



City of Elkins

Regular Council Meeting

March 20, 2025

7:00 PM

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

AGENDA

1. **Invocation and Pledge of Allegiance**
2. **Call to order and roll call**
3. **Public comment**
4. **Minutes**
 - a. Proposed minutes for the meeting of March 6, 2025
5. **Correspondence, Notifications, and Recognitions**
 - a. Building permits, zoning permits, and vacant property registrations
6. **Councilor Reports**
7. **Staff reports**
 - a. Treasurer's report
8. **Approval of vendor invoice payments**
 - a. Vendor invoices presented for approval: March 3-14, 2025

(Available for public review in the city clerk's office two business days before this meeting, as required by W. Va. Ethics Commission Open Meetings Advisory Opinion 2012-04.)

9. **New business**
 - a. Resolution 1819: Approving the Elkins Tree Board's 2025 work plan
 - b. Resolution 1820: Reappointing the City Attorney
 - c. Resolution 1821: Approval of FY 2026 PEIA costs
 - d. Resolution 1822: FY 2026 General Fund Budget
 - e. Resolution 1823: FY 2026 Coal Severance Fund Budget
 - f. Resolution 1824: FY 2026 Fire Fund Budget
10. **Mayor's comments**
11. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 20, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of March 6, 2025
Recommended By:	City Clerk
Summary:	Minutes for the March 6 meeting
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. city council - 2025_03_06 - minutes_proposed

Proposed Minutes

ELKINS COMMON COUNCIL MEETING MINUTES

***Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
March 6, 2025
7 p.m.***

Elkins Common Council met in regular session in the council chamber of city hall. Present were Mayor Jerry A. Marco; Councilors N.E. Bross-Fregonara, R.C. Chenoweth, G.M. Hinchman, B.C. Kerns, C.C. Lowther, D.C. Parker, E. L. Plishka, and C.H. Thompson; City Treasurer T. Judy; Fire Chief S.D. Himes; Police Chief T. Bennett; Operations Manager M. Kesecker; City Attorney G. S. Roberts; and City Clerk S.R. Stokes (recording secretary).

Councilors A.C. Carroll and L.S. Severino were absent.

PUBLIC COMMENT

There was no public comment.

The Mayor recognized the Elkins High School Boys and Girls Swim Teams as state champions.

MINUTES

Parker **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF FEBRUARY 20, 2025.** The motion carried.

PRESENTATION

Anne Beardslee and Samantha Peet of the Elkins Depot Welcome Center presented information about their organization's activities during 2024.

APPROVAL OF VENDOR INVOICE PAYMENTS

Hinchman **MOVED APPROVAL OF THE INVOICES PRESENTED.** The motion carried.

The invoices in question were as specified on the following list, which is attached and made part of this record:

- Accounts Payable check transactions for the period Feb. 17-28, 2025.

NEW BUSINESS

Kerns **MOVED APPROVAL OF RESOLUTION 1817: LEASE WITH WOODLANDS FOR CLERK DEPARTMENT OFFICE SPACE AT THE DARDEN HOUSE.** The motion carried.

Proposed Minutes

Hinchman MOVED APPROVAL OF RESOLUTION 1818: AMENDING THE CITY PERSONNEL POLICY CONCERNING PERSONAL DAYS AND THE POSTING OF JOBS. The motion carried.

The City Attorney presented information about risks posed to municipal fire departments in proposed state legislation, concerning restrictions on cities implementing fire fees outside city limits needing county permission to do so. Although the legislation is likely prospective, the current wording does not explicitly grandfather cities that already have such fees.

The City Attorney presented information about the unfunded PSC mandate for Elkins water customers to pay for Whitmer water system.

The meeting was adjourned at 8:49 p.m.

