



City of Elkins

Finance Committee Meeting

December 9, 2024

1:00 PM

Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.

Charter Authority of the Finance Committee: Recommend an annual budget to Council. Supervise budget management and make reports to Council. Review and propose to Council municipal debt instruments and grants. Make fiscal forecasts and report same to Council.

AGENDA

1. **Call to order and roll call**
2. **Public comment**
3. **Minutes**
 - a. Proposed minutes for the meeting of August 12, 2024
4. **New business**
 - a. Budget Revisions:
 - COE 2025-001-02 thru 08
 - COE 2025-002-01
 - SAO 2025-001-02
 - b. Mid-year funding request: YMCA
 - c. Opportunities for budget input
5. **Announcements**
6. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 9, 2024
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of August 12, 2024
Recommended By:	City Clerk
Summary:	Minutes proposed for the meeting of August 12
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. finance committee - 2024_08_12 - minutes_proposed

FINANCE COMMITTEE REGULAR MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
August 12, 2024
1 p.m.***

Present were members: C. Lowther, M. Hinchman, R. Chenoweth.

Also present were: Tracy Judy (treasurer), Steve Himes (fire chief), Travis Bennett (police chief), and Sutton Stokes (city clerk).

PUBLIC COMMENT

There was no public comment.

MINUTES

Lowther **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF JUNE 24, 2024.** The motion carried.

NEW BUSINESS

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF FY 2025 GENERAL FUND BUDGET REVISION #1, TRANSFERRING FUNDS WITHIN THE HR DEPARTMENT.** The motion carried.

Lowther **MOVED RECOMMENDING COUNCIL APPROVAL OF A REQUEST FROM THE OLD BRICK PLAYHOUSE AND THE AUGUSTA HERITAGE CENTER TO PLEDGE THE CITY'S SUPPORT FOR AN NEA GRANT, IF THE OPERATIONS MANAGER CONFIRMS HIS DEPARTMENT'S CAPACITY TO PROVIDE THE REQUIRED IN-KIND MATCH.** The motion carried.

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL TO USE AS MUCH AS \$20,000 FROM GENERAL FUND CONTINGENCIES FOR ELECTRICAL IMPROVEMENTS AT THE FIRE DEPARTMENT.** The motion carried.

The meeting adjourned at 1:29 p.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 9, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Budget Revisions: • COE 2025-001-02 thru 08 • COE 2025-002-01 • SAO 2025-001-02
Recommended By:	City Treasurer
Summary:	• COE 2025-001-02 thru 08: Shifts money within various General Fund departments • COE 2025-002-01: Shifts money within the Coal Severance Fund, which is dedicated to City Hall expense • SAO 2025-001-02: Shifts money between various General Fund departments to cover expenses as listed in the cover memo See attached documentation.
Fiscal Impact:	See attached.
Recommendation:	Consider for recommendation to council
Attachments:	1. COE 2025-001-02 thru 08 2. COE 2025-002-01 3. SAO 2025-001-02

General Fund Budget Revision

Revision Number 2

Revenues

Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
TOTAL			\$0.00

Department	Transfer To/Description	Amount
000-Revenues		
		\$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
001	910-PGCC	230-0000 Contracted Services	\$9,050.00
TOTAL			\$9,050.00

Department	Transfer To/Description	Amount
910-PGCC	215-0000 Maint Bldgs/Grounds	\$8,000.00
	240-0000 Refunds & Reimbursements	\$1,050.00
		\$9,050.00

Leacy Fudy

General Fund Budget Revision

Revision Number 3

Revenues

Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
TOTAL			\$0.00

Department	Transfer To/Description	Amount
000-Revenues		
		\$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
001	436-Building Inspector	459-0000 Capital Outlay Equip	\$1,000.00
TOTAL			\$1,000.00

Department	Transfer To/Description	Amount
436-Building Inspector	108-0000 Overtime	\$1,000.00
		\$1,000.00

MLH

General Fund Budget Revision

Revision Number 4

Revenues

Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
TOTAL			\$0.00

Department	Transfer To/Description	Amount
000-Revenues		
		\$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
001	750-Streets	459-0000 Capital Outlay Equip	\$500.00
TOTAL			\$500.00

Department	Transfer To/Description	Amount
750-Streets	226-0000 G/L Insurance & Bonds	\$500.00
		\$500.00

M. H.

General Fund Budget Revision

Revision Number 5

Revenues

Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
TOTAL			\$0.00

Department	Transfer To/Description	Amount
000-Revenues		
		\$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
001	440-City Hall	459-0000 Capital Outlay Equip	\$20,000.00
TOTAL			\$20,000.00

