

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Agenda  
*Special Session*  
December 22, 2015  
10:30 a.m.

1. Call to Order by the Mayor
2. Roll Call
3. Adoption of the Agenda
4. New Business
  - a. **Ordinance 15-30:** An ordinance of the City of White House, Tennessee, amending the fiscal budget for the period ending June 30, 2016. *Second Reading.*
  - b. To approve or reject bids from contractors for the Municipal Recreation Complex Phase II and White House City Park Restroom Renovation projects.
5. Adjournment

December 7, 2015

MEMORANDUM

**To:** Board of Mayor and Aldermen  
**From:** Jason Barnes, Finance Director  
**CC:** Gerald Herman, City Administrator  
**Re:** Budget Amendment II (12/17/15)

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The following budget amendment is recommended for approval. Please see the descriptions below for more details:

1. **\$7,482 from General Fund (Fund Balance) to General Fund (Police Patrol – R&M Motor Vehicles).** This budget amendment relates to the repair costs resulting from the police patrol vehicle incident on June 25, 2015. This incident was completely covered by insurance proceeds, however the expenditures related to the repair were not budgeted. This is normally the situation with most insurance loss recoveries. As a result of this incident the city recognized \$7,482 of unbudgeted revenue for insurance recoveries.
2. **\$22,175 from General Fund (Fund Balance) to General Fund (Police Patrol – Capital Outlay – Patrol Vehicle).** This budget amendment relates to a portion of the replacement costs resulting from the police patrol vehicle incident on August 29, 2015. Insurance proceeds relating to this incident totaled \$22,175. The total replacement costs for this incident totaled \$26,412. The \$4,237 in costs that exceed the insurance proceeds will be deducted from other Police Patrol line items' budget. Like the budget amendment above, this is a normal budgeting process pertaining to insurance loss recoveries. As a result of this incident the city recognized \$22,175 of unbudgeted revenue for insurance recoveries.
3. **\$94,417 from GF Engineering (Capital Outlay – Highway 31W Phase 2) and GF Parks Maintenance (Capital Outlay – Back of Park Street Lighting) to GF Parks Maintenance (Capital Outlay – Restroom Projects).** This budget amendment relates to the Parks Maintenance restroom projects in the back of the park and the Municipal Recreation Complex Phase 2. These two restrooms projects recently went out to bid and the lowest bid with add alternatives received was \$469,417 for both projects combined. This bid is split as follows: \$380,167 for the Municipal Recreation Complex Phase 2 (\$300,000 budgeted from Park Sales Tax fund) and \$89,250 for the Back Park Bathroom Expansion (\$75,000 budgeted). This will cause these projects to be exceed the original budget by \$94,417. The City Administrator, Parks & Recreation Director, and Finance Director recommend covering the overage for these restroom projects from the Highway 31W phase Engineering project and savings from the Park Street Lighting Project.
4. **\$83 from Debt Service Fund (Fund Balance) to Debt Service Fund (Administrative Fees).** This budget amendment is to cover the costs of a portion of the annual escrow agent fees for the 2015 refunded bond. The Finance Director underestimated this charge during the budgeting process.
5. **\$800,000 from Wastewater Fund (Fund Balance) to Wastewater Fund (Operating – Treatment – Capital Outlay – Headworks).** This budget amendment is needed so that the city can encumber the additional proposed funds from the SRF debt for the Headworks project. The bids for this project were significantly over budget. This budget amendment is a normal budgeting procedure anytime the city issues debt that was not expected when preparing the original budget and the proceeds of that debt are projected to be encumbered in the same budget year.

Should you have any questions related to this budget amendment, please let me know.

Jason Barnes  
Finance Director  
615-672-4350 x 2103  
jbarnes@cityofwhitehouse.com

**ORDINANCE 15-30**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE FISCAL BUDGET FOR THE PERIOD ENDING JUNE 30, 2016.**

**WHEREAS**, it has become necessary to amend the current year's annual budget;

**NOW, THEREFORE, BE IT ORDAINED**, by the Board of Mayor and Aldermen that the Fiscal Budget ending June 30, 2016 is hereby amended as part of the attached exhibit.

