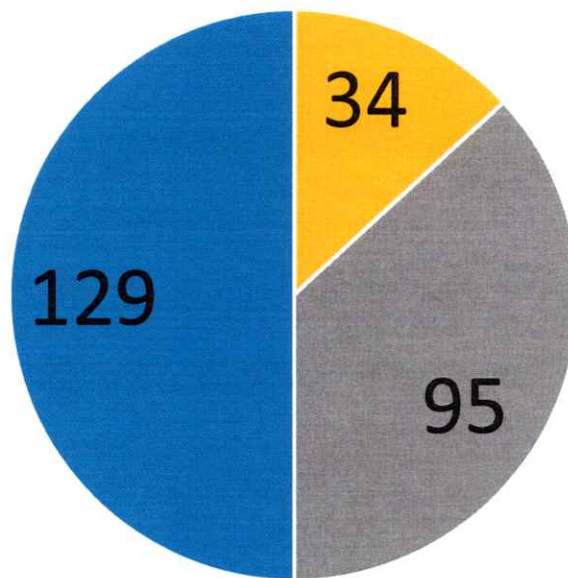
Monthly Work Log

Street Name Sign MUTCD Compliance List

The purpose of this list is to track the updating and bringing into compliance The City of White House's Street name signs with the current requirements the Manual on Uniform Traffic Control Devices (MUTCD) Standards. Street name signs can no longer have all letters capitalized on the sign. (Harpers Way and Loves Lane Road Signs were installed in compliance with current MUTCD Standards).

Note: Friday is logged now because of Tuesday – Friday Employee Schedule.

Street Sign Replacement Tracker



■ Signs left to replace ■ Signs replaced ■ Total Signs to Be Replaced

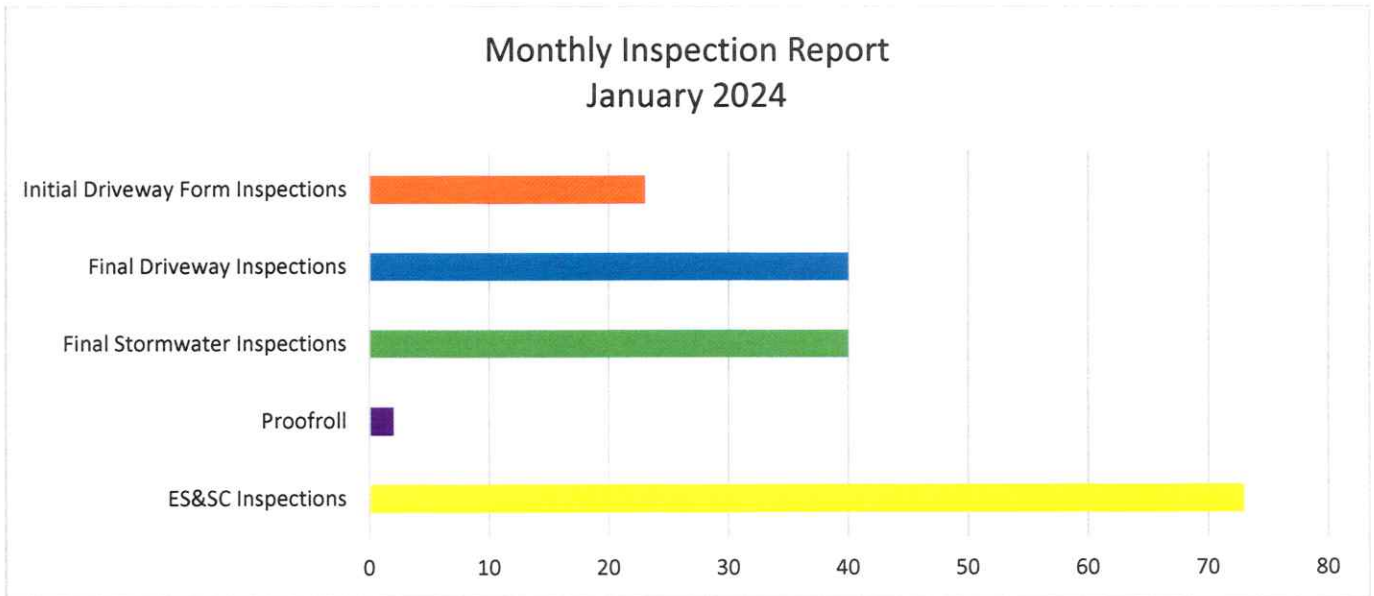
Note: Only signs that were damaged were repaired and no signs were brought into compliance for the month of January.

**Public Services Department – Public Works Division
January 2024**

Inspector Notes

New Construction and Inspections:

The Public Works Inspector performs various different types of inspections throughout the process of a new home being built within City of White House City Limits, additionally the Public Works Inspector performs proof rolls on subgrade and base stone during the construction of new roads within new developments that are being built within The City of White House. Below gives an accurate account of how many Initial Drive Form Inspections, Final Driveway Inspections, EP&SC (Erosion Prevention & Sediment Control Inspections, and Final Stormwater Inspections were performed on a monthly basis.



Daily Log:

Monday 01/01/24

Holiday New Years

01/02/24

- Fixed chains on plow on 1326 / Put cover back on plow for 1326 / Removed reserved parking signs at main Public Services Office / Repaired chain on gate / Attempted repairs on Bucket Truck 322 / Went with Isaiah to look at job on Meadowlark / Went to Dorris Farms to pick up flashing chevron signs and came back to pick them up at Dorris farms / Put lights on new dump salt box.

01/03/24

- Repaired stop sign at Calista and 31W / Called in 811 on Meadowlark / Delivered title to Wilson County Motors to have clerical error fixed / Picked up man lift from sunbelt in Gallatin.

01/04/24

- Picked up cones and sign at 31W and Meadowlark / Had meeting with Chris and Isaiah for training on McCain Controller setup and programming / Removed Christmas Decorations on SR-76 / Put up temporary speed limit sign at City Hall.

**Public Services Department – Public Works Division
January 2024**

01/05/24

- Delivered new trash cart to 202 Overlook Court / Reset speed limit sign and post on North Palmers Chapel Rd. Went with Greg to do preform driveway inspections at Sage Farm and Willow Grove. Did asphalt binder temperature test with Greg. Reset stop sign and post at the end of Melton rd. Picked up road closed signs and cones at Melton rd and Meadowlark rd

01/8/24

- Repaired pothole on Meadows Court / Brush truck operations in zone 2 / Removed Christmas decorations on 76 / Picked up pumps and water heater around metal dumpster.

01/09/24

- Performed vehicle / equipment maintenance on vehicle 1326 and salt box / Checked and added fluids to plow trucks / Repositioned Gridsmart Camera at SR-76 & 31W intersection / Cut up and loaded tree that fell on Bill Moss Road / Sharped chainsaws and did maintenance on them

01/10/24

- Unloaded brush truck / Changed blade on walk behind saw / Assembled barricades to block and cut Meadowlark Road / Milled groove in front of driveway on Apache Trail

01/11/24

- Worked with Stansell Electric to repair fiber optic connectivity issue at Wilkinson Lane and SR-76 / Went to Meadowlark to finish road removal and seed and straw mat installation / Loaded up skidsteer and concrete and went back to Meadowlark to pour concrete to prevent erosion around culvert / Meeting about impending weather..

01/13/24

- 1st Annual Bulk Trash Drop-off Day.

01/14/24

- Plowing and Salting Operations

01/15/24

- Martin Luther King Jr. Day. Plowing and Salting Operations 1326 Loads of Salt 3

01/16/24

- Plowing and Salting Operations Loads of Salt 3

01/17/24

- Plowing and Salting Operations. Fixed chain on 1326 plow.

01/18/24

- Salting and Plowing Operations.

01/22/24

- Picked up skidsteer from firehall / Emptied out all saltboxes / Washed all the trucks and saltboxes out / Performed maintenance on plow equipment.

01/23/24

- Finished washing backhoe, skidsteer, and 1332 / Picked up grease from O'Reillys / Picked up gloves from Waller Sales / Put stickers on 1332 / Repaired potholes on Pleasant Grove Road / Fixed Speed Limit sign on Industrial Drive.

Public Services Department – Public Works Division
January 2024

01/24/24

- Moved furniture from Isaiah's old office into new office. Moved Mikes old office into new office. Brought stuff from office to shop / Took delivery of Road Salt.

01/25/24

- Greased salt box chain on 1326 / Cleaned Public Works Building / Installed new mailbox at 207 Calista Road / Cleaned salt out of big dump truck bed / Greased Public Works and Wastewater backhoes and wheeled skid steer / Repaired potholes at 404-406 Wilkinson Lane.

01/29/24

- Removed remainder of Christmas decorations on SR-76 / Facility Maintenance

01/30/24

- Facility maintenance / Dug trench for decorative street lights on Madeline Way to be repaired / Removed All Way signs and replaced No Left with No Outlet on Meadowlark Drive.

01/31/24

- Delivered work logs to Michael Hussion for BOMA Report / Repaired flat tire on 1332 / Delivered concrete barriers to Dorris Farms to block Cedarbrooke Drive / Picked up Toilet on South Palmers Chapel Road and tire on Garland Ct.

**Public Services Department – Public Works Division
January 2024**

Traffic Signal Complaint Log

<u>Traffic Signal Complaints Log</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>FY 23/24 YTD</u>
SR-76 & Love's Lane	0	0	0	0
SR-76 & I-65 Southbound Ramps	0	0	0	0
SR-76 & I-65 Northbound Ramps	0	0	0	0
SR-76 & Hester Drive	1	1	0	2
SR-76 & Wilkinson Lane	1	0	0	1
SR-76 & Sage Road	0	0	0	0
SR-76 & Raymond Hirsch	2	1	0	3
SR-76 & Hwy 31W	0	0	2	2
SR-76 & Pleasant Grove Road (Flashing Signal)	1	1	0	2
Hwy 31W & Portland Road	0	0	0	0
Hwy 31W & Raymond Hirsch	0	0	0	0
Hwy 31W & Sage Road	0	0	0	0
Tyree Spring Road & Raymond Hirsch Parkway	0	0	0	0
Wilkinson Lane & Richard Wilks	0	0	0	0

SR-76 & Hwy 31:

Complaint: (Traffic was backed up past Sonic from this intersection) Phase 7 did not detect vehicles in queue. **Resolution:** Adding an advanced detection zone so that vehicles were detected even during rain event. Headlights were reflecting off of the road and washing out the zone so the addition of the advanced detection zone resolved the issue.

**Public Services Department – Stormwater Division
January 2024**

1/02/2024

725 Industrial Dr. – vehicle inspections, preventative and facility maintenance.



1/03/2024

Apache Trail Box Culverts – installed permanent traffic signage.



1/03/2024

31W & Meadowlark – road closures and cleanup needed for auto accident.



**Public Services Department – Stormwater Division
January 2024**

1/04/2024

124 Willowleaf Ln. – Assisted with wastewater conversion (licensed employees only).



1/8/2024

City Wide – hot spots, vehicle inspections



1/8/2024

City Wide – traffic control for decoration removal



Public Services Department – Stormwater Division
January 2024

1/09/2024

8044 Bill Moss Rd. – tree removal, traffic control



1/10/2024

939 Meadowlark Dr. – close road connection to 31 W and remove asphalt



1/10/2024

121 SR 76 – Picked up trash and changed out trash cans for White House Primary Care



**Public Services Department – Stormwater Division
January 2024**

1/14/2024

City Wide – snow plowing, salting



1/17/2024

725 Industrial Dr. – fleet maintenance



1/17/2024

128 Larkspur Ct. – repair stop sign



Public Services Department – Stormwater Division
January 2024

1/23/2024

123 Calista Rd. – pond maintenance



1/24/2024

725 Industrial Dr. – vehicle inspection, fleet maintenance, cleaning



1/25/2024

725 Industrial Dr. – vehicle inspection, fleet maintenance



Public Services Department – Stormwater Division
January 2024

1/24/2024

301 Stephanie Dr. – drainage mitigation



1/25/2024

218 Hillwood Dr. – drainage mitigation



1/25/2024

101 Hickory Tr. – drainage mitigation



Public Services Department – Stormwater Division
January 2024

1/25/2024

317 Patana Dr. – drainage mitigation (Dorris Farms Phase 2 NOV)



1/29/2024

725 Industrial Dr. – vehicle inspection & cleaning, fleet maintenance

1/30/2024

Park and library – setup traffic control (radar signs)



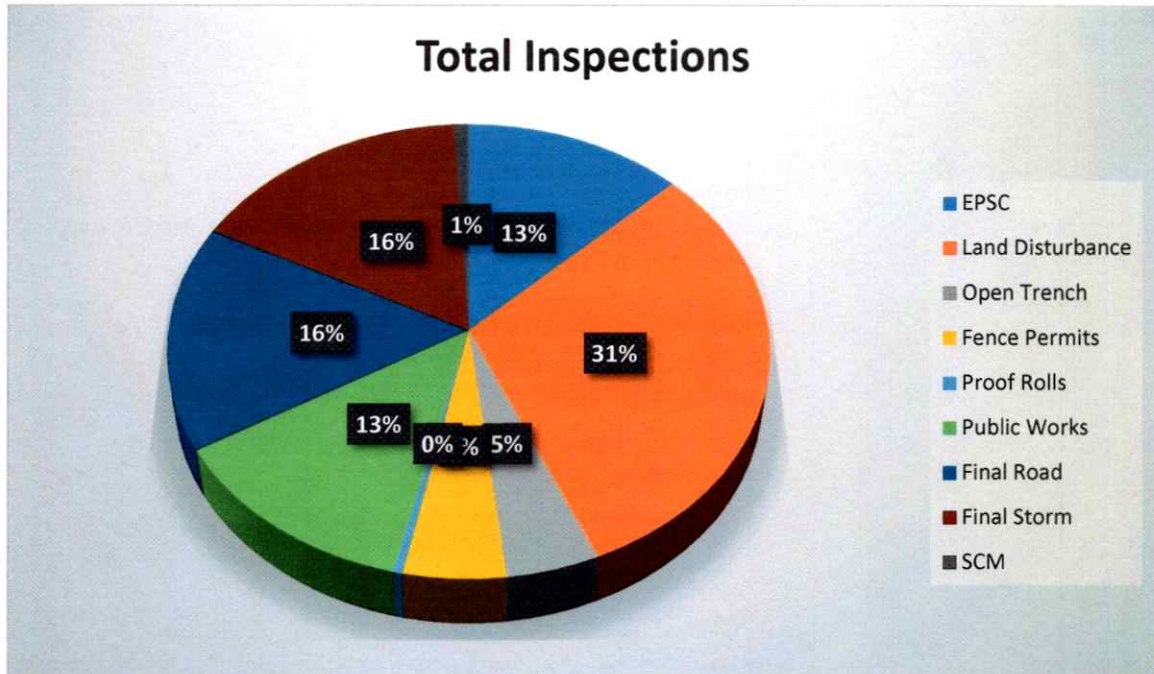
1/31/2023

Wastewater Treatment Plant – drainage mitigation



Public Services Department – Stormwater Division
January 2024

Stormwater Inspectors Notes January 2024



SCM	2
EPSC	31
Land Disturbance	67
Open Trench	2
Fence Permits	11
Proof Rolls	1
Public Works	28
Final Road	35
Final Storm	36
Total	212

Public Services Department – Stormwater Division
January 2024

Daily Work Log:

Jan. 1 – Holiday

Jan. 2 – PTO

Jan. 3 – Open Trench inspection at Raymond Hirsch and 76 for White House Shops Lane widening project. Reached out to Tyler Tech Rep. to gain a better understanding of troubleshooting software-related issues and adding a user with mobile applications.

Jan. 4 – Open Trench at Raymond Hirsch and Hwy 76.

Jan. 8 – Reviewed Fence Permit Applications. Final Inspections at 193 Marlin Rd. Updated records, and reviewed Land Disturbance Applications, Construction Documents, and inspection reports. EPSC inspection at Springbrook. Initiate conversation with the Developer to finalize the required documents for the project. Troubleshooting EnerGov Software. Followed up on customer complaints with track out.

Jan. 9 – Submitted Tuition Assistance application, registration for TCA required course, Reported previous months reports. Troubleshooting with Tyler Tech Support. Updated permit and project information in EnerGov.

Jan. 10 – Bond reduction walk-through at The Parks Phase 3b.

Jan. 11 – EPSC inspections at Marlin Pointe, Summerlin, and Liberty Market. Provided correspondence with items remaining at Liberty Market.

Jan. 12 – Training at Tennessee Concrete Association.

Jan. 13 – Training at Tennessee Concrete Association.

Jan. 15 – Holiday MLK.

Jan. 16 – Half Day due to inclement weather. PTO for the other half.

Jan. 17 – EnerGov Troubleshooting Issues with Tyler Support. Updated work orders, files, and training information.

Jan. 18 – Bridle Creek Subdivision Construction Documents review. Updated LTMAP information in their respective files.

Jan. 22 – Dollar General Pre-Con. Form inspection at Dorris Ph. 1. EPSC inspections at Dorris Ph. 1 & 2.

Jan. 23 – Inspecting Curb Ramps online seminar provided by TTAP. Reviewed TDOT design standards for sidewalks and curb ramps. Registration for Stormwater Control Measures course with TNEPSC.

Jan. 24 – Updating permits, inspection reports, and other project-related documentation in EnerGov. Reviewing Curb Ramp design standards in PROWAG and ADAAG. Reviewing Construction Documents.

Jan. 25 – PTO.

Jan. 29 – Tyler Teams Meeting with Jeff Wasmer. Pre-Con Bridle Creek Ph. 2.

Jan. 30 - EPSC Inspections at Legacy Farms, Copes Crossing, Smyrna Ready Mix, and Pinson Pointe.

Jan. 31– EPSC Inspections at The Parks, Cambria, WH Assisted Living, Sage Farms, Frey Branch, Town Center, Fields at Oakwood, Cardinal Pointe, The Mill, Calista Farms, Rec. Center, Publix, Core5, WHHHS, and 7-Eleven.

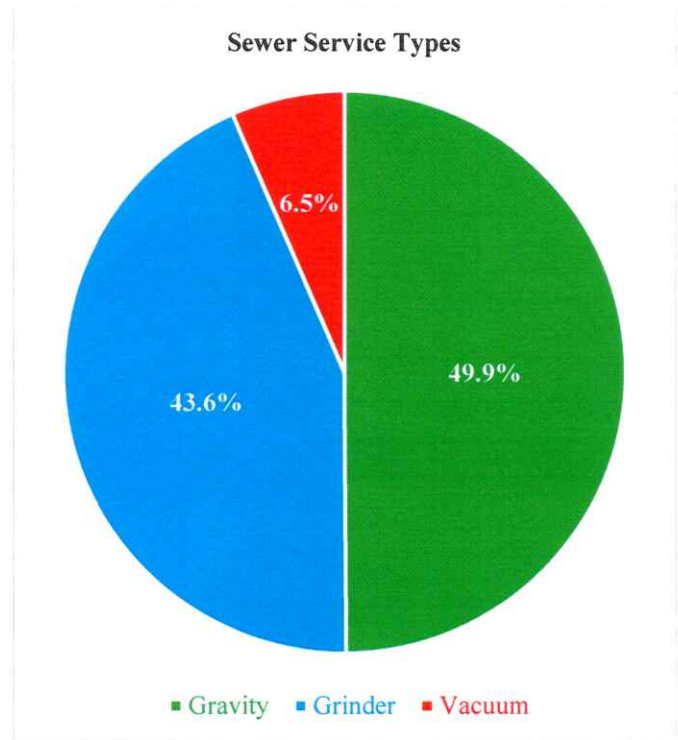
**Public Services Department - Wastewater Division
January 2024**

Collections System Activities:

The City of White House operates a dynamic and unique sanitary sewer system consisting of gravity services, low-pressure grinder services, vacuum services, and various types of lift-stations. As of **January 31st, 2024**, City personnel count a total of **6,858** sewer system connections, with **38 new** applications for service in **January 2024**. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	3,423
Low-Pressure Grinder Sewer Connections	2,989
Vacuum Sewer Connections	446

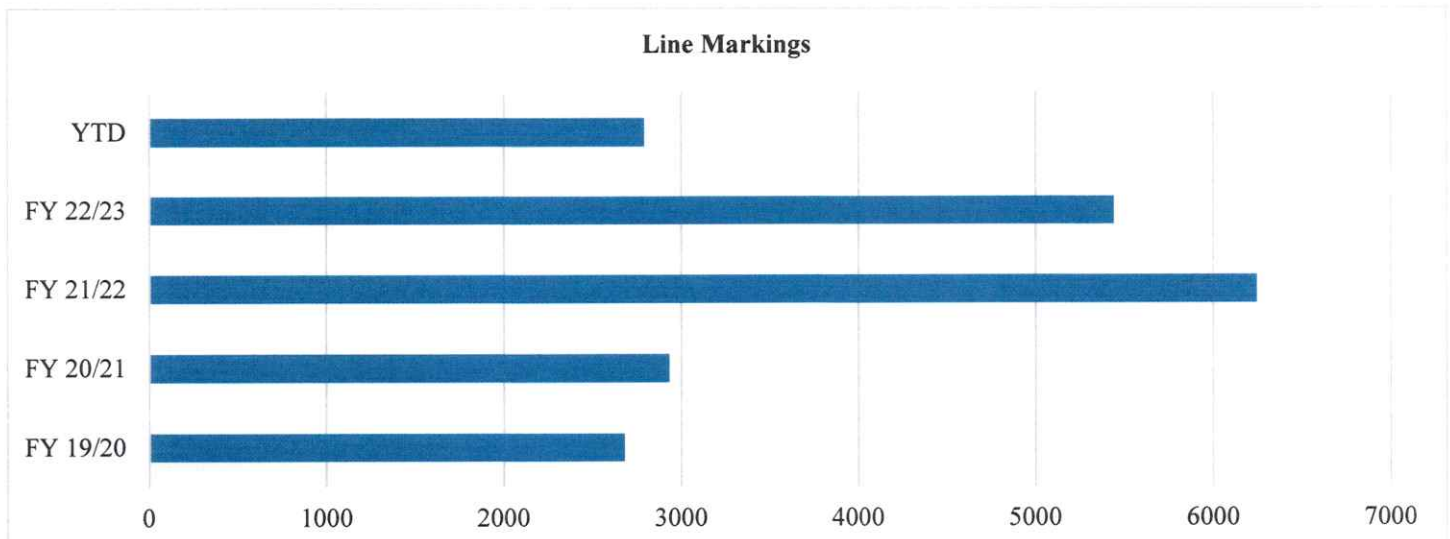
The City counts **189** commercial grinder stations, **2,800** residential grinder stations, and **30** major lift stations integrated into our Sanitary Sewer Collections System.



811 Utility Locate Service:

Tennessee 811 is the underground utility notification center for Tennessee and is not a goal-driven task: This is a service to provide utility locations to residents or commercial contractors. The 811 call system is designed to mitigate the damage to underground utilities, which each year public and private utilities spend millions of dollars in repair costs. TN 811 receives information from callers who are digging, processes it using a sophisticated software mapping system, and notifies underground utility operators that may have utilities in the area. The owners of the utilities then send personnel to locate and mark their utilities. **Wastewater personnel received 213% more line-markings in the 2021/2022 fiscal year than in the 2020/2021 fiscal year, largely due to new construction and utility boring activities.** Total requests decreased slightly in the 2022/2023 fiscal year, but remain nearly double 2020/2021 levels.

Line Markings	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>January 2024</u>	<u>FY 23/24 YTD</u>
Tennessee 811	2680	2933	6245	5441	387	2793



Public Services Department - Wastewater Division
January 2024

<u>Lift-Station Repairs</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>		<u>Jan 2024</u>	<u>FY 23/24 YTD</u>
Union Road	6	9	0	0		0	1
Summerlin	5	22	0	0		0	1
Settlers' Ridge	1	1	1	1		0	0
Willow Grove	n/a	n/a	n/a	n/a		1	1
Dorris Farms	n/a	n/a	n/a	n/a		0	0
Cope's Crossing	8	6	9	9		0	3
Cambria	4	3	4	4		0	1
Belmont Lodge Apartments	n/a	n/a	0	0		0	0
Kensington Green	1	0	0	0		0	0
Meadowlark Townhomes	n/a	n/a	0	0		0	0
Meadowlark	2	1	1	1		0	0
Sage Farms	n/a	n/a	n/a	n/a		1	1
Sage Road (aka Hester)	1	0	0	0		0	0
Loves Truck Stop	0	0	3	3		0	1
Highway 76 (aka Springfield)	1	0	0	0		0	0
Portland	0	1	0	0		0	0
North Palmers Chapel Vacuum Station	3	1	7	7		1	2
Villas at Honey Run	n/a	n/a	1	1		0	0
31W Apartments	n/a	n/a	0	0		0	0
Calista Apartments	n/a	n/a	0	0		0	0
Calista Vacuum Station	2	1	9	9		1	2
Concord Springs	0	0	2	2		0	0
Fields at Oakwood	n/a	2	2	2		0	0
Highland Park	n/a	n/a	n/a	n/a		0	0
Los Jalapenos	n/a	n/a	0	0		0	2
Mt. Vernon / Washington Square Apartments	n/a	n/a	0	0		1	3
Grove at Kendall	n/a	n/a	0	0		0	0
Wilkinson Lane	3	1	3	3		0	1
Heritage High School	1	0	0	0		0	0
Legacy Farms	n/a	n/a	0	0		0	1
The Parks #1	0	0	0	0		1	2
Treatment Plant	6	3	0	0		0	0

**Public Services Department - Wastewater Division
January 2024**

SCADA (Supervisory Control and Data Acquisition) Alarm Response Goal:

Our goal is to reduce the number of responses through an ongoing, proactive maintenance program at the major lift stations. However, there are uncontrollable factors that create an alarm condition; such as high-water levels due to large rain events, loss of vacuum, power outages, and/or loss of phase. These types of alarms notify us that a problem exists. A service technician can access the SCADA system from any location via a smart device and acknowledge the alarm. The SCADA system at every lift station will allow the technician to remotely operate the components at the station. Recent forced updates and hardware upgrades caused a number of communication issues across the City, however hardware connectivity seems to have been resolved, and software updates have restored us to functionality at most existing sites. Additional upgrades have been scheduled to add additional functionality to three existing stations, and restore previous functionality to two others.

