

**CITY OF VIENNA**  
**BUDGET & FINANCE MEETING**  
**June 6, 2023, 8:30 A.M.**  
**COUNCIL CHAMBERS**

**UNFINISHED BUSINESS – ONGOING:**

**UNFINISHED BUSINESS – CDBG:**

**NEW BUSINESS – CDBG:**

**UNFINISHED BUSINESS – CAPITAL PROJECTS:**

**NEW BUSINESS:**

1. Bid Approval – Financing for 2-2023 Dodge Durango's w/Equipment
2. Bid Approval – Level II and Level IIIA Body Armor /Vest Carriers
3. 2022-2023 General Fund Internal Budget Revision #5
4. 2022-2023 General Fund Budget Revision #5

# Memo

**To:** Mayor & Council

**From:** Amy Roberts

**Date:** 06/01/2023

**Re:** Bid Recommendation

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Sealed bids for the financing of 2 - 2023 Dodge Durango's with equipment for the Police Department were opened on June 1, 2023, at 10:00 am with the following results:

	<u>Rate</u>	<u>Total Cost</u>
United Bank	3yr – 4.70%	\$137,842.56
	4yr – 4.90%	\$141,580.32
Country Roads Leasing (Includes fees)	3yr – 4.67%	\$138,817.40
	4yr – 4.67%	\$141,989.12

After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for the financing of 2 - 2023 Dodge Durango's with equipment is:

United Bank	3yr – 4.70%	\$137,842.56
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**Funding the project:** Funding for this project is budgeted in the City's General Fund 01-455-59.

**REQUEST FOR PROPOSAL – BID #PD 23-06**  
**FINANCING 2 – 2023 DODGE DURANGOS W/EQUIP**

**LESSEE:** CITY OF VIENNA  
609 29<sup>TH</sup> STREET  
P.O.BOX 5097  
VIENNA, WV 26105

**EQUIPMENT DESCRIPTION:**

2 - 2023 DODGE DURANGOS W/EQUIPMENT

**EXPECTED ACQUISITION DATE:**

JUNE 2023

**LEASE TERMS:**

**AMOUNT TO BE FINANCED: \$128,332.00**

TAX-EXEMPT, GOVERNMENTAL LEASE ARRANGEMENT

PLEASE PROVIDE INTEREST RATES BASED ON THE FOLLOWING  
SCENARIOS, ASSUMING MONTHLY PAYMENTS:

**3 YR TERM                      4YR TERM**

INCLUDE LIMITATIONS ON EARLY PAY-OFF (BUY-OUT) OF VEHICLES,  
IF ANY

**\*PLEASE INCLUDE THE TOTAL COST OF THE LEASE INCLUDING ANY  
FEES.**

INSURANCE CARRIER FOR CITY: REAGLE & PADDEN

LEASE PROVISIONS MUST COMPLY WITH WV CODE REQUIREMENTS

**DEADLINE FOR SUBMITTING PROPOSALS:**

**THURSDAY, JUNE 1, 2023 @ 10:00 AM**  
**PLEASE MARK "BID #PD 23-06" ON YOUR SEALED PROPOSAL**

**QUESTIONS:**            CALL AMY ROBERTS @ (304) 295-5070, EXT. 341

# Memo

**To:** Mayor & Council

**From:** Amy Roberts

**Date:** 06/01/2023

**Re:** Bid Recommendation

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Sealed bids for the purchase of Level II and Level IIIA Body Armor/Vest Carriers for the Police Department were opened on May 18, 2023, at 10:00 am with the following results:

Vance Outdoor Equipment	\$21,975.00
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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 Level II and Level IIIA Body Armor/Vest Carriers is:

Vance Outdoor Equipment	\$21,975.00
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**Funding the project:** Funding for this project is budgeted in the City's General Fund 01-455-59. These are a 2023-2024 Budgeted item and will not be bought until the new budget year and will likely require a budget revision.

## **Bid specifications for Vienna PD Level II and Level IIIA Body Armor/Vest Carriers**

- Body armor must meet the National Institute of Justice (NIJ) Standard 0101.06
- Body armor must meet the (NIJ) Level II or Level IIIA Standard and be ballistic soft armor.
- Must provide two (2) carriers for each set of body armor.
- Carriers must be internal (covert) carriers and have a front pocket for additional threat plate.
- One (1) handgun semi-rigid special threat plate must be included with each vest to provide additional protection against blunt trauma injuries in the vulnerable areas. (Center of chest)
- Carriers must have a tail to hold the armor in place.
- Areal density of the armor must not exceed .52 lbs per square foot for the Level II vest or .68 lbs per square foot for the Level IIIA vest.
- The thickness of the armor must not exceed .19 inches for the Level II vest or .23 inches for the Level IIIA vest.
- Armor must be made with Dyneema fiber (lightest available).

