

City of Vienna

Budget and Finance Meeting
Council Chambers
609 29th Street, Vienna, WV 26105
March 7, 2023
8:30 AM

Unfinished Business – Ongoing:

None.

Unfinished Business – CDBG:

None.

New Business – CDBG:

None.

Unfinished Business – Capital Projects:

None.

New Business:

- **BID RECOMMENDATION**: Spring Planting and Fall Cleanup
- **BID RECOMMENDATION**: Financing of 2 - 2023 F450 Trucks (Park and Street Dept)
- **BID RECOMMENDATION**: Purchase of a Hino XL8 Truck w/equipment
- **INTERNAL BUDGET REVISION #3**

Next Regular Budget and Finance Meeting Date:

April 4, 2023 at 8:30 AM

Memo

To: Mayor & Council

From: Amy Roberts

Date: 3/2/2023

Re: Bid Recommendation

Sealed bids for the flower planting and maintenance and fall cleanup of the various areas of the city were opened on February 28, 2023 at 10:00am with the following results:

Scots Landscaping	\$25,298.00
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After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for the flower planting and maintenance and fall cleanup is:

Scots Landscaping	\$25,298.00
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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.

**2023 CITY OF VIENNA
BID SHEET
CITY OF VIENNA FLOWER BEDS**

BLUE STAR MEMORIAL & BUS STOP ISLAND:

The Blue Star Memorial the front of the bed to be planted with Begonias and the Bus stop island the Perimeter to be planted with Begonias

Trim plantings and cut back Daylilies

The Red Begonias are to be planted in rows 12" apart and plants will be planted 9" apart.

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

After plants are planted water with soluble fertilizer...

Bed maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

HOLL'S CHOCOLATE FLOWER BED:

Spray bed with Round-up, ten days prior to planting and clean beds and remove debris.

Plant Red Begonias in rows of 12" apart and plants 9" apart.

After plants are planted water with soluble fertilizer.

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

Bed maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

MEDIAN BEDS - (17 TOTAL):

Spray beds with Round-up, ten days prior to planting.

Clean up existing Daylilies prior to Begonia installation

Fill outer edge of beds with Red Begonias.

After plants are planted water with soluble fertilizer.

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

Bed maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

SENIOR CITIZEN BUILDING FLOWER BEDS:

Spray beds with Round-up, ten days prior to planting.

Weed and clean beds and trim plantings

Plant Red Begonias 9" apart around the edge of each flower bed.

Fill in between existing Perennials and Shrubs.

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

After plants are planted water with soluble fertilizer.

Bed maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

60TH STREET MEDIAN PLANTING:

Spray beds with Round-up, ten days prior to planting.

Weed and clean beds.

Trim plantings as needed

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

Two follow-up Round-up sprays to control the Thistle in the beds.

Flower installation: 46 (#1) Pink Cannas
48 (4") Melapodium
30 (flats) Purple Petunias
40 (flats) Red Begonias

Bed maintenance: Plants to be weeded, deadheaded and watered as needed

Remove annuals at end of season and dispose of

CITY ELECTRONIC SIGN (KMART PLAZA)

Band the outside 18" with Red Begonias.

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

After plants are planted water with soluble fertilizer.

Trim plantings as needed

Bed maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

TENNIS COURTS (Pam Reeves bed):

Spray beds with Round-up, ten days prior to planting.

Weed and clean beds.

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

Plant Red Begonias

After plants are planted water with soluble fertilizer.

Trim plantings prior to flower planting

Bed maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

THREE BEDS AT ROSEMAR ROAD: (TWO AT JACKSON AND ONE AT MCDONOUGH PARK)

Spray beds with Round-up, ten days prior to planting.

Weed and clean beds.

Trim plantings prior to flower planting

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

Plant Red Begonias

After plants are planted water with soluble fertilizer.

Bed maintenance: Plants to be weeded, trimmed and watered as needed.

Remove annuals at end of season and dispose of

JACKSON PARK ENTRY BED:

Weed and clean beds.

Trim plantings prior to flower planting

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

Plant Red Begonias

After plants are planted water with soluble fertilizer.

Bed maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

CITY BUILDING: (29TH STREET)

Trim and clean all beds

Apply granular weed preventer to beds and re-mulch with Hardwood Mulch.

