

City of Vienna

Budget and Finance Meeting

Council Chambers

609 29th Street, Vienna, WV 26105

January 12, 2021

8:30 AM

Unfinished Business – Ongoing:

City Auction

- Approval to use govdeals.com as an online auction platform
- Approval of list of items for public auction

Unfinished Business – CDBG:

None.

New Business – CDBG:

None.

Unfinished Business – Capital Projects:

None.

New Business:

General Fund Budget Revision #2

Street Department: Approval to bid Street Sweeper

IT: Discussion on purchase of security cameras

Fire Department Captital Expenditure: Approval to order from state bids

Next Regular Budget and Finance Meeting Date:

February 2, 2021 at 8:30 AM

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: <i>Fire Dept</i>	Account Number: <i>15006559</i>	Department Head Signature: <i>Steve Scholl</i>
Date Submitted: <i>12.30.2020</i>	Date Delivery is Requested: <i>when dealer receives</i>	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
<i>1</i>	<i>Ford F250 4x4 p/u</i>	<i>\$32,429.⁰⁰</i>	<i>\$32,429.⁰⁰</i>

Does the above replace equipment currently in use? Yes No

If yes, describe disposition of equipment to be replaced:

Sell p/u (C3 + F16) to another government agency or trade-in

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

N/A (State Bid)

Were opened on _____ at _____.

- See attached bid opening sheet

By: Amy Roberts
Finance Director

Date: 1/6/2021

If not low bidder, explain:

Purchase from State Bids

Administrative Review (Mayor)

Recommended Action:

Approve

Disapprove

Defer

Comments: _____

By: Randall Pepp

Date: 1-6-2021

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.

MEMORANDUM

TO: JIM LEACH
 FROM: Amy Roberts
 SUBJECT: 20-21 GENERAL FUND BUDGET REVISION #2
 DATE: 1/12/2021

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
			NET INCREASE / (DECREASE) TO REVENUE		0	
Parks	540-15	Maint. Bldgs & Grounds	Painting Jackson park light poles. Money originally budgeted in prior year.	50,000	17,125	67,125
Parks	540-15	Maint. Bldgs & Grounds	Repair electrical at Spencer Park	67,125	3,750	70,875
Parks	540-58	Capital Outlay - Other	Reappropriating donations from Sam's Club for completion of Neal Cooke cemetery	55,000	5,000	60,000
FIRE	500-15	Maint. Bldgs & Grounds	Repair electrical at Spencer Park	10,000	3,750	13,750
CONTINGENCIES	699		COVER THE ABOVE REVISIONS	145,650	-29,625	116,025
			NET INCREASE / (DECREASE) TO EXPENDITURES		0	

