

CITY OF WHITE HOUSE Board of Mayor and Aldermen Meeting Agenda February 18, 2021 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
- Approval of Minutes of the January 21st Board of Mayor and Aldermen meeting.
- 7. Welcome Visitors
- 8. Public Hearings
- 9. Communication from Mayor, Aldermen, City Attorney, and City Administrator
- 10. Acknowledge Reports

A.	General Government	E.	Fire	1,	Library/Museum
B.	Finance	F.	Public Services	J.	Municipal Court
C.	Human Resources	G.	Planning & Codes		
D.	Police	H	Parks & Recreation		

11. Consideration of the Following Resolutions:

- Resolution 21-03: A resolution adopting Section 125 Premium Only Plan for plan year ending March 31, 2022.
- 12. Consideration of the Following Ordinances:
 - a. Ordinance 21-01: An ordinance to amend Article 2, Section 2.020 definitions of the Zoning Ordinance to provide definition of outdoor display, an amendment to Article 3, Section 3.125.3 Outdoor Display description and an amendment to the Commercial Design Standards. Second Reading.
 - b. Ordinance 21-02: An ordinance to amend the Zoning Map from LDRPUD, Low Density Planned Unit Development, to NCRPUD, Neighborhood Center Residential Planned Unit Development, on Tyree Springs Road. First Reading.
 - c. Ordinance 21-03: An ordinance to amend the Zoning Map from C-2, General Commercial, to NCRPUD, Neighborhood Center Residential Planned Unit Development, on Hwy 31W. First Reading.

13. Purchasing:

- a. To approve or reject the purchase of records management software from Tyler Technologies in the amount of \$52, 988.00. The Police Chief recommends approval.
- b. To approve or reject the purchase of office furniture from Nashville Office Interiors in the amount of \$308,448.73 from the Statewide Contract #238. The City Administrator recommends approval.

14. Other Business:

- a. Board Appointment
- 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, 2022. The Human Resources Director recommends approval.

15. Discussion Items:

a. City Administrator Gerald Herman's annual performance appraisal.

16. Other Information:

- a. None
- 17. Adjournment:

CITY OF WHITE HOUSE

Board of Mayor and Aldermen Meeting Minutes January 21, 2021 7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm.

2. Prayer by Community Pastor

Prayer was led by Alderman Bibb.

3. Pledge by Aldermen

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

4. Swearing In Ceremony for Ward 3 and Ward 4 Aldermen positions

City of White House's Mayor Arnold administered the oath of office to John Corbitt, for the City of White House's Alderman of Ward Three role, Alderman Corbitt will serve in his role a term of four years.

City of White House's Mayor Arnold administered the oath of office to Clif Hutson, for the City of White House's Alderman of Ward Four role. Alderman Hutson will serve in his role a term of four years.

5. Roll Call

Mayor Arnold - Present; Ald. Bibb - Present; Ald. Decker - Present; Ald. Corbitt - Present; Ald. Hutson - Present; Quorum - Present.

6. Adoption of the Agenda

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

 Approval of Minutes of the December 14th Joint Study Session, December 17th Study Session and Board of Mayor and Aldermen meeting.

Motion was made by Ald. Hutson, second by Ald. Decker to adopt the minutes. A voice vote was called for with all members voting aye. December 14th Joint Study Session and December 17th Study Session and Board of Mayor and Aldermen meeting minutes were approved.

8. Welcome Visitors

Mayor Arnold welcomed all visitors.

9. Proclamation Presentation

Mayor Arnold presented a proclamation for 2021 as a year of celebration for the City of White House's 50th Anniversary. Mayor Arnold and local artist Mr. Daniel Spain unveiled the special logo to commemorate the anniversary. Mrs. Mandy Christenson with the White House Chamber of Commerce presented Mr. Spain a \$200 Chamber Bucks award for winning the local artist logo contest.

10. Public Hearings

- a. None
- 11. Communication from Mayor, Aldermen, City Attorney, and City Administrator

Alderman Corbitt recognized his parents in the audience and thanked them for attending.

Alderman Decker congratulated the Mayor, other Aldermen, and City staff on all the great work to make the White House community a wonderful place to live.

City Administrator Gerald Herman announced that Firefighter Brandon Crimmons won a sweepstakes from Black Rifle Coffee Company. Mr. Herman stated that MR. Crimmons won a new Toyota pick-up truck with trailer towing a brand new fishing boat. Mr. Herman continued that the company will supply the Fire Department with a year supply of coffee.

City Administrator Gerald Herman mentioned that TDOT will let to bid for construction on the Tate Ornamental Industrial Access Grant project. Mr. Herman noted that the project will widen the turn radius of SCT Drive at Industrial Drive to allow large trucks to make the turn. Mr. Herman stated that the City submitted the grant in July 2018, and that the City paid TDOT \$20,450.00 to cover fifty-percent of the estimated cost of right-of-way expenses. Mr. Herman informed that the project completion date is scheduled for July 31, 2021.

12. Acknowledge Reports

A. General Government

. Fire

Library/Museum

B. Finance

F. Public Services

. Municipal Court

C. Human Resources

G. Planning & Codes

D. Police

H. Parks & Recreation

Motion was made by Ald. Bibb, second by Ald. Decker 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:
 - Resolution 21-01: A resolution approving certain amendments and revisions to the Personnel Manual.

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye, Resolution 21-01 was passed.

b. Resolution 21-02: A resolution supporting a notice of intent to file an application applying for an Urban Transportation Planning Grant from the Tennessee Department of Transportation for the development of community and countywide pedestrian-bicycling master plan.

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. Resolution 21-02 was passed.

- 14. Consideration of the Following Ordinances:
 - a. Ordinance 21-01: An ordinance to amend Article 2, Section 2.020 definitions of the Zoning Ordinance to provide definition of outdoor display, an amendment to Article 3, Section 3.125.3 Outdoor Display description and an amendment to the Commercial Design Standards. First Reading.

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. Ordinance 21-01 was passed on First Reading.

15. Purchasing:

a. To approve or reject the purchase and installation of a LaneLight warning system from Rains Electric in the amount of \$34,943.00. The Public Services Director recommends approval.

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

16. Other Business:

a. Board Appointment

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

 To approve or reject approval of street acceptance of Harper Way. City Administrator recommends approval.

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

17. Discussion Items:

a. None

18. Other Information:

a. Report on Debt Obligation for the Wastewater Treatment Plant Expansion SRF Loan

Board reviewed the Report on Debt Obligation for the Wastewater Treatment Plant Expansion SRF Loan.

19. Adjournment:

Meeting was adjourned at 7:25 pm.

	ATTEST:	
Michael Arnold, Mayor	Derek Watson, City Recorder	

REPORTS....

Administrative & Legislative Services Department January 2021

Administration

City Administrator Gerald Herman attended the following meetings this month:

- · February 04: Staff Plan Reviews
- February 05: COVID-19 Local Communication Update
- February 06: Project Advantage Update Call
- · February 07: Meeting with Dr. Causey
- · February 11: Meeting with Chief Brady and Chief McLaughlin
- February 12: COVID-19 Local Communication Update
- February 14: Robertson County JECD
- February 19: COVID-19 Local Communication Update
- February 20:
 - o RTA Board Meeting
 - o GNRC Transportation Policy Board
 - o Economic Development Team Meeting
- February 21:
 - o Cardinal Point Discussion
 - Springbrook Phase 3 Meeting
- February 25:
 - o Town Center Water Line Review
 - Governor Lee COVID Call
- February 26:
 - o Robert F. Woodall Drainage Issue Meeting
 - o COVID-19 Local Communication Update
- February 27:
 - o Forward Sumner Annual Meeting
 - o Community Event Center Progress Meeting
- · February 28: Department Head Budget Retreat

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 2020-2021.

Budget	Budgeted Amount		Expended/ cumbered*	% Over (†) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$17,548,414	\$	6,828,488	↓19.43
Industrial Development	\$177,000	\$	138,076	†19.65
State Street Aid	\$530,000	\$	427,216	122.25
Parks Sales Tax	\$4,005,125	\$	2,959,762	115.54
Solid Waste	\$1,050,026	\$	769,786	↑14.96
Fire Impact Fees	\$74,500	\$	67,741	↑32.57
Parks Impact Fees	\$15,000	\$	11,517	↑18.53
Police Impact Fees	\$65,000	\$	65,000	†41.65
Road Impact Fees	\$60,000	\$	60,000	†41.65
Police Drug Fund	\$4,500	\$	329	↓51.01
Debt Services	\$1,137,400	\$	466,751	↓17.31
Wastewater	\$15,108,083	\$	3,379,764	135.97
Dental Care	\$70,656	\$	37,386	↓5.43
Stormwater Fund	\$1,063,984	\$	513,894	↓10.05
Cemetery Fund	\$43,890	\$	30,528	†11.2
		SHEW COLUMNS	ON THE RESIDENCE OF SHIPPING SHIPPING	1 1 0000 1 20 0001

^{*}Expended/Encumbered amounts reflect charges from July 1, 2020 - June 30, 2021.

Administrative & Legislative Services Department January 2021

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 2021	FY 2020	FY 2019	FY 2018	FY 2017
July	261	269	346	362	327
August	128	106	151	166	175
September	106	98	126	119	120
October	79	97	91	147	91
November	72	78	120	125	135
December	71	58	72	104	83
January	123	81	122	177	178
February		93	119	113	140
March		107	131	142	136
April		85	138	185	120
May		82	129	121	153
June	STATE OF STA	45	50	52	92
Total	840	1199	1,595	1,813	1,750

Purchase Orders by Dollars	Jan. 2021	FY 2021	FY 2020	FY 2019	Total for FY21	Total for FY20	Total for FY19
Purchase Orders \$0-\$9,999	117	777	1132	1529	\$978,350.90	\$1,275,419.16	\$1,349,159.92
Purchase Orders \$10,000-\$24,999	3	24	34	26	\$352,187.57	\$551,938.89	\$381,155.50
Purchase Orders over \$25,000	3	39	33	40	\$3,389,531.04	\$4,035,346.92	\$7,678,174.40
Total	123	840	1199	1595	\$4,720,069.51	\$5,862,704.97	\$9,408,489.82

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.

	2020-2021 Update Requests	2019-2020 Update Requests	2018-2019 Update Requests	2017-2018 Update Requests	2020-2021 Page Visits	2019-2020 Page Visits	2018-2019 Page Visits	2017-2018 Page Visits
July	15	152	61	60	11,536	1,164,517	1,080,668	825,614
August	20	126	133	56	9,145	752,932	835,519	717,462
September	17	43	22	90	8,335	679,248	214,406	739,867
October	10	78	86	43	8,390	386,735	864,091	876,346
November	174	56	40	80	7,587	695,971	812,527	808,551
December	13	156	82	50	17,483	847,724	1,055,111	842,265
January	108	67	68	44	17,123	720,531	934,562	747,155
February		22	40	41	ALCONOMICATION AND A STATE OF THE ADDRESS OF THE AD	N/A	762,985	631,612
March		85	61	71		N/A	879,671	1,165,275
April		43	56	77		N/A	820,505	959,769
May		27	29	49		5,998	946,897	1,063,568
June		48	123	27		10,251	901,328	483,003
Total	357	901	801	688	79,599	5,263,907	9,053,159	9,860,532

Administrative & Legislative Services Department January 2021

"City of White House, TN" Mobile App

	FY21 New Downloads	FY20 New Downloads	FY19 New Downloads
July	45	19	28
August	44	21	18
September	19	21	15
October	40	12	22
November	29	13	11
December	10	15	10
January	11	23	17
February		70	13
March		69	11
April		41	10
May		29	11
June		36	25
Total	198	369	191

*The app went live on January	arv 11. 2016
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	FY21 # of Request	FY20 # of Request	FY19 # of Request
July	20	36	32
August	27	39	26
September	16	18	18
October	15	40	32
November	20	27	12
December	27	20	27
January	18	24	22
February		41	30
March		34	24
April		35	32
May		26	27
June		28	29
FY Total	143	356	311

January 2018 – All requests have either been responded to, and are either Completed or In Progress

White House Farmers Market

The market is closed for the season. Plans to reopen and move forward with the next season will begin in May.

	Application Fees # (amount collected)	Booth Payments (\$)
January	0	0
February	0	0
March	0	0
April	2	150
May	5	870
June	3	384
July	0	0
August	0	45
September		-
October	=	-
November	7	
December	7	2
Total	7	\$1449

Administrative & Legislative Services Department January 2021

Building Maintenance Projects

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

Special Maintenance Projects

- Worked on ADA list for City Hall
- Replaced lights and assisted with setup for BMA & 50th Anniversary Meeting in Auditorium
- Removed trash and paint from Museum storage addition. Also assisted in hanging lights in storage area as well.

	2020-2021 Work Order Requests	2019 – 2020 Work Order Requests	2018 – 2019 Work Order Requests	2017 – 2018 Work Order Requests	2016 – 2017 Work Order Requests	2015 - 2016 Work Order Requests
July	11	10	22	21	27	22
August	27	10	26	24	28	33
September	9	13	19	22	13	31
October	6	7	14	18	12	30
November	16	7	18	34	12	27
December	19	3	8	19	9	17
January	11	16	14	16	23	28
February		18	7	21	6	19
March		11	7	17	16	25
April		2	12	25	14	20
May		11	6	26	27	33
June		10	9	23	14	17
Total	99	98	162	266	201	302

^{*}In December 2013 work order requests started to be tracked.

Finance Department January 2021

Finance Section

During January the Finance Department continued collecting 2020 tax year property taxes, began FYE 6/30/2022 budgeting tasks, scanning thousands of documents to reduce physical document storage space, and operating with COVID-19 precautions. The cumulative total of real estate and personal property taxes for the 2020 tax year billed is approximately \$3.8 million. As of January 31st approximately \$2.6 million (68%) of the 2020 property taxes were paid. Members of the Finance Office participated in the following events during the month:

January 20: Richards & Richards picked up several boxes of documents that were scheduled to be shredded

January 28: Department Head Budget Retreat in Goodlettsville, TN

Performance Measures

Utility Billing

	January 2021	FY 2021 YTD	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
New Builds (#)	33	167	171	62	102	111
Move Ins (#)	52	422	649	534	553	536
Move Outs (#)	48	425	602	534	576	546
New customer signup via email (#)	29	175	127	104	163	119
New customer signup via email (%)	34%	30%	15%	17%	25%	18%

Business License Activity

	January 2021	FY 2021 YTD	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
Opened	4	33	69	75	72	93
Closed (notified by business)	1	6	10	9	18	1
Closed (uncollectable)	0	0	0	0	199	14

Payroll Activity

Number of	Number of Checks and Direct	Number of adjustments or	Number of	
Payrolls	Deposits	errors	Voided Checks	
2 Regulars	2 checks, 284 direct deposits	0 Retro adjustments	0 Voids	

Accounts Payable

	January	FY 2021	FY 2020	FY 2019	FY 2018	FY 2017
	2021	Total	Total	Total	Total	Total
Total # of Invoices Processed	296	2287	4003	3940	4437	4797

Finance Department January 2021

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	7,912,190	2,373,657	5,656,141	71%
Cemetery Fund	34,700	10,410	262,140	755%
Debt Services	1,167,400	350,220	538,776	46%
Dental Care Fund	25,200	7,560	240,403	954%
Roads Impact Fees	79,320	23,796	209,469	264%
Parks Impact Fees	69,364	20,809	155,642	224%
Police Impact Fees	55,804	16,741	138,541	248%
Fire Impact Fees	38,000	11,400	93,979	247%
Industrial Development	112,800	33,840	49,485	44%
Parks Sales Tax	695,285	208,586	1,242,007	179%
Police Drug Fund	4,100	1,230	27,952	682%
Solid Waste	936,800	281,040	494,381	53%
State Street Aid	405,200	121,560	63,399	16%
Stormwater Fund	889,000	266,700	921,818	104%
Wastewater	4,350,550	1,305,165	3,920,586	90%

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 2020-2021.

Operating Fund	Budgeted Operating Revenues (S)	YTD Realized* (\$)	% Over (†) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	7,912,190	5,485,048	↑ 10.99%
Cemetery Fund	34,700	53,615	↑ 96.18%
Debt Services	1,167,400	732,558	↑ 4.42%
Dental Care	25,200	23,565	↑ 35.18%
Roads Impact Fees	79,320	119,622	↑ 92.48%
Parks Impact Fees	69,364	71,808	↑ 45.19%
Police Impact Fees	55,804	80,328	↑ 85.61%
Fire Impact Fees	38,000	52,979	↑ 81.09%
Industrial Development	112,800	42,146	↓ 20.97%
Parks Sales Tax	695,285	443,670	↑ 5.48%
Police Drug Fund	4,100	4,247	† 45.25%
Solid Waste	936,800	570,097	↑ 2.52%
State Street Aid	405,200	243,535	↑ 1.77%
Stormwater Fund	889,000	538,117	↑ 2.20%
Wastewater	4,350,550	2,971,035	↑ 9.96%

^{*}Realized amounts reflect revenues realized from July 1, 2020—January 31, 2021

Human Resources Department January 2021

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

January 04:

Wastewater Tech I New Hire Orientation

January 13:

Police Detective Interviews

January 21:

Board of Mayor and Aldermen Meeting

January 28:

Department Head Budget Retreat

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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
July	0	0	0	0
August	0	0	0	0
September	0	1	0	0
October	0	0	0	0
November	0	0	0	0
December	0	0	0	0

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January	0	1	1	1
February		3	0	0
March		0	0	0
April		2	0	0
May		1	0	0
June		0	2	0
Total	0	8	3	1

Three-year average as of June 30, 2019:

4.00

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

	FYE	FYE	FYE	FYE
	2021	2020	2019	2018
July	1	1	3	0
August	1	0	0	0
September	1	0	0	0
October	1	1	1	0
November	3	1	0	1
December	0	0	0	0

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January	0	1	0	2
February		0	0	1
March		0	0	0
April		0	1	0
May		0	1	0
June		0	0	1
Total	7	4	6	5

Three-year average as of June 30, 2019:

5

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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
July	1	1	0	0
August	1	1	1	3
September	0	2	2	1
October	0	3	0	2
November	1	2	1	2
December	2	1	0	1

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January	2	2	l	0
February		1	0	1
March		1	0	1
April		0	0	1
May	-	2	5	1
June		2	1	1
Total	7	18	11	14
Percentage	6.80%	17.48%	10.68%	14.43%

Current year turnovers that occurred within 90 day probationary period: 1

Three-year average as of June 30, 2019:

14.20%

Human Resources Department January 2021

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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
July	1 (T)	0	0	0
August	0	2 (S)	0	1 (T)
September	0	0	1 (T)	0
October	0	0	0	1 (T)
November	0	1 (S)	0	2 (T)
December	1 (T)	0	0	0

Three-year	average	as of	June	30,	2019:	6.00

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January	1 (T)	0	1 (T)	0
February		0	0	1 (T)
March		0	1 (S)	0
April		0	0	0
May		0	1 (T)	0
June		1 (T)	0	1 (T) 1 (S)
Total	3	4	7	7

Police Department Monthly Report January 2021

Meetings/Civic Organizations

Chief Brady attended the following meetings in January: Department Head Staff Meeting (Jan. 4), Planning Commission (Jan. 11), Robertson County Chief's Meeting (Jan. 12), Board of Zoning & Appeals (Jan. 19), Command Staff Meeting (Jan. 21), Board of Mayor and Alderman (Jan. 21) and Department Head Budget Retreat (Jan. 28).