Plant Red Begonias around flagpole

Install annuals in existing planters

After plants are planted water with soluble fertilizer.

Bed maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

FLOWER BOXES (33):

Plant annual combinations of flowers

After plants are planted, water with soluble fertilizer

Box maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

28TH STREET MEDIAN PLANTING:

Spray beds with Round-up, ten days prior to planting.

Weed and clean beds.

Trim plantings as needed

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

Flower installation: 30 (flats) Yellow Marigolds
30 (flats) Red Begonias

Bed maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

SPENCER PARK GAZEBO BEDS:

Weed and clean beds.

Trim plantings as needed.

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

Plant Red Begonias

After plants are planted water with soluble fertilizer.

Bed maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

GOLDSTAR MEMORIAL:

Weed and clean beds.

Trim plantings as needed.

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

LAKE BETSY PLANTER:

Plant Red Begonias

After plants are planted, water with soluble fertilizer

Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

Total: _____

Watering Estimates {daily rate}

Total: _____

FALL MAINTENANCE OPTIONS:

CLEAN AND WEED ALL BEDS AND TRIM PLANTINGS

SPENCER PARK GAZEBO: \$ _____

JACKSON TENNIS COURTS: \$ _____

VIENNA CITY BUILDING: \$ _____

SENIOR CITIZEN BUILDING: \$ _____

Respectfully submitted:

Company Name: _____

Address: _____

Phone Number: _____

Contact Person: _____

Memo

To: Mayor & Council

From: Amy Roberts

Date: 03/02/2023

Re: Bid Recommendation

Sealed bids for the financing of 2 - 2023 F450 Trucks for the Street and Parks Department were opened on February 21, 2023, at 10:00 am with the following results:

	<u>Rate</u>	<u>Total Cost</u>
United Bank	3yr – 4.80%	\$214,236.72

After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for the financing of 2 - 2023 F450 Truck is:

United Bank	3yr – 4.80%	\$214,236.72
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Funding the project: Funding for this project is budgeted in the City’s General Fund 01-540-40-19 and 01-570-59.

REQUEST FOR PROPOSAL – BID #ST 23-08
FINANCING 3 F450 TRUCKS WITH EQUIPMENT

LESSEE: CITY OF VIENNA
609 29TH STREET
P.O.BOX 5097
VIENNA, WV 26105

EQUIPMENT DESCRIPTION:

2-2023 FORD F450 TRUCKS FOR THE GENERAL FUND
1-2023 FORD F450 TRUCK FOR THE WATER DEPT (SEPARATE
LEASE)

EXPECTED ACQUISITION DATE:

FEBRUARY 2023

LEASE TERMS:

AMOUNT TO BE FINANCED: \$199,156.00 – GENERAL FUND
AMOUNT TO BE FINANCED: \$99,578.00 – WATER DEPT.

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:

TUESDAY, FEBRUARY 21, 2023 @ 10:00 AM
PLEASE MARK “BID #ST 23-08” ON YOUR SEALED PROPOSAL

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

Memo

To: Mayor & Council

From: Amy Roberts

Date: 03/02/2023

Re: Bid Recommendation

Sealed bids for the purchase of a Hino XL8 Truck and equipment were opened on February 13, 2023, at 9:00 am with the following results:

Matheny Motors	\$160,893.00
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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 a Hino XL8 truck is:

Matheny Motors	\$160.893.00
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Funding the project: Funding this truck is pending financing. The payment for the truck is budgeted in accounts 01-570-59.

TRUCK SPECIFICATIONS

Chassis – 2023, Hino, Allison 3500 RDS with PTO Opening, at least 25,999 lb GVWR not to exceed 27,500 lbs, 84” CA

DUMP BODY SPECIFICATIONS

10’ Inside length

7’ Inside width

26” High sides

32” High headboard and tailgate

6-7 Cubic yard capacity

½ Roll cab protector

1/4” AR450 Steel Floor

7-gauge stainless steel sides and ends

Body has full depth rear corner posts and full rear apron

10” I-Beam Steel Longsills

Body has sloping rub rails, boxed top rail, and smooth sides with pressed V

Tailgate is double acting with Quick Latch upper tailgate hardware

(6) Panel Tailgate

Standard federal #108 clearance lights and rear mudflaps

All wiring sealed and run-in protective loom

Oval taillights in rear corner posts of body

A ¾” closure plate at rear with a 2” receiver tube, D-rings, ICC bumper and 7 prong flat pin connector