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 20, 2025
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Building permits, zoning permits, and vacant property registrations
Recommended By:	Building Inspector
Summary:	The attached report shows building permits issued 03/05/2025-03/17/2025. There were 15 projects with a total valuation of \$254,643.00 Zoning permits show 1 new business. There are currently 54 structures registered as vacant. This year, 43 structures have been billed with \$6,400 in vacant property registration fees have been collected and 11 liens have been placed upon properties. Second year billing statements will begin this month.
Fiscal Impact:	See above.
Recommendation:	Review presented information
Attachments:	1. Building Permits - 2025_03_20

The attached report shows building permits issued 03/05/2025-03/17/2025. There were 15 projects with a total valuation of \$254,643.00

Zoning permits show 1 new business.

There are currently 54 structures registered as vacant. This year, 43 structures have been billed with \$6,400 in vacant property registration fees have been collected and 11 liens have been placed upon properties. Second year billing statements will begin this month.

BUILDING PERMITS

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3/17/2025 12:44 PM          PROJECT MASTER REPORT          PAGE:    1
PROJECTS:      THRU ZZZZZZZZZZ          REPORT SEQUENCE: Project
PROJECT TYPE: Exclude: BPZONING          CONTRACTOR CLASS: All      - All Contractor Classes
CONTRACTORS:   All
APPLIED DATES: 3/05/2025 THRU 3/17/2025          EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS INCLUDED: All          ISSUED DATES: 0/00/0000 THRU 99/99/9999
=====
=====

PROJECT: 240370  - RESIDENTIAL ELECTRICAL          TYPE: ELEC-RES  RESIDENTIAL ELECTRICAL
PROPERTY:      1716 LAVALETTE AVE
APPLIED DATE: 3/12/2025    ISSUED DATE: 3/12/2025  EXPIRATION DATE: 9/11/2025  COMPLETION DATE: 0/00/0000
CONTRACTOR: SUPERNOVA SUPERNOVA SOLAR LLC          ISSUED TO: ROY, DARLENE
              635 OLD BARNWELL RD                  1716 LAVALETTE AVE
              WEST COLUMBIA, SC 29170              ELKINS, WV 26241
SQUARE FEET:    714
DWELLING TYPE: PRIVATE          UNITS: 34
STATUS: OPEN      BALANCE:    51.42

PROJECT: 240371  - RESIDENTIAL REMODEL          TYPE: BR-REM   RESIDENTIAL REMODEL
PROPERTY:      1518 TAYLOR AVE
APPLIED DATE: 3/12/2025    ISSUED DATE: 3/12/2025  EXPIRATION DATE: 9/11/2025  COMPLETION DATE: 0/00/0000
CONTRACTOR: BASEMENTA BASEMENT AUTHORITY OF WV    ISSUED TO: TYE, MATTHEW R
              132 ROCKY STEP RD                    1518 TAYLOR AVE
              SCOTT DEPOT, WV 25560                ELKINS, WV 26241
SQUARE FEET:    30
DWELLING TYPE: PRIVATE          UNITS: 1
STATUS: OPEN      BALANCE:    25.90

PROJECT: 240372  - RESIDENTIAL FENCE          TYPE: FENCE-RES RESIDENTIAL FENCE
PROPERTY:      113 VALLEY CT
APPLIED DATE: 3/12/2025    ISSUED DATE: 3/12/2025  EXPIRATION DATE: 9/11/2025  COMPLETION DATE: 0/00/0000
CONTRACTOR:                                ISSUED TO: PHARES, DON
                                              113 VALLEY CT
                                              ELKINS, WV 26241