Department	Transfer To/Description	Amount
440-City Hall	215-0000 Maint Bldgs/Grounds	\$19,000.00
	220-0000 Advertising	\$1,000.00
		\$20,000.00

Tracy Rudy

General Fund Budget Revision

Revision Number 6

Revenues

Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
TOTAL			\$0.00

Department	Transfer To/Description	Amount
000-Revenues		
		\$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
001	416-Municipal Judge	103-0000 Salary & Wages	\$2,000.00
TOTAL			\$2,000.00

Department	Transfer To/Description	Amount
416-Municipal Judge	341-0000 Supplies & Materials	\$2,000.00
		\$2,000.00

General Fund Budget Revision

Revision Number

7

Revenues

Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
TOTAL			\$0.00

Department	Transfer To/Description	Amount
000-Revenues		
		\$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
001	415-City Clerk	230-0000 Contracted Services	\$5,180.00
TOTAL			\$5,180.00

Department	Transfer To/Description	Amount
415-City Clerk	103-0000 Salary & Wages	\$3,630.00
	104-0000 FICA Expense	\$500.00
	106-0000 Retirement	\$550.00
	108-0000 Overtime	\$500.00
		\$5,180.00



General Fund Budget Revision

Revision Number 8

Revenues

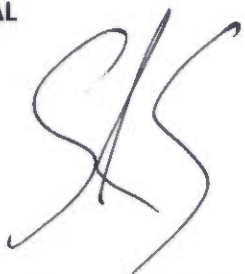
Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
TOTAL			\$0.00

Department	Transfer To/Description	Amount
000-Revenues		
		\$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
001	955-Human Resources	214-0000 Travel	\$2,000.00
		221-0000 Training & Education	\$3,000.00
		230-0000 Contracted Services	\$5,250.00
TOTAL			\$10,250.00

Department	Transfer To/Description	Amount
955-Human Resources	103-0000 Salary & Wages	\$6,000.00
	104-0000 FICA Expense	\$500.00
	106-0000 Retirement	\$550.00
	108-0000 Overtime	\$2,200.00
	222-0000 Dues & Subscriptions	\$1,000.00
		\$10,250.00



Coal Severance Budget Revision

Revision Number 1

Revenues

Fund	Department	Transfer From/Description	Amount
002	000-Revenues		
TOTAL			\$0.00

Department	Transfer To/Description	Amount
000-Revenues		
		\$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
002	440-City Hall	566-0000 City Hall Contingency	\$45,993.00
TOTAL			\$45,993.00

Department	Transfer To/Description	Amount
440-City Hall	230-0000 Contracted Services	\$45,993.00
		\$45,993.00



City of Elkins

Ph. 304-636-1414 Ext. 1317 Fax: 304-635-7135

401 Davis Avenue, Elkins, WV 26241

City Treasurer – Tracy R. Judy

General Fund State Budget Revision #2 Details

Revenues: Increase account 299 (Unassigned Fund Balance) by \$499,588
Increase account 365 (Federal Govt Grants) by \$798,622
Increase account 371 (Payment in Lieu of Taxes) by \$4,250
Increase account 381 (Reimbursements) by \$4,581
Increase account 386 (Insurance Claims) by \$10,255
Increase account 399 (Miscellaneous Revenues) by \$30,534

Expenditures:

Account 409-Mayor's Office, increase by \$2,000 for dues & subscriptions.

Account 410-Council, increase by \$3,200 for retirement (M. Scott service correction).

Account 413-Treasurer, increase by \$5,000 for overtime worked during city hall sewer issue.

Account 415-Clerk, increase by \$16,680 for wages, dues & subscriptions.

Account 424-Contributions to Comms/Authorities, increase by \$12,000 to have the Randolph Co. Humane Society separated from the Randolph Co. Commission contribution.

Account 433-Custodial, increase by \$15,000 for overtime worked during city hall sewer issue.

Account 435-Regional Development Authority, decrease by \$26, remaining balance of Region VII annual contribution.

Account 440-City Hall, increase by \$292,670 for HVAC.

Account 441-Other Buildings, increase by \$9,000 for internet at the Darden House.

Account 444-Cont/Transfer to Other Funds, increase by \$91,830. FY2023 & FY2024 the Fire Fund paid for the city's pension contribution, and this is reimbursing the Fire Fund.

Account 699-Contingencies, increase by \$281,084 for potential use for HVAC project.

Account 700-Police Department, increase by \$888,622 for Camera Project using grant funds and \$90,000 overtime during city hall sewer issue.

