

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Meeting
Agenda
February 20, 2025
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 16th Study Session and Board of Mayor and Aldermen meeting.
7. Welcome Visitors
8. Proclamations
 - a. None
9. Public Comment
10. Public Hearings
 - a. None
11. Communication from Mayor, Aldermen, City Attorney, and City Administrator
12. 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	
13. Consideration of the Following Resolutions:
 - a. **Resolution 25-02:** A resolution approving certain amendments and revisions to the Personnel Manual.
 - b. **Resolution 25-03:** A resolution adopting Section 125 Premium Only Plan for the Plan Year ending March 31, 2026.
14. Consideration of the Following Ordinances:
 - a. **Ordinance 25-01:** An ordinance amending the Municipal Code Title 8 Chapter 3 Package Liquor Stores Section 8-305. *First Reading.*
 - b. **Ordinance 25-03:** An ordinance amending the Zoning Ordinance Article V, Section 5.053.2, C-1, Central Business District. *First Reading.*

15. Purchasing:

- a. To approve or reject City Administrator Gerald Herman to sign a sole source agreement with Source Technologies for one (1) year in the amount of \$31,050 to provide Evergreen Odor Scrubber operation and maintenance at the Wilkinson Lane and Copes Crossing Lift-Stations. The Wastewater Director recommends approval.

16. Other Business:

- a. To approve or reject a Certificate of Compliance for MAPCO located at 100 Hwy 76.
- b. 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, 2026. The Human Resources Director recommends approval.
- c. To approve or reject the City absorbing the 5% increase in health insurance premiums for the plan year ending March 31, 2026. The Human Resources Director recommends approval.
- d. To approve or reject a 5% cost-of-living increase for all city employees for the 2025 – 2026 fiscal year. The Human Resources Director recommends approval.
- e. To approve or reject scheduling a Joint Study Session with the Board of Mayor and Aldermen and Planning Commission regarding land use regulations updates.

17. Discussion Items

18. Other Information

19. Adjournment

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Agenda
Study Session
January 16, 2025
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 - Absent; Ald. Sisk – Present; Ald. Spicer– Present; Ald. Wall – Present; **Quorum – Present.**

3. Adoption of the Agenda

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

4. Public Comment

No one signed up to speak.

5. New Business

a. Discuss Animal Control within City limits.

City Administrator Gerald Herman spoke on the perspective from Police Chief and City Administrator for Animal Control. While he was Police Chief in Ohio, they had a dog license fee, capture fee, and daily kennel fee. He stated that in White House they did have a full time animal control until 2010.

Chief Pat Brady then spoke regarding the cost of an Animal Control vehicle and broke down the calls for service. There were 126 calls regarding Animal Control made to the Police Department in 2022 with the largest of the 126 being dogs running at large. There were 169 calls regarding Animal Control made to the Police Department in 2023.

Mayor Corbitt stated he would like to keep the conversation going to create a creative solution.

City Administrator Gerald Herman stated he would meet with both Sumner and Robertson County to solve the Animal Control issue the City is facing. Mr. Herman discussed that an update can be discussed more in-depth during the 2025 Budget Retreat with the Board of Mayor and Aldermen in March.

6. Adjournment

Meeting was adjourned at 6:30 pm.

ATTEST:

John Corbitt, Mayor

Derek Watson, City Recorder

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Meeting
Agenda
January 16, 2025
7:00 p.m.

1. Call to Order by the Mayor

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

2. Prayer by Community Pastor

Prayer was led by Pastor Greg Young of Cherry Mound Baptist Church.

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. Sisk – Present; Ald. Spicer– Present; Ald. Wall – Present;
Quorum – Present.

5. Adoption of the Agenda

Motion was made by Ald. Matthews, 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 9th Study Session and the December 19th Study Session and regularly scheduled Board of Mayor and Aldermen meeting.

Motion was made by Ald. Spicer, second by Ald. Wall to approve the minutes. A voice vote was called for with all members voting aye. **The December 9th Study Session and the December 19th regularly scheduled Board of Mayor and Aldermen meeting minutes were approved.**

7. Welcome Visitors

Mayor Corbitt welcomed all visitors.

8. Proclamations

- a. None

9. Public Comment

No one signed up to speak.

10. Public Hearings

- a. None

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

Mayor Corbitt welcomed Alderman Jeremy Sisk as the newest Alderman. Mayor Corbitt thanked Linda Silver for serving as previous Alderman and on the Library Board.

Alderman Wall welcomed Alderman Jeremy Sisk on becoming an Alderman.

Alderman Wall thanked the City of White House Public Works department for clearing the roads during the snow storm. Alderman Wall spoke about his experience during his ride along with the Public Services Department. Ald. Wall stated that he plans to do ride alongs with all departments in the City.

Ald. Wall thanked the citizens of the City of White House for trust they have put in him and he thanked his family for allowing him to be an Alderman.

Alderman Spicer echoed thanks to Public Works for their work on getting the roads got cleared so quickly. Ald. Spicer welcomed Alderman Sisk as the new Alderman.

Alderman Sisk thanked the citizens for the opportunity to serve as Alderman.

City Administrator Gerald Herman also congratulated Alderman Sisk on being elected Alderman.

City Administrator Gerald Herman thanked Public Services Director Isaiah Manfredi and his crew for clearing the roads quickly and efficiently.

City Administrator Gerald Herman announced that request for bids on the Sage Road Widening Project will be sent out on February 4th.

City Administrator Gerald Herman discussed that new stop signs will be installed at the end of Wilkinson Road and Calista making it a 4-way stop by the following day.

City Administrator Gerald Herman stated that the curve on Tyree Springs has been having issues with people wrecking into the yard of a citizen. Mr. Herman discussed that speed capture signs will be installed to hopefully prompt people to slow down in that area and new curve signs that have the proper reflection so people can see better in that area.

City Administrator Gerald Herman stated that the new Recreation Center is now fully powered with electricity. Mr. Herman continued that the ceiling has now been fully painted, the railing around the walking track is complete, and all main restrooms have been tiled. Mr. Herman announced that the demolition of the old gymnasium is set to take place during the first week in March.

City Administrator Gerald Herman announced that Governor Lee has ordered flags be flown at full staff on Monday, January 20th for the Presidential Inauguration and to be returned to half staff in honor of former President Jimmy Carter.

12. 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. Spicer second by Ald. Matthews to acknowledge reports and order them filed. A voice vote was called for with all members voting aye. **Motion passed.**

13. Consideration of the Following Resolutions:

- a. **Resolution 25-01:** A resolution approving certain amendments and revisions to the Personnel Manual.

Motion was made by Ald. Spicer, second by Ald. Wall to discuss. After discussion, a motion was made by Ald. Spicer, second by Ald. Wall to approve. A voice vote was called for; Ald. Matthews – no; Ald. Sisk – aye; Ald. Spicer – aye; Ald. Wall – aye; Mayor Corbitt - aye. Motion passed. **Resolution 25-01 was approved.**

14. Consideration of the Following Ordinances:

- a. **Ordinance 24-19:** An ordinance to amend the Fiscal Budget for the period ending June 30, 2025.
Second Reading.

Motion was made by Ald. Spicer, second by Ald. Wall to approve. A voice vote was called for; Ald. Matthews – aye; Ald. Sisk – aye; Ald. Spicer – aye; Ald. Wall – aye; Mayor Corbitt – aye. Motion passed.
Ordinance 24-19 was approved on Second Reading.

- b. **Ordinance 24-20:** An ordinance to amend the Municipal Code Title 18 Chapter 4 Stormwater Management Sections 18-409, 18-410, and 18-411. *Second Reading.*

Motion was made by Ald. Spicer, second by Ald. Wall to approve. A voice vote was called for; Ald. Matthews – aye; Ald. Sisk – aye; Ald. Spicer – aye; Ald. Wall – aye; Mayor Corbitt – aye. Motion passed.
Ordinance 24-20 was approved on Second Reading.

15. Purchasing:

- a. To approve or reject City Administrator Gerald Herman to acquire by purchase or condemnation of a portion of land owned by Norma Apple for the Sage Road Widening project in the amount of \$63,809.64. The City Administrator recommends approval.

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

- b. To approve or reject the purchase of a Tri-Max Mower attachment from Ladd's Golf and Turf, LLC on the Statewide Contract #66045 in the amount of \$42,442.80. The Parks and Recreation Director recommends approval.

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

16. Other Business:

- a. To approve or reject appointments to various Boards and Commissions.

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.**

17. Discussion Items

- a. None

18. Other Information

- a. None

19. Adjournment

Meeting was adjourned at 7:27 pm.

ATTEST:

John Corbitt, Mayor

Derek Watson, City Recorder

DRAFT

REPORTS....

Administrative & Legislative Services Department
January 2025

Administration

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

- January 2:
 - Recreation Center Walk Through
 - Leisure Services Board Meeting
- January 6:
 - Department Head Staff Meeting
 - White House Special Census Check-In
- January 7:
 - Beer Board Meeting
- January 9:
 - Mayor Update Meeting
 - Library Board Meeting
- January 13:
 - White House Special Census Check-In
- January 15:
 - RTA Board Meeting
 - GNRC Transportation Policy Board
- January 16:
 - White House Recreation Center Meeting
 - Swearing In Ceremony
 - Board of Mayor and Alderman Study Session- Animal Control
- January 22:
 - Sumner County Council of Governments Luncheon
- January 23:
 - Budget Retreat
- January 27:
 - White House Special Census Meeting
- January 28:
 - Economic Development Team Meeting
- January 29:
 - White House Police Department Renovation and Expansion Meeting
 - Corporal Interviews

Administrative & Legislative Services Department
January 2025

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 2024-2025.

Budget	Budgeted Amount	Expended/ Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$34,030,303	\$17,566,767	↓6.72
Economic Development	\$166,500	\$41,784	↓33.25
State Street Aid	\$540,000	\$6,499	↓57.14
Parks Sales Tax	\$1,343,595	\$727,483	↓4.23
Solid Waste	\$1,715,444	\$1,327,744	↑19.04
Parks Impact Fees	\$304,544	\$296,736	↑39.08
Police Impact Fees	\$125,000	\$110,802	↑30.29
Fire Impact Fees	\$115,000	\$79,907	↑11.13
Road Impact Fees	\$0	\$0	0.00
Police Drug Fund	\$4,000	\$1,113	↓30.5
Debt Services	\$3,899,000	\$628,527	↓42.22
Wastewater	\$11,268,670	\$6,960,127	↑3.41
Dental Care	\$108,000	\$40,953	↓20.42
Stormwater Fund	\$1,506,160	\$635,400	↓16.16
Cemetery Fund	\$62,150	\$31,444	↓7.75

*Expended/Encumbered amounts reflect charges from July 1, 2024 – June 30, 2025.

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 2025	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020	FY 2019	FY 2018
July	351	341	313	325	261	269	346	362
August	156	161	166	132	128	106	151	166
September	148	108	104	98	106	98	126	119
October	176	145	98	98	79	97	91	147
November	130	130	104	103	72	78	120	125
December	130	98	84	73	71	58	72	104
January	157	125	116	117	123	81	122	177
February		132	111	105	75	93	119	113
March		112	145	145	106	107	131	142
April		147	103	105	154	85	138	185
May		174	138	153	133	82	129	121
June		49	35	52	47	45	50	52
Total	1,248	1,722	1,517	1,506	1,355	1,199	1,595	1,813

Purchase Orders by Dollars	Jan 2025	FY 2025	FY 2024	FY 2023	Total for FY25	Total for FY24	Total for FY23
Purchase Orders \$0-\$9,999	152	1,180	1,654	1,448	\$1,466,938.85	\$1,922,492.41	\$1,645,212.29
Purchase Orders \$10,000-\$24,999	3	29	28	32	\$402,501.97	\$471,516.05	\$421,438.69
Purchase Orders over \$25,000	2	39	40	37	\$7,559,762.87	\$14,573,250.85	\$39,313,456.65
Total	157	1,248	1,722	1,517	\$9,429,203.69	\$16,967,259.31	\$41,380,107.63

**Administrative & Legislative Services Department
January 2025**

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.

	2024-2025 Update Requests	2023-2024 Update Requests	2022-2023 Update Requests	2021-2022 Update Requests	2020-2021 Update Requests	2024-2025 Page Visits	2023-2024 Page Visits	2022-2023 Page Visits	2021-2022 Page Visits	2020-2021 Page Visits
July	36	51	52	54	15	45,557	34,294	31,946	32,401	11,536
Aug.	42	44	63	66	20	38,639	38,060	31,340	25,635	9,145
Sept.	33	48	65	48	17	36,360	31,899	27,594	24,833	8,335
Oct.	44	55	47	52	10	37,416	33,673	29,829	23,816	8,390
Nov.	36	42	54	63	174	33,502	30,149	30,449	23,022	7,587
Dec.	31	38	32	39	13	38,997	30,202	27,768	22,904	17,483
Jan.	44	46	53	56	108	44,507	32,467	31,686	26,942	17,123
Feb.		58	47	52	135		35,251	28,043	23,253	19,796
Mar.		43	62	57	39		35,610	30,614	30,026	22,930
April		50	72	68	101		44,802	31,817	31,127	20,881
May		41	51	54	38		41,768	35,606	31,335	23,514
June		32	42	74	214		44,887	23,919	34,600	30,909
Total	266	548	640	683	884	274,978	433,065	360,611	329,885	197,629

“City of White House, TN” Mobile App

	FY 25 New Downloads	FY 24 New Download s	FY 23 New Downloads	FY22 New Downloads
July	3	9	8	8
Aug.	14	4	13	9
Sept.	12	4	9	13
Oct.	8	2	11	6
Nov.	13	4	11	6
Dec.	11	3	10	10
Jan.	6	3	18	18
Feb.		1	10	9
Mar.		4	9	14
April		4	11	11
May		6	3	10
June		5	1	10
Total	67	49	114	124

	FY25 # of Requ ests	FY24 # of Requ ests	FY23 # of Reques ts	FY2 2 # of Reque sts
July	56	55	50	38
Aug.	60	46	43	54
Sept.	46	52	40	46
Oct.	34	40	45	64
Nov.	46	38	53	19
Dec.	36	34	70	42
Jan.	67	61	61	41
Feb.		82	20	41
March		66	41	38
April		61	68	26
May		81	50	39
June		66	47	47
FY Total	345	682	588	495

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

**Administrative & Legislative Services Department
January 2025**

White House Farmers Market 2025

	Application Fees # (amount collected)	Booth Payments (\$)
January	5(\$75)	3(\$450)
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
Total	5(\$75)	3(\$450)

Building Maintenance Projects

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

	2024-2025 Work Order Requests	2023-2024 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
July	15	18	14	19	11	10	22
August	11	23	23	8	27	10	26
September	15	13	21	12	9	13	19
October	16	13	13	10	6	7	14
November	15	13	12	23	16	7	18
December	6	8	8	17	19	3	8
January	22	14	11	6	11	16	14
February		7	10	8	16	18	7
March		7	16	14	12	11	7
April		10	6	13	17	2	12
May		17	34	20	25	11	6
June		15	19	14	31	10	9
Total	100	158	187	164	200	98	162

**Finance Department
January 2025**

Finance Section

During January the Finance Office continued processing property tax payments and tax relief applications for tax year 2024 as well as began preparing for the internal comprehensive review and audit of fixed assets. Also, during January, Accounting Specialist, Cheri Backhurst, began the CMFO certification program. Members of the Finance Office also participated in the following events during the month:

January 13: Onboarding meeting with Alderman Jeremy Sisk
 January 14: Post audit recap and fixed asset meeting with KraftCPAs
 January 16: Accounting Specialist virtually attended CMFO "The Government Environment" class
 January 16: Monthly BMA meeting
 January 21: Finance Specialist job interviews
 January 23: Department Head Budget Retreat
 January 28: Monthly Finance staff meeting
 January 30: Accounting Specialist passed CMFO "The Government Environment" exam

Performance Measures

** = Data Not Currently Available*

Property Tax Relief Applications	Jan 2025	FY 2025 Total	FY 2025 Est.	FY 2024 Total	FY 2023 Total	FY 2022 Total
New Parcels (#)	19	29	35	48	27	29
Existing Parcels (#)	27	87	159	115	101	99
Total Parcels (#)	46	116	194	163	128	128
State Relief Credits (\$)	9,365	23,965	30,869	26,510	23,860	20,844
City Relief Credits (\$)	8,981	21,989	27,451	22,984	16,536	10,155
Combined Relief Credits (\$)	18,346	45,954	58,320	49,494	40,396	30,999

Business License Activity	Jan 2025	FY 2025 Total	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total
Opened	9	42	91	95	92	76
Closed (notified by business)	1	3	11	9	7	6

Accounts Payable	Jan 2025	FY 2025 Total	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total
Total # of Invoices Processed	560	3480	5657	4455	4254	4079

**Finance Department
January 2025**

Finance Office Calls / Emails	Jan 2025	FY 2025 Total	Dec 2024	Nov 2024	Oct 2024	Sept 2024
Total Calls	1,003	7,054	910	866	1,100	1,063
Calls per day	63	62	61	62	62	67
Total Emails Sent/Received	3,184	24,061	3,166	3,018	3,504	3,425
Emails per day	199	212	212	216	195	215

Finance Cashiering Transactions (#)	Jan 2025	FY 2025 Total	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total
In-Person	572	2,790	7,459	6,369	7,747	8,138
Drop Box / Mail	1,191	7,355	13,986	15,138	16,804	18,328
Online	3,492	24,848	32,727	28,084	27,460	28,548
Deposit Batches Prepared	170	1,148	2,684	2,594	2,326	2,082

Utility Billing	Jan 2025	FY 2025 Total	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total
New Build Applications (#)	24	276	588	307	284	357
Move In Applications (#)	122	870	1071	926	977	737
Total Applications (#)	146	1146	1659	1233	1261	1094
Electronic new customer signups (#)	69	564	796	476	410	300
Electronic new customer signups (%)	47%	49%	48%	39%	33%	27%
Move Outs (#)	79	678	342	831	898	743
Addl. Trash/Recycle Req. Accts. (#)	2	15	*	*	*	*
New Build Account Activations (#)	35	435	*	*	*	*
Accounts Billed (#)	6,061	42,531	*	*	*	*
Disconnect Warning Calls / Emails (#)	201	1,466	*	*	*	*
Disconnect Warning Letters (#)	104	644	*	*	*	*
Non-Active / Delinquent Disconnects (#)	21	165	*	*	*	*
Delinquent Accts. Ref. to Collections (#)	8	29	*	*	*	*
Delinquent Accts. Ref. to Collections (\$)	\$1,589	\$9,601	*	*	*	*
Successful Delinquent Collections (\$)	\$223	\$1,649	*	*	*	*
Processed Account Adjustments (#)	15	183	*	*	*	*
Denied Account Adjustments (#)	2	21	*	*	*	*
Auto Draft Pre-Notes (#)	34	274	*	*	*	*
Returned Payments (#)	7	27	*	*	*	*

**Finance Department
January 2025**

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	13,958,712	4,187,614	20,703,251	148%
Economic Development Fund	171,200	51,360	280,693	164%
State Street Aid Fund	486,251	145,875	603,725	124%
Parks Sales Tax Fund	736,600	220,980	424,861	58%
Sanitation Fund	1,682,500	504,750	1,234,640	73%
Parks Impact Fees Fund	474,510	142,353	633,253	133%
Police Impact Fees Fund	375,540	112,662	1,572,455	419%
Fire Impact Fees Fund	247,620	74,286	1,004,746	406%
Roads Impact Fees Fund	485,130	145,539	1,326,937	274%
Police Drug Fund	8,400	2,520	52,573	626%
Debt Service Fund	3,955,000	1,186,500	2,479,214	63%
Wastewater Fund	6,663,400	1,999,020	8,429,602	127%
Dental Care Fund	98,040	29,412	190,347	194%
Stormwater Fund	1,145,800	343,740	1,188,422	104%
Cemetery Fund	63,660	19,098	287,641	452%

*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 2024-2025.