Police Department Administration Performance Measurements

Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by December 2020. Susan Johnson, Accreditation Manager, is finishing up gathering proofs for the Assessor's Power DMS formal file review on/after March 1, 2021. This will be followed up with an onsite audit. After the file review and onsite audit, we will receive our 3rd Accreditation Award for 2020 in April 2021.

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 27 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 1,080 hours of training per calendar year.

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	171	0	171
Total	0	171	0	171

Patrol Division Performance Measurements

 Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 474 shifts during the Fiscal Year 2020-21. (There are 730 Patrol Shifts each year.) *Three officer minimum staffing went into effect August 5, 2015.

Number of Officers on Shift	January 2021	FY 2020-21
Three (3) Officers per Shift	25	259
Four (4) Officers per Shift	37	171

- 2. Acquire and place into service two Police Patrol Vehicles. We have received seven new vehicles from the 2019 and 2020 Budget years. One Administration vehicle is currently in the fleet, but is still needing equipment installed. We have three patrol vehicles at Truckers Lighthouse waiting for equipment to be installed. We have one vehicle at Sun Cool waiting to be striped. We have one patrol vehicle waiting to go to Truckers Lighthouse to get equipment installed. We have one complete and added to the Fleet.
- Conduct two underage alcohol compliance checks during the Fiscal Year 2020-2021. Fall Compliance checks were cancelled due to Covid 19.
- Maintain or reduce TB1 Group A offenses at the three-year average of 70 per 1, 000 population during the calendar year of 2021.

Group A Offenses	January 2021	Per 1,000 Pop.	Total 2021	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	11	<1	11	<1
Crimes Against Property	15	1	15	I
Crimes Against Society	52	4	52	4
Total	78	6	78	6
Arrests	78		78	

*U.S. Census Estimate 7/1/2019 - 12,638

Police Department Monthly Report January 2021

 Maintain a traffic collision rate at or below the three-year average of 426 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2021.

	January 2021	TOTAL 2021
Traffic Crashes Reported	46	46
Enforce Traffic Laws:		
Written Citations	105	105
Written Warnings	59	59
Verbal Warnings	548	548

6. Maintain an injury to collision ratio of not more than the three-year average of 11% by selective traffic enforcement and education during the calendar year 2021.

	(COLLISION RA	TIO	
2021	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
January	46	3 YTD 3	7%	7% YTD 46

Traffic School: Nothing to report at this time.

Staffing:

- Officer Larry Meadors is currently at the Tennessee Law Enforcement Academy. He will graduate in March.
- Officer Seth Goodcourage is in FTO and he will be attending Tennessee Law Enforcement in later March.
- Detective Danny Ward's last day was January 15th.
- We had three officers apply for the Detective position. Interviews were January 13th.
 Ofc, Keith Anglin was offered and accepted the position.
- We are currently taking applications for two Police Officer positions.

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

Sumner County Emergency Response Feam:

ERT had training on January 15th.

Police Department Monthly Report January 2021

Support Services Performance Measurements

 Maintain or exceed a Group A crime clearance rate at the three-year average of 83% during calendar year 2021.

	2021 CLEARANCE RATE	
Month	Group A Offenses	Year to Date
January	85%	85%

Communications Section

	January	Total 2021
Calls for Service	1,257	1,257
Alarm Calls	38	38

Request for Reports

	January	FY 2020-21
Requests for Reports	28	126
Amount taken in	\$23.20	\$91.00
Tow Bills	\$350.00	\$525.00
Emailed at no charge	31	171
Storage Fees	\$0.00	\$0.00

Tennessee Highway Safety Office (THSO):

- THSO meeting was held at the White House Police Department on January 5, 2021.
- THSO meeting was held at Metro Police Department on January 19, 2021.

Volunteer Police Explorers: Nothing to report at this time.

Item(s) sold on Govdeals: Nothing to report at this time.

Crime Prevention/Community Relations Performance Measurements

 Teach D.A.R.E. Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.

D.A.R.E. has been cancelled for Spring due to COVID-19.

- 2. Plan and coordinate Public Safety Awareness Day as an annual event. Safety Day is in conjunction with Discover White House. At the present time, a date has not been set.
- Plan, recruit, and coordinate a Citizen's Police Academy as an annual event. Citizen's Police Academy has been cancelled in 2021due to COVID-19.
- 4. Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.
 - Sgt. Enck instructed Baton and Handcuffing for Gallatin Police Department on January 13, 2021.

<u>Special Events:</u> WHPD Officers participated in the following events during January: Nothing at this time.

Upcoming Events:

Nothing at this time.

2021 Pa	rticipation in Jo Events	int Community
n Stalkegare	January	Year to Date
Community Activities	1	l l



Summary of Month's Activities

Fire Operations

The Department responded to 122 requests for service during the month with 94 responses being medical emergencies. The Department responded to 4 vehicle accidents; 3 accidents reported patients being treated for injuries and 1 accident reported no injuries. Of the 122 responses in month of January there were 12 calls that overlapped another call for service that is 9.84% of our responses.

UT MTAS recommends for the WHFD an average response time from dispatched to on scene arrival of first "Fire Alarm" to be six minutes and thirty-five seconds (6:35). The average response time for all calls in January from dispatch to on scene time averaged was, five minutes and forty seconds (5:40). The average time a fire unit spent on the scene of an emergency call was thirteen minutes and thirty-one seconds (136:31).

Department Event

- January Operations staff began annual in-service training 10 hours each
- January 14th Birthday drive by
- January 31st Birthday drive by

Fire Administration

- January Numerous Conference and Zoom calls with Robertson and Sumner Concerning COVID-19 cases and vaccine distribution
- January 13th ISO department review
- January 28th Annual Budget Retreat

*3 of 4 administrative staff out with COVID-19 for 2-3 weeks. All admin staff are back and fully recovered.

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

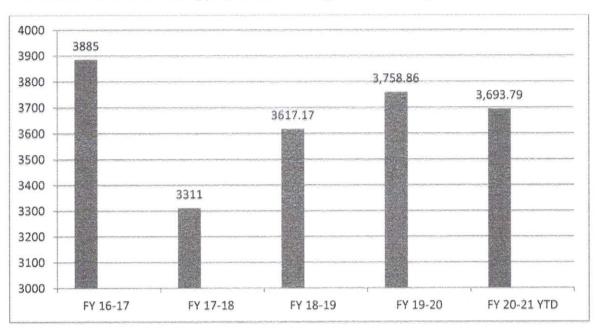
Fires	18
Rescue & Emergency Services	649
Hazardous Conditions (No Fire)	29
Service Calls	51
Good Intent Call	58
False Alarms & False Call	82
Calls for The Month	122
Total Responses FY to Date	889

Response by Station

	Month	FY to Date	%
Station #1 (City park)	75	605	68.51%
Station #2 (Business Park Dr)	45	278	31.48%

Fire Fighter Training

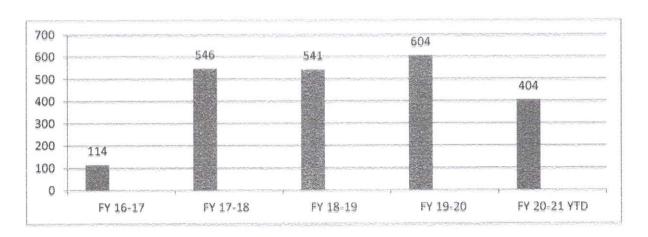
The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4104 hours of training per year is based on eighteen career firefighters.



	Month	YTD
Firefighter Training Hours	577.45	3693.79

Fire Inspection

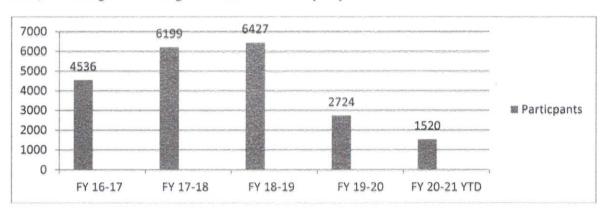
It is part of our fire prevention goals to complete a fire inspection for each business annually.

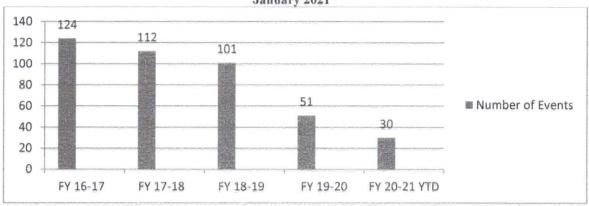


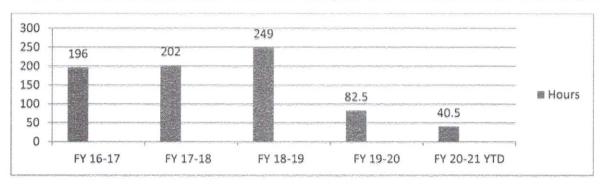
	Month	YTD
January Fire Inspection	26	404
Reinspection	14	81
Code Violation Complaint	0	1
Violations Cleared	14	96
Annual Inspection	0	88
Commercial Burn Pile	2	10
Knox Box	0	9
Fire Alarms	0	6
Measure Fire Hydrant	0	2
Plans Review	5	18
Pre-C/O	0	1
Pre-incident Survey	0	147
Sprinkler Final	0	0
Final/Occupancy	0	11

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 at this time; Career Day, Station tours, Fire Extinguisher training and Discover WH/Safety Day.







	Month	YTD
Participants	15	1520
Number of Events	2	30
Education Hrs.	2	40.5

**Most public education programs have been suspended due to COVID-19

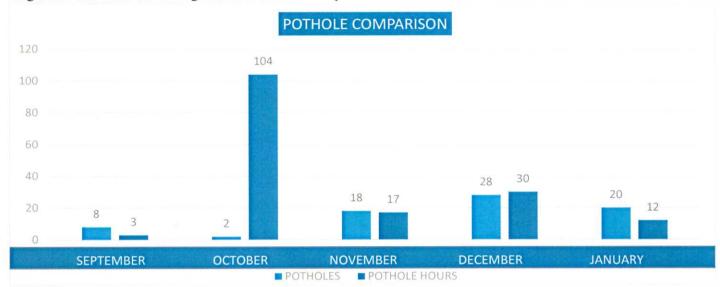
Social Media Statistics

Page Views	1086
Page Likes	271
Post Reach	11,462

Public Services Department – Public Works Division January 2021

Pothole Comparison

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



-The goal for this particular job task is 50 potholes per month. When this chart is completed each month consideration will be given to the size of the potholes that have been repaired that month.

Pothole Complaint Response Time

According to Ordinance the Streets and Roads Department is required to respond to a pothole complaint within 24 business hours from the time the complaint is made until time a satisfactory repair is made.

NOTE: 35 tons of asphalt were used in the month of January to make repairs to roads such as Union Road and Louise Drive.

STREET ADDRESS OF COMPLAINT	DATE COMPLAINT LOGGED	DATE COMPLAINT RESOLVED	ELAPSED TIME BEFORE REPAIR MADE
7709 and 7728 Boyles Road	Thursday August 20, 2020 7:05AM	Monday August 24, 2020 2:30 PM	31 hours 25 minutes
101 Larkspur Court	101 Larkspur Court Tuesday September 7, 2020 Wednesday September 8, 2:00PM 2020 8:30AM		17 hours 30 minutes
Near Bill Moss and Calista Road Intersection	Monday October 5, 2020 7:00 AM (internally logged by Isaiah Manfredi)	Wednesday October 13, 2020 4:30 PM	8 days and 10.5 hour
Citywide pothole response and repair.	Monday November 9, 2020 8:00AM (internally reported by Bobby Tidwell)	Monday November 9, 2020 12:30 PM	3 hours and 30 minutes
Springbrook Blvd. Intersection of Springbrook and SPC	Tuesday December 29, 2020 11:15AM (reported by local resident)	Tuesday December 29, 2020 2:30 PM	3 hours and 15 minutes
Sugar Tree Court	Wednesday January 20, 2021 9:00AM (reported by crew members)	Thursday January 21, 2021 8:00 AM	23 hours
Larkspur Court	Wednesday January 20,2021 9:00AM (reported by crew members	Thursday January 21, 2021 8:00AM	23 hours

Public Services Department – Public Works Division January 2021

January 2021 Monthly Work Log

Monday 01-04-2021

 Removed Christmas decorations from signal poles and City Hall / Decorative Street Light Repairs (Madeline Way)

Tuesday 01-05-2021

Decorative Street Light Repairs (Madeline Way, Foster, Ashfield Court)

Wednesday 01-06-2021

Facility and Fleet Maintenance

Thursday 01-07-2021

 Union Road, road maintenance (installed base stone) / loaded salt and plow equipment in preparation for snow event.

Saturday 01-09-2021

 Unloaded salt boxes (not a snow event that required their use) prepared traffic control measures and road maintenance equipment to assist Wastewater crew with valve replacement on Sage Road on 01-11-2021

Monday 01-11-2021

Assisted Wastewater Crew with traffic control and road repair on Sage Road and Cardinal Drive

Tuesday 01-12-2021

• Repaired Sage Road after open-cut for Wastewater valve replacement.

Wednesday 01-13-2021

• Repaired Sage Road after open-cut for Wastewater valve replacement.

Thursday 01-14-2021

• Union Road, road repairs 20 tons of asphalt

Saturday 01-16-2021

• Applied salt to icy area on Hobbs Drive due to WHPD request.

Monday 01-18-2021

Holiday

Tuesday 01-19-2021

 Provided traffic control for Stansell Electric as they installed new guy wire and anchor / finished Welcome to White House sign enclosure.

Wednesday 01-20-2021

• Installed signs at WWTP to more easily direct citizens to entry/exit points / built concrete forms for Library signs / seed and straw at Welcome to White House sign at South entrance of CoWH.

Thursday 01-21-2021

• Finished building forms for Library sign bases / temporary repairs on Louise Drive and repaired 5 potholes on Sugar Tree Court and Larkspur Drive / replaced Stop Sign at Sage and Cardinal after vehicle damage.

Monday 01-25-2021

 Performed oil changes on vehicles / re-installed side-mount mowing deck to tractor / Cross Traffic Does Not Stop Signs at Calista and Wilkinson Road (Fields of Oakwood) (citizen reported safety concern at this intersection)

Tuesday 01-26-2021

 Retrofit 10 Decorative Street Lights (Villages of Indian Ridge) performed minor maintenance on 3 other Decorative Street Lights on Heritage Trace and Grayson Lane

Wednesday 01-27-2021

- Finished building forms for Library sign bases / installed asphalt at Louise Drive / Salt and Snow Preparation Thursday 01-28-2021
 - Began install of forms for Library sign bases.

Public Services Department – Public Works Division January 2021

Subdivision Decorative Light LED Retrofit Project					
UPDATED January 26,2021	TOTAL LAMPS	TOTAL RETROFIT COMPLETED	TOTAL RETROFIT TO BE COMPLETED		
High Mast Lights – I-65 Ramps	6	6	0		
Briarwood Subdivision	5	1	1		
Bridle Creek Subdivision	7	3	4		
Business Park Drive	7	7	0		
Hampton Village Subdivision	24	17	7		
Heritage Trace Subdivision	5	5	0		
Holly Tree Subdivision	44	44	0		
Madeline Way	7	7	0		
Magnolia Village Subdivision	27	16	9		
Sumner Crossing Subdivision	21	12	9		
Villages of Indian Ridge	10	10	0		
Spring Brook Blvd	2	2	0		
Baylee Ct	2	2	0		
Totals:	167	137	30		

NOTE: All Decorative Street Lights in Villages of Indian Ridge have been retrofit with new LED bulbs in the month of January.

Street Name Sign MUTCD Compliance List

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



NOTE: Signs replaced in the month of January were limited due to other projects. However, 3 more signs were replaced in January.

Public Services Department - Public Works Division January 2021

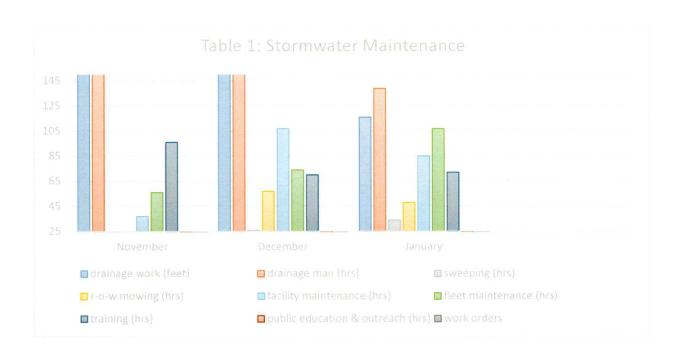
Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	20-Dec	21-Jan	YTD 20/21
Street	8,134	9,364	8,741	10,229	9191.25	887	761	5,644
Facility Maintenance	3494	2187	1,227	1,137	887.25	163	131	558
Fleet Maintenance	1034	514	282	380	422.5	43	78	315
Meeting/Training	502	510	517	400	457	15	37	146
Leave	1,253	576	613	810	823	115	16	605,4
Holiday	795	470	385	555	545	140	50	410
Overtime	508.5	488	414	311	152.75	10	33	195
Administrative	385	698	803	867	1153.25	203	130	1,009
Drainage Work (feet)	0	906	2749	10	0	0	0	546
Orainage Man Hours	0	1470	1045	170	14	0	0	587.28
Debris Removed Load	0	100	35	44	0	0	0	0
Sweeping Man Hours	0	18	13	0	0	0	0	0
Mowing Hours	0	22	175	219	221	0	0	259.5
Curb Repair	0	0	0	15	0	0	0	0
Shoulder LF	0	4485	630	5	640		0	0
Shoulder Hours	0	155	160	49	176	0	0	0
of Potholes	0	250	473	346	385	28	20	83
Pothole Hours	0	759	734	1,181	831.5	30	12	238.25
R-O-W Hours	0	2835	2416	4,027	3044.5	195	187	1,367
iign/Repaired	0	120	91	84	63	20	2	35
Sign Work Hours	0	289	179	234	109	11-	14	55
alt Hours	0	10	143	24	76.5	0	3	3
Salt Tons	0	12	20	23	18	0	1	0.5
Decorative Street Light Hours	9	57	46	125	133.5	7	83	108
Fraffic Light Hours	0	0	65	20	158	0	0	44

Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FV 18/19	FY 19/20	20-Dec	21-Jan	YTD 20/21
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	379	32	2,099
Facility Maintenance	3494	723	446	574	394.5	71	60	234
Fleet Maintenance	1034	488	445	351	294.5	35	13	152
Meeting/Training	502	265	130	135	127.5	1	2	35
Leave	1.253	428	700	476	336	20	20	320
Holiday	795	270	230	230	230	70	20	190
Overtime	508.5	119	4	12	39.5	7	0	8
Administrative	385	167	1	0	72.5	0	0	27
Sweeping Man Hours	0	I	0	0	0	0	0	0
R-O-W Hours	0	166	30	97	170	37	41	182
Salt Hours	0	0	0	0	0	0	0	0
Salt Tons	0	0	0	0	0	0	0	9

Sanitation	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	20-Dec	21-Jan	VTD 20/21
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	372	420	3,540
Brush Truck Loads	459	551	522	578	584	45	46	335
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	944	334	3,275
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	105	105	771
Litter Pickup Bags	334	507	546	511	456	8	27	227
Litter Pickup Hours	1147	1132	985	957	892	16	37	416





Stormwater Project List

Our objective is to establish and maintain a proactive approach to minimize any potential for localized flooding within City limits. This includes but is not limited to ditch maintenance. In addition, a large part of this objective is to respond to citizen complaints in a timely manner.