SQUARE FEET:    200
DWELLING TYPE: PRIVATE          UNITS: 1
STATUS: OPEN      BALANCE:    25.00

PROJECT: 240373  - COMMERCIAL ROOFING          TYPE: ROOF-COM COMMERCIAL ROOFING
PROPERTY:      1505 HARRISON AVE
APPLIED DATE: 3/12/2025    ISSUED DATE: 3/12/2025  EXPIRATION DATE: 9/11/2025  COMPLETION DATE: 0/00/0000
CONTRACTOR: CLIFFORDRB CLIFFORD R BILLER GEN CONT ISSUED TO: ELBON, JULIA
              336 BLAINE AVE                      110 WESTVIEW DR
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ELKINS, WV 26241	ELKINS, WV 26241
SQUARE FEET: 1,925	
DWELLING TYPE: PRIVATE	UNITS: 1
STATUS: OPEN	BALANCE: 146.25
PROJECT: 240374 - COMMERCIAL ROOFING	
TYPE: ROOF-COM COMMERCIAL ROOFING	
PROPERTY: 611B W MAIN ST	
APPLIED DATE: 3/12/2025 ISSUED DATE: 3/12/2025 EXPIRATION DATE: 9/11/2025 COMPLETION DATE: 0/00/0000	
CONTRACTOR: CLIFFORDRB CLIFFORD R BILLER GEN CONT ISSUED TO: JONES, RAYMOND L	
336 BLAINE AVE	10 BOUNDARY AVE
ELKINS, WV 26241	ELKINS, WV 26241
SQUARE FEET: 900	
DWELLING TYPE: PRIVATE	UNITS: 1
STATUS: OPEN	BALANCE: 95.00
PROJECT: 240375 - RESIDENTIAL ROOFING	
TYPE: ROOF-RES RESIDENTIAL ROOFING	
PROPERTY: 124 COLLEGE ST	
APPLIED DATE: 3/12/2025 ISSUED DATE: 3/12/2025 EXPIRATION DATE: 9/11/2025 COMPLETION DATE: 0/00/0000	
CONTRACTOR: CLIFFORDRB CLIFFORD R BILLER GEN CONT ISSUED TO: DAVIS & ELKINS COLLEGE	
336 BLAINE AVE	100 CAMPUS DR
ELKINS, WV 26241	ELKINS, WV 26241
SQUARE FEET: 2,400	
DWELLING TYPE: PRIVATE	UNITS: 1
STATUS: OPEN	BALANCE: 97.00
PROJECT: 240376 - RESIDENTIAL SIDEWALK/DRIVEWAY	
TYPE: BR-SIDE RES DRIVEWAY/SIDEWALK	
PROPERTY: 18 CENTRAL ST	
APPLIED DATE: 3/13/2025 ISSUED DATE: 3/13/2025 EXPIRATION DATE: 9/12/2025 COMPLETION DATE: 0/00/0000	
CONTRACTOR: ISSUED TO: ROSS, PAMELA	
	318 MAIN STREET
	ELKINS, WV 26241
SQUARE FEET: 340	
DWELLING TYPE: PRIVATE	UNITS: 1
STATUS: OPEN	BALANCE: 0.00
PROJECT: 240377 - RESIDENTIAL REMODEL	
TYPE: BR-REM RESIDENTIAL REMODEL	
PROPERTY: 227 DIAMOND ST	
APPLIED DATE: 3/13/2025 ISSUED DATE: 3/13/2025 EXPIRATION DATE: 9/12/2025 COMPLETION DATE: 0/00/0000	
CONTRACTOR: ISSUED TO: RODRIGUEZ, MARVIN	
	1028 S HENRY AVE
	ELKINS, WV 26241
SQUARE FEET: 1,332	
DWELLING TYPE: PRIVATE	UNITS: 1
STATUS: OPEN	BALANCE: 211.52
PROJECT: 240378 - RESIDENTIAL WINDOWS	
TYPE: WIND-RES RESIDENTIAL WINDOWS	
PROPERTY: 222 SYLVESTER DR	
APPLIED DATE: 3/13/2025 ISSUED DATE: 3/13/2025 EXPIRATION DATE: 9/12/2025 COMPLETION DATE: 0/00/0000	
CONTRACTOR: HANSHAWENT HANSHAW ENTERPRISES INC ISSUED TO: PYLES, ANGELA	
148 MIDDLETOWN RD	222 SYLVESTER DR
FAIRMONT, WV 26554	ELKINS, WV 26241
SQUARE FEET: 1	
DWELLING TYPE: PRIVATE	UNITS: 1
STATUS: OPEN	BALANCE: 25.00

PROJECT: 240379 - COMMERCIAL ACCESSORY BUILDING TYPE: BC-ACC COMMERCIAL ACCESSORY BLD
 PROPERTY: 14 NORTHVIEW DR
 APPLIED DATE: 3/13/2025 ISSUED DATE: 3/13/2025 EXPIRATION DATE: 9/12/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: HARRIS, DAVID
 14 NORTHVIEW DR
 ELKINS, WV 26241