Operating Fund	Budgeted Operating Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	13,958,712	8,272,720	↑ 0.93%
Economic Development Fund	171,200	78,806	↓ 12.30%
State Street Aid Fund	486,251	290,401	↑ 1.39%
Parks Sales Tax Fund	736,600	716,962	↑ 39.00%
Solid Waste Fund	1,682,500	1,025,126	↑ 2.60%
Parks Impact Fees Fund	474,510	271,697	↓ 1.07%
Police Impact Fees Fund	375,540	288,585	↑ 18.51%
Fire Impact Fees Fund	247,620	190,096	↑ 18.44%
Roads Impact Fees Fund	485,130	434,290	↑ 31.19%
Police Drug Fund	8,400	8,723	↑ 45.51%
Debt Services Fund	3,955,000	1,961,110	↓ 8.75%
Wastewater Fund	6,663,400	4,420,449	↑ 8.01%
Dental Care Fund	98,040	58,644	↑ 1.48%
Stormwater Fund	1,145,800	731,462	↑ 5.51%
Cemetery Fund	63,660	30,875	↓ 9.83%

*Realized amounts reflect revenues realized from July 1, 2024—January 31, 2025

**Human Resources Department
January 2025**

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

January 07: Beer Board Meeting

January 09: Library Board Meeting

January 13: Part Time Library Clerk Interviews
Onboard with Alderman-Elect Jeremy Sisk

January 15: Youth Services Library Interviews

January 16: Circulation Clerk Interviews
Swearing In Ceremy
Board of Mayor and Aldermen Study Session for Animal Control
Board of Mayor and Aldermen Meeting

January 21: New Hire Orientation for Police Officer
Police Officer Interview
Finance Specialist Interview

January 22: Recreation Attendant Interviews
Patrol Corporal Testing

January 23: Department Head Budget Retreat

January 27: New Hire Orientation for Circulation Clerk
New Hire Orientation for Part Time Library Clerk
Patrol Corporal Interviews

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

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
July	1	0	0	0
August	0	1	1	0
September	1	0	1	0
October	0	1	2	1
November	0	0	1	0
December	0	0	0	0

Three-year average: 5.67

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
January	0	1	1	0
February		0	0	1
March		1	0	0
April		1	0	0
May		1	0	1
June		1	0	1
Total	2	7	6	4

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

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
July	1	0	0	1
August	0	0	1	1
September	1	0	0	1
October	1	0	1	1
November	0	0	1	3
December	0	0	0	0

Three-year average: 4.33

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
January	0	0	0	0
February		0	0	0
March		0	1	0
April		1	1	0
May		0	0	0
June		0	0	0
Total	3	1	5	7

**Human Resources Department
January 2025**

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

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
July	1	2	1	1
August	3	3	1	1
September	1	1	1	2
October	0	0	1	0
November	1	1	2	0
December	1	1	1	1

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

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
January	1	2	0	4
February		2	0	2
March		0	2	3
April		2	0	2
May		1	0	2
June		2	1	1
Total	8	17	10	19
Percentage	6.30%	13.39%	8.40%	16.52%

Three-year average: 12.77%

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

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
July	0	0	0	0
August	0	1 (T)	0	0
September	0	0	0	0
October	0	0	1 (S)	0
November	0	1 (T)	0	0
December	0	0	0	0

Three-year average: 1.333

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
January	0	0	0	1 (T)
February		0	0	0
March		0	1 (T)	0
April		0	0	0
May		0	0	0
June		0	0	0
Total	0	2	1	1

**City of White House
Police Department
Monthly Report
January 2025**

Meetings/Civic Organizations

- **Chief Brady attended the following meetings in January:** White House Rotary Club (Jan. 2, 9, 16, 23, & 30), Department Head Meeting (Jan. 6), Beer Board Meeting (Jan. 7), Sumner County Drug Task Force (Jan. 15), Command Staff Meeting (Jan. 16), Board of Mayor & Alderman Meeting (Jan. 16) and Budget Retreat Department Heads (Jan. 23).

➤ **Police Department Administration Performance Measurements**

Achieve our 5th re-accreditation from the Tennessee Law Enforcement Accreditation program by December 2026.

Achieve our 5th re-accreditation award from the Tennessee Law Enforcement Accreditation program by December 2026.

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

She is working on a few things to finish up 2024 year and will start working on 2025 proofs.

In January, Susan went to TLEA/LEACT in Nashville.

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	434.5	0	434.5

Patrol Division Performance Measurements

1. ***Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 382 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 2025	FY 2024-25
Three (3) Officers per Shift	26	135
Four (4) Officers per Shift	36	274

1. ***Acquire and place into service four Police Patrol Vehicles.*** Our Four new vehicles ordered from Lonnie Cobb Ford in the FY24 have been received and on the road. The CID Explorer was received in October. CID is using it but it still needs to be equipped. The Community Relations Truck was received in December. **Complete.**

2. *Conduct two underage alcohol compliance checks during the Fiscal Year 2024-2025.*
Fall 2024 Compliance Checks Complete. We will address Spring Compliance Checks later in Spring.
3. *Maintain or reduce TBI Group A offenses at the three-year average of 50 per 1,000 population during the calendar year of 2025.*

Group A Offenses	January 2025	Per 1,000 Pop.	Total 2024	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	5	<1	5	<1
Crimes Against Property	23	2	23	2
Crimes Against Society	5	<1	5	<1
<i>Total</i>	33	2	33	2
Arrests	56		56	

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

4. *Maintain a traffic collision rate at or below the three-year average of 473 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2025.*

	January 2025	TOTAL 2025
Traffic Crashes Reported	30	30
Enforce Traffic Laws:		
Written Citations	58	58
Written Warnings	42	42
Verbal Warnings	294	294

5. *Maintain an injury to collision ratio of not more than the three-year average of 12% by selective traffic enforcement and education during the calendar year 2025.*

COLLISION RATIO				
<u>2025</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
January	30	1 YTD 1	3%	3% YTD 30

Staffing:

- Ofc. Stubblefield and Ofc. Walker started the Law Enforcement Academy in Blount County on January 12th and will graduate April 11th.
- Ofc. Aiden Cooper started on January 21st. He is currently in FTO.
- Ofc. Travis Downing (Certified California) was interviewed and given a conditional offer. He will start on February 18th. He will have to attend a 3-week transitional school with POST.
- We are continuing to accept applications.
- Currently, we have one open position.

Sumner County Emergency Response Team:**January 2025 ERT Activity**

- Nothing to Report at this time.

K-9 – Zeus

- Nothing to report at this time.

Support Services Performance Measurements**Communications Section**

	January	Total 2025
Calls for Service	799	799
Alarm Calls	24	24

Request for Reports

	January	FY 2024-25
Requests for Reports	8	62
Amount taken in	\$7.35	\$50.20
Tow Bills	\$0.00	\$0.00
Emailed at no charge	20	146
Storage Fees	\$0.00	\$0.00

Tennessee Highway Safety Office (THSO):

- 1/21-Sgt. Bagwell attended meeting at RCSO for Robertson Joint Traffic Task Force for all Robertson County agencies, THP, and THSO for county wide traffic enforcement.
- Order was placed with Guardian Angel Devices for 30 officer wearable traffic lighting devices (THSO funded).
- First quarter stats and claim submitted for grant. \$6,532.50 used for traffic enforcement. 100.5 hours worked, 143 total violations.

Volunteer Police Explorers: Ofc. Loafman has offered to restart the Police Explorers program. He along with Deana at City Hall created a new Flyer. He is starting his journey to recruit members.

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

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. started for White House Intermediate School. Due to their teaching constraints and time, Sgt. Enck only taught 4 classes. There will not be D.A.R.E. graduation. **Complete.**
- **Plan and coordinate Public Safety Awareness Day as an annual event.** Discover White House/Safety Day was October 5th. **Complete.**
- **Participate in joint community events monthly to promote the department's crime prevention efforts and community relations programs.**
 - Jan 7th– Sgt. Enck met with Temple Baptist Church about setting up a home safety conference.
 - Jan 23 - Wheels in Motion H.B. Williams and Heritage Elementary.

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

- Nothing

Upcoming Events:

Nothing at this time.

2025 Participation in Joint Community Events		
	<u>January</u>	<u>Year to Date</u>
Community Activities	3	3

**Fire Department
January 2025**



Summary of Month's Activities

Fire Operations

The Department responded to 166 requests for service during the month with 112 responses being medical emergencies. The Department also responded to 1 building fire, 1 vehicle fire, a 30-acre grass fire (mutual aid to Orlinda) and 5 vehicle accidents of which 3 had injuries, 2 had no injuries. Of the 166 responses in the month of January there were 9 calls that overlapped another call for service which is 5% of our responses for the month. That brings the overlapping call volume for FY24-25 to 146 or 11.1% of the call volume.

Department Event

- January 14th – Monthly Officer meeting
- January 16th – Swearing in Ceremony for Alderman Sisk
- January 18th – Annual Fire Dept Banquet (Richard Dorris FF of the Year)

Fire Administration

- January 13th – Onboarding with Alderman Sisk
- January 15th – Struggle Well Meeting
- January 23rd – Dept Head budget retreat
- January 27th – Traffic Calming meeting

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	908
Hazardous Conditions (No Fire)	27
Service Calls	79
Good Intent Call	102
False Alarms & False Call	142
Calls for The Month	166
Total Responses FY to Date	1312

Response by Station

	Month	FY to Date	%
Station #1 (City Park)	102	792	60.36%
Station #2 (Business Park Dr)	64	517	39.40%
Administration	1	3	.22%

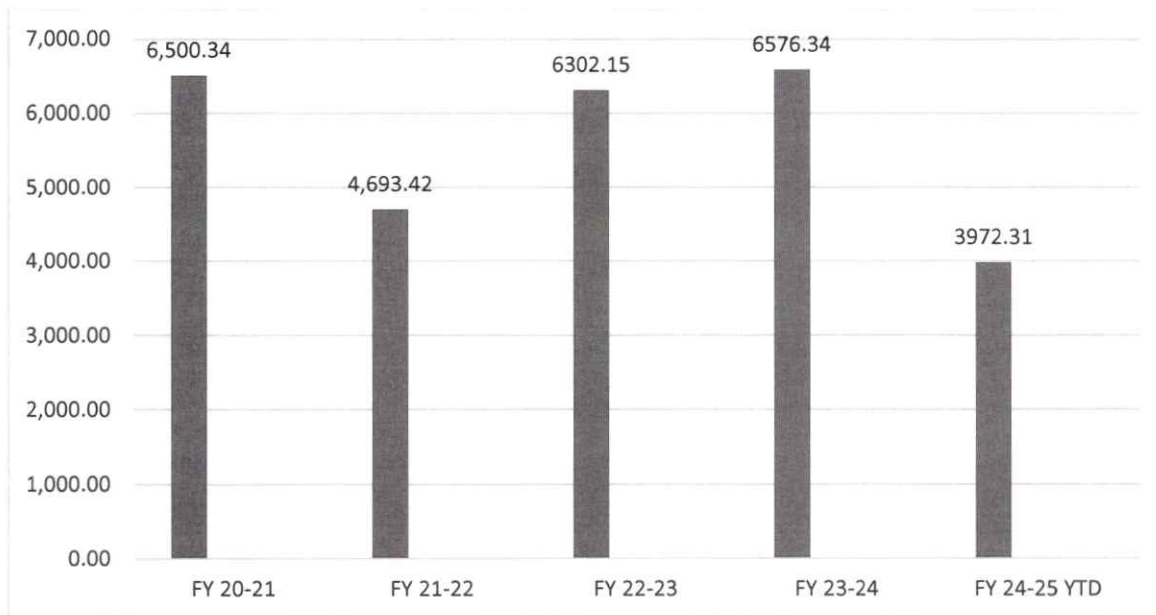
**Fire Department
January 2025**

Response by County (unable to update)

	Month	FY to Date
Sumner County	61	285
Robertson County	130	465
Other	0	0

Fire Fighter Training

The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4,788 hours of training per year is based on twenty-one career firefighters.



	Month	FYTD
Firefighter Training Hours	734.48	3972.31

Training breakdown for ISO and NFPA*

	Fire Officer	Company	Facilities	NFPA	Non-ISO
Month	80.5	297.45	14	38.87	303.66
Total for FY	238.25	1876.55	172.5	674.91	964.59

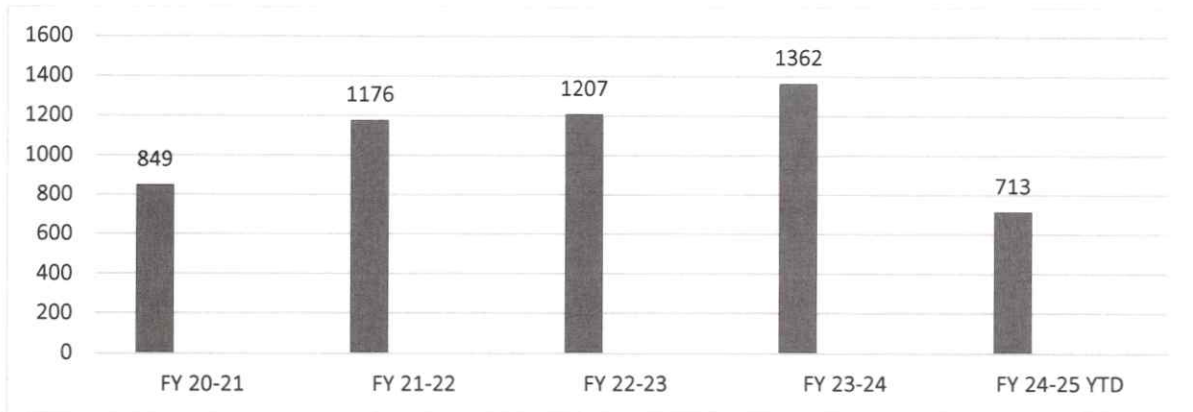
*National Fire Protection Association – The fire service industry standard.

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 Department
January 2025**

Fire Inspection

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

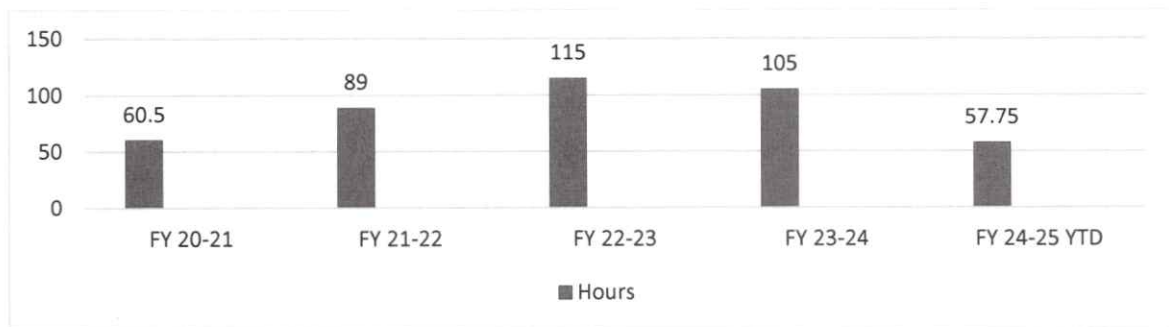
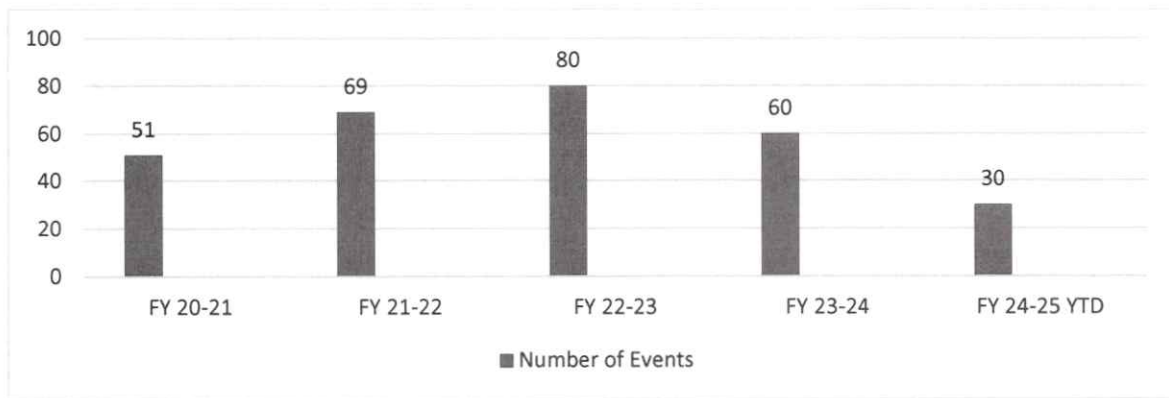
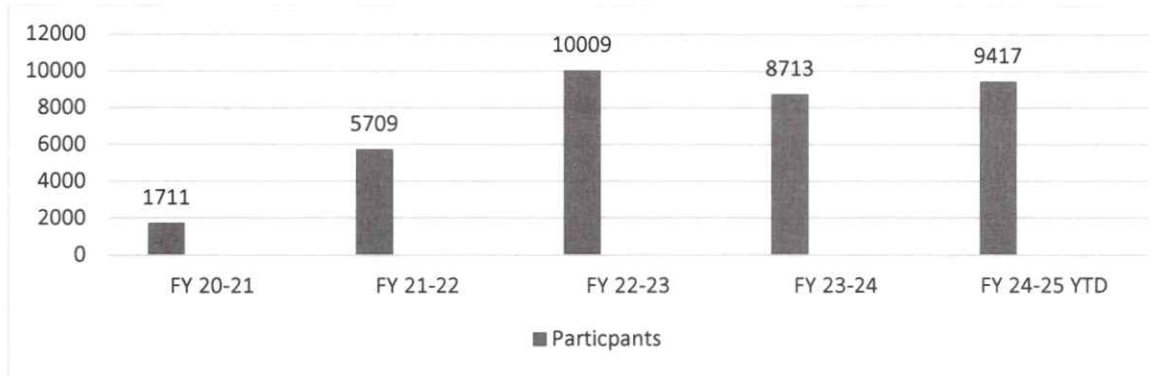


	Month	FYTD
January Fire Inspection	91	713
Re-Inspection	10	75
Code Violation Complaints	0	3
Violations Cleared	9	60
Annual Inspection	10	55
Knox Box	3	38
Fire Alarms	6	58
Measure Fire Hydrant	1	2
Plans Review	15	43
Pre-C/O	1	17
Pre-incident Survey	7	70
Sprinkler Final	0	10
Final/Occupancy	5	37

**Fire Department
January 2025**

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.

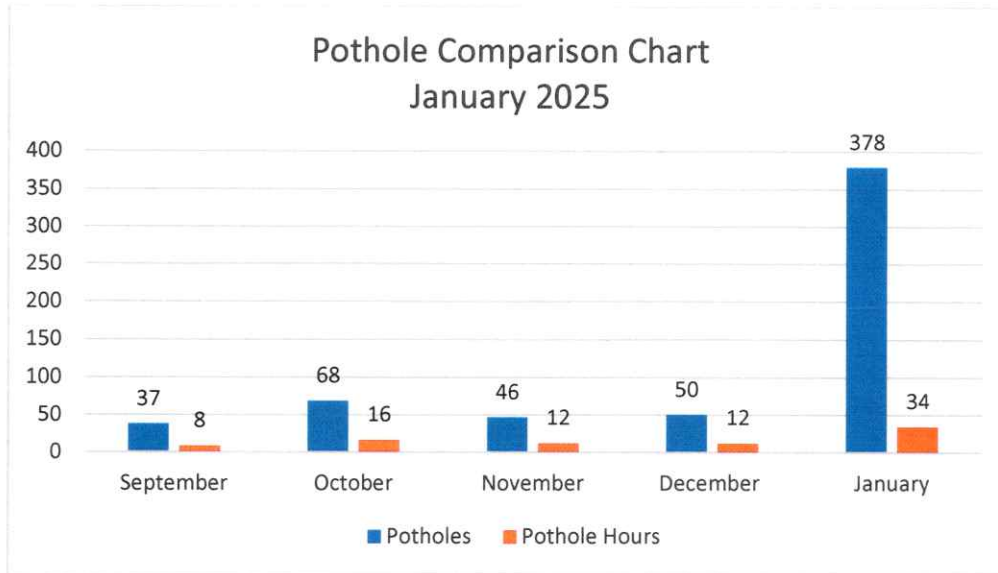


	Month	FYTD
Participants	15	9417
Number of Events	3	30
Education Hrs.	3	57.75

Social Media Statistics for the Month

Post Reach	22,194
Post Engagement	1,600
New Page Followers	10

**Public Services Department - Public Works Division
January 2025**



Location of Pothole Repairs

Street Address	Date Resolved
Covington Bend	1-1-25
Union Rd	1-1-25
Patana Drive	1-7-25
Meadowbrook Lane	1-7-25
Larkspur Drive	1-7-25
South Palmers Chapel Road	1-7-25
Pleasant Grove Rd	1-15-25
Peachtree Drive	1-15-25
Wilkinson Lane	1-15-25
Meadowbrook Lane	1-15-25
Boyles Road	1-16-25
Reidway Drive	1-16-25
Christian Drive	1-16-25
Brinkly Lane	1-16-25
Calista Road	1-16-25
Hollis Court	1-16-25
Cheyenne Drive	1-16-25
Kennedy Drive	1-15-25
Cherry Lane	1-23-25
Blueberry Drive	1-23-25
Wilkinson Lane	1-27-25
Calista Road	1-27-25
Union Road	1-27-25
Pleasant Grove Road	1-27-25
Meadowlark Drive	1-27-25

Public Services Department - Public Works Division
January 2025

Roden Court	1-27-25
Larkspur Drive	1-27-25
South Palmers Chapel	1-27-25
Applewood Drive	1-23-25
Peachtree Drive	1-23-25
Wyoming Drive	1-28-25
Shady Lane	1-28-25
South Aztec Drive	1-28-25
North Aztec Drive	1-28-25
Apache Trail	1-28-25
Oak Place Court	1-28-25
Barksdale Drive	1-28-25
Mason Court	1-28-25
Meadows Court	1-28-25

Monthly Work Log

Thursday 1-2-25

- Repaired truck 1333 / Tagged Street lights for CEMC repairs / Repaired potholes on Covington Bend & Union Road / Performed fleet maintenance.

