

CITY OF VIENNA
Regular Council Session
Council Chambers
609 29th Street, Vienna, WV
6:00pm

AGENDA
June 10, 2021

Invocation and Pledge of Allegiance

Call to Order

Public Forum

Roll Call

Report of the Minutes

Report of the Treasurer

Unfinished Business

1. None.

New Business

1. BID APPROVAL: Construction and Installation of TREK Vienna Project Items
2. INTERNAL BUDGET REVISION #4: Police Department, Senior Center, Finance, Auditor, Personnel, City Auditor, Recreation, Building Inspection, Code Enforcement
3. GENERAL FUND BUDGET REVISION #6
4. COAL SEVERANCE BUDGET REVISION #1
5. DISCUSSION: American Rescue Plan Fund Plans

Council Comments

Announcements

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: 6/3/2021

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
Purchasing	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: 6/3/2021

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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