Account 704-Police Admin, increase \$10,000 for overtime worked during city hall sewer issue.

Account 707-Dog Warden, decrease by \$12,000 to go to Account 424 as noted above.

Account 950-Beautification, increase by \$30,534 for Little League paving project.

Account 955-Human Resources, decrease \$16,680 contracted services.

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5114
Fax: 304-340-5090
Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER

Fiscal Year Ending **2025**Fund: **1**Revision Number **2**Pages: **1 of 1**

City of Elkins

GOVERNMENT ENTITY

401 Davis Ave.

STREET OR PO BOX

Municipality

Government Type

Person To Contact Regarding Request:

Name: **Tracy Judy**Phone: **304-636-1414, ext 1317**Fax: **304-635-7135**Email: **tjudy@cityofelkinswv.com**

Elkins

CITY

26241

ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	1,348,261	499,588		1,847,849
365	Federal Government Grants		798,622		798,622
371	Payment in Lieu of Taxes	17,000	4,250		21,250
381	Reimbursements	10,000	4,581		14,581
386	Insurance Claims		10,255		10,255
399	Miscellaneous Revenues	5,000	30,534		35,534
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			1,347,830		

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
409	Mayor's Office	33,730	2,000		35,730
410	City Council	88,258	3,200		91,458
413	Treasurer's Office	329,700	5,000		334,700
415	City Clerk	222,749	16,680		239,429
424	Contributions to Comms/Authorities	46,888	12,000		58,888
433	Custodial	154,600	15,000		169,600
435	Regional Development Authority	8,000		26	7,974
440	City Hall	670,250	292,670		962,920
441	Other buildings		9,000		9,000
444	Contributions / Transfers to Other Funds		91,830		91,830
NET INCREASE/(DECREASE) Expenditures			1,347,830		

APPROVED BY THE STATE AUDITOR

BY:

Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE
OF ENTITYAPPROVAL
DATE

LGSD: BR City of Elkins

CONTROL NUMBER:

2

FY

FUND

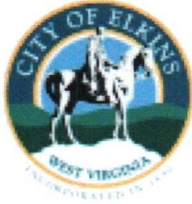
REV#

NET INCREASE/(DECREASE) Expenditures (this page)



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 9, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Mid-year funding request: YMCA
Recommended By:	City Treasurer
Summary:	The YMCA is seeking assistance funding a new pool filtration system. The new system costs \$45,000, with installation costing another \$45,000. To date, the YMCA has received \$25,000 from the Randolph County Commission and \$1,100 in private donations. See attached application for more information.
Fiscal Impact:	The YMCA is seeking a donation from City of Elkins of \$5,000.
Recommendation:	Consider for recommendation to council
Attachments:	1. YMCA - mid-year funding request - FY 2025



Mid-Year City Council Funding Request

If you have questions prior to submitting your request, we are happy to assist. Questions can be addressed to Sutton Stokes, City Clerk, at suttonstokes@cityofelkinswv.com.

Non-Profit Funding Request Application

ORGANIZATION INFORMATION

Organization Name: Elkins-Randolph County YMCA

Date of Request: December 4, 2024

Organization Address: 400 Davis Avenue, Elkins WV 26241

Contact Name: Sid Gillispie

Contact Phone: 304-614-1001

(cell)/304-636-4515

Contact Email: sgillispie@elkinsymca.com

Annual Operating Budget: \$650,000.00

Total Capital Project Budget (if applicable): \$90,000.00

What is the purpose / mission of your organization? The Elkins-Randolph YMCA is committed to enriching the lives of individuals and families across our seven county service region of central West Virginia. We offer a welcoming environment for fitness, recreation, and personal growth, providing a variety of high-quality programs, classes, and activities designed to support and uplift our community.

USE OF FUNDS

Type of Request

X Capital Funding Operations Event/Program Other

Funding Request Amount: \$5,000.00

Have you received funding from the City in the past? **X YES** NO UNSURE If yes, please provide the time period and allocation for the most recent funding provided:

i) December 2022: \$5,000.00 ARPA Grant Funds for Youth Center Restroom Renovation

ii) November 2014: \$500.00 Donation Pool Roof Replacement Due to Damage from Hurricane Sandy

What are the requested funds to be used for? Provide as much detail as possible, including project budget and how this benefits the City. Attach additional sheets as necessary.

The YMCA's pool filtration system has reached the end of its operational lifespan and requires immediate replacement to ensure the continued operation of our pool facility. This critical equipment is responsible for maintaining water quality and distributing pool chemicals. The system alone cost \$45,000, with an additional estimated installation cost of \$45,000.