Monday 1-6-25

- Conducted salting operations due to cold weather and snow / Temporarily filled in road cut on Pleasant Grove Road.

Tuesday 1-7-25

- Attended Public Services Staff Meeting / Performed vehicle maintenance on old brush #322 / Repaired potholes using 25 bags of cold patch asphalt on Patana Drive, Meadowbrook Lane and Larkspur Drive / Again temporarily repaired road cut at Pleasant Grove Road to repair road cut with pug-milled basestone.

Wednesday 1-8-25

- Started remodeling blue building / Evaluated Gridsmart Camera at Publix and Raymond Hirsch for repairs

Thursday 1-9-25

- Performed maintenance on salting and plowing equipment in preparation of snow event / Had meeting on emergency weather action for upcoming snow event.

Friday 1-10-25

- Salting and plowing operations throughout the entire city until snow was removed .

Saturday 1-11-25

- Salting and plowing operations throughout the entire city until snow was removed .

Public Services Department - Public Works Division
January 2025

Monday 1-13-25

- Repaired landscaping at 208 Peachtree Drive due to brush removal causing minor damage / Marked CEMC light poles for repair at Walgreens and Brooklawn Drive / Performed fleet maintenance / Replaced photocell on high mast lights because it was inoperable / Performed post-operations maintenance on salt and plowing equipment.

Tuesday 1-14-25

- Performed post-operations maintenance on salt and plowing equipment / Performed facility maintenance / Delivered message boards to Calista Road to proactively inform homeowners of All-Way Stop at Wilkinson and Calista Road Intersection / Performed pre-operations maintenance on trucks and equipment for upcoming snow event.

Wednesday 1-15-25

- Repaired potholes on Pleasant Grove Road, Peachtree Street, Wilkinson Lane and Meadowbrook Drive / Repaired road cut on Pleasant Grove Road / Took delivery of road salt / Performed facility maintenance / Performed traffic control for brush truck collection operations / Applied salt to Hester Drive on icy patch in roadway / Repaired potholes on Kennedy Drive.

Thursday 1-16-25

- Removed Christmas decorations / Did potholes on Boyles Road, Reidway Drive, Christian Drive, Brinkley Lane, Calista Road, Hollis Court, and Cheyenne Drive.

Friday 1-17-25

- Installed new stop signs for new All-Way Stop at Wilkinson Lane and Calista Road Intersection.

Sunday 1-19-25

- Salt and Plowing operations.

Monday 1-20-25

- Observed Holiday MLK Jr Day

Tuesday 1-21-25

- Assistant subcontractor in troubleshooting and evaluation of High Mast Lights (Interstate Lighting NB Off Ramp).

Wednesday 1-22-25

- Performed facility and fleet maintenance / Started all vehicles and equipment due to extreme cold conditions / Re-painted offices and breakroom areas during remodel.

Thursday 1-23-25

- Marked with ribbon CEMC poles for repair to security lights (requests also submitted via CEMC Chat Request) / Repaired potholes on Cherry Lane and Blueberry Drive / Performed post-operation maintenance and cleaning on salt and plowing equipment / Delivered vehicle #1332 to mechanic for Safety Recall repair.

Monday 1-27-25

- Retrieved vehicle 1332 from mechanic after Safety Recall was completed / Repaired potholes on Wilkinson Lane, Pleasant Grove Road Union Road, Meadowlark Drive, Roden Court, Larkspur Drive, and South Palmers Chapel using 2 tons of hot mix asphalt.

**Public Services Department - Public Works Division
January 2025**

Tuesday 1-28-25

- Repaired ½ of Pleasant Grove Road open-cut with hot mix / Begun Christmas Tree removal / Repaired potholes on Wyoming Drive, Shady Lane, Apache Trail, South Aztec, North Aztec Drive, Lone Oak Drive, Oak Place, Mason Court, and Meadows Court.

Wednesday 1-29-25

- Filled 2nd ½ of Pleasant Grove Road open-cut with hot mix asphalt / Removed remaining panels of the Christmas Tree

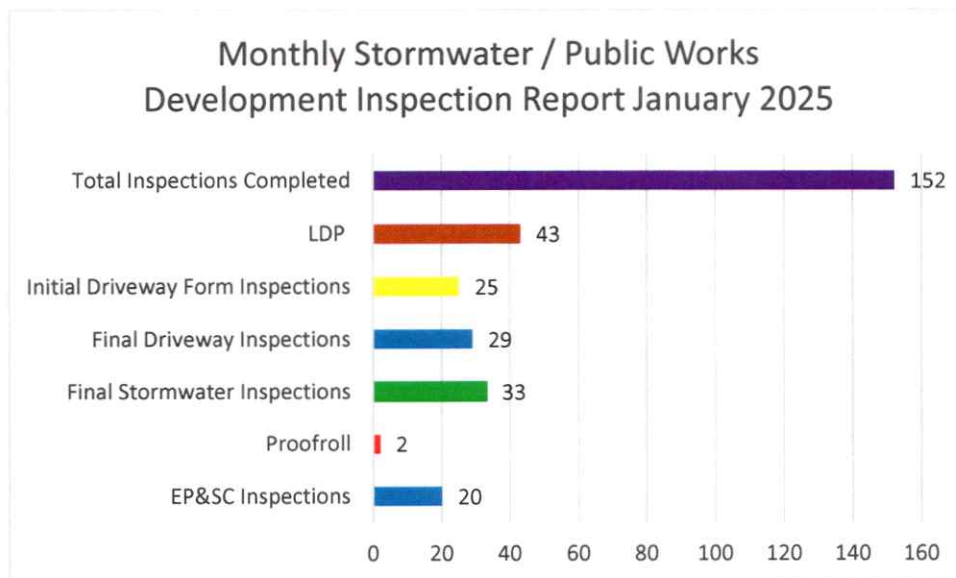
Thursday 1-30-25

- Continued troubleshooting and repair process with Raines Electric on High Mast Interstate Lighting (NB Off Ramp) / Performed facility maintenance / Supervisor portion of Board of Mayor and Alderman report completed / Added shelves to laundry area.

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.



Public Services Department - Public Works Division
January 2025

Current Month Traffic Signal Monitoring Log:

January 2025

<u>Traffic Signal Monitoring Log</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>FY 23/24 YTD</u>
SR-76 & Love's Lane	0	1	0	0	7
SR-76 & I-65 Southbound Ramps	0	0	0	0	1
SR-76 & I-65 Northbound Ramps	0	0	0	0	0
SR-76 & Hester Drive	0	0	0	0	2
SR-76 & Wilkinson Lane	0	0	0	0	1
SR-76 & Sage Road	2	1	0	2	5
SR-76 & Raymond Hirsch	2	0	3	0	11
SR-76 & Hwy 31W	0	0	0	0	5
SR-76 & Pleasant Grove Road (Flashing Signal)	0	0	0	0	2
Hwy 31W & Portland Road	1	0	0	0	1
Hwy 31W & Raymond Hirsch	0	1	2	0	4
Hwy 31W & Sage Road	0	0	0	0	3
Tyree Spring Road & Raymond Hirsch Parkway	0	0	1	0	5
Wilkinson Lane & Richard Wilks	0	0	0	0	0
Tyree Springs Road & South Palmers Chapel	1	0	0	0	9
Raymond Hirsch & Publix	1	3	0	0	4

Current Month Traffic Signal Monitoring Log:

December 2024

SR-76 & Love's Lane
SR-76 & I-65 Southbound Ramps
SR-76 & I-65 Northbound Ramps
SR-76 & Hester Drive
SR-76 & Wilkinson Lane
SR-76 & Sage Road Reported Issue – Left turn arrow is not allowing more than 3 vehicles to make the left movement. Resolution – Sent email to City Engineer to evaluate the timing at this particular left movement. Asked for evaluation to possibly have time added to this approach.
SR-76 & Raymond Hirsch
SR-76 & Hwy 31W
SR-76 & Pleasant Grove Road (Flashing Signal)
Hwy 31W & Portland Road
Hwy 31W & Raymond Hirsch
Hwy 31W & Sage Road
Tyree Spring Road & Raymond Hirsch Parkway
Wilkinson Lane & Richard Wilks
Tyree Springs Road & South Palmers Chapel
Raymond Hirsch & Publix

Public Services Department – Stormwater Division
January 2025

Monthly Stormwater Maintenance Review

Throughout the month of January, The Stormwater Division shifted their focus to facilitate projects (snow plowing and pothole repair) for the Public Works Division. Stormwater improvements slowed this month due to weather and time spent indoors focused on vehicle and building maintenance. Stormwater projects listed below will require additional monitoring and improvements in future reporting periods. A summary of each project, including a before and after photograph is provided below.

WO121824007 – 117 Calista Road, White House, TN (Robertson County)



Notes: Resident reported complaints of water runoff from the road. After inspection, a water leak was identified and reported to WHUD. Leak was repaired and a runoff drainage system was added to help migrate water away from the home.

Public Services Department – Stormwater Division
January 2025

WO010725002 – 109 Pembroke Court, White House, TN (Sumner County)



WO012825003 – Kelly's Farm, White House, TN (Robertson County)



Public Services Department – Stormwater Division
January 2025

WO120924007 – 4177 South Down, White House, TN (Robertson County)



Notes: The Division verified that contractor conducted outfall work within 30 feet of tributary to Honey Run.

WO121124005 – 725 Industrial Drive, White House, TN (Robertson County)



Notes: Contracted upgrade & installation to gate system. The Division installed electrical wiring to reduce overall costs.

Public Services Department – Stormwater Division
January 2025

WO010525001– City-wide snow plowing, White House, TN



Notes:

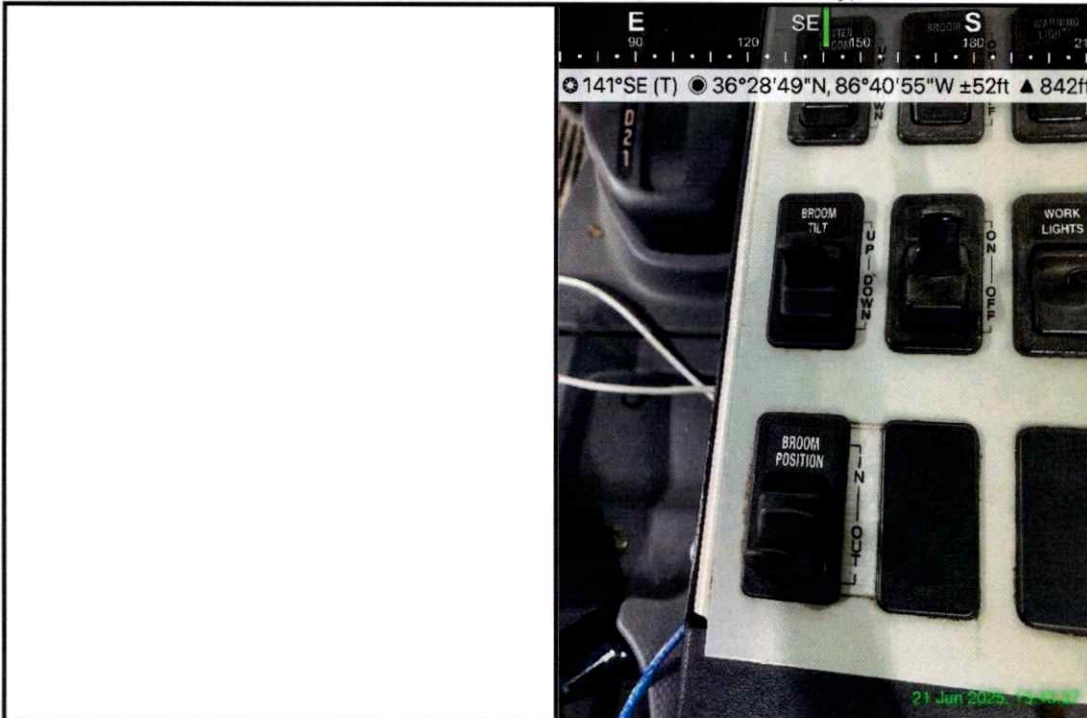
WO011925001 – City-wide snow plowing, White House, TN



Notes: Second round of snow removal.

Public Services Department – Stormwater Division
January 2025

WO01212510 – 725 Industrial Drive, White House, TN (Robertson County)



Notes: Repaired the broken switches on the street sweeper.

WO120724001 – 725 Industrial Drive, White House, Tn (Robertson County)



Notes: Team built new office space for the inspectors and current maintenance workers to accommodate the anticipated increase of maintenance worker employees.

Public Services Department – Stormwater Division
January 2025

WO141724006 – City-wide potholes



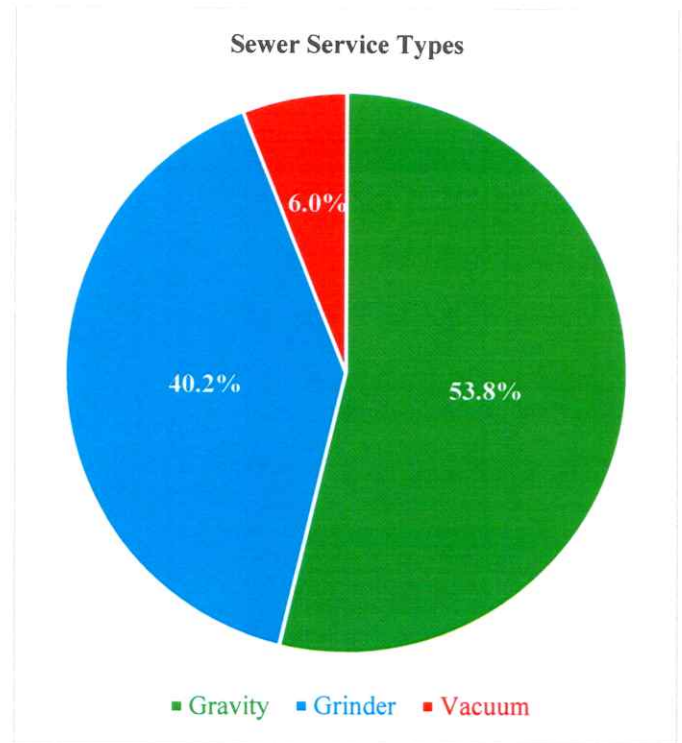
**Wastewater Department
January 2025**

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, 2025**, City personnel count a total of **7,463** sewer system connections, with **24 new** applications for service in **January 2025**. A total of **598 new** connections were permitted during the 2023/2024 fiscal year. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	4,013
Low-Pressure Grinder Sewer Connections	3,001
Vacuum Sewer Connections	449

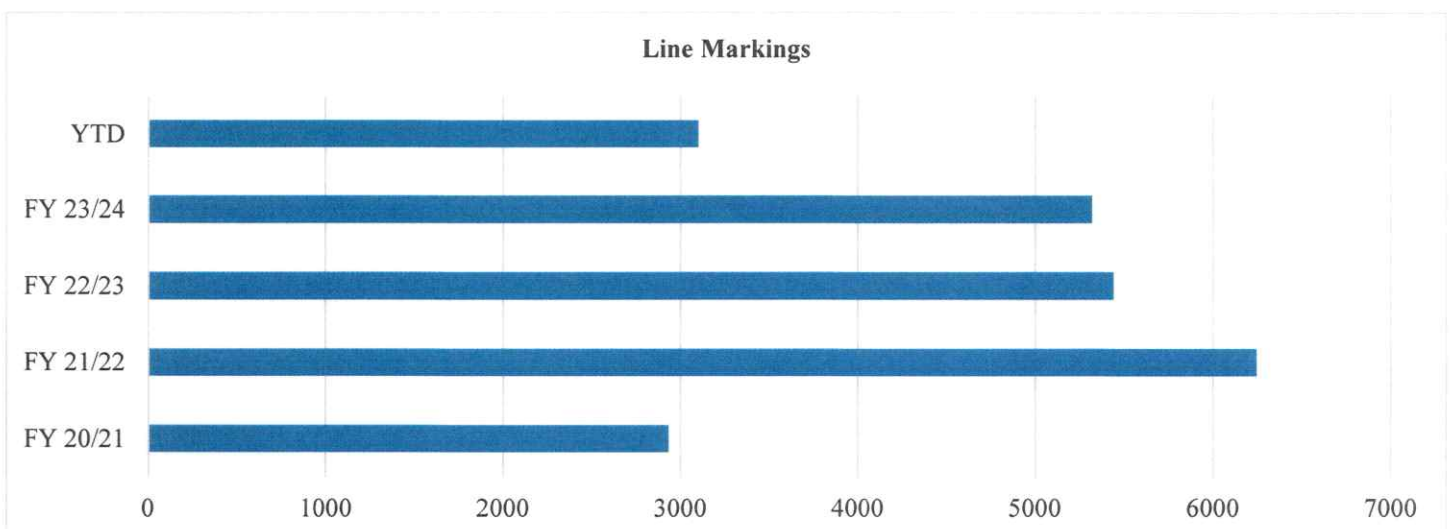
The City counts **199** commercial grinder connections, **2,802** residential grinder stations, and **41** lift-stations integrated into our Sanitary Sewer System.



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. Total requests in the 2023/2024 fiscal year were very similar to 2022/2023 numbers.**

Line Markings	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>January 2025</u>	<u>FY 24/25 YTD</u>
Tennessee 811	2933	6245	5441	5320	361	3101



**Wastewater Department
January 2025**

<u>Lift-Station Repairs</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>		<u>Jan 2025</u>	<u>FY 24/25 YTD</u>
Union Road	9	0	0	2		1	3
Marlin Pointe	n/a	n/a	n/a	n/a		0	0
Summerlin	22	0	0	2		0	1
Bridle Creek	n/a	n/a	n/a	n/a		0	0
Settlers' Ridge	1	1	1	0		0	0
Springbrook	n/a	n/a	n/a	0		0	0
Willow Grove	n/a	n/a	n/a	1		0	0
Dorris Farms	n/a	n/a	n/a	1		0	0
Cope's Crossing	6	9	9	5		0	0
Cambria	3	4	4	2		0	1
Belmont Apartments	n/a	0	0	0		0	0
Kensington Green	0	0	0	0		0	0
Meadowlark Townhomes	n/a	0	0	0		0	0
Meadowlark	1	1	1	3		0	0
Sage Farms	n/a	n/a	n/a	1		0	0
Sage Rd (Hester Dr)	0	0	0	0		0	0
Loves Truck Stop	0	3	3	1		0	0
Highway 76	0	0	0	0		0	0
Portland	1	0	0	1		0	0
North Palmers Vacuum	1	7	7	4		1	1
Villas at Honey Run	n/a	1	1	0		0	0
31W Apartments	n/a	0	0	0		0	0
Calista Apartments	n/a	0	0	0		0	0
Calista Vacuum	1	9	9	3		1	3
Concord Springs	0	2	2	1		0	1
Calista Farms	n/a	n/a	n/a	n/a		0	0
Fields at Oakwood	2	2	2	0		0	0
The Mill	n/a	n/a	n/a	0		0	0
Publix	n/a	n/a	n/a	n/a		0	0
Highland Park	n/a	n/a	n/a	0		0	0
Los Jalapenos	n/a	0	0	2		0	1
Mt. Vernon Apartments	n/a	0	0	3		0	0
Grove at Kendall	n/a	0	0	0		0	0
Wilkinson Lane	1	3	3	3		0	0
Jackson Farms	n/a	n/a	n/a	n/a		0	0
Heritage High School	0	0	0	0		0	0
Legacy Farms	n/a	0	0	1		0	0
The Parks #1	0	0	0	3		0	0
The Parks #2	n/a	n/a	n/a	0		0	0
Treatment Plant #1	3	0	0	0		0	0
Treatment Plant #2	0	0	0	1		0	0

**Wastewater Department
January 2025**

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 view the components at the station.

Major Alarms/Repairs:

Union: Union Rd lift-station experienced a loss of prime due to a gasket failure at the check valve which resulted in an air leak. During this period the station entered a state of high-water and briefly overflowed. The air leak was sealed, and the station returned to normal operation.