 SQUARE FEET: 320
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 34.60

PROJECT: 240380 - RESIDENTIAL SIDEWALK/DRIVEWAY TYPE: BR-SIDE RES DRIVEWAY/SIDEWALK
 PROPERTY: 639 CAPITOL ST
 APPLIED DATE: 3/13/2025 ISSUED DATE: 3/13/2025 EXPIRATION DATE: 9/12/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: SIMON SIMON CONCRETE SOLUTIONS ISSUED TO: NORWOOD, TRAVIS R
 1801 LIVINGSTON AVENUE 639 CAPITOL ST
 ELKINS, WV 26241 ELKINS, WV 26241

 SQUARE FEET: 600
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 33.00

PROJECT: 240381 - RESIDENTIAL ACCESSORY BUILDING TYPE: BR-ACC RESIDENTIAL ACCESSORY BLD
 PROPERTY: 113 VALLEY CT
 APPLIED DATE: 3/13/2025 ISSUED DATE: 3/13/2025 EXPIRATION DATE: 9/12/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: LWTRANS LW TRANSPORT LLC ISSUED TO: PHARES, DON
 13323 SENECA TRAIL 113 VALLEY CT
 HUTTONSVILLE, WV 26273 ELKINS, WV 26241

 SQUARE FEET: 120
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 28.60

PROJECT: 240382 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
 PROPERTY: 19 FIRST ST
 APPLIED DATE: 3/13/2025 ISSUED DATE: 3/13/2025 EXPIRATION DATE: 9/12/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: ARBOGAST, JR., WILLIAM
 19 FIRST ST
 ELKINS, WV 26241

 SQUARE FEET: 1,800
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240383 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
 PROPERTY: 320 HARPertOWN RD
 APPLIED DATE: 3/14/2025 ISSUED DATE: 3/14/2025 EXPIRATION DATE: 9/13/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ULTIMATE ULTIMATE ROOFING WV LLC ISSUED TO: MICHAELS, DANIEL
 410 OHIO AVE 320 HARPertOWN RD
 NUTTERFOrT, WV 26301 ELKINS, WV 26241

 SQUARE FEET: 1,100
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 58.00

PROJECT: 240384 - COMMERCIAL REMODEL TYPE: BC-REM COMMERCIAL REMODEL
 PROPERTY: 2 CHESTNUT ST
 APPLIED DATE: 3/17/2025 ISSUED DATE: 3/17/2025 EXPIRATION DATE: 9/16/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: PHEASANT PHEASANT MOUNTAIN CONSTRUCTION ISSUED TO: BUILDERS GROUP INC
 39 BARRED OWL DRIVE PO BOX 2076

KERENS, WV 26276
SQUARE FEET: 130
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 56.50

ELKINS, WV 26241

ZONING PERMITS

3/17/2025 12:48 PM PROJECT MASTER REPORT PAGE: 1
PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project
PROJECT TYPE: Include: BPZONING CONTRACTOR CLASS: All - All Contractor Classes
CONTRACTORS: All
APPLIED DATES: 3/05/2025 THRU 3/17/2025 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS INCLUDED: All ISSUED DATES: 0/00/0000 THRU 99/99/9999

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PROJECT: 240385 - ZONING PERMIT TYPE: BPZONING ZONING
PROPERTY: 211 FOURTH ST
APPLIED DATE: 3/17/2025 ISSUED DATE: 3/17/2025 EXPIRATION DATE: 3/17/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: ISSUED TO: CPR SWIMWEAR 1ST AID CLOTHING
211 4TH STREET
ELKINS, WV 26241

SQUARE FEET: 1
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 10.00

TOTAL PRINTED: 1 PROJECTS TOTAL BALANCE: \$10.00

VACANT STRUCTURE BILLING

2/04/2025 10:20 AM FEE CODE REPORT PAGE: 1
LICENSES: THRU ZZZZZZZZZZ
LIC CODES: Include: CE-VAC
LIC STATUS: Pending, Active, Renewed
FEE CODES: All