The scope of this project includes:

- Installation of the new filtration system
- Expansion of the exterior doorway to the pool pump room to accommodate the delivery of the new equipment
- Upgrading the electrical panel to support the new system

Our YMCA serves 1,700 annual members and thousands of visitors each year. The pool is a vital community resource, used by individuals of all ages for swim lessons, pool parties, group fitness classes, lap swimming, family swim time, and the RAYS swim team. As the only heated, multi-use pool in the region that operates year-round, it is essential to the well-being and fitness of our community.

The YMCA has proudly operated a pool facility since the early 1900s, providing generations of local residents with a space for recreation and fitness. With your support, we can continue to serve the community for years to come by ensuring our pool remains a safe, clean, and accessible space for all.

Please list any funds that will be used to supplement the requested funds (i.e. grants, other matching funds). Please also list the number of any volunteers involved in the project or any in-kind contributions.

The YMCA is actively fundraising to support this project. To date, we have secured \$25,000 in funding from the Randolph County Commission and \$1,100 in private donations. The filtration system has already been ordered and paid for using a line of credit. Our goal is to raise the remaining funds needed to fully cover the cost of the project.

Will there be ongoing costs associated with this project/request once completed? Please describe any continuation or upkeep needed and discuss how any recurring costs will be covered.

Each year, the YMCA covers the operating costs of the pool, which results in an annual cost of \$33,000. This deficit is offset through membership fees and program revenue.

ADDITIONAL INFORMATION REQUESTED

- A. Attach any additional sheets (as needed) from questions asked in this application.
- B. Provide specific details and documentation related to requested funds such as quotes from vendors, utilities/operating expenses, proposed job descriptions and salaries when applicable.
- C. Organizational budget and sources of general funding (i.e. treasury, fundraising, grants, other income).



Applicants Signature

Sid Gillispie, Executive Director

Printed Name and Title

TO BE COMPLETED BY CITY OF ELKINS

Date Received: _____

Staff Comments:

Finance Committee Action:

Recommended? YES NO

Amount Recommended (if applicable): _____

Assigned Account No.: _____

Council Action:

Approved? YES NO

Amount Approved (if applicable): _____

Assigned Account No.: _____

S&K Construction and Remodeling

143 Weese St
Elkins, WV 26241 US
304-614-0217
samkconstruction@gmail.com

Invoice

BILL TO
Elkins YMCA Sid Gillispie 400 Davis Ave. Wv Elkins, WV 26241

SHIP TO
Elkins YMCA Sid Gillispie 400 Davis Ave. Wv Elkins, WV 26241

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
791	09/04/2024	\$44,837.04	09/09/2024	Due on receipt	

SHIP DATE

09/04/2024

DESCRIPTION	QTY	RATE	AMOUNT
Jandy JCP Polymer Pump5hp, 3phase 208-230v/460v TEFC	1	6,588.04	6,588.04
Stenner chemical pump 85gpd	2	800.00	1,600.00
Cat 5000 Controller and sensors	1	5,548.00	5,548.00
Evoqua Horizontal Sand Filter	1	28,601.00	28,601.00
Freight	1	2,500.00	2,500.00

BALANCE DUE

\$44,837.04

S&K Construction and Remodeling
 143 Weese St
 Elkins, WV 26241 US
 304-614-0217
 samkconstruction@gmail.com

Invoice

BILL TO
Elkins YMCA Sid Gillispie 400 Davis Ave. Wv Elkins, WV 26241

SHIP TO
Elkins YMCA Sid Gillispie 400 Davis Ave. Wv Elkins, WV 26241

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
796	10/28/2024	\$20,000.00	11/01/2024	Due on receipt	

DESCRIPTION	QTY	RATE	AMOUNT
Construction Draw Demo of back pool wall and dump, install of new pressure treated beam, framing for new glass, insulation install, removal of exterior pump room door and cutting and framing for new door, mixing and pouring concrete for new doorway	400	50.00	20,000.00
BALANCE DUE			\$20,000.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 9, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Opportunities for budget input
Recommended By:	City Clerk
Summary:	The following objective appears in council's recently adopted Strategic Plan. This agenda item enables discussion of possible approaches to increasing public and stakeholder participation in the budget process. Information about Participatory Budgeting is available here: https://www.participatorybudgeting.org/ <i>Objective 2.3: Enable greater stakeholder participation in budgeting process.</i> • Identify opportunities in budgeting process for public and stakeholder input Outreach and education • Publish a budgeting process calendar before the end of each calendar year
Fiscal Impact:	TBD
Recommendation:	Discuss and consider possible recommendations
Attachments:	None