

Whitehouse

January 9, 2026

Meeting Notice
Village Council Meeting As
A Committee of the Whole
January 13, 2026
6:30 p.m.

The Whitehouse Village Council is encouraging citizens to consider accessing public meetings remotely. You may do so by phone at 1-567-318-0438. You will then be prompted to press the following Meeting ID 708107151#. You may also access the meeting online by going to the Village website at www.whitehouseoh.gov and clicking on the link from the home page. Please make sure you mute your microphone.

Notice is hereby given that the Whitehouse Village Council will meet as a Committee of the Whole on Tuesday, January 13, 2026, at 6:30 p.m.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Review and Approval of the December 2, 2025, Meeting Minutes
- IV. Citizen Comments on Committee of the Whole Agenda Items
- V. Anthony Wayne Service Project (Mini Library)
 1. **Supporting Information** – None
- VI. Toledo Free Press
 1. **Supporting Information** – None, Continuation of Previous Discussion
- VII. IT Policy Items
 1. **Supporting Information** – Memo (Exhibit A)
- VIII. Co-Op Fire Levy Funds Purchase Plan
 1. **Supporting Information** – Presentation Plan (Exhibit B)
- IX. Council Discussion on Priority Plans and Projects
 1. **Supporting Information** – None
- X. Citizen Comments
- XI. Consider Other Business as Appropriate Under the Village Charter
- XII. Adjourn

**Village of Whitehouse
Village Council Meeting As A
Committee of the Whole
Village Hall, Whitehouse, OH
December 2nd, 2025 Immediately Following Council Meeting**

CALL TO ORDER – ROLL CALL

Meeting called to order at 7:02pm by President of Council Dave Riegenbach

Council Members Present: Louann Artiaga, Carrie Tuohy, Steve Fine, Steve Connelly, Larry Yunker and President of Council Dave Riegenbach

Council Members Absent: N/A

Staff Present: Administrator Jordan Daugherty, Deputy Administrator Joshua Hartbarger, Director of Public Services Mike Hill, Fire Chief Jason Francis, Police Chief Allan Baer

Guests Present: Joe Bublick, David Prueter, and Nan Myers

Motion by Councilwoman Tuohy, seconded by Councilman Fine to approve the minutes of the November 13th, 2025 Committee of the Whole meetings. 6 ayes

Citizen Comments on Committee of the Whole Agenda Items

Riegenbach asked if there were any citizens present to comment on the Committee of the Whole agenda items. There were none.

FINANCE

Review Proposed Budgets

Riegenbach asks Administrator Daugherty to give any high-level comments to start off before going through one page at a time reviewing the proposed 2026 budget.

Daugherty comments that this is a good, proposed budget, it shows good ending balances. He highlights that there will eventually have to be some steps taken on needed capital. Daugherty shares that these budgets are estimated; has been reviewed multiple times but will need some corrections – did a less conservative approach this year based on previous discussions with Council; based on strict historical numbers. Numbers will show much more in line with historical data. Daugherty shares that this budget has been reviewed with the Mayor, but it is subject to Council's ultimate approval. Fine thanks Daugherty for his time on discussions on the budget prior to tonight. Fine asks on the expense side what will be spent as an estimate – Daugherty comments that as it relates to this budget it is much tighter spend estimates – the hardest to estimate is payroll. Fine comments that it gives a better long-term picture of where finances are going.

Riegenbach asks to go through the proposed budget page by page, Council discussion occurred as follows:

Page 2: No Council comments or questions.

Page 4: General Fund Revenue & Street Fund – Artiaga asks about EMS billing and interest earned, large jump between years. Daugherty comments the difference is from when Life Squad was disbanded and now Whitehouse has EMS responsibilities, the estimate given originally, now the amount showing for budget is a better number, more in line with the actual from last year. Soft billing is still done for residents and non-residents. Interest has a three-way benefit; interest rates have increased, Star Ohio manages investments, this rate has come up but remains liquid. Traditional investments in federal T-bills have had good profits on buying/selling of these. Bublick asks about the contractor registration fee and large increase – Daugherty comments this is attributed to coming more in line with last year's spending on this line item. Riggerbach asks about transfers line, Daugherty comments on Income Tax B a more accurate reflection of income tax collections.