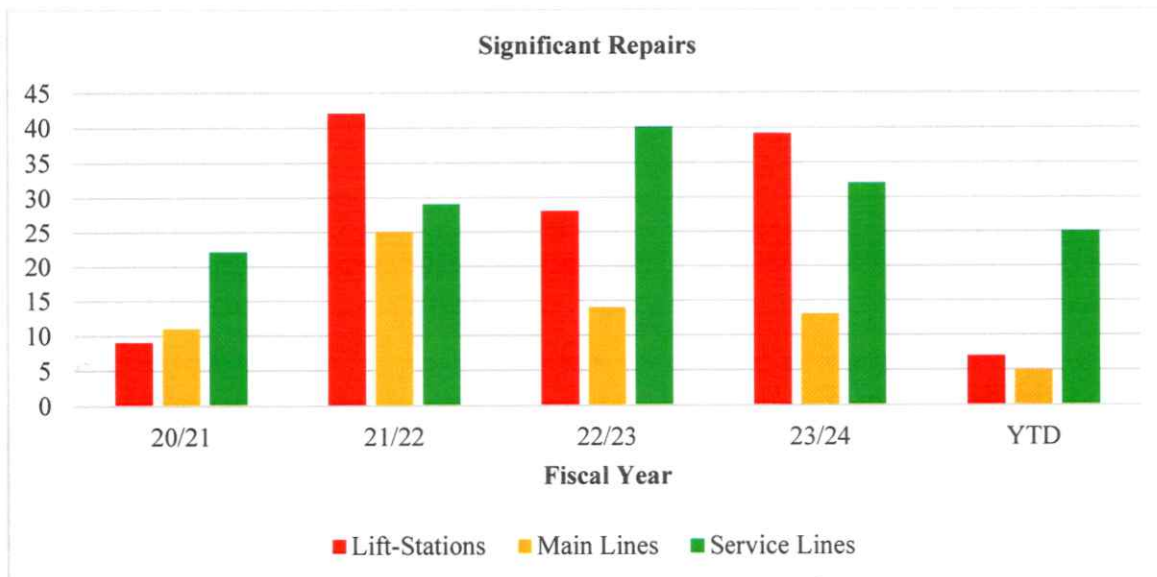
Calista Vacuum: Exhaust piping for the station has been replaced for all three pumps. During this time, vacuum pump #1 was replaced with a new unit from inventory. Vacuum pump #3 was disassembled, cleaned, had an oil change, received new oil and air filters, and had a radiator flush. The station was then restored to normal operation on all three (3) vacuum pumps.

North Palmers Vacuum: All three vacuum pumps received oil changes, oil/air filter changes, and radiator flushes. All three (3) vacuum pumps are currently operating normally.

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 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>		<u>Jan 2025</u>	<u>FY 24/25 YTD</u>
Major Stations	9	42	28	39		3	10
Main Line	11	25	14	13		0	5
Service Line	22	29	40	32		5	30

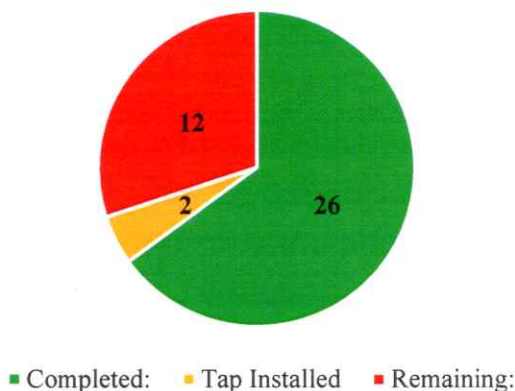


**Wastewater Department
January 2025**

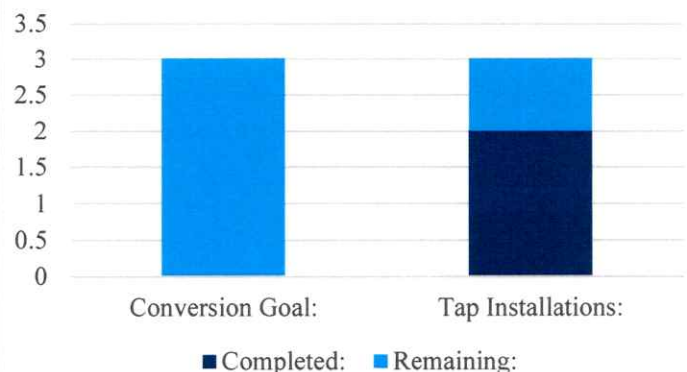
Ongoing Collections System Projects:

- 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 (from Hester Dr to the intersection of Sage/Cardinal) has been fully completed. Phase-3 (from the intersection of DeeCee/SCT to the Wastewater Treatment Plant) has been completed.** As of October 31st, 2023, Ph1, Ph2, and Ph3 of the new Southern Force-Main began 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. As of October 31st, 2024, Phase-4 (from the intersection of Sage/Cardinal to the intersection of McCurdy/Cedarbrook) is also complete and functioning, including relocation of a small-diameter force-main along the north side of Sage Rd ahead of the planned Sage Rd Widening project. Construction of Phase-5 (from the intersection of McCurdy/Cedarbrook to the Cedarbrook roundabout) is currently underway, with completion expected this calendar year.
- 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. Only one (1) of the three (3) Mink pumps remains in operation. **Two (2) older-model Busch pumps have been rebuilt by the manufacturer and retrofitted back into the station in place of the Mink pumps, and the station is currently operating normally. We have purchased spare Busch pumps to keep in inventory for if/when the final Mink pump fails, and to have in the event or additional emergencies. Both of the spare pumps have already been delivered. These pumps are interchangeable with the North Palmers vacuum station pumps. On September 4th, one of the Busch vacuum pumps failed catastrophically. The station and system are operational, and a root cause analysis determined that the exhaust piping (which was replaced when the station was converted from the old-style Busch RC0 pumps to the new style Mink pumps) is inadequate for the older style Busch pumps (which have been re-installed following premature failure of the Minks). We issued a PO for rebuilding the needed exhaust piping, and will replace the both the failed Busch pump and the last remaining Mink pump with the two in-stock Busch RC0's once the exhaust piping has been replumbed.**
- 3. 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 26 projects have now been completed on the list of 40, and taps are installed for two additional locations.**
- 4. 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, and following that the pump itself experienced a mechanical failure. **A quote for replacement of the cables was solicited, and the replacement power cables have been placed on order. Pump #2 has since experienced an electrical and mechanical issue due to the corroded cables, and has been pulled for repairs. The new power cables have been delivered, and we are awaiting installation. The replacement pump has been delivered and installed.**

Total Planned Septic-to-Sewer Conversions:



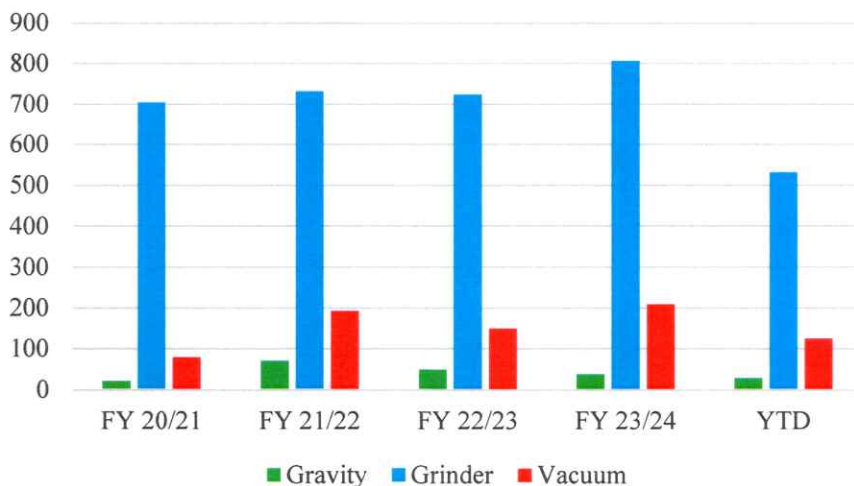
**Septic-to-Sewer Conversion Goals
(FY-2024/2025)**



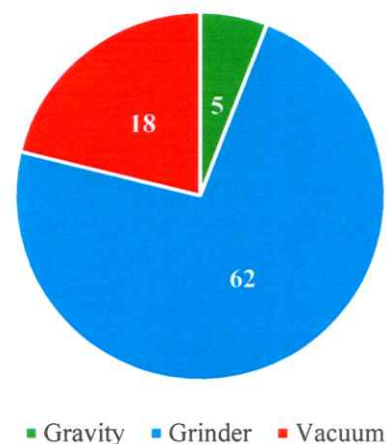
**Wastewater Department
January 2025**

<u>Work Orders</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>		<u>Jan 2025</u>	<u>FY 24/25 YTD</u>
Vacuum System Service Request	78	191	149	208		18	124
Gravity Service Request	20	69	48	37		5	28
Low Pressure Service Request	702	730	723	805		62	529
Total Pumps Replaced	492	472	459	454		32	300
Total Pumps Rebuilt	135	114	30	43		0	20
Total Warranty Pumps Returned	n/a	129	125	83		8	72
Grinder Tank PM Program	219	117	132	151		6	96
Open Trench Inspections	409	702	653	930		47	532
Final Inspection for New Service	248	405	489	635		35	476
Grease Trap Inspections	n/a	n/a	162	161		11	80
Sanitary Sewer Overflow (SSO)	19	28	14	18		1	6
Odor Complaints	35	22	28	39		2	35

Sewer Service Calls by Connection Type (YTD)



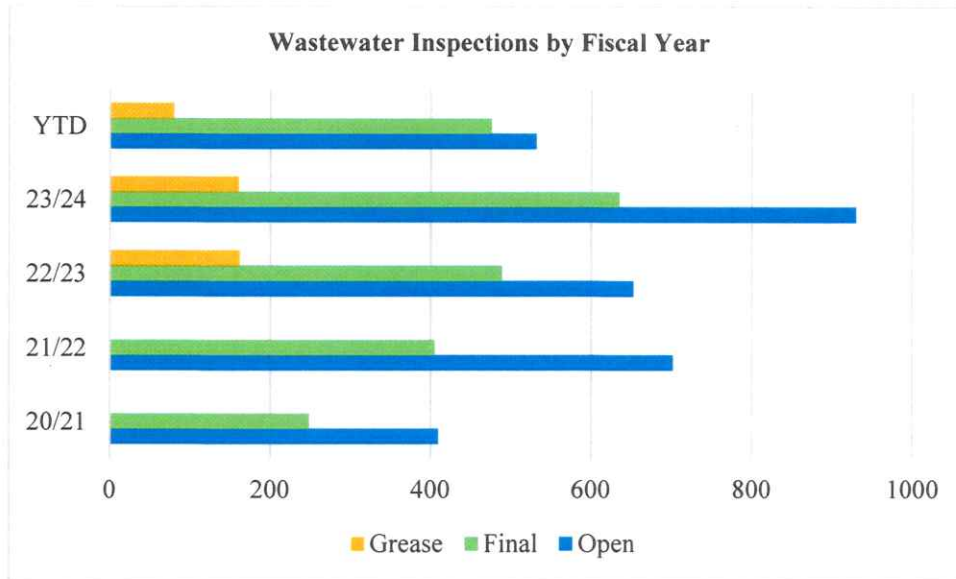
Sewer Service Calls by Connection Type (January 2025)



**Wastewater Department
January 2025**

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 six years, with FY22/23 numbers remaining similar to the FY21/22 inspection requests, and FY23/24 numbers again breaking previous years' records.

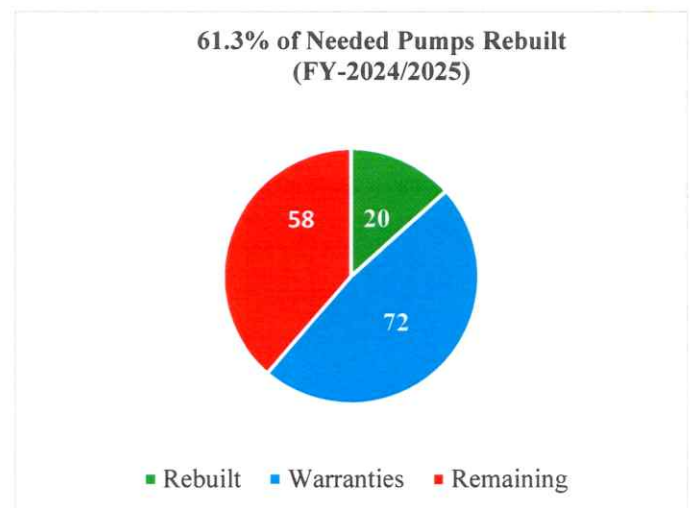


Pump Rebuilds:

The capital outlay budget was designed for a total purchase of approximately 350 new E-One grinder pumps for the 2023/2024 Fiscal Year. However, **454** grinder pumps were needed to meet all the service call requests for the previous fiscal year. To supplement the amount of pumps on-hand, the department rebuilt 43 pumps throughout the year, in addition to **83** 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 2024/2025 fiscal year was again designed for the purchase of approximately 350 new 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 150 pumps (inclusive of rebuilt warranty-return pumps) throughout the year for inventory 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 five years caused by a known manufacturing defect in the 2018/2019 E-One models that the manufacturer has since corrected.



**Wastewater Department
January 2025**

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 - 24</u>	<u>Nov - 24</u>	<u>Dec - 24</u>	<u>Jan - 25</u>	
Influent – To Plant	1.313 MGD	1.357 MGD	1.341 MGD	1.120 MGD	MGD = Million Gallons/Day
Effluent – To Creek	1.160 MGD	1.581 MGD	1.746 MGD	1.740 MGD	MGD = Million Gallons/Day
Effluent – To Spray Field	0.213 MGD	0.000 MGD	0.000 MGD	0.000 MGD	
Total Flow Through Plant	1.373 MGD	1.581 MGD	1.746 MGD	1.740 MGD	
Design Capacity	2.000 MGD	2.000 MGD	2.000 MGD	2.000 MGD	
% of Influent Capacity	65.7%	67.9%	67.1%	56.0%	(Influent) / (2.000 MGD)
% of Effluent Capacity	58.0%	79.1%	87.3%	87.0%	(Effluent) / (2.000 MGD)
Actual Capacity	1.600 MGD	1.600 MGD	1.600 MGD	1.600 MGD	(2.000 MGD x 80%)
% Actual Influent Capacity	82.1%	84.8%	83.8%	70.0%	(Influent) / (1.600 MGD)
% Actual Effluent Capacity	72.5%	98.8%	109.1%	108.8%	(Effluent) / (1.600 MGD)
Rainfall	0.14"	6.81"	6.48"	3.34"	

	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>January 2025</u>	<u>FY 24/25 YTD</u>
Effluent Violations	7	32	25	29	4	13

- Violations:** Two (2) violations for Total Phosphorus and Total Nitrogen Rolling Averages in pounds per year. Rolling average 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. That said, monthly poundage totals for phosphorous and nitrogen are trending sharply downward now that operational parameters for the bioreactors have been further refined.

One (1) weekly and one (1) daily violation for ammonia occurred during initiation of flow to Bioreactor #2. The basin has now settled and is providing the anticipated levels of biological treatment.

One (1) violation for detection of trace levels of cyanide during bi-annual testing.

- 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.**

**Wastewater Department
January 2025**

3. **Peracetic Acid:** Although TDEC has approved our use of peracetic acid (PAA) as the method of disinfection and has modified our NPDES permit accordingly, our new permit allows for the use of Ultraviolet (UV) Light disinfection, and the UV system has recently been brought online as part of the new facility expansion. *Last month there was no PAA feed rate.*

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 operating on the new UV disinfection system showed an average of **1.82 CFU's**, with a maximum detection of **3.00 CFU's**. *Last month the average was 1.40 CFU, operating on the UV for disinfection.*

4. **Headworks:** During the 7-day period of below-freezing temperatures, the Headworks and Grit Chamber were bypassed to avoid icing and damage to mechanical components. Both components have been brought back online and are operating normally.

5. **WWTP Expansion Project:**

Effluent Flow-Meter: The flume was found to be misshapen and not to design width. The flume was cut, ground, and concrete repoured to exact measurements, and the flow-meter provided anticipated measurements for a time, but has since been found to be off again. [Re]calibration and reprogramming has again been completed. We continue to experience drift from the meter during inclement weather events, and during abnormally high flows from rain events. We are exploring replacement options.

UV Disinfection: The UV disinfection has been successfully started up and is functioning normally. The UV is now being used as the primary means of disinfection for the existing plant, and preliminary analyses have shown it is providing more effective disinfection than the PAA. PAA totes are still on-site as a backup if needed. The W3 pump experienced a seal failure during the sub-freezing temperatures in January, and has been logged for warranty repair.

Secondary Effluent Filters: The secondary effluent filters have also been successfully started up and are now functioning.

RAS/WAS Pumps: The Return (RAS) and Waste (WAS) sludge pumps for clarifiers #1 and #2 have been replaced and are operating.

Clarifier #1: Upgrades to Clarifier #1 are completed, and it has been returned to service following the transition to the bioreactors for treatment.

Clarifier #2: Upgrades to Clarifier #2 are completed, and it has been returned to service following the transition to the bioreactors for treatment.

Clarifier #3: As of May, 2024, Clarifier #3 was live and functional. However, it experienced a mechanical failure due to electrical phase reversal in early June. The electrical issue has been corrected and the mechanical failures repaired, and Clarifier #3 has now been returned to service.

Bioreactor #1: As of May, 2024, Bioreactor #1 is live and functional. Reeves Young must still complete installation of phosphate analyzers to progress the project to final completion status.

Bioreactor #2: As of January, 2025, Bioreactor #2 is live and functional. Reeves Young must still complete installation of phosphate analyzers to progress the project to final completion status.

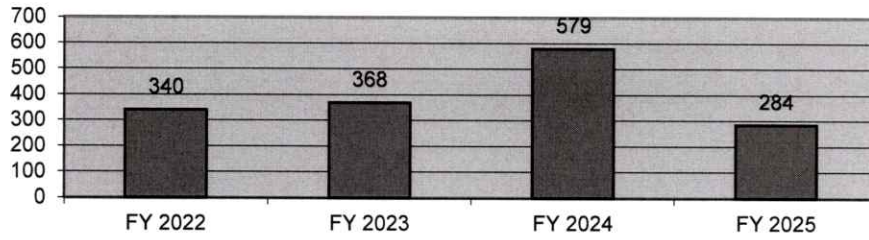
Grit Chamber: As of May, 2024, the Grit Chamber is live and functional.

Generator: The generator is exercising weekly as needed, but has experienced an issue where it will not shut off automatically and return to utility feed afterwards. This is a warranty item that is awaiting repair.

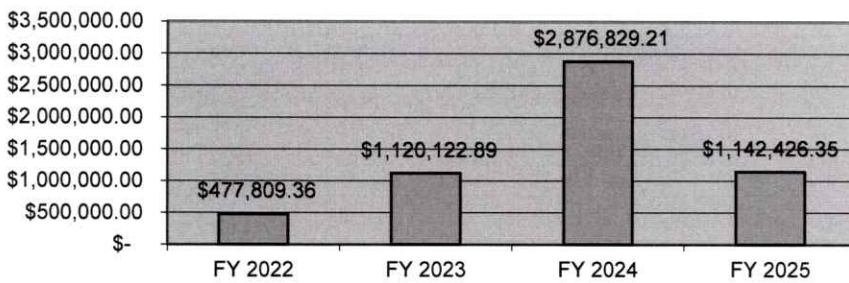
Site Work: Final paving has been completed around the facility. Final site cleanup is completed.

