

Corrected Agenda

**CITY OF VIENNA
BUDGET & FINANCE MEETING
APRIL 6, 2021, 8:30 A.M.
COUNCIL CHAMBERS**

UNFINISHED BUSINESS – ONGOING:

UNFINISHED BUSINESS – CDBG:

NEW BUSINESS – CDBG:

UNFINISHED BUSINESS – CAPITAL PROJECTS:

NEW BUSINESS:

1. Bid Recommendation – Construction of Pickleball Courts
2. Bid Recommendation – Financing Street Sweeper
3. Bid Recommendation – Financing Fire Dept. F250 Truck
4. Bid Recommendation – Purchase of Networking Equipment
5. General Fund Internal Budget Revision #2
6. Capital Expenditure approval to order from State Bid – 2021 Ford Ranger 4x4 SuperCrew Truck for the Street Dept.

NEXT REGULAR BUDGET & FINANCE MEETING DATE:

May 4, 2021 – 8:30 A.M.

Memo

To: Mayor & Council

From: Amy Roberts

Date: 03/31/2021

Re: Bid Recommendation

Sealed bids for the construction of permanent pickleball courts were opened on Wednesday, March 10, 2020 at 10:00 am with the following results:

Vasco Sports Contractor	\$129,837.00
All Quality, LLC	** not a complete bid/fencing only

After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for the construction of permanent pickleball courts is:

Vasco Sports Contractor	\$129,837.00
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Funding the project: Partial Funding for this project is budgeted in the City's General Fund 01-541-65-58 with the remainder coming from a donation from the Spartan Foundation.

Memo

To: Mayor & Council
From: Amy Roberts
Date: 03/31/2021
Re: Bid Recommendation

Sealed bids for the financing of a Mid-Size Street Sweeper were opened on Friday, March 19, 2021 at 10:15 am with the following results:

United Bank	4yr – 1.74%
	5yr – 1.95%
Country Roads Leasing	4yr – 2.00%
	5yr – 2.10%
Wesbanco	4yr – 1.80%
	5yr – 2.00%

After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for the financing of a Mid-Size Street Sweeper is:

United Bank	4yr – 1.74%
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Funding the project: Funding for this project is budgeted in the City's General Fund 01-570-65-59.

Memo

To: Mayor & Council
From: Amy Roberts
Date: 03/31/2021
Re: Bid Recommendation

Sealed bids for the financing of a Ford F250 truck for the Fire Department were opened on Friday, March 19, 2020 at 10:30 am with the following results:

United Bank	3yr – 1.49%
	4yr – 1.74%
Country Roads Leasing	3yr – 1.95%
	4yr – 2.00%
Wesbanco	3yr – 2.95%
	4yr – 3.20%

After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for the financing of Ford F250 truck for the Fire Department is:

United Bank	3yr – 1.49%
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Funding the project: Funding for this project is budgeted in the City's General Fund 01-500-65-59.

Memo

To: Mayor & Council
From: Amy Roberts
Date: 03/31/2021
Re: Bid Recommendation

Sealed bids for networking equipment were opened on March 19, 2021 at 10:00 am with the following results:

SHI Corporation	\$37,161.92
Alpha Technologies	\$48,714.46

After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for the purchase of networking equipment is:

SHI Corporation	\$37,161.92
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Funding the project: Funding for this project is budgeted and will be from General Fund line item 01-439-65-59.

INTERNAL BUDGET REVISION FORM

CITY OF VIENNA

STATE APPROVAL NOT REQUIRED

FUND: GENERAL

REVISION WITHIN SAME ACCOUNT CATEGORY

FISCAL YR: 20-21

REV NO: 2

DATE: 03/31/2021

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	BUDGET BEFORE CHANGE	EXPEN-DITURE CHG AMT	BUDGET AFTER CHANGE
Police Dept	455-21	Training & Education	Transfer to cover additional costs for cleaning, fogging, and disinfecting due to COVID	13,000	-6,000	7,000
	455-15	Maint & Repair-Bldgs & Grounds		6,800	6,000	12,800
Fire Dept	500-14	Travel	Funds not spent due to lack of travel for training due to Covid. Moved to cover cost of additional cleaning due to same	6,500	-4,000	2,500
	500-15	Maint & Repair-Bldgs & Grounds		13,750	4,000	17,750
Fire Dept	500-21	Training & Education	Monies moved to cover unforeseen expenses for tires and vehicle maintenance.	14,000	-5,000	9,000
	500-43	Auto Supplies		12,000	5,000	17,000
TOTALS				66,050	0	66,050

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

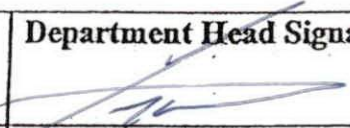
CITY OF VIENNA
Capital Expenditure Request
 Fiscal Year Ending June 30, 20 21

PLEASE NOTE: All capital expenditure requests for all funds must be handled through the review and approval process prior to purchase, except for emergency purchases as provided for in the Purchasing Policy and Procedure Manual. USE THIS FORM TO SUBMIT ALL CAPITAL EXPENDITURE REQUESTS ALONG WITH A PURCHASE REQUISITION!