Page 5: Daugherty comments on municipal bond refinanced back in 2017, maturing in 2027 which will be over \$200k that will be freed up; he will clean up the 2028 and 2029 years.

Page 6: Riggerbach asks after budget review on this page, is there anything else that Council wants to consider for next year; he asks all to consider that and will discuss later. Daugherty comments on fire levy, a fund in and of itself, will be looking at some capital for that fund that is not currently reflected – needs to be separate. Daugherty shares that last year around \$230k was to keep in advance and decide on the project later, this year that number is the \$250k TBD. Tuohy asks to confirm the fire levy comments – Daugherty confirms it is funds that have been collected from the levy that does not hit the general fund but goes directly to that budget.

Page 7: Water & Sewer Fund – Riggerbach asks about rates and if they are based on the newly approved rates; Daugherty confirms yes. Daugherty comments consumption was down which drives a lower revenue in this budget, the numbers are based on 2025 actuals. Riggerbach comments on Income Tax A and Income Tax B – combined over \$2MM; \$400k on Income Tax A, with the \$250k TBD earmarked will we still see the revenue. Daugherty says Income Tax A fund is funding almost all capital projects. Daugherty comments estimate on Income Tax A and Income Tax B might still be low; suggests can be amended now by \$700k split between these two revenue streams. Artiaga asks about penalty and interest and the large jump in the sewer fund; Daugherty comments this is based on auditor suggested reclassifying of certain expenses from one line to this.

Page 9: Police Department Budget – Fine asks about salaries and wages, estimate is lower; Daugherty confirms this is due to the tighter budget estimates for this year. Previously payroll budget was done specifically by person/shift, was done this way for 30 years – this presents the likely/possible shifts including overtime. Daugherty comments he made it much simpler by looking at historical data as an aggregate and not the individual employee details. Artiaga asks about in-service training and then training expenses line – Baer says the training expenses is the tuition itself, the in-service line is for the travel expenses around those trainings. Artiaga asks about dispatch costs; Baer comments it will be slightly increasing; Hartbarger confirms it is also run volume dependent. Riggerbach asks about the vehicle budget item, are we replacing or adding – Baer confirms replacing. Artiaga asks about any items not included in the budget that would be a want for the police department – Baer

confirms he is being fiscally responsible but happy with the budget, no large wants. Tuohy asks about vehicle expenses, wasn't this a separate budget; Daugherty confirms no it has always in the yearly budget, there was a previous year where a vehicle was purchased with COVID funds. Fine asks about VR goggles; Baer comments State of Ohio moving toward VR/immersive training, State of Ohio has 600 sets for the whole state – for a small fee Whitehouse Police Department can purchase their own for upcoming trainings.

Page 10: Fire Department Budget – Riggensbach asks a high-level question, comparing budget 2025 of \$1.1MM actual spend through Oct is \$976k annualized to \$1.172MM. Budget amount for 2026 is showing \$760k why the difference. It is confirmed that the awarded SCBA grant drives the difference. Artiaga asks about specialized training needed that can't be provided by Four County Career Center. Francis comments everything is available in house or sent to Bowling Green school; it is asked why the \$15k for specialized training line item – Francis says training at BG is anywhere from \$575 to \$675 per person. Riggensbach asks about funding for updates to the station; Francis confirms this will be in the capital improvements with the fire levy funds. Riggensbach asks about virtual fire extinguisher trainers, Francis is still pursuing this but will be looking to use funds from the Fire Company 501C3 or local businesses. Tuohy asks about putting money aside to start planning to replace an engine so not a big expense hit all at once, was this previously discussed; Francis said not necessarily from the levy but capital funding eventually they will look at this.

Page 11: Parks Department Budget – Artiaga asks about replacing the dock in the park quarry; Hill comments it was budgeted last year but not enough funding – the \$60k is for an all all-weather material replacement that has a 25-year warranty. This is the goal to update in 2026 with budget approval. Artiaga asks about why general fund for this project and not capital project as previously discussed; Daugherty comments this is more of a repair/update than a full tear out and replace.

Page 12: Sanitation – Connelly asks about how many bulk pick-ups represented, Hill confirms two similar to this year.