Below are the departments top priorities and work summaries:

Address	Scope of Work	Status	Notes
538 North Palmers Chapel Rd	Work Order: 113020006 Opened channel from obstructed driveway culvert due to aggressive erosion.	Work Order: 122120001 Complete	
Sage Rd & Union Rd	Provided traffic control assistance for road repair to PW and force main break to WW.	W/O # 011421006 Complete	
400 Highland Dr.	Replaced damaged drainage grate	WO#- 011321006 Complete	

312 Walnut Ct	Removed access debris from roadway and redressed with seed and straw	WO# - 010421001 Complete	
Rainfall	Most recent rain event occurred on Monday, January 25 th . The City received approximately 1.67 inches of rain.	No flooding observed or complaints filed. Hots spots secured.	
749 Wilkinson Lane	Fields of Oakwood developer, Mike Stanton, issued \$2000 penalty for illicit discharge into unnamed tributary of endangered salamanders.	City of White House partnered with TDEC and TWRA to assist with compliance.	

SWEEPER TRUCK

Monthly Time Log

4 cu.yd hopper/ actual usage- 3.0 cu.yd=4.5 tons

Date	Time	Mileage	Tons	Streets
01/13/21	4	30	4.5	31W North and South
01/26/21	9	22	4.5	31W, Indian Ridge Sub.
01/27/21	7	14	4.5	Orchard Park
Totals: 20 66 13.5		13.5	(detailed listing of all streets on file)	

Stormwater Division

		310	rmwater Divisio	<u> </u>		
Total Hours Worked	FY 15/16	FY 19/20	30-Nov	31-Dec	31-Jan	YTD 20/21
Stormwater	5,744	7,204	819	982	832	6,678
Work Orders	0	69	13	11	4	83
Overtime	508.5	262	0	26	6	114
Facility Maintenance	3,494	638	37	107	85	352
Fleet Maintenance	1,034	314	56	74	107	379
Administrative	385	1,138	96	116	145	999
Drainage Work (feet)	0	3,988	413	545	116	2,066
Drainage Man Hours	0	1,371	192	228	139	1,839
Debris Removed Load	0	188	10	6	6	158
Sweeping Man Hours	0	309	24	26	34	186
Mowing Hours	0	102	0	0	0	3
R-O-W Hours	0	1,506	1	57	48	156
Shoulder/Curb Hrs	0	0	0	0	0	40

Catch Basin: Object ID# (VueWorks)	Neighborhood	<u>Location:</u>	Date Cleaned:		
9	Northwoods	Belle Rive Dr.	1/13/2021		
10	Northwoods	Indian Point Dr.	1/13/2021		
11	Northwoods	Indian Point Dr.	1/13/2021		
12	Northwoods	Highland Dr.	1/13/2021		
14	Northwoods	Highland Dr.	1/13/2021		
15	Northwoods	Highland Dr.	1/13/2021		
18	Northwoods	Highland /Northwoods Dr.	1/20/2021		
19	Northwoods	Highland /Northwoods Dr.	1/20/2021		
21	Northwoods	Highland /Northwoods Dr.	1/20/2021		
69	Northwoods	Sycamore Dr.	1/20/2021		
70	Northwoods	Sycamore Dr.	1/20/2021		
68	Northwoods	Sycamore Dr.	1/20/2021		
67	Northwoods	Sycamore Dr.	1/20/2021		
66	Northwoods	Sycamore Dr.	1/20/2021		
64	Northwoods	Sycamore Dr.	1/20/2021		
61	Northwoods	Sycamore Dr.	1/20/2021		
62	Northwoods	Sycamore Dr.	1/20/2021		
43	Northwoods	Hunterwood Dr.	1/20/2021		
50	Northwoods	Hunterwood Dr.	1/20/2021		
51	Northwoods	Hunterwood Dr.	1/20/2021		



Before

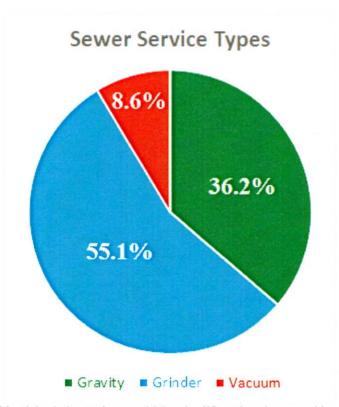


After

Collections System Activities:

The City of White House operates a dynamic and unique sanitary sewer system consisting of gravity services, low-pressure grinder services, and vacuum services. As of January 31st, 2021, City personnel count a total of **5,397** sewer system connections. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	1,956		
Low-Pressure Grinder Sewer Connections	2,976		
Vacuum Connections	465		



The City counts 185 commercial grinder stations, 2,791 residential grinder stations, and 26 major lift stations integrated into our 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 811call 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.

<u>Line</u> Marking	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	January 2021	YTD
Tennessee 811	1,691	1,670	1849	2315	2680	273	1,039

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

Our goal is to reduce the number of responses through an ongoing, proactive maintenance program at the major lift stations. However, there are uncontrollable factors that create an alarm condition; such as high-water levels due to large rain events, loss of vacuum, power outages, and/or loss of phase. These types of alarms notify us that a problem exists. A service technician can access the SCADA system from any location via a smart device and acknowledge the alarm. The SCADA system at every lift station will allow the technician to remotely operate the components at the station.

Lift Station Location	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Jan 2021	YTD
North Palmers Chapel	35	22	23	8	3	0	0
Calista Road	24	55	13	4	2	0	1
Wilkinson Lane	0	8	4	1	3	0	0
Portland Road	1	1	4	1	0	0	0
Cope's Crossing	4	17	15	7	8	0	4
Union Road	91	8	17	6	6	1	5
Meadowlark Drive	1	11	6	4	2	1	1
Highway 76 (Springfield)	0	1	0	1	1	0	0
Cambria Drive	1	0	0	1	4	1	2
Sage Road (Hester)	0	7	2	0	1	0	0
Kensington Green	n/a	n/a	n/a	n/a	1	0	0
Grove at Kendall	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Settler's Ridge	0	0	1	1	1	1	1
Summerlin	0	0	0	2	5	1	21
Heritage High School	0	22	0	2	1	0	0
Loves Truck Stop	n/a	n/a	n/a	n/a	0	0	0
Concord Springs	n/a	n/a	n/a	n/a	0	0	0
Parks Temporary	n/a	n/a	n/a	n/a	0	0	0
Treatment Plant	0	1	6	4	6	0	3

Alarms -

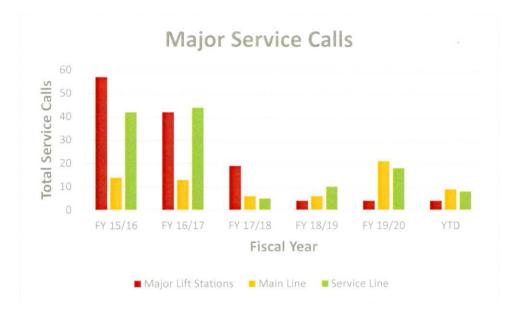
All lift station alarms were on the same day (1/27). Alarms stemmed from a power outage. We lost approximately 2500 gallons of sewerage at the Union Rd Station. Due to heavy rains at the time, there were no visible effects on the environment.

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 three (3) 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.

Repairs	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Jan 2021	YTD
Major Lift Stations	57	42	19	4	4	2	4
Main Line	14	13	6	6	21	1	9
Service Line	42	44	5	10	18	3	8



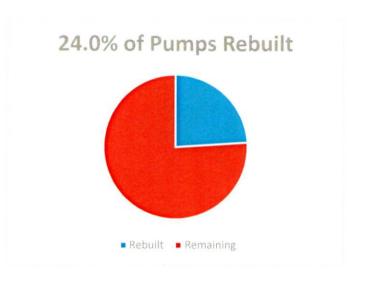
- 1. Settler's Ridge In August 2017, just days before Tropical Storm Harvey arrived in White House, a contractor ran over the pump station with a lull. The damage was evaluated the week after Harvey had passed. The tank, rails, and lid were all damaged beyond repair and therefore are on order for replacement. This is a pump station not yet taken over by the City. It shall be repaired and fenced for the City to take it over. Tank has been delivered to the developer. The corrective action requirements for this station is for the developer and/or contractor to hire a company to patch the damage and supply the City with the replacement tank and a 2-year warranty on the repair, which has not yet been completed.
- 2. Concord Springs The only remaining issue with the lift station is to have the developer clean the inside of the station and remove mud, trash and other debris prior to final acceptance. Operationally, the station punch list has been completed and the station is working correctly. The Concord Springs Lift Station was conditionally accepted by the City on 07-24-2020, with the agreement that the Contractor/Developer would complete installation of the privacy slats in the station fence, as well make satisfactory repairs to the station's access road (initial repairs were evaluated on 12-03-2020 and deemed inadequate). We are also waiting on the drive to be repaired. There is an issue with the pressure gauge sending an alarm every time the pumps run. This is not causing any issues with performance, and the gauge is being replaced under warranty. Replacement of the pressure sensor has not taken place at this time. Southern Sales is having difficulties acquiring the part from Gorman Rupp.
- 3. The Parks The "temporary" lift station at the Parks subdivision was also started successfully. This station will allow for about 160 homes to be built while waiting on Gorman & Rupp to deliver the permanent station. The permanent station is ready for shipment to the site, and awaiting installation of the new 10" force-main before delivery. Caleb Fuqua has agreed to hold the installation of the new station until the 10" force main is operational, due to force-main pressure/flow concerns. According to Mr. Fuqua, this force-main is planned for completion in February-March 2021. This 10" force main has been installed to the point where it will cross under the intersection of Pinson Lane and Pleasant Grove Road.
- 4. Wilkinson Lane Station Station is running on both pumps. WASCON is working with the City and several different suppliers on installing HDPE piping in the station. The DIP discharge piping is showing severe signs of decay. We anticipate roughly one year of operation before the pipe fails again. This will be the 4th time this station has had to be re-piped, so we have chosen a ridged, yet flexible pipe.

- 5. Sewer Model Update The Sewer Model Update being conducted by Jacobs Engineering remains underway. The model has been completed on the Southern Force-Main, with Jacobs shifting to final data acquisition and testing of the Northern Force-Main and Western Force-Main. Jacobs has also expressed that they are ready to move into the Master Plan Update stage of the project, which can begin concurrently with the Model Updates to the Northern and Western mains. Completed Model Update for the Southern Force-Main and Copes Crossing lift-station has revealed that they have exceeded their designed capacity, and will need to be upsized (or have existing flow removed) to accommodate further development on the southern and eastern sides of town. Additionally, the Meadowlark and Union lift stations have reached their wet-weather capacities. Crews have identified sources of infiltration and inflow ("I&I") and are working to resolve, beginning with Meadowlark station. Jacobs Engineering is compiling the final combined report for both the Sewer Model Update and the Master Plan Update.
- 6. Septic to Sewer Conversions The City continues to make progress on septic to sewer conversions. Two (2) conversions on Calista Rd have been completed in 2020. An additional eight (8) addresses have been approved by the Board to be added to the approved list of septic-to-sewer conversion projects. In recent consultation with Public Works regarding upcoming paving schedules, the department plans to target six (6) projects on Union Rd and one (1) project near the intersection of 31W and Magnolia Blvd for the 2020/2021 fiscal year.

Work Orders	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Jan 2021	YTD
Vacuum System Service Request	87	172	143	112	82	4	28
Gravity Service Request	5	12	0	10	13	3	7
Low Pressure Service Request	530	716	621	728	770	56	385
Total Pumps Replaced	313	338	401	361	449	17	232
Total Pumps Rebuilt	n/a	n/a	n/a	n/a	n/a	11	36
Grinder Tank PM Program	n/a	58	63	358	267	34	180
Inspection for New Service	36	23	54	103	226	20	208
Final Inspection for New Service	37	55	56	62	110	9	98
Sanitary Sewer Overflow (SSO)	6	9	1	3	49	2	8
Odor Complaints	16	17	28	43	43	1	24

Pump Rebuilds:

The capital outlay budget was designed for a total purchase of 275 new E-One grinder pumps for the 2020/2021 Fiscal Year. However, the City estimates that a minimum of 425 pumps will be needed to meet all the service call requests for the year. To supplement the amount of pumps on-hand, the department will focus on steady rebuilding throughout the year. The goal is to rebuild 3 pumps per week, on average, for a total of 150 extra pumps throughout the year.



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>	Oct - 20	Nov - 20	<u>Dec - 20</u>	<u>Jan - 21</u>	
Flow - To Creek	0.563 MGD	0.645 MGD	0.703 MGD	0.625 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0.077 MGD	0.0 MGD	0.00 MGD	0.00 MGD	
Total Flow Through Plant	0.640 MGD	0.645 MDG	0.703 MGD	.625 MGD	
Capacity	1.4 MGD	1.4 MGD	1.4 MDG	1.4 MDG	
% of Plant Throughput	45.7%	46.1%	50.2%	44.6%	(0.625 MGD) / (1.40 MGD)
Actual Capacity	1.12 MGD	1.12 MGD	1.12 MDG	1.12 MDG	(1.4 MGD x 80%)
% of Allocated Capacity	57.1%	57.6%	58.6%	52.1%	(0.625 MGD) / (1.12 MGD)
Rainfall	4.16"	3.48"	4.69"	3.68"	

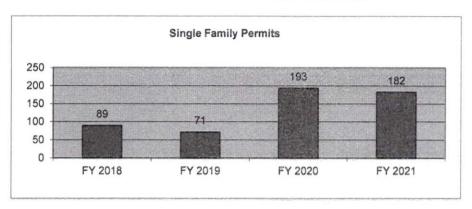
Effluent	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	January 2021	YTD
Violations	1	7	7	13	7	12	1	1

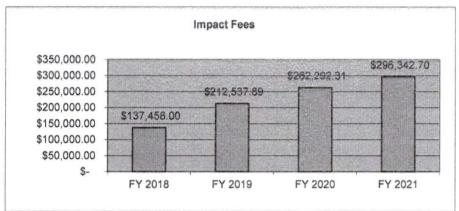
1. <u>Violations:</u> One violation for Total Phosphorus Rolling Average in pounds per year. This will continue until the new plant is operational. Violations may continue for several months after completion of construction until the annual rolling average can be reduced below the violation limits by the new facility. The City has consulted with vendors to discuss potential chemical treatment options for phosphorous, and have completed jar-testing of potential options. The next step will be determining a feasible injection point for the chemical additive. We received a quote from jar testing. In order to bring the Total Phosphorous down to 1.0 mg/L or lower it will cost nearly \$117,000 per year.

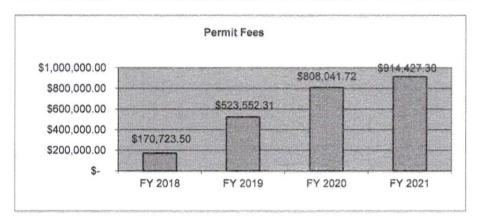
Public Services Department - Wastewater Division January 2021

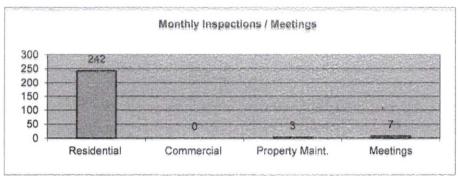
- 2. TDEC Order and Assessment: On July 15th TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous average). An initial 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. An estimated approximate timeline of anticipated steps required to complete the SRF process and to move forward with plant bidding/construction has been provided below. The City received written confirmation of this arrangement from TDEC on August 7th.
- City submitted Fiscal Sustainability Plan Certification Letter to TLDA (05-06-2020).
- Financial Sufficiency Review completed for SRF Loan to fund WWTP expansion project (05-26-2020).
- City advertised for SRF Loan Public Meeting (began 08-03-2020).
- City hosted SRF Loan Public Meeting (08-19-2020).
- City submitted minutes of SRF Loan Public Meeting to TLDA for approval following Public Meeting.
- TLDA has released Finding of No Significant Impact (FNSI) to City (received 09-17-2020).
- City BMA to approved resolution to apply for SRF Loan.
- City triggered to begin 2-week period to address FNSI Public Comments (comment period has expired with no comments submitted).
- TLDA triggered to approve the Facilities Plan (approval has been issued).
- City submitted SRF Loan Application packet (11-11-2020).
- TLDA has approved SRF Loan Application (late December).
- City submits Performance Standards Summary to TDEC for final approval (early-January).
- TDEC provides final approval of Performance Standards Summary (mid-January).
- TLDA releases City to begin advertisement period for bids (anticipated mid-February)
- City begins 6-week advertisement period for Construction Bids for WWTP (anticipated late-February).
- City submits completed Fiscal Sustainability Plan to TDEC (anticipated late-February).
- City begins review process for Construction Bids for WWTP (early-April).
- City selects winning bid following review process (anticipated early-May).
- City begins advertisement of winning bid for City Board Meeting agenda (anticipated early-May).
- City Board of Mayor and Aldermen vote to approve winning bid (anticipated mid-March).
- City submits winning bid to TLDA for approval (anticipated mid-May).
- TLDA approves winning bid (anticipated early-June).
- City notifies bid winner, contract executed (anticipated early-June).
- City issues Notice To Proceed (anticipated early-June).
- 3. H2S & Ferric Sulfate: Staff continues to monitor the carbonaceous biochemical oxygen demand (CBOD) and the total suspended solids (TSS) which will indicate any settling effects of Ferric sulfate we are feeding at the Tyree Springs Manhole and Union Road stations. The feed rate is 19 gallons per day at the Union Road lift station and 19 gallons per day at the Old Tyree lift station.
 - We are currently looking at alternative processes for H2S control in this area. With all that has been added to the Copes Crossing lift station, ferric sulfate is no longer working as well for odor control.
- 4. <u>Peracetic Acid</u>: TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly. The PAA feed rate is operating at a constant 2.5 parts per million (ppm). The average residual was 0.21 PPM with a max residual of 0.35 PPM. Last month the feed rate was 3.00 ppm.
 - Our TDEC permit states in part that, "The concentration of the E. Coli group after disinfection shall not exceed 126 CFU's (colony forming units) per 100 ml." Additionally, our daily maximum concentration limit is 941/1000ml.
 - Our E Coli testing for the month was an average of 28.6 CFU's which is well below the limit. Last month the average was 29.8.