Planning and Codes Department
JANUARY 2025

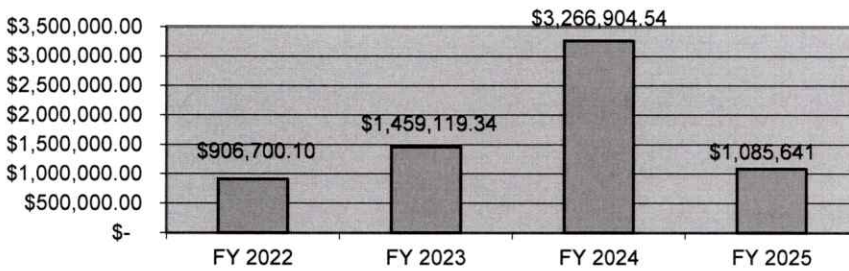
Single Family Permits



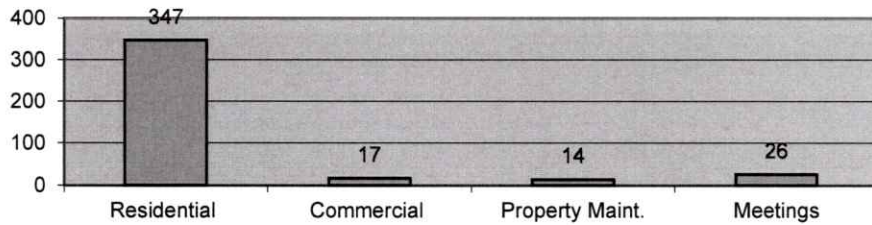
Impact Fees



Permit Fees



Monthly Inspections / Meetings



Planning and Codes Department
JANUARY 2025

	Month	FY2025	FY2024	FY2023	FY2022
MEETING AGENDA ITEMS#					
Planning Commission	0	39	74	91	67
Construction Appeals	0	0	0	0	0
Zoning Appeals	0	0	0	6	5
Tech. Review/Study Session	0	0	0	0	5
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	30	284	579	368	340
Multi-Family Residential	0	0	0	226	0
Other Residential	5	35	83	96	89
New Commercial	1	10	13	7	7
New Industrial	0	0	1	0	0
Other Com/Ind	3	16	55	51	25
Sign	2	23	19	22	11
Occupancy Permits	19	241	366	397	319
Other	2	2	8	31	11
BUILDING INSPECTIONS					
Residential	347	3395	5291	4885	5452
Hours	173.5	1697.5	2385	2250.5	1367
Commercial /Industrial	17	232	205	125	139
Hours	8.5	116	84.75	125	139
CODE ENFORCEMENT					
Total Cases	14	118	247	35	98
Hours	7	68.5	96.25	35.75	70.24
Complaints Received	14	96	220	199	55
MEETINGS					
Administration	8	40	73	80	117
Hours	4	21	37.25	86	127
Planning	17	76	143	112	127
Hours	8.5	41.5	74.25	116.5	96
Codes	1	14	24	10	8
Hours	0.5	8	14.5	13	10
FEES					
Permit Fees	\$143,265.00	\$1,085,641.00	\$ 3,266,904.54	\$ 1,459,119.34	\$906,700.10
Board Review Fees	\$1,050.00	\$ 4,600.00	\$ 15,790.00	\$ 18,050.00	\$14,100.00
City Impact Fee	\$142,010.00	\$ 1,142,426.35	\$ 2,876,829.21	\$ 1,120,122.89	\$477,809.36
Roads	\$45,590.00	\$ 445,355.62	\$ 904,039.09	\$ 323,964.51	\$664,873.38
Parks	\$35,670.00	\$ 297,184.00	\$ 670,596.00	\$ 291,189.00	\$ 114,114.00
Police	\$36,600.00	\$ 275,070.51	\$ 742,656.45	\$ 239,697.73	\$ 125,535.54
Fire	\$24,150.00	\$ 181,507.00	\$ 487,161.85	\$ 169,728.00	\$ 76,498.26
OTHER ITEMS					
Subdivision Lots	0	85	173	0	0
Commercial/Ind. Sq Ft	0	20,482	337,914	0	15,216
Multi-Family Units	0	0	22	0	96
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 31	\$42,289,842.36		\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	16	37	17	16	15

Parks, Recreation, & Cultural Arts Department
January 2025

Update on ongoing projects:

Splash Pad Maintenance Building

- All that remains is to fence the area around the tank and some general site cleanup

Rec Center

- Metal panel installation complete
- Painting in gymnasium complete
- Underground work has continued
- Door frame installation has continued
- Romach is trying to figure some things out with the gas meter so they can have heat and finish up flooring



2025 LPRF Grant

- Submitted Intent to Apply
- Application process started – Application due April 1st

Parks, Recreation, & Cultural Arts Department
January 2025

Infield Groomer

- We were able to get an update on this and it is looking less likely we will get this by the end of the budget year. It was ordered in August of 2024 and they are now saying it might be September of 2025 before it is delivered.

Furniture for Rec Center

- On order
- Should be delivered by March pending occupancy allowance

Miscellaneous Rec Center Equipment

- Score tables and chairs were ordered
- Other items (warming cabinet, ice maker, restroom dispensers, etc.) to follow as we get closer to opening

Fitness Equipment for Rec Center

- Equipment has been ordered and should arrive in by late March/early April pending occupancy allowance

Gaming & Game Room Equipment for Rec Center

- Got updated quote and issued requisition
- Should be able to make order first of next month

Field 8 Renovation

- Poured foundations for dugouts
- Constructed dugouts
- Concrete poured for dugouts and area that connects them behind home plate
- Ordered backstop netting
- Fencing should be installed first of next month
- We will laser grade this field and then it will basically be all brand-new and ready for the spring season

Bleacher Pads at Fields 5 & 6

- All that remains is to pour the pads which will take place next month

Drinking Fountain for the Quad

- Will be installed soon and then opened when we usually de-winterize everything for the spring

Northwoods Park Improvements

- Hope to be able to do this at some point this spring

Split HVAC Unit for Museum Storage Room

- Complete

Tri-Max Mower

- Approved at January BMA meeting
- Will be ordered first of next month

Park Signage

- Started putting a list together of the signs we need
- Hope to get all trailhead signs replaced as well as put some directional signage in the back of the park with all of the recent changes that have taken place

Dirt for Laser Grading

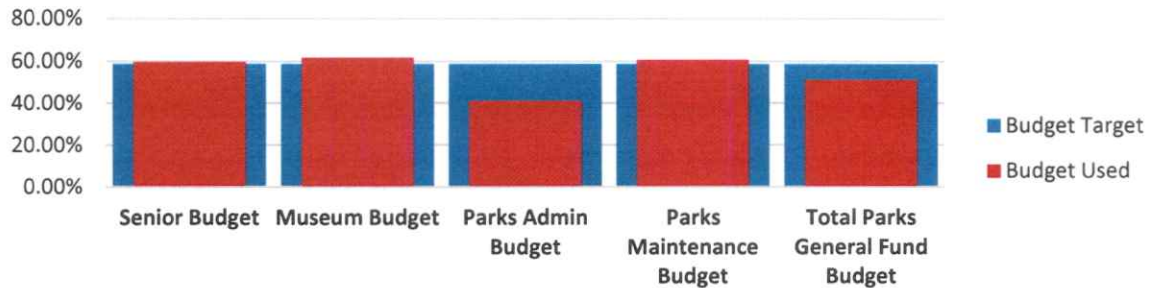
- Plan to laser grade as soon as Field 8 project is done as Field 8 will be one of the fields we do along with Field 5

Parks, Recreation, & Cultural Arts Department
January 2025

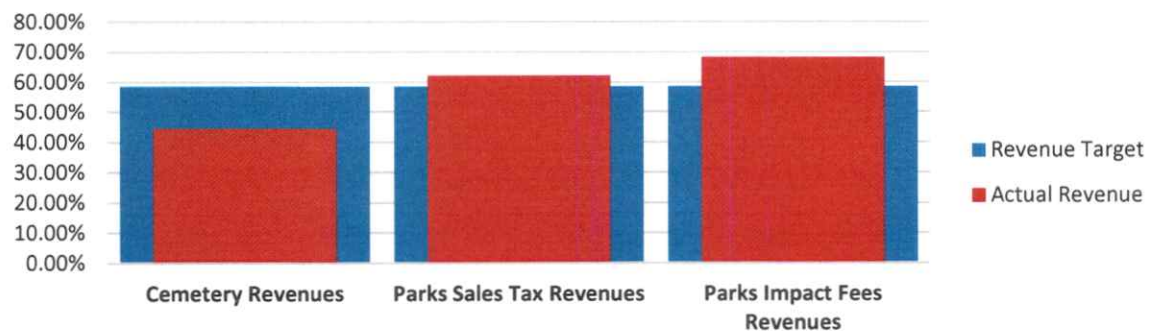
List of upcoming projects yet to begin:

- *Lean-To Renovation*
- *Sand Top Dressing of Soccer Fields*
 - Will take place in June

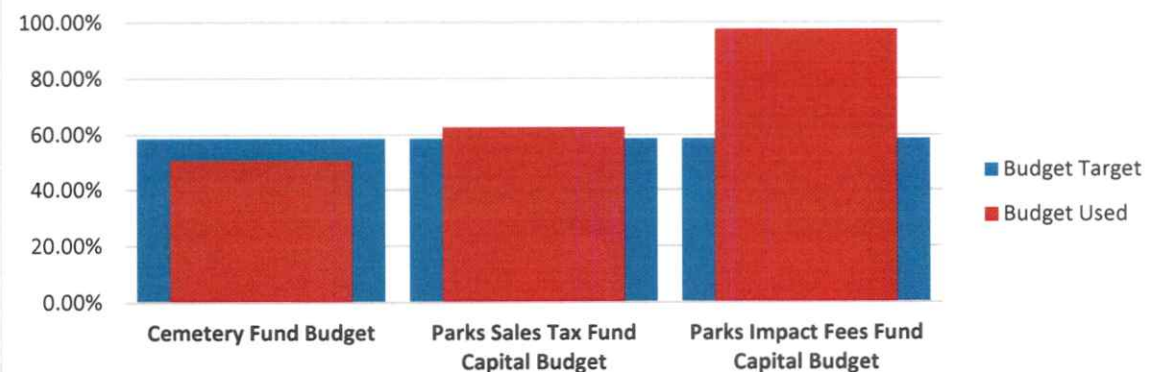
General Fund Budgets



Special Funds Revenues



Special Funds Budget



Parks, Recreation, & Cultural Arts Department
January 2025

Recreation- Assistant Director

Adult Programs

None

Youth Athletics

Youth Basketball:

- Picture Day: 01/04
- Weather Cancellations:
 - 01/11: Snow

Girl's Volleyball:

- Registration Opened: 01/05
- Number registered as of 01/31: 150

Challenger Baseball:

- Registration Opened: 01/05
- Sponsor Letters Sent: 01/07
- Currently Registered: 8
- Sponsorships Collected: \$900

Special Events

Backyard Birds of White House: Feb. 11th 10:00-1:00

*Educational program featuring speakers for Wild birds unlimited
And the Middle TN Raptor Center. Free to Public.*

- Registration Opened: 01/12
- Registered as of 01/31: 88

Other

Open gyms: Averaged totals per a day

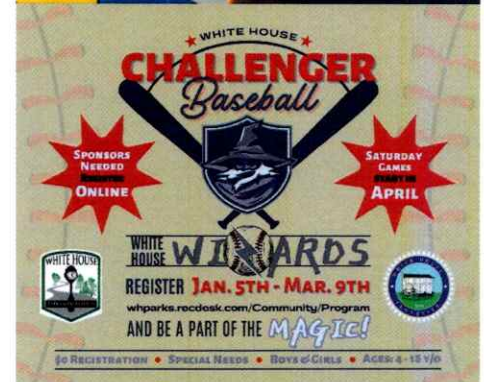
- Pickle Ball Open Gym- 12
- Open Gym - 8

Social Media:

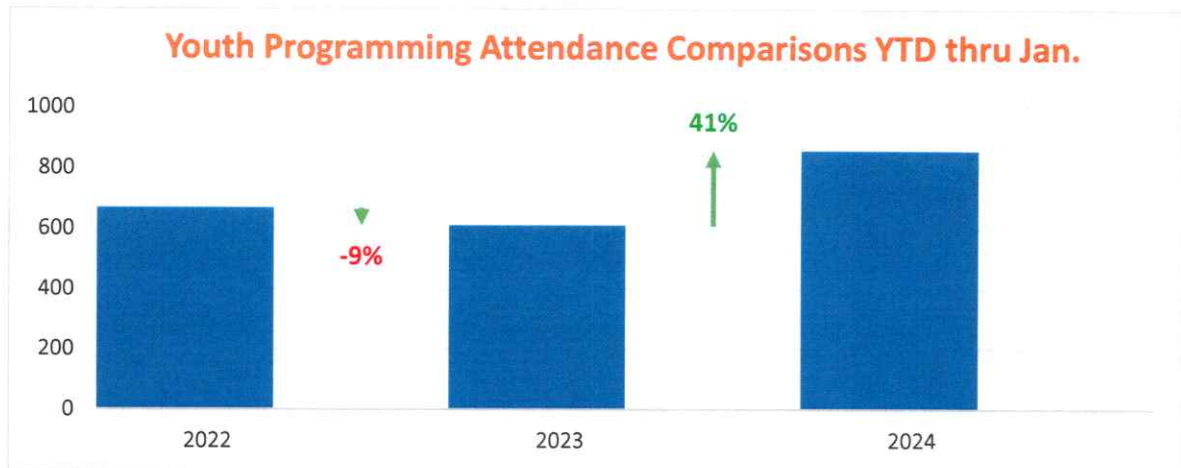
- Reach: 9,400
- Views: 39,200
- Total Posts: 21

Marketing:

- First quarterly RecDesk Email Newsletter: 01/09



Parks, Recreation, & Cultural Arts Department
January 2025

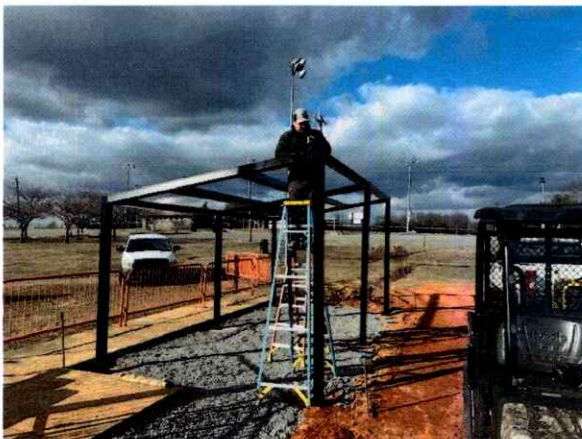


Maintenance

- We poured the concrete footers for field 8 dugouts.



- We installed the new dugouts at field 8.



Parks, Recreation, & Cultural Arts Department
January 2025

- Concrete has been poured and the fence will be going up the first of February



- Hauled out the extra dirt from the cemetery.
- We set some old footstones at the cemetery that had been taken up for graves to be dug.
- We dug up the three crepe myrtles at cemetery sign and planted three new trees.



- We have trimmed all of the crepe myrtles and ornamental grass at all locations.
- We have put preemergent in beds at all locations.

Parks, Recreation, & Cultural Arts Department
January 2025

Museum

Volunteers – The volunteers have provided the museum with 24 volunteer hours this month. The volunteers helped give the final Pioneer Presentation to Coopertown Elementary in January. We continue with preparations for the new Military and Munitions at the White House Inn Museum in March 2025.

Tours at Museum – Guided tours have been provided as needed for walk-ins. We were pleased to have staff members from Manskers Station come for a visit to the museum.

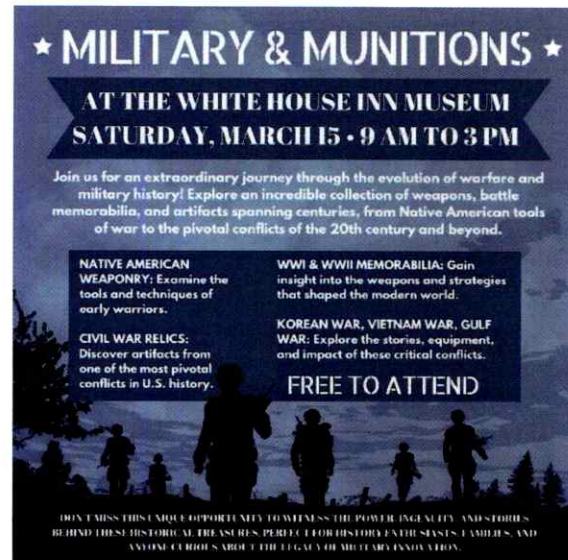
Building Maintenance – The installation of the split unit for the storage area is complete and working well.



School Presentations – The museum was contacted by Coopertown Elementary about doing the 2nd grade Pioneer Presentation after seeing a post on Facebook. We were able to add one more Pioneer Presentation in January 2025.

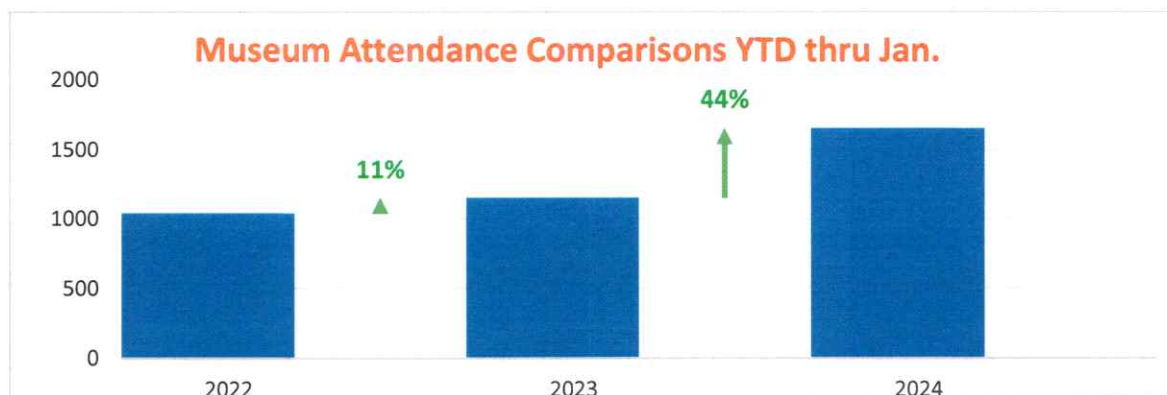
Events and Meetings Assisted with and/or Attended

January 15 – Pioneer Presentation Coopertown Elementary
 January 28 – Power Hour All Seasons
 January 30 – Meeting with Staff Members from Maskers Station



Visitors' Center and Museum Attendance

Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
2	5	18	23	100

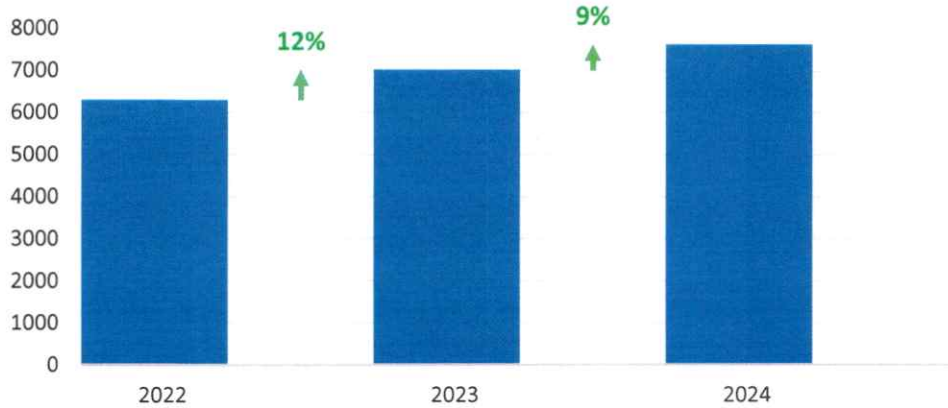


**Parks, Recreation, & Cultural Arts Department
January 2025**

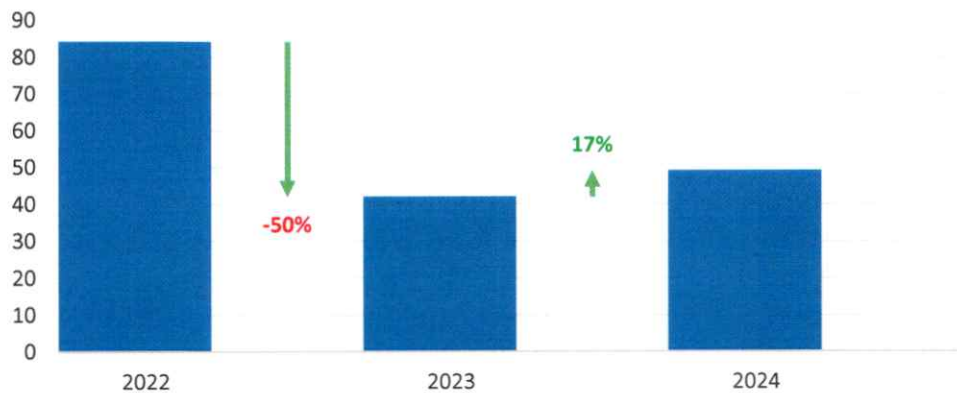
Senior Center Participation - January 2025			
<u>Outings:</u>			
Bowling	13		
Simpson Co Museum-Mystery Trip	22		
TOTAL	35		
<u>Events:</u>			
Board Games	9		
Painting	9		
Movie	8		
Vet Café/Doughnut	10		
Total	36		
		<u>Sr Meals Wednesdays</u>	
		103	
		108	
		102	
		109	
		422	TOTAL
<u>Programs:</u>			
Fittercise-Strength, Yoga	525		
Walk	150		
Bingo	82		
Birthday Potluck	30		
Farmers Rummy	24		
Garden Club	32		
Meals on Wheels	120		
Bunco/Golf	24		
Bible Study	6		
Cards, Games,Pool, Puzzles	233		
Pickle Ball	136		
TOTAL	1362		
MEMBERS	439	Updated members	through
1st time visitors	8		Jan-25
New Members	7		
TOTAL Sr Center Participants:	1402	Total	1855

Parks, Recreation, & Cultural Arts Department
January 2025

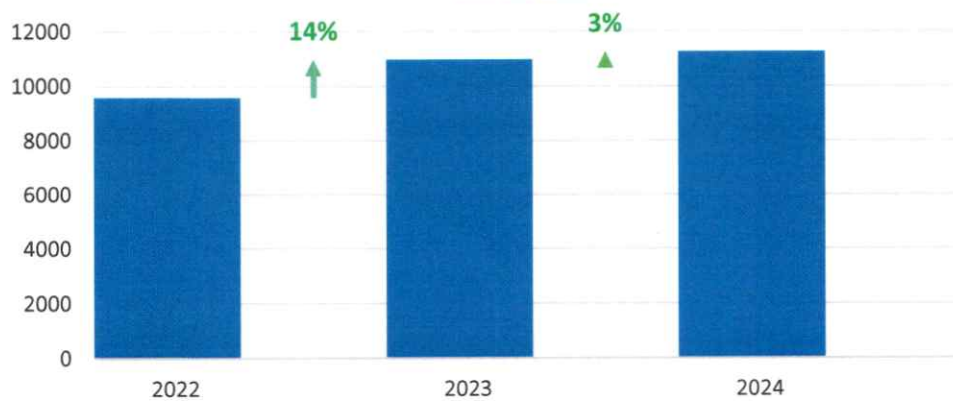
Senior Programming Attendance Comparisons
YTD thru Jan.