Page 13: Administration – Fine asks about the salaries amount that went up around 30%; Daugherty comments this is an adjustment on employee salaries going to Administration instead of where they were previously, should be balanced elsewhere. Riggensbach asks about transfer line item; Daugherty comments significant portion tied to funding capital projects, \$124k general fund OWDA (Ohio water development) debt, loans for water and sewer – drops back down following year; \$500k this year from general fund helping support capital projects. Riggensbach asks about community support line item; is this the fee waiver for Cherry Fest, etc. Artiaga asks about the details of the \$10k for Cherry Fest and community support, she thought the wages for police/fire salaries were already included in the police and fire salary budgets. Daugherty comments yes it could be considered as counted in both places; can be amended if needed. Tuohy feels it needs to be addressed or part of the negotiation with Cherry Fest, felt there was something being done by the chamber that has not yet been done to help offset the waived fees. Hartbarger confirms the chamber was reviewing but nothing has yet been done improvement-wise. Artiaga comments she is not opposed to supporting Cherry Fest but concerned with the transparency with the chamber and that they are supporting improvements as promised. Riggensbach comments if being

counted twice, maybe need to adjust the amount, especially for cherry fest. Tuohy comments the \$10k was used for other events/donations along with Cherry Fest; Daugherty asks for confirmation on what the in-kind donation amount should be. Connelly comments need to distinguish the fee waiver from actual monetary donations. Connelly suggests removing this line, waving fees without tracking and stop donating to different organizations. Riegenbach asks for decision on community support line item; Fine suggests zeroing out and handling requests on a case-by-case basis. All in agreement to remove \$10k amount. Yunker asks about beautification grant that falls under equipment, Daugherty comments there is really no other place to put the line item.

Page 14: Building Department – Artiaga asks about economic development salaries/wages; Daugherty confirms this is an allocation of the salaries that are split here. Kleinfelder, etc. comes out of professional services.

Page 15: Maintenance Department - Fine asks about what buildings are getting new AC/Furnace, Hill says to replace aging equipment here at Village Hall. Artiaga asks about fire inspections line items; Hill comments outside company comes in and tests the fire system and back flow. Riegenbach asks if there is any additional wish list from the maintenance department; Hill confirms budget includes all items needed for this upcoming year.

Page 16: Artiaga asks about indigent burial, how much actually spent on this over the last few years; Daugherty confirms less than \$1,000, first one in several years just happened and was \$700. Riegenbach asks about \$85k line item; Daugherty confirms it is expense of street lights until the energy efficient ones are put in. Yunker asks about civil defense, Daugherty confirms this expense jumped due to siren maintenance/repair. Artiaga asks about county health fees, will those increase or decrease with city status – Daugherty confirms likely to increase some but do not know amount.

Page 17 & 18: No council comments or questions.

Page 19: Riegenbach asks about two bonds; Daugherty confirms bond retires and one continues, Whitehouse does not own the bond, it is state owned.

Page 20: Yunker asks about St. Lukes line item; Francis confirms it is now Independent Healthcare for random drug screening.

Page 21: Daugherty comments at the beginning of the year the levy funding will be brought up for capital purposes.

Page 22 & 23: Yunker asks about west water tower; Hill confirms this is the tower in the park. Fine asks what repairs are needed on this tower; Hill confirms painting inside tank and outside, along with some new EPA regulation upgrades required.

Page 24 & 25: Yunker asks about other professional services for \$56k sectional sewer evaluation; Hill confirms plan was to use evaluations on older sections of sewer to assess for required updates – Pilcher had previously planned/scheduled. Yunker asks if this is an

ongoing expense; Hill confirms it should be every three years. Seeing this amount carry forward every year not skipping years; Daugherty will review/update.

Page 26: Income Tax A – Connelly asks about \$150k, Daugherty confirms this is reflective of tax collections. Daugherty comments that RITA has helped with extra revenue collection and has been beneficial, a lot of value associated with this expense. Daugherty highlights numbers on bottom of page, those correlate with projects review.

Page 28: Capital Project Budget – Daugherty asks to compare this page to page 26. He shares that these are planned projects, first is Cemetery Road with OPWC partial grant funding. Road crack seal is done each year, extending the life of the streets in town. In house beautifications, mainly materials cost in this line. Keeping LED lights conversion in budget capital plan. Engineering for Weckerly Road multi-use trail will happen in 2026; Riggerbach asks if grant will reimburse, Daugherty confirms no not for the engineering piece. Fine asks if there are other grants that could cover this engineering expense, Daugherty says staff will look for them, it is possible.