Major Alarms:

Copes Crossing: The control panel for Copes Crossing station has been replaced, and the station is operating normally. This follows the successful operation testing of a portable bypass pump to run the station during the panel replacement. The new panel includes Variable Frequency Drives (VFD's), which allow the pumps to slowly ramp up to speed as needed, instead of firing up at full speed from a cold start. Additionally, the new panel provides a "power conditioner", which provides a steady power stream and buffering effect for the site's electronic components from "dirty power", which has been documented at this site before. During the installation of the new control panel, it was found that the power cables running from the pumps to the panel were also in a deteriorated condition, and will soon require replacement. A quote has been solicited for the additional repairs, and discussions are underway regarding project timing and sequencing.

North Palmers Chapel Vacuum Station: The volute (casing) of one of the two in-line centrifugal pumps at this station has cracked, and the pump has been removed from service. This particular volute has cracked and been repaired before, but it is now beyond our current means of in-field repair. We have received a quote on a replacement pump and are awaiting approval for replacement; as well as a quote for removal, shop repair, and reinstallation of the existing pump (if possible). The station is currently operating normally on the one pump, though the pump with the cracked casing can still be operated manually in the event of an emergency (though this creates a mess if it is). Additionally, the station experienced a clogged equalization line, which was repaired and returned to normal operation.

Calista Vacuum Station: Vacuum Pump #3 experienced an oil-burning issue when the secondary air filter clogged and caused the filter material to overheat and get pulled through the pumps. A clog (small piece of debris) in the air intake check-valve on the primary air filter caused the malfunction. The oil was changed, all filters cleaned and replaced, and the pump returned to normal operation.

Mt. Vernon / Washington Square Apartments: The station servicing the Mt. Vernon and Washington Square apartments experienced another clog in the check-valve on the discharge line of the station. The station was pumped down, and the clogged check-valve repaired. The station was then returned to normal operation.

Sage Farms: The flow-meter on this newly installed station was found to be non-functioning following a SCADA system update. The supplying vendor dispatched a repair technician to the site to identify the issue and program the system. Diagnostics are currently underway.

Willow Grove: The flow-meter on the new Willow Grove station has also malfunctioned and is not functioning. Diagnostics are currently underway.

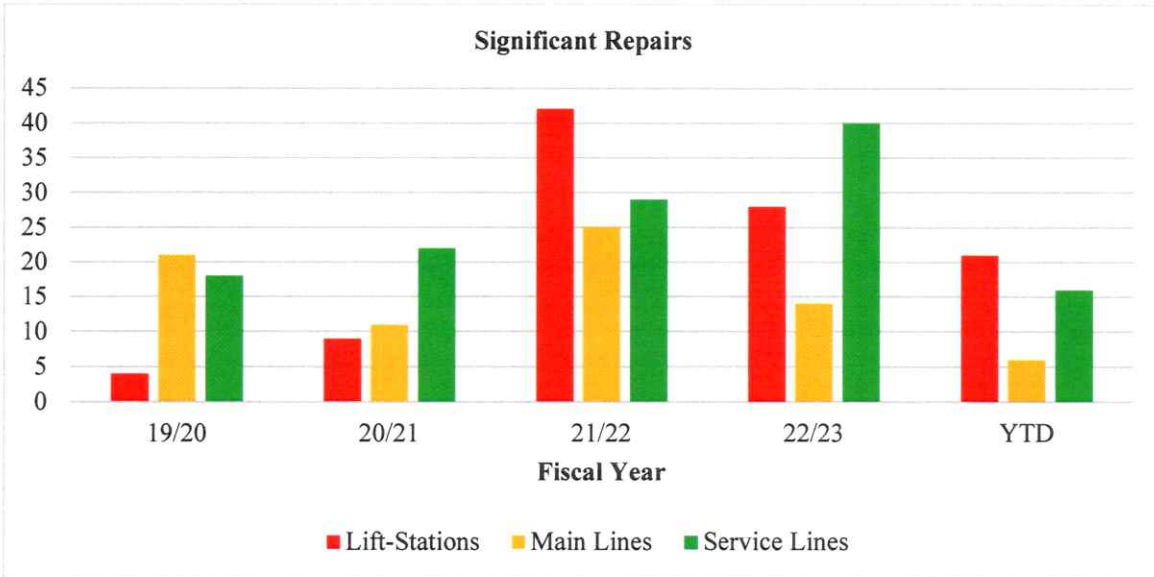
Parks Station #1: Parks Station #1 experienced a clogged drain plug in pump #1. Upon attempt to removed the plug, it sheared off within the pump's casing. The damaged piece was extracted, and a temporary part was installed while the permanent part was placed on order. The temporary part also failed, and the pump has been taken out of service until the new part arrived. The station is currently operating normally on a single pump.

**Public Services Department - Wastewater Division
January 2024**

System Repair Goals:

The goal is to minimize failures with the major lift stations and the mainline gravity, low-pressure and high-pressure force-mains, and the air-vacuum systems. Key personnel have been trained over the last six (6) years on the proper operation and maintenance of the major lift stations. This program has been very successful in reducing the number of station failures. Some of the lift stations are either at or near their anticipated useful life. Therefore, we will continue to encounter equipment failures until the stations are replaced. The mainline and service line repairs are mitigated in a large part by the 811 line marking program. However, we do encounter residents or contractors that dig without notifying the 811 call center. Under these circumstances the City must make repairs; and if the line break was due to negligence, the responsible party will be billed. In some cases, the breaks are due to weather events or age.

<u>Repairs</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>		<u>Jan 2024</u>	<u>FY 23/24 YTD</u>
Major Stations	4	9	42	28		6	21
Main Line	21	11	25	14		1	6
Service Line	18	22	29	40		3	16

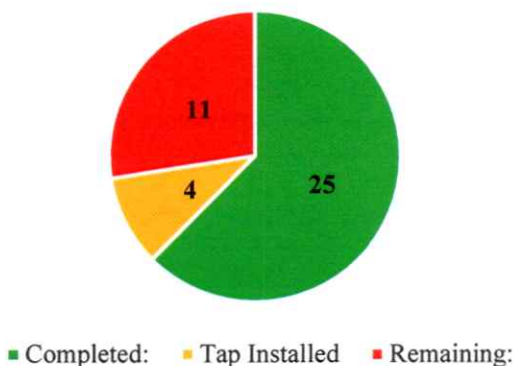


Public Services Department - Wastewater Division
January 2024

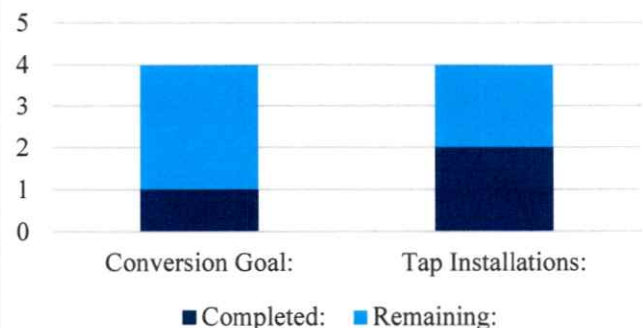
Ongoing Projects:

- 1. New Southern Force-Main:** The sewer model and master plan updates completed by Jacobs Engineering revealed significant flow restrictions in our existing 12-inch Southern Force-Main, which currently takes approximately 60% of the City's sewer flows. Replacement of the existing main will require running a new upsized line approximately four (4) miles from the Wastewater Treatment Plant at the end of Industrial Drive to the new Dorris Farm development on Tyree Springs Road. **Phase-1 (from the intersection of DeeCee/SCT to the end of Hester Dr) has been fully completed. Phase-2 (Hester Dr to the intersection of Sage/Cardinal) pipe installation and site cleanup is complete, and is only pending final pavement patching of Sage Rd to close out. Phase-3 pipe installation, testing, and tie-ins have been completed, as have service line relocations along the Industrial Dr corridor. As of October 31st, 2023, all three phases of the new Southern Force-Main are receiving active flow (flow is diverting from the old 12" line into the new upsized line beginning at the intersection of Sage Rd / Cardinal Dr and flowing to the Wastewater Treatment Plant located at 725 Industrial Dr), and the old 12" and old 6" lines along Industrial Dr have been physically disconnected and abandoned from the intersection of SCT Dr and Industrial Dr to the treatment plant. Final paving of the disturbed areas within the campus of the Wastewater Treatment Plant, as well as full-width repaving of Industrial Dr and SCT Dr (including restriping) has also been completed. Remaining tasks for completion of Phase-3 include the installation of one (1) additional 12-inch insert-a-valve, with location to be determined by the City. Bids for Phase-4 were opened on February 5th, and are currently under review.**
- 2. Calista Vacuum Station:** All three of the new Mink vacuum pumps installed in 2019 have failed prematurely, with metal shavings discovered in the oil pan of pumps #2 and #3, and a splined coupler failure in both pump #1 and pump #2. We are sending pumps #2 and #3 back to the manufacturer to discover the cause of the failure, and for a quote on repairs. The replacement cost for a new pump is approximately \$30,000. **One of the older model Busch pumps previously removed from the station has been retrofitted as a replacement until the Mink pump can either be repaired or replaced. A second Busch pump has been rebuilt by the manufacturer and installed, and the station is currently operating normally.**
- 3. North Palmers Vacuum Station:** The volute of one of the in-line centrifugal sewer pumps has cracked, and the pump has been removed from service. Due to the age of the pump, a matching volute cannot be sourced, and the entire pump must be replaced. **A quote has been solicited for a replacement, and is currently awaiting approval for purchase.**
- 4. Septic-to-Sewer Conversions:** The City continues to make progress on septic to sewer conversions. An additional eight (8) addresses have been approved by the Board to be added to the original list of septic-to-sewer conversion projects. Four (4) full conversions are planned for the FY23/24 fiscal year, with one of the conversions already having a tap installed. **A total of 25 projects have now been completed on the list of 40. One conversion has been partially completed in December, 2023; and is awaiting site power for the grinder pump to be installed by the homeowner.**
- 5. Copes Crossing Lift-Station:** The control panel for the Copes Crossing lift-station has been replaced. However, an additional issue was identified with the pump power cables during the panel replacement. **A quote was solicited, and the replacement power cables have been placed on order.**

Total Planned Septic-to-Sewer Conversions:



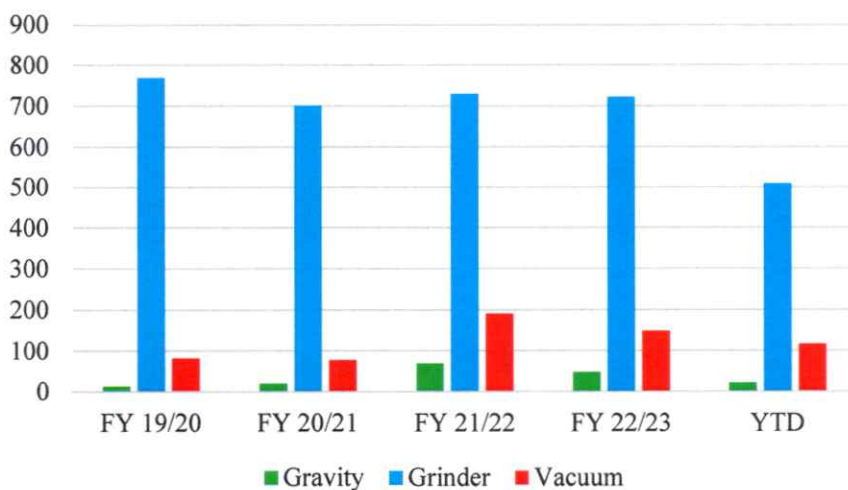
Septic-to-Sewer Conversion Goals
(FY-2023/2024)



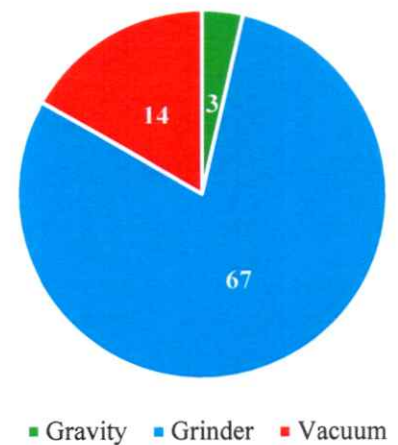
**Public Services Department - Wastewater Division
January 2024**

<u>Work Orders</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>		<u>Jan 2024</u>	<u>FY 23/24 YTD</u>
Vacuum System Service Request	82	78	191	149		14	117
Gravity Service Request	13	20	69	48		3	22
Low Pressure Service Request	770	702	730	723		63	505
Total Pumps Replaced	449	492	472	459		38	257
Total Pumps Rebuilt	n/a	135	114	30		0	15
Total Warranty Pumps Returned	n/a	n/a	129	125		14	38
Grinder Tank PM Program	267	219	117	132		8	87
Open Trench Inspections	226	409	702	653		77	478
Final Inspection for New Service	110	248	405	489		47	384
Grease Trap Inspections	n/a	n/a	n/a	162		16	106
Sanitary Sewer Overflow (SSO)	49	19	28	14		1	10
Odor Complaints	43	35	22	28		2	22

Sewer Service Calls by Connection Type (YTD)



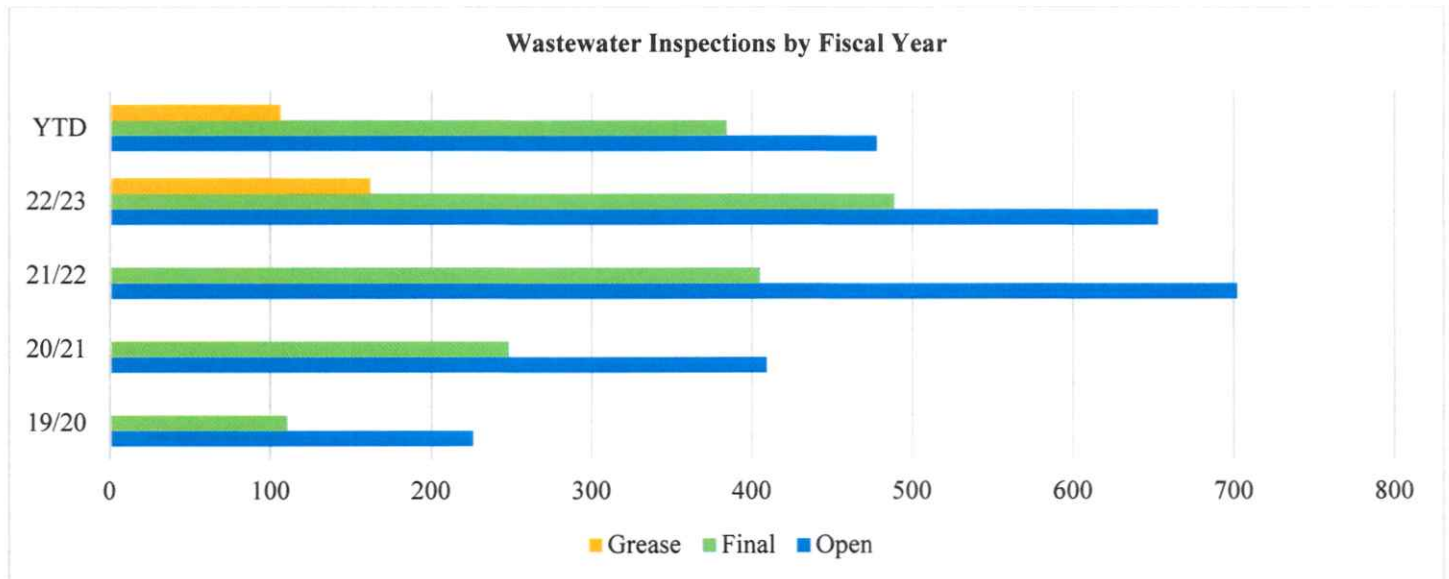
Sewer Service Calls by Connection Type (January 2024)



Public Services Department - Wastewater Division
January 2024

New Constructions and Inspections:

Wastewater inspectors perform open-trench inspections for all sewer infrastructure installed within our Collections System, as well as final inspections on all new construction buildings. New constructions throughout the City, both commercial and residential, have drastically increased the frequency of both inspection activities. We have seen an approximate doubling in the number of inspections every year for five years, with FY22/23 numbers remaining similar to the FY21/22 inspection requests.

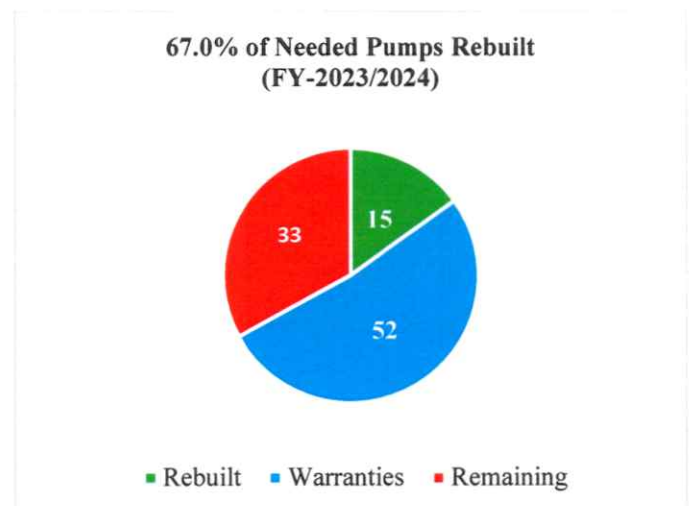


Pump Rebuilds:

The capital outlay budget was designed for a total purchase of 350 new E-One grinder pumps for the 2022/2023 Fiscal Year, though product price increases reduced the total number of anticipated new pumps to approximately 325. However, 459 grinder pumps were needed to meet all the service call requests for the year, and supply-chain issues led to long delays in receiving new pumps that were on order. To supplement the amount of pumps on-hand, the department rebuilt 30 pumps throughout the year, in addition to 125 warranty-return pumps received. Wascon rebuilds all pumps that fail prior to expiration of their 5-year and 3-month warranty period. The capital outlay budget for the 2023/2024 fiscal year was again designed for the purchase of approximately 325 new pumps, though the City was able to secure better pricing for a brief window to enable the purchase of 400 pumps, with an anticipated need for approximately 475 pumps throughout the year (to be supplemented by in-house rebuilds and warranty-return pumps). As such, the City is targeting to rebuild a minimum of 100 pumps (inclusive of rebuilt warranty-return pumps) throughout the year for buffer.

New pumps are anticipated to have an average operating lifespan of approximately 7-10 years. Rebuilt pumps are anticipated to have an average operating lifespan of approximately 2-3 years.

There have been an abnormally high number of warranty-returns in the last three years caused by a known manufacturing defect in the 2018/2019 E-One models that the manufacturer has since corrected.



**Public Services Department - Wastewater Division
January 2024**

Treatment System Activities:

Wastewater Treatment Plant Goals:

The primary goal for the treatment plant is to provide an effluent quality that meets or exceeds the TDEC required limits as set forth in our NPDES permit. This is measured by a violation occurrence that must be notated on the monthly report. The secondary goal is to provide a high-level operation and maintenance program to ensure the plant runs as designed. This plant was built in 2001 and has been experiencing mechanical failures on components that operate 24/7.

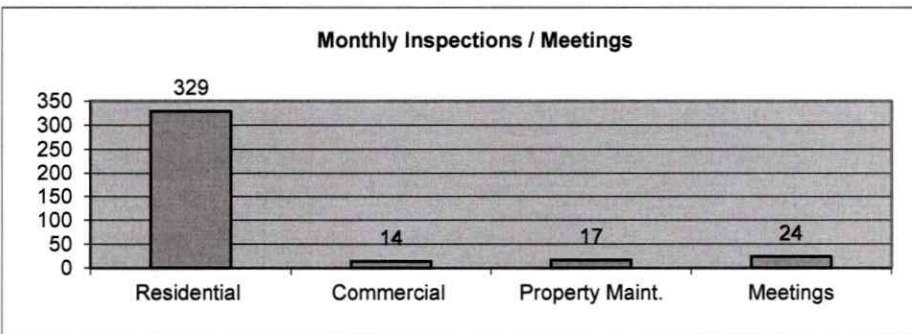
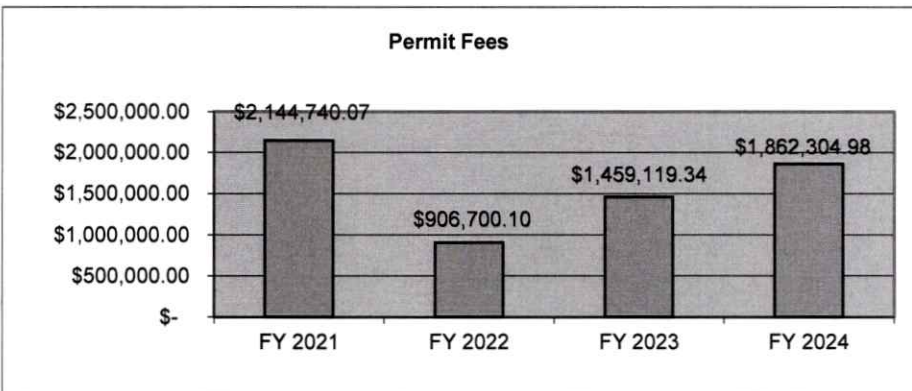
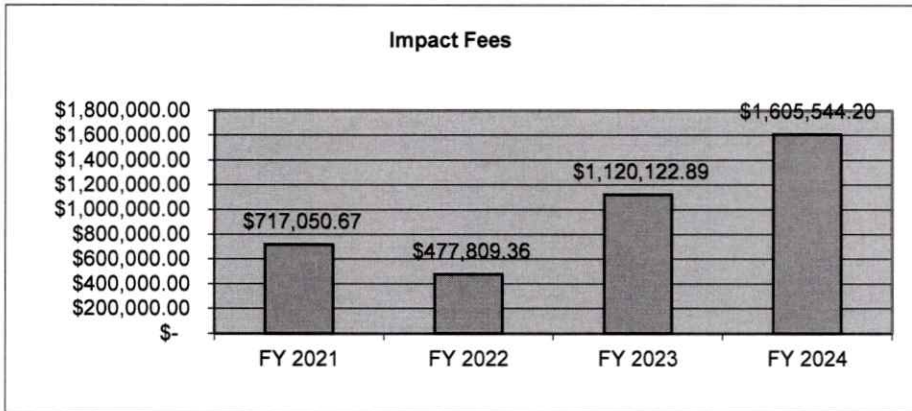
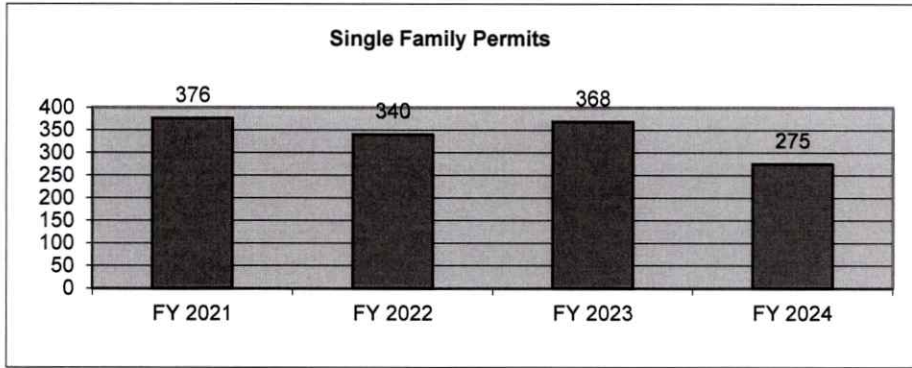
<u>Parameter</u>	<u>Oct - 23</u>	<u>Nov - 23</u>	<u>Dec - 23</u>	<u>Jan - 24</u>	
Flow – To Creek	0.526 MGD	0.614 MGD	0.646 MGD	0.820 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0.000 MGD	0.000 MGD	0.000 MGD	0.000 MGD	
Total Flow Through Plant	0.526 MGD	0.614 MGD	0.646 MGD	0.820 MGD	
Capacity	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
% of Plant Throughput	37.6%	43.9%	46.1%	58.6%	(0.820 MGD) / (1.400 MGD)
Actual Capacity	1.120 MGD	1.120 MGD	1.120 MGD	1.120 MGD	(1.400 MGD x 80%)
% of Allocated Capacity	47.0%	54.8%	57.7%	73.2%	(0.820 MGD) / (1.120 MGD)
Rainfall	1.60"	3.31"	2.15"	11.02"	

	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>		<u>Jan 2024</u>	<u>FY 23/24 YTD</u>
Effluent Violations	12	7	32	25		6	15

- Violations:** One violation for Total Phosphorus Rolling Average in pounds per year. This will continue until the new plant is operational. Violations may continue for several months after completion of construction until the annual rolling average can be reduced below the violation limits by the new facility. Five additional daily violations for ammonia occurred during heavy I&I events, which decreased detention time within the plant, and reduced the effectiveness of the treatment process during that time as a result.
- TDEC Order and Assessment:** On July 15th, 2020, TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous average). An initial payment in the amount of \$12,608 was required within 30 days, with other penalties only being applicable if the provisions of the order and assessment were not met. Two (2) provisions were of concern to City staff: The City must begin to initiate the implementation of the state-approved plans for the WWTP expansion within 90 days; and the City must remain within "significant compliance" of the facility's permit for a period of two (2) years following completion of construction of the new facility. City personnel spoke with TDEC officials on July 29th, and were able to confirm that the City is already compliant with the 90-day initiation period as a result of the progress made with the SRF Loan process for the facility, and received an extension of the "significant compliance" period to begin one (1) year after completion of construction, to allow for the influence of the old facility's treatment effectiveness on annual rolling averages to be completely phased out. **The City received written confirmation of this arrangement from TDEC on August 7th, 2020.**
- Peracetic Acid:** TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly. The PAA feed rate is operating at a constant **2.00** parts per million (ppm). The average residual was **0.20** ppm. ***Last month the feed rate was 2.20 ppm.***

Our TDEC permit states in part that, "The concentration of the E. Coli group after disinfection shall not exceed **126 CFU's** (colony forming units) per 100 ml." Additionally, our **daily maximum** concentration limit is **941/1000ml**. Our E Coli testing for the month was an average of **28.7 CFU's**, which is well below the limit. ***Last month the average was 40.80 CFU.***

Planning and Codes Department
JANUARY 2024



**Planning and Codes Department
JANUARY 2024**

	Month	FY2024	FY2023	FY2022	FY2021
MEETING AGENDA ITEMS#					
Planning Commission	0	46	91	67	74
Construction Appeals	0	0	0	0	0
Zoning Appeals	0	0	6	5	4
Tech. Review/Study Session	0	0	0	5	2
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	46	275	368	340	376
Multi-Family Residential	0	0	226	0	22
Other Residential	5	47	96	89	83
New Commercial	0	8	7	7	6
New Industrial	0	1	0	0	0
Other Com/Ind	5	31	51	25	23
Sign	4	11	22	11	17
Occupancy Permits	24	215	397	319	400
Other	0	1	31	11	12
BUILDING INSPECTIONS					
Residential	329	2749	4885	5452	2621
Hours	164.5	1039.25	2250.5	1367	533
Commercial /Industrial	14	113	125	139	92
Hours	7	40.75	125	139	92
CODE ENFORCEMENT					
Total Cases	17	129	35	98	179
Hours	8.5	43.75	35.75	70.24	86.75
Complaints Received	17	125	199	55	41
MEETINGS					
Administration	7	44	80	117	72
Hours	3.5	22.75	86	127	70
Planning	15	81	112	127	53
Hours	15	43.25	116.5	96	50
Codes	2	12	10	8	11
Hours	1	9.5	13	10	9
FEES					
Permit Fees	\$176,850.00	\$ 1,862,304.98	\$ 1,459,119.34	\$ 906,700.10	\$2,144,740.07
Board Review Fees	\$2,100.00	\$ 5,730.00	\$ 18,050.00	\$ 14,100.00	\$84,775.00
City Impact Fee	\$172,040.00	\$ 1,605,544.20	\$ 1,120,122.89	\$ 477,809.36	\$717,050.67
Roads	\$52,762.00	\$ 513,603.48	\$ 323,964.51	\$ 664,873.38	\$301,769.60
Parks	\$54,694.00	\$ 326,975.00	\$ 291,189.00	\$ 114,114.00	\$ 150,326.00
Police	\$38,916.00	\$ 460,749.44	\$ 239,697.73	\$ 125,535.54	\$ 191,431.41
Fire	\$25,668.00	\$ 304,216.28	\$ 169,728.00	\$ 76,498.26	\$ 79,900.66
OTHER ITEMS					
Subdivision Lots	0	0	0	0	235
Commercial/Ind. Sq Ft	0	311,999	0	15,216	214,206
Multi-Family Units	0	0	22	0	96
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 35	\$ 26,014,121.14		\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	18		17	16	15

Parks, Recreation, & Cultural Arts Department
January 2024

Update on ongoing projects:

Soccer Complex Renovation Phase II

- Project started
- Substantial completion set for June 15th



Splash Pad Maintenance Building

- Some work was done on the interior but not much else
- It has been stressed to them that we intend to open splash pad on time this year and how important it is to get situation with tank resolved before then

Rec Center

- Steel work continued this month – should still take a little while longer to complete.
- Work continued on the walls



Parks, Recreation, & Cultural Arts Department
January 2024

Master Plan

- Work continued with Kimley Horn
- Survey completed – 722 people participated which we are told is a exceptional response rate – they actually asked us what we did to get the number of responses we got, so we feel good about that
- Next steps include a Study Session on February 20th to do a SWOT analysis with the Leisure Service Board, then we will review draft recommendations at the March Leisure Service Board Meeting and review the final draft at the May meeting.
- We will obviously be doing additional things between those dates but those are the highlights.