This ordinance shall become effective upon final reading the public welfare requiring it.

First Reading:                    December 17, 2015                    PASSED

Second Reading:                December 22, 2015

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Michael Arnold, Mayor

ATTEST:

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Kerry Harville, City Recorder

**City of White House  
Budget Amendment II  
December 17, 2015**

				Current Budget	Proposed Budget	Amendment
110	27100	General Fund	Fund Balance	2,082,144	2,074,662	(7,482)
110	42100 261	General Fund - Police Patrol	Repair and Maintenance Motor Vehicles	8,000	15,482	7,482
<p>1. <i>To amend current 2015-2016 budget to recognize unbudgeted costs related to insurance loss. The repair costs associated with the police patrol vehicle accident on June 25, 2015 were not budgeted, however the insurance recovery proceeds received in fiscal year 2015-2016 totaled \$7,482. This amount covers the costs of the repairs in its entirety.</i></p>						
110	27100	General Fund	Fund Balance	2,074,662	2,052,487	(22,175)
110	42100 900	General Fund - Police Patrol	Capital Outlay - Patrol Vehicle	0	22,175	22,175
<p>2. <i>To amend current 2015-2016 budget to recognize unbudgeted costs related to insurance loss. The replacement costs associated with the police patrol vehicle accident on August 29, 2015 were not budgeted, however the insurance recovery proceeds received totaled \$22,175. The remaining \$4,237 in replacement costs will be deducted from other Police Patrol line items' budget.</i></p>						
110	41670 900	General Fund - Engineering	Capital Outlay - Highway 31 (Phase 2)	1,136,314	1,066,314	(70,000)
110	44740 900	General Fund - Parks Maintenance	Capital Outlay - Back of Park Street Lighting	150,000	125,583	(24,417)
110	44740 900	General Fund - Parks Maintenance	Capital Outlay - Back of Park Bathroom Expansion	75,000	89,250	14,250
110	44740 900	General Fund - Parks Maintenance	Capital Outlay - MR Complex Phase 2 ( <u>GF portion</u> )	0	80,167	80,167
<p>3. <i>To amend current 2015-2016 budget to recognize unbudgeted costs related to the Restrooms Expansion at the back of the park and restroom construction for Phase 2 of the Municipal Recreation Complex capital projects. A portion (\$24,417) of the savings from the Back of Park Street Lighting Project will be used to cover the overage for the bathroom projects.</i></p>						
200	27100	Debt Service Fund	Fund Balance	37,603	37,520	(83)
200	49000 200	Debt Service Fund	Administrative Fees	2,060	2,143	83
<p>4. <i>To amend current 2015-2016 budget to recognize unbudgeted costs from an underestimate cost in the budget preparation process.</i></p>						
412	27100	Wastewater Fund	Fund Balance	16,644,081	15,844,081	(800,000)
412	52213 900	Wastewater Fund - Operating (Treatment)	Capital Outlay - Headworks	1,777,910	2,577,910	800,000
<p>5. <i>To amend current 2015-2016 budget to recognize unbudgeted costs related to the WWTP Effluent Irrigation Improvement &amp; Headworks project. The actual cash for this amendment will come from the additional proposed SRF debt issuance of \$800,000 for this capital project.</i></p>						



# City of White House

*Parks, Recreation & Cultural Arts*

105 College Street  
White House, TN 37188  
Phone: 615.672.4350 x.2114  
Fax: 615.616.1057

**Ashley Smith**  
Director

**Linda Brooks**  
Office Administrator

**Kevin Whittaker**  
Recreation Superintendent

**Steven Russell**  
Parks Maintenance Supervisor

## MEMORANDUM

Date: December 8, 2015

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

From: Ashley Smith, Director

Re: Municipal Complex Phase 2 pavilion and restroom building bid #15-1025PK  
Municipal Park restroom renovation bid #15-1026PK

The purpose of this memo is to request approval of the low bid from C & C Contracting which was opened on November 24<sup>th</sup>, 2015. The recommendation letter from Lose and Associates and the bid tabulation is included for reference. Thank you.