Senior Center First Time Visitors Comparisons YTD
thru Jan.



Total Senior Center Participants Comparisons YTD
thru Jan.



	FYE 2021	FYE 2022	FYE 2023
Facility Usage			
Special Use Permits Submitted	39	20	23
Pavilion 1 Usage	21	16	16
Pavilion 2 Usage	13	16	14
Pavilion 3 Usage	74	94	137
Splash Pad Pavilion Usage	99	165	136
Total Number of Pavilions Usage	207	291	303
Gymnasium Rentals	23	83	82
Amphitheater Usage	1	9	9
Community Room Usage			66
Total Number of Facility Rentals	30	92	157
Ballfield Rentals	146	134	165
Vistor Center Attendance	20	29	30
Vistors Who Also Toured Museum	70	303	191
Museum Attendance Only	115	1116	1142
Total Museum Attendance	185	1419	1333
Programming			
Number of Youth Program Registrations	417	615	800
Number of Adult Program Registrations	100	260	195
Number of Department Special Events Offered	9	7	11
Number of Department Special Event Attendees	1077	2223	2158
Number of Rec Programs Offered	19	21	24
Number of Senior Center Memberships	2000	2454	3186
Number of New Senior Center Memberships	0	5	38
Senior Center Participants	4412	11605	16,821
Senior Center First Time Visitors	36	95	115
Number of Senior Trips Offered	9	28	46
Number of Senior Trip Participants	81	235	617
Number of Senior Programs Offered	34	101	142
Number of Senior Program Participants	1061	7304	10,566
Number of Senior Meals Served	36	47	48
Number of Meals Participants	3277	3965	5658
Offsite Presentation Attendees	0	145	435
Total Number of Programs Offered	53	124	166
Revenues			
Youth Programs	\$44,261.00	\$57,366.00	\$ 79,821.40
Adult Programs	\$ 6,230.00	\$ 7,925.00	\$ 11,780.00
Special Events	\$ 3,495.00	\$ 3,080.00	\$ 2,940.00
Senior Meals	\$ 8,222.50	\$11,442.00	\$ 18,754.00
Shelter Reservations	\$ 9,112.50	\$12,995.00	\$ 7,675.00
Facility Reservations	\$ 2,956.25	\$19,181.75	\$ 16,978.25
Field Rentals	\$ 5,820.50	\$ 3,913.00	\$ 5,578.50
Affiliate League/Tournament Fee Revenue	\$ -	\$13,666.50	\$ 29,825.50
Misc	\$ 9,686.39	\$25,818.31	\$ 8,763.20
Maintenance			
Mowing Hours	2,195	1660.25	1548.5
Work Orders Received	9	15	24
Work Orders Completed	9	14	23
Number of Projects Started	39	31	8
Number of Projects Completed	32	29	8
Number of ballfield rainouts	NA	156	321
Bags of Field Dry Used	NA	100	42

YTD January 2023	YTD January 2024	January 2025	YTD 24-25
14	17	8	15
7	11	0	9
5	9	0	12
65	70	0	70
122	15	0	73
199	105	0	164
64	18	2	29
7	1	0	1
11	100	18	130
82	119	20	160
106	74	0	79
16	15	2	32
101	123	5	212
936	1,027	18	1443
1,037	1,150	23	1655
667	610	158	859
69	158	0	0
7	8	1	8
2,150	3,260	0	3073
13	14	2	9
1605	2564	439	2983
9	56	7	36
9,570	10,956	1,855	11,243
84	42	8	49
27	18	2	22
335	264	35	412
79	103	15	105
6282	7010	1398	7619
28	30	4	28
2953	4314	422	3212
300	385	100	767
92	117	17	114
\$64,582.00	\$59,595.00	\$10,638.00	\$ 68,333.00
\$6,270.00	\$4,660.00	\$0.00	\$ 2,145.00
\$780.00	\$785.00	\$0.00	\$ 2,160.00
\$9,793.50	\$14,376.50	\$1,405.00	\$ 10,817.59
\$3,730.00	\$2,387.50	\$150.00	\$ 3,430.00
\$9,621.50	\$12,687.50	\$3,287.50	\$ 16,390.63
\$4,015.00	\$1,888.00	\$0.00	\$ 2,290.00
\$22,045.50	\$11,527.50	\$0.00	\$ 1,710.00
\$4,417.18	\$5,901.95	\$900.00	\$ 5,304.33
824.5	938	0	594
12	10	0	8
11	10	0	8
3	10	0	7
3	8	0	6
25	167	0	44
3	24	0	12

White House Library January 2025

Summary of Activities

The friends of the library met on January 7th. The group voted to fund the Fandom Fair, discussed new member incentives, and ways to recruit board members.

The budget committee met on January 7th. The committee reviewed the director's proposal and discussed possible changes to line items and CIP requests.

The library board met on January 9th. The group reviewed end of year statistics, voted on the director's job description, library board by-laws, the budget proposal, and worked on completing the library director's yearly evaluation.

Interviews were held for 4 open positions, 2 full time and 2 part time. Offers were made and accepted by candidates for all openings. Two individuals started at the end of January and the other two will start in February. The library director and assistant director began training the 2 new hires and will continue training on through February.

The library director attended the onboarding of newly elected alderman Jeremy Sisks. The director gave the new alderman information about the library, the library board, regional library, state library, and Friends group.

The library director and assistant director attended an ALA training on managing employees using the SBI method.

The catalog librarian attended a meeting with Civicplus to go over the timeline for the new website migration. The catalog librarian uploaded photos of our logo and other pictures we would want on the new website directly to our Civicplus rep.

The director attended a director's check-in with the regional library on January 21st. The group discussed updates happening around the region such as training, spending funds, copyright issues, etc.

The director and assistant director did performance evaluations of library staff and turned them in to HR.

The library director attended the budget retreat on January 23rd. At this meeting the director listed CIP for the library and voted on projects that other department heads were asking for.

Department Highlights

The highlights for the month were the interviews conducted for all 4 open positions and getting them filled. This will help the library not be short staffed as we move into the month of February.

White House Public Library
January 2025 Performance Measures

Official Service Area Populations

2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
14,455	14,820	15,094	15,355	15,355

Membership

January 2025 Performance Measures	2021	2022	2023	2024	2025
New Members	38	56	47	47	148
Updated members	528	293	155	251	398
Yearly Totals	2021	2022	2023	2024	2025
Total Members	7,027	7,125	7,442	8,036	8,184
% of population with membership	49	48	49	52	53

Every Year the library will purge the system of patrons that have not used their cards in the past 3 years.

Total Material Available: 39,634

Estimated Value of Total Materials: \$990,850

Total Materials Available Per Capita: 2.58

Last Month: \$988,250

Last Month: 2.57

State Minimum Standard: 2.00

Materials Added in January

2021	2022	2023	2024	2025
296	102	107	175	143

Yearly Material Added

2021	2022	2023	2024	2025
3,035	3,573	2,641	2,033	143

Physical Items Checked Out in January

2021	2022	2023	2024	2025
4,418	4,819	5,454	6,534	6,811

Cumulative Physical Items Checked Out

2021	2022	2023	2024	2025
59,515	80,653	81,667	85,458	6,811

Miscellaneous Items Checked Out

January	2021	2022	2023	2024	2025
Technology Devices	68	61	80	127	81
Study Rooms	59	65	92	58	76
Games and Puzzles	125	180	162	211	212
Seeds	28	3	2	31	54
STEAM Packs	20	13	43	36	37
Cake Pans	0	12	7	9	3
Outdoor Items	*	3	2	0	3
Honor Books	*	4	1	3	4
Adult Kits	*	*	*	2	5
Museum Passes	*	*	*	3	9
Instruments	*	*	*	23	16

Miscellaneous Items Checked Out

Yearly Totals	2021	2022	2023	2024	2025
Technology Devices	725	743	794	1,069	81
Study Rooms	395	746	888	881	76
Games and Puzzles	1,263	2,060	1,855	2,104	212
Seeds	878	883	767	946	54
STEAM Packs	160	234	351	419	37
Cake Pans	21	69	45	65	3
Outdoor Items	*	17	59	86	3
Honor Books	*	19	104	109	4
Adult Kits	*	*	*	51	5
Museum Passes	*	*	*	109	9
Instruments	*	*	*	30	16

Library Services Usage

January	2021	2022	2023	2024	2025
Test Proctoring	5	1	0	0	0
Charging Station	4	6	2	1	2

Library Services Usage

Yearly Totals	2021	2022	2023	2024	2025
Test Proctoring	108	61	54	73	0
Charging Station	45	21	16	16	2

Notary Services	14	3	11	12	0
Library Visits	3,236	3,517	3,604	4,582	5,088
Website Usage	2,191	3,040	707	980	1,300
Reference Questions	5	1	1	2	1

Notary Services	144	135	167	227	0
Library Visits	38,913	48,253	48,053	58,329	5,088
Website Usage	27,907	33,678	36,648	13,141	1,300
Reference Questions	73	31	37	65	1

Computer Users

January	2021	2022	2023	2024	2025
Wireless Users	425	331	285	232	201
Adult Users	171	188	145	166	188
Kids Users	89	219	120	178	182
Osmo Users (hours)	*	*	*	78.25	80.5

Computer Users

Yearly Totals	2021	2022	2023	2024	2025
Wireless	3,878	4,544	4,338	3,449	201
Adult Users	2,235	2,608	2,255	2,327	188
Kids Users	957	2,987	2,030	1,801	182
Osmo Users (hours)	*	*	*	501	81

Library Volunteers

January	2021	2022	2023	2024	2025
Library Volunteers	12	10	12	6	6
Volunteer Hours	159.00	102.00	63.00	45.75	35.00

Library Volunteers

Yearly Totals	20-21	21-22	22-23	23-24	24-25
Library Volunteers	20	48	48	50	28
Volunteer Hours	1,204.00	1,492.50	1,289.00	533.50	351.00

Databases

Universal Class	January
Sign-ups	3
Courses Started	5
Lessons Viewed	188
Submissions	169

Yearly Totals	2021	2022	2023	2024	2025
Sign-ups	13	18	22	14	3
Courses Started	39	2	24	34	5
Lessons Viewed	1,008	876	419	708	188
Submissions	515	465	559	793	169

Fiero Code	January
Logins	2
Hours	0.1
Tasks	0

Yearly Totals	2021	2022	2023	2024	2025
Logins	*	*	31	116	2
Hours	*	*	19.6	81.6	0.1
Tasks	*	*	29	334	0.1

Comics Plus	December
New Users	1
Check Outs	6

Yearly Totals	2021	2022	2023	2024	2025
Total Users	*	*	*	34	1
Check Outs	*	*	*	112	6

Kanopy	December
Visits	1247
Plays	551
Accounts	8

Yearly Totals	2021	2022	2023	2024	2025
Visits	*	*	2,350	6,249	1247
Plays	*	*	608	1,110	551
Accounts	*	*	89	173	8

Programs

1,000 Books	2021	2022	2023	2024	2025
Monthly Sign-ups	1	0	3	0	0
Total Program Sign-ups	174	132	153	53	55

Achievements	
500 Mark	25
Total Completion	25

Face-to-Face Kids Programs

January	2021	2022	2023	2024	2025
---------	------	------	------	------	------

Face-to-Face Kids Programs

Yearly Totals	2021	2022	2023	2024	2025
---------------	------	------	------	------	------

Programs	11	9	7	13	14
Attendees	203	246	163	258	342

Passive Kids Programs

January	2021	2022	2023	2024	2025
Programs	4	4	4	4	4
Attendees	212	189	116	75	89

Face-to-Face Tween Programs

January	2021	2022	2023	2024	2025
Programs	7	7	7	6	5
Attendees	60	23	13	23	29

Teen Programs

January	2021	2022	2023	2024	2025
Programs	*	*	*	1	1
Attendees	*	*	*	1	7

Passive Teen/Tween Programs

January	2021	2022	2023	2024	2025
Programs	*	4	4	4	4
Attendees	0	96	39	32	40

Face-to-Face Adult Programs

January	2021	2022	2023	2024	2025
Programs	8	3	7	8	9
Attendees	23	9	49	71	102

Passive Adult Programs

January	2021	2022	2023	2024	2025
Programs	0	0	0	1	2
Attendees	0	0	0	26	16

Device Advice

January	2021	2022	2023	2024	2025
Sessions	5	6	11	18	18

General Interest Programs

January	2021	2022	2023	2024	2025
Programs	*	*	*	1	0
Attendees	*	*	*	107	0

Interlibrary Loan Services

January	2021	2022	2023	2024	2025
Borrowed	55	59	23	48	58
Loaned	20	10	11	17	34

Programs	91	136	129	157	14
Attendees	2,167	3,646	3,805	3,286	342

Passive Kids Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	16	16	8	8	4
Attendees	1,699	334	184	75	89

Face-to-Face Tween Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	43	98	112	121	5
Attendees	370	437	361	352	29

Teen Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	*	*	*	19	1
Attendees	*	*	*	24	7

Passive Teen/Tween Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	4	8	8	8	4
Teen / Tween	409	151	100	65	40

Face-to-Face Adult Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	63	75	107	142	9
Attendees	351	377	589	1,034	102

Passive Adult Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	0	1	0	12	2
Attendees	0	20	0	100	16

Device Advice

Yearly Totals	2021	2022	2023	2024	2025
Sessions	81	131	144	176	18

General Interest Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	*	*	*	2	0
Attendees	*	*	*	1322	0

Interlibrary Loan Services

Yearly Totals	2021	2022	2023	2024	2025
Borrowed	673	872	597	596	58
Loaned	226	317	184	331	34

January	R.E.A.D.S
E-books	1,229
Audiobooks	1,986
E-videos	0
E-series	315

Yearly Totals	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
E-books	*	*	*	*	6,765
Audiobooks	*	*	*	*	11,006
E-videos	*	*	*	*	0
E-series	*	*	*	*	1,280

Winter Reading Numbers

Sign-ups	2021	2022	2023	2024-2025
Kids	29	37	19	31
Tween/ Teen	20	30	17	12
Adults	*	*	*	22
Total	49	67	36	65

Participated	2021	2022	2023	2024-2025
Kids	19	34	15	22
Tween/ Teen	14	25	13	9
Adults	*	*	*	16
Total	33	59	28	47

Reading Benchmarks

Kids Benchmarks	1	2	3	4	5	6	7	8	9
2021	18	17	17	16	15	14	*	*	*
2022	23	23	22	21	16	15	14	14	*
2023	15	13	13	13	12	10	8	8	*
2024-2025	22	22	22	16	12	10	10	9	9

Tween/Teen Benchmarks	1	2	3	4	5	6	7	8	9	10	11	12	13
2021	14	14	12	11	10	9	*	*	*	*	*	*	*
2022	21	19	16	14	11	10	9	8	*	*	*	*	*
2023	13	13	12	7	7	7	6	6	*	*	*	*	*
2024-2025	9	9	9	9	9	9	9	9	9	9	8	8	8
Tween/Teen Benchmarks	14	15	16	17	18	19	20	21	22	23	24	25	
2024-2025	8	8	6	6	6	6	6	5	5	5	5	5	

Adult Benchmarks	1	2	3	4	5	6	7	8	9	10	11	12	13
2024-2025	16	14	11	10	8	6	6	6	5	4	4	4	4
Adult Benchmarks	14	15	16	17	18	19	20						
2024-2025	4	4	4	3	3	3	3						

# of Minutes Read	2021	2022	2023	2024-2025
Kids	6,539	15,785	14,160	11,940

# of Hours Read	2021	2022	2023	2024-2025
Kids	109	263	236	199

# of Books Read	2024-2025
Tween/Teen	105
Adults	144

<u>CITY COURT REPORT</u>		
JANUARY 2025		
CITATIONS		
TOTAL MONIES COLLECTED FOR THE MONTH		\$6,693.00
TOTAL MONIES COLLECTED YTD		\$36,343.25
STATE FINES		
TOTAL MONIES COLLECTED FOR MONTH		\$1,464.00
TOTAL MONIES COLLECTED YTD		\$10,737.94
<u>TOTAL REVENUE FOR MONTH</u>		<u>\$8,157.00</u>
TOTAL REVENUE YTD		\$47,081.19
DISBURSEMENTS		
LITIGATION TAX	\$456.25	
DOS/DOH FINES & FEES	\$467.40	
DOS TITLE & REGISTRATION	\$137.75	
RESTITUTION/REFUNDS	\$0.00	
ON-LINE CC FEES	\$0.00	
CREDIT CARD FEES	\$0.00	
WORTHLESS CHECKS	\$0.00	
TOTAL DISBURSEMENTS FOR MONTH		\$1,061.40
TOTAL DISBURSEMENTS YTD		\$4,944.49
<u>ADJUSTED REVENUE FOR MONTH</u>		<u>\$7,095.60</u>
TOTAL ADJUSTED REVENUE YTD		\$42,136.70
DRUG FUND		
<u>DRUG FUND DONATIONS FOR MONTH</u>		<u>\$522.50</u>
DRUG FUND DONATIONS YTD		\$2,869.99
Offenses Convicted & Paid For Month	Count	Paid
Animal Control	1	\$0.00
Financial Responsibility Law	14	\$837.50
Registration Law	10	\$805.00
Improper Equipment		
Texting/Hands Free Law	7	\$273.00
Codes Violation		
DL Exhibited		
Red Light	4	\$332.50
Misc		
Stop Sign	4	\$347.50
Speeding	36	\$3,242.50
Seat Belt-Child Restraint	1	\$30.00
Following Too Close	5	\$432.50
Exercise Due Care	7	\$360.00
Failure to Yield	1	\$117.50
Total	90	\$6,778.00

RESOLUTIONS....

RESOLUTION 25-02

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

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

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

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

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

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

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

This resolution shall be effective upon passage.

Adopted this 20th day of February 2025.

John Corbitt, Mayor

ATTEST:

Derek Watson, City Recorder

4.4. PAY STRUCTURE: PAY GRADES AND PAY RANGES

1. Job Market Rates

The City's pay plan reflects a market driven approach to establishing pay rates for City employees.

Accordingly, a Market Rate is defined for each job. The Market Rate is a guideline for the administration of compensation for each job. The Market Rate is determined from labor market data from local governments.

2. Pay Structure

The City of White House Pay Structure is comprised of three (3) pay plans: General Government, Police, and Fire each with a corresponding set of twenty (20) pay steps. All steps represent a 2.5% increase.

The pay steps are designed to be annual merit pay adjustments based on criteria set forth in Section 5.12. Merit / Pay for Performance Plan.

3. Assignment of Jobs to Pay Grades

Each job is to be assigned to the Pay Grade which the pay range midpoint best matches the Market Rate for the job. Exceptions may be made if strategic business considerations dictate that certain jobs (not employees) should be valued differently than their market value. Such exceptions must be approved by the City Administrator.

4. Adjustment of Pay Structure

The Pay Structure is subject to review on a periodic basis by the Human Resources Director and City Administrator. The pay structure may be adjusted periodically as necessary to ensure that the City's pay practices remain competitive with changes in labor market conditions. If a review is proposed and deemed to be appropriate by the Board of Mayor and Aldermen, the City will request the services of a qualified firm to complete a full compensation analysis.

5. New Hire Rates of Pay

Step 1 pay for a job classification is the normal hiring rate for individuals with no experience in the position. Individuals with experience in the primary job duties of the position will receive an additional step for each year of corresponding experience.

If the department head believes an individual should be started at a higher step than the Human Resources Director or if the individual's experience does not match the job duties exactly but are similar, the department head will submit a **request Compensation Review Request Form** to the Compensation Committee for review and approval. The Compensation Committee will be comprised of the City Administrator, Human Resources Director, Police Chief, Fire Chief, and Benefits Specialist.

6. Pay Adjustments

a. Annual Merit Increases

i. Purpose

Annual merit increases reward employees for continued service and reflect employees' increasing job knowledge and skills.

ii. Eligibility

All regular full- and part-time employees who meet the criteria set forth in Section 5.12. Merit / Pay for Performance will be eligible.

iii. Effective Date

All merit increases will be effective the first day of the first full pay period of the fiscal year.

b. Annual Cost of Living Adjustments

i. Purpose

Annual cost-of-living adjustments allow for the pay structure to remain competitive in the job market.

ii. Administration

An annual cost-of-living adjustment will be recommended to the Board of Mayor and Aldermen based on a three-year rolling average of inflation per the Consumer Price Index. The Board of Mayor and Aldermen will vote annually to approve or deny based on budgetary constraints.

iii. Effective Date

All cost-of-living adjustments, if approved, will be effective the first day of the first full pay period of the fiscal year.

c. Topped Out Employees

Each employee whose pay rate equals the top pay step for the employee's position will only be eligible for any cost-of-living adjustments that are approved by the Board of Mayor and Aldermen.

d. Promotional Increases

i. Definition of Promotion

Permanent placement of an individual in a position which is in a Pay Grade that is higher than the individual's current Pay Grade will be considered a promotion. All promotions must be approved by the City Administrator.

ii. Increase Amount

At the time of the promotion, the individual's salary is to be adjusted to reflect the increased demands and responsibility of the new position per the pay plan. One of the following three formulas will be used in determining the increase whichever results in the highest increase:

1. An increase of 5% per grade for each grade that the new position is above the current position; OR,
2. 50% of the individual's total years of service with the City of White House; OR,
3. Step 1 of the new grade.