ORIGINATION DATE: 3/01/2023 THRU 2/04/2025
EFFECTIVE DATE: 0/00/0000 THRU 99/99/9999
EXPIRATION DATE: 0/00/0000 THRU 99/99/9999
PRINT DATE: 0/00/0000 THRU 99/99/9999

FEE CODE: VACANT - VACANT PROPERTY FEE

LICENSE	PERIOD	LIC CODE	STATUS	REPORT	ISSUED TO	# of Years	CHARGES
24226	9/12/23 - 9/13/23	CE-VAC	Active	CODE	WOODLANDS DEVELOPMENT GRO	3.0000	400.00
24285	3/04/24 - 3/05/24	CE-VAC	Pending	CODE	HOSEY LINDA	1.0000	200.00
24286	3/04/24 - 3/05/24	CE-VAC	Pending	CODE	HOSEY LINDA	1.0000	200.00
24287	3/04/24 - 3/05/24	CE-VAC	Active	CODE	HIGGINS MARIE	1.0000	200.00
24289	3/04/24 - 3/05/24	CE-VAC	Active	CODE	METHENY MICHE	1.0000	200.00
24290	3/04/24 - 3/05/24	CE-VAC	Active	CODE	MILLER LINDA	1.0000	200.00
24294	3/12/24 - 3/13/24	CE-VAC	Active	CODE	CHUA DOMIN	1.0000	200.00
24295	3/12/24 - 3/13/24	CE-VAC	Active	CODE	ARBOGAST GARY	1.0000	200.00
24302	3/19/24 - 3/20/24	CE-VAC	Active	CODE	AUVIL BENJA	1.0000	200.00
24303	3/19/24 - 3/20/24	CE-VAC	Active	CODE	PROUDFOOT LINDA	1.0000	200.00
24305	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	HALLE SHANE	1.0000	200.00
24306	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	ARMENTROUT WILLI	1.0000	200.00

24307	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	ARMENTROUT	WILLI	1.0000	200.00
24308	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	CORDER	DEBOR	2.0000	200.00
24309	10/16/24 - 10/17/24	CE-VAC	Active	CODE	GUSTKE	JAMES		200.00
24310	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	GRAHAM	ANNA	1.0000	200.00
24311	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	ANGER	MIKE	1.0000	200.00
24312	3/19/24 - 3/20/24	CE-VAC	Active	CODE	SHIFFLETT	DAVID	2.0000	200.00
24314	3/19/24 - 3/20/24	CE-VAC	Active	CODE	BEVERLY PIKE LAND LLC		2.0000	200.00
24315	3/19/24 - 3/20/24	CE-VAC	Active	CODE	GUSTKE	JAMES	2.0000	200.00
24323	4/04/24 - 4/05/24	CE-VAC	Active	CODE	COMIS	DINO	2.0000	200.00
24324	4/04/24 - 4/05/24	CE-VAC	Active	CODE	BOGGS	ANGEL	2.0000	200.00
24325	4/04/24 - 4/05/24	CE-VAC	Active	CODE	SHOMO	LINDA	2.0000	200.00
24326	4/04/24 - 4/05/24	CE-VAC	Active	CODE	STEVENSON	JULIA	2.0000	200.00
24327	4/04/24 - 4/05/24	CE-VAC	Active	CODE	YEAGER	MARVI	2.0000	200.00
24328	4/04/24 - 4/05/24	CE-VAC	Active	CODE	KIRKPATRICK	KRIST	2.0000	200.00
24333	4/16/24 - 4/17/24	CE-VAC	Active	CODE	VARNEY	CHARL	2.0000	200.00
24334	4/16/24 - 4/17/24	CE-VAC	Active	CODE	MESSINGER	DAVID	2.0000	200.00
24335	4/16/24 - 4/17/24	CE-VAC	Renewed	CODE	WHITE	DELA	2.0000	200.00
24335	6/24/24 - 6/25/24	CE-VAC	Active	CODE	WHITE	DELA	2.0000	200.00
24336	4/16/24 - 4/17/24	CE-VAC	Active	CODE	KNUTTI	FREDE	2.0000	200.00
24337	4/16/24 - 4/17/24	CE-VAC	Renewed	CODE	LOTHES	WILFR	2.0000	200.00
24337	6/04/24 - 6/05/24	CE-VAC	Active	CODE	LOTHES	WILFR	2.0000	200.00
24343	4/29/24 - 4/30/24	CE-VAC	Active	CODE	KHAN	FARUK	2.0000	200.00
24344	4/29/24 - 4/30/24	CE-VAC	Active	CODE	HATFIELD	WANDA	2.0000	200.00
24345	4/29/24 - 4/30/24	CE-VAC	Pending	CODE	SHOCKEY	KATHE	2.0000	200.00
24346	4/29/24 - 4/30/24	CE-VAC	Pending	CODE	SHOCKEY	KATHE	2.0000	200.00
24347	4/29/24 - 4/30/24	CE-VAC	Pending	CODE	KIRKPATRICK	REBEC	2.0000	200.00
24406	8/12/24 - 8/13/24	CE-VAC	Active	CODE	MOORE	GREGO	2.0000	200.00
24407	8/12/24 - 8/13/24	CE-VAC	Active	CODE	CARR	CAROL	2.0000	200.00
24425	10/03/24 - 10/04/24	CE-VAC	Active	CODE	HUNTINGTON NATIONAL BANK		2.0000	200.00
24439	11/01/24 - 11/02/24	CE-VAC	Active	CODE	SAFEGUARD PROPERTIES PRES		2.0000	200.00
24448	12/02/24 - 12/25/25	CE-VAC	Active	CODE	KING	WILLI	2.0000	200.00