Planning and Codes Department JANUARY 2021









Planning and Codes Department JANUARY 2021

	Month	FY2021	FY2020	FY2019	FY2018
MEETING AGENDA ITE	EMS#				
Planning Commission	6	45	69	66	69
Construction Appeals	0	0	0	0	1
Zoning Appeals	0	4	5	6	7
Tech. Review/Study Session	0	1	2	0	1
Property Maintenance PERMITS	0	0	0	0	0
	30	1.00	102	71	90
Single Family Residential		182	193	71	89
Multi-Family Residential	0	0	0	13	5
Other Residential	3	43	91	93	238
New Commercial	0	2	6	3	3
New Industrial	0	2	0	1	0
Other Com/Ind	3	15	23	33	31
Sign	0	6	14	25	24
Occupancy Permits Commercial Certificate of C		21	14	25	24
Other	0	1	12	3	14
BUILDING INSPECTION	NS				
Residential	242	1252	2858	2411	1112
Hours	10	416	699.58	414.98	383.59
Commercial /Industrial	0	56	110	179	165
Hours	0	22.93	12.83	179	165
CODE ENFORCEMENT					
Total Cases	3	71	330	179	165
Hours	0.5	28.25	70.24	86.75	75.17
Complaints Received	1	22	116	98	132
MEETINGS					
Administration	5	37	58	68	51
Hours	7	62	38.26	103.67	101
Planning	2	31	76	135	73
Hours	3	40.75	96.58	155.5	86.82
Codes	0	5 28		35	27
Hours	0	3	37.85	40.16	18.67
REES					
Permit Fees	\$128,965.80	CONTRACTOR OF THE PARTY OF THE	\$ 808,041.72	\$ 523,552.31	\$170,723.50
Board Review Fees	\$1,200.00	\$ 78,900.00	\$ 11,000.00	\$ 3,750.00	\$4,683.00
City Impact Fee	\$37,350.00	\$ 296,342.70	\$ 262,292.31	\$ 212,537.89	\$137,458.00
Roads	\$11,430.00	\$ 137,176.00	\$ 77,860.90	\$ 98,885.80	\$112,424.58
Parks	\$11,880.00	\$ 68,112.00	\$ 74,646.00	\$ 23,140.00	\$ 10,163.90
Police	\$8,460.00	\$ 86,673.90	\$ 59,096.30	\$ 11,704.30	\$ 8,971.20
Fire	\$5,580.00	\$ 10,757.80	\$ 36,749.61	\$ 23,344.29	\$ 5,963.72
OTHER ITEMS	A TEXANGER OF THE				and the second
Subdivision Lots	0	0	0	235	51
Commercial/Ind. Sq Ft	0	0	15,216	214,206	27,006
Multi-Family Units	0	375		0	144
Other	n/a	n/a	n/a	n/a	n/a
0 1 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	\$ 3,790,398.24	\$3,374,092.67	\$1,633,984.00	\$922,141.63	\$573,840.00
Subdivision Bonds: 15	CONTRACTOR OF THE PERSON NAMED IN COLUMN 1	The second secon	NAME AND ADDRESS OF TAXABLE PARKETS AND ADDRESS OF TAXABLE PARKETS.		CONTRACTOR OF THE PARTY OF THE
Builders Bonds 15	0.00	\$ -	\$ 18,000.00 17	\$ 69,366.43 16	\$45,366.43 15

Summary of Month's Activities

January is normally an exciting time in our department as new programs are starting sign-ups and we start looking forward to the spring season. This is still the case for us this year but with the virus still looming we are still trying to be cautious in everything we do. Along with sign-ups we were able to get back on track with some of our big winter projects this month like the maintenance building and finishing up the dog park project. More details are below.

We continued working on the maintenance shop this month and made a lot of headway. The office, break room, restrooms and lockers are all nearly complete and the workers have begun using them. The guys did a magnificent job planning and organizing this project to make the most of the space they were given and it will be a building that will serve us greatly for many years to come. Here are some pictures of the progress so far:













Design work on the Soccer Complex renovation project has continued and is nearly complete. Again, the current plan is to try and get a brand new soccer field for the complex and have it lit. We would also like to include adding lighting to the remaining fields that aren't completely lit yet (Fields 1, 3 and 4) and possibly change them to LED, if the money is there.

We are still awaiting word on the LPRF Grant. Again, this is for the second phase of this project which includes installing a large parking lot on the front of the property and extending the parking lot on the backside as well as sidewalks and lighting.

We were finally able to get the hole dug for the shade structure this month. Public Works came out with their excavator and got it done for us and then we set the form we had built and poured concrete in it.



Now, we have to place the actual structure and pour concrete over it once it is in place and we will be finished. We are just waiting for some better weather to be able to complete that process. Once that is done, we just have to do some dirt work and put some grass seed and straw matting on the tube area and we will be complete with Phase II of the Dog Park project.

We also began taking items out of the old barn at the new park land this month. We are preparing to tear it down completely as it is a liability concern for the city. So, we started with cleaning it out and now it is ready to be demolished once we get some better weather.

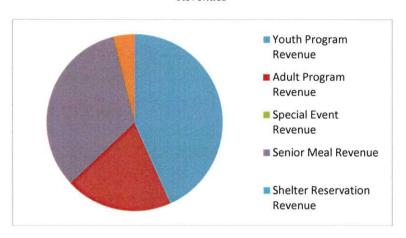


We also received our brand new skid loader this month. The guys are very excited to have a skid loader at the park once again. This will allow us to perform additional tasks that we weren't able to do before, so we are excited to get started with it.

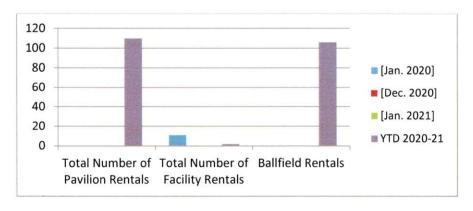


Other CIP projects this year include: paving the Greenway and a new Columbarium for the Cemetery (currently on order).

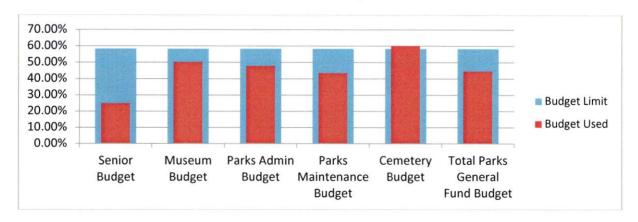
Revenues



Facility Usage



Over/Under Budget



Recreation

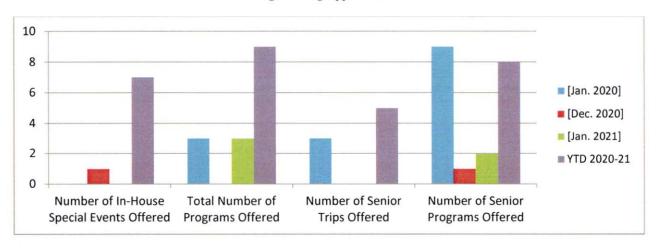
Youth Basketball is still going on Monday through Saturday here at the Civic Center. We also use the White House Middle School Gymnasium on Monday, Wednesday, and Friday for practices. Heritage High School is used on Saturdays for games. Uniforms were ordered and passed out to all 312 players among 42 teams. We have been dealing with multiple teams and players having to pause their activities due to exposure at school or positive tests within the teams. During the first two weeks, we have had to cancel two games and forfeit six others due to lack of players. The season will continue on with the tournament starting February 27th and ending on March 6th.

Registration for Girls' Volleyball has begun and at the end of January we had twelve players signed up to participate with another three weeks of signups to go. Signups will end on February 21st and practices will start in March and games in April. Last year we had 92 players sign up in the Spring and 41 signups in the Fall.

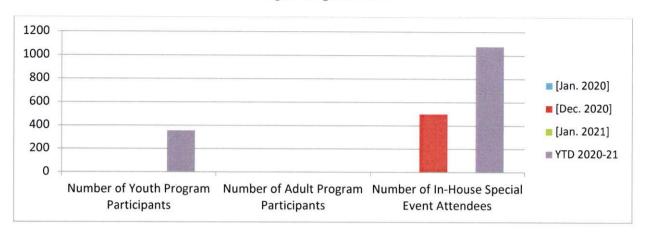
Challenger Baseball registration is open once again. We are currently accepting sponsorships again for this league to help offset the free registration and uniforms that we provide for the kids. We are actively looking for a new coach this year to help with the team. At the end of January, we have five kids signed up to play.

Adult Softball is offered again this spring. We have changed the registration to a co-ed league with no restrictions on team restrictions to help bring more participants to the sport. Registration ends on February 28th and practices and games will be on Tuesdays and Thursdays during the months of March and April.

Programming Opportunities



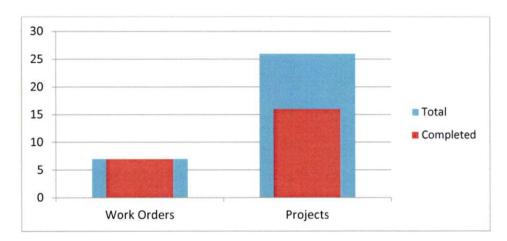
Programming Attendance



Maintenance

- Built the building that will surround the air compressor
- Built the new work bench
- Began painting (multiple coats) all of the trim and window framing
- Painted (multiple coats) the break room
- Installed the upper and lower cabinets, as well as the new counter top in the break room
- Re-constructed an old obstacle at the Dog Park
- Cleaned inside and out of all the windows for buildings throughout all areas of the park
- Trimmed all tree limbs along the Greenway
- Cut down several trees along the greenway
- Began building new lockers for the new shop
- Taped off everything in the new shop prior to painting
- Began painting (multiple coats) the office
- Repaired damaged fence along bottom at the cemetery
- Repaired 4 electrical outlets at the Splash Pad Pavilion
- · Repaired fallen sections of fence along the Greenway
- Fixed/re-constructed entry gate and a section of fence at the enclosed playground
- Put out 3 pallets of field conditioner (1/2 on field 2 & ½ of field 3) on two baseball fields
- Finished 1st punch list for the new shop
- Wired up our air compressor
- Ran plumbing for the air compressor
- Painted (multiple coats) the restrooms
- Applied painters caulk to the office and the restrooms (filling gaps in trim and window seals)
- Dug 10ft, deep hole at the Dog Park for the Shade Curtain
- Poured 9ft. deep footer at the Dog Park for the Shade Curtain
- Installed 4 new USB plugs in the break room of the new shop
- Constructed cell phone/walkie-talkie work bench in our locker area of the new shop
- Installed all of the trim in the office and the restrooms of the new shop
- Installed 2 window seals in the office of the new shop
- Emptied old barn on the new park land to prep it for demolition
- Performed a final clean-up of the new shop after construction was completed on the new shop





Museum

Volunteers

Volunteer helped with adding tools that had been found at and around the cooper shop to tool display. For the month of January, the Museum volunteer worked for a total of 6 hours.

Exhibits

The 19th Amendment/Women's Suffrage display will run until the end of March 2020.

Tours at Museum

A few walk-through tours have been provided.

Social Media Promotion



White House History Wednesday returned on Wednesday, January 27, 2021 with a new episode on Trading Stamps. White House History Wednesday will continue through 2021 with an episode every 4th Wednesday of the month. The plate pictured was purchased as a premium.

Gifted Donations



January 11, 2021/Donation – Terry Palmer donated pictures concerning Palmer's Chapel Grade School. These photos were scanned in and originals returned.



January 11, 2021/Donation – Terry Palmer donated pictures of workers in Nashville who constructed "sub chaser" boats in WWII for military. One of the workers pictured is Frank Palmer of White House, TN.

January 11, 2021/Donation - Terry Palmer donated 2 CDs of interviews by Levinia Biggs relating to Palmer family history.

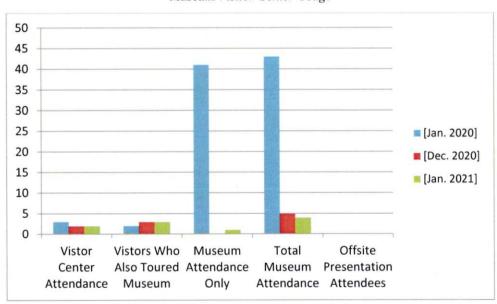
Ongoing Tasks

Continued work on collecting and scanning and sorting of pictures for the 50th Celebration for 2021.

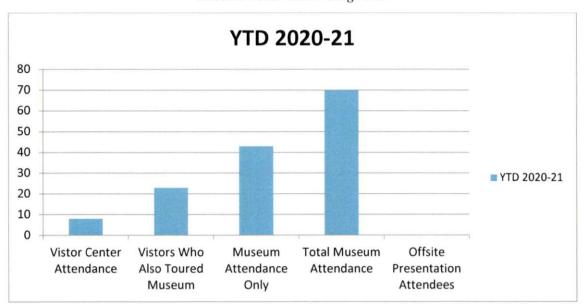
Visitors' Center and Museum Attendance

Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
2	3	1	4	0

Museum/Visitor Center Usage



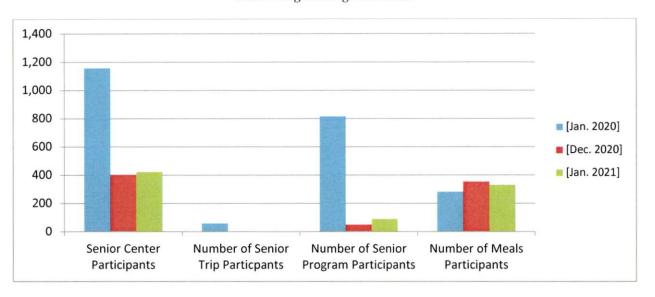
Museum/Visitor Center Usage YTD



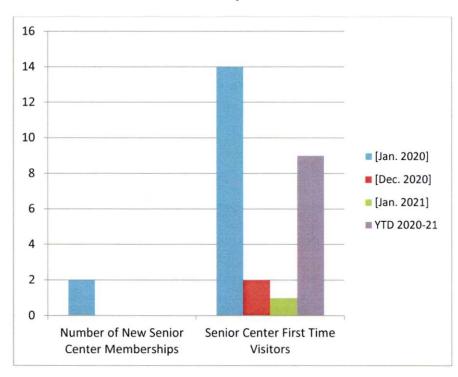
Senior Center

		n - January 2021	
Outings/Events:			
Total	0		
		Sr Meals Wednesda	<u>ys</u>
		73	
		87	
		89	
		83	
		332	TOTAL
Programs:			
Sittercise	64		
Walk			
Yoga	26		
TOTAL	90		
NEW MEMBERS	0		
FIRST TIME ATTENDEE	1	Reba Hannah	
TOTAL Sr Center Participants:	422		

Senior Programming/Attendance



New Senior Memberships/First Time Visitors



		FX/F 2020			D 0000		V/FD 40 41
Estilia Usas	FYE 2019	FYE 2020		20-Jan	Dec. 2020	Jan. 21	YTD 20-21
Facility Usage Special Use Permits Submitted	1 13	15	1	3	9	4	28
Pavilion 1 Rentals	3	7		0	0	0	11
Pavilion 1 Rentals Pavilion 2 Rentals	11	5		0	0	0	4
	106	38			0	0	33
Pavilion 3 Rentals				0			62
Splash Pad Pavilion Rentals	177	106		0	0	0	
Total Number of Pavilion Rentals	297	156		0	0	0	110
Gymnasium Rentals	130	79		10	0	0	0
Cafteria Rentals	54	0		0	0	0	0
Auditorium Rentals	4	10		1	0	0	2
Amphitheater Rentals	3	0		0	0	0	0
Total Number of Facility Rentals	196	89		11	0	0	2
Ballfield Rentals	7	45		0	0	0	106
Vistor Center Attendance	6	21		3	2	2	8
Vistors Who Also Toured Museum	14	84		2	3	3	23
Museum Attendance Only	85	668		41	0	1	43
Total Museum Attendance	99	752		43	5	4	70
Programming							
Number of Youth Program Participants	679	578		0	0	0	356
Number of Adult Program Participants	240	76		0	0	0	0
Number of In-House Special Events Offered	8	7		0	1	0	7
Number of In-House Special Event Attendees	2987	2964		0	500	0	1077
Total Number of Programs Offered	34	18		3	0	3	9
Number of Senior Center Memberships	319	1768		203	200	200	1000
Number of New Senior Center Memberships	16	16		2	0	0	0
Senior Center Participants	14,966	9594		1,158	403	422	1735
Senior Center First Time Visitors	32	59		14	2	1	9
Number of Senior Trips Offered	54	37		3	0	0	5
Number of Senior Trip Particpants	896	613		59	0	0	40
Number of Senior Programs Offered	117	76		9	1	2	8
Number of Senior Program Participants	9,989	6798		816	49	90	236
Number of Senior Meals Served	54	34		4	4	4	17
Number of Meals Participants	4052	2235		283	354	332	1459
Offsite Presentation Attendees	0	15		0	0	0	0
Revenues							
Youth Program Revenue	\$55,825.00	\$41,183.00		\$2,192.00	\$0.00	\$1,100.00	\$28,717.00
Adult Program Revenue	\$ 8,460.00	\$ 3,580.00		\$0.00	\$0.00	\$500.00	\$1,150.00
Special Event Revenue	\$ 4,355.00	\$ 2,009.00		\$0.00	\$0.00	\$0.00	\$605.00
Senior Meal Revenue	\$10,875.00	\$ 5,961.50		\$756.00	\$885.00	\$842.00	\$3,662.50
Shelter Reservation Revenue	\$12,135.00	\$ 4,780.00		\$80.00	\$0.00	\$0.00	\$3,530.00
Facility Reservation Revenue	\$19,305.00	\$ 8,046.88		\$1,306.25	\$100.00	\$100.00	\$575.00
Field Rental Revenue	\$ 2,521.00	\$ 1,203.34		\$0.00	\$0.00	\$0.00	\$4,890.00
Misc. Revenue	\$25,030.00	\$31,411.74		\$1,133.90	\$176.00	\$0.00	\$676.46
Workflow	1 920,000.00	951,411.74	ı	91,133.70	\$170.00	Ψ0.00	\$070.40
Mowing Hours	1,554	2,601	-	0	0	0	1599.5
Work Orders Received	1,554 N/A	8		1	0	0	7
Work Orders Received Work Orders Completed	N/A	8		1	1	0	7
Number of Projects Started	27	40		1	4	5	26
Number of Projects Started Number of Projects Completed	18	35		0	4	4	16
France of Projects Completed	10	23	- 1	0	4	*	10

White House Library Monthly Report January 2021

Summary of Activities

The library director had a phone call conference with her mentor, Martha Hendricks, on January 7. The two talked about their upcoming library projects and COVID related issues.

The library director attended a regional library director check-in. At this meeting, the group learned about how to get unique URL's for TEL sites. Once we get these URL's, the links can be posted on our website, which will allow us to get a number count of how many people are using these resources. The group was also shown how to get school students READS cards through the Sora program. This program will give every student access to books on READS even without a library card.

The library board met on January 14. They discussed the COVID survey, CIPA guidelines on the Chromebooks, the 2021-2022 budget proposal, the director's evaluation, and the meeting dates for the library board for 2021. This meeting was livestreamed and can be viewed on the library's Facebook page.