After the new pay rate is determined based on the appropriate formula, if the new rate of pay falls between two steps of the new grade, the employee will be moved up into the next available step for that grade.

If the department head believes an individual should be started at a higher step than the formulas allow, the department head will submit a Compensation Review Request Form to the Compensation Committee for review and approval.

e. Lateral Reassignments

Reassignment from one job to another in the same Pay Grade will be considered a lateral move. No immediate adjustment to pay will be made.

If the department head believes an individual should be started at a higher step than the formulas allow, the department head will submit a Compensation Review Request Form to the Compensation Committee for review and approval.

f. Reassignments to a Lower Pay Grade

i. Temporary Reassignments for FMLA and/or Workers' Compensation and/or ADA Accommodations

Reassignments to a lower pay grade to accommodate for light duty restrictions will not result in a change in pay rate.

ii. Permanent Reassignment

Employees may by request or by a disciplinary demotion be moved to a lower pay grade. When this occurs, one of the following three formulas will be used in to determine the decrease in pay:

1. A decrease of 5% per grade for each grade that the new position is below the current position; OR,
2. 50% of the individual's total years of service with the City of White House; OR,
3. Step 20 of the new grade.

After the new pay rate is determined based on the appropriate formula, if the new rate of pay falls between two steps of the new grade, the employee will be moved up into the next available step for that grade.

g. Reclassification of Position

A job may be reclassified if warranted by significant changes in job responsibilities. To request a reclassification, department heads must submit a revised job description and completed request for reclassification to the City Administrator. The Market Rate of the job will be determined based on comparison of the job to available salary survey data. The job will be reassigned to a different Pay Grade if indicated by the new Market Rate for the job. Reclassification of a job to a higher Pay Grade normally would be treated as a promotion which must be approved by the City Administrator.

7. Budgetary Constraints

Nothing in this section shall be construed as any guarantee of future pay increases. City management and the Board of Mayor and Aldermen will make every effort to ensure administration of wages and salaries in a manner is consistent with the intent of this policy, but any employee pay adjustments will be subject to availability of funds as determined in the budgeting process.

5.9. APPOINTMENTS, PROMOTIONS, DEMOTIONS AND TRANSFERS

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

All vacancies of Board-approved positions in the City shall be filled by original appointment, re-employment, promotion, interim appointment, transfer or demotion.

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

Any employee who has received a verbal reprimand, written reprimand, or suspension in the previous twelve (12) months will be considered ineligible for promotion.

~~When an employee is promoted from one position to another which has a higher rate of pay, rank and responsibility, the employee's rate of pay shall be increased as determined by the City Administrator.~~

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

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

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

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

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

5.10. PROBATIONARY PERIOD

The probationary period is an integral part of the examination process, and may be utilized for the following:

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

The probationary period for all full- and part-time employees excluding Police Officers shall be 6 months. The probationary period for Police Officers shall be 12 months. Department Heads may request an extension of any employee's probationary period with the prior approval of the City Administrator. In no event may a probationary period be extended beyond 12 months.

~~Written evaluations to document performance will be completed prior to the end of 6-month probationary period for all full- and part-time employees excluding Police Officers. Written evaluations to document performance will be completed at 6 months and prior to the end of the 12-month probationary period for Police Officers. Satisfactory performance is required before the probationary period is lifted.~~

At any time during the probationary period, the Department Head may notify the City Administrator in writing of an employee's unsatisfactory performance and recommend whether or not employment should continue.

5.11. ANNUAL PERFORMANCE APPRAISAL / EVALUATION

Formal employee **annual** evaluations will be conducted annually during the month of January for the preceding calendar year. It is expected that each Department Head, Supervisor and/or other Department designee complete and disseminate evaluations accordingly to respective employees/direct reports. Each employee is afforded an opportunity to meet "individually" with his/her evaluator to discuss evaluation ratings. Completed/Signed evaluations are then forwarded to the Department of Human Resources and City Administrator for appropriate review and filing. Performance appraisals should not be construed to confer any right on the part of the employee to continued employment. The City reserves the right to alter the terms and conditions of employment, including the manner in which performance is or is not appraised. The appraisal is not final until it has been reviewed and acted upon by the City Administrator. Employees may appeal their performance appraisal via the City of White House Grievance/Disciplinary Appeal Form located in the appendix section of this manual. The employee also has an opportunity to object to the appraisal during the process on the appraisal form.

The appraisal is not final until it has been reviewed and acted upon by the City Administrator. Employees may appeal their performance appraisal via the City of White House Grievance/Disciplinary Appeal Form located in the appendix section of this manual. The employee also has an opportunity to object to the appraisal during the process on the appraisal form.

Rating Period The annual rating period for pay-for-performance begins January 1 of each year and ends December 31. The supervisor will formally meet with each employee at the beginning of the rating period. During this meeting, the critical and non-critical elements and associated performance standards will be discussed, established and recorded. The supervisor and employee may meet again during the rating period to discuss progress. At the end of the rating period, the supervisor and employee will again formally meet to discuss accomplishments and deficiencies, with results recorded on the performance appraisal form. Means to correct deficiencies should also be discussed.

Effective Date for Merit. The award of pay for performance will be given as a rate increase in July following the performance appraisal period as the budget allows. All pay for performance increases will become effective at the beginning of the first full pay period of the fiscal year.

7.4. USE OF CITY VEHICLES AND EQUIPMENT

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

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

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

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

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

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

- 7.4.2. The maximum driving mileage radius for take home vehicles is a twenty (20) miles one way.
- 7.4.3. Reserved for Future Use
- 7.4.4. The City Administrator shall, at least annually, review the assignment of City vehicles to specific employees as well as the necessity for specific employees to take vehicles home overnight.
- 7.4.5. The following employees are required to commute to and from the workplace in a qualified, non-personal use vehicle as defined by IRS Reg. § 1.274-5T (k., Reg. § 1.132-5(h)
- Certified Police Officers
 - Fire Chief
 - Assistant Fire Chief
 - Fire Inspector
 - **Fire Training Division Chief**
 - Scheduled on-call utility worker
 - Wastewater Collections Supervisor
 - Emergency Response Team
- 7.4.6. All accidents, whether at fault or not at fault of the employee, shall be reported to the employee's Department Head as soon as possible. Employees shall be accountable for the safety and care of the vehicles assigned to them. Employees are solely responsible for the following:
- All traffic laws while operating any City vehicle or equipment;
 - Any violation of such laws which result in speeding, parking or other moving violations; and
 - Tickets and/or citations shall be paid by the employee
- 7.4.7. No employee will operate a city vehicle while under the influence of alcohol, illegal substances, or medications (prescription or over the counter) which could affect the employee's ability to operate the vehicle safely.
- 7.4.8. Any employee who is assigned a take home vehicle is subject to all IRS, local, state and federal laws. All employees assigned take home city vehicles, who are not exempt from IRS filing regulations, must be informed of the IRS options available to them, choose an option, and give notification to the Finance Department to ensure IRS compliance. The employee is solely responsible and will be held accountable as to the use, safety and operation of the vehicle.
- 7.4.9. Employees on vacation leave (or other circumstances) for more than 2 consecutive working days will park their city vehicle at their designated facility.
- 7.4.10. **Care and Maintenance.** All city vehicles shall be kept clean and in orderly condition. Maintenance of city vehicles requires the cooperation of the employee using such vehicle. Employees shall notify their Department Head of all mechanical or other unsafe problems. The employee operating the vehicle is responsible for regularly checking the oil level, anti-freeze/coolant level, battery water level, fuel and tires. Employees assigned a take home vehicle shall additionally be responsible for keeping the vehicle clean and neat in appearance. Preventive maintenance will be scheduled with the Department Head. The cost for maintaining city vehicles will be charged back to the department requesting maintenance.

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

**CITY OF WHITE HOUSE
PERFORMANCE APPRAISAL TOOL**

Employee: _____

Department: _____

Job Title: _____

Appraisal Period: _____

Appraisal Type: 90 Day ☐ 6 Month ☐ 12 Month ☐ Annual ☐

Rating Key: Meets Expectations = M/E Does Not Meet Expectations = DNM/E

Job Performance, Knowledge, and Skills:

- | | | |
|---|------------------------------|--------------------------------|
| 1. Understands and applies job related knowledge and skills. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 2. Updates skills through education and training. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 3. Adapts to changes in the job, work methods and surroundings. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 4. Maintains reliable attendance. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 5. Complies with safety and health policies and procedures. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 6. Works is completed in a timely manner. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |

Communication and Interpersonal Skills:

- | | | |
|--|------------------------------|--------------------------------|
| 1. Consistently communicates job-related information. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 2. Communicates effectively with co-workers and the public. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 3. Oral and written communication is clear, accurate and complete. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 4. Develops and maintains effective working relationships. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 5. Demonstrates loyalty and professionalism. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 6. Provides effective Customer Service to customers. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |

Supervisory Skills (if applicable):

- | | | |
|---|------------------------------|--------------------------------|
| 1. Demonstrates the ability to direct others in accomplishing tasks. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 2. Rewards and recognizes individual and team successes. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 3. Functions effectively under pressure. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 4. Resolves differences and seeks win/win outcomes. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 5. Responds appropriately to criticism and suggestions for improvement. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 6. Promotes employee safety and wellness. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |

Overall Appraisal Rating:	M/E <input type="checkbox"/>	DNM/E <input type="checkbox"/>
<i>Employee - 9 M/Es Required Supervisor - 13 M/Es Required</i>		

Comments:

Employee Status:

Yes

No

1. Did the employee's annual performance appraisal meet expectations?

☐☐

2. Did the employee meet the department training requirements?

☐☐

3. Disciplinary Action Totals (*verify with HR, if necessary*):

Suspensions

Demotions

Written Reprimands

Verbal Reprimands (in writing)

Expected Goals and Objectives for Next Appraisal Period:

Employee Comments:

My signature does not constitute agreement and/or acceptance of this appraisal rating yet serves as formal acknowledgement of receipt of the information presented.

Employee Signature: _____

Date: _____

Appraiser Signature: _____

Date: _____

Department Head Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____

City Administrator Signature: _____

Date: _____

Original: Human Resources

Copy: Employee

**CITY OF WHITE HOUSE
COMPENSATION REVIEW REQUEST FORM**

Employee Name: _____

Position: _____

Department: _____

Position Grade: _____

Requestor: _____

Date Requested: _____

Explanation / Justification for Request:

Compensation Committee Recommendation:

Step: _____

Rate: _____

Compensation Committee Comments:

Approval Signatures

Department Head: _____

Date: _____

City Administrator: _____

Date: _____

Police Chief: _____

Date: _____

Fire Chief: _____

Date: _____

Human Resources Director: _____

Date: _____

Benefits Specialist: _____

Date: _____

RESOLUTION 25-03

**A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, ADOPTING SECTION 125
PREMIUM ONLY PLAN FOR PLAN YEAR ENDING MARCH 31, 2026.**

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 20, 2025, 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, 2025, 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 20th day of February 2025.

John Corbitt, Mayor

ATTEST:

Derek Watson, City Recorder

Adoption Agreement (2025)

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, 2025**.
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, 2025**, and end on **March 31, 2026**. 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

AFFILIATES:

Plan Document

As Amended and Restated for 2025

For City of White House

Section 125 Premium Only Plan

Introduction

Article I	Definitions
Article II	Participation
Article III	Contributions to the Plan
Article IV	Benefits
Article V	Participant Elections
Article VI	Health Savings Account Program
Article VII	Administration
Article VIII	Amendment or Termination of Plan
Article IX	Miscellaneous

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 Health Insurance Portability and Accountability Act (HIPAA) special enrollment rights or the Family and Medical Leave Act (FMLA).

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 Employee Retirement Income Security Act (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: 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 it's 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 25-01

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE MUNICIPAL CODE TITLE 8 CHAPTER 3 PACKAGE LIQUOR STORES SECTION 8-305.

WHEREAS, the citizens of White House voted in referendum on November 4, 2014, to permit retail package stores to sell alcoholic beverages in White House;

WHEREAS, Ordinance 14-27 was passed by the Board of Mayor and Aldermen to establish regulations in the Municipal Code Chapter 3 Package Liquor Stores.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding the number of licenses issued for package liquor stores.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 8, Chapter 3 Package Liquor Stores, Sections 8-305 be amended from the Municipal Code as follows:

TITLE 8: ALCOHOLIC BEVERAGES
CHAPTER 3: PACKAGE LIQUOR STORES
SECTION: 8-305. Limitations on number of licenses

****Amends are made in bold, italics, and underlined text.***

8-304. Limitations on issuance of licenses. No more than ~~two (2)~~ ***three (3)*** licenses for the sale of alcoholic beverages shall be issued until such time the official census of the city's population is equal to or greater than twenty-four thousand (24,000). Thereafter, no more than one license for each twelve thousand (12,000) population for the sale of alcoholic beverages shall be issued under this chapter. Further, that the population limitations and restrictions as provided for above shall not be decreased unless, first, a public notice of such proposed change is published at least one (1) time fifteen (15) days before the first reading on such proposed amendment.

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: February 20, 2025

Second Reading: March 20, 2025

John Corbitt, Mayor

ATTEST:

Derek Watson, City Recorder



City of White House, Tennessee

Planning and Codes Department

105 College Street • White House, TN 37188

www.cityofwhitehouse.com/yourgovernment/planning-and-codes

Phone (615) 672-4350 ext. 2121 • Fax (615) 616-1050

"Valuing our Future while Protecting our Heritage"

Memo

To: Board of Mayor and Alderman

From: Ceagus Clark, Director of Planning & Codes

Date: February 11, 2025

Re: Zoning Ordinance amendment Special Exception Change

Dear Board Members,

I am requesting an amendment to the zoning ordinance to clarify that **both public and private schools** may be approved by **special exception in residential districts** and to extend this allowance to the **C-1 commercial district**. The Board of Zoning Appeals (BZA) will continue to review each application on a case-by-case basis.

This amendment will provide greater flexibility for school locations while ensuring proper review and oversight.

Please consider this request at the next meeting. Let me know if any additional information is needed

615-672-4350 Ext 2119

Ceagus L. Clark

Ceagus Clark
Director, Planning and Codes

ORDINANCE 25-03

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING ARTICLE V, SECTION 5.053.2, C-1, CENTRAL BUSINESS DISTRICT, B. "PUBLIC AND PRIVATE SCHOOLS" BECOME ALLOWED IN THIS DISTRICT AS A SPECIAL EXCEPTION.

WHEREAS, the Board of Mayor and Aldermen wishes to amend the Zoning Ordinance to provide defined regulation for automobile sales.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the Zoning Ordinance Articles V are amended as indicated below.

BE IT FURTHER ORDAINED that this Ordinance has been approved by the Planning Commission.

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

First Reading: February 20, 2025

Second Reading: March 20, 2025

John Corbitt, Mayor

ATTEST:

Derek Watson, City Recorder

C-1, Central Business Service District**A. District Description**

This district is designed to provide for a wide range of retail, office, amusement, service uses, and light industrial processes involving high performance standards. In addition, this district provides for governmental uses, and community facilities and utilities necessary to serve the district or which are required for the general community welfare. The regulations are structured to permit maximum freedom of pedestrian movement. Relative high density and intensity of use is permitted in this district.

B. Uses Permitted

In the C-1, Central Business Service District, the following uses and their accessory uses are permitted.

1. General retail sales and services.
2. Professional, finance, insurance, real estate, personal, business, and repair services.
3. Manufacturing, provided it is incidental to the retail business or service which sells the made products on the premises and that such manufacturing activity occupies less than forty (40) percent of the floor area and employs not more than five (5) operators.
4. Hotels, motels and boarding houses.
5. Commercial amusement establishments.
6. Churches and other places of assembly.
7. Mortuaries and undertaking services.
8. Newspaper and printing plants.
9. Governmental buildings and community centers.
10. Utility facilities (without storage yards) necessary for the provision of public services.
11. Communication business services.
12. Educational services.
13. Signs and billboards as regulated in Article IV, Section 4.080.
14. Gasoline service stations.
15. Food services.
16. Wholesale sales.
17. Medical services.
18. Veterinary services (excluding livestock).
19. Convenience sales and service.

20. Laundry and dry-cleaning services.
21. Essential municipal services.
22. Accessory Firework Sales.
23. Vehicular craft, and related equipment sales, rental and delivery.

C. Uses Permitted as Special Exceptions

In the C-1, Central Business Service District, the following uses and their accessory uses may be permitted as special exceptions after review and approval in accordance with Article VII, Section 7.060.

1. Automotive parking lot.
2. Warehousing and storage uses.
3. Day care centers.
4. Research services.
5. Retail business supply.
6. Twenty (24) Hour Medical/Veterinarian Clinic Accessory Residential Quarter meeting requirements of 4.160. **(Added by Ordinance 05-09, May 19, 2005)**
7. Commercial Accessory Residential Unit.
8. Short Term Rentals (4.100)
9. Motor Vehicle Service and Repair, Minor
10. Used Car Sales
11. Smoke Shops, Tobacco Stores

12. Public and private schools offering general education.

***See Article 4, 4.080 Development Standards for Automobile Wrecking, Junk and Salvage Yards and Motor Vehicle Service and Repair, Major and Minor**

D. Uses Prohibited

Industrial uses; automobile wrecking, junks, and salvage yards; uses not specifically permitted or uses not permitted upon approval as a special exception. **(Amended by Ordinance 99-17, July 15, 1999)**

E. Dimensional Regulations

All uses permitted in the C-1, Central Business Service District shall comply with the following requirements, except as provided in Article VI.

1. Minimum Lot Size Requirements

No minimum lot size shall be required in the C-1 District.

2. Minimum Yard Requirements

Front Yard - Twenty (20) Feet. If a building or buildings on an adjacent lot or lots provide front yards less than twenty (20) feet in depth, a front yard equal to the average of adjacent front yards shall be provided. Rear yard - twenty (20) feet. Side yard - none is required. However, if an open area extending along a side lot line is provided, it shall be at least ten (10) feet wide, and it shall be unobstructed.

3. Maximum Lot Coverage

There is no restrictions on the area occupied by all buildings including accessory buildings on a lot or parcel located in the C-1 District.

4. Height Requirement

No building shall exceed fifty-three (53) feet in height, **Amended by Ordinance 15-09, May 21, 2015.**) except as provided in Article VII, Section 7.040. **(Amended by Ordinance 03-10, August 21, 2003)**

- a. The maximum building height at the street line shall be thirty-five (35) feet.
- b. For each foot the buildings is set back from the street line, the height of the building may be increased by one and one-half (1 1/2) feet to a maximum height of sixty-five (65) feet.

5. Parking Space Requirements

As regulated in Article IV, Section 4.010.

F. Landscaping Requirements

See Article III, Section 3.130 (c).

G. Outdoor Storage

1. All outdoor storage shall be prohibited in the front yard which shall be interpreted as that portion of the property abutting the portion of the property abutting the right-of-way.
2. Outdoor storage shall take place in the rear yard and shall be screened by fencing or landscaping.

PURCHASING....

February 12, 2025

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Travis Garmon, Wastewater Director
Re: Request for contract award – Source Technologies

Please be advised that on this day (February 20th, 2025), the Wastewater Department is requesting that the Board of Mayor and Aldermen approve and award the contract to Source Technologies for one (1) year of service for Evergreen Odor Scrubber operation and maintenance at the Wilkinson Lane and Copes Crossing lift-stations for the amount of \$31,050. This is a renewal of the previous contract in place for the odor scrubbers, and Source Technologies is an approved sole-source vendor for these products and services. The new contract includes scheduled chemical/media cleaning for the units as well.



SOURCE TECHNOLOGIES

Travis Garmon
Wastewater Director
725 Industrial Dr
White House, TN 37188

01/10/2025

RE: Quote for the Leasing of two Evergreen ST200 Scrubbers for the Wilkinson Lane and Copes Crossing Pumping Stations

Dear Mr. Garmon,

Source Technologies LLC (Source) is pleased to offer this quote for renewing the leases of two Evergreen ST209 air odor scrubbing units (scrubber units): one at the Wilkinson Lane Pumping Station and the other at the Copes Crossing Pumping Station for the City of White House, Tennessee (City). This lease includes all chemicals, operations, remote monitoring, and maintenance of the unit. The City of White House will continue to provide the 120V Single phase electric power with a dedicated 30-amp breaker, potable makeup water for the unit, and a level concrete pad for each of the units to sit on, and a fenced site with a locked gate. The term of the lease will be for 12 months (365 days), beginning February 1, 2025. If the extension of this lease is desired by the City, it will be handled on a monthly renewal basis after February 1, 2026. Intent to proceed on said monthly basis shall be expected from the City in writing by January 1, 2026. After February 1, 2026, each month will be renewed in writing via email by the first of each succeeding month.