**\*\*Bids submitted must include shipping, if applicable.**

**\*\*No substitutions are permitted.**

**\*\*Body Armor/Carriers described could be ordered at a minimum quantity of one (1) at a time or any combination not to exceed twenty-two (22) within a two (2) year period from the time of the awarded bid.**

**\*\*Company/Vendor with the winning bid must have a representative come to the Vienna Police Department at 604 29<sup>th</sup> Street Vienna, WV to measure Officers to assure proper fit as needed.**

**\*\*Total number of vests to be purchased is seventeen (17) immediately. 10 vests will be Level II and 7 vests will be Level IIIA. Five (5) additional vests may be purchased within the next two (2) years.**

# INTERNAL BUDGET REVISION FORM

CITY OF VIENNA  
 FUND: GENERAL  
 FISCAL YR: 22-23  
 REV NO: 5  
 DATE: 06/01/2023

STATE APPROVAL NOT REQUIRED  
 REVISION WITHIN SAME ACCOUNT CATEGORY

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	BUDGET BEFORE CHANGE	EXPEN-DITURE CHG AMT	BUDGET AFTER CHANGE
Mayor	409-26	Insurance	Move money to cover Comp time payout and additional FICA tax money and retirement	15,000	-1,200	13,800
	409-03	Salary		30,514	825	31,339
	409-04	FICA		6,550	75	6,625
	409-06	Retirement		8,555	300	8,855
Personnel	422-21	Training & Education	Move money to cover shortfall	1,200	-390	810
	422-06	Retirement		5,260	390	5,650
Building Insp	436-23	Professional Service	Move to money to cover shortfall and for the sell back of sick time	4,500	-3,605	895
	436-03	Salaries		129,321	2,915	132,236
	436-06	Retirement		8,885	690	9,575
Data Proc/IT	439-03	Salaries	Move money to cover Unemployment expenses and shortfall due to health insurance plan change	93,292	-14,550	78,742
	439-21	Training & Education		6,500	-4,060	2,440
	439-26	Insurance		23,760	14,550	38,310
	439-05	Group Insurance		3,100	4,060	7,160
Police Dept	455-21	Training & Education	Move money to cover increased investigation expense	13,000	-2,000	11,000
	455-23	Professional Service		13,000	-2,000	11,000
	455-41	Materials & Supplies		15,000	-3,000	12,000
	455-33	Investigation Expense		23,900	7,000	30,900
	455-45	Uniforms	Move money to cover increased building maintenance costs	25,600	-4,500	21,100
	455-15	Maint - Buildings		14,800	4,500	19,300
	455-07	Pension costs	Move money to cover increase retirement costs	406,100	-2,200	403,900
455-06	Retirement	21,400		2,200	23,600	
Parks	540-26	Insurance	Move money to cover shortfall	141,000	-5,425	135,575
		Group Insurance		40,000	5,425	45,425
	540-19	Rents	Move money to cover shortfall	91,580	-9,400	82,180
	540-13	Utilities		61,000	5,400	66,400
	540-17	Maintenance - Vehicles		8,500	2,000	10,500
	540-43	Auto Supplies		14,000	2,000	16,000
	540-30	Contract Service	Move money to cover concrete projects in the Park	25,000	-25,000	0
540-58	Capital Outlay Other	145,500		25,000	170,500	
Recreation	541-03	Salaries	Move money to cover the Darrel Dotson Arch	49,360	-12,000	37,360
	541-58	Capital Outlay - Other		21,000	12,000	33,000
	541-41	Materials & Supplies	Move money to cover costs of moving the Park Trailer	85,000	-10,000	75,000
	541-15	Maint - bldgs and grounds		35,000	10,000	45,000
Code Enf	725-20	Legal Publications	Move money to cover increased cost	400	-400	0
	725-06	Retirement		5,405	400	5,805
	725-43	Auto Supplies		1,100	-100	1,000
	725-41	Materials & Supplies		400	100	500
Sr Center	905-43	Auto Supplies	Move money to cover increased cost	1,500	-365	1,135
	905-06	Retirement		4,765	365	5,130
TOTALS				1,599,747	0	1,599,747

**RESULTS OF COUNCIL REVIEW:**

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

\_\_\_\_\_  
 APPROVED BY COUNCIL

\_\_\_\_\_  
 DISAPPROVED BY COUNCIL

\_\_\_\_\_  
 DATE

**FINANCE DEPT USE ONLY:**

REVISION COMPILED BY: \_\_\_\_\_ / \_\_\_\_\_

REVISION POSTED TO LOTUS BY: \_\_\_\_\_ / \_\_\_\_\_

REVISION POSTED TO BUDGETARY BY: \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE DATE

## MEMORANDUM

TO: JIM LEACH  
 FROM: Amy Roberts  
 SUBJECT: 22-23 GENERAL FUND BUDGET REVISION #5  
 DATE: 05/25/2023

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Unencumbered Fund Balance	299	Unencumbered Fund Balance	Carryover	474,595	1,823,083	2,297,678
Private Contributions	328-540	Private Contributions-Park	Spartan Foundation Playground Equipment	0	40,000	40,000
			NET INCREASE / (DECREASE) TO REVENUE		<u>1,863,083</u>	
Transfers to other funds	444-88	Transfer to Capital Reserve	Transfer Carryover to Capital Reserve	0	1,673,083	1,673,083
Streets	570-58	Capital Outlay - Other	City Portion of the Streetscape Project	885,000	150,000	1,035,000
Park	540-58	Capital Outlay - Other	Playground Equipment partially funded by the above contribution from the Spartan Foundation	145,000	40,000	185,000
CONTINGENCIES	699		COVER THE ABOVE REVISIONS			
			NET INCREASE / (DECREASE) TO EXPENDITURES		<u>1,863,083</u>	