Base Bid - Bid # 15-1025PK	\$361,017.00
Three (3) add alternates accepted, totaling	\$19,150.00
Base Bid - Bid # 15-1026PK	\$89,250.00
Alternates: Zero (0) deductive alternates were accepted	
Revised Bid Value:	\$469,417.00

Member

American Society of  
Landscape Architects

American Institute of  
Architects

American Society of  
Civil Engineers

American Planning  
Association

November 25, 2015

Mr. Ashley Smith  
White House Parks & Recreation  
105 College Street  
White House, TN 37188

RE: Municipal Recreation Complex Phase 2 & Park Restroom Renovation  
Bid # 15-1025PK & 15-1026PK  
Lose # 13013W

Mr. Smith:

This office has reviewed the bids submitted for the above referenced project on Tuesday, November 24, 2015. Of the three received bid envelopes, the lowest received base bid and acceptable alternates was submitted by C&C Contracting and this appears to meet the bid requirements. The following quantities are the submitted amounts bid by C&C Contracting:

Base Bid - Bid # 15-1025PK:       \$361,017.00  
Base Bid - Bid # 15-1026PK:       \$89,250.00  
Alternates:                    Three (3) add alternates accepted, totaling \$19,150.00  
                                      Zero (0) deductive alternates were accepted  
Revised Bid Value:       \$469,417.00  
Construction Period   150 Calendar days

We have reviewed the submitted bid package material and project scoping material with the contractor and verified that all submitted numbers are correct and accurate. At this time, we recommend that C&C Contracting be awarded the contract for this project.

Please feel free to call if you require additional information.

Sincerely,

Matthew Cramer, AIA  
Director of Architecture  
LOSE & ASSOCIATES, INC.

N:\2014\14065-2\_Pavillon\_Restroom\Admin\Bidding\14065-2\_Whitehouse Bid Results\_112415.pdf



**CITY OF WHITE HOUSE**  
 Bid# 15-1025PK and 15-1026PK  
 MUNICIPAL COMPLEX BATHROOM AND PARK BATHROOM RENOVATION  
 Bid Opening: November, 24 2015 at 2:00 pm

DESCRIPTION			
<b>Company Name</b>	C & C Contracting	Carter Douglas Company	Dowdle Construction Group
<b>Address</b>	816 Meadow Lane Russellville, KY 42276	109 Robins Way Russellville, KY 42276	1311 6th Ave North Nashville, TN 37203
<b>License Number</b>	48661	59373	56735
<b>License Expiration</b>	5/31/2017	5/31/2017	3/31/2016
<b>License Classification and Limit</b>	BC-BC; 1.5 Million	BC-BC; 1.5 Million	BC;HRA;HC;MU;CE; Unlimited
IF ALL ITEMS LISTED ABOVE ARE INCLUDED- OPEN BID			
<b>SIGNED BID BOND</b>	√	√	√
<b>ACKNOWLEDGES ALL ADDENDUMS</b>	√	√	√
<b>SIGNED BID</b>	√	√	√
<b>COMPLEX BASE BID</b>	\$361,017.00	\$319,000.00	\$443,812.00
Alternate 1	\$4,200.00	\$7,500.00	\$6,252.00
Alternate 2	\$9,650.00	\$10,500.00	\$9,938.40
Alternate 3	-\$6,600.00	-\$7,500.00	-\$6,600.00
Alternate 4	\$5,300.00	\$5,500.00	\$4,079.25
<b>Total w/ Add Alternates Only</b>	\$380,167.00	\$342,500.00	\$464,081.65
<b>PARK BASE BID</b>	\$89,250.00	\$129,000.00	\$112,530.00
Alternate 1	\$0.00	-\$5,800.00	-\$5,800.00
<b>Total w/ Deduct</b>	\$89,250.00	\$123,200.00	\$106,730.00
<b>TOTAL W/ ADD ALTERNATES</b>	\$469,417.00	\$471,500.00	\$576,611.65