REPORT TOTALS:

43

71.0000

8,800.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 20, 2025
Section:	Staff reports
Category:	Presentation
Agenda Item Name:	Treasurer's report
Recommended By:	City Treasurer
Summary:	The attached report from the City Treasurer includes: • General Fund Revenue Detail report showing: most recent month's revenues, YTD revenues, and YTD actual revenues as percentage of budgeted revenues • Bank account balances • Budget control summary
Fiscal Impact:	n/a
Recommendation:	Review presented information
Attachments:	1. Treasurer Report - 2025_03_20

General Fund Revenue Detail

	February Revenues	YTD Revenues	Percent of Revenues Collected Per Budget	Percent of Yr. Completed 66.67
Unassigned Fund Balance				
County Tax	\$30,055.09	\$886,121.53	71.98%	1,231,105.00
B & O Tax	\$241,111.80	\$1,749,893.87	109.10%	1,604,000.00
Hotel/Motel Tax	\$14,723.52	\$212,447.36	106.12%	200,200.00
Gas & Oil Severance Tax	\$0.00	\$25,525.61	51.05%	50,000.00
2% City Utility Tax	\$7,481.60	\$63,979.10	75.27%	85,000.00
Utility Excise Tax	\$37,947.73	\$230,997.38	74.52%	310,000.00
Liquor Tax	\$21,784.68	\$64,708.39	70.34%	92,000.00
Police	\$285.00	\$9,033.80	56.46%	16,000.00
Municipal Court	\$1,697.00	\$15,891.13	37.88%	41,950.00
Code Enforcement	\$407.99	\$16,817.85	56.06%	30,000.00
Business License	\$370.00	\$11,034.15	40.12%	27,500.00
Intergovernmental	\$17,551.03	\$980,049.88	429.81%	228,017.00
Franchise/IRP Fees	\$19,039.21	\$86,454.58	68.07%	127,000.00
Phil Gainer Community Center	\$5,150.00	\$34,271.00	85.68%	40,000.00
Misc. Revenue	\$9,448.95	\$164,395.28	121.09%	135,760.00
Municipal Sales Tax	\$0.00	\$1,145,068.44	81.79%	1,400,000.00
TOTAL	\$407,053.60	\$5,696,689.35	101.39%	5,618,532.00