Page 29: Jones & Henry came in 2024 for sewer review/presentation; Daugherty asking to avoid using debt for these updates, would like to use general fund capital project funding while also not burdening the sewer department with the full expense. Fine asks about grants to offset this cost, Daugherty says staff will investigate this, will ask Kleinfelder. Fine asks if going forward with this project will catch the Village up on all required sewer repairs or will more come up soon; Hill explains areas that will be covered. Hill says the evaluation line-item expense will help review if any additional areas will need these repairs.

Page 29 & 30: No council comments or questions.

ADJOURNMENT

Motion by Councilman Fine, seconded by Councilwoman Tuohy to adjourn the meeting at 8:33pm. 6 ayes

Respectfully submitted by Nicole Hartbarger, Clerk of Council



MEMORANDUM

TO: Mayor, Council, Jordan Daugherty
FROM: Joshua Hartbarger
SUBJECT: Cyber and Security Policy and Disaster Recovery Plan
DATE: 1/09/2026

ADMINISTRATION

Joshua Hartbarger
DEPUTY ADMINISTRATOR, COO

Last year, Ohio House Bill 96 (Effective September 2025) established new requirements for cybersecurity preparedness. The three main areas of focus are:

- Political subdivision shall implement a basic cybersecurity program.
- Political subdivisions must report cyber incidents to the Ohio Cyber Integration Center and the Auditor of State.
- Political subdivisions must pass an authorizing resolution before paying a ransomware demand.

Municipalities are responsible for the appropriate implementation of these three standards that best suit their abilities and needs. For Whitehouse, compliance of this law can be met with policies and plans that align with best practices and industry standards. This is accomplished with two documents. The first, is the creation of a Cybersecurity and Information Security Policy Manual (attached). The second, is the creation of a Whitehouse IT (Information Technology) disaster and recovery program (unattached for security reasons).

I respectfully request that you memorialize the adoption of the Whitehouse Cybersecurity and Information Security Policy Manual, and the requirement to complete and test a Whitehouse IT disaster and recovery program.

Respectfully,

Joshua Hartbarger

Joshua Hartbarger

MAYOR
RICHARD BINGHAM

COUNCIL
LOUANN ARTIAGA
JOSEPH BUBLICK
STEVE FINE
DAVE RIGGENBACH
CARRIE TUOHY
LARRY YUNKER

Exhibit A

Whitehouse

Cybersecurity & Information Security Policy Manual

Adopted on: _____

Table of Contents

1. Purpose & Scope
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3. Internet Usage Policy
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5. ID Badge & Door Access Policy
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9. Incident Response Policy
10. Backup & Recovery Policy
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12. Vendor & Third-Party Security
13. Training & Awareness
14. Disciplinary Action / Policy Enforcement
15. Issued Equipment Policy
16. Governance & Responsibility
17. Payment of Ransom
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1. Purpose & Scope

The purpose of these policies is to protect the Village of Whitehouse's information systems, networks, and data from unauthorized access, misuse, loss, or destruction. These policies apply to all employees, contractors, elected officials, and third parties who access or use Village IT resources.

2. Acceptable Use Policy

Village IT resources must be used for official business purposes only with limited exceptions. Personal use should be limited and must not interfere with operations or security. Prohibited activities include examples such as accessing or transmitting offensive, illegal, or malicious content, installing unauthorized software, or circumventing security controls.

3. Internet Usage Policy

Internet access is primarily for conducting official Village business. Limited personal use is permitted provided it does not interfere with duties, violate laws, or expose systems to risks. Inappropriate sites, streaming for non-business purposes, and unverified downloads are prohibited. All activity may be monitored.

4. Access Control Policy

All users must have unique accounts and strong passwords. Multifactor Authentication (MFA) is required where possible. Access to sensitive systems is on a least-privilege basis. Accounts must be disabled immediately upon employment separation and coordinated with the IT Security Officer.

5. ID Badge & Door Access Policy

All employees will be issued ID badges and Personal Identification Numbers (PIN). The shared use of ID badges or PIN numbers for anyone other than the individual issued is prohibited. Badges are non-transferable and must be reported if lost. Door access rights are role-based. Access is revoked immediately upon employment separation and coordinated with the IT Security Officer.