The library director attended a web meeting with a text marking company. She has been researching different text marketing companies to see which one would be a good company to use for reaching patrons.

The library director attended the Board of Mayor and Aldermen meeting on January 21st to see the logo reveal for White House 50th anniversary.

The director attended the department head budget retreat on January 28th. At this meeting, each department head presented their CIP requests for the next budget year. Per the library board, the library director is not going to pursue any CIP requests this year. The director will meet with the city administrator in February to discuss the Library Board's non-CIP budget requests.

The library staff put out extra grab and go kits for the teens and tweens since they were all picked up last month. The library will continue to offer grab and go kits through February. If the weather is warmer in March, then the staff might start offering face-to-face programs outside again.

Department Highlights

The highlight for the month was the amount of information the library director learned at the regional library checkin. A large amount of new information was presented that the library director needs to look into so that it can be utilized at the library and improve patron access to data and the library's counts of use.

White House Public Library January 2021 Performance Measures

Official Service Area Populations

2017	2018	2019	2020	2021
13,833	14,035	14,202	14,363	

Membership

January	2017	2018	2019	2020	2021
New Members	106	84	111	100	85
Updated Members	409	271	283	332	332
Yearly Totals	2017	2018	2019	2020	2021
Total Members	11,893	7,073	8,376	9,496	7,088
% of population with membership	86	51	59	66	49

The library has switched its system so that all new users register online. Patrons without Internet can use one of our computers at the library and receive help from staff should they need assistance.

Total Material Available: 37,323

Estimated Value of Total Materials: \$933,075 Total Materials Available Per Capita: 2.60

State Minimum Standard: 2.00

Last Month: \$929,700 Last Month: 2.60

Materials Added in January

2017	2018	2019	2020	2021
158	350	436	176	120

Physical Items Checked Out in January

2017	2018	2019	2020	2021
5,245	4,926	4,954	4,809	4,189

Vearly Material Added

2017	2018	2019	2020	2021
3,602	3,123	3,004	3,025	120

Cumulative Physical Items Check Out

2017	2018	2019	2020	2021
63,421	62,536	65,522	50,042	4,189

The checkouts for January were decent even though we are not allowing patrons to check out as many items at a time due to COVID.

Miscellaneous item checkouts

January	2017	2018	2019	2020	2021
Technology Devices	52	48	51	28	54
Study Rooms	64	67	95	77	21
Games and Puzzles	36	47	69	96	120
Seeds	196	20	0	16	50
STEAM Packs	*	*	22	30	0
Cake Pans	*	*	*	13	2

Library Services Usage

January	2017	2018	2019	2020	2021
Lego Table	215	213	200	246	0
Test Proctoring	3	1	2	2	0
Charging Station	7	6	6	11	3
Notary Services	*	*	*	13	4
Library Visits	*	3,911	4,549	4,155	2,519
Website Usage	*	836	1,092	1,718	2,253
Reference Questions	10	4	2	8	4

Yearly Totals

2017	2018	2019	2020	2021
585	644	137	381	54
828	1,082	253	305	21
528	743	222	955	120
1,197	586	112	302	50
*	148	61	25	0
*	6	1	28	2

Yearly Totals

Sec. 14	8 88 646 842			
2017	2018	2019	2020	2021
2,643	1,891	553	459	0
56	152	27	74	0
86	90	19	47	3
*	排	16	88	4
*	52,565	55,728	30,007	2,519
*	2,517	16,935	17,977	2,253
115	59	77	60	4

Library Volunteers

Library	2018	2019	2020	2021
Library Volunteers	17	17	14	12
Volunteer Hours	98	106	155	114

Yearly Totals

18-19	19-20	20-21
82	36	16
809	1,286	620.5

We have not been allowing as many volunteers in the building at a time due to COVID.

Computer Users

November	2017	2018	2019	2020	2021
Wireless	705	1131	731	592	238
Adult Users	396	298	369	375	220
Kids Users	152	142	186	194	2

Vearly Computer Users

MARCHANIS	omputer	STATE OF THE PARTY OF	(2002/02/02/02/03/03	
2017	2018	2019	2020	2021
8,725	9,535	2,017	3,829	238
4,413	4,642	1,103	2,138	220
2,209	2,088	556	427	2

White House Public Library January 2021

Performance Measures

Universal Class Counts

January	
Sign ups	1
Courses started	6
Lessons viewed	53
Class Submissions	10

Yearly Totals

2017	2018	2019	2020	2021
27	24	9	10	1
39	52	16	53	6
273	661	194	1,771	53
258	445	105	800	10

Programs

1,000 books	2018	2019	2020	2021
Monthly Sign-ups	7	0	6	0
Yearly Sign-ups	29	38	83	83

Achievements	2018	2019	2020	2021
100 Mark	2	0	0	1
500 Mark	2	2	0	0
Completion	0	1	2	0

Face-to-face Kids Programs

January	2017	2018	2019	2020	2021
Programs	19	13	15	12	0
Attendees	296	242	237	260	0
Yearly	2017	2018	2019	2020	2021
Programs	181	146	154	43	0
Attendees	4,268	4,260	4,201	1,185	0

Virtual K	ids Program	S
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Virtual Kid	is Progra	ams
January	2020	2021
Videos	0	4
Views	0	28
Yearly	2020	2021
Videos	24	4
Views	4,182	28

Grab & Go Kits

January	2020	2021
Kits	0	6
Taken	0	251
Yearly	2020	2021
Kits	38	6
Taken	1094	251

The staff is doing pre-recorded virtual story times. The staff is putting out separate grab & go kits for children ages 0-5 & 6-9.

Face-to-face Teen Programs

January	2017	2018	2019	2020	2021
Programs	2	5	6	5	0
Attendees	7	20	22	32	0
Yearly	2017	2018	2019	2020	2021
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

Tween Face-to-Face Programs

January	2020	2021	
Programs	2	0	
Attendees	9	0	
Yearly	2020	2021	
Programs	5	0	
Attendees	18	0	

The library is not having face-to-face programs right now because it is too cold to meet outside.

Combined Face-to-Face

January	2020	2021
Programs	0	0
Attendees	0	0
Yearly	2020	2021
Programs	11	0
Attendees	77	0

X 22	787	0 5	P
Virtual	Leen	OL .	i weens

viituai i ce	II CE I II	cens
January	2020	2021
Videos	0	2
Views	0	26
Yearly		(7) r
Videos	12	2
Views	1,591	26

January	2020	2021	
Kits	0	4	
Taken	0	36	
Yearly	2020	2021	
Kits	13	4	
Taken	152	36	

The staff is only offering grab and go kits and tutorial videos for teens and tweens right now.

ace-to-face Adult Programs					
January	2017	2018	2019	2020	2021
Programs	15	13	14	11	3
Attendees	65	52	88	54	17
Yearly	2017	2018	2019	2020	2021
Programs	145	175	157	42	3
Attendees	689	1,009	1,343	214	17

irtual		
January	2020	2021
Videos	0	0
Views	0	0
Yearly	2020	2021
Videos	18	0
Views	4,972	0

Device Advice

Sessions	2019	2020	2021
January	*	*	
Yearly	125	51	

A box was added for adult virtual programs in case we have to start offering those types of programs again.

Interlibrary Loan Services

November	2017	2018	2019	2020	2021
Borrowed	12	71	58	53	59
Loaned	37	31	37	20	12

Yearly Interlibrary Loan Services

a curry micer morally mount our rices				
2017	2018	2019	2020	2021
562	690	690	534	59
305	410	410	151	12

January	R.E.A.D.S
Adults	1895
Juvenile	73

Yearly Totals	2017-2018	2018-2019	2019-2020	2020-2021
Adults	15,773	21,138	23,138	10,911
Juvenile	725	1,430	1.189	570

The READS statistics come from the state.

CITY COURT REPORT

January 2021

CITATIONS

CHAHONS			
TOTAL MONIES COLLECTED FOR THE MON	TH	\$2,062,58	
TOTAL M	ONIES COLLEC	TED YTD	\$26,842.06
STATE FINES			
TOTAL MONIES COLLECTED FOR MONTH		\$1,457.34	
TOTAL M	ONIES COLLEC	TED YTD	\$10,592.08
TOTAL REVENUE FOR MONTH		\$3,519.92	
	TOTAL REVE	NUE YTD	\$37,434.14
DISBURSEMENTS			
LITIGATION TAX	\$220.20		
DOS/DOH FINES & FEES	\$133.00		
DOS TITLE & REGISTRATION	\$28.50		
RESTITUTION/REFUNDS	\$0.00		
ONLINE CC FEES	\$33.70		
CARD FEES	\$10.38		
WORTHLESS CHECKS	\$0.00		
TOTAL DISBURSEMENTS FOR MONTH	200000000000000000000000000000000000000	\$425.78	
TOTA	L DISBURSEME	NTS YTD	\$4,554.21
ADMISTED DEVENIUS FOR MONTH		00.004.44	
ADJUSTED REVENUE FOR MONTH		\$3,094.14	
TOTALA	DJUSTED REVE	NUE YTD	\$32,879.93
DRUG FUND			
DRUG FUND DONATIONS FOR MONTH		\$308.75	
	FUND DONATIO		24 015 42
DRUG	FUND DONATH	MAD I ID	\$4,015.42

Offenses Convicted & Paid For Month	Count	Paid
Animal Control/Misc	2	\$268.64
Financial Responsibilty Law	11	\$422.27
Registraiton Law	9	\$222.50
Improper Equipment	1	\$0.00
Parking (Fire Lane)	1	\$51.00
One Way Road	1	\$117.50
DL Exhibted	1	\$0.00
Red Light		
Careless Driving		
Stop Sign	1	\$60.00
Speeding	5	\$361,97
Seat Belt	1	\$50.00
Failure To Yield	1	\$117.50
Exercise Due Care	2	\$225.00
Open Container	1	\$132,50
Total	37	\$2,028.88

RESOLUTIONS....

RESOLUTION 21-03

A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, ADOPTING SECTION 125 PREMIUM ONLY PLAN FOR PLAN YEAR ENDING MARCH 31, 2022.

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 18, 2021, 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, 2021 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 18th day of February 2021.

	Michael Arnold, Mayor
ATTEST:	
Derek Watson, City Recorder	

Adoption Agreement (2021)

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, 2021.
- **3. Effective Date of Original Plan:** This Premium Only Plan was originally effective October 1, 2004.
- 4. Plan Year: The Amended plan year begins on April 1, 2021 and ends on March 31, 2022. 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:
 - (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 o	f White	House

Plan Document

As Amended and Restated for 2021 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 recognize the contribution made to the Employer by its Employees. Its purpose is to reward them by providing benefits for those Employees who shall qualify hereunder and their dependents and beneficiaries. The concept of this plan is to allow Employees to choose among different types of 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 "Cafeteria Plan Benefit Dollars" means the amount available to Participants, pursuant to Article III, to purchase Benefits. Each dollar contributed to this Plan shall be converted to one Cafeteria Plan Benefit Dollar.
- 1.5 "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.
- 1.6 "Compensation" means the total cash remuneration received by the Participant from the Employer during a Plan Year prior to any reductions pursuant to a Salary Redirection Agreement authorized hereunder.
- 1.7 "Dependent" means any individual who is defined under an Insurance Contract or who is a Qualifying Child or Participant's child (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.

- 1.8 "Effective Date" means the effective date as specified in Item 2 of the Adoption Agreement.
- 1.9 "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.

1.10 "Eligible Employee" means any Employee who has satisfied the provisions of Section 2.1. However, 2% shareholders as defined under Code Section 1372(b) and self-employed individuals as defined under Code Section 401(c) shall not be eligible to participate in this Plan.

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.

- 1.11 "Employee" means any person who is employed by the Employer, but for all portions of the Plan other than provisions relating to the Health Savings Account Program, generally excludes any person who is employed as an independent contractor or any person who is considered self-employed under Code Section 401(c), as well as a greater than two percent (2%) shareholder in a Subchapter S corporation, a partner in a partnership or an owner or member of a limited liability company that elects partnership status on its tax return. The term Employee shall include leased employees within the meaning of Code Section 414(n)(2).
- 1.12 "Employer" means the Corporation or any such entity specified in Item 1 of the Adoption Agreement, and any Affiliated Employer (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.
- 1.13 "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.
- 1.14 "Highly Compensated Employee" means, for the purposes of determining discrimination, an Employee described in Code Section 125 and the Treasury Regulations thereunder.
- 1.15 "HSA 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.
 - 1.16 "Insurance Contract" means any contract issued by an Insurer underwriting a Benefit.
- 1.17 "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.
 - "Insurer" means any insurance company that underwrites a Benefit under this Plan.
- 1.19 "Key Employee" means an employee defined in Code Section 416(i)(1) and the Treasury regulations there under.
- 1.20 "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.
 - 1.21 "Plan" means this instrument, including all amendments thereto.
- 1.22 "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 such Participant's date of entry and ending on the last day of such Plan Year.
- 1.23 "Premium Expenses" or "Premiums" mean the Participant's cost for the insured Benefits described in Section 4.1.
- 1.24 "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.

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

- 1.25 "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.
- 1.26 "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.
- 1.27 "Salary Redirection" means the contributions made by the Employer on behalf of Participants pursuant to Section 3.1. These contributions shall be converted to Cafeteria Plan Benefit Dollars and allocated to the funds or accounts established under the Plan pursuant to the Participants' elections made under Article V.
- 1.28 "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, subsequently does not become currently available to the Participant.
- 1.29 "Spouse" means the legally married husband or wife of a Participant in accordance with applicable state and federal law, unless legally separated by court decree or otherwise specified by the Insurance Contract.
- 1.30 "Uniformed Services" means the Armed Forces, the Army National Guard, and the Air National Guard 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 Eligible 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 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) 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 pay 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 Employee's entry date up to and including the last day of the Plan Year. These contributions shall be converted to Cafeteria Plan Benefit Dollars and allocated to the funds or accounts established under the Plan pursuant to the Participants' elections made under Article V.

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 and/or Salary Redirection Agreement 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 Expense Reimbursement Account 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 contributed to the Plan by the Employer on behalf of an Employee on a level and pro rata basis for each payroll period, the Employer and Administrator may implement a procedure in 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 Program 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 or applicable Regulations thereunder.
- (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, on an election of benefits form to be provided by the Administrator, which Benefit options he wishes to select and purchase with his Cafeteria Plan Benefit Dollars. Any such election shall be effective for any Benefit expenses incurred during the Plan Year, which follows the end of the Election Period. With regard to subsequent annual elections, the following options shall apply:

- (a) A Participant or 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 new election of benefits form 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 further Salary Redirections shall therefore be authorized or made for such subsequent Plan Year for such Benefits.

5.4 Change of Elections

(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 accident or health insurance coverage for any individual other than the one involved in 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 dependent becomes eligible for continuation coverage under the Employer's group health plan 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.

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

- (1) Legal Marital Status: events that change a Participant's legal marital status, including marriage, divorce, death of a spouse, legal separation or annulment;
- (2) Number of Dependents: Events that change a Participant's number of dependents, including birth, adoption, placement for adoption, or death of a dependent;
- (3) Employment Status: Any of the following events that change the employment status of the Participant, spouse, or dependent: termination or commencement of employment, a strike or lockout, commencement or returns from an unpaid leave of absence, or a change in worksite. In addition, if the eligibility conditions of this Plan or other employee benefit plan of the Employer of the Participant, spouse, or dependent depend on the employment status of that individual and there is a change in that individual's employment status with the consequence that the individual becomes (or ceases to be) eligible under the plan, then that change constitutes a change in employment under this subsection;
- (4) Dependent satisfies or ceases to satisfy the eligibility requirements: an event that causes the Participant's dependent to satisfy or cease to satisfy the requirements for coverage due to attainment of age, student status, or any similar circumstance; and

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

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

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

- (c) Notwithstanding subsection (a), in the event of a judgment, decree, or order ("order") resulting from a divorce, legal separation, annulment, or change in legal custody (including a qualified medical child support order defined in ERISA Section 609) which requires accident or health coverage for a Participant's child (including a foster child who is a dependent of the Participant):
- (1) The Plan may change an election to provide coverage for the child if the order requires coverage under the Participant's plan; or
- (2) The Participant shall be permitted to change an election to cancel coverage for the child if the order requires the former spouse to provide coverage for such child, under that individual's plan and such coverage is actually provided.
- (d) Notwithstanding subsection (a), Participants may change elections to cancel accident or health coverage for the Participant or the Participant's spouse or dependent if the Participant or the Participant's spouse or dependent is enrolled in the accident or health coverage 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 group health coverage for the Participant or the Participant's spouse or dependent if the Participant or the Participant's spouse or dependent, if such individual(s) lose coverage under any group health coverage sponsored by a governmental or educational institution, including (but not limited to) the following: a state children's health insurance program (SCHIP") under Title XXI of the Social Security Act; a medical care program of an Indian Tribal government (as defined in Code Section 7701 (a) (40)), the Indian Health Service, or a tribal organization; a state health benefits risk pool; or a foreign government group health plan, subject to the terms and limitations of the applicable benefit package option(s).

Further, if the Participant or the Participant's spouse or dependent who has been entitled to Medicare or Medicaid loses eligibility for such coverage, the Participant may prospectively elect to commence or increase the accident or health coverage 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 accident and health plan coverage 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 group health coverage 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.

Article VI - Health Savings Account Program

6.1 Establishment of Program

This Health Savings Account Program (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 the Act, 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 Employees entitled to participate in the Plan. 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.

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. No amendment shall have the effect of modifying any benefit election of any Participant in effect at the time of such amendment, unless such amendment is made to comply with federal, state or local laws, statutes or regulations.

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 contributions 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 fund or 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 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 the Employer to obtain the insurance 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 issued hereunder 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, contributions to the Plan need not be placed in trust or dedicated to a specific Benefit, but shall instead be considered 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 any benefit under this Plan subject to the continuation coverage requirement of Code Section 4980B becomes unavailable, each Participant will be entitled to continuation coverage as prescribed in Code Section 4980B.

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

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. The Employer must provide certification to the Plan that it agrees to:
 - 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 ELECTRONIC 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.

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 21-01

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING ARTICLE 2, SECTION 2.020 DEFINITIONS OF THE ZONING ORDINANCE, AS INDICATED BELOW, TO PROVIDE DEFINITION OF OUTDOOR DISPLAY, AN AMENDMENT TO ARTICLE 3, SECTION 3.125.3 OUTDOOR DISPLAY DESCRIPTION AND AN AMENDMENT TO THE COMMERCIAL DESIGN STANDARDS

WHEREAS, the Board of Mayor and Aldermen wishes to amend the Zoning Ordinance to provide defined regulation for Short Term Rental in Zoning Districts.

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:	January 21, 2021	PASSED
Second Reading:	February 18, 2021	
		Michael Arnold, Mayor
ATTEST:		
Derek Watson, City R	ecorder	

2.020 Definitions

The following words, terms, and phrases are hereby defined as follows and shall be interpreted as such throughout this Zoning Ordinance. Terms not herein defined shall have their standard dictionary definition or such as the context may imply. (For words not defined herein, reference may be made to the 'New Illustrated Book of Development Definitions' published by the APA).

Outdoor Display. Part of a lot used for outdoor display of goods accessory to the principal use.