Intergovernmental increased revenues are due to 2 DOJ grant deposits (7/2/24 \$158,074.82 & 8/1/24 \$640,547.27)

FY2025 Budget Control Summary

General Fund														YTD TOTALS
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$1,137,832.22	\$964,721.09	\$441,020.42	\$1,108,391.62	\$574,600.39	\$134,330.23	\$928,739.78	\$407,053.60	\$0.00	\$0.00	\$0.00	\$0.00	\$133,337.23	\$5,696,689.35
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$825,351.18	\$1,337,901.18	\$541,410.22	\$554,684.27	\$712,624.16	\$624,338.52	\$598,970.84	\$368,071.75	\$0.00	\$0.00	\$0.00	\$0.00		\$5,563,352.12
Sanitation Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$120,655.66	\$125,941.58	\$120,782.16	\$130,050.87	\$128,118.67	\$115,390.02	\$127,987.29	\$123,634.94	\$0.00	\$0.00	\$0.00	\$0.00	-\$43,039.77	\$992,561.19
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$145,484.16	\$118,185.70	\$127,156.83	\$150,532.42	\$140,521.58	\$137,082.69	\$128,045.90	\$88,591.68	\$0.00	\$0.00	\$0.00	\$0.00		\$1,035,600.96
Sewer Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$281,446.53	\$262,524.76	\$243,041.16	\$280,581.66	\$260,173.50	\$273,492.08	\$320,919.54	\$232,049.66	\$0.00	\$0.00	\$0.00	\$0.00	\$162,632.61	\$2,154,228.89
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$267,166.54	\$246,266.86	\$269,123.07	\$238,704.73	\$252,487.07	\$258,390.04	\$247,852.38	\$211,605.59	\$0.00	\$0.00	\$0.00	\$0.00		\$1,991,596.28
Water Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$416,751.93	\$431,270.32	\$363,415.43	\$436,595.16	\$457,067.65	\$398,593.64	\$371,689.45	\$379,986.14	\$0.00	\$0.00	\$0.00	\$0.00	\$156,327.97	\$3,255,369.72
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$452,928.21	\$398,220.90	\$414,455.87	\$406,571.65	\$401,673.57	\$341,235.83	\$374,522.77	\$309,432.95	\$0.00	\$0.00	\$0.00	\$0.00		\$3,099,041.75
Fire Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$53,017.83	\$91,922.15	\$63,908.09	\$48,472.65	\$79,701.26	\$0.00	\$136,562.30	\$99,764.61	\$0.00	\$0.00	\$0.00	\$0.00	-\$165,848.45	\$573,348.89
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$107,354.02	\$83,438.32	\$87,906.66	\$82,554.88	\$113,659.85	\$85,115.28	\$103,097.15	\$76,071.18	\$0.00	\$0.00	\$0.00	\$0.00		\$739,197.34
Landfill Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$566.80	\$497.89	\$515.81	\$463.58	\$453.90	\$437.53	\$377.30	\$381.39	\$0.00	\$0.00	\$0.00	\$0.00	\$3,110.46	\$3,694.20
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$174.31	\$0.00	\$183.37	\$24.30	\$0.00	\$175.02	\$13.02	\$13.72	\$0.00	\$0.00	\$0.00	\$0.00		\$583.74

Bank Account Name	Balance as of 2/28/2025
--------------------------	------------------------------------

ARPA	\$175,125.12
Elkins Building Comm. Sinking Fund	\$0.00
Elkins Municipal Building Comm.	\$0.00
Financial Stabilization	\$761,135.11
Fire Pension Fund	\$2,979,056.97
Firemen's Pension & Relief Fund	\$0.00
Grant Co Bank-Whitmer	\$14,307.80
Landfill Access Escrow	\$1,951,391.75
Landfill Post Closure	\$48,768.87
Ohio Valley-Construction Draw	\$0.00
Opioid	\$29,318.04
Payroll	\$381.53
Police Forfeitures	\$17,154.20
Police Pension Fund	\$4,956,842.65
Police Seizures	\$22,807.98
Policemen's Pension & Relief Fund	\$0.00
Pooled Cash-Coal Severance Fund	\$105,521.52
Pooled Cash-Fire Fund	\$238,372.44
Pooled Cash-General Fund	\$1,890,623.07
Pooled Cash-Landfill Fund	\$131,781.41
Pooled Cash-Parks Fund	\$780,612.96
Pooled Cash-Sanitation Fund	\$560,191.27
Pooled Cash-Sewer Fund	\$286,140.75
Pooled Cash-Water Fund	\$534,188.85
Sewer Depreciation	\$249,774.97
Sewer O&M	\$605,072.08
TIF District #1	\$61,000.84
Water Depreciation	\$215,622.24
Water O&M	\$577,268.98