List of upcoming projects yet to begin:

Parks Truck

- Still waiting on this project

Dirt for Laser Grading & Sand for Top Dressing

- Laser grading complete
- Top dressing will take place in June
-

Recreation

Adult Programs

Women's Exercise Class:

- Dates: 01/03, 01/10, 01/24, 01/31
- Canceled 01/17- Winter Weather
- Total Attendees: 13

Adult Softball:

- Registration Open: Jan 28th- March 10th

Youth Athletics

Youth Basketball

- Games ongoing
- Practices and games canceled: 01/15 - 01/20
 - Winter Weather
- Pictures Taken: Jan. 6th & 13th
 - Kris Freeman- SMS Media

Girl's Volleyball

- Registration: Jan. 1st- Feb. 18th
- 87 players registered as of 01/31

Challenger Baseball

- Registration: Jan. 1st- Mar. 17th
- 4 players registered as of Jan 31st
- Sponsor letters dispersed week of Jan. 25th
 - Channels: Email, Mail, Chamber Newsletter
 - \$1,500 received as of Jan. 31st

Special Events

Next Event: The Great Egg Hunt- March 17th- 31st

- Submitted Graphics for Word on White House (February/March edition)



**Parks, Recreation, & Cultural Arts Department
January 2024**

Other

Master Plan:

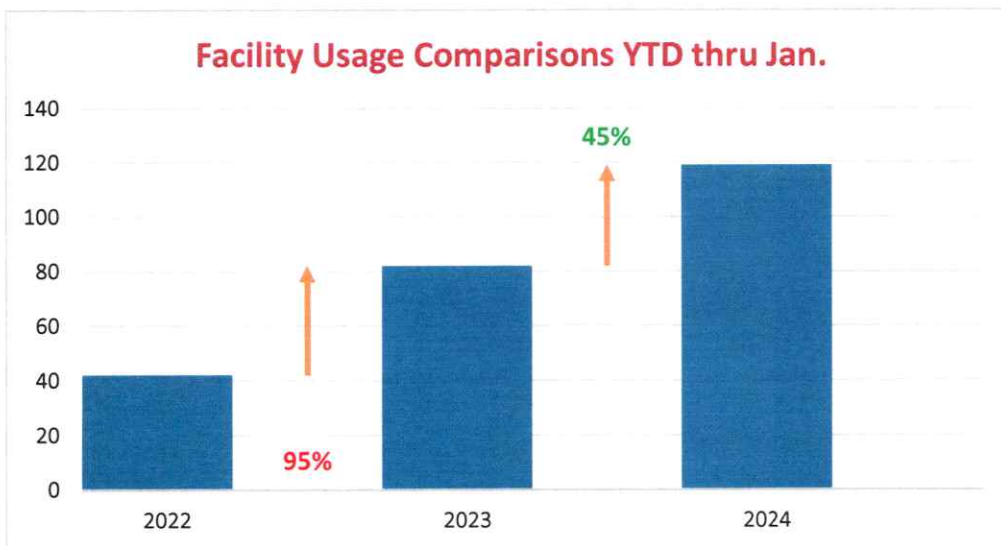
- Public Survey Ended- 01/08

Open gyms: Averaged totals per a day

- Gym Closed: 01/16-01/21 for Winter Weather
- Pickle Ball Open Gym- 17
- Open Gym - 16

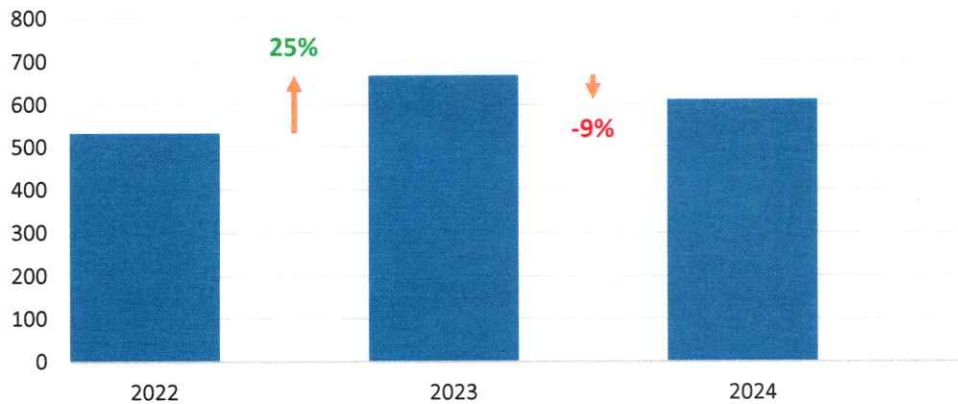
Social Media

- Facebook
 - 985 Followers
 - Reach: 5,360
 - Total posts:
 - Best Performing Post: 01/07- Women's Exercise Class
 - Reach: 2,000
 - Shares: 3
 - Link Clicks 94

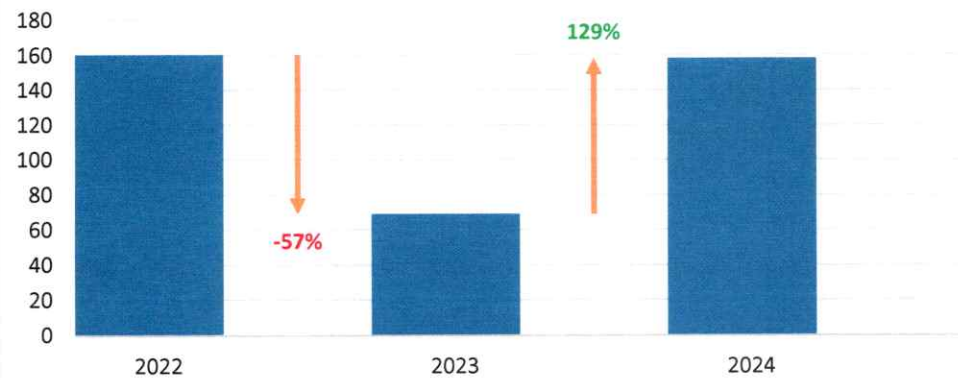


Parks, Recreation, & Cultural Arts Department
January 2024

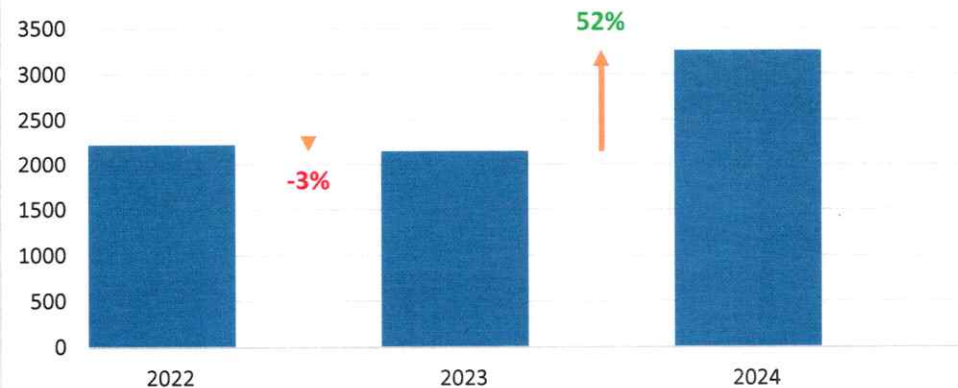
**Youth Programming Attendance Comparisons YTD
thru Jan.**



**Adult Programming Attendance Comparisons YTD
thru Jan.**

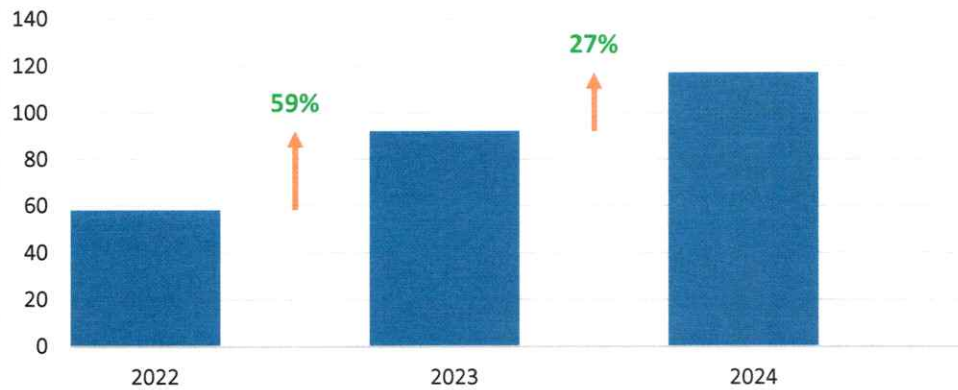


**Special Event Attendance Comparisons YTD thru
Jan.**

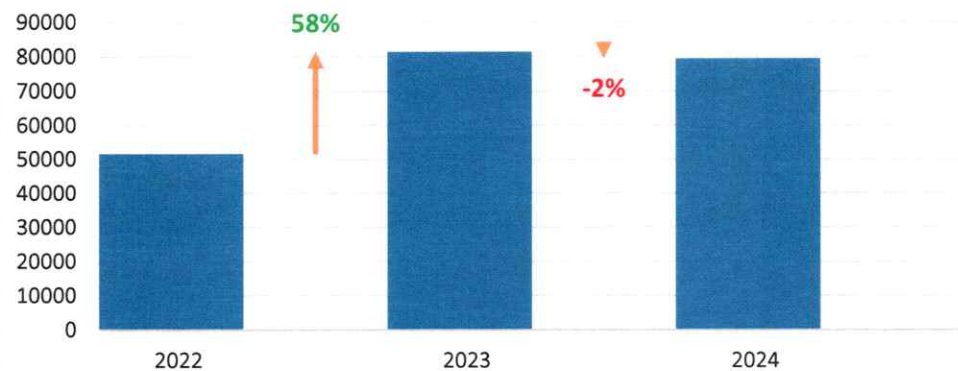


Parks, Recreation, & Cultural Arts Department
January 2024

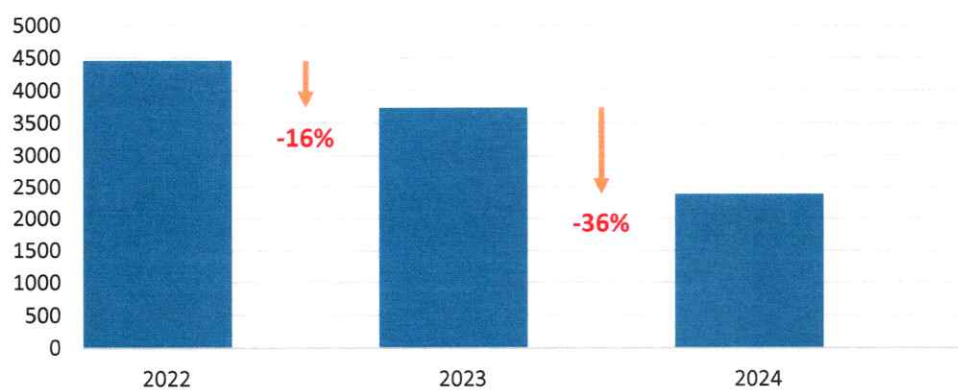
Total Program Offerings Comparisons YTD thru Jan.



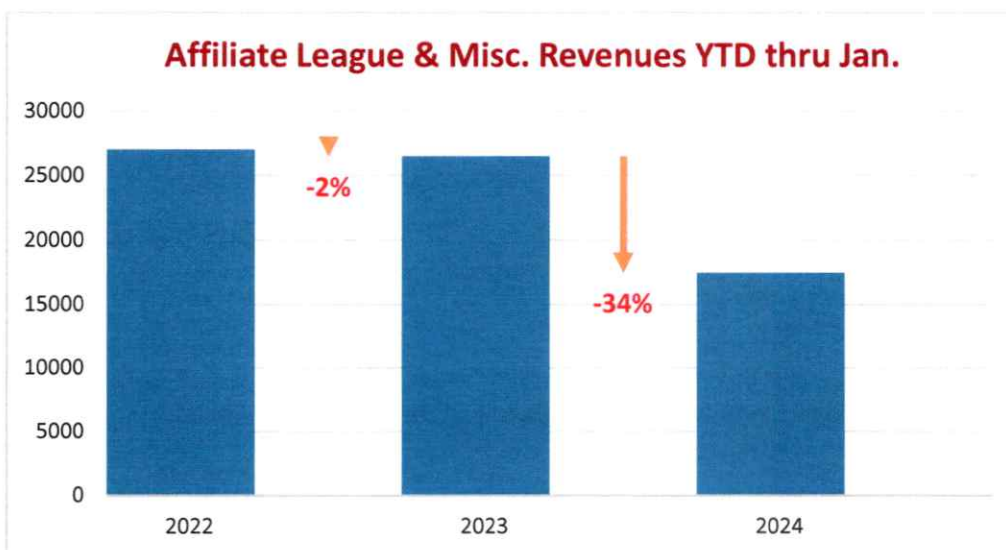
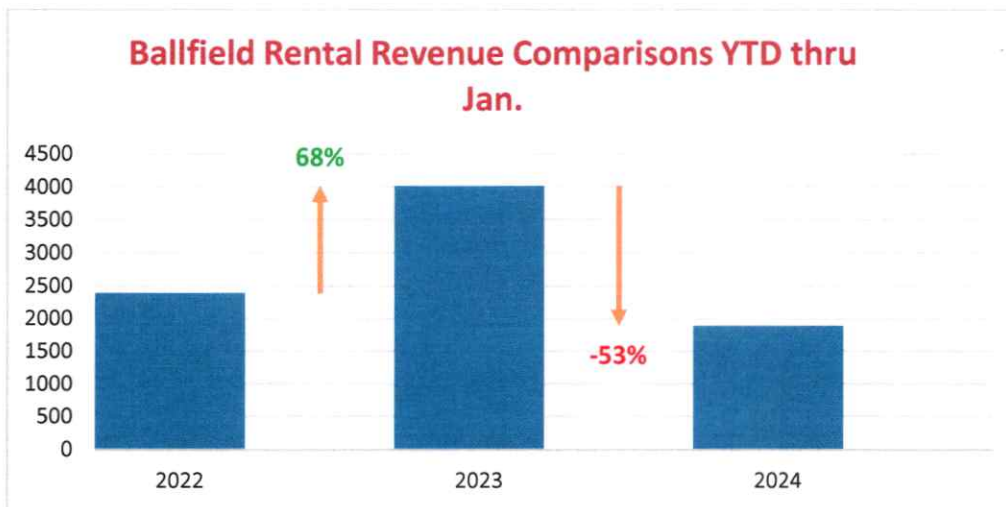
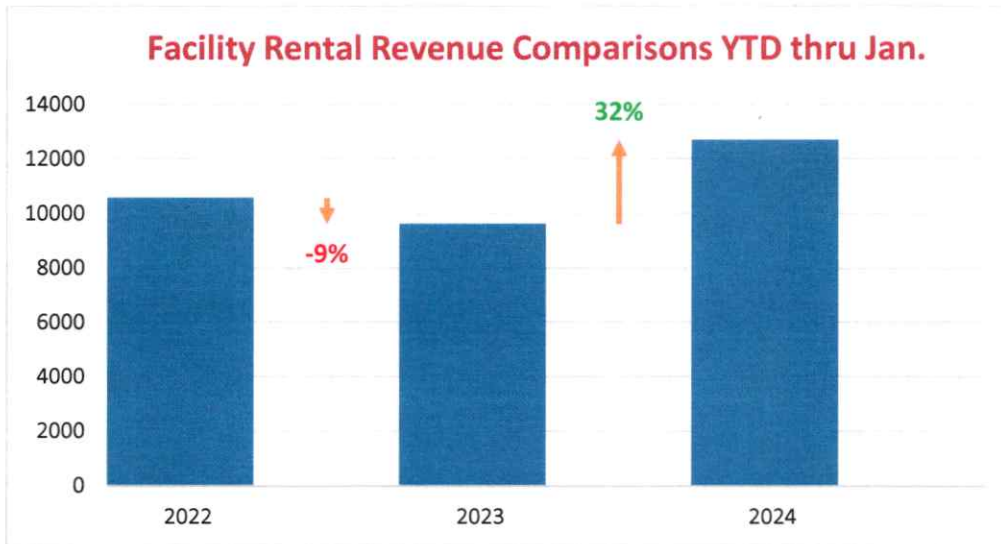
Programming & Special Event Revenue Comparisons YTD thru Jan.



Pavilion Rental Revenue Comparisons YTD thru Jan.



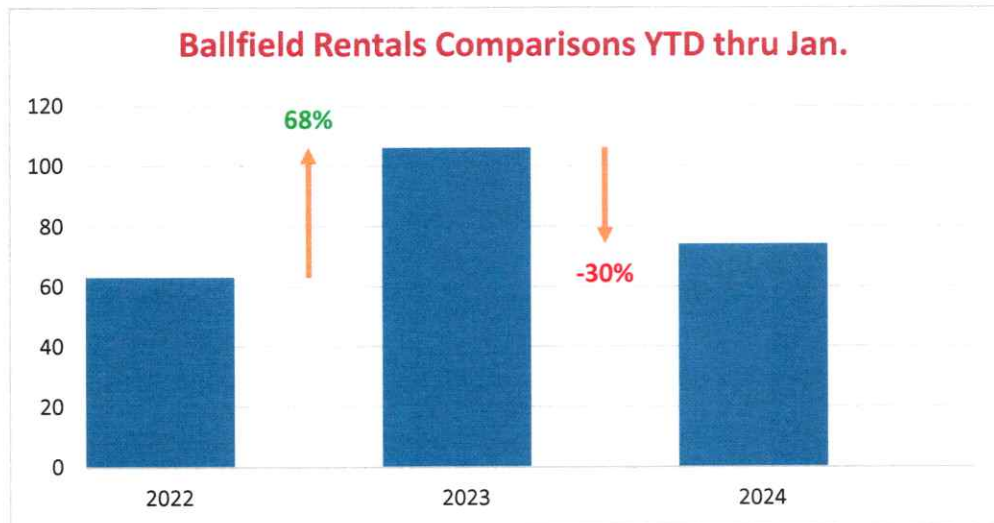
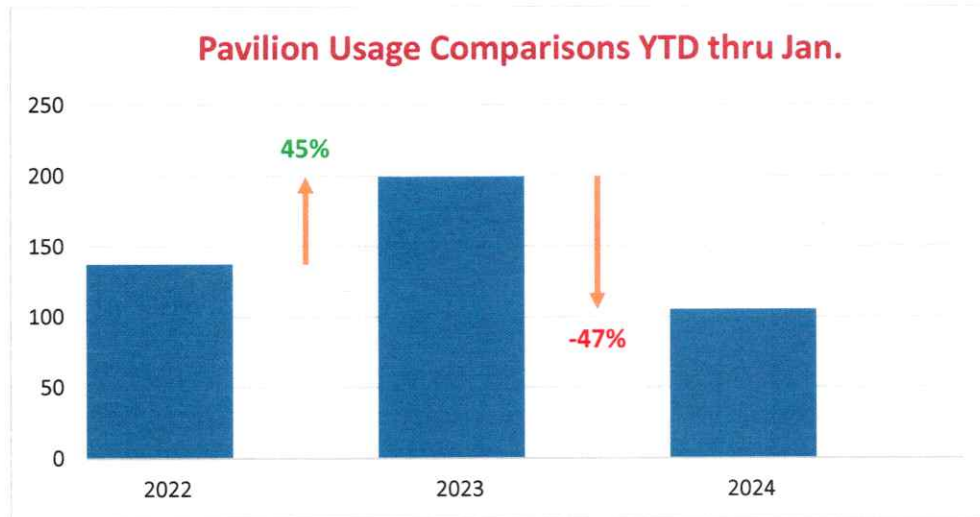
Parks, Recreation, & Cultural Arts Department
January 2024



**Parks, Recreation, & Cultural Arts Department
January 2024**

Maintenance

- We pressure washed bridge floors at the High School and Tyree Springs. We also pressure washed the field 5 bathroom building and field 5,6 dugouts.
- We put down pre-emergent in all of our landscape beds.
- We changed out some more flush valves in the soccer complex bathrooms.
- We cut up a couple more trees next to the volleyball courts.
- We took the metal cage off of the landscape truck to give us more bed space.



**Parks, Recreation, & Cultural Arts Department
January 2024**

Museum

Volunteers

The volunteers calendared the events that the museum will participate in this year. We also began contacting reenactors and discussing ideas and changes for The Gathering on Saturday, September 21. Volunteers helped take down the JT Albert display and pack it up for pick up. We really appreciate Johnny Albert loaning several of his father's items for this display. Also, a volunteer helped get the Christmas decorations for the inside of the building put in the storage room. Volunteers provided the museum with 20 hours of service in January.

Exhibits – The volunteers discussed, and helped prepare and put up the new display for Black History Month on Josephine Groves Holloway.



Tours at Museum - Tours were given to walk ins.

Building Maintenance

The floor in the hallway that had water damage from HVAC leak has been repaired.

Christmas tree was taken down.