3.125.4(3) Display Areas

Outdoor display may be allowed as an accessory use for all Retail Uses, Motor Vehicle Rental, Motor Vehicle Service Station/Fuel Center, and Heavy Retail and Rental. It is the intent of this Ordinance to allow the display of merchandise for sale, but not where the display of such items impedes the flow of pedestrian or vehicular traffic, or creates an unsafe condition. The outdoor display of goods shall meet all of the following standards:

- Outdoor display areas shall be depicted upon the Site Plan for a new retail and wholesale buildings.
- All outdoor display of goods in front of the building or between the building and any side street shall be located immediately adjacent to the storefront and within twenty (20) feet of the building and not in drive aisles, loading zones, fire lanes, or parking lots.
- 3. All outdoor display beside and behind the building shall not be located within the required side or rear yards and shall not exceed forty percent (40%) of the combined required and non-required yards.
- Outdoor display areas shall be limited to no more than one-half (1/2) of the length of the store front.
- 5. In the case of a shopping center, the storefront shall include the entire frontage of the shopping center façade, meaning that the total amount of display for all the inline tenants combined shall not exceed fifty percent (50%) of the aggregate store front of the total shopping center.
- 6. At least five (5) feet along the parking lot side of the display shall be maintained free of obstruction to allow for pedestrian and handicap movement, such that handicapped pedestrians and others do not have to enter the parking lot or drive aisle to walk around the display.
- Any proposed display which does not conform to the above standards may be approved by the Planning Commission in the form of Site Plan and Design Review approval.
- 8. The outdoor display of cars, trucks, trailers, boats, recreational vehicles, farm equipment, construction equipment, motorcycles, landscape materials, and similar items for sale or rent which are customarily displayed outdoors shall be exempt from the above standards provided they are located out of the street right-of-way and at least twenty (20) feet from the edge of pavement of the adjoining street(s).

Screening for display areas may be accomplished by natural plants, closed fences, walls or earthen berms or any combination thereof to meet the requirements of this section so long as all the minimum criteria set forth below are met.



CITY OF WHITE HOUSE COMMERCIAL DESIGN STANDARDS DESIGN STANDARDS - SITE PLANNING

Various Commercial Uses In Suburban Areas

Specialty Retail Centers

Specialty Retail Centers are unanchored retail centers that provide specialty goods and/or services that are generally unavailable in the surrounding area. Shoppers at these centers are less inclined to visit only one shop, and tend to spend time browsing through several shops. Specialty Centers typically rely for their appeal on attractive, and often thematic, architecture, landscaping, and ornamentation, as well as the unusual goods and services.

- 1. Buildings are encouraged to be placed at the minimum front setback. See note 12, Sheet 18.
- The site should be organized to encourage relaxed pedestrian circulation with substantial amounts of plantings and site furnishings around buildings.
- Building design, landscape, outdoor furniture and site fixtures shall conform to the same theme. See Exhibit 10.1 and 10.2.
- 4. A transition from low buildings at the site perimeter to larger and taller structures within the interior of the site is generally encouraged.
 - 5. The outdoor display area shall take place on an improved surface such as the sidewalk or pavement.
 - The perimeter of display area shall be defined with decorative fencing or landscaped buffering as approved by the Planning Commission.

ORDINANCE 21-02

AN ORDINANCE TO AMEND THE ZONING MAP FROM LDRPUD LOW DENSITY PLANNED UNIT DEVELOPMENT TO NCRPUD, NEIGHBORHOOD CENTER RESIDENTIAL PLANNED UNIT DEVELOPMENT ON TYREE SPRINGS RD

WHEREAS, the City's Zoning Ordinance intent and purpose includes but is not limited to dividing the city into zones and districts restricting and regulating therein the location, construction, reconstruction, alteration, and use of buildings, structures, and land for residential, business, commercial uses; and,

WHEREAS, the City's Comprehensive Plan defines the area as a transitional place between existing uses and development patterns. The intent of this Character Area is to be flexible and accommodating to development, while fitting new development into the City's overall character.; and,

WHEREAS, The City of White House Regional Planning Commission on Monday January 11, 2021 reviewed and approved the rezoning request; and,

NOW, THEREFORE, BE IT ORDANIED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE THAT THE FOLLOWING APPLY:

SECTION 1. That the City of White House Zoning Map be amended from LDRPUD Low Density Residential Planned Unit Development to NCRPUD, Neighborhood Center Residential Planned Unit Development for the property included in "EXHIBIT A" and described as follows:

36.15 ACRES REFERENCED AS SUMNER COUNTY TAX MAP 77, PARCEL 84. PROPERTY IS LOCATED ON TYREE SPRINGS RD.

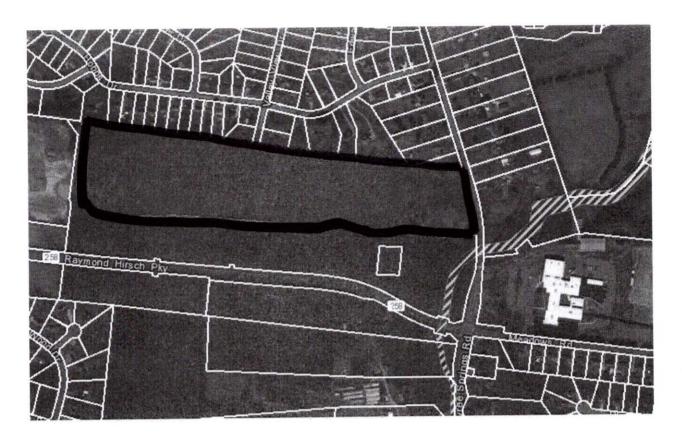
SECTION 2. That the Board of Mayor and Aldermen of the City of White House, Tennessee, hereby certify that this Ordinance has been submitted to the Planning Commission of the City of White House for a recommendation, and a notice of hearing thereon has been ordered after at least fifteen (15) days' notice of the time and place of said meeting has been published in a newspaper circulated in the City of White House, Tennessee. This Ordinance shall take effect fifteen (15) days from the date of its final reading and adoption by the Board of Mayor and Aldermen, and publication, the public welfare demanding it.

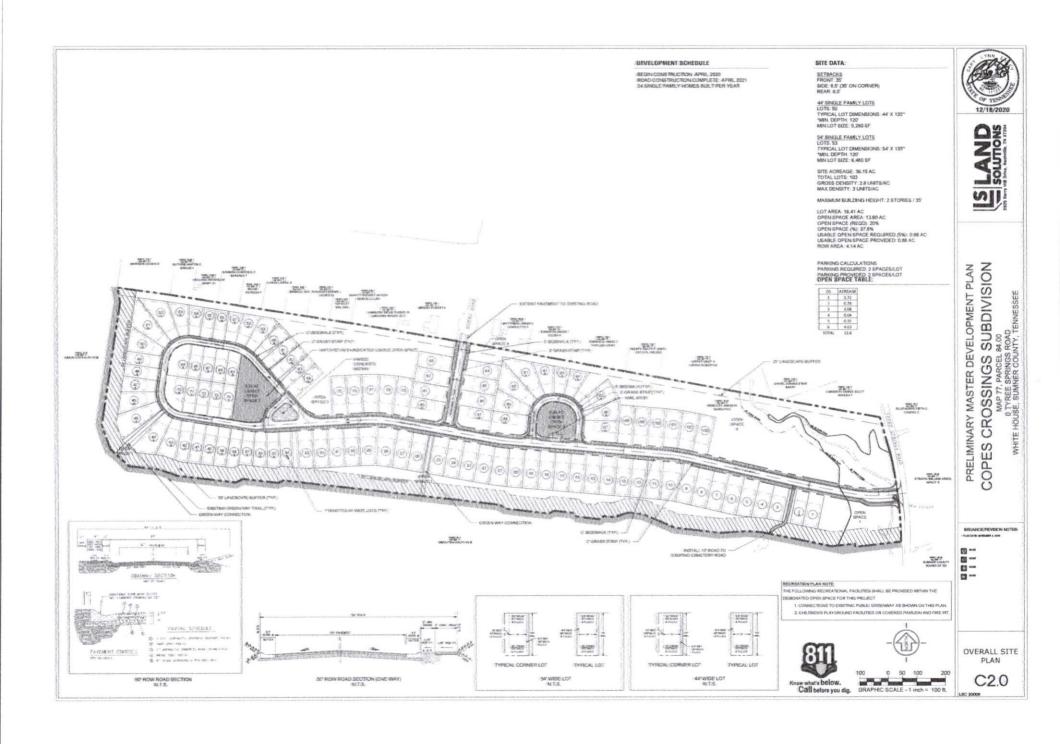
SECTION 3. If any section, clause, provision, or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision or portion of this Ordinance which is not itself invalid or unconstitutional.

SECTION 4. In case of conflict between this Ordinance or any part thereof and the whole or part of any existing or future Ordinance of the City of White House, the most restrictive shall in all cases apply.

First Reading:	February 18, 2021		
Second Reading:	March 18, 2021		
ATTEST:		Michael Arnold, Mayor	TO AND THE STATE OF
Derek Watson, City R	ecorder		

ORDINANCE 21-02 "EXHIBIT A"





ORDINANCE 21-03

AN ORDINANCE TO AMEND THE ZONING MAP FROM C-2 GENERAL COMMERCIAL TO NCRPUD, NEIGHBORHOOD CENTER RESIDENTIAL PLANNED UNIT DEVELOPMENT ON HWY 31W

WHEREAS, the City's Zoning Ordinance intent and purpose includes but is not limited to dividing the city into zones and districts restricting and regulating therein the location, construction, reconstruction, alteration, and use of buildings, structures, and land for residential, business, commercial uses; and,

WHEREAS, the City's Comprehensive Plan defines the area as a transitional place between existing uses and development patterns. The intent of this Character Area is to be flexible and accommodating to development, while fitting new development into the City's overall character.; and,

WHEREAS, The City of White House Regional Planning Commission on Monday January 11, 2021 reviewed and approved the rezoning request; and,

NOW, THEREFORE, BE IT ORDANIED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE THAT THE FOLLOWING APPLY:

SECTION 1. That the City of White House Zoning Map be amended from C-2 General Commercial to NCRPUD, Neighborhood Center Residential Planned Unit Development for the property included in "EXHIBIT A" and described as follows:

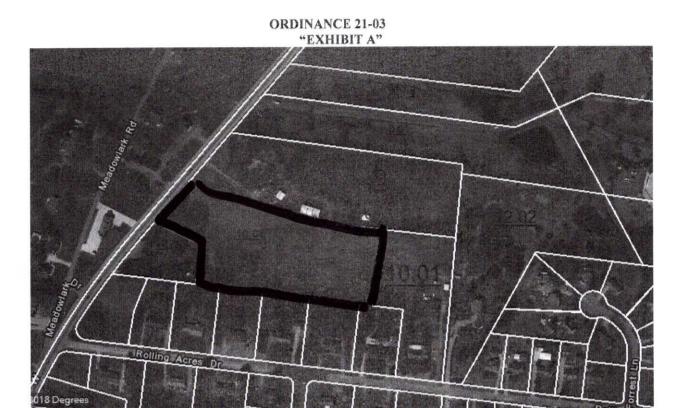
5.05 ACRES REFERENCED AS SUMNER COUNTY TAX MAP 097, PARCEL 010.02. PROPERTY IS LOCATED ON HWY 31.

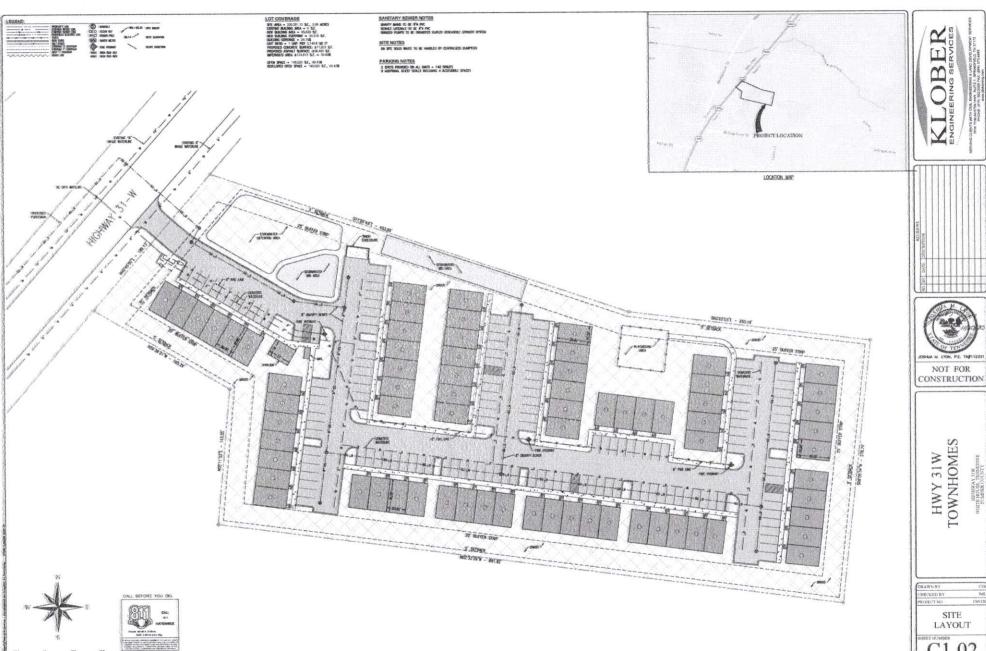
SECTION 2. That the Board of Mayor and Aldermen of the City of White House, Tennessee, hereby certify that this Ordinance has been submitted to the Planning Commission of the City of White House for a recommendation, and a notice of hearing thereon has been ordered after at least fifteen (15) days' notice of the time and place of said meeting has been published in a newspaper circulated in the City of White House, Tennessee. This Ordinance shall take effect fifteen (15) days from the date of its final reading and adoption by the Board of Mayor and Aldermen, and publication, the public welfare demanding it.

SECTION 3. If any section, clause, provision, or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision or portion of this Ordinance which is not itself invalid or unconstitutional.

SECTION 4. In case of conflict between this Ordinance or any part thereof and the whole or part of any existing or future Ordinance of the City of White House, the most restrictive shall in all cases apply.

First Reading:	February 18, 2021	
Second Reading:	March 18, 2021	
ATTEST:		Michael Arnold, Mayor
Derek Watson, City R	ecorder	





C1.02

PURCHASING....

White House Police Department

John W. Decker Police Facility

303 North Palmers Chapel Rd. White House, Tennessee 37188 615-672-4903 Fax 615-672-4915

Michael Arnold Mayor Patrick M. Brady Chief of Police Gerald O. Herman City Administrator

MEMORANDUM

To: The Board of Mayor and Alderman

From: Patrick Brady, Chief of Police

Date: February 8, 2021

Re: Records Management Software - Tyler Technologies

The White House Police Department is requesting the purchase of a new Records Management Software from Tyler Technologies in the amount of \$52,988.

The Tyer Technologies Software system will allow us to integrate with the City of White House's software system. This will eliminate the redundancy of entering information by multiple people.

Thank you for your attention to this matter. If there are any questions, please feel free to call me.



Sales Quotation For

Chief Patrick Brady City of White House 105 College St White House, TN 37188-9086 Phone: +1 (615) 672-4350

Email: pbrady@cityofwhitehouse.com

Quoted By:

Debbie Trainor

Quote Expiration:

9/1/2020

Quote Name:

City of White House-Incode Public Safety

Quote Number:

2017-41539

Quote Description:

RMS Software - Tyler Hosted

Tyler Software and Related Services

Description		License	Impl Hours	Impl Cost	Data Conversion	Module Total	Maintenance
Incode Public Safety							
System Administration Training		\$0	16	\$2,000	\$0	\$2,000	\$0
	Sub-Total:	\$0		\$2,000	\$0	\$2,000	\$0
	TOTAL:	\$0	16	\$2,000	\$0	\$2,000	\$0

Tyler Software and Related Services - SaaS		One Time Fees	3		
Description	impl. Hours	Impl. Cost	Data Conversion	# Years	Annual Fee
Incode Public Safety					
Mobile RMS Client (12)	4	\$500	\$0		\$0
TITAN (Tennessee Only)	0	\$0	\$0		\$1,020
TN Fusion Center (Tennessee Only)	0	\$0	\$0		\$0
Mapping	4	\$500	\$0		\$1,428
Base RMS	32	\$4,000	\$0		\$5,385
Case Management	16	\$2,000	\$0		\$2,692
Personnel (Training, Evaluation, Certification)	8	\$1,000	\$0		\$897
Messaging/Message Board	2	\$250	\$0		\$0
Property Room	4	\$500	\$0		\$1,346
Tyler Court Case Management Interface (Citations & Warrants)	4	\$500	\$0		\$0
One Search	0	\$0	\$0		\$0
Other Services					
Hosting User Fee	0	\$0	\$0		\$16,100
Sub-Total:		\$9,250	\$0		\$28,868
TOTAL:	74	\$9,250	\$0	5	\$28,868
Other Services					89.227
Description		Quantity	Unit Price	Extended Price	Maintenance

Project Management

TOTAL:

\$2,500

\$2,500 **\$2,500** \$0 **\$0**

3rd Party Hardware, Software and Services

Description	Quantity	Unit Price	Unit Discount	Total Price	Maintenance	Maintenence Discount	Total Maintenance
Trancite Scene PD (10 - 24 Sworn Officers) - Agency	24	\$210	\$0	\$5,040	\$0	\$0	\$0
Symbol LS2208 Bar Code Scanner w/ intellistand NEW	1	\$350	\$0	\$350	\$70	\$0	\$70
Zebra ZD420T Label Printer	1	\$600	\$0	\$600	\$0	\$0	\$0
2 Year SSL Security Certificate	1	\$200	\$0	\$200	\$0	\$0	\$0
TOTAL	:			\$6,190			\$70

Summary	One Time Fees	Recurring Fees
Total Tyler SaaS	\$0	\$28,868
Total Tyler Services	\$13,750	\$0
Total Third Party Hardware, Software and Services	\$6,190	\$70
Summary Total	\$19,940	\$28,938
Estimated Travel Expenses	\$4,110	

Comments

Hosted RMS includes 28 users.

- Travel Expenses are billed as incurred based on our current Business Travel Policy.
- Base RMS (Offense/Incidents w/ Supplements, Arrests, Warrants, UCR/NIBRS Reporting, Traffic/Parking Citations, Accidents w/ EZ Street Draw Interface, Field Interview, Racial Profiling Collection/Reporting, Media Narratives, Calls for Service, Intel
- Hosting User Fee includes 28 users. Hosting includes Basic Network Services and Disaster Recovery Services.

MEMORANDUM

To: Board of Mayor and Aldermen

From: Derek Watson, Administrative Services Director

Re: Purchasing office furniture for the new Billy S. Hobbs Community Event Center

In August 2020, the bid to construct a new Billy S. Hobbs Community Event Center was approved by the Board of Mayor and Aldermen. Since then, City Hall staff have been working diligently to determine what items are needed in the new building.

I am requesting the Board to approve the purchase of office furniture for the building. The purchase will be made off Statewide Contract #238 in the amount of \$308,448.73. Attached is a summary of the costs associated by room number. If you have specific questions, a detailed proposal can be made available.

