

City of Vienna

Budget and Finance Meeting
Council Chambers
609 29th Street, Vienna, WV 26105
February 7, 2023
8:30 AM

Unfinished Business – Ongoing:

None.

Unfinished Business – CDBG:

None.

New Business – CDBG:

None.

Unfinished Business – Capital Projects:

None.

New Business:

- **BID RECOMMENDATION**: Demolition Of 204 37th Street
- **BID RECOMMENDATION**: Financing Of A 2022 F250 Truck For The Park Department
- **BID RECOMMENDATION**: 2 - F450 Or Equal Trucks For The Street And Parks Department
- **GENERAL FUND BUDGET REVISION #3**
- **INTERNAL BUDGET REVISION #2**
- **DISCUSSION**: Funding For The Freedom Festival

Next Regular Budget and Finance Meeting Date:

March 7, 2023 at 8:30 AM

Memo

To: Mayor & Council

From: Amy Roberts

Date: 02/01/2023

Re: Bid Recommendation

Sealed bids for the demolition of 204 37th Street were opened on February 1, 2023 at 10:00 am with the following results:

Empire Builders	\$18,000.00
Jimmie Harper Construction	\$14,500.00

After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for the demolition of 204 37th Street is:

Jimmie Harper Construction	\$14,500.00
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Funding the project: Funding for this project will be from line item 01-725-40-30 **pending Council approval.**

Memo

To: Mayor & Council

From: Amy Roberts

Date: 01/24/2023

Re: Bid Recommendation

Sealed bids for the financing of a 2022 F250 Truck for the Park Department were opened on Tuesday, January 24, 2023, at 10:00 am with the following results:

	<u>Rate</u>	<u>Total Cost</u>
United Bank	3yr – 4.40%	\$49,969.80
Country Roads Leasing	3yr – 4.21%	\$50,653.48
Wesbanco	3yr – 5.35%	\$51,110.00

After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for the financing of a 2022 F250 Truck is:

United Bank	3yr – 4.40%	\$49,969.80
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Funding the project: Funding for this project is budgeted in the City’s General Fund 01-540-40-19

Memo

To: Mayor & Council

From: Amy Roberts

Date: 01/20/2023

Re: Bid Recommendation

Sealed bids for the purchase of 2-F450 or Equal Truck for the Street and Parks Department were opened on January 20, 2023, at 9:00 am with the following results:

Matheny Motors	\$99,578.00(each)
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After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for the purchase of 2 - F450 trucks is:

Matheny Motors	\$99,578.00(each)
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Funding the project: Funding for these vehicles is pending financing. The payments for the trucks are budgeted in accounts 01-570-59 and in 01-540-19(this truck was bid in prior yr but never came in so this is a rebid for parks).

MEMORANDUM

TO: JIM LEACH
 FROM: Amy Roberts
 SUBJECT: 22-23 GENERAL FUND BUDGET REVISION #3
 DATE: 2/2/2023

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
	322	CONTRIB FROM OTHER FUNDS(CAP RESERVE)	APPROPRIATE MONEY FROM CAP RESERVE FOR THE PROJECT BELOW	644,182	117,300	761,482
			NET INCREASE / (DECREASE) TO REVENUE		117,300	
Pool	542-58	CAPITAL OUTLAY - OTHER	ADDITIONAL MONIES FOR PHASE II ENGINEERING	303,200	117,300	420,500
CONTINGENCIES	699		COVER THE ABOVE REVISIONS			
			NET INCREASE / (DECREASE) TO EXPENDITURES		117,300	

INTERNAL BUDGET REVISION FORM

CITY OF VIENNA

FUND: GENERAL

FISCAL YR: 22-23

REV NO: 2

DATE: 2/2/2023

STATE APPROVAL NOT REQUIRED

REVISION WITHIN SAME ACCOUNT CATEGORY

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	BUDGET BEFORE CHANGE	EXPEN-DITURE CHG AMT	BUDGET AFTER CHANGE
FIRE DEPT	500-21	TRAINING & EDUCATION	MOVE FUNDS FROM TRAINING TO PAY FOR ADDITIONAL APPARATUS REPAIRS.	14,000	-5,000	9,000
	500-17	MAINT AUTOS		18,000	5,000	23,000
PARKS	540-14	TRAVEL	INCREASED MAINTENANCE DUE TO UNFORSEEN REPAIRS AND INCREASED PRICING	1,500	-1,500	0
	540-15	BLDGS AND GROUNDS		78,400	-5,000	73,400
	540-21	TRAINING & EDUCATION		1,500	-1,500	0
	540-41	MATERIALS & SUPPLIES		55,000	-2,000	53,000
	540-16	MAINT EQUIPMENT		10,000	10,000	20,000
POLICE	455-07	PENSION	APPROPRIATE MONEY IN THIS LINE ITEM. REQUEST WAS LEFT OUT OF THE BUDGET IN ERROR.	430,000	-23,900	406,100
	455-33	INVESTIGATIVE EXPENSE		0	23,900	23,900
TOTALS				608,400	0	608,400

RESULTS OF COUNCIL REVIEW:

AUTHORIZED SIGNATURE

DATE

____ APPROVED BY COUNCIL

____ DISAPPROVED BY COUNCIL

FINANCE DEPT USE ONLY:

REVISION COMPILED BY: _____ / _____

REVISION POSTED TO LOTUS BY: _____ / _____

REVISION POSTED TO BUDGETARY BY: _____ / _____
SIGNATURE DATE