Events and Meetings Assisted with and/or Attended

January 11 – Rotary used Training Room

January 16-17 – Museum was closed due to snow/ice

January 18 – Rotary used Training Room

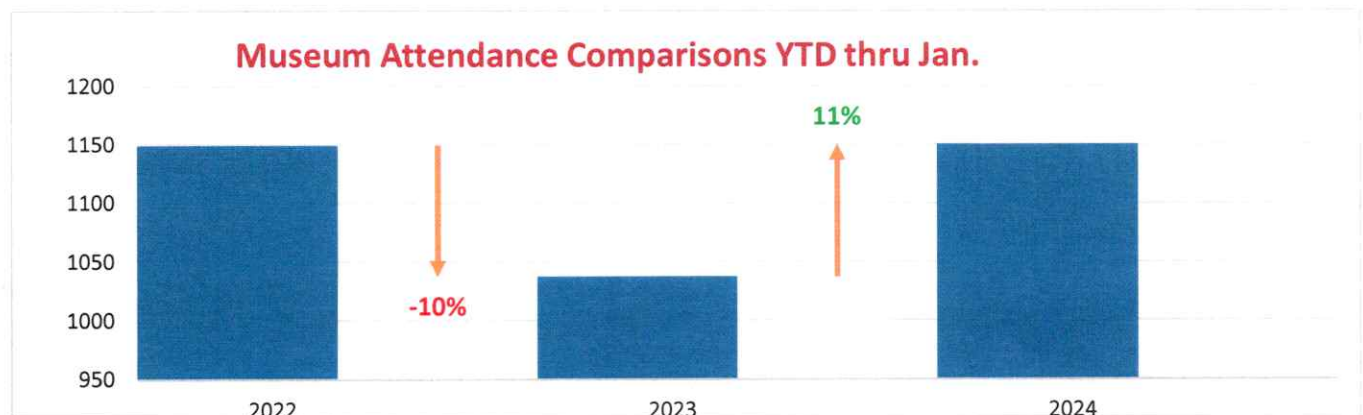
January 24 – Ribbon Cutting Liberty Market

January 31 – Charter Senior Living used Training Room with Speaker Ceagus Clark, Planning and Codes Director



Visitors' Center and Museum Attendance

Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
1	14	12	26	

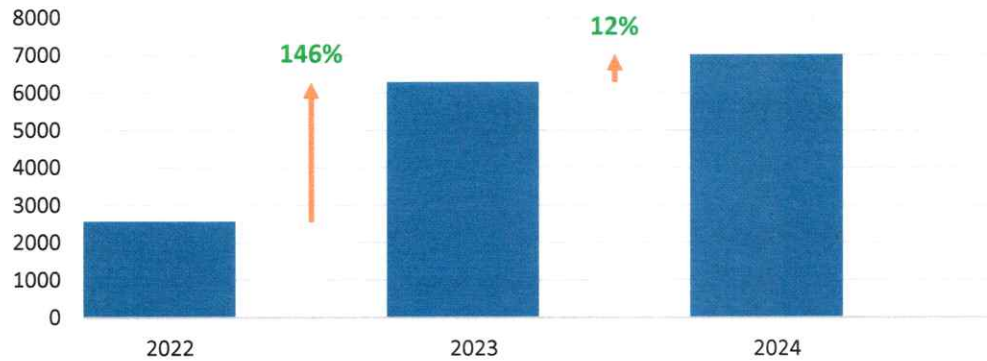


**Parks, Recreation, & Cultural Arts Department
January 2024**

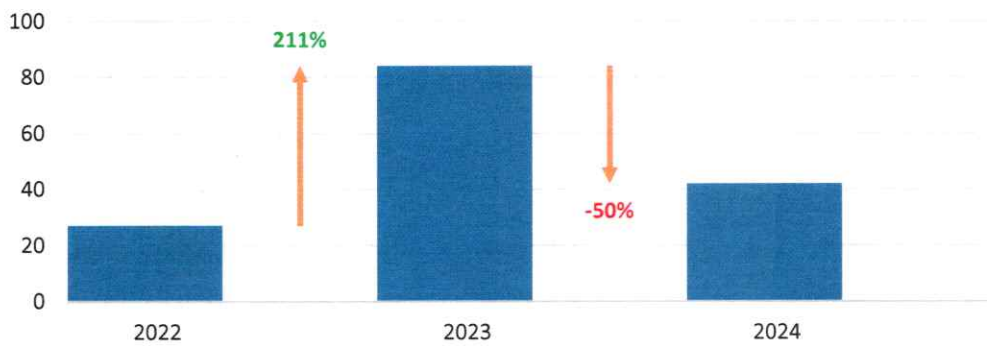
Senior Center Participation - JANUARY 2024			
Outings:			
<u>OprvMills</u>	15		
NCG Movies	16		
Bowling	14		
Total	45		
Events:			
Christmas Party for Exercise Class	28		
Movie at Center	5		
Total	33		
		Sr Meals Wednesdays	
		142	
		133	
		123	
		127	
		525	TOTAL
Programs:			
Fittercise-Strength, Yoga	384		
Walk	112		
Bingo	52		
Birthday Potluck	32		
Ballroom & Country Western Dance Lessons	19		
Farmers Rummy	15		
Garden Club	44		
Quilting	0		
Meals on Wheels	71		
Bunco	15		
Bible Study	0		
Crafts	0		
Cards, Games,Pool, Puzzles	133		
Pickle Ball	96		
TOTAL	973		
MEMBERS	381	Updated members	as of1/31
1st time visitors	14		
New Members	8		
TOTAL Sr Center Participants:	1396	Total	1576

Parks, Recreation, & Cultural Arts Department
January 2024

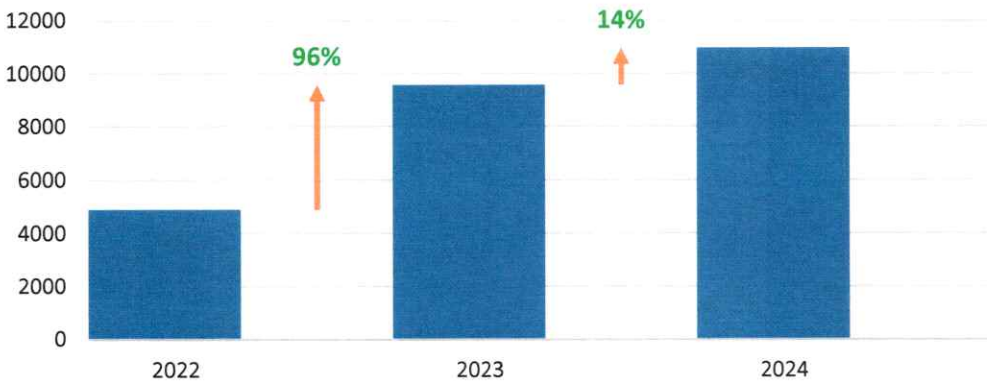
Senior Programming Attendance Comparisons YTD
thru Jan.



Senior Center First Time Visitors Comparisons YTD
thru Jan.



Total Senior Center Participants Comparisons YTD
thru Jan.



	FYE 2021	FYE 2022	FYE 2023	YTD Jan. 2022	YTD Jan. 2023	Jan-24	YTD 23-24
Facility Usage							
Special Use Permits Submitted	39	20	23	6	14	2	17
Pavilion 1 Usage	21	16	16	7	7	0	11
Pavilion 2 Usage	13	16	14	4	5	0	9
Pavilion 3 Usage	74	94	137	36	65	0	70
Splash Pad Pavilion Usage	99	165	136	90	122	0	15
Total Number of Pavilions Usage	207	291	303	137	199	0	105
Gymnasium Rentals	23	83	82	42	64	2	18
Amphitheater Usage	1	9	9	0	7	0	1
Community Room			66	0	11	12	100
Total Number of Facility Rentals	30	92	157	42	82	14	119
Ballfield Rentals	146	134	165	63	106	0	74
Vistor Center Attendance	20	29	30	12	16	1	15
Vistors Who Also Toured Museum	70	303	191	151	101	14	123
Museum Attendance Only	115	1116	1142	986	936	12	1027
Total Museum Attendance	185	1419	1333	1,149	1037	26	1150
Programming							
Number of Youth Program Participants	417	615	800	532	667	0	610
Number of Adult Program Participants	100	260	195	160	69	13	158
Number of In-House Special Events Offered	9	7	11	5	7	0	8
Number of In-House Special Event Attendees	1077	2223	2158	2,223	2,150	0	3260
Number of Rec Programs Offered	19	21	24	11	13	4	14
Number of Senior Center Memberships	2000	2454	3186	1429	1605	381	2564
Number of New Senior Center Memberships	0	5	38	5	9	8	56
Senior Center Participants	4412	11605	16,821	4,894	9,570	1,576	10956
Senior Center First Time Visitors	36	95	115	27	84	14	42
Number of Senior Trips Offered	9	28	46	12	27	2	18
Number of Senior Trip Participants	81	235	617	92	335	45	264
Number of Senior Programs Offered	34	101	142	47	79	16	103
Number of Senior Program Participants	1061	7304	10,566	2557	6282	1006	7010
Number of Senior Meals Served	36	47	48	27	28	4	30
Number of Meals Participants	3277	3965	5658	2245	2953	525	4314
Offsite Presentation Attendees	0	145	435	120	300	0	385
Total Number of Programs Offered	53	124	166	58	92	20	117
Revenues							
Youth Programs	\$44,261.00	\$57,366.00	\$ 79,821.40	\$42,497.00	\$64,582.00	\$5,993.00	\$ 59,595.00
Adult Programs	\$ 6,230.00	\$ 7,925.00	\$ 11,780.00	\$2,500.00	\$6,270.00	\$290.00	\$ 4,660.00
Special Events	\$ 3,495.00	\$ 3,080.00	\$ 2,940.00	\$765.00	\$780.00	\$0.00	\$ 785.00
Senior Meals	\$ 8,222.50	\$11,442.00	\$ 18,754.00	\$5,774.50	\$9,793.50	\$1,742.00	\$ 14,376.50
Shelter Reservations	\$ 9,112.50	\$12,995.00	\$ 7,675.00	\$4,455.00	\$3,730.00	\$280.00	\$ 2,387.50
Facility Reservations	\$ 2,956.25	\$19,181.75	\$ 16,978.25	\$10,575.50	\$9,621.50	\$1,243.75	\$ 12,687.50
Field Rentals	\$ 5,820.50	\$ 3,913.00	\$ 5,578.50	\$2,385.00	\$4,015.00	\$100.00	\$ 1,888.00
Affiliate League/Tournament Fee Revenue	\$ -	\$13,666.50	\$ 29,825.50	\$7,849.50	\$22,045.50	\$2,581.00	\$ 11,527.50
Misc	\$ 9,686.39	\$25,818.31	\$ 8,763.20	\$19,141.55	\$4,417.18	\$1,500.00	\$ 5,901.95
Maintenance							
Mowing Hours	2,195	1660.25	1548.5	1201.25	824.5	0	938
Work Orders Received	9	15	24	9	12	0	10
Work Orders Completed	9	14	23	8	11	0	10
Number of Projects Started	39	31	8	15	3		10
Number of Projects Completed	32	29	8	13	3		8
Number of ballfield rainouts	NA	156	321		25	0	167
Bags of Field Dry Used	NA	100	42		3	0	24

**White House Library
January 2024**

Summary of Activities

The library director had her one-on-one meeting with the library board chair. The library director shared her proposed goals and professional development with the chair and gave an update on how she was doing.

The library board met on January 11th. The board reviewed the museum passes policy change, the state standards, the budget proposal and conducted the director's evaluation. They decided to let museum passes checkout for 2 weeks with no renewals and no late fees. They also wanted to have a mix of board members and patrons complete the image evaluation. They voted to accept the budget proposal from the budget committee.

The executive committee met on January 16th. The committee presented to the library director the board's director evaluation. The committee approved the Objective Key Result (OKRs) plan, the director's goals, and her professional development proposal. They only removed one item from the director's professional development. Since there are now measureable results that both the library staff and the director are to achieve, the progress of those goals will be reported on monthly reports.

The library closed early in the evening and cancelled all programs the week of the snow storm.

The library director and library trustee Carter Beck attended the Board of Mayor and Aldermen meeting on January 22nd. The director presented the BMA with the library board's proposal to go fine free. The BMA vote yes on the proposal for the first reading. On February 15 the BMA will have a second reading on the proposal.

The library had a company called Sorenson come install a video phone in the library for the deaf community to use. This is part of the library's long range plan. The library will provide more details on how the video phone will help the deaf community after they receive all the instruction and promotional material.

The HR Director, Library Director and City Administrator conducted interviews for the vacant library supervisor position. 3 candidates were interviewed and an offer was made to one, who accepted the position but her start date is pending as she will have to move to the area.

The library director attended the department head budget retreat. At this meeting the group did teambuilding exercises and discussed personnel and CIP requests.

The library director had her monthly one-on-ones with each of her library staff. At these meetings the director went over the OKR plan, other changes for each staff member, and allowed time for each staff member to discuss anything they would like.

Department Highlights

The highlights for the month include getting the video phone for the deaf community to use, making an offer for the vacant position, and the BMA voting on the first reading to go fine free.

**White House Public Library
January 2024 Performance Measures**

Official Service Area Populations

2020	2021	2022	2023	2024
14,363	14,455	14,820	15,094	

Membership

January	2020	2021	2022	2023	2024
New Members	100	85	95	151	147
Updated Members	332	332	326	991	496
Yearly Totals	2020	2021	2022	2023	2024
Total Members	9,496	7,027	7,125	7,442	7,537
% of population with membership	66	49	48	49	49

Every year the library will purge the system of patrons that have not used their cards in the past 3 years. The library did its annual purge in October, which is why there is a drop in total cardholders.

Total Material Available: 39,631

Estimated Value of Total Materials: \$990,775

Total Materials Available Per Capita: 2.63

Last Month: \$988,125

Last Month: 2.62

State Minimum Standard: 2.00

Materials Added in January

2020	2021	2022	2023	2024
176	120	365	183	128

Yearly Material Added

2020	2021	2022	2023	2024
3,025	3,035	3,573	2,641	128

Physical Items Checked Out in January

2020	2021	2022	2023	2024
4,809	4,189	5,178	6,167	6,502

Cumulative Physical Items Check Out

2020	2021	2022	2023	2024
50,042	59,515	80,653	81,667	6,502

Miscellaneous item checkouts

January	2020	2021	2022	2023	2024
Technology Devices	28	54	63	67	85
Study Rooms	77	21	58	65	57
Games and Puzzles	96	120	148	165	226
Seeds	16	50	23	96	42
STEAM Packs	30	0	24	20	20
Cake Pans	13	2	4	4	8
Outdoor Items	*	*	*	1	1
Honor Books	*	*	*	11	6

Yearly Totals

2020	2021	2022	2023	2024
381	725	743	794	85
305	395	746	888	57
955	1,263	2,060	1,855	226
302	878	883	767	42
25	160	234	351	20
28	21	69	45	8
*	*	17	59	1
*	*	19	104	6

Library Services Usage

January	2020	2021	2022	2023	2024
Test Proctoring	2	0	3	1	0
Charging Station	11	3	1	1	1
Notary Services	13	4	11	9	15
Library Visits	4,549	2,519	3,151	3,498	3,777
Website Usage	1,092	2,253	2,449	3,910	970
Reference Questions	2	4	4	0	2

Yearly Totals

2020	2021	2022	2023	2024
74	108	61	54	0
47	45	21	16	1
88	144	135	167	15
30,007	38,913	48,253	48,053	3,777
17,977	27,907	33,678	36,648	970
60	73	31	37	2

Computer Users

January	2020	2021	2022	2023	2024
Wireless	592	238	299	372	268
Adult Users	375	220	200	189	192
Kids Users	194	2	123	161	143

Yearly Computer Users

2020	2021	2022	2023	2024
3,829	3,878	4,544	4,338	268
2,138	2,235	2,608	2,255	192
427	957	2,987	2,030	143

Library Volunteers

January	2020	2021	2022	2023	2024
Library Volunteers	14	12	10	8	9
Volunteer Hours	155	114	86	41	57.5

Yearly Totals

19-20	20-21	21-22	22-23	23-24
36	20	48	54	34
1,286	1,204	1,492.5	1,227	324.5

White House Public Library
January 2024 Performance Measures

Universal Class Counts

January	
Sign ups	2
Courses started	6
Lessons viewed	46
Submissions	58

Yearly Totals

2020	2021	2022	2023	2024
10	13	18	22	2
53	39	2	24	6
1,771	1,008	876	419	46
800	515	465	559	58

Kanopy

January	
Visits	657
Pages	856
Plays	196
Accounts	7

2023	2024
2,350	657
3,547	856
608	196
89	7

Programs

1,000 books	2020	2021	2022	2023	2024
Monthly Sign-ups	2	1	9	0	2
Total program Sign-ups	67	124	132	157	159

Achievements

500 Mark	18
Total Completion	18

Face-to-face Kids Programs

January	2020	2021	2022	2023	2024
Programs	12	0	12	11	11
Attendees	260	0	250	264	241
Yearly	2020	2021	2022	2023	2024
Programs	43	91	136	129	11
Attendees	1,185	2,167	3,646	3,805	241

Grab & Go Kits

January	2020	2021	2022	2023	2024
Kits	0	6	0	0	0
Taken	0	251	0	0	0
Yearly	2020	2021	2022	2023	2024
Kits	38	44	7	7	0
Taken	1094	1,699	334	184	0

We actually missed a week of story time due to the snow.

Teen/tween Face-to-Face Programs

January	2020	2021	2022	2023	2024
Programs	0	0	8	8	8
Attendees	0	0	32	18	23
Yearly	2020	2021	2022	2023	2024
Programs	11	43	98	112	8
Attendees	77	370	437	361	23

Teens Programs

January	2024
Programs	2
Attendance	3
Yearly	
Programs	2
Attendance	3

Grab & Go

January	2020	2021	2022	2023	2024
Kits	0	4	0	0	0
Taken	0	55	0	0	0
Yearly	2020	2021	2022	2023	2024
Kits	13	24	7	10	0
Taken	152	409	151	100	0

We cancelled one set of tween/teen programs due to snow.

Face-to-face Adult Programs

January	2020	2021	2022	2023	2024
Programs	11	3	6	8	10
Attendees	54	17	27	36	71
Yearly	2020	2021	2022	2023	2024
Programs	42	63	75	107	10
Attendees	214	351	377	589	71

Device Advice

January	2020	2021	2022	2023	2024
Sessions	0	7	9	14	18
Yearly	51	81	131	144	18
Passive					
January	*	0	0	0	0
Yearly	*	0	20	0	0

We cancelled some adults programs due to snow.

Interlibrary Loan Services

January	2020	2021	2022	2023	2024
Borrowed	53	59	27	54	77
Loaned	20	12	66	16	19

Yearly Interlibrary Loan Services

2020	2021	2022	2023	2024
534	673	872	597	77
151	226	317	184	19

January	R.E.A.D.S
Adults	2,534
Juvenile	176

Yearly Totals	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Adults	23,138	19,466	21,110	25,066	17,065
Juvenile	1,189	1,032	2,013	1,788	1,371

The READS statistics come from the state.

CITY COURT REPORT

January 2024

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	\$5,294.00	
TOTAL MONIES COLLECTED YTD		\$45,218.50

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH	\$1,006.32	
TOTAL MONIES COLLECTED YTD		\$11,317.95

TOTAL REVENUE FOR MONTH	\$6,300.32	
TOTAL REVENUE YTD		\$56,536.45

DISBURSEMENTS

LITIGATION TAX	\$367.87	
DOS/DOH FINES & FEES	\$171.00	
DOS TITLE & REGISTRATION	\$147.25	
RESTITUTION/REFUNDS	\$0.00	
ON-LINE CC FEES	\$0.00	
CREDIT CARD FEES	\$0.00	
WORTHLESS CHECKS	\$0.00	
TOTAL DISBURSEMENTS FOR MONTH	\$686.12	
TOTAL DISBURSEMENTS YTD		\$7,063.03

ADJUSTED REVENUE FOR MONTH	\$5,614.20	
TOTAL ADJUSTED REVENUE YTD		\$49,473.42

DRUG FUND

DRUG FUND DONATIONS FOR MONTH	\$90.44	
DRUG FUND DONATIONS YTD		\$2,119.36

Offenses Convicted & Paid For Month	Count	Paid
Careless Driving	1	\$90.00
Financial Responsibility Law	19	\$560.00
Registration Law	15	\$1,010.00
Improper Equipment	3	\$10.00
Texting/Hands Free Law	4	\$194.00
Codes Violation		
DL Exhibited		
Red Light	5	\$482.50
Animal Control		
Stop Sign	1	\$70.00
Speeding	27	\$2,285.00
Seat Belt-Child Restraint	1	\$50.00
Following Too Close	2	\$197.50
Exercise Due Care	3	\$280.00
Failure to Yield	1	\$65.00
Total	82	\$5,294.00

RESOLUTIONS....

RESOLUTION 24-01

**A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, ADOPTING SECTION 125
PREMIUM ONLY PLAN FOR PLAN YEAR ENDING MARCH 31, 2025.**

WHEREAS, the undersigned Secretary or Principal of the City of White House (the Employer) hereby certifies that the following resolutions were duly adopted by the board of directors of the Employer on February 15, 2024, and that such resolutions have not been modified or rescinded as of the date hereof;

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

Section 1. The form of Amended Section 125 Cafeteria Plan effective April 1, 2024, presented to this meeting is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

Section 2. The Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the plan.

Section 3. The proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the Cafeteria Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that true copies of the Adoption Agreement, Premium Only Plan, and the Summary Plan Description, approved and adopted in the foregoing resolutions, are attached herewith.

Adopted this 15th day of February 2024.

John Corbitt, Mayor

ATTEST:

Derek Watson, City Recorder

Adoption Agreement (2024)

For City of White House

Section 125 Premium Only Plan

The undersigned Employer amends the Premium Only Plan for those Employees who shall qualify as Participants hereunder. It shall be effective as of the date specified below. The Employer hereby selects the following Plan specifications:

1. **Name of Employer:** City of White House
2. **Effective Date:** This Amended Premium Only Plan shall be effective as of **April 1, 2024**.
3. **Effective Date of Original Plan:** This Premium Only Plan was originally effective October 1, 2004.
4. **Plan Year:** The Amended Plan year shall begin on **April 1, 2024** and end on **March 31, 2025**. Future plan years will be based on the same twelve-month period beginning each **April 1** and ending each **March 31**.
5. **Plan number:** 520
6. **Employer's Principal Office:** This Premium Only Plan shall be governed under the laws of the:
 - a. ☒ (X) State of Tennessee
 - b. ☐ () Commonwealth of
7. **Benefits:** All the benefits listed below are included in this plan whether or not you currently offer them:
 - **Health Insurance and Voluntary Plans.** Premiums that are payroll deducted on a pre-tax basis may include low-deductible or high-deductible medical insurance, dental insurance, vision care, critical illness insurance, accidental death/dismemberment (ADD) insurance, hospital indemnity and/or cancer insurance. Individually-owned insurance policy premiums may not be paid with pre-tax dollars through the Premium Only Plan.
 - **Group-Term Life Insurance up to \$50,000.** The \$50,000 limit must include any employer-provided group-term life insurance coverage. For example, if the employer provides \$20,000 of group-term life insurance for employees, then participants in the POP can payroll deduct premiums on a pre-tax basis for up to \$30,000 of additional coverage. However, employees may not pay premiums that cover spouses or dependents on a pre-tax basis, even if the amount is de minimis.
 - **Disability Plan.** Short-term and long-term disability policies. If payroll deducted on a pre-tax basis, any future benefits received will be taxable to the employee.
 - **Health Savings Account (HSA).** Allows employees to make contributions by pre-tax payroll deduction to their individually-owned HSA. Employers may also make contributions to the employee's HSA plan on each employee's behalf, in the manner set forth in the Plan.

by _____
City of White House

Plan Document

As Amended and Restated for 2024

For City of White House

Section 125 Premium Only Plan

Introduction

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Introduction

The Employer has adopted this Plan to allow Employees to choose between cash compensation and certain benefits based on their own particular goals, desires and needs.

The intention of the Employer is that the Plan qualify as a "Cafeteria Plan" within the meaning of Section 125 of the Internal Revenue Code of 1986, as amended, and that the benefits which an Employee elects to receive under the Plan be includable or excludable from the Employee's income under Section 125(a) and other applicable sections of the Internal Revenue Code of 1986, as amended. The Plan is also intended to meet any applicable state mandates that may otherwise apply to the Employer as an employer of Employees who are eligible to participate in a "premium only plan" sponsored by the Employer, as applicable.

Article I — Definitions

1.1 "Administrator" means the individual(s) or corporation appointed by the Employer to carry out the administration of the Plan. The Employer shall be empowered to appoint and remove the Administrator from time to time as it deems necessary for the proper administration of the plan. In the event the Administrator has not been appointed, or resigns from a prior appointment, the Employer shall be deemed to be the Administrator.

1.2 "Affiliated Employer" means the Employer and any corporation which is a member of a controlled group of corporations (as defined in Code Section 414(b)) which includes the Employer; any trade or business (whether or not incorporated) which is under common control (as defined in Code Section 414(c)) with the Employer; any organization (whether or not incorporated) which is a member of an affiliated service group (as defined in Code Section 414(m)) which includes the Employer; and any other entity required to be aggregated with the Employer pursuant to Treasury regulations under Code Section 414(o).

1.3 "Benefit" means any of the optional benefit choices available to a Participant as outlined in Section 4.1.

1.4 "Code" means the Internal Revenue Code of 1986, as amended or replaced from time to time, and which shall also include any governing regulations or applicable guidance thereunder.

1.5 "Compensation" means the compensation received by the Participant from an Affiliated Employer during a Plan Year prior to any reductions pursuant to a Salary Redirection Agreement authorized hereunder.

1.6 "Dependent" means for purposes of the Premium Only Plan, any individual who is defined as a dependent (within the meaning of Code Section 152(f)(1) who has not attained age 27 as of the end of the taxable year or Qualifying Relative who qualifies as a dependent under an Insurance Contract or under Code Section 152 (as modified by Code Section 105(b)), as applicable.

Certain provisions of "Michelle's Law" in which the requirement that a Dependent child have a full-time status in order to extend coverage past a stated age will generally not apply if the child's failure to maintain full-time status is due to a medically necessary leave of absence or other change in enrollment (such as reduction of hours).

Notwithstanding anything in the Plan to the contrary, the Plan will comply with Michelle's Law.

1.7 "Effective Date" means the effective date as specified in Item 2 of the Adoption Agreement.

1.8 "Election Period" means the period immediately preceding the beginning of each Plan Year established by the Administrator for the election of Benefits and Salary Redirections, such period to be applied on a uniform and nondiscriminatory basis for all Employees and Participants. However, an Employee's initial Election Period shall be determined pursuant to Section 5.1.

1.9 "Eligible Employee" means any Employee who has satisfied the provisions of Section 2.1.

An individual shall not be an "Eligible Employee" if such individual is not reported on the payroll records of the Employer as a common law employee. In particular, it is expressly intended that individuals not treated as common law employees by the Employer on its payroll records are not "Eligible Employees" and are excluded from Plan participation even if a court or administrative agency determines that such individuals are common law employees and not independent contractors.

1.10 "Employee" means any person who is employed by the Employer. The term Employee shall include leased employees within the meaning of Code Section 414(n)(2).

1.11 "Employer" means the Corporation or any such entity specified in Item 1 of the Adoption Agreement, and any Affiliated Employer, where appropriate (as defined in Section 1.2), which shall adopt this Plan; and any successor, which shall maintain this Plan; and any predecessor, which has maintained this Plan.

1.12 "Health Savings Account" means an account established in accordance with Code Section 223(d) to which part of any Eligible Employee's Cafeteria Plan Benefit Dollars may be allocated.

1.13 "Highly Compensated Employee" means, for the purposes of determining discrimination, an Employee described in Code Section 125 and the Treasury Regulations thereunder.

1.14 "Healthy Savings Account Trustee" means the designated Trustee (as defined under Code Section 223(d)(1)(B) of any Trust established for qualifying account beneficiaries who elect to establish a Health Savings Account.

1.15 "Insurance Contract" means any contract issued by an Insurer underwriting a Benefit.

1.16 "Insurance Premium Payment Plan" means the plan of benefits contained in Section 4.1 of this Plan, which provides for the payment of Premium Expenses.

1.17 "Insurer" means any insurance company that underwrites a Benefit under this Plan.

1.18 "Key Employee" means an employee defined in Code Section 416(i)(1) and the Treasury regulations there under.

1.19 "Participant" means any Eligible Employee who elects to become a Participant pursuant to Section 2.3 and has not for any reason become ineligible to participate further in the Plan.

1.20 "Plan" means this instrument, including all amendments thereto.

1.21 "Plan Year" means the 12-month period beginning and ending on the dates specified in the Adoption Agreement. The Plan Year shall be the coverage period for the Benefits provided for under this Plan. In the event a Participant commences participation during a Plan Year, then the initial coverage period shall be that portion of the Plan Year commencing on the date that such Participant began participating in the Plan and ending on the last day of such Plan Year.