To be considered a capital expenditure, the request must meet both of the following conditions:

- A Unit Cost of \$5,000 or more, and
- An estimated useful life of more than one year

REQUEST

Department: <u>Street</u>	Account Number: <u>570-65-59</u>	Department Head Signature: 
Date Submitted: <u>3-31-21</u>	Date Delivery is Requested: <u>As soon as possible</u>	Approved on Current Fiscal Year Budget: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Quantity	Description (include manufacturer, name, catalog number, etc.)	Unit Cost	Total Cost
1	<u>Midsize pickup crew cab Ford Ranger R4F</u>		<u>\$27,445.00</u>

Does the above replace equipment currently in use? Yes No

If yes, describe disposition of equipment to be replaced:

Replaces unit 31 - Sold in Auction
(Ford Escape)

PURCHASING/BID PROCEDURES

All capital expenditure requests must be handled through the following review and approval process. No purchase commitments will be made until the formal bid process has been completed.

Purchasing Review

1. Will competitive bids be sought? Yes No Explain: State Bid

2. Are price estimates given accurate? Yes No

3. Sealed Bid Procedure
Sealed bids for

Were opened on _____ at _____

- See attached bid opening sheet

By: _____
Finance Director

Date: _____

If not low bidder, explain:

Administrative Review (Mayor)

Recommended Action:

Approve Disapprove Defer

Comments: _____

By: _____

Date: _____

ACTION BY CITY COUNCIL

Request was considered at a Regular Special meeting of City Council held on _____, On a _____ vote, Council Approved Disapproved
 Deferred this request.

Comments: _____

By: _____
City Recorder

Date: _____

By completion of review, completed request form, along with pertinent documentation is to be submitted to the Purchasing Agent.

**Class 11 - Automobiles
Mid-Size Pick Up Crew Cab**

Vendor Name: Matheny Motor Truck Company dba Matheny Ford LLC
Manufacturer/Brand: Ford
Model Name & Number: Ranger R4F

Vendor Contact: Tom Casey
Phone No.: 804-684-8825
Email: tcasey@mathenymotors.com

Vehicle Requirements:

Classification:	Mid-Size Pick Up Crew Cab	Manufacturer's Standard Available Colors	
Drive:	4 Wheel/All Wheel with High & Low Range		
Passenger seating:	4 minimum (including driver)	Standard Color Code	Color Description
Doors:	4 full doors, minimum	Y2	Oxford White
Wheelbase:	120 in., minimum	PQ	Race Red
GVWR:	5400 lbs. min., 6250 lbs. max.	G1	Shadow Black
Engine:	Minimum acceptable Engines: Gas: Non-Turbo- 6 cylinder minimum Turbo - 4 cylinder minimum Diesel: 4 cylinder minimum		
Off Road Package:	Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.		
Tow Package:	Installed Hitch & Wiring		
Slush/ oil-Weather mats	Installed on driver and passenger front and second row, except where vinyl floor covering is present.		
Bed:	Long bed with installed spray-in bedliner		
Sliding Rear Windows:	Not Required		

Additional Requirements:
 The vehicle bid shall include the standard equipment requirements as required in section 5.1.3.3 of the specification.

Vendor Bid Response:				
Vehicle fuel type	EPA HIGHWAY MPG Rating	EPA CITY MPG Rating	Unit Price	Total Life Cycle Cost
Gasoline	24	20	(\$27,445.00)	\$39,476.25
Flex-fuel				
Diesel				
CNG/bi-fuel				
Hybrid				

*Options: 50
 FOB Dealership: (Deduct) \$ 2.00
 FOB Other than Metro Charleston - Per Mile \$

*Note - The above delivery "options" above are not evaluated as part of the award.



Prepared by: Thomas Casey

03/22/2021

Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2021 Ranger 4x4 SuperCrew 5' box 126.8" WB XL (R4F)

Price Level: 115

As Configured Vehicle

Description

Base Vehicle

Base Vehicle Price (R4F)

Packages

Equipment Group 100A Standard

Includes:

- Engine: 2.3L EcoBoost

Includes auto start-stop technology.

- Transmission: Electronic 10-Speed SelectShift Auto

- GVWR: 6,050 lbs

- Front Cloth Bucket Seats

Includes 8-way manual adjustable driver including lumbar, 6-way manual adjustable passenger and driver and passenger manual reclining seats.

- Radio: AM/FM Stereo

Includes Bluetooth pass thru and 1 USB port.

- 4 Speakers

Powertrain

Engine: 2.3L EcoBoost

Includes auto start-stop technology.

Transmission: Electronic 10-Speed SelectShift Auto

Electronic-Locking Rear Differential

GVWR: 6,050 lbs

Seats & Seat Trim

Front Cloth Bucket Seats

Includes 8-way manual adjustable driver including lumbar, 6-way manual adjustable passenger and driver and passenger manual reclining seats.

Other Options

126.8" Wheelbase

Monotone Paint Application

Radio: AM/FM Stereo

Includes Bluetooth pass thru and 1 USB port.

Includes:

- 4 Speakers

Trailer Tow Package

Includes towing capability up to TBD lbs and 4-pin/7-pin wiring harness.

Includes:

- Class IV Trailer Hitch Receiver

Front License Plate Bracket

Standard in states requiring 2 license plates and optional to all others.

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Thomas Casey
03/22/2021

Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2021 Ranger 4x4 SuperCrew 5' box 126.8" WB XL (R4F)

Price Level: 115

As Configured Vehicle (cont'd)

Description

Tough Bed Spray-In Bedliner
Ford accessory.

Fleet Options

Cruise Control
Requires valid FIN code.

Tires: LT265/65R17 A/T OWL (Fleet)
Requires valid FIN code.

Wheels: 17" Silver-Painted Aluminum (Fleet)
Requires valid FIN code.

Emissions

50-State Emissions System

Interior Color

Ebony

Exterior Color

Oxford White

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