If you have any questions or concerns, please feel free to contact me at 615-672-4350 ext. 2111.



Nashville 611 3rd Avenue South Nashville , TN 37210 Phone: 615-329-1811 www.noifurniture.com

Order Number	49238	
Date	02/08/2021	
Customer PO No		
Customer Name	CITY OF WHITEHOUSE	
Salesperson	Jane Micsak	
Project Name		
Terms	NET 30	
Page	1 of 6	

T CITY OF WHITEHOUSE

105 COLEGE ST.
 WHITEHOUSE, TN 37188

ATTN: tbd

S CITY OF WHITEHOUSE

H 105 COLEGE ST.

WHITEHOUSE, TN 37188

 $_{\bigcirc}^{\top} \ \ \text{ATTN: tbd}$

Prepared for : Jane Micsak

Group	Description	Extended Amount
Subtotal for 102 LOBBY		7,569.71
Subtotal for 113 STORAGE		6,830.01
Subtotal for 115 COMMUNITY		29,301.12
Subtotal for 125 PARKS		5,860.64
Subtotal for 126 PARKS		642.96
Subtotal for 127 FILE STORAGE		6,026.00
Subtotal for 128 CONF		6,135.16
Subtotal for 131 PARKS		5,787.57
Subtotal for 138 PARKS		5,290.32
Subtotal for 139 SENIOR CNTR		15,596.90
Subtotal for 140 STORAGE		4,407.40
Subtotal for 211 PLANNING		1,439.64
Subtotal for 212 PARKS		4,324.13
Subtotal for 214 PLANNER		4,324.13
Subtotal for 216 PLANNIN		3,446.12
Subtotal for 217 PLANNINC		6,736.90



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Project Name	
Terms	NET 30
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Subtotal for 218 PLANS REVIEW	3,587.16
Subtotal for 219 PLANNIN	4,324.13
Subtotal for 220 PLOT	661.32
Subtotal for 229 FIN. LOBBY	1,370.65
Subtotal for 230 CONF	9,832.94
Subtotal for 231 FINANCE	3,445.92
Subtotal for 233 STORAGE	9,350.37
Subtotal for 235 FINANCE	5,496.49
Subtotal for 236 FINANCE	4,668.16
Subtotal for 237 FINANCE	6,032.17
Subtotal for 238 FINANCE	5,731.54
Subtotal for 244 EXEC CONF	10,341.04
Subtotal for 245 BOARDRM	28,876.17
Subtotal for 304 CONF	9,832.94
Subtotal for 305 ADMIN	775.85
Subtotal for 305 ADMIN	2,487.62
Subtotal for 305 ADMINISTRATION	3,661.87
Subtotal for 307 ADMIN	5,830.17
Subtotal for 309 ADMIN	6,018.04
Subtotal for 310 ADMIN	5,787.57



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Salesperson	Jane Micsak	
Project Name		
Terms	NET 30	
Page	3 of 6	

dubitotal for 3 i	OFFICE			6,299.87
Subtotal for 318	ADMIN			6,060.63
Subtotal for 3 STORA				8,359.25
Subtotal for 326	TRAINING			4,184.25
Subtotal for 32	BREAK			9,949.80
Subtotal for 33	1 PATIO			8,549.10
Individual Iten	s			23,215.00
Line		escription	Unit Price	Extended Amoun
164	TBD - TO BE DETERMINED NO P SUBTOTAL Subtotal for 217 CEAGUS	0	0.00	0.00
448	NOI-DESIGN DESIGN DESIGN SERVICES Tag: Tag TG: ZZZ SERVICES		75.00	7,875.00
449	OFFICE FORCE, LLC INSTALLATION INSATLLATION SERVICES		15,340.00	15,340.00
450	NOI-WHSE OVERHEAD WH		0.00	0.00
			Order Sub-Total	\$308,448.73
			TOTAL ORDER	\$308,448.73



Nashville 611 3rd Avenue South Nashville , TN 37210 Phone: 615-329-1811 www.noifurniture.com

Order Number	49238
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Salesperson	Jane Micsak
Project Name	
Terms	NET 30
Page	4 of 6

TERMS AND CONDITIONS OF SALE

PAYMENT TERMS

Payment of all merchandise and services due thirty days (net 30) from an invoice date.

PROGRESS PAYMENT/DEPOSITS

Progress payment will be required as noted on summary. Standard deposit is 50% of the proposal amount. Credit cards are accepted with a 5% convenience fee added.

TAXES

City and State taxes, where applicable, will be added to invoices.

STORAGE

In the event that delivery is postponed (beyond the original delivery date) at the customer's request or due to delay in space availability, Nashville Office Interiors reserves the right to transfer the product to storage at the customer's risk. Such transfer to storage will be deemed delivery to the customer for all purposes including insurance liabilities, invoicing and full payment. Storage charges will be assessed for merchandise held in our warehouse at the customer's request. The customer will pay two percent (2%) per month of the invoice price of such products payable monthly

DAMAGED DELIVERIES

When merchandise arrives in damaged condition, or is nonconforming to purchase order, the customer must accept delivery of the balance of the merchandise and may withhold payment for only those items that are damaged or nonconforming. The customer must notify us of any damaged or nonconforming delivery within twenty-four (24) hours.

PARTIAL DELIVERIES

When a partial order is received by a customer, with additional items remaining to be filled, all merchandise that is delivered will be immediately subject to our payment terms. Payment for the merchandise received may not be withheld due to partial shipment in any case

PAST DUE CHARGES

The purchaser agrees to pay a service charge of one and one-half percent (1½ %) per month at an annual rate of eighteen percent (18%) on all delinquent invoices, as well as costs and expenses, including reasonable attorney's fees caused by non-payment.

SECURITY INTEREST

Failure to pay for merchandise with payment terms may result in repossession of the merchandise. Nashville Office Interiors reserves a security interest in, and shall have the right to repossess without court order, all delivered merchandise for which payment in full has not been received. The purchaser agrees to pay costs and expenses including attorney's fees resulting from actions taken to repossess merchandise.

TITLE



Nashville 611 3rd Avenue South Nashville , TN 37210 Phone: 615-329-1811 www.noifurniture.com

Order Number	49238
Date	02/08/2021
Customer PO No	
Customer Name	CITY OF WHITEHOUSE
Salesperson	Jane Micsak
Project Name	
Terms	NET 30
Page	5 of 6

Title to all goods will not pass to customer, and all merchandise shall remain the property of Nashville Office Interiors, until it has been paid for in full.

PROPOSALS

All proposals are final and binding and may not be canceled.

CHANGES/RETURNS

The quotations contained herein are based upon a design and layout prepared by or accepted by Nashville Office Interiors and approved by the customer and upon the plans and specifications and existing condition of the job site. Any services rendered to customer to change or modify the design and layout before or during installation will be charged to the customer at prevailing rates. If such changes or modifications result in additional products, parts, materials or labor, they will be billed to the client at prevailing prices.

ORDER ACCEPTANCE

Nashville Office Interiors requires all orders to be received in writing from client to assure completeness and to avoid errors and duplications. Signed proposals or client purchase orders are acceptable.

WARRANTY

Nashville Office Interiors disclaims any warranty, expressed or implied, including the implied warranty of merchantability or fitness for particular purpose. Customer agrees to rely solely on manufacturer's warranty. Nashville Office Interiors will not be responsible for any damages, losses, or claims, including claims for personal injury resulting from the use or misuse of product. Customer agrees to look solely to the manufacturer for any claims arising out of any alleged defect in the product.

ORDER CANCELLATIONS

All merchandise is considered to be non-cancelable unless the manufacturer agrees to allow cancellation of our order to them. In the event that the manufacturer accepts cancellation, any charges resulting from such action will be the responsibility of the customer.

COLOR AND GRAIN VARIATIONS

Slight variations in wood product grain or color due to product age or natural differences in graining structure are beyond the control of Nashville Office Interiors. Minor variations between finishes in products provided by single or multiple manufacturers are also considered to be acceptable. No products may be rejected due to reasonable variations in wood grain or finish.

Fabrics and painted products are subject to dye lot differences which can cause minor variations in color. Such slight variations are generally acceptable and are beyond the control of Nashville Office Interiors. No products may be rejected due to such variations.

MERCHANDISE RETURNS

All merchandise is considered non-returnable. If the manufacturer agrees to accept a return of regular stock, any charges resulting from that return will be the responsibility of the customer.



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Order Number	49238
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Page	6 of 6

SHIPPING AND DELIVERY

DELIVERY

In the event that delivery and/or installation is required by the customer, the following provision shall apply:

Unless noted delivery is during standard business hours Monday - Friday.

The job site must be clean, clear, and free of debris prior to installation.

Client has a responsibility to determine that the walls meet the load capacity requirements for any wall mounted products. Job site must also be clear of other trades.

Normal building services shall be provided at no cost to Nashville Office Interiors (i.e., electricity, elevator, heat, etc.) .Any required electrical connections to furniture should be ready before furniture installation. Data and IT issues should be scheduled and discussed before furniture installation.

Facilities for unloading, staging, moving and handling of merchandise shall be available at the customer's facility.

Delivery and installation will be performed during normal working hours. Additional charges will apply to any change in installation conditions as agreed, or work performed on overtime at the customer's request.

DELIVERY DELAYS

Delays in product delivery or partial shipment are not cause for cancellation or refusal of merchandise.

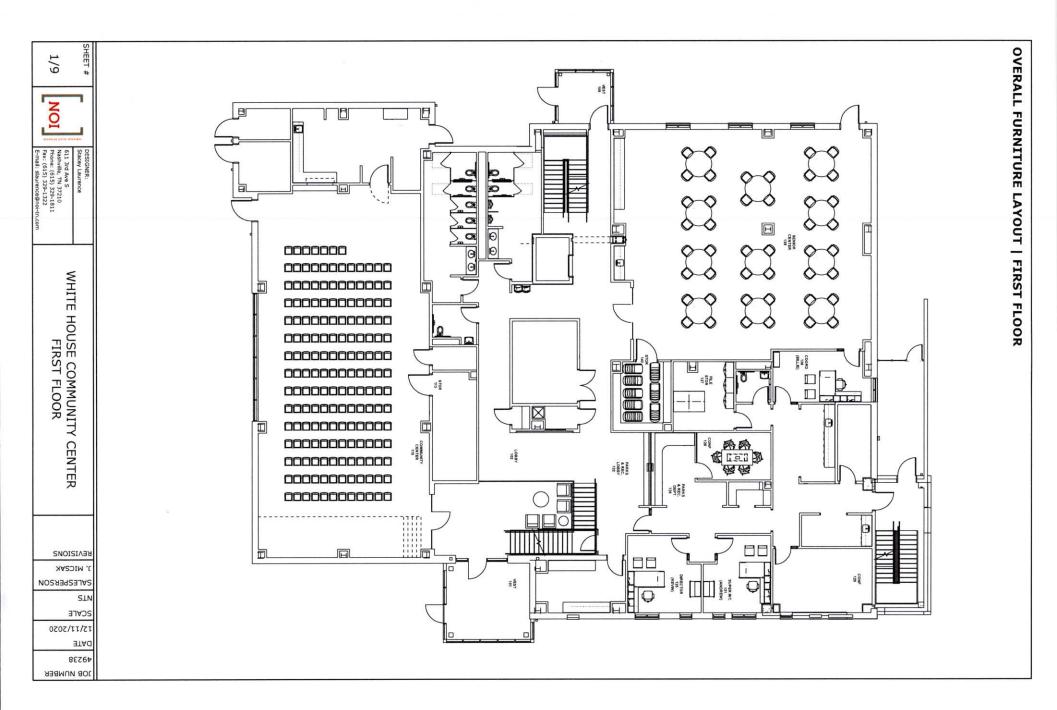
In the event trucks need to be rerouted to Nashville Office Interiors warehouse, due to jobsite conditions, a double-handling charge of \$1,200 per truck will be incurred.

FINAL QUOTE

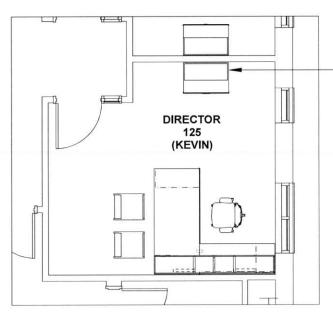
Client's signature approves final quote amount and drawings.

NOI Representative	Company Representative	
Title	Title	
Date	Date	

* CLIENT SIGNATURE APPROVES FINAL QUOTE AND DRAWING



125 OFFICE (KEVIN)



- 36x84 DESK + BOX-BOX-FILE STORAGE
- 24x60 RETURN + FILE-FILE STORAGE
- 96W HUTCH + TACKBOARD AND TASKLIGHT
- 36W 5H BOOKCASE
- 24D x 36W 2H LATERAL FILE + 3H SET ON BOOKCASE
- TASK CHAIR
- GUEST CHAIR (x2)



THIS IS A RENDERING. ACTUAL APPEARANCE MIGHT BE SLIGHTLY DIFFERENT



SURFACE LAMINATE WALLABY



CHASSIS LAMINATE SABLE



CURVED PULL PLATINUM METALLIC



DUNE | HAZE



TASK MESH



TASK SEAT DOTS | SHADOW



TASK TRIM



TASK BASE METALLIC SILVER



GUEST UPHOLSTERY RIDGE | SEA BREEZE



SABLE

JOB NUMBER 49238

DATE

12/11/2020 SCALE

1/4"=1'-0"

SALESPERSON

J. MICSAK

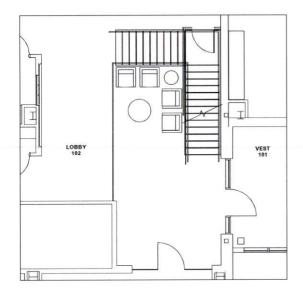
REVISIONS

WHITE HOUSE COMMUNITY CENTER FIRST FLOOR



SHEET #

102 LOBBY





OPTIONAL EXTERIOR VINYL SEDONA | TUMBLEWEED



LOUNGE UPHOLSTERY MORROCO | MOONBEAM



LOUNGE BASE SABLE



SOLID SURFACE BISQUE



VINYL BASE SEDONA | TUMBLEWEED

OPTION A | VINYL EXTERIOR + UPHOLSTERED



THIS IS A RENDERING. ACTUAL APPEARANCE MIGHT BE SLIGHTLY DIFFERENT

OPTION B | FULLY UPHOLSTERED



JOB NUMBER 49238

DATE

12/11/2020

SCALE 1/8"=1'-0"

SALESPERSON

J. MICSAK

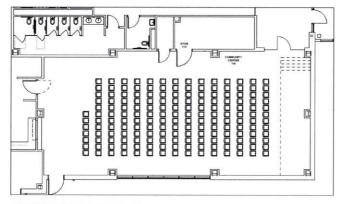
REVISIONS

WHITE HOUSE COMMUNITY CENTER FIRST FLOOR

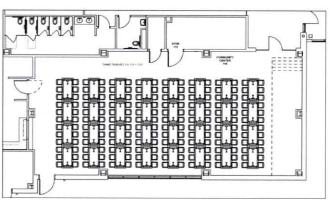


SHEET #

115 COMMUNITY CENTER



ASSEMBLY STYLE | SEATS 175



CLASSROOM STYLE | (32) 36x72 FOLDING TABLES + (192) SEATS



THIS IS A RENDERING. ACTUAL APPEARANCE MIGHT BE SLIGHTLY DIFFERENT



CHAIR VINYL LINEN | SLATE BLUE



BLACK



TABLE LAMINATE

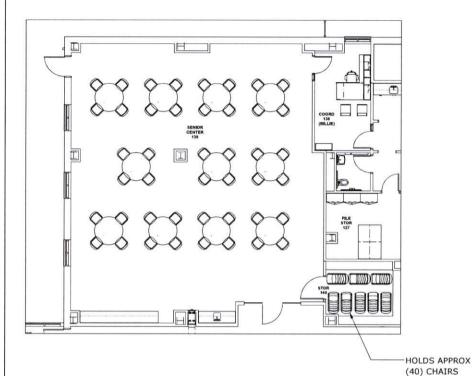


TABLE TRIM



SHEET #

139 SENIOR CENTER





THIS IS A RENDERING. ACTUAL APPEARANCE MIGHT BE SLIGHTLY DIFFERENT

- FULLY UPHOLSTERED, METAL 4-LEG STACK CHAIR WITH ARMS (x44)
- 60" ROUND FOLDING TABLES (x11)



CHAIR VINYL BEELINE | LAKE



TABLE LAMINATE GREY NEBULA



TABLE LAMINATE GREY NEBULA



TABLE TRIM BLACK

JOB NUMBER 49238

DATE

12/11/2020

2/11/2020

SCALE

3/32"=1'-0" SALESPERSON

DALLSI LIKSO

J. MICSAK

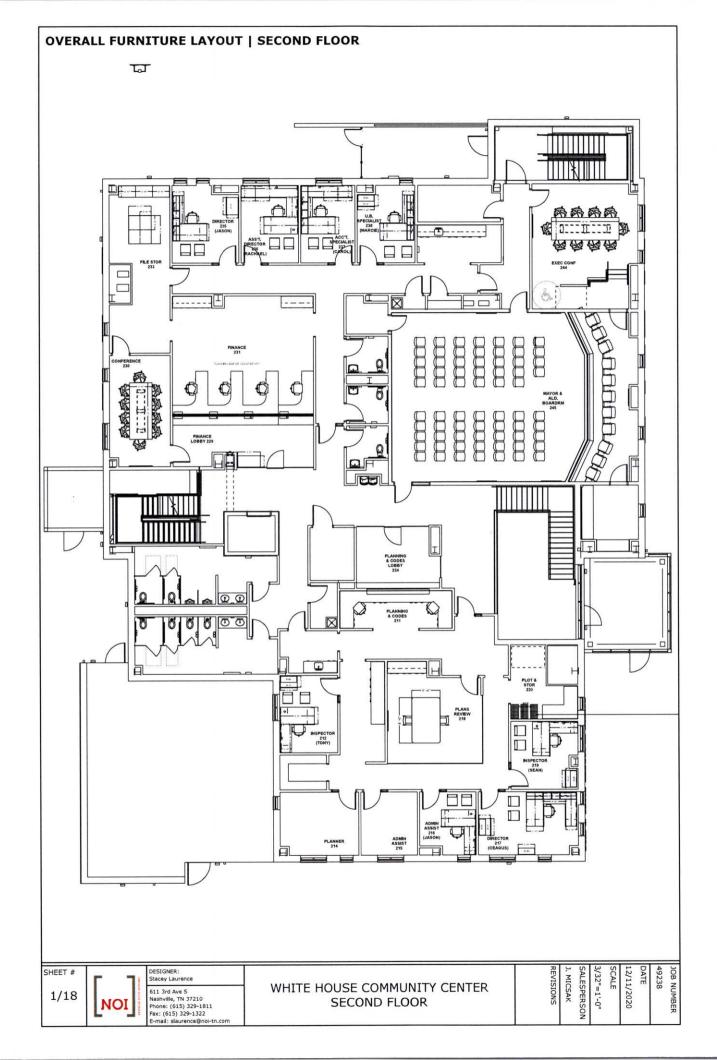
REVISIONS

WHITE HOUSE COMMUNITY CENTER FIRST FLOOR

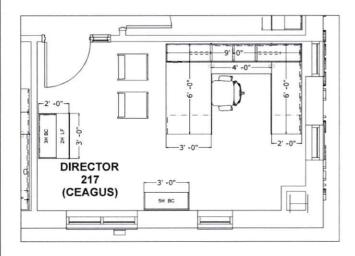
srd Ave S ville, TN 37210 e: (615) 329-1811 (615) 329-1822