6. Data Protection & Privacy Policy

Public records requests must comply with Ohio law but protect exempt data. Confidential information may not be shared without authorization. All public records requests are consulted with the Administrator, Department Head and Village Solicitor.

If applicable to job function, sensitive data must be encrypted at rest and in transit.

Individual departments may have more detailed policies with how to handle protected material that remain department specific.

7. Email & Communication Security

Village business must use official email accounts. Suspicious emails must be reported in a timely fashion.

Annual phishing training will be completed. Anyone using a Village issued email account will be included in this training and subject to any audit campaign.

External file sharing must use approved platforms.

8. Network & System Security

Firewalls, antivirus, and intrusion detection must be maintained. Updates and patches must be applied promptly.

Wi-Fi must be segmented (public vs. internal). Do not give out Wi-Fi passwords without the approval of the IT Security Officer or his/her designee.

Remote access requires VPN with MFA. Please consult with the IT Security Officer for VPN access.

9. Incident Response Policy / Reporting

Any IT incident (security breach, phishing, unauthorized access, etc.) must be reported immediately to the IT Security Officer. If needed, follow the Village of Whitehouse Recovery Plan.

If applicable, the IT security officer shall report the event within seven (7) days to the Ohio Division of Homeland Security and within thirty (30) days to the Ohio Auditor of State.

10. Backup & Recovery Policy

If your job tasks require, critical data must be backed up regularly (daily for essential systems, weekly for others). Backups must be securely stored.

Disaster recovery must be tested annually. All needed backup systems will follow the Village of Whitehouse Recovery Plan.

11. Employee Document Backup Policy

It is an employee's responsibility to save work files to approved network or cloud storage, not just local drives. Automatic backup tools can be used. IT will verify backups regularly.

12. Vendor & Third-Party Security

Vendors with access must comply with policies. Contracts must include security requirements. Vendor access must be monitored and limited.

13. Training & Awareness

Employees and officials must complete annual cybersecurity training. Training covers phishing, password security, safe browsing, and data handling. Policy acknowledgement is required.

CJIS training shall be required by those identified by the Chief of Police.

14. Disciplinary Action / Policy Enforcement

Violations of these cybersecurity policies are subject to the disciplinary procedures outlined in the Village of Whitehouse Personnel Policy Manual. Consequences may include verbal or written warnings, suspension, termination of employment, and/or legal action, depending on the severity of the violation. This policy reinforces and does not replace the authority of the Village's personnel policies.

15. Issued Equipment Policy

The Village of Whitehouse provides certain employees and elected officials with equipment such as computers, mobile phones, tablets, and radios to perform their job duties. All Village-issued equipment remains the property of the Village and must be used primarily for official business purposes. Employees and elected officials are expected to:

- Maintain equipment in good condition and report any loss, theft, or damage immediately.
- Not install unauthorized applications, software, or make system modifications.
- Use only Village-approved security settings and configurations.
- Return all equipment upon separation of employment or at the request of the Village Administrator.

Employees and elected officials may be held financially responsible for negligence or misuse that results in loss or damage. Personal use of Village equipment must be minimal, lawful, and must not interfere with Village operations or security.

16. Governance & Responsibility

The IT security officer, in coordination with the Village Administrator, oversees these policies. Department heads ensure compliance. Mayor and Council will review and approve initially and any updates.

17. Payment of Ransom

In the event of digital ransom or ransomware event, no payment shall be made for any ransoms unless Mayor and Council formally approves the payment via resolution or ordinance.

18. Signatures

Village Administrator: _____

Date: _____

Mayor: _____

Date: _____

IT Security Officer: _____

Date: _____



Whitehouse

Fire Department Co-Op Long-Term Financial Plan

2026–2037 Capital & Operating Forecast Ambulance Fleet & Replacement Strategy

Purpose of This Plan

- Provide Village Council with a financial outlook.
- Plan for major capital purchases.
- Maintain stable operations.

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Key Financial Assumptions

- Annual estimated revenue remains constant.
- No tax increases.
- Major purchases funded through existing fund balance.
- Debt service is fixed and planned.

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Fund Balance Overview

- Beginning fund balance (2026) \$ 1,183,508
- Annual estimated revenue: \$625,000
- Estimated revenue remains stable through 2037.
- Fund balance used strategically for capital needs.
- Lowest projected balance: \$157,645 (2033).