(2) LED spreader lights at rear located under rear of bed

Shovel Holders on both sides and (1) 2-rung step near cab shield on driver side

Mud Flaps front and rear of rear wheels

Roof Mount LED Amber Strobe, Amber Strobes on each side of cab shield rear facing mounted in stainless steel boxes and one in each rear corner post

HOIST SPECIFICATIONS

Double Acting Underbody Hoist

Operating pressure of 2300 PSI

50 degree dumping angle

Double-acting (power up-power down)

2-1/2" chromed cylinder shaft

8" cylinder bore and 20" stroke

Lifting capacity up to 19.5 tons

4.75 - 1/4" A570 full length sub frame

One body prop on to support empty body weight

Greaseless composite bearings at all critical pivot points of roller combo hoist

Rear hinge and front hinging point of hoist have grease zirks

Central Hydraulic System

General: The Central Hydraulic System described herein is to be a hot shift off auto transmission power supply to efficiently perform the following functions:

1. Operate a single cylinder underbody hoist
2. Operate a plow lifting cylinder

3. Operate plow power reversing cylinders

4. Operate a 2 motor hydraulic spreader

The system will be operated by (3) air control levers (POSSIBLY MANUAL LEVER AND CABLE IF DESIRED) and dual knob manual spreader control.

Basic Operation: The hydraulic system shall be designed so that when the truck engine is running and hydraulic power is not required, the full pump output is diverted directly back to the oil reservoir. "Live" hydraulic power for all functions shall become available when the operator activates a console mounted rocker switch. This power shall remain available until the "Master" switch is turned off.

Detailed Specifications

Pump and Mounting: A piston type pump shall be load sensing, driven by a P.T.O. off auto transmission. The pump shall be capable of withstanding continuous use at 3000 RPM with a hydraulic output pressure of 1500 PSI. Pump suction port shall be of sufficient size to allow proper flow at 3000 RPM.

Hydraulic Reservoir

Hydraulic oil reservoir of 30 gallon capacity, normal operating level, shall be mounted to the truck frame rail. Tank shall be constructed of stainless steel and be equipped with a combination oil filler/breather cap and removable five hundred micron strainer. A sight glass with thermometer shall be installed on the tank. Tank shall have two internal baffles. All return line oil shall be discharged into tank, through filter assembly, not less than six (6) inches below normal operating oil level. Tank shall be stenciled in 1 ½" letters "HYDRAULIC OIL".

SPREADER SPECIFICATIONS

16 ga Stainless Steel Hopper Construction

108" x 50" x 40.75" hopper

4.5 or 6.0 cu yard capacity (Need to know which size is preferred)

16.5" wide conveyor

15.5" spinner

Chute extension to allow for mounting in dump body

Ratchet strap tie downs and piece of angle with pins welded on the ends and attached to spreader to allow for utilization of manual tailgate release for helping to secure spreader in place

Installed

Operated by central hydraulic system

SNOW PLOW SPECIFICATIONS

10' Moldboard length x 34" high

11 Gauge steel moldboard

8 Vertical reinforcing ribs, and 6 trip springs

2 Shock absorbers

1.75" x 8" Lift cylinder, with 2" x 12.5" power angle cylinder

LED Plow Lights

Plow Shoes and moldboard markers

Rubber snow deflector across top of moldboard

Operated by Central hydraulic system

Options:

- 1) Buyers underbody stainless steel toolbox 30" x 16" x 16" curbside
 - a. ADD: \$846.00

INTERNAL BUDGET REVISION FORM

CITY OF VIENNA

STATE APPROVAL NOT REQUIRED

FUND: GENERAL

REVISION WITHIN SAME ACCOUNT CATEGORY

FISCAL YR: 22-23

REV NO: 3

DATE: 03/02/2023

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	BUDGET BEFORE CHANGE	EXPEN-DITURE CHG AMT	BUDGET AFTER CHANGE
VRIA	541-03 541-68	Salaries Contributions	Move money to Contribution To VRIA for the running of Spring Sports	85,860 0	-23,000 23,000	62,860 23,000
TOTALS				85,860	0	85,860

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