Pricing is as follows:

Evergreen ST209 Scrubbing Unit	\$1,175.00 per month per unit ^{*(1)}
Chemical Bath and Thorough Cleaning	3 X \$950.00 Two cleanings per year for Wilkinson Lane Scrubber, One per year for Copes Crossing Scrubber

^{*(1)} This pricing is based on the average of 150ppm or less of H₂S and spikes of no greater than 300ppm of H₂S. If the system changes and the H₂S levels permanently increase over the above stated numbers, Source reserves the right to discuss a price increase due to more service and chemicals needed to treat the higher H₂S ppm levels. We do not anticipate this happening but due to most cities experiencing "Urban Sprawl" within the growth of their sewer systems, it is possible.

Both the Wilkinson Lane and Copes Crossing Pumping Stations in White House, Tennessee serve a substantial area of residential low-pressure sewer in the northeast and southeast areas of the City. Like many areas in the United States that serve low pressure sewer systems, the Wilkinson Lane Pumping Station has experienced odors and corrosion as a result of high levels of hydrogen sulfide (H₂S). While low pressure sewer systems are often the most cost-effective designs for an area, their nature and geometry often pose significant difficulties for the wastewater system operators with respect to odor and corrosion control. Often the only feasible method to control the H₂S from these systems is to employ air scrubbers that mechanically pull out the air and chemically remove the H₂S from the air.

The Evergreen air scrubber units are a best-in-class technology for vapor-phase treatment of H₂S and other wastewater malodors. The Evergreen Process employs proprietary EVG chemistry to achieve >99% efficiency at H₂S loadings up to 10,000 ppm and air flows up to 30,000 cfm. Our EVG chemistry is environmentally friendly, and non-hazardous, unlike other wet scrubber technologies.

Respectfully,

Jeff Dombroskas

Jeff Dombroskas
Regional Project Manager
(859) 585-0184

Note: This Quote is valid for 60 days.

Approval to Proceed by City of White House:

Signature of Authorized Agent

Date

Printed Name of Authorized Agent

Terms and Conditions- Source Technologies LLC Chemical and Equipment Sales and Service or Leasing of Equipment and Services

1. **APPLICABLE TERMS.** These terms govern the purchase or lease of the goods and related services, if any (the "Goods"), referred to in Customer's purchase order or Seller's quotation, proposal, or order acknowledgment, as the case may be. Whether these terms are included in an offer or an acceptance by Seller, such offer or acceptance is conditioned on Customer's assent to these terms. Seller rejects all additional or different terms in any of Customer's forms or documents. If Customer submits a form with contrary terms or conditions, such order shall be considered as confirmation only and in no way amend, prevail over, supplement, or supersede any provision herein.

2. **PAYMENTS.** Unless otherwise agreed to by Seller in writing, all amounts payable hereunder shall be due to Seller within thirty (30) days of invoice date. Late payments shall bear interest at the rate of 18% per annum or the highest rate permitted by law; whichever is less. All prices are exclusive of and Customer shall pay all expenses including insurance, freight, carriage, and warehousing unless otherwise agreed in writing by Seller.

3. **TAXES AND PRICING.** All prices quoted are subject to change with written notice and are exclusive of taxes. Customer shall pay all taxes resulting from transactions, including without limitation occupation, property, ad valorem, excise, sales, or use tax, if applicable to the Customer, if Customer is tax exempt this does not apply. Excluding any taxes based on the income of Seller. The purchase price, including applicable taxes, shall be subject to increase based on Seller's established price at the date of actual shipment, if shipment is delayed thirty (30) days, or more, beyond the scheduled shipment date, and such delay is caused in whole or in part by circumstances beyond the reasonable control of Seller as provided in paragraph 10.

4. **SHIPMENT.** Scheduled shipment date(s) are an estimate only. On or after the scheduled shipment date(s), Customer shall accept shipment upon notification by Seller; or if Customer refuses shipment, then Seller is authorized to have the Goods transported and warehoused, at the Customer's expense and risk, which act shall constitute shipment to Customer, in which event, Seller may declare as immediately due all amounts due upon shipment. Seller's shipping weights will govern for each shipment or partial shipment. Should Customer dispute the shipping weight of any shipment or partial shipment, Customer will promptly notify Seller in writing of the reasons for such dispute and provide to Seller all necessary documentation to substantiate the difference.

5. **TITLE/RISK OF LOSS/INSURANCE.** Title to and risk of loss of the Goods shall pass from Seller to the Customer when the Goods or any component parts thereof are placed in the possession of the carrier for shipment to Customer.

6. **ACCEPTANCE OF GOODS.** Customer shall inspect or test all Goods upon receipt. Customer shall be deemed to have affected final acceptance of the Goods on the earlier of (i) fifteen (15) days from the date of initial shipment unless written notice of any non-conformance is received by Seller within such period; or (ii) on the date when used or otherwise placed in commercial operation.

7. WARRANTY. (a) Seller warrants that title to the Goods sold shall be free from any third-party encumbrance and will conform to the description contained on Seller's invoice; (b) Seller warrants that any Goods shall conform to the description set forth in Seller's proposal and be free from defects in materials and workmanship; (c) SELLER DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. THERE ARE NO REPRESENTATIONS OR WARRANTIES EXCEPT AS SET FORTH HEREIN. Seller shall have a max response time of 72 business hours.

8. REMEDY AND LIMITATION OF LIABILITY. Seller's sole responsibility and liability and Customer's exclusive remedy for the supply of Goods not conforming to the warranty ("Defective Goods") shall be limited to the repair or replacement of the Defective Goods (Seller's shipping point), or, at Seller's option, to the return of the Goods and refund of the purchase price of the Goods, without interest. IN NO EVENT SHALL SELLER BE LIABLE TO CUSTOMER FOR ANY INCIDENTAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES OR LOSS OF ACTUAL OR ANTICIPATED REVENUES OR PROFITS OR INCREASED COSTS OF OPERATION. Seller shall not be liable to Customer, under any circumstances, for any amount in excess of the replacement cost of the Defective Goods. The foregoing limitations of liability apply regardless of whether any such claim arises out of breach of contract, tort (including professional negligence) strict liability or any other legal theory. Seller's obligation hereunder is subject to receipt of written notice of rejection of the Goods from Customer within thirty (30) days after such alleged defect shall be reasonably apparent to Customer.

9. RETURNS. Returned Goods will be accepted only if Seller has given prior written consent thereto. Except in the case of Defective Goods, a handling, inspection, restocking, and invoicing charges also may be assessed against Customer. All returns allowed must be shipped at Customer's expense and must be in excellent resale condition.

10. DELAY OR NONPERFORMANCE. Seller shall not be liable for failure or delay in performance hereunder due in whole or in part to strikes, work stoppages, fires, acts of terrorism, accidents, wars, rebellions, civil commotion, public strife, acts of any government, whether legal or otherwise, acts of public enemies, force majeure, shortages of transportation or qualified labor, or any other causes beyond the reasonable control of Seller; this specifically includes delays or inability to obtain product or raw materials because of the actions of Seller's suppliers.

11. DEFAULT. If Customer fails to make any payments when due, or if there is a breach by Customer of any other obligation hereunder, or if reasonable grounds for insecurity arise with respect to the performance of Customer and Customer fails to provide adequate assurance of its due performance within ten (10) days after its receipt of a written demand from Seller, then Customer shall be deemed in default and Seller shall have, at its option, the right to take immediate possession of the Goods, and/or declare all unpaid amounts immediately due and payable and/or suspend shipments to Customer. Seller shall be entitled to set off any amount owed by Customer against any amount payable to Seller in connection with any unpaid moneys due to Seller. Seller's rights and remedies expressed herein are in addition to any other rights and remedies available at law or equity. Waiver by Seller of any breach or default shall not constitute a waiver of any subsequent breach or default.

12. CANCELLATION. Upon receipt of written notice from Customer, Seller shall cancel any orders as instructed, subject to Seller's (or its subcontractors) right to continue processing raw or finished material to the point at which processing can be halted with the least disruption and cost to Seller. Customer shall be responsible for all costs associated with the cancellation and completion of processing of material. All written notices shall be a minimum of 30 days.

13. MODIFICATION OF TERMS AND CONDITIONS. These Terms and Conditions may only be modified if in writing and signed by an authorized office of Seller; each of these terms and conditions shall remain in effect unless the provision(s) are explicitly contradicted by the aforesaid writing.

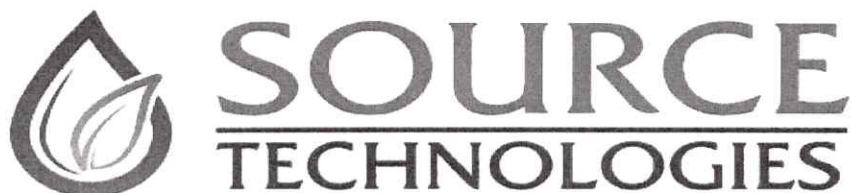
14. ASSIGNMENT. Neither Seller nor Customer may assign any of its rights nor delegate any of its duties hereunder without the prior written consent of the non-assigning party. Any attempted assignment in violation hereof is void.

15. GOVERNING LAW. The supply of the Goods hereunder shall be governed by Kentucky law, exclusive of its provisions concerning conflicts of law.

16. SAFETY DATA SHEETS. To the extent legally required each shipment of Goods is accompanied by a Safety Data Sheet in compliance with the OSHA Hazard Communication Standard. If for any reason one is not immediately available, a copy will be sent upon request via electronic mail as soon as practicable. Seller strongly recommends that Customer use this information to ensure proper use and that the health and safety of all are protected.

Source Technologies LLC

IN WITNESS WHEREOF, the parties have executed this Agreement including the scope of work, scope of supply, price, schedule, terms and conditions, and payment terms contained in the Proposal prepared by Source Technologies LLC dated 1/10/2025, wishing to be legally bound thereby.



June 4th, 2024

Mr. Travis Garmon
Wastewater Director
City of White House
725 Industrial Drive
White House, TN 37188

Re: 2024 Source Technologies LLC Sole Source Procurement

Mr. Garmon,

Source Technologies LLC provides proprietary chemicals and services for the treatment of odors and corrosion inside municipal wastewater collection systems and reclamation facilities. The patented chemical technology provided in our full-service application of treatments is created using an iron molecule bound to a biological organic group of elements. This chemical treatment has the unique ability to perform a REDOX process which will convert sulfides into elemental sulfur while maintaining the ability to combine with an oxygen source to reactivate itself, freeing it to further convert sulfides to elemental sulfur. Our iron based STX catalyst will maintain a pH range of 6.5 to 7.5 and will oxidize sulfides in less than four (4) minutes to levels under 0.25 mg/L S=. Our iron based ETX catalyst will maintain pH range of 6.5 to 7.5 and will oxidize sulfides in less than four (4) minutes to levels under 0.25 mg/L S= and continue to hold hydro-sulfides in solution when in an anaerobic environment for up to sixty (60) hours.

The Evergreen (EVG) process combines our patented catalyst (EVG) and ambient oxygen to create a chemical reaction resulting in the separation of volatile compounds on the atomic level. The EVG process breaks apart the molecular bonds created by H₂S leaving hydrogen gas and elemental sulfur. The hydrogen gas will continue to flow through the tower and will be released into the atmosphere. All elemental sulfur will remain in our chemical solution and be recovered and disposed of by Source Technologies personnel. The key to our REDOX is our catalyst's ability to retrigger or regenerate in the presence of Oxygen. Upon the splitting of hydrogen and sulfide our catalyst's electrons become unevenly charged and will use oxygen to attempt to balance itself. This molecular trade is where EVG will remove the sulfides present in H₂S gas.

Source Technologies LLC maintains the Sole Source rights to distribute and apply this advanced oxidation technology in the state of Tennessee. No other company has the authorization or right to sell or promote this product to the City of White House.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mr. Bullock', with a long, sweeping horizontal line extending to the right.

Marcus Bullock
Vice President, Operations
Source Technologies LLC

February 12, 2025

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Travis Garmon, Wastewater Director
Re: Sole-Source/Single-Source Vendor Authorization/Approval for Fiscal Year 2025

Please be advised that on this day (June 20th, 2024), the Wastewater Department is requesting that the Board of Mayor and Alderman approve and authorize the use of the below sole-source/single-source vendors for Fiscal Year 2025 (July 1st, 2024 – June 30th, 2025).

This list represents items used by the Wastewater Department that are only provided for by one vendor, or where only one vendor provides the most appropriate item for the City's use. For this reason, all items on this list are then exempted from the general purchasing guidelines regarding bidding requirements.

VENDOR	PRODUCTS/SERVICES
WASCON Inc.: E-One, Grundfos, Yeomans, Pioneer.	Source for E-One low-pressure grinder pumps/tanks/panels; for Grundfos, Yeomans, and Pioneer pumps, control panels, and parts/components; and for relevant lift-station and WWTP repairs and maintenance.
Southern Sales Company (Tencarva Machinery): Gorman-Rupp, Tsurumi, Sulzer, ABS, Evoqua, Vogelsang.	Source for Gorman-Rupp, Tsurumi, Sulzer, and ABS pumps, control panels, and parts/components; for relevant Evoqua components for the WWTP; and for relevant lift-station and WWTP repairs and maintenance.
Brann & Whittemore: Zoeller.	Source for Zoeller low-pressure grinder pumps/tanks panels; and for Zoeller lift-station pumps.
Air-Vac: Air-Vac, Busch.	Source for Air-Vac pneumatic valves/controller/rebreathers/tanks and specialty parts for vacuum sewer systems; for Busch vacuum sewer pumps; and for relevant lift-station repair and maintenance.
Eco-Tech: Ovivo, EIMCO, Baker.	Source for relevant Ovivo, EIMCO, and Baker parts/components of the WWTP; and for relevant WWTP repairs and maintenance.
Principle Environmental, Inc.: Trillium, WEMCO, WSP.	Source for relevant Trillium, WEMCO, and WSP parts/components of the WWTP; and for relevant WWTP repairs and maintenance.
WesTech Engineering: WesTech, Clean-Flo, Meva.	Source for relevant WesTech, Clean-Flo, and Meva parts/components of the WWTP; and for relevant WWTP repairs and maintenance.
TDH Co.: Xylem, ECORAY, WEDECO.	Source for relevant Xylem, ECORAY, and WEDECO parts/components of the WWTP; and for relevant WWTP repairs and maintenance.
LabtronX: LabtronX, Eastech.	Source for calibration and certification of monitoring and lab equipment for WWTP; and for Eastech flow-meters.
Trihedral, Inc.: VT-SCADA, Independent Controls.	Source for service and support for VT-SCADA monitoring software for WWTP; and for authorized support services through Independent Controls, Inc.
Source Technologies: Evergreen.	Source for operations, repairs, parts, & maintenance for Evergreen odor scrubbers at lift stations.

OTHER BUSINESS...

February 12, 2025

MEMORANDUM

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

From: Derek Watson, Administrative Services Director

Re: Certificate of Compliance for MAPCO

MAPCO has submitted a request to obtain a wine permit (Retail Food Store Wine License) from the Tennessee Alcoholic Beverage Commission (ABC) to sell wine at its convenience store located at 100 Hwy 76.

As required by the Tennessee ABC, the City of White House must issue a Certificate of Compliance, certifying that the applicant meets the following criteria:

- The applicant(s) have not been convicted of a felony within the past ten years.
- The applicant(s) have secured a business location that complies with all local zoning laws, ordinances, or resolutions.
- The applicant(s) have complied with all local laws regulating the number of retail licenses permitted within the City of White House.

The Board of Mayor and Aldermen must review and either approve or deny the issuance of the Certificate of Compliance for MAPCO.

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



City of White House, Tennessee

105-D College Street • White House, TN 37188
www.whitehousetn.gov
Phone (615) 672-4350 • Fax (615) 672-2939
"Valuing our Future while Protecting our Heritage"

CERTIFICATE OF COMPLIANCE

Applicant name: Marvin Kelly Hewatt

Address of applicant: 100 Hwy 76, White House, TN 37188

Date of Beer Permit Approval: 10/3/2023

Store Name: MAPCO Express #3299

Owner Name: Marvin Kelly Hewatt

Owner Address: 100 Hwy 76, White House, TN 37188

As a condition precedent to the issuance of a license under Tennessee Code Annotated §57-3-204, every applicant for a license under that section shall submit with the application to the commission a certificate signed by the Mayor of the City of White House.

Compliance Checklist

Yes or No

Yes	The applicant or applicants who are in charge of the business have not been convicted of a felony within a ten-year period immediately preceding the date of application and, if a corporation, that the executive officers or those in control have not been convicted of a felony within a ten-year period immediately preceding the date of the application; and further, that in the official's opinion the applicant will not violate any of the provisions of Tennessee Code Annotated §57-3-208
Yes	The applicant or applicants have secured a location for the business which complies with all restrictions of any local law, ordinances, or resolution, duly adopted by the City of White House (Municipal Code Title 8).
Yes	The applicant or applicants have complied with any local law, ordinance or resolution duly adopted by the local authorities regulating the number of retail licenses to be issued within the City of White House.

On Thursday, February 20, 2025, the Board of Mayor, and Aldermen granted the Certificate of Compliance for J & L Liquors Store. The location of said business complies with all restrictions of local law, ordinance or resolution, duly adopted by the Board of Mayor and Aldermen.

The applicant has the right to seek review of any denial of a certificate by instituting an action in the chancery court having jurisdiction over the municipality or county within sixty (60) days of the denial. A failure on the part of the issuing authority to grant or deny the certificate within sixty (60) days of the written application for such shall be deemed a granting of the certificate. The requirement imposed by this section to submit a certificate shall not be applicable to any applicant if:

1. The authority of the City of White House charged with the responsibility to issue the certificate required herein shall have failed to grant or deny the certificate within sixty (60) days after written application for such certificate is failed; or
2. The applicant submits a final order of a court holding that the denial of the required certificate was unreasonable.

The content in this certificate is based on information located in the Tennessee Code Annotated §57-3-208.

John Corbitt, Mayor

Date

cc: Alcoholic Beverage Commission

February 12, 2025

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Amanda Brewton, Human Resources Director
Re: Insurance Renewals for 2025 – 2026 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	5%	\$105,606.00
Dental	Delta Dental	None	--
Vision	Cigna	None	--
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 seven years, the City has received a total of \$757,513.11 back in rebates.

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 2025-2026

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 14.9% increase to the medical premiums would be warranted.

For calendar year 2024, the gross paid claims for medical and prescriptions was equal to \$1,131,581, compared to the 2023 of gross paid claims equaling \$1,300,174. 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 2025 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 2025 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 5% for the 2025-2026 plan year.

Please feel free to contact me with any additional questions.

Regards,



Todd Harrison
Director of Health and Benefits - Willis Towers Watson

February 12, 2025

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Amanda Brewton, Human Resources Director
Re: Insurance Rates for 2025 – 2026 Plan Year

Cigna Healthcare will be increasing health insurance rates by 5% in the plan year ending March 31, 2026. Based on current enrollments, this would result in an approximate increase of \$105,606 annually. I am recommending that the City absorb this increase.

Below is the estimated monthly increase based on enrollment types:

	Number of Enrollments	Current Rates	Increase	New Rates
Employee Only	58	416.00	21.00	437.00
Employee + Spouse	19	1,435.00	72.00	1,507.00
Employee + Children	12	1,351.00	68.00	1,419.00
Family	37	2,037.00	102.00	2,139.00

Below is a list of the current employee rates:

	Monthly Rates
Employee Only	24.00
Employee + Spouse	188.00
Employee + Children	118.00
Family	282.00

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

February 12, 2025

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Amanda Brewton, Human Resources Director
Re: Cost-of-Living Increase for 2025 – 2026 Fiscal Year

Per the City of White House Personnel Manual Section 4.4. Pay Structure: Pay Grades and Pay Ranges, the recommended 5% cost-of-living increase has been calculated based on the three-year rolling average of inflation per the Consumer Price Index. Attached you will find the last three years of the Historical Consumer Price Index for All Urban Consumers from the U.S. Bureau of Labor Statistics. I am recommending a 5% cost-of-living increase for all employees for the 2025 – 2026 fiscal year.

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

Historical Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, all items, index averages — Continued
[1982-84=100, unless otherwise noted]

Year	Semiannual averages		Annual avg.	Percent change from previous	
	1st half	2nd half		Dec.	Annual avg.
2022.....	288.347	296.963	292.655	6.5	8.0
2023.....	302.408	306.996	304.702	3.4	4.1
2024.....	312.145	315.233	313.689	2.9	2.9

DISCUSSION ITEMS...

OTHER INFORMATION....