1.22 "Premium Expenses" or "Premiums" mean the Participant's cost for the insured Benefits described in Section 4.1.

1.23 “Qualifying Child” means an individual who, unless otherwise described under Code Section 152(b):

- Is a child (as defined under Code Section 152(f)(1)), or descendant of such child, or a brother, sister, stepbrother, stepsister, father, mother or any of their ancestors, or any other relative as described under Code Section 152(d)(2), including an individual who has the same principal residence as the Employee and who is a member of the Employee’s household;
- Who has the same principal residence, if allowed under local law, as the Employee for more than one-half of the current taxable year;
- Is younger than the taxpayer claiming such individual as a qualifying child, and is under the age of 19 as of the end of the Plan Year in which the Employee was eligible under this Plan, or is under the age of 24 when covered as a full time student (as defined under Code Section 152(f)(2)), after consideration of Code Section 152(c)(3) as applicable;
- Has not provided over one-half of his or her own support during the current Plan Year; and
- Who has not filed a joint return (other than only for a claim of refund) with the individual’s spouse under section 6013 for the taxable year beginning in the calendar year in which the taxable year of the taxpayer begins; or
- Is a child (within the meaning of Code Section 152(f)(1) who has not attained age 27 as of the end of the taxable year.

1.24 “Qualifying Relative” means an individual who, unless otherwise described under Code Section 152(d) or (e):

- Is a child (as defined under Code Section 152(f)(1)), or descendant of such child, or a brother, sister, stepbrother, stepsister, father, mother or any of their ancestors, or any other relative as described under Code Section 152(d)(2), including an individual who has the same principal residence as the Employee and who is a member of the Employee’s household;
- Has (with the exception of certain handicapped dependents described under Code Section 152(d)(4)) gross income for the Plan Year that is less than the allowable income exemption amount (as defined under Code Section 151(d) for that taxable year;
- For whom the Employee provides over one-half of the individual’s support for that calendar year; and
- Is not an otherwise Qualifying Child of the Employee for any portion of the Plan Year.

1.25 “Regulations” means either temporary, proposed or final regulations, as applicable, issued from the Department of Treasury, as well as any further related guidance or interpretations issued as applicable.

1.26 “Salary Redirection” means the contributions made by Participants for benefits pursuant to Section 3.1.

1.27 “Salary Redirection Agreement” means an agreement between the Participant and the Employer under which the Participant agrees to reduce his Compensation or to forego all or part of the increases in such Compensation and to have such amounts contributed by the Employer to the Plan on the Participant’s behalf. The Salary Redirection Agreement shall apply only to Compensation that has not been actually or constructively received by the Participant as of the date of the agreement (after taking this Plan and Code Section 125 into account) and, does not become currently available to the Participant.

1.28 "Spouse" means spouse as determined under the Internal Revenue Code.

1.29 "Uniformed Services" means any branch of the armed services when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President of the United States in time of war or emergency.

All other defined terms in this Plan shall have the meanings specified in the various Articles of the Plan in which they appear.

Article II — Participation

2.1 Eligibility

As to each Benefit provided hereunder, any Employee shall be eligible to participate as of the date he satisfies the eligibility conditions set forth in the policy or plan providing such Benefit, the eligibility provisions of which are specifically incorporated herein by reference. However, any Eligible Employee who was a Participant in the Plan on the effective date of this amendment shall continue to be eligible to participate in the Plan.

2.2 Effective Date of Participation

(a) With respect to Benefits described in 4.1 An Eligible Employee shall become a Participant effective as of the later of the date on which he satisfies the requirements of Section 2.1 or the Effective Date of this Plan.

(b) If an Eligible Employee terminates employment after commencing participation in the Plan, except as otherwise provided in the applicable policy or plan providing a Benefit, such terminated Participants who are rehired within 30 days or less of the date of termination of employment shall not be considered a newly eligible employee and will be reinstated with the same election(s) such individual had before termination. If a terminated Participant is rehired more than 30 days following termination of employment and is otherwise eligible to participate in the Plan, the individual shall be treated as a newly Eligible Employee and may make a new election under procedures otherwise set forth within this section or Section 5.1 below as applicable.

2.3 Application to Participate

An Employee who is eligible to participate in this Plan shall, during the applicable Election Period, complete an application to participate and election of benefits form, which the Administrator shall furnish to the Employee. The election made on such form shall be irrevocable until the end of the applicable Plan Year unless the Participant is entitled to change his Benefit elections pursuant to Section 5.4 hereof.

An Eligible Employee shall also be required to execute a Salary Redirection Agreement, to elect to reduce salary to pay for allowable Benefits, during the Election Period for the Plan Year during which he wishes to participate in this Plan. Any such Salary Redirection Agreement shall be effective for the first pay period beginning on or after the Employee's effective date of participation pursuant to Section 2.2. A failure to execute a Salary Redirection Agreement shall constitute an election by the Eligible Employee to receive his or her full salary or other compensation in lieu of Benefits available hereunder.

2.4 Termination of Participation

A Participant shall no longer participate in this Plan upon the occurrence of any of the following events:

- (a) His termination of employment, subject to the provisions of Section 2.5;
- (b) His death; or
- (c) The termination of this Plan, subject to the provisions of Section 8.2.

2.5 Termination of Employment

If a Participant terminates employment with the Employer for any reason other than death, his participation in the Plan shall cease, subject to the Participant's right to continue coverage under any Insurance Contract for which premiums have already been paid or any other ability to continue participation in a Health Savings Account pursuant to Code Section 223.

When an employee ceases to be a participant, the cafeteria plan must pay the former participant any amount the former participant previously paid for coverage or benefits to the extent the previously paid amount relates to the period from the date the employee ceases to be a participant through the end of that plan year.

Article III — Contributions to the Plan

3.1 Salary Redirection

Benefits under the Plan shall be financed by Salary Redirections sufficient to support Benefits that a Participant has elected hereunder and to pay the Participant's Premium Expenses. The salary administration program of the Employer shall be revised to allow each Participant to agree to reduce his Compensation during a Plan Year by an amount determined necessary to purchase the elected Benefit. The amount of such Salary Redirection shall be specified in the Salary Redirection Agreement and shall be applicable for a Plan Year. Notwithstanding the above, for new Participants, the Salary Redirection Agreement shall only be applicable from the first day of the pay period following the date the Employee began participating in the Plan up to and including the last day of the Plan Year.

Any Salary Redirection shall be determined prior to the beginning of a Plan Year (subject to initial elections pursuant to Section 5.1) and prior to the end of the Election Period and shall be irrevocable for such Plan Year. However, a Participant may revoke a Benefit election or a Salary Redirection Agreement after the Plan Year has commenced and make a new election with respect to the remainder of the Plan Year, if both the revocation and the new election are on account of and consistent with a change in status and such other permitted events as determined under Article V of the Plan and consistent with the rules and regulations of the Department of the Treasury. Salary Redirection amounts shall be contributed on a pro rata basis for each pay period during the Plan Year. All individual Salary Redirection Agreements are deemed to be part of this Plan and incorporated by reference hereunder.

3.2 Application of Contributions

As soon as reasonably practical after each payroll period, the Employer shall apply the Salary Redirection to provide the Benefits elected by the affected Participants. Any contributions made or withheld from an Employee's compensation, pursuant to the Employee's signed Salary Redirection Agreement for the Health Savings Account shall be credited to such account. Amounts designated for the Participant's Premium shall likewise be credited to such account for the purpose of paying Premium Expenses.

3.3 Periodic Contributions

Notwithstanding the requirement provided above and in other Articles of this Plan that Salary Redirections be made on a level and pro rata basis for each payroll period, the Employer and Administrator may implement a procedure under which Salary Redirections are contributed throughout the Plan Year on a periodic basis that is not pro rata for each payroll period. In the event Salary Redirections are not made on a pro rate basis, upon termination of participation, a Participant may be entitled to a refund of such Salary Redirections pursuant to Section 2.5.

Article IV — Benefits

4.1 Benefit Options

Each Participant may elect to have his full compensation paid to him in cash or elect to have the amount of his Cafeteria Plan Benefit Dollars applied to any one or more of the optional Benefits or any other group-insured or self-funded Benefit permitted under Code Section 125, including Marketplace/State Exchanges Small Business Health Options Program (SHOP Exchange) or federally facilitated Small Business Health Options Program (FF SHOP), which is offered by the Employer as set forth in the Adoption Agreement. If selected as an available Benefit Option under the Employer's Adoption Agreement, each Eligible Individual may elect coverage under the Health Savings Account Plan option, in which case Article VI shall apply.

The employer may select suitable health and hospitalization Insurance Contracts for use in providing health benefits, which policies will provide uniform benefits for all Participants electing this Benefit.

4.2 Description of Benefits

Each Eligible Employee may elect to have the Administrator pay those contributions that the Employee is required to make to the Benefit options described under Section 4.1 as a condition for the Employee and his Dependents to participate in those Benefit options.

4.3 Nondiscrimination Requirements

(a) It is the intent of this Plan to provide benefits to a classification of employees which the Secretary of the Treasury finds not to be discriminatory in favor of the group in whose favor discrimination may not occur under Code Section 125.

(b) **Adjustment to avoid test failure.** If the Administrator deems it necessary to avoid discrimination or possible taxation to Key Employees or a group of employees in whose favor discrimination may not occur in violation of Code Section 125, it may, but shall not be required to reject any election or reduce contributions or non-taxable Benefits in order to assure compliance with this Section. Any act taken by the Administrator under this Section shall be carried out in a uniform and nondiscriminatory manner. Contributions which are not utilized to provide Benefits to any Participant by virtue of any administrative act under this paragraph shall be forfeited and deposited into the benefit plan surplus.

Article V — Participant Elections

5.1 Initial Elections

An Employee who meets the eligibility requirements of Section 2.1 on the first day of, or during, a Plan Year may elect to participate in this Plan for all or the remainder of such Plan Year, provided he elects to do so before his effective date of participation pursuant to Section 2.2 or for a newly Eligible Employee, no more than 30 days after their date of hire. For any such newly Eligible Employee, if coverage is effective as of the date of hire pursuant to Section 2.1 above, such Employee shall be eligible to participate retroactively as of their date of hire. Newly Eligible Employee Election amounts will be collected on the first pay period on or after his or her election was received. However, if such Employee does not complete an application to participate and benefit election form and deliver it to the Administrator before such date, his Election Period shall extend 30 calendar days after such date, or for such further period as the Administrator shall determine and apply on a uniform and nondiscriminatory basis. However, any election during the extended 30-day election period pursuant to this Section 5.1 shall not be effective until the first pay period following the later of such Participant's effective date of participation pursuant to Section 2.2 or the date of the receipt of the election form by the Administrator, and shall be limited to the Benefit expenses incurred for the balance of the Plan Year for which the election is made. Any failure to elect the Benefits set forth herein shall constitute an Employee's election not to participate in the Plan during that Plan Year until a valid Election is otherwise made in the manner set forth herein.

5.2 Subsequent Annual Elections

During the Election Period prior to each subsequent Plan Year, each Participant shall be given the opportunity to elect, Salary Redirection Agreement, which Benefit options he wishes to select. With regard to subsequent annual elections, the following options shall apply:

(a) A Participant or Eligible Employee who failed to initially elect to participate may elect different or new Benefits under the Plan during the Election Period;

(b) A Participant may terminate his participation in the Plan by notifying the Administrator in writing during the Election Period that he does not want to participate in the Plan for the next Plan Year;

(c) An Employee who elects not to participate for the Plan Year following the Election Period will have to wait until the next Election Period before again electing to participate in the Plan, except as provided for in Section 5.4.

5.3 Failure to Elect

Any Participant failing to complete a Salary Redirection Agreement pursuant to Section 5.2 by the end of the applicable Election Period shall be deemed to have elected not to participate in the Plan for the upcoming Plan Year. No Salary Redirections shall therefore be authorized or made for such subsequent Plan Year for such Benefits.

5.4 Change in Status

(a) Any Participant may change a Benefit election after the Plan Year (to which such election relates) has commenced and make new elections with respect to the remainder of such Plan Year if, under the facts and circumstances, the changes are necessitated by and are consistent with a change in status which is acceptable under rules and regulations adopted by the Department of the Treasury, the provisions of which are incorporated by reference. Notwithstanding anything herein to the contrary, if the rules and regulations conflict, then such rules and regulations shall control.

In general, a change in election is not consistent if the change in status is the Participant's divorce, annulment or legal separation from a spouse, the death of a spouse or dependent, or a dependent ceasing to satisfy the eligibility requirements for coverage, and the Participant's election under the Plan is to cancel Medical Benefit, Dental Benefit, or Vision Benefit for any individual other than the one who loses eligibility for such Benefit due to such an event. In addition, if the Participant, spouse or dependent gains or loses eligibility for coverage under a family member plan as a result of a change in marital status or a change in employment status, then a Participant's election under the Plan to cease or decrease coverage for that individual under the Plan corresponds with that change in status only if coverage for that individual becomes applicable or is increased under the family member plan.

Regardless of the consistency requirement, if the individual, the individual's spouse, or the individual is dependent becomes eligible for continuation coverage under the Health Benefit, Dental benefit, or Vision Benefit as provided in Code Section 4980B or any similar state law, then the individual may elect to increase payments under this Plan in order to pay for the continuation coverage. However, this does not apply for COBRA eligibility due to divorce, annulment or legal separation or the Dependent ceasing to satisfy the eligibility requirements for coverage.

Any new election shall be effective at such time as the Administrator shall prescribe, but not earlier than the first pay period beginning after the election form is completed and returned to the Administrator. For the purposes of this subsection, a change in status shall only include the following events or other events permitted by Treasury regulations:

(1) Legal Marital Status: events that change a Participant's legal marital status, including marriage, divorce, death of a spouse, legal separation or annulment;

(2) Number of Dependents: Events that change a Participant's number of dependents, including birth, adoption, placement for adoption, or death of a dependent;

(3) Employment Status: Any of the following events that change the employment status of the Participant, spouse, or dependent: termination or commencement of employment, a strike or lockout, commencement or returns from an unpaid leave of absence, or a change in worksite. In addition, if the eligibility

conditions of this Plan or other employee benefit plan of the Employer of the Participant, spouse, or dependent depend on the employment status of that individual and there is a change in that individual's employment status with the consequence that the individual becomes (or ceases to be) eligible under the plan, then that change constitutes a change in employment under this subsection;

(4) Dependent satisfies or ceases to satisfy the eligibility requirements: an event that causes the Participant's dependent to satisfy or cease to satisfy the requirements for coverage due to attainment of age, student status, or any similar circumstance; and

(5) Residency: A change in the place of residence of the Participant, spouse or dependent.

(b) Notwithstanding subsection (a), Participants may change an election for accident or health coverage during a Plan Year and make a new election that corresponds with the special enrollment rights provided in Code Section 9801(f) pertaining to HIPAA special enrollment rights or the Family and Medical Leave Act.

A Participant may change an election for the Health Insurance Benefit during a Plan Year and make a new election that corresponds with the special enrollment rights provided in Code Section 9801(f), including those authorized under the provisions of the Children's Health Insurance Program Reauthorization Act of 2009 (SCHIP); provided that such Participant meets the sixty (60) day notice requirement imposed by Code Section 9801(f) (or such longer period as may be permitted by the Plan and communicated to Participants).

Such change shall take place on a prospective basis, unless otherwise required by Code Section 9801(f) to be retroactive.

(c) Notwithstanding subsection (a), in the event of a judgment, decree, or order ("order") resulting from a divorce, legal separation, annulment, or change in legal custody (including a qualified medical child support order defined in ERISA Section 609) which requires accident or health coverage for a Participant's child (including a foster child who is a dependent of the Participant):

(1) The Plan may change an election to provide coverage for the child if the order requires coverage under the Participant's plan; or

(2) The Participant shall be permitted to change an election to cancel coverage for the child if the order requires the former spouse to provide coverage for such child, under that individual's plan and such coverage is actually provided.

(d) Notwithstanding subsection (a), Participants may change elections to cancel Health Insurance Benefit for the Participant or the Participant's spouse or dependent if the Participant or the Participant's spouse or dependent is enrolled in the Health Insurance Benefit of the Employer and becomes entitled to coverage (i.e., enrolled) under Part A or Part B of the Title XVIII of the Social Security Act (Medicare) or Title XIX of the Social Security Act (Medicaid), other than coverage consisting solely of benefits under section 1928 of the Social Security Act (the program for distribution of pediatric vaccines). If the Participant or the Participant's spouse or dependent who has been entitled to Medicaid or Medicare coverage loses eligibility, that individual may prospectively elect coverage under the Plan if a benefit package option under the Plan provides similar coverage.

(e) Notwithstanding subsection (a), Participants may make a prospective election change to add the Health Insurance Benefit for the Participant or the Participant's spouse or dependent if the Participant or the Participant's spouse or dependent, if such individual(s) lose coverage under any group health coverage sponsored by a governmental or educational institution, including (but not limited to) the following: a state children's health insurance program ("SCHIP") under Title XXI of the Social Security Act; a medical care program of an Indian Tribal government (as defined in Code Section 7701 (a) (40)), the Indian Health Service, or a tribal organization; a state health benefits risk pool; or a foreign government group health plan, subject to the terms and limitations of the applicable benefit package option(s).

Further, if the Participant or the Participant's spouse or dependent who has been entitled to Medicare or Medicaid loses eligibility for such coverage, the Participant may prospectively elect to commence or increase the Health Insurance Benefit of the individual who loses Medicare or Medicaid eligibility.

(f) Notwithstanding subsection (a), Participants who elected to salary reduce through the Premium Only Plan for accident and health plan coverage is allowed to prospectively revoke or change his or her election with respect to the accident or health plan during open enrollment of a Marketplace Qualified Health Plan (QHP) as outline by the Affordable Care Act (ACA).

The new coverage in a QHP shall be effective no later than the day immediately following the last day of the original coverage that is revoked.

(g) Notwithstanding subsection (a), Participants who elected to salary reduce through the Premium Only Plan for the Health Insurance Benefit are allowed to prospectively revoke his or her election with respect to the accident or health plan if the Participant is moved from full-time status (at least 30 hours of service per week) to part-time status (less than 30 hours of service per week) and seek coverage in another plan that provides minimum essential coverage.

The new coverage shall be effective no later than the first day of the second month following the month that includes the date the original coverage is revoked.

(h) If the cost of a Benefit provided under the Plan increases or decreases during a Plan Year, then the Plan shall automatically increase or decrease, as the case may be, the Salary Redirections of all affected Participants for such Benefit. Alternatively, if the cost of a benefit package option increases significantly, the Administrator shall permit the affected Participants to either make corresponding changes in their payments or revoke their elections and, in lieu thereof, receive on a prospective basis coverage under another benefit package option with similar coverage; or drop coverage prospectively if there is no other benefit package option available that provides similar coverage. This Plan treats coverage by another Employer, such as a spouse's or dependent's employer, as similar coverage.

A cost increase or decrease refers to an increase or decrease in the amount of elective contributions under the Plan, whether resulting from an action taken by the Participants or an action taken by the Employer.

(i) If the cost of a Benefit Package Option provided under the plan decreases significantly during a Plan Year, the Administrator shall permit the affected Participants to either make corresponding changes in their payments; and employees who are otherwise eligible under the Plan may elect the Benefit Package Option, subject to the terms and limitations of the Benefit Package Option.

If the coverage under a Benefit is significantly curtailed, and such curtailment results in a loss of coverage, or ceases during a Plan Year, affected Participants may revoke their elections of such Benefit and, in lieu thereof, elect to receive on a prospective basis coverage under another plan with similar coverage, or drop coverage prospectively if there is no other Benefit Package Option available that provides similar coverage.

If the coverage under a Benefit is significantly curtailed, and such curtailment does not result in a loss of coverage, affected Participants may revoke their elections of such Benefit and, in lieu thereof, elect to receive on prospective basis coverage under another plan with similar coverage.

If, during the period of coverage, a new benefit package option or other coverage option is added (or an existing benefit package option or other coverage option is eliminated) or a significantly improved existing Benefit Package Option is added, then the affected Participants and employees who are otherwise eligible under the Plan may elect the newly-added or significantly improved option (or elect another option if an option has been eliminated) prospectively and make corresponding election changes with respect to other benefit package options providing similar coverage.

(j) A Participant may make a prospective election change to add the Health Insurance Benefit for the Participant, the Participant's Spouse or Dependent if such individual loses group health coverage sponsored

by a governmental or educational institution, including a state children's health insurance program under the Social Security Act, the Indian Health Service or a health program offered by an Indian tribal government, a state health benefits risk pool, or a foreign government group health plan.

(k) **Health Savings Account changes.** With regard to the Health Savings Account Benefit specified in Article IV, a participant who has elected to make elective contributions under such arrangement may modify or revoke the election prospectively, provided such change is consistent with Code Section 223 and the Treasury regulations thereunder. A Participant shall be permitted to change his or her Salary Redirection with respect to the Health Savings Account no less often than monthly.

Article VI - Health Savings Account Plan

6.1 Establishment of Plan

This Health Savings Account Plan (hereinafter the "HSA") is intended to qualify as a program under Code Section 223 and shall be interpreted in a manner consistent with such Code Section. The Health Savings Account Program is provided and administered by the HSA Trustee.

6.2 Coordination with Premium Only Plan Benefits

All Participants under the Premium Only Plan are eligible to receive Benefits under this HSA, as long as they otherwise meet the definition of an Eligible Individual set forth under Code Section 223. The Employer may allow employees to make contributions to the HSA with pre-tax dollars, as governed and elected under the Adoption Agreement. In circumstances in which Employees are allowed to make pre-tax contributions to the HSA, the Employer shall also have the option of making contributions to the Employee's HSA as well, through usage of this Plan and as otherwise set forth herein after consideration of, among other provisions, Article III and Article IV accordingly related to applicability of Employer contributions and applicable nondiscrimination standards. The enrollment and termination of participation under the Premium Only Plan shall constitute enrollment and termination of participation under this HSA. In addition, other matters concerning contributions, elections and the like shall be governed by the general provisions of the Premium Only Plan.

Article VII— Administration

7.1 Plan Administration

The Employer shall be the Administrator, unless the Employer elects otherwise. The Employer may appoint any person, including, but not limited to, the Employees of the Employer, to perform the duties of the Administrator. Any person so appointed shall signify acceptance by filing written acceptance with the Employer. Upon the resignation or removal of any individual performing the duties of the Administrator, the Employer may designate a successor.

If the Employer elects, the Employer shall appoint one or more Administrators. Any person, including, but not limited to, the Employees of the Employer, shall be eligible to serve as an Administrator. Any person so appointed shall signify acceptance by filing written acceptance with the Employer. An Administrator may resign by delivering a written resignation to the Employer or be removed by the Employer by delivery of written notice of removal, to take effect at a date specified therein, or upon delivery to the Administrator if no date is specified. The Employer shall be empowered to appoint and remove the Administrator from time to time as it deems necessary for the proper administration of the Plan to ensure that the Plan is being operated for the exclusive benefit of the Employees entitled to participate in the Plan in accordance with the terms of ERISA (to the extent it applies), the Plan and the Code.

The operation of the Plan shall be under the supervision of the Administrator. It shall be a principal duty of the Administrator to see that the Plan is carried out in accordance with its terms, and for the exclusive benefit of Eligible Employees. The Administrator shall have full power to administer the Plan in all of its details, subject, however, to the pertinent provisions of the Code. The Administrator's powers shall include, but shall not be limited to the following authority, in addition to all other powers provided by this Plan:

- (a) To make and enforce such rules and regulations as the Administrator deems necessary or proper for the efficient administration of the Plan;
- (b) To interpret the Plan, the Administrator's interpretations thereof in good faith to be final and conclusive on all persons claiming benefits by operation of the Plan;
- (c) To decide all questions concerning the Plan and the eligibility of any person to participate in the Plan and to receive benefits provided under the Plan;
- (d) To reject elections or to limit contributions or Benefits for certain Highly Compensated Participants if it deems such to be desirable in order to avoid discrimination under the Plan in violation of applicable provisions of the Code;
- (e) To provide Employees with a reasonable notification of their benefits available under the Plan;
- (f) To keep and maintain the Plan documents and all other records pertaining to and necessary for the administration of the Plan;
- (g) To keep and communicate procedures to determine whether a medical child support order is qualified under ERISA Section 609; and
- (h) To appoint such agents, counsel, accountants, consultants, and actuaries as may be required to assist in administering the Plan.

Any procedure, discretionary act, interpretation or construction taken by the Administrator shall be done in a nondiscriminatory manner based upon uniform principles consistently applied and shall be consistent with the intent that the Plan shall continue to comply with the terms of Code Section 125 and the Treasury regulations there under.

7.2 Examination of Records

The Administrator shall make available to each Participant, Eligible Employee and any other Employee of the Employer such records as pertain to their interest under the Plan for examination at reasonable times during normal business hours.

7.3 Payment of Expenses

Any reasonable administrative expenses shall be paid by the Employer unless the Employer determines that administrative costs shall be borne by the Participants under the Plan or by any Trust Fund which may be established hereunder. The Administrator may impose reasonable conditions for payments, provided that such conditions shall not discriminate in favor of Highly Compensated Participants.

7.4 Application of Benefit Plan Surplus

Any forfeited amounts credited to the benefit plan surplus by virtue of the failure of a Participant to incur a qualified expense may, but need not be, separately accounted for after the close of the Plan Year in which such forfeitures arose. In no event shall such amounts be carried over to reimburse a Participant for expenses incurred during a subsequent Plan Year for the same or any other Benefit available under the Plan; nor shall amounts forfeited by a particular Participant be made available to such Participant in any other form or manner, except as permitted by Treasury regulations. Amounts in the benefit plan surplus shall first be used to defray any administrative costs and experience losses and thereafter be retained by the Employer.

7.5 Insurance Control Clause

In the event of a conflict between the terms of this Plan and the terms of an Insurance Contract of a particular Insurer whose product is then being used in conjunction with this Plan, the terms of the Insurance Contract shall control as to those Participants receiving coverage under such Insurance Contract. For this purpose, the Insurance Contract shall control in defining the persons eligible for insurance, the dates of their eligibility, the

conditions which must be satisfied to become insured, if any, the benefits Participants are entitled to and the circumstances under which insurance terminates.

7.6 Indemnification of Administrator

The Employer agrees to indemnify and to defend to the fullest extent permitted by law any Employee serving as the Administrator or as a member of a committee designated as Administrator (including any Employee or former Employee who previously served as Administrator or as a member of such committee) against all liabilities, damages, costs and expenses (including attorney's fees and amounts paid in settlement of any claims approved by the Employer) occasioned by any act or omission to act in connection with the Plan, if such act or omission is in good faith and not negligent.