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Current Ambulance Fleet Status

Medic 85

- 2013 International AEV.
- 65,643 miles | 4,957 hours.

Medic 86

- 2019 Ford F-450 Braun
- 47,297 miles | 2,971 hours.

Medic 87 (LCEMS acquisition)

- 2020 International McCoy Miller
- 66,749 miles | 4,424 hours

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Usage Trends & Operational Demand

(2024 → 2025)

- Mileage increased 4,447 miles
- Engine hours increased 541 hours

Run Volume

- 2024: 551 incidents (August to August)
- 2025: 649 incidents (August to August)

Transports

- 2024: 215 (51% transport rate)
- 2025: 324 (68% transport rate)

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Why Hours Matter More Than Miles

- Long on-scene times.
- Hospital offload delays.
- Training and community events.
- Vehicles must run to power equipment & climate control.
- Manufacturers use engine hours to determine wear and maintenance intervals.

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Why Three Ambulances Are Necessary

- 2+ simultaneous incidents: 155 calls (14%).
- 3+ simultaneous incidents: 15 calls (1%).
- Ensures coverage for Whitehouse and contracted response areas.
- Maintains service when one unit is out for PM or repairs.
- Allows staffing for PR events, football games, and community events.
- All three ambulances have been on incidents at the same time.
- Mutual aid cannot be relied on for timely coverage.

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Replacement & Remount Strategy

Planned, Predictable Replacement Cycle

- February 2026: Order new Braun ambulance.
- Early 2027: Receive new Braun ambulance, and 2nd ambulance goes into production.
- Funded using Fire Co-Op Levy Funds.
- Early 2028: Receive new Braun ambulance.
- Around 2035: Remount Medic 86.
- 2036: Remounted Medic 86 returns to service.

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Long-Term Strategy

- Each ambulance remounted approximately every 10 to 15 years.
- Once a 3-unit fleet is established, full replacement only needed if a unit is damaged beyond repair.

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Cost Control & Manufacturer Selection

New Ambulance Costs (Comparable Specs)

- Braun: \$353,150 (1-year build)
- Medix: \$311,037 (2–3 year build)
- Demers: \$333,479 (2–3 year build)

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Why Braun / Why Not Others

- Full aluminum welded patient compartment.
- No wood components.
- Lifetime structural warranty.
- Can be remounted multiple times.
- Other manufacturers typically allow one remount only.

Why Not Remount

- Medic 85 & 87: International chassis with higher maintenance costs.
- McCoy Miller manufacturer no longer in business.
- Higher long-term replacement risk and cost.

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Major Capital Expenditures

One-Time Investments

- Medic Unit #1: \$361,439.
- Medic Unit #2: \$361,439.
- Plumbing Repair: \$100,000.
- Station Roof Replacement: \$100,000.
- Ventilators: \$40,000.
- Chief 85 Vehicle: \$40,000.
- Kitchen Remodel: \$10,000.
- Fire Department Parking Lot: \$10,000.

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Equipment & Facility Improvements

Operational Enhancements

- Extrication Tools: \$20,000 annually (multiple years).
- Furnace / AC: \$25,000.
- Plymovent Relocation: \$5,000.

Redi Rack Systems:

- Hose Rack: \$5,000.
- Gear Lockers: \$30,000.
- Painting: \$42,000 (over two years).

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Debt Service Commitments

Long-Term Obligations

- Debt service: \$90,000 annually (8 years).
- Fire gear debt service: \$40,000 annually (10 years).
- Debt obligations are planned, predictable, and limited.
- All long-term debt concludes before 2038.

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Annual Expenditure Totals

Year	Expenditures
2026	\$271,000
2027	\$482,439
2028	\$591,439
2029	\$130,000
2030	\$190,000
2031	\$180,000
2032	\$175,000
2033	\$150,000
2034–2037	\$40,000 annually

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Conclusion

Sustainable, Responsible Financial Plan

- Supports operational readiness.
- Addresses major capital needs.
- Preserves long-term reserves.
- Positions department for future growth.

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Council Actions Requested

- Review and acknowledge the long-term plan.
- Support continued capital planning approach.
- Allow annual updates as conditions change.

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Questions?

Thank you for your continued support!