

City of Vienna

**Budget and Finance Meeting
Council Chambers
609 29th Street, Vienna, WV 26105
March 2, 2021
8:30 AM**

Unfinished Business – Ongoing:

None.

Unfinished Business – CDBG:

None.

New Business – CDBG:

None.

Unfinished Business – Capital Projects:

None.

New Business:

- Reconciliation of Funds and Treasurer's Report (*removed: not an agenda item*)
- 2020-2021 General Fund Budget Revision #4
- Bid Recommendation Memo – Concrete Bid 2021
- Bid Recommendation Memo – Pk 21-03(b) Spencer Park Restroom
- Bid Recommendation Memo – Pk 21-04 Resurfacing of the Tennis and Basketball Court
- Bid Recommendation Memo – Pk 21-05 13 Person Cross Fitness Rig
- Bid Recommendation – Christmas Light Displays (*added: received with other agenda items but accidentally left off*)

Next Regular Budget and Finance Meeting Date:

April 6, 2021 at 8:30 AM

MEMORANDUM

TO: JIM LEACH
 FROM: Amy Roberts
 SUBJECT: 20-21 GENERAL FUND BUDGET REVISION #4
 DATE: 02/23/2021

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
	322	Contributions from Capital Reserve	Transfer to cover the capital items below	0	135,300	135,300
			NET INCREASE / (DECREASE) TO REVENUE		135,300	
Recreation	541-58	Capital Outlay Other	Vienna matching funds to complete pickleball and playground project. Money (\$105,000) to be donated by the Spartan Foundation	0	81,500	81,500
	541-59	Capital Outlay Equip	Money originally appropriated in the prior budget year for the resurfacing of the tennis and basketball courts. Not completed due to COVID	40,000	20,000	60,000
	541-41	Materials & Supplies	Originally the 40,000 was appropriated for the tennis and basketball courts in the prior year. Tennis and basketball courts bid came in under the original bid projection. Ask that the remaining be appropriated in this budget for Christmas lights	53,000	20,000	73,000
	540-59	Capital Outlay - equip	Money originally appropriated in the prior budget year for the purchase of a dump bed Not completed due to COVID	60,000	8,000	68,000
	540-59	Capital Outlay - equip	Money originally appropriated in the prior budget year for the purchase of a tractor. Tractor was Asked to reappropriate those funds not spent due to covid for a walk behind mower	68,000	5,800	73,800
	540-68	Contributions	Money originaly appropriated to the Vienna Road Race to the Kid's First Program	5,000	-1,000	4,000
	596-68	Contributions	Money originaly appropriated to the MOV Work camp to the Kid's First Program	3,000	-3,000	0
	450-68	Contributions	Above money appropriated as an additional contribution to the Kid's First Program	3,500	4,000	7,500
CONTINGENCIES	699		COVER THE ABOVE REVISIONS			0
			NET INCREASE / (DECREASE) TO EXPENDITURES		135,300	

Memo

To: Mayor & Council

From: Amy Roberts

Date: 2/27/2021

Re: Bid Recommendation

Sealed bids for the purchase of concrete for 2021 were opened on February 12, 2021 at 9:00am with the following results:

Hanson Ready Mix	\$126/cubic yard
Smith Concrete	\$125/cubic yard
Well Group	\$130/cubic yard

After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for concrete is:

Smith Concrete	\$125/cubic yard
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Funding the project: Funding for this project will be from the City's General Fund, **pending Council approval**. Amount of a funding request will be for the projects conducted during the 2021 calendar year.

Memo

To: Mayor & Council

From: Amy Roberts

Date: 02/26/2021

Re: Bid Recommendation

Sealed bids for the construction of an ADA compliant restroom in Spencer Park were opened on February 26, 2021 at 10:00 am with the following results:

Grae-Con Construction	\$164,900
Wingrove Construction	\$64,282

After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for the construction of an ADA compliant restroom in Spencer Park is:

Wingrove Construction	\$64,282
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Funding the project: Funding for this project is budgeted and will be from General Fund line item 01-540-65-57 and from the CDBG Fund.

Memo

To: Mayor & Council

From: Amy Roberts

Date: 02/26/2021

Re: Bid Recommendation

Sealed bids for the resurfacing of the tennis and basketball courts in Jackson Park were opened on February 5, 2021 at 10:15 am with the following results:

Total Tennis Inc.	\$104,035.00
Vasco Sports Contractors	\$60,000.00

After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for the resurfacing of the tennis and basketball courts in Jackson Park is:

Vasco Sports Contractors	\$60,000.00
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Funding the project: Funding for this project will be from General Fund line item 01-541-65-58 pending Council approval and a budget revision to reappropriate part of the money budgeted in the prior year.

Memo

To: Mayor & Council

From: Amy Roberts

Date: 02/26/2021

Re: Bid Recommendation

Sealed bids for the purchase of a 13 person cross fitness rig for use in Jackson Park were opened on February 5, 2021 at 10:30 am with the following results:

Davis Athletics	\$23,245.00
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After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for the 13-person cross fitness rig for use in Jackson Park is:

Davis Athletics	\$23,245.00
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Funding the project: Funding for this project will be from General Fund line item 01-540-65-58 pending Council approval.