Article VIII — Amendment or Termination of Plan

8.1 Amendment

The Employer, at any time or from time to time, may amend any or all of the provisions of the Plan without the consent of any Employee or Participant.

8.2 Termination

The Employer is establishing this Plan with the intent that it will be maintained for an indefinite period of time. Notwithstanding the foregoing, the Employer reserves the right to terminate the Plan, in whole or in part, at any time. In the event the Plan is terminated, no further Salary Redirections shall be made. Benefits under any Insurance Contract shall be paid in accordance with the terms of the Contract.

Any amounts remaining in any such account as of the end of the Plan Year in which Plan termination occurs shall be forfeited and deposited in the benefit plan surplus.

Article IX — Miscellaneous

9.1 Plan Interpretation

All provisions of this Plan shall be governed and interpreted by the Employer, or its delegated Administrator, as applicable, in its full and complete discretion and shall be otherwise applied in a uniform, nondiscriminatory manner. This Plan shall be read in its entirety and not severed except as provided in Section 9.12.

9.2 Gender and Number

Wherever any words are used herein in the masculine, feminine, or gender neutral, shall be construed as though they were also used in another gender in all cases where they would so apply, and whenever any words are used herein in the singular or plural form, they shall be construed as though they were also used in the other form in all cases where they would so apply.

9.3 Written Document

This Plan, in conjunction with any separate written document which may be required by law, is intended to satisfy the written Plan requirement of Code Section 125 and any Regulations there under relating to Cafeteria Plans.

9.4 Exclusive Benefit

This Plan shall be maintained for the exclusive benefit of the Employees who participate in the Plan.

9.5 Participant's Rights

This Plan shall not be deemed to constitute an employment contract between the Employer and any Participant or Employee or to be a consideration or an inducement for the employment of any Participant or Employee. Nothing contained in this Plan shall be deemed to give any Participant or Employee the right to be

retained in the service of the Employer or to interfere with the right of the Employer to discharge any Participant or Employee at any time regardless of the effect which such discharge shall have upon him as a Participant of this Plan.

9.6 Action by the Employer

Whenever the Employer under the terms of the Plan is permitted or required to do or perform any act or matter or thing, it shall be done and performed by a person duly authorized by its legally constituted authority.

9.7 Employer's Protective Clauses

(a) Upon the failure of either the Participant or the Employer to obtain any Insurance Contract contemplated by this Plan (whether as a result of negligence, gross neglect or otherwise), the Participant's Benefits shall be limited to the insurance premium(s), if any, that remained unpaid for the period in question and the actual insurance proceeds, if any, received by the Employer or the Participant as a result of the Participant's claim.

(b) The Employer's liability to the Participant shall only extend to and shall be limited to any payment actually received by the Employer from the Insurer. In the event that the full insurance Benefit contemplated is not promptly received by the Employer within a reasonable time after submission of a claim, then the Employer shall notify the Participant of such facts and the Employer shall no longer have any legal obligation whatsoever (except to execute any document called for by a settlement reached by the Participant). The Participant shall be free to settle, compromise or refuse the claim as the Participant, in his sole discretion, shall see fit.

(c) The Employer shall not be responsible for the validity of any Insurance Contract or for the failure on the part of the Insurer to make payments provided for under any Insurance Contract. Once insurance is applied for or obtained, the Employer shall not be liable for any loss which may result from the failure to pay Premiums to the extent Premium notices are not received by the Employer.

9.8 No Guarantee of Tax Consequences

Neither the Administrator nor the Employer makes any commitment or guarantee that any amounts paid to or for the benefit of a Participant under the Plan will be excludable from the Participant's gross income for federal or state income tax purposes, or that any other federal or state tax treatment will apply to or be available to any Participant. Notwithstanding the foregoing, the rights of Participants under this Plan shall be legally enforceable.

9.9 Indemnification of Employer by Participants

If any Participant receives one or more payments or reimbursements under the Plan that are not for a permitted Benefit, such Participant shall indemnify and reimburse the Employer for any liability it may incur for failure to withhold federal or state income tax or Social Security tax from such payments or reimbursements. However, such indemnification and reimbursement shall not exceed the amount of additional federal and state income tax that the Participant would have owed if the payments or reimbursements had been made to the Participant as regular cash compensation, plus the Participant's share of any Social Security tax that would have been paid on such compensation, less any such additional income and Social Security tax actually paid by the Participant.

9.10 Funding

Unless otherwise required by law, Participant Salary Redirections need not be placed in trust or dedicated to a specific Benefit, but shall instead be held in the general assets of the Employer until the Premium Expense required under the Plan has been paid. Furthermore, and unless otherwise required by law, nothing herein shall be construed to require the Employer or the Administrator to maintain any fund or segregate any amount for the benefit of any Participant, and no Participant or other person shall have any claim against, right to, or security or other interest in, any fund, account or asset of the Employer from which any payment under the Plan may be made.

9.11 Governing Law

This Plan is governed by the Code and the Treasury regulations issued there under (as they might be amended from time to time). In no event shall the Employer guarantee the favorable tax treatment sought by this Plan. To the extent not preempted by federal law, the provisions of this Plan shall be construed, enforced and administered according to the laws of the state or commonwealth specified in the Adoption Agreement.

9.12 Severability

If any provision of the Plan is held invalid or unenforceable, its invalidity or unenforceability shall not affect any other provisions of the Plan, and the Plan shall be construed and enforced as if such provision had not been included herein.

9.13 Captions

The captions contained herein are inserted only as a matter of convenience and for reference, and in no way define, limit, enlarge, or describe the scope or intent of the Plan, nor in any way shall affect the Plan or the construction of any provision thereof.

9.14 Continuation of Coverage

Notwithstanding anything in the Plan to the contrary, in the event a Participant, Spouse or Dependent loses coverage under the Premium Only Plan such Participant, Spouse and Dependent will be entitled to continuation coverage as required in Code Section 4980B, and related regulations. This Section shall only apply if the Employer employs at least twenty (20) employees on more than 50% of its typical business days in the previous calendar year.

9.15 Family and Medical Leave Act

Notwithstanding any provision to the contrary in this Plan, if a Participant goes on a qualifying unpaid leave under the Family and Medical Leave Act of 1993 (FMLA), to the extent required by the FMLA, after consideration of Treasury Regulation Section 1.125-3 as applicable, the Employer will continue to maintain the Participant's benefits under this Plan on the same terms and conditions as though he/she were still an active Employee (i.e., the Employer will continue to pay its share of the premium to the extent the Employee opts to continue his/her coverage). If the Employee opts to continue his/her coverage, the Employee may pay his/her share of the premium with after-tax dollars while on leave (or pre-tax dollars to the extent he/she receives compensation during the leave), or the Employee may be given the option to pre-pay all or a portion of his/her share of the premium for the expected duration of the leave on a pre-tax salary reduction basis out of his/her pre-leave Compensation by making a special election to that effect prior to the date such Compensation would normally be made available to him/her (provided, however, that pre-tax dollars may not be utilized to fund coverage during the next plan year), or via other arrangements agreed upon between the Employee and the Administrator (e.g., the Administrator may fund coverage during the leave and withhold "catch-up" amounts upon the Employee's return). Upon return from such leave, the Employee will be permitted to reenter the Plan on the same basis the Employee was participating in the Plan prior to his/her leave, or as otherwise required by the FMLA.

Furthermore, if a Participant goes on a qualifying paid leave under the FMLA, to the extent required by the FMLA, the Employee will continue coverage while on FMLA by the method normally used during any paid leave.

In all instances, a paid or unpaid leave under FMLA will be treated in the same manner and consistent with a non-FMLA paid or unpaid leave.

9.16 Health Insurance Portability and Accountability Act

Notwithstanding anything in this Plan to the contrary, this Plan shall be operated in accordance with HIPAA and regulations thereunder.

9.17 Uniformed Services Employment and Reemployment Rights Act (USERRA)

Notwithstanding any provision of this Plan to the contrary, contributions, benefits and service credit with respect to qualified military service shall be provided in accordance with USERRA and the regulations there under, as well as any other applicable Regulations specific to the rights and obligations of Employers with Employees on active military leave.

9.18 COMPLIANCE WITH HIPAA PRIVACY STANDARDS

(a) **Application.** If any benefits under this Cafeteria Plan are subject to the Standards for Privacy of Individually Identifiable Health Information (45 CFR Part 164, the "Privacy Standards"), then this Section shall apply.

(b) **Disclosure of PHI.** The Plan shall not disclose Protected Health Information to any member of the Employer's workforce unless each of the conditions set out in this Section are met. "Protected Health Information" shall have the same definition as set forth in the Privacy Standards but generally shall mean individually identifiable information about the past, present or future physical or mental health or condition of an individual, including genetic information and information about treatment or payment for treatment.

(c) **PHI disclosed for administrative purposes.** Protected Health Information disclosed to members of the Employer's workforce shall be used or disclosed by them only for purposes of Plan administrative functions. The Plan's administrative functions shall include all Plan payment functions and health care operations. The terms "payment" and "health care operations" shall have the same definitions as set out in the Privacy Standards, but the term "payment" generally shall mean activities taken to determine or fulfill Plan responsibilities with respect to eligibility, coverage, provision of benefits, or reimbursement for health care. Protected Health Information that consists of genetic information will not be used or disclosed for underwriting purposes.

(d) **PHI disclosed to certain workforce members.** The Plan shall disclose Protected Health Information only to members of the Employer's workforce who are designated and authorized to receive such Protected Health Information, and only to the extent and in the minimum amount necessary for that person to perform his or her duties with respect to the Plan. "Members of the Employer's workforce" shall refer to all employees and other persons under the control of the Employer. The Employer shall keep an updated list of those authorized to receive Protected Health Information.

(1) An authorized member of the Employer's workforce who receives Protected Health Information shall use or disclose the Protected Health Information only to the extent necessary to perform his or her duties with respect to the Plan.

(2) In the event that any member of the Employer's workforce uses or discloses Protected Health Information other than as permitted by this Section and the Privacy Standards, the incident shall be reported to the Plan's privacy official. The privacy official shall take appropriate action, including:

(i) investigation of the incident to determine whether the breach occurred inadvertently, through negligence or deliberately; whether there is a pattern of breaches; and the degree of harm caused by the breach;

(ii) appropriate sanctions against the persons causing the breach which, depending upon the nature of the breach, may include oral or written reprimand, additional training, or termination of employment;

(iii) mitigation of any harm caused by the breach, to the extent practicable; and

(iv) documentation of the incident and all actions taken to resolve the issue and mitigate any damages.

(e) **Certification.** By adopting this Plan, the Employer must provide certification to the Plan that it agrees to:

- (1) Not use or further disclose the information other than as permitted or required by the Plan documents or as required by law;
- (2) Ensure that any agent or subcontractor, to whom it provides Protected Health Information received from the Plan, agrees to the same restrictions and conditions that apply to the Employer with respect to such information;
- (3) Not use or disclose Protected Health Information for employment-related actions and decisions or in connection with any other benefit or employee benefit plan of the Employer;
- (4) Report to the Plan any use or disclosure of the Protected Health Information of which it becomes aware that is inconsistent with the uses or disclosures permitted by this Section, or required by law;
- (5) Make available Protected Health Information to individual Plan members in accordance with Section 164.524 of the Privacy Standards;
- (6) Make available Protected Health Information for amendment by individual Plan members and incorporate any amendments to Protected Health Information in accordance with Section 164.526 of the Privacy Standards;
- (7) Make available the Protected Health Information required to provide an accounting of disclosures to individual Plan members in accordance with Section 164.528 of the Privacy Standards;
- (8) Make its internal practices, books and records relating to the use and disclosure of Protected Health Information received from the Plan available to the Department of Health and Human Services for purposes of determining compliance by the Plan with the Privacy Standards;
- (9) If feasible, return or destroy all Protected Health Information received from the Plan that the Employer still maintains in any form, and retain no copies of such information when no longer needed for the purpose for which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible; and
- (10) Ensure the adequate separation between the Plan and members of the Employer's workforce, as required by Section 164.504(f)(2)(iii) of the Privacy Standards and set out in (d) above.

9.19 COMPLIANCE WITH HIPAA SECURITY STANDARDS

Under the Security Standards for the Protection of Electronic Protected Health Information (45 CFR Part 164.300 et. seq., the "Security Standards"):

- (a) **Implementation.** The Employer agrees to implement reasonable and appropriate administrative, physical and technical safeguards to protect the confidentiality, integrity and availability of Electronic Protected Health Information that the Employer creates, maintains or transmits on behalf of the Plan. "Electronic Protected Health Information" shall have the same definition as set out in the Security Standards, but generally shall mean Protected Health Information that is transmitted by or maintained in electronic media.
- (b) **Agents or subcontractors shall meet security standards.** The Employer shall ensure that any agent or subcontractor to whom it provides Electronic Protected Health Information shall agree, in writing, to implement reasonable and appropriate security measures to protect the Electronic Protected Health Information.
- (c) **Employer shall ensure security standards.** The Employer shall ensure that reasonable and appropriate security measures are implemented to comply with the conditions and requirements set forth in Section 11.18.

(d) **Security Incidents.** The Employer will report to the Plan any security incident, as defined in the HIPAA Security Standards, of which it becomes aware.

9.20 **MENTAL HEALTH PARITY AND ADDICTION EQUITY ACT**

Notwithstanding anything in the Plan to the contrary, the Plan will comply with the Mental Health Parity and Addiction Equity Act and ERISA Section 712.

9.21 **GENETIC INFORMATION NONDISCRIMINATION ACT (GINA)**

Notwithstanding anything in the Plan to the contrary, the Plan will comply with the Genetic Information Nondiscrimination Act.

9.22 **WOMEN'S HEALTH AND CANCER RIGHTS ACT**

Notwithstanding anything in the Plan to the contrary, the Plan will comply with the Women's Health and Cancer Rights Act of 1998.

ORDINANCES....

ORDINANCE 24-02

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 2, CHAPTER 2 LIBRARY BOARD, SECTION 2-210 SCHEDULE OF FINES, SERVICES, AND DAMAGES.

WHEREAS, as dictated in Ordinance 15-25 the Library Board may recommend to the Board of Mayor and Aldermen fines for the White House Library; and

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

TITLE II: BOARDS AND COMMISSIONS, ECT.
CHAPTER 2: LIBRARY BOARD
SECTION: 2-210. Schedule of fines, services, and damages.
SUBSECTION: (3) Schedule of fines and services.
**Amends are made in bold, italics, and underlined text.*

2-210. Schedule of fines, services, and damages.
(3) Schedule of fines and services.

Overdue books, audios, music CDs, magazines, plush sets, puzzles, board games	\$0.10 per day
Overdue DVDs and tech devices	\$1.00 per day
Hot Spots and <u>Tech Devices</u>	\$3.00 per day
<u>Video Games</u>	<u>\$0.50 per day</u>
<u>Book drop charge for tech devices and bagged items</u>	<u>\$1.00 per occurrence/per items</u>
Computer print outs	\$0.20 per page (black and white) \$0.50 per page (color)
Faxes	\$1.00 per page
Replacement card	\$1.00 per card
Non-resident fee, adult (17 years of age and older)	\$10.00 annually
Non-resident fee, child (16 years of age and under)	\$5.00 annually
3 month temporary card for out-of-state resident	\$15.00
6 month temporary card for out-of-state resident	\$25.00
Lost items	Varies, based on cost of item
Damages	Varies, based on cost of repairs

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

First Reading: January 18, 2024 PASSED

Second Reading: February 15, 2024

John Corbitt, Mayor

ATTEST:

Derek Watson, City Recorder

PURCHASING....

February 7, 2024

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: Sole Source Purchase of a Replica Stagecoach with Horses

In 2019, it was discussed to install a life-size replica stagecoach in front of the Visitor Center (Museum and Chamber office) located at 414 Hwy 76 to imitate the City's logo. The project is thought to be a tourism attraction to entice people from all around to the Visitor Center and learn more about the City.

The project was able to receive funding out of the Economic Development budget this year, so a committee was formed to come up with the specifications. In October 2023, a Request for Competitive Sealed Proposals (RFCSPs) was solicited with no submittals by the deadline. After more searching, a company called Artisan Industry, LLC was identified to possibly have the capabilities to complete the project. Artisan Industry, LLC is the company that built the strawberry crate attraction with all the surrounding strawberries in Portland, TN. The committee toured the company's workshop and visited a current project in progress. The committee determined that the company is more than qualified to complete the project.

Since the project had no proposals submitted and due to the project's artistic uniqueness, I would like to request your approval for the sole source purchase of the replica stagecoach with horses in the amount of \$54,000 by Artisan Industry, LLC. I have attached the quote and a rendering of the proposed project for your reference.

If you have any questions or concerns, please do not hesitate to contact me at 672-4350, option 4.

Artisan Industry, LLC

1100a W 10th St.

Columbia, TN 38401 US

615.406.5313

accounting@artisanindustry.com



Quote

BILL TO

City of White House 105D

College Street White

House, TN 37188

DATE

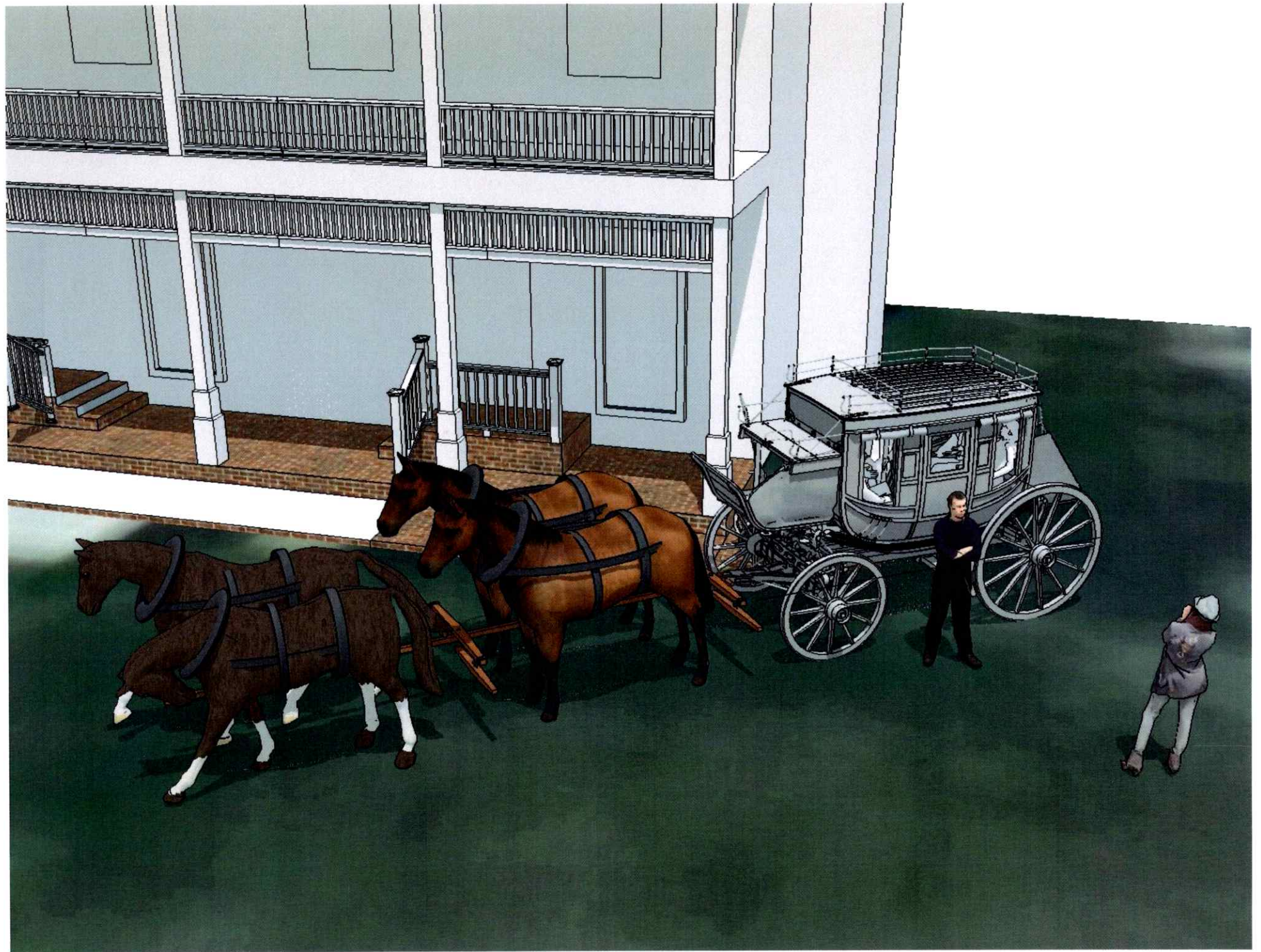
02/0/2024

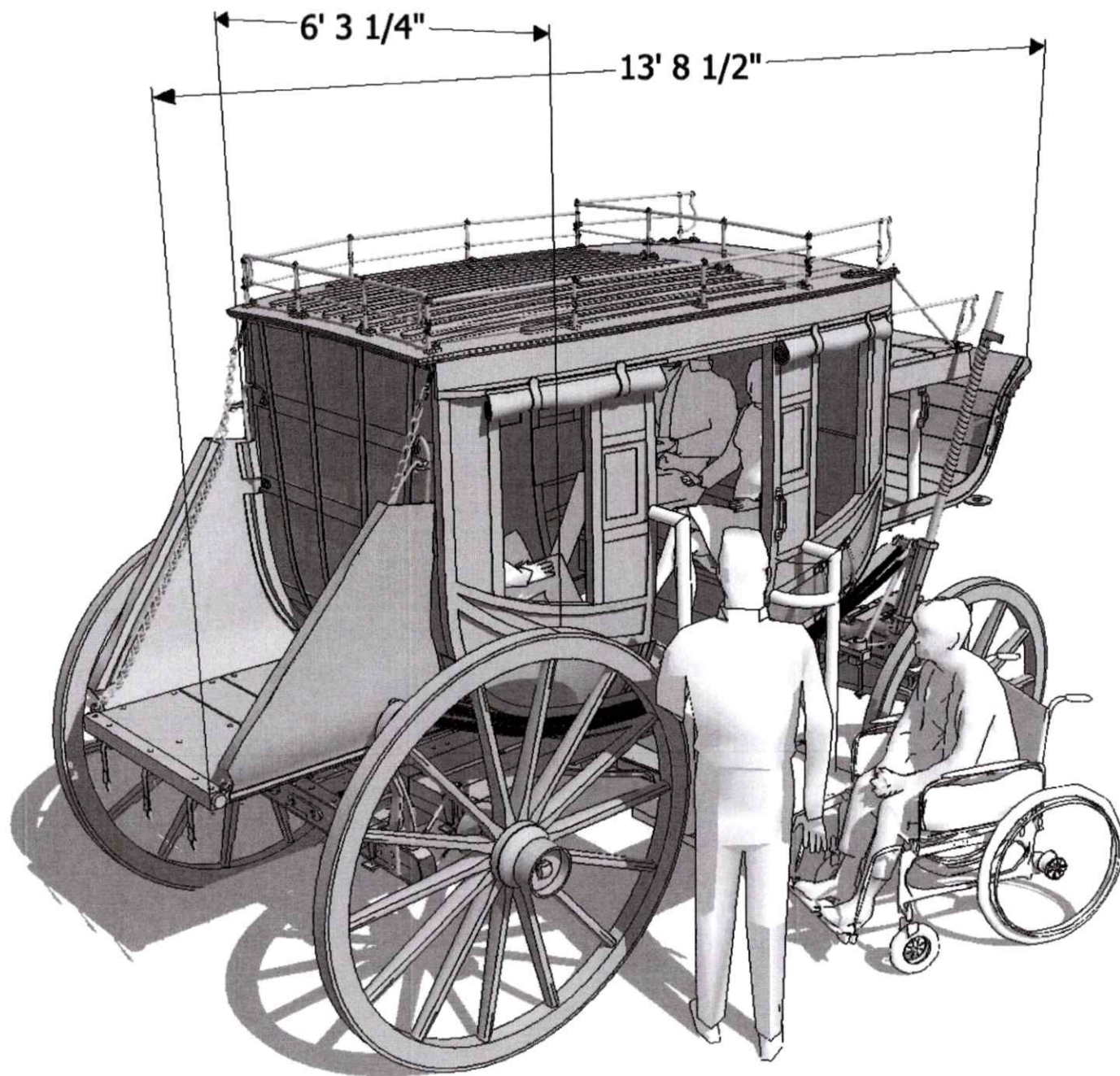
DESCRIPTION	ACTIVITY	QTY	RATE	AMOUNT
Realistic Concorde Stagecoach. Red paint with Gold trim. Lettering to suit. Yellow undercarriage with Maroon trim. 13 1/2' feet long. ~6' wide, 8 1/2' tall. Coach fabricated of welded aluminum with "almlite" or similar panels (non deterioration), PVC trim, Similar interior and waterproof vinyl upholstered seating inside Undercarriage to be constructed of typical oak materials and real wagon wheels. Coated with industrial color to protect wood and east of maintenance. Wagon wheels with metal rim. Weld rim to metal structure embedded in concrete footer on site. Camera side door non operable, entry side door non existent, Metal grab bars and handles to assist people in wheelchairs as well as able bodied to gain entry into the coach. Transfer staton platform to allow people in wheelchairs to exit wheelchair and enter into coach. Access to drivers seat, Side boot missing. 4 assorted life size fiberglass horses. Painted light brown with dark mane and white "Socks", Metal pipes extend through the bottom of their holes to be concreted into footer Tackle to be coated with Polyurea coating for longevity and metal flat bars with industrial paint representing leads and straps Construct concrete pathway or brick paver to entry point according to proposed drawings. Any other suggestions subject to price change Delivery and installation 50 percent deposit, 30 percent 1 week before delivery/install and 20 percent upon completion Consideration of Removal of concrete slab under stage and adding two more horses and tackle:	Product	1	54,000.00	54,000.00
This line to reflect 50% deposit request	Services	-0.50	54,000.00	-27,000.00

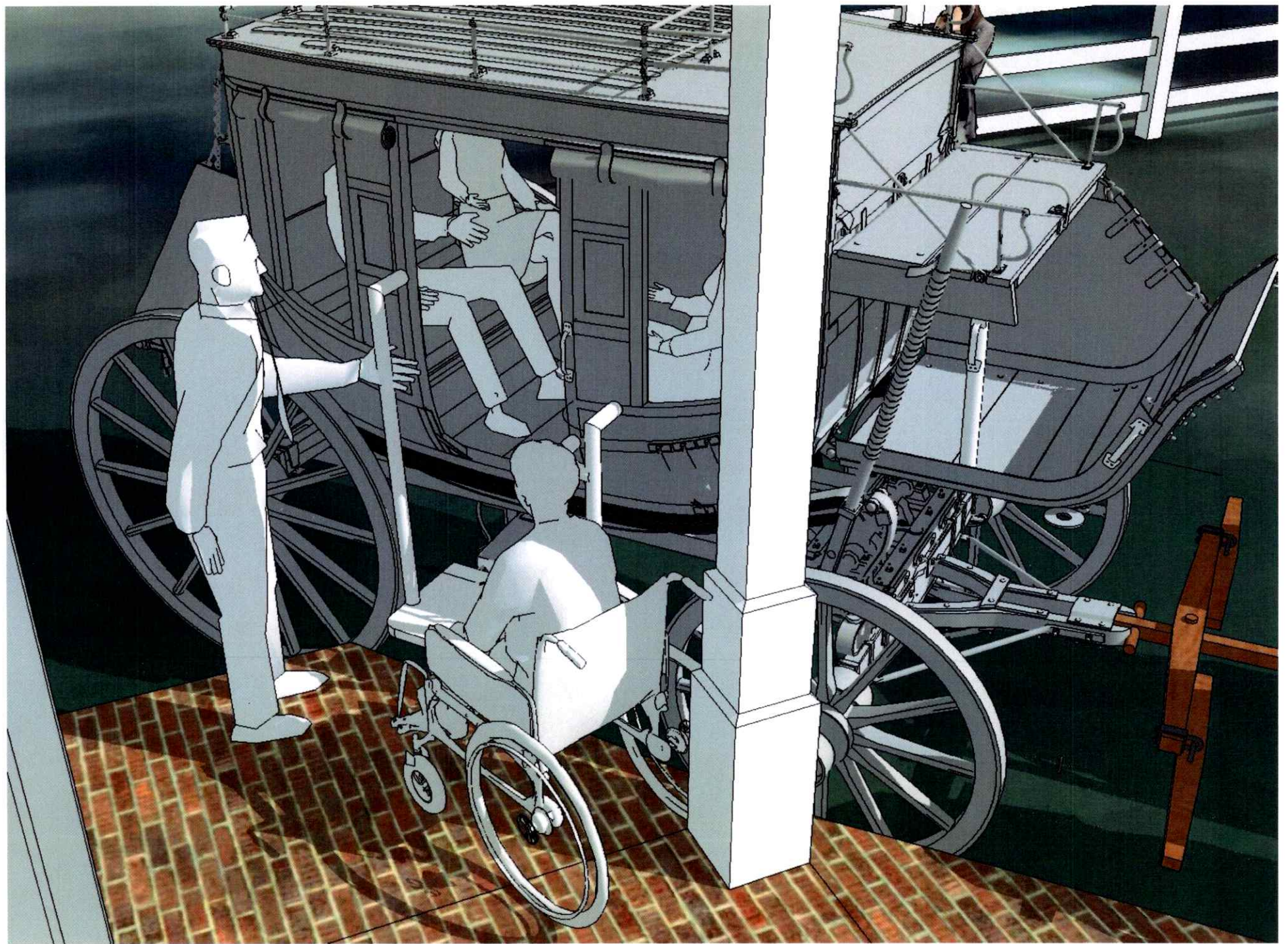














MEMO

To: Board of Mayor and Aldermen

From: Fire Chief, Patrick McLaughlin

Date: February 6, 2024

Re: Approval of Vehicle Exhaust System purchase

On this date, February 6, 2024, I am requesting that the Board of Mayor and Aldermen approve the purchase of a Vehicle Exhaust removal system for both fire stations from MagneGrip in the amount of \$98,072.

