

City of Vienna

Budget and Finance Meeting

Council Chambers

609 29th Street, Vienna, WV 26105

February 2, 2021

8:30 AM

Unfinished Business – Ongoing:

None.

Unfinished Business – CDBG:

None.

New Business – CDBG:

None.

Unfinished Business – Capital Projects:

None.

New Business:

- 2020-2021 General Fund Budget Revision #3
- 2020-2021 Internal Budget Revision #1
- Bid approval Spring Planting and Maintenance
- Bid Approval Street Sweeper
- Discussion on treasurer’s report compliance and supplemental document review

Next Regular Budget and Finance Meeting Date:

March 2, 2021 at 8:30 AM

MEMORANDUM

TO: JIM LEACH
 FROM: Amy Roberts
 SUBJECT: 20-21 GENERAL FUND BUDGET REVISION #3
 DATE: 01/28/2021

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
			NET INCREASE / (DECREASE) TO REVENUE		0	
Tree Commission	600-68	Contributions	Trek Vienna Project	19,000	20,000	39,000
CONTINGENCIES	699		COVER THE ABOVE REVISIONS	116,025	-20,000	96,025
			NET INCREASE / (DECREASE) TO EXPENDITURES		0	

INTERNAL BUDGET REVISION FORM

CITY OF VIENNA

STATE APPROVAL NOT REQUIRED

FUND: GENERAL

REVISION WITHIN SAME ACCOUNT CATEGORY

FISCAL YR: 20-21

REV NO: 1

DATE: 01/28/2021

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	BUDGET BEFORE CHANGE	EXPEN-DITURE CHG AMT	BUDGET AFTER CHANGE
Tree Commission	600-30	Contract Service	Transfer to Contributions for TREK Vienna	44,400	-19,000	25,400
	600-68	Contributions		39,000	19,000	58,000
Data Processing	439-23	Professional Service	Switches for new Network	23,175	-15,000	8,175
	439-59	Capital Outlay-Equip		55,275	15,000	70,275
TOTALS				161,850	0	161,850

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

Memo

To: Mayor & Council

From: Amy Roberts

Date: 01/29/2021

Re: Bid Recommendation

Sealed bids for the flower planting and maintenance of the various areas of the city were opened on January 29, 2021 at 10:00am with the following results:

Scots Landscaping	\$22,689.00
-------------------	-------------

After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for the flower planting and maintenance is:

Scots Landscaping	\$22,689.00
-------------------	-------------

Funding the project: Funding for this project will be from the City's General Fund line item 01-579-55-41, **pending Council approval**. Amount of a funding request will be for the entire project.

Memo

To: Mayor & Council

From: Amy Roberts

Date: 01/29/2021

Re: Bid Recommendation

Sealed bids for the purchase of a Mid-Size Street Sweeper were opened on January 29, 2021 at 9:00 am with the following results:

GOLDEN EQUIPMENT	194,625.00
------------------	------------

After careful review of the bid proposals, the recommendation for Council approval for the purchase of a Mid-Size Street Sweeper is:

GOLDEN EQUIPMENT	\$194,625.00
------------------	--------------

Funding the project: Funding for this project will be from the General Fund 01-570-65-59 and will be **pending** financing, a budget revision for the 2020-2021 financing portion, and City Council approval.