SHEET #



217 OFFICE (CEAGUS)



- 36x72 DESK + BOX-BOX-FILE STORAGE
- 24x48 BRIDGE
- 24x72 CREDENZA + FILE-FILE STORAGE
- 108W HUTCH + TACKBOARD AND TASKLIGHT
- 36W 5H BOOKCASE
- 24D x 36W 3H LATERAL FILE + 3H SET ON BOOKCASE
- TASK CHAIR
- GUEST CHAIR (x2)



THIS IS A RENDERING. ACTUAL APPEARANCE MIGHT BE SLIGHTLY DIFFERENT





SURFACE LAMINATE WALLABY



CHASSIS LAMINATE SABLE



CURVED PULL PLATINUM METALLIC



TACKBOARD DUNE | HAZE



TASK MESH MUSHROOM



TASK SEAT DOTS | SHADOW



TASK TRIM FOG



TASK BASE METALLIC SILVER



GUEST UPHOLSTERY RIDGE | SEA BREEZE



GUEST FRAME SABLE

JOB NUMBER 49238

DATE

12/11/2020 SCALE

1/4"=1'-0"

SALESPERSON J. MICSAK

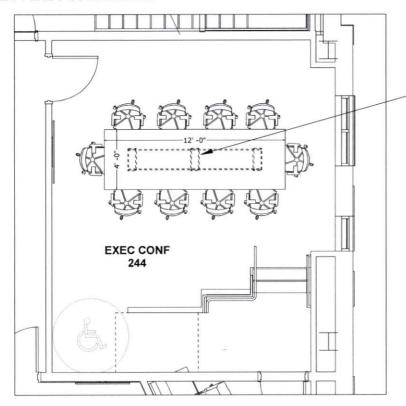
REVISIONS

WHITE HOUSE COMMUNITY CENTER SECOND FLOOR



SHEET #

244 EXEC CONFERENCE



- 48x244 TABLE
- PW MODULE
- CONF CHAIRS (x10)



- · Side 1: 2 power, 1 dual USB-A + C, 1 HDMI, and 1 blank
- Side 2: 2 power, 1 dual USB-A + C, 1 VGA, and 1 blank



THIS IS A RENDERING. ACTUAL APPEARANCE MIGHT BE SLIGHTLY DIFFERENT



SURFACE LAMINATE WALLABY



BASE LAMINATE SABLE



PW MODULE TRIM SILVER



CHAIR VINYL SEDONA | TUMBLEWEED



ARM CAP BLACK



CHAIR TRIM POLISHED ALUMINUM

JOB NUMBER 49238

DATE

12/11/2020 SCALE

1/4"=1'-0"

SALESPERSON

J. MICSAK

REVISIONS

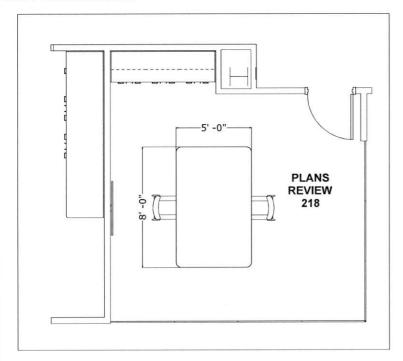
WHITE HOUSE COMMUNITY CENTER SECOND FLOOR

611 3rd Ave S Nashville, TN 37210 Phone: (615) 329-1811 Fax: (615) 329-1322



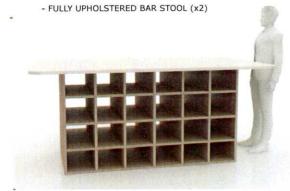
SHEET #

218 PLANS REVIEW



- 60x90 BAR HEIGHT TABLE

- 36x72 STORAGE (x24 CUBBIES)





THIS IS A RENDERING. ACTUAL APPEARANCE MIGHT BE SLIGHTLY DIFFERENT



SURFACE LAMINATE WALLABY



STORAGE LAMINATE SABLE



STOOL UPHOLSTERY RIDGE | SEA BREEZE



GUEST UPHOLSTERY RIDGE | SEA BREEZE

JOB NUMBER 49238

DATE

12/11/2020

SCALE

1/4"=1'-0"

SALESPERSON J. MICSAK

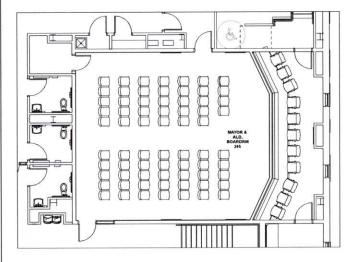
REVISIONS

WHITE HOUSE COMMUNITY CENTER SECOND FLOOR



SHEET #

245 MAYOR & ALDERMAN BOARDROOM



EXECUTIVE CHAIR (x11)



CHAIR LEATHER SHOWCASE | BITTERSWEET



THIS IS A RENDERING. ACTUAL APPEARANCE MIGHT BE SLIGHTLY DIFFERENT

CHAIR WOOD TRIM

AUDIENCE CHAIR (x68)

- CHAIRS CAN STACK 6-HIGH ON FLOOR





CHAIR VINYL BEELINE | LAKE



TABLE LAMINATE GREY NEBULA

JOB NUMBER 49238

DATE

12/11/2020

SCALE 3/32"=1'-0"

SALESPERSON

J. MICSAK

REVISIONS

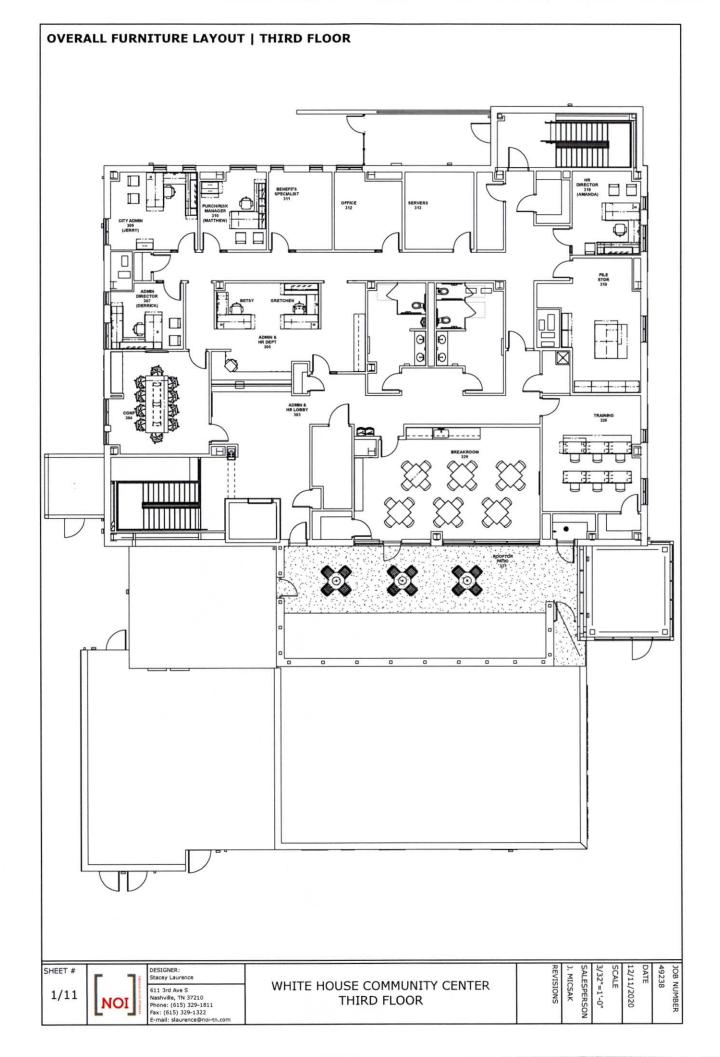
~

WHITE HOUSE COMMUNITY CENTER SECOND FLOOR

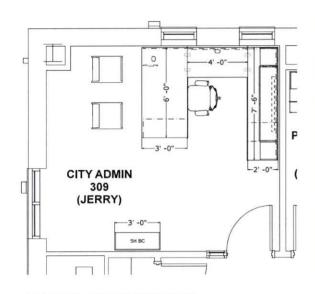
3rd Ave S ville, TN 37210 e: (615) 329-1811 (615) 329-1322 ill: slaurence@nol-tn.com



SHEET #



309 OFFICE (JERRY)



- 36x72 DESK + BOX-BOX-FILE STORAGE
- 24x48 BRIDGE
- 24x90 CREDENZA + FILE-FILE STORAGE
- 60W HUTCH + TACKBOARD AND TASKLIGHT
- 15W 3H SET ON BOOKCASE (x2)
- 36W 5H BOOKCASE
- TASK CHAIR
- GUEST CHAIR (x2)



SURFACE LAMINATE WALLABY



CHASSIS LAMINATE



CURVED PULL



TACKBOARD



TASK MESH MUSHROOM



DOTS | SHADOW



TASK TRIM



TASK BASE METALLIC SILVER



GUEST UPHOLSTERY RIDGE | SEA BREEZE



GUEST FRAME SABLE



THIS IS A RENDERING. ACTUAL APPEARANCE MIGHT BE SLIGHTLY DIFFERENT

JOB NUMBER 49238

DATE

12/11/2020 SCALE

1/4"=1'-0"

SALESPERSON

J. MICSAK

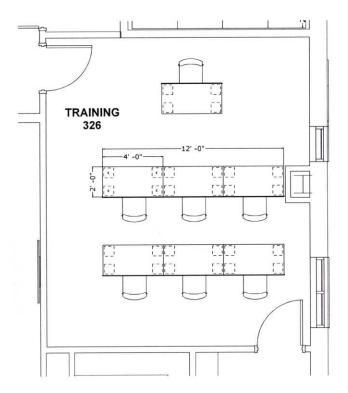
REVISIONS

WHITE HOUSE COMMUNITY CENTER THIRD FLOOR

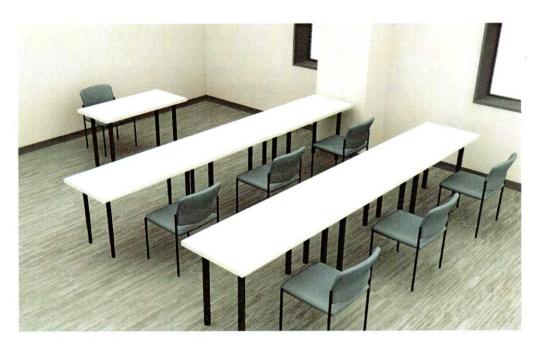


SHEET #

326 TRAINING



- 24x60 4-LEG TABLE (x6)
- 24x60 4-LEG TABLE WITH ADJUSTABLE PINS (x1)
- FULLY UPHOLSTERED ARMLESS CHAIR (x7)



THIS IS A RENDERING. ACTUAL APPEARANCE MIGHT BE SLIGHTLY DIFFERENT



CHAIR VINYL BEELINE | LAKE



TABLE LAMINATE GREY NEBULA



TABLE LAMINATE WALLABY



TABLE TRIM BLACK

JOB NUMBER 49238

DATE

12/15/2020

SCALE 1/4"=1'-0"

SALESPERSON J. MICSAK

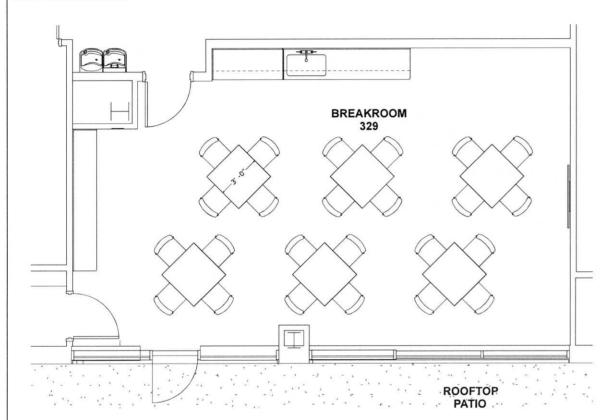
REVISIONS

WHITE HOUSE COMMUNITY CENTER THIRD FLOOR



SHEET #

329 BREAKROOM





THIS IS A RENDERING. ACTUAL APPEARANCE MIGHT BE SLIGHTLY DIFFERENT

- 36x36 SQUARE DISC BASE TABLE (x6)
- FULLY UPHOLSTERED ARMLESS CHAIR (x24)



CHAIR VINYL BEELINE | LAKE



TABLE LAMINATE GREY NEBULA



TABLE LAMINATE WALLABY



JOB NUMBER 49238

DATE

12/11/2020

SCALE

1/4"=1'-0"

SALESPERSON

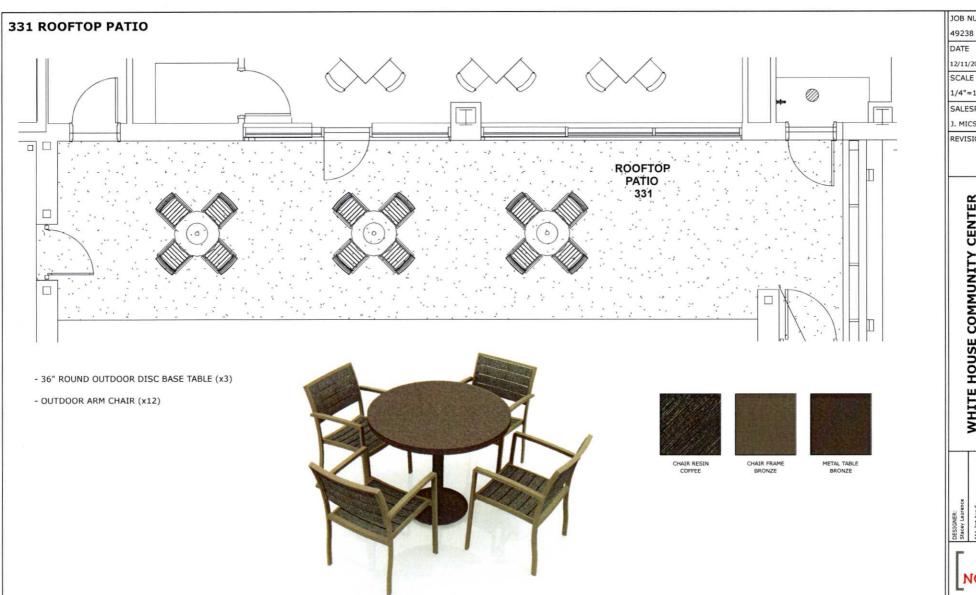
J. MICSAK

REVISIONS

WHITE HOUSE COMMUNITY CENTER THIRD FLOOR



SHEET #



THIS IS A RENDERING. ACTUAL APPEARANCE MIGHT BE SLIGHTLY DIFFERENT

JOB NUMBER 49238

DATE

12/11/2020

1/4"=1'-0"

SALESPERSON

J. MICSAK

REVISIONS

WHITE HOUSE COMMUNITY CENTER THIRD FLOOR



SHEET #

OTHER BUSINESS...

MEMORANDUM

To: Board of Mayor and Aldermen

From: Derek Watson, City Recorder

Re: Board Appointment

Mr. Denis Godek who served on the Leisure Services and Beer Boards passed away on Wednesday, December 2, 2020 at his home at the age of 78. With Mr. Godek's passing, there are vacancies to be filled on each of the Boards. Last month, Helen Timberlake was appointed to the Leisure Services Board. Below is the potential Beer Board appointment.

New Appointment

Beer Board

1. Scott Smith

City of White House Board/Committee Application Return to Attention: City Administrator's Office 105 College Street White House, TN 37188 615-672-4350 ext. 2111 Admin@WhiteHouseTN.Gov

	Board Board(s) and/or Committee(s) on which you are interested in se	erving:	
Name:	Scott T. Smith	Male Male	☐ Female
	Phone. Work Phone: Occupation	General	Manager
Street .	Address:		
Mailin	g Address:		
City, S	tate & Zip: White House, TN 37188		
Email	address, if applicable:		
Are vo	u a resident of the City of White House? yes If yes, how long?	14 years	
	u a registered voter? Yes If yes, please indicate the year of the le		
Please	answer the following questions:		
1.	Briefly describe why you wish to be considered for this appointment?		
	I am looking to be a bigger part of our wonderful community. background I think I could be a part of growing the city.	With my	
2,	Describe the qualifications that you possess which would benefit the board	l and our co	mmunity.
	Not to brag but a proven leader and helper. Running a division company I feel I could be an asset.	n of our s	teel
	www.kenwal.com		

3.	List present & past city boards, commission, or committees (either in White House or other communities) on which you have served or continue to serve and indicate years of service on each.
	Not much for a while. My last thing was my home town's summer festival back in 1999 and prior for 2 years.
4.	List civic organizations within the City of White House and/or Robertson or Sumner County of which you are or have been an active participant:
	I am not a participant in any at this time.
5.	List present and future expectations for the City of White House:
	I wish the best for this city that has been my home for the past 14 years. I raised my sons here when we moved here and I love every aspect of this city. Truly, I feel, a gem of Tennessee
6.	The dates of board meetings are listed on the attached committee summary. Will your current employer/occupation allow you the opportunity to attend these meetings on a regular basis?
	Yes
7.	Please list any other comments or suggestions you'd like to make:
,	I would look forward to just a consideration to be a bigger part of this wonderful city.
	40 4 122 21
4	et South 1-22-21
matr	re/Date

Please return this form to the City Administrator's Office at 105 College Street, White House, TN 37188.

Thank you for your interest in serving the City of White House.

WillisTowers Watson [4] 11 14

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

Reference: CIGNA Healthcare, Delta Dental of TN.

Infinisource

In 2021, Willis Towers Watson completed the market review of the employee benefits program for The City of White House. WTW is making the recommendation to continue coverage of the health plan through CIGNA Healthcare. 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.

CIGNA had reviewed the claims data and cost for the current policy year and concluded a 6.5% (\$100k) increase to the medical premiums would be warranted. The WTW financial team reviewed the renewal along with the recommendation from CIGNA and suggested the plan would be over funded and asked for a rate hold for the 2021 – 2022 plan year. CIGNA has agreed to our recommendation and will hold the premium for the forthcoming plan year.

In addition to the medical plan, WTW has reviewed the ancillary benefits which include Dental, Vision, and Life/AD&D. There was a slight increase of 3% to the vision benefits, however Delta Dental has agreed to reduce their administrative fee from \$7.40 per employee per month to \$6.97. There were no changes in the Life/AD&D cost. WTW recommendation would be to renew all ancillary lines with the current carriers.

Please feel free to contact me with any additional questions.

Regards,

Todd Harrison

Director of Health and Benefits

Told Human

Willis Towers Watson

DISCUSSION ITEMS...

OTHER INFORMATION....