Request for Proposals (RFPs) were solicited for the vehicle exhaust systems in December 2023. One (1) proposal was received January 8, 2023 by MagneGrip with an installation cost of \$95,072. We would like to include the optional maintenance agreement for 3 years for additional cost of \$3,000 bringing the project to \$98,402. This project is under budget.

Attached is the quote portion of the proposal for the entire project from MagneGrip for your reference.

Should you have any questions regarding this request, please feel free to call me at 615-672-5338 or email me at pmclaughlin@whitehousetn.gov

Thank You



CITY OF WHITE HOUSE
RFP VEHICLE EXHAUST REPLACEMENT SYSTEM
EVALUATION SCORES

PROPOSALS				
	Total Available Points	MagneGrip		
Followed instructions in the request for proposal on preparation and submission of the propo	25	23		
Ability and relevant expertise of the company's personnel to be used in performing the service	25	25		
Level of experience with similar projects	25	24		
Proposal demonstrates the firm's ability to meet schedules and perform the work	25	23		
Overall approach to completing the project, timeliness and costs	25	24		
Total Score	125	119	0	0
	100%	95.20%	0.00%	0.00%
Total Cost		\$95,072.00		

MagneGrip®

DATE: January 2, 2024

PROPOSAL FOR: White House Fire Department
105-D College Street
White House, TN 37188

ATTENTION: Chief Patrick McLaughlin

REF: RFP Vehicle Exhaust Removal System for Stations #1 & #2

PROJECT SCOPE: Provide and Install a fully automatic MagneGrip® Diesel Exhaust Extraction System for removal of apparatus exhaust emissions from start up to door threshold.

EQUIPMENT, MATERIAL AND LABOR PRICE:

Station #1:

Two Drop MagneGrip® Source Capture System

Package Includes:

- (1) SSRMPRO-301 **Bay #1:** 30' Straight Suction Rail MagneGrip® PRO with One Hose Drop
- (1) SSRMPRO-301 **Bay #2:** 30' Straight Suction Rail MagneGrip® PRO with One Hose Drop
- (1) CF361-2 MagneGrip® Exhaust Fan 2HP-1PH rated at 1350 CFM at 6" SP
- (1) 500174-08 Wireless Auto-Start Control Panel 2HP/208-230V/1PH
- (1) 500157-10 10" Up-blast Back Draft Damper Type Rain Cap

PRICE.....\$37,839.00

Station #2:

Four Drop MagneGrip® Source Capture System

Package Includes:

- (1) SSRMPRO-301 **Bay #1F:** 30' Straight Suction Rail MagneGrip® PRO with One Hose Drop
- (1) SSRMPRO-301 **Bay #1R:** 30' Straight Suction Rail MagneGrip® PRO with One Hose Drop
- (1) SSRMPRO-301 **Bay #2F:** 30' Straight Suction Rail MagneGrip® PRO with One Hose Drop
- (1) SSRMPRO-301 **Bay #2R:** 30' Straight Suction Rail MagneGrip® PRO with One Hose Drop
- (1) CF363-5 MagneGrip® Exhaust Fan 5HP-3PH rated at 3300 CFM at 6" SP
- (1) 500179-08 Wireless Auto-Start Control Panel 5HP/208-230V/3PH
- (1) 500157-12 12" Up-blast Back Draft Damper Type Rain Cap

PRICE.....\$57,233.00

- Each Hose Assembly includes a 5" diameter high-temp upper hose section, a 1050 degree extreme high-temp 2' lower hose section with handle, a nozzle that attaches to the tailpipe adapter to contain 100% of exhaust emissions while providing ambient air to reduce exhaust temperatures, a tailpipe adapter assembly that provides easy connection and cool air induction.
- UL/CUL Wireless Auto-Start Control Panel with NEMA 4X enclosure to provide auto start/stop operation with adjustable timer, manual override switch, and wireless capability.
- Electrical wiring from available supply to control panel and exhaust fan, a safety disconnect for fan motor. Subpanels are excluded, if required, and any modifications required to bring service to code are excluded.



11449 Deerfield Rd. Cincinnati, OH 45242 | phone: 800-875-5440 | fax: 513-247-2502 | email: info@magnetgrip.com

magnetgrip.com | WBE/WOSB Certified | Made in USA

MagneGrip®

- Each Hose Assembly is provided with a transmitter and pressure sensor for automatic system.
- Tailpipe Modifications as required but limited to vehicle tailpipes from the muffler out. Rusted or Damaged Tailpipes are the responsibility of the Fire Department.
- Class 2 Spiral Duct, Fittings, and Hangers
- Adjustable Telescopic Support Legs to hang rail or track systems
- If Required, Wall Penetration for Fan Discharge (see Terms)
- Shipping to Job Site
- Labor & Material to Install Systems
- Start up and Training
- Equipment is 100% American Made by an ISO9001-2015 Company
- Women's Business Enterprise (WBE) Certified
- Women's Owned Small Business (WOSB) Certified

TOTAL PRICE.....\$95,072.00

Optional:

Replace (SSR) Rail with (SFT) Track Systems at Station #1 deduct from price.....\$-3,333.00_____

Three Years of Preventative Maintenance Service at \$1000/year.....\$3,000.00_____

Please indicate options with yes or no.

TERMS:

- One MagneGrip® Tailpipe Adapter and installation is included with each hose drop assembly. All vehicles that require Tailpipe Adapters must be made available to MagneGrip technicians at the time of system installation. Additional adapters upon request.
- MagneGrip provides wall penetration only for exhaust duct, if required. Roof penetrations, flashing, curbing and sealing will be at the customer's expense.
- Pricing includes standard permits and business licensing fees, if required. Price does not include any state, sales, or special taxes, engineered stamped drawings or services, seismic engineering, or electrical/structural load calculations.
- Electrical subpanels and modifications required to bring service to code are excluded if required unless otherwise indicated in the proposal.
- Upon approval, please submit a signed copy of this proposal and a tax exemption certificate. Projects are invoiced per station upon shipment of equipment. Payment is due upon completion of the project.
- Proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the City.

SUBMITTED BY:

MagneGrip®

Maggie Rossman-Roach

President

Signature: _____

Date: _____

(White House FD TN Bid Proposal dated 1-2-24)

ACCEPTED BY:

Company: _____

Authorized Signature: _____

Print: _____ Title: _____

PO#, If Required: _____ Date: _____



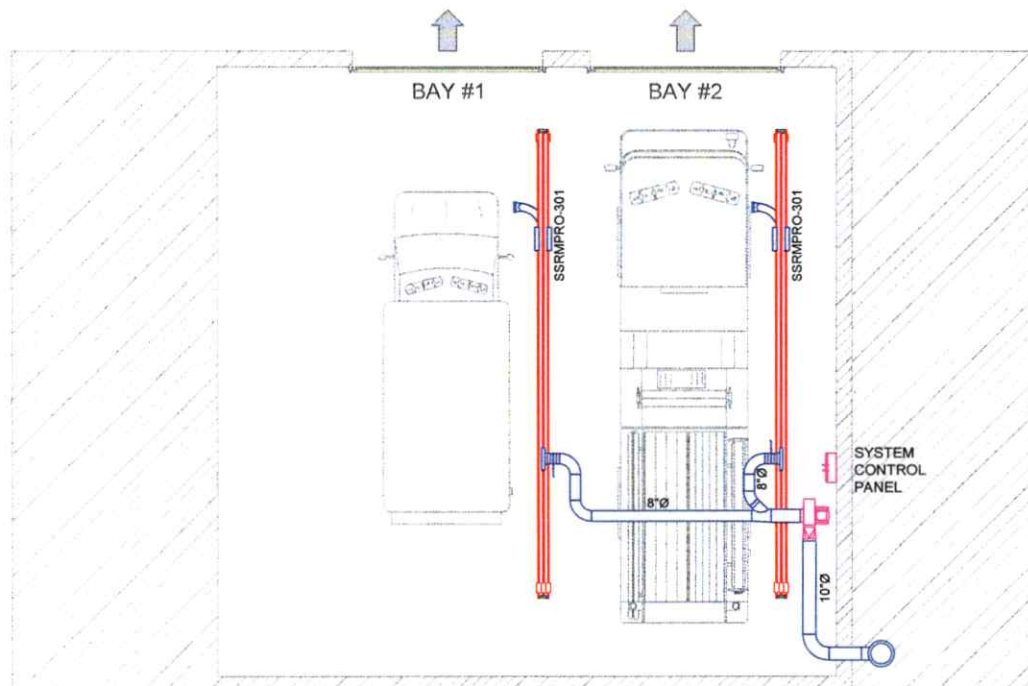
11449 Deerfield Rd. Cincinnati, OH 45242 | phone: 800-875-5440 | fax: 513-247-2502 | email: info@magnetgrip.com

magnetgrip.com | WBE/WOSB Certified | Made in USA

PROJECT NO: -
SYSTEMS: STRAIGHT SUCTION RAIL
ISO 9001:2015 CERTIFIED
UNITS: INCHES

GENERAL CONSTRUCTION NOTES:

1. FOR THE PURPOSE OF CLEARNESS AND LEGIBILITY DRAWINGS ARE DIAGRAMMATIC AND DESIGN INTENT ONLY.
CONTRACTOR SHALL VERIFY ALL DIMENSIONS BY FIELD MEASUREMENT BEFORE BEGINNING ANY FABRICATION OR CONSTRUCTION.
2. ALL WORK SHALL BE IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL CODES IN ACCORDANCE WITH 2018 ICC (IBC, IRC).
3. ALL NEW MATERIAL METHODS, AND EQUIPMENT SHALL BE INSTALLED IN STRICT ACCORDANCE WITH THE BUILDING STANDARDS AS APPROVED.
4. CONTRACTOR SHALL INSTALL ALL EQUIPMENT IN STRICT ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.
5. CONTRACTOR SHALL COORDINATE EXACT LOCATION OF EXHAUST FANS, DUCTWORK, AND EXHAUST DROPS WITH EXISTING IN-PLACE CITY FIRE DEPARTMENTS EQUIPMENT, LIGHTING, AND ALL EXISTING CONDITIONS.
6. ALL EXHAUST DUCTWORK SHALL BE SPIRAL SEAM GALVANIZED STEEL FABRICATED AND INSTALLED IN ACCORDANCE WITH CHAPTER 6 OF THE 2018 ICC AND 2018 ASHRAE STANDARD MANUAL.
7. SHEETMETAL DUCT DIMENSIONS SHOWN ARE AIRWAY DIMENSIONS.
8. BALANCE EXHAUST SYSTEM AND EACH EXHAUST DROP MEET AIR QUANTITIES AS REQUIRED.
9. CONTRACTOR SHALL COORDINATE WITH CITY FIRE DEPARTMENT PRIOR TO ANY PENETRATION OR ROOF CUTTING.



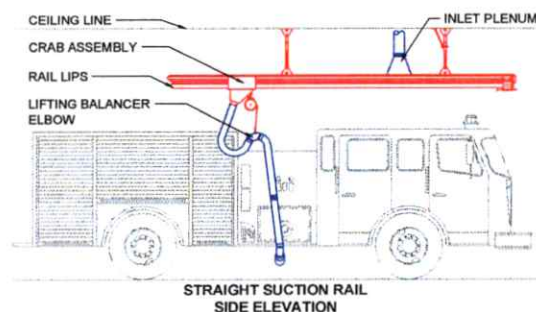
FAN SCHEDULE

FAN TYPE	ID#	AIRFLOW (CFM)	RPM	STATIC PRESSURE (IN - WC)	VOLTS / PHASE	HP	BREAKER	WIRE
MAGNEGRIP	CF361-2	1350	3450	6 SP	208v / 1ph	2	30 AMP	#10THHN

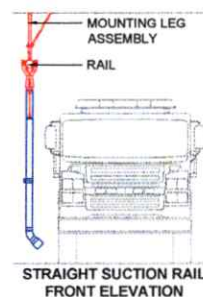
VEHICLE EXHAUST SYSTEM

DESCRIPTION	PART #	QTY	REMARKS
CONTROL PANEL	500174-08	1	
RAIN CAP	500157-10	1	
SUCTION RAIL	SSRMPRO-301	2	1 HOSE DROP EACH
TOTAL # OF HOSE DROPS:	2		CFM PER HOSE DROP: 600 CFM

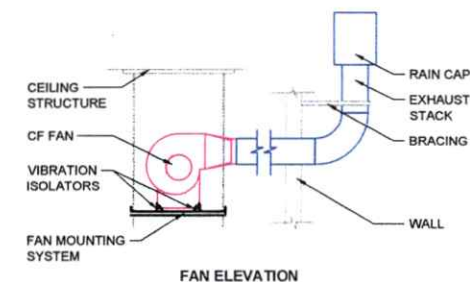
- REMARKS:
- ITEM HAS BEEN SPECIFIED FOR QUALITY AND PERFORMANCE ANY APPROVED SUBSTITUTION IS AT THE RISK OF THE OWNER.
 - PROVIDE TRACK OR RAIL SYSTEM, TRANSITION ELBOW, HIGH TEMPERATURE HOSE, HOSE CLAMPS, NOZZLES, TAIPPE CONNECTORS, FRESH AIR INTAKE, AND OTHER ITEMS REQUIRED FOR A COMPLETE INSTALLATION.
 - PROVIDE WIRELESS CONTROL PANEL ACTIVATION, PRESSURE SENSORS, WIRELESS TRANSMITTERS, AND ADDITIONAL COMPONENTS IF REQUIRED FOR AUTOMATIC FAN CONTROL.
 - VEHICLE EXHAUST SYSTEM DESIGN AND DRAWING IS THE SOLE PROPERTY OF THE DESIGNERS, MAGNEGRIP.
 - DETAILS MAY NOT REPRESENT THE SAME KIND OF VEHICLE IN PLAN VIEW.
 - DETAILS ARE MEANT TO ILLUSTRATE "TYPICAL" ELEVATION VIEWS.



STRAIGHT SUCTION RAIL
SIDE ELEVATION



STRAIGHT SUCTION RAIL
FRONT ELEVATION



FAN ELEVATION



FLOOR PLAN - DIESEL EXHAUST SYSTEM
SCALE: NOT NECESSARILY TO ANY SCALE
FOR ILLUSTRATION PURPOSES ONLY

REVISIONS

White House Fire Station #1
416 TN-76
White House, TN

DIESEL EXHAUST SYSTEM

DIESEL EXHAUST SYSTEM - FLOOR PLAN

PROJECT

DATE: 12/21/23
SHEET No: 1

THIS DRAWING (VEHICLE EXHAUST SYSTEM) DESIGN IS THE SOLE PROPERTY OF MAGNEGRIP. IT IS NOT TO BE USED FOR ANY OTHER PROJECT WITHOUT THE PERMISSION OF THE DESIGNER.
1.800.875.5440

MagneGrip
Vehicle Exhaust Venting Systems
10000 Old Highway 40
Cincinnati, OH 45242
www.MagneGrip.com

PROJECT NO:
SYSTEMS: STRAIGHT SUCTION RAIL
ISO 9001:2015 CERTIFIED
UNITS: INCHES

GENERAL CONSTRUCTION NOTES:

1. FOR THE PURPOSE OF CLARITY AND LEGIBILITY DRAWINGS ARE DIAGRAMMATIC AND DESIGN INTENT ONLY. CONTRACTOR SHALL VERIFY ALL DIMENSIONS BY FIELD MEASUREMENT BEFORE BEGINNING ANY FABRICATION OR CONSTRUCTION.
2. ALL WORK SHALL BE IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL CODES IN ACCORDANCE WITH 2019 ICC (IBC, IRC).
3. ALL NEW MATERIAL METHODS, AND EQUIPMENT SHALL BE INSTALLED IN STRICT ACCORDANCE WITH THE BUILDING STANDARDS AS APPROVED.
4. CONTRACTOR SHALL INSTALL ALL EQUIPMENT IN STRICT ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.
5. CONTRACTOR SHALL COORDINATE EXACT LOCATION OF EXHAUST FANS, DUCTWORK, AND EXHAUST DROPS WITH EXISTING IN-PLACE CITY FIRE DEPARTMENTS EQUIPMENT, LIGHTING, AND ALL EXISTING CONDITIONS.
6. ALL EXHAUST DUCTWORK SHALL BE SPIRAL SEAM GALVANIZED STEEL FABRICATED AND INSTALLED IN ACCORDANCE WITH CHAPTER 6 OF SMACNA AND SMACNA STANDARD MANUAL.
7. SHEETMETAL DUCT DIMENSIONS SHOWN ARE AIRWAY DIMENSIONS.
8. BALANCE EXHAUST SYSTEM AND EACH EXHAUST DROP MEET AIR QUANTITIES AS REQUIRED.
9. CONTRACTOR SHALL COORDINATE WITH CITY FIRE DEPARTMENT PRIOR TO ANY PENETRATION OR ROOF CUTTING.

FAN SCHEDULE

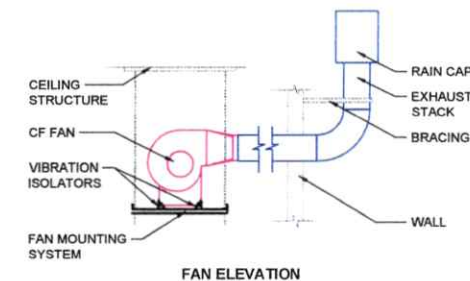
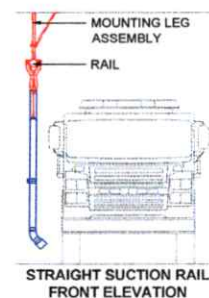
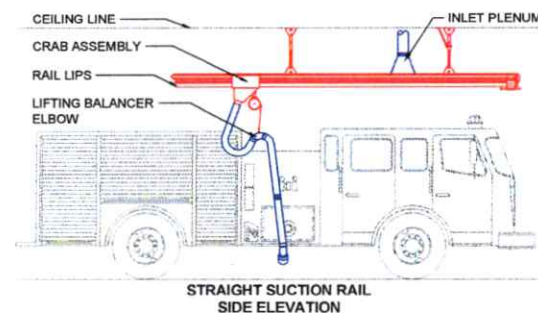
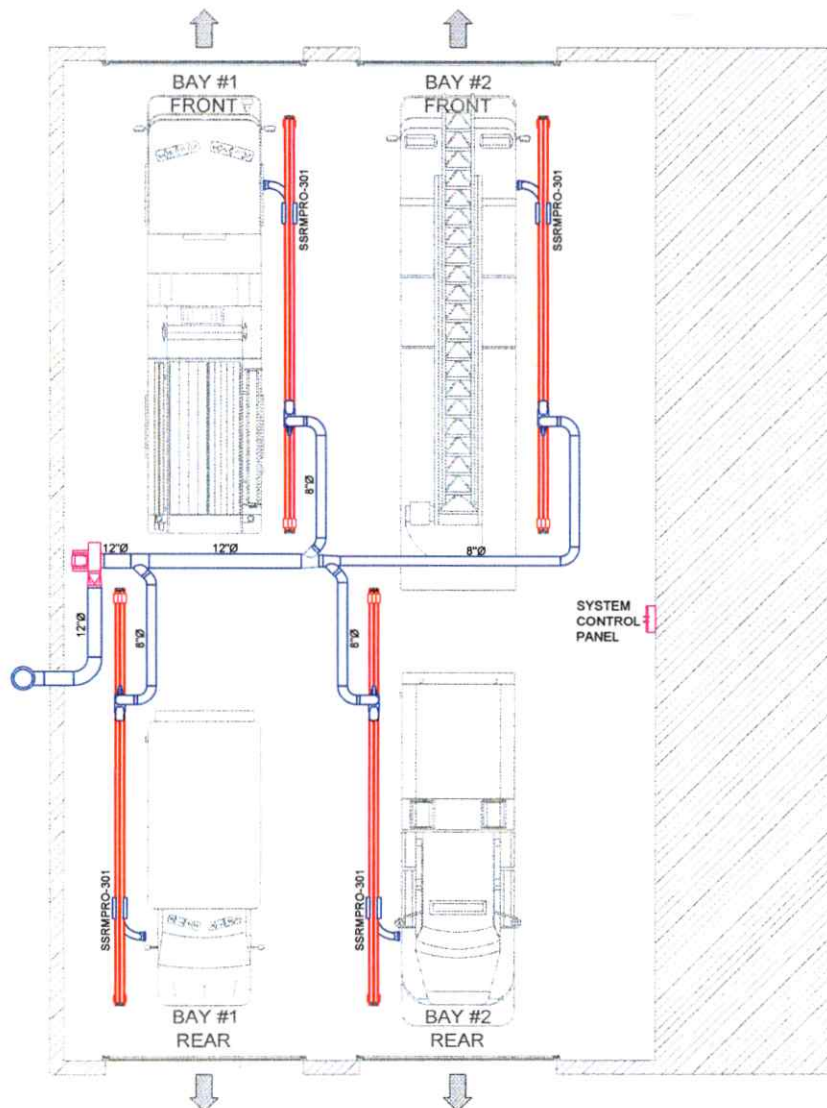
FAN TYPE	ID#	AIRFLOW (CFM)	RPM	STATIC PRESSURE (IN - WC)	VOLTS / PHASE	HP	BREAKER	WIRE
MAGNEGRIP	CF363-5	3300	3450	6 SP	208v / 3ph	5	30 AMP	#6THHN

VEHICLE EXHAUST SYSTEM

DESCRIPTION	PART #	QTY	REMARKS
CONTROL PANEL	500179-08	1	
RAIN CAP	500157-12	1	
SUCTION RAIL	SSRMPRO-301	4	1 HOSE DROP EACH
TOTAL # OF HOSE DROPS:	4	CFM PER HOSE DROP:	600 CFM

REMARKS:

- ITEM HAS BEEN SPECIFIED FOR QUALITY AND PERFORMANCE ANY APPROVED SUBSTITUTION IS AT THE RISK OF THE OWNER.
- PROVIDE TRACK OR RAIL SYSTEM, TRANSITION ELBOW, HIGH TEMPERATURE HOSE, HOSE CLAMPS, NOZZLES, TAILPIPE CONNECTORS, FRESH AIR INTAKE, AND OTHER ITEMS REQUIRED FOR A COMPLETE INSTALLATION.
- PROVIDE WIRELESS CONTROL PANEL ACTIVATION, PRESSURE SENSORS, WIRELESS TRANSMITTERS, AND ADDITIONAL COMPONENTS IF REQUIRED FOR AUTOMATIC FAN CONTROL.
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- DETAILS ARE MEANT TO ILLUSTRATE "TYPICAL" ELEVATION VIEWS.



