

City of Vienna

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

Unfinished Business – Ongoing:

None.

Unfinished Business – CDBG:

None.

New Business – CDBG:

None.

Unfinished Business – Capital Projects:

None.

New Business:

- Bid Approval – Construction and Installation of TREK Vienna Project Items
- Internal Budget Revision #4
- General Fund Budget Revision #6
- Coal Severance Budget Revision #1

Next Regular Budget and Finance Meeting Date:

July 6, 2021 at 8:30 AM

Memo

To: Mayor & Council
From: Amy Roberts
Date: 06/01/2021
Re: Bid Recommendation

Sealed bids for the construction and installation of Trek Vienna Project Items were opened on Wednesday, May 26, 2021, at 10:00 am with the following results:

Scots Landscape Nurseries	\$29,987.00
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After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for the construction and installation of Trek Vienna Project Items:

Scots Landscape Nurseries	\$29,987.00
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Funding the project: Funding for this project is budgeted in the City's General Fund account# 01-600-70-68.

INTERNAL BUDGET REVISION FORM

CITY OF VIENNA

STATE APPROVAL NOT REQUIRED

FUND: GENERAL

REVISION WITHIN SAME ACCOUNT CATEGORY

FISCAL YR: 20-21

REV NO: 4

DATE: 06/03/2021

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	BUDGET BEFORE CHANGE	EXPEN-DITURE CHG AMT	BUDGET AFTER CHANGE
Police Dept	455-11	Telephone	Transfer money to cover cost of uniforms for new hires	18,000	-3,500	14,500
	455-45	Uniforms		20,600	3,500	24,100
	455-43	Auto Supplies	Transfer money to cover cost of new lights in PD	50,000	-4,000	46,000
	455-15	Maint & Repair - bldgs & grounds		12,800	4,000	16,800
	455-43	Auto Supplies	Transfer money for equipment maintenance	46,000	-3,500	42,500
	455-16	Maint & Repair - Equip		1,500	3,500	5,000
	455-43	Auto Supplies	Transfer money for cost for new hires	42,500	-4,000	38,500
	455-23	Professional Service		35,350	4,000	39,350
	455-05	Group Ins	Move to cover shortfall	554,940	-1,300	553,640
455-06	Retirement	20,000		1,300	21,300	
Senior Center	905-14	Travel	Move to cover cost of heating and HVAC at Senior Center	14,800	-14,000	800
	905-59	Capital Outlay- Equip		0	14,000	14,000
	905-41	Materials & Supplies	Move to cover shortfall	14,000	-600	13,400
	905-06	Retirement		3,875	600	4,475
Finance	413-06	Retirement	Move to cover shortfall	11,300	1,200	12,500
	413-05	Group Ins		57,075	3,800	60,875
	413-03	Salaries		124,168	-5,000	119,168
Auditor	418-06	Retirement	Move to cover shortfall	5,000	1,100	6,100
	418-05	Group Ins		28,272	2,000	30,272
	418-03	Salaries		51,792	-3,100	48,692
Personnel	422-06	Retirement	Move to cover shortfall	4,300	400	4,700
	422-30	Contract Service		47,000	-400	46,600
City Auditor	423-06	Retirement	Move to cover shortfall	3,000	400	3,400
	423-12	Printing		350	-350	0
	423-14	Travel		250	-50	200
Recreation	541-03	Salaries	Move to cover shortfall	52,600	7,000	59,600
	541-04	FICA		4,025	1,100	5,125
	541-26	Insurance		26,000	-8,100	17,900
Building Insp.	436-03	Salaries	Move to cover shortfall	109,670	4,800	114,470
	436-23	Professional Service		4,500	-4,500	0
	436-26	Insurance		4,200	-300	3,900
Code Enf	725-04	FICA	Move to cover shortfall	4,424	3,525	7,949
	725-03	Salaries		57,820	1,435	59,255
	725-06	Retirement		5,205	800	6,005
	725-30	Contract Service		16,200	-5,760	10,440
TOTALS				1,451,516	0	1,451,516

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: 20-21 GENERAL FUND BUDGET REVISION #6
 DATE: 06/03/2021

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Unencumbered Fund Balance	299	Unencumbered Fund Balance	Carryover	442,124	1,809,420	2,251,544
Private Contributions	328	Private Contribution	Donation from the Spartan Foundation	0	105,000	105,000
			NET INCREASE / (DECREASE) TO REVENUE		1,914,420	
Transfers to other funds	444-68	Transfer to Capital Reserve	Transfer Carryover to Capital Reserve	0	1,809,420	1,809,420
Recreation	541-58	Capital Outlay - Other	Apply Donation from Spartan Foundation to the project	81,500	105,000	186,500
Civic Promotions	912-19	Equip Rents	Move money to the Senior Center for Heating and HVAC	38,900	-19,000	19,900
Senior Center	905-59	Capital Outlay - Equip		0	19,000	19,000
Parks	540-13	Utilities	Cover Shortfall	44,000	6,000	50,000
CONTINGENCIES	699		COVER THE ABOVE REVISIONS	96,025	-6,000	90,025
			NET INCREASE / (DECREASE) TO EXPENDITURES		1,914,420	

MEMORANDUM

TO: Jim Leach
 FROM: Amy Roberts
 SUBJECT: 20-21 COAL SEVERANCE FUND BUDGET REVISION #1
 DATE: 06/03/2021

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
	299-02	UNENCUMBERED FUND BALANCE	Carryover	2,000	49,703	51,703
			NET INCREASE / (DECREASE) TO REVENUE		49,703	0
Streets	570-58	Capital Outlay - Other	Carry over monies to use on street projects	21,600	49,703	71,303
			NET INCREASE / (DECREASE) TO EXPENDITURES		49,703	

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