FLOOR PLAN - DIESEL EXHAUST SYSTEM
SCALE: NOT NECESSARILY TO ANY SCALE
FOR ILLUSTRATION PURPOSES ONLY

REVISIONS:

PROJECT: White House Fire Station #2

120 Business Park Drive
White House, TN
DIESEL EXHAUST SYSTEM
DIESEL EXHAUST SYSTEM - FLOOR PLAN

DATE: 12/21/23
SHEET No.:
DRN: CHC: CADD:
EDR: 00

MagneGrip
Vehicle Exhaust Venting Systems
11448 Deerfield Road
Cincinnati, OH 45242
www.MagneGrip.com

THIS DRAWING, VEHICLE EXHAUST SYSTEM DESIGN, IS THE SOLE PROPERTY OF MAGNEGRIP. IT IS NOT TO BE USED OR REPRODUCED WITHOUT THE WRITTEN PERMISSION OF THE DESIGNER.
1:20 PLS. NAD

Work Plan-Approach & Implementation:

Typical delivery of the equipment and installation is 8 to 12 weeks after receipt of purchase order, signed contract, or signed proposal. The ordering process includes receipt of the order by your Primary Contact, Mike Winkler, who will confirm all required equipment items with the Fire Department. Any discrepancies or possible changes will be noted at that time and notices sent to all parties for confirmation or adjustment.

- Once all required equipment and any possible changes have been confirmed, Mike Winkler will provide the proper sold sheet and supporting information to the MAGNEGRIP operations department.
- The MAGNEGRIP operations department will confirm all required equipment and equipment layout with Mike Winkler.
- Once equipment and layout information has been confirmed a CAD drawing of each station showing equipment location will be drawn for Fire Department review and approval.
- Upon CAD drawing approval by the Fire Department, MAGNEGRIP operations will schedule the installation and order all required equipment and material required for the installation of the system. If required MAGNEGRIP will also arrange for installation of electrical connections by a qualified local electrician approved by the Fire Department.
- Equipment will either be shipped by common carrier (freight) or by MAGNEGRIP owned trucks and delivered directly to the installation site. Once equipment and materials are received the fire personnel and/or the MAGNEGRIP technicians will inspect all items for damage. Any damaged items will need to be noted and proper claim forms filed at the time of delivery for proper credit.
- Installation of the complete system is typically scheduled at one day per hose drop plus one additional day per station. Example: If there are 4 hose drops at a station – a typical installation time frame would be calculated at 5 days. Obviously, unexpected items can occur which may add or in some cases delete time from the project.

Once the installation of the equipment is complete, all tailpipe modifications are complete, and all electrical connections are complete, the MAGNEGRIP technicians will start up the system and check for proper operation. Any discovered problems with the installation or equipment operations will be noted and appropriate corrections made at that time or scheduled in an appropriate time frame.



System Warranty

MagneGrip®

★ Five Year Warranty

- Fan And Fan Motor
- Controller
- Cast Aluminum Elbows
- Nozzle Boot And Magnepak
- Spring Balancers
- Flex Hoses
- Pressure Sensors
- Suction Rail & Track Trolley Assemblies
- Other Miscellaneous Components

★ Lifetime Structural Warranty

- All Duct Material
- Track And Rail
- Telescoping Support Legs

MagneGrip® Exhaust Ventilation Systems

MagneGrip is proud and confident in the quality of the MagneGrip Exhaust Removal System and warrants to the end user of the MagneGrip System to be free of manufacturing defects as described below. Warranty shall commence on the date that the installation is complete and the system is in operating condition.

Damage caused by misuse, lack of maintenance or accidental damage is not covered by this warranty. Service is available by calling MagneGrip at 1-800-875-5440 to locate nearest dealer to repair the product. Regular adjustments and maintenance are not part of this warranty and can also be obtained by calling this number.

MagneGrip at their discretion will repair or replace the item that is defective. Labor to repair the product is included in this warranty.

MagneGrip

11449 Deerfield Road
Cincinnati, Ohio 45242
P: 513-489-4440
Email: info@magnetgrip.com
Website: www.magnetgrip.com



For Service, contact us anytime for prompt response:
helpdesk@magnetgrip.com

Preventative Maintenance Program

Service Program

Our Service Programs are designed to provide cost-saving benefits and reliable operations of our Diesel Exhaust Removal Systems, assuring you of the following:



Prolonged Equipment Life



Protection of Equipment From Damage Due to Neglect



Reduction of Equipment Down-time



Added Safety and Health of Your Personnel

A complete preventive maintenance program will include, as needed:

- **Cleaning of the equipment**
- **Lubrication**
- **Checking, realigning and servicing of parts**

This procedure will be performed at each inspection and is designed specifically for your needs.

The system will also be adjusted for maximum operating efficiency.

MagneGrip Diesel Exhaust Service & Maintenance Contract Service Performance Checklist



Inspect, clean and adjust MagneGrip nozzle for wear



Inspect and adjust pressure sensors



Inspect, clean and adjust the MagneGrip tailpipe adapters



Inspect and adjust control timer, relay and control switch



Inspect and adjust balancer



Inspect & clean rail &/or track



Check the flexible hoses and connections and adjust where needed



Inspect & adjust crab assembly



For Service, contact us anytime for prompt response:
helpdesk@magnetgrip.com

February 7, 2024

MEMORANDUM

To: Board of Mayor and Aldermen
Gerald Herman, City Administrator

From: Derek Watson, Administrative Services Director

Re: City-wide Lawn Maintenance Agreement

Bids were solicited for city-wide lawn maintenance services since the current agreement is expiring at the end of February. A total of five (5) bids were received, but one (1) was rejected since it had missing forms. A bid tabulation is attached.

I am requesting the approval of the lowest and most responsible bid from Wades Lawn Service in the annual amount of \$68,790.00. The agreement is for three (3) years with options to be extended for an additional two (2) years for a total of five (5) years.

If you have any questions or concerns, please do not hesitate to contact me at 672-4350, option 4.



CITY OF WHITE HOUSE

Bid No. 24-1111A

Lawn Care Services

Bid Opening: January 4, 2024 @ 2:00 p.m.

DESCRIPTION				
Company Name	Wade's Lawn Service	Volunteer Lawn Care	Dreamscape Landscape Service	3 C's Lawn Care
Address	1215 Louisville Hwy. Goodlettsville, TN 37072	314 Hwy 76 White House, TN 37188	540 W. Main St. 149 Gallatin, TN 37066	457 Myatt Dr Madison, TN 37115
BASE BID TOTAL	\$68,790.00	\$93,900.00	\$103,403.00	\$201,130.00

*Wyatt Lawn and Landscaping Bid was disqualified due to missing required forms.

CITY OF WHITE HOUSE
REQUEST FOR BID
LAWN MAINTENANCE
PURCHASING DEPARTMENT
105D COLLEGE STREET
WHITE HOUSE, TN 37188
PHONE: 615-672-4350 Extension 2130 FAX: 615-672-2939

BID NO. 24-1111A

DATE: DECEMBER 5, 2023

**BIDS WILL BE RECEIVED UNTIL
2:00 PM ON JANUARY 4, 2024.
PUBLIC OPENING AT 2:00 PM
ON JANUARY 4, 2024.**

TO BIDDER:

PLEASE QUOTE YOUR LOWEST PRICE, BEST DELIVERY DATE, CASH DISCOUNT TERMS, AND F.O.B. POINT FOR THE FOLLOWING. THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL QUOTATIONS AND TO ACCEPT ANY OR ALL ITEMS AT THE PRICE QUOTED. UNLESS OTHERWISE STATED, ALL QUOTATIONS ARE CONSIDERED TO BE FIRM QUOTATIONS FOR A PERIOD OF 30 DAYS FROM DATE OF QUOTATION DUE DATE. PLEASE QUOTE ON THIS FORM AND RETURN IT MARKED "NO QUOTE" IF YOU CANNOT QUOTE IN ORDER TO REMAIN ON THE CITY'S VENDOR LIST.

FIRM'S NAME: Wade's Lawn Service

ADDRESS: 1215 Louisville Highway Goodlettsville, TN 37072

TELEPHONE: 615509-3793 FAX: _____ EMAIL: Wadeslawnservice@gmail.com

NAME: Ira E. Wade TITLE: Owner

DATE 1-2-2024 SIGNATURE Ira E. Wade

GRAND TOTAL OF BID: \$ 68,790.00
(Should equal total of Breakdown Cost in Appendix A)

APPENDIX A
City of White House
Request for Bids
Lawn Care Service

Below are the properties that need quotes for mowing and bed maintenance services. Please visit each property to get the best cost to mow and maintain the property. Each property may have flower beds that will also need to be maintained with mowing, or only need flower bed maintenance.

Property Schedule

Department	Location Address	Location Description	Approx. Lot Size	Times to Cut	Service	Total Cost
Building Maintenance	105D College Street	City Hall and Library	5 acres	Any time – except Wednesdays	Mow/Bed	10,800.00
Fire	120 Business Park Drive	Fire Station #2	1 acre	Any time	Mow/Bed	6,300.00
Fire	416 Hwy 76	Fire Station #1	1 acre	Any time	Mow/Bed	1500.00
Welcome Center/Museum	414 Hwy 76	Museum and Welcome Center	1 acre	Any time	Mow/Bed	1500.00
Police	303 N. Palmers Chapel	Police Station	2.5 acres	During Business Hours	Mow/Bed	6400.00
Police	725 Industrial Drive	Gun Range includes embankments	1 acre	During Business Hours	Mow	1890.00
Parks and Recreation	3042 Hwy 31W	Hillcrest Cemetery	6.5 acres	Any time	Mow/Bed	10,125.00
Parks and Recreation	105 College St	Around parking lot	Less than 1 acre	Any time	Bed	(included in City)
Parks and Recreation	N. Palmers Chapel Rd	Byrum property around house and barn	1 acre	Any time	Mow/Bed	5,600.00
Stormwater	123 Calista Road	Calista Property	2 acres	During Business Hours	Mow/String Trim Pond Banks	1,800.00
Stormwater	Shady Lane	Between 217 & 221 Shady Lane	Less Than 2 acres	During Business Hours	Mow/String Trim Pond Banks	1,620.00
Public Services	City Limits – Hwy 76, 31W South and North	Three (3) Welcome Signs	Less than .1 acre	During Business Hours	Weeding/Mulching/Flower Replacement/Mow as Needed	600.00

Wastewater	2533 Union Road	Union Road Lift station	Less than .2 acre	During Business Hours	Mow/String Trimming/ Weeding/Blowing	945.00
Wastewater	400 Artesa Drive (behind)	Cambria Lift station	Less than .1 acre	During Business Hours	Mow/String Trimming/ Weeding/Blowing	945.00
Wastewater	469 Portland Road	Portland Road Lift station	Less than .1 acre	During Business Hours	Mow/String Trimming/ Weeding/Blowing	945.00
Wastewater	1113 TN-76	Hwy 76 Lift Station	Less than .1 acre	During Business Hours	Mow/String Trimming/ Weeding/Blowing	945.00
Wastewater	725 Industrial Drive	Wastewater Treatment Plant	10 acres	During Business Hours	Mow/Weeding/Edging/ Hedge Trimming/ Blowing/String Trimming/Mulching	11,250.00
Wastewater	555 Tyree Springs	Old Tyree Lift Station	Less than .1 acre	During Business Hours	Mow/Weeding/ Blowing/String Trimming	945.00
Public Works	I-65 Triangle N/B Entrance	State Rd 76	Less Than 1 Acre	During Business Hours	Mow/Weeding/ Blowing/String Trimming	4,680.00
Public Works	I-65 Exit next to Hardees	State Rd 76	Less Than 1 Acre	During Business Hours	Mow/Weeding/ Blowing/String Trimming	" "
Public Works	I-65 Triangle S/B Exit	State Rd 76	Less Than 1 Acre	During Business Hours	Mow/Weeding /Blowing/String Trimming	" "
Public Works	I-65 S/B Entrance	State Rd 76	Less Than 1 Acre	During Business Hours	Mow/Weeding /Blowing/String Trimming	" "
GRAND TOTAL						68,790.00

February 7, 2024

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Travis Garmon, Wastewater Director
Re: Request for purchase authorization – in-line pump for North Palmers vacuum station

Please be advised that on this day (February 15th, 2024), the Wastewater Department is requesting that the Board of Mayor and Alderman approve and authorize for purchase one (1) Yeomans Vertical Non-Clog Pump for installation at the North Palmers Chapel Vacuum Sewer Station. Purchase would be from Wascon Sales and Service for the amount of \$80,385.53 under the sole-source/single-source agreement approved by the Board of Mayor and Aldermen for this current budget year. Estimated lead time for the pump is 26-28 weeks.

The volute of the existing pump at this station has cracked beyond our ability to repair in-house, and requires replacement. Due to the age of the existing pump, a replacement volute cannot be ordered or fabricated. Two (2) of these pumps are required for normal operation of the station. Although the station is currently operating without issue on one (1) pump, failure of the remaining pump would leave us without the ability to operate or maintain the service of this vacuum station.

February 1, 2024

Wastewater Treatment
725 Industrial Drive
White House, TN 37188
Attn: Travis Garmon

**REF: North Palmer Pump Station-Yeomans Pump Replacement
Replacing Existing Pump Serial # 7517013159**

WASCON is pleased to offer this proposal for you on the above reference project.
Please review the proposal and specifics below to include the following:

(1) Yeomans Vertical Non-Clog Pump
Model # 64315LC-48HT – Series 6260
Rated Duty: 500 GPM @ 217 TDH @ 1750 RPM

Lead Time 26-28 weeks

PRICE: \$80,385.53

Notes:

1. The price listed above is for materials only.
2. Mileage and Labor to install is not included in this price.
3. WASCON Standard Terms and Conditions Apply
4. Pricing is valid for 30 days from date above.

WASCON looks forward to working with you on this proposal. If you have any questions regarding this proposal, please feel free to contact us at any time!

Thanks,
Scott Underwood

February 7, 2024

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Travis Garmon, Wastewater Director
Re: Request for contract award – Southern Force-Main Phase-4

Please be advised that on this day (February 15th, 2024), the Wastewater Department is requesting that the Board of Mayor and Alderman approve and award the bid from Norris Bros. Excavating, LLC opened on February 5th, 2024 for the amount of \$1,375,640.00 for installation of Phase-4 of the New Southern Force-Main Project. Scope of the project would include installation of a new 20" DR11 HDPE sanitary sewer line from the intersection of Sage Rd and Cardinal Dr to the intersection of McCurdy Rd and Cedarbrook Dr, as well as installation of a 2" low-pressure PVC force-main along Sage Rd.

Bid packages were reviewed internally by Wastewater Department and Administrative staff, as well as by the City's contracted consulting engineers, and Norris Bros. Excavating, LLC was found to be the lowest responsive and responsible bidder capable of installing the preferred pipe material. HDPE pipe is preferred over PVC in this application due to its long-term resiliency, short-term availability, and overall ease of installation. Recommendation for award to this bidder is in alignment with the recommendation of CSR Engineering, who serve as both the City's consulting engineers as well as the design engineers for this project.



CSR Engineering Inc.
2010 Hwy. 49E
Pleasant View, TN 37146
Phone: (615) 212-2389
Fax: (615) 246-3815
www.csengineers.com

February 7, 2024

Gerald Herman & Travis Garmon
City of White House
105D College Street
White House, TN 37188

Re: Southern Force Main (Sage to 31W) Project Bid Certification

Gentlemen,

To the best of my knowledge, the attached Bid Tabs are a true and exact tabulation of bids received. CSR has reviewed the bids for responsiveness and responsibility. After discussion with City Staff and confirmation of the bid documents, we are in support of awarding to the lowest responsive and responsible bidder for the HDPE forcemain pipe material, Norris Bros. Excavating, in the amount of \$1,375,640.00.

Sincerely,

A handwritten signature in black ink, appearing to read "J L Reynolds", with a stylized flourish at the end.

Jason Reynolds, P.E.
CSR Engineering

Attachment: SFM Ph4 Bid Items (All bidders)



CITY OF WHITE HOUSE
Bid No. 24-1113WW
SOUTHERN FORCE MAIN (SAGE RD TO US31W)
Bid Opening: February 5, 2024 @ 11:00 a.m.

DESCRIPTION				
Company Name	REV Construction, Inc.	Cleary Construction, Inc.	Norris Brothers Excavating	Twin States Utilities & Excavation, Inc
Address	5801 Grover Burchfield Dr. Tuscaloosa, AL 35401	2006 Edmonton Road Tompkinsville, KY 42167	22 Northside Lane Crossville, TN 38571	9440 Old Glasgow Rd. Mt. Hermon, KY 42157
License Number	74553	41957	48700	62981
License Expiration	4/30/2024	5/31/2025	7/31/2024	11/30/2025
License Classification and Limit	\$3,000,000.00, MU-A	MU, BC, Unlimited	HR, HRA, MUA, MUC, MUD	Unlimited, MU-A, MU-C
IF ALL ITEMS LISTED ABOVE ARE INCLUDED - OPEN BID				
SIGNED BID BOND	✓	✓	✓	✓
SIGNED BID	✓	✓	✓	✓
BASE BID TOTAL	\$1,968,700.00	\$1,766,300.00	\$1,375,640.00	\$1,591,100.00

DESCRIPTION				
Company Name	Civil Constructors	L&G Construction Co., Inc	Smith Bros, LLC	Infinity Pipeline, Inc
Address	P.O. Box 682284 Franklin, TN 37068	P.O. Box 160328 Nashville, TN 37216	P.O. Box 2647 Hendersonville, TN 37077	P.O. Box 927 Bowling Green, KY
License Number	34765	35552	77503	73561
License Expiration	11/30/2025	4/30/2024	3/31/2024	5/31/2025
License Classification and Limit	BC-24, BC-29, CE-C, CMC-A, HC, HRA, MU-A	\$3,000,000.00, HRA-A, MU-A, MU-C, MU-D	Unlimited, BC-B	BC-13, BC-19, BC-29, BC-31, BC- 5, BC-B, HC, HRA-A, HRA-B, HRA-E, MU-A, MU-B, MU-C, MU- D
IF ALL ITEMS LISTED ABOVE ARE INCLUDED - OPEN BID				
SIGNED BID BOND	✓	✓	✓	✓
SIGNED BID	✓	✓	✓	✓
BASE BID TOTAL	\$1,498,567.00	\$1,398,114.00	\$1,465,595.00	\$1,164,750.00

DESCRIPTION	
Company Name	Stewart Richey Construction Inc
Address	2137 Glen Lily Rd Bowling Green, KY 42101
License Number	
License Expiration	
License Classification and Limit	
IF ALL ITEMS LISTED ABOVE ARE INCLUDED - OPEN BID	
SIGNED BID BOND	BID REJECTED Bid Envelope filled out incorrectly
SIGNED BID	
BASE BID TOTAL	

8.02

ARTICLE 9 – BID SUBMITTAL

BIDDER: [Indicate correct name of bidding entity]

Norris Bros Excavating, LLC.

By:

[Signature]

[Printed name]

Jacob Norris

(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:

[Signature]

[Printed name]

Crystal R. Whittaker

Crystal R. Whittaker

Title:

Contract Manager

Submittal Date:

January 31, 2024

Address for receiving notices from the owner:

22 Northside Lane

Crossville, TN 38571

Telephone Number:

931-277-5665

Fax Number:

931-277-5495

Contact Name and e-mail
address:

Jacob Norris

Norrisbrosexcavating@hotmail.com

Bidder's License No.:

48700

(where applicable)

ARTICLE 5 - BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following unit price(s):

UNIT PRICE BID (Base Bid)

Item No.	Description	Unit	Est. Qty.	Bid Unit Price	Bid Price
1	CONSTRUCTION STAKES, LINES, AND GRADES	LS	1	25,000.00	25,000.00
2	REMOVAL OF TREES	EA	22	2,000.00	44,000.00
3	18" SDR 21 PVC C900 FORCE MAIN	LF	2900	255.00	739,500.00
4	12" SDR 21 PVC C900 FORCE MAIN	LF	20	180.00	3,600.00
5	4" SDR 21 PVC C900 FORCE MAIN	LF	40	110.00	4,400.00
6	2" SDR 21 PVC CL200 FORCE MAIN	LF	1540	45.00	69,300.00
7	COMBINATION AIR VALVE	EA	2	4,500.00	9,000.00
8	18" GATE VALVE	EA	2	12,500.00	25,000.00
9	12" GATE VALVE	EA	1	4,500.00	4,500.00
10	4" GATE VALVE	EA	1	2,000.00	2,000.00
11	2" GATE VALVE	EA	1	1,500.00	1,500.00
12	18" MJ TEE	EA	2	500.00	1,000.00
13	18" WYE	EA	1	500.00	500.00
14	18" CAP	EA	1	500.00	500.00
15	12" CAP	EA	2	500.00	1,000.00
16	4" CAP	EA	2	500.00	1,000.00
17	18"x12" REDUCER	EA	1	500.00	500.00
18	18"x8" REDUCER	EA	1	500.00	500.00
19	18"x4" REDUCER	EA	1	500.00	500.00
20	12" TAPPING SLEEVE	EA	1	9,000.00	9,000.00
21	4" TAPPING SLEEVE	EA	1	6,000.00	6,000.00
22	4"x2" TAPPING SLEEVE	EA	1	5,500.00	5,500.00
23	1 1/4" SHORT SERVICE TAP	EA	4	2,000.00	8,000.00
24	1 1/4" LONG SERVICE TAP	EA	10	2,500.00	25,000.00
25	30" STEEL BORED CASING FOR 18" FORCE MAIN	LF	150	600.00	90,000.00
26	CONNECTION PER DETAILS AT BEGIN AND END OF FORCE MAIN	LS	1	25,000.00	25,000.00
27	TYPICAL GRAVEL DRIVE REPAIR	EA	4	600.00	2,400.00
28	TYPICAL CONCRETE DRIVE REPAIR	EA	1	3,000.00	3,000.00
29	TYPICAL ASPHALT DRIVE REPAIR	EA	1	3,000.00	3,000.00
30	TYPICAL PAVEMENT REPAIR-PATCH	SY	318	80.00	25,440.00
31	PAVEMENT MARKING	LS	1	10,000.00	10,000.00
32	TRAFFIC CONTROL	LS	1	60,000.00	60,000.00
33	MOBILIZATION	LS	1	100,000.00	100,000.00
34	EROSION CONTROL	LS	1	60,000.00	60,000.00
35	FINAL STABILIZATION	LS	1	10,000.00	10,000.00
Total of All Unit Price Bid Items				1,375,640.00	

And written in total as: one million, three hundred seventy-five thousand, six hundred forty Dollars.

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

ARTICLE 6 - TIME OF COMPLETION

Bidder agrees that the Work for Southern Force Main will be substantially complete within 120 calendar days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions. The bidder agrees ALL Work for the project will be fully complete within 150 calendar days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 150 calendar days after date when the Contract Times commence to run.

6.01 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 7 - ATTACHMENTS TO THIS BID

7.01 The following documents are submitted with and made a condition of this Bid:

- A. Required Bid security;
- B. List of Proposed Subcontractors;
- C. List of Proposed Suppliers;
- D. List of Project References;
- E. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such license within the time for acceptance of Bids;
- F. Contractor's License No.: 48700 [or] Evidence of Bidder's ability to obtain a State Contractor's License and a covenant by Bidder to obtain said license within the time for acceptance of Bids;
- G. Required Bidder Qualification Statement with supporting data; and
- H. City Required Bid Form
 - 1. Drug-Free Workplace Affidavit
 - 2. Non-Discrimination Policy
 - 3. Statement of Compliance-Illegal Immigrants
 - 4. Iran Divestment

ARTICLE 8 - DEFINED TERMS

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

OTHER BUSINESS...

February 7, 2024

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Amanda Brewton, Human Resources Director
Re: Insurance Renewals for 2023 – 2024 Plan Year

After negotiations between the City of White House's broker, Willis Towers Watson, and the City's insurance providers, Willis Towers Watson is recommending that we renew our coverages with the current providers. I have listed a summary below of the changes for the upcoming plan year.

Coverage Type	Provider	Rate Changes	Estimated Annual Increase
Medical	Cigna	4.9%	\$96,000.00
Dental	Delta Dental	None	--
Vision	Cigna	4%	\$525.00
Long Term Disability	Cigna	None	--
Life/AD&D	Cigna	None	--
Short Term Disability	Madison National	None	--

The City is currently on its seventh renewal with the Cigna level funded plan. Due to the unique design of this plan, the City receives a 50% rebate on any overfunding that occurred during the previous plan year. In the past six years, the City has received a total of \$654,950.70 back in rebates. Also, the City has received a rate pass with no increase in rates for the past three years and previous years were minimal increases compared to market trends.

Please contact me at 615-616-1008 if you have any questions.

City of White House
Attn: Amanda Brewton
105 College Street
White House, TN 37188

Reference: Insurance Providers for Plan Year 2024-2025

Willis Towers Watson (WTW) continuously evaluates the market for the employee benefits program for The City of White House. The evaluation is based on Market Segment (# of employees), Plan Design, Network Access and Funding Options. This methodology, along with the experience in the market, allows WTW to provide a thorough review of the program and finalize recommendations.

WTW is making the recommendation to continue coverage of the medical health plan through Cigna HealthCare (details on this recommendation are outlined in the following paragraphs). In addition to the medical plan, WTW has reviewed the ancillary benefits which include Dental (Delta Dental), Vision (CIGNA), Long Term Disability (CIGNA), Life/AD&D (CIGNA) and Short-Term Disability (Madison National).

Cigna HealthCare has assessed the annual claims data and cost for the current policy year and concluded that a 11.5% increase to the medical premiums would be warranted.

For calendar year 2023, the gross paid claims for medical and prescriptions was equal to \$1,300,174 compared to the 2022 of gross paid claims equaling \$803,185. The total change in enrollment varied slightly year over year due to limited turnover of 15%.

The financial team at WTW has conducted a comprehensive assessment of the 2024 renewal, including the proposed increase from CIGNA Healthcare. This analysis involved examining annual growth in paid claims, healthcare trends, and any alterations in plan design over the past three years. Our review indicates that the proposed increase for 2024 aligns with prevailing market trends.

We are delighted to announce that CIGNA has agreed to lower the increase for medical and pharmacy expenses, which will be finalized at 4.9% for the 2024-2025 plan year.

There is a minor adjustment in CIGNA Vision rates for the 2024 – 2025 policy year. The renewal rates, set at 4%, will come into effect on 4/1/2024. This increase stems from the conclusion of a 3-year rate guarantee. The proposed increase will now be guaranteed for an additional 3 years.

Please feel free to contact me with any additional questions.

Regards,



Todd Harrison
Director of Health and Benefits - Willis Towers Watson

DISCUSSION ITEMS...

OTHER INFORMATION....