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 20, 2025
Section:	Approval of vendor invoice payments
Category:	Action Item
Agenda Item Name:	Vendor invoices presented for approval: March 3-14, 2025 <i>(Available for public review in the city clerk's office two business days before this meeting, as required by W. Va. Ethics Commission Open Meetings Advisory Opinion 2012-04.)</i>
Recommended By:	City Treasurer
Summary:	Accounts payable transactions in all funds March 3-14.
Fiscal Impact:	Report details \$537,996.05 in transactions from all funds.
Recommendation:	Consider for approval
Attachments:	1. AP Check Report 2025_03-20

VENDOR SET: 01 Elkins

BANK: * ALL BANKS

DATE RANGE: 3/03/2025 THRU 3/14/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00810	WV Public Employee Insurance A							
	C-CHECK WV Public Employee InsurVOIDED	V	3/11/2025			016812		26,987.59CR

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00

VOID CHECKS:	1 VOID DEBITS	0.00		
	VOID CREDITS	26,987.59CR	26,987.59CR	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: TOTALS:	1	26,987.59CR	0.00	0.00
BANK: TOTALS:	1	26,987.59CR	0.00	0.00

VENDOR SET: 01 Elkins

BANK: GCBAN Grant Co Bank-Whitmer

DATE RANGE: 3/03/2025 THRU 3/14/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00283	Frontier							
I-Whitmer 022825	phone/internet	R	3/05/2025	98.69		000036		98.69

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	98.69	0.00	98.69
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0			
VOID DEBITS		0.00		
VOID CREDITS		0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: GCBANTOTALS:	1	98.69	0.00	98.69
BANK: GCBAN TOTALS:	1	98.69	0.00	98.69

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 3/03/2025 THRU 3/14/2025

VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE			NO	STATUS	AMOUNT
00741	Great-West Trust Company LLC							
I-VF 202503041733	Voya	D	3/04/2025	570.00		006986		
I-VF2202503041733	Voya AT	D	3/04/2025	100.00		006986		670.00
02667	Health Equity							
I-HSA202503041733	Health Savings	D	3/05/2025	951.54		006987		951.54
00471	FirstEnergy MP/PE							
I-Barron 021425	ACH-Barron Ave 011625-021425	D	3/10/2025	16,405.81		006988		16,405.81
00116	Child Support Enforcement							
I-CDS202503041733	Child Support	R	3/04/2025	681.40		016757		681.40
00121	Citizens Bank of WVFP							
I-FP 202503041733	Fire Pension	R	3/04/2025	389.15		016758		389.15
00122	Citizens Bank of WVFP							
I-PP 202503041733	Police Pension	R	3/04/2025	169.80		016759		
I-PPN202503041733	Police Pension-2010 Forward	R	3/04/2025	260.66		016759		430.46
00147	COE Misc							
I-MIS202503041733	Misc Reimbursements	R	3/04/2025	498.00		016760		498.00
00150	COE Payroll							
I-T1 202503041733	Federal Withholding	R	3/04/2025	14,052.21		016761		14,052.21
00151	COE Payroll							
I-T3 202503041733	FICA	R	3/04/2025	21,269.24		016762		
I-T4 202503041733	Medicare	R	3/04/2025	5,276.42		016762		26,545.66
00152	COE Payroll							
I-T2 202503041733	State Withholding	R	3/04/2025	5,837.00		016763		5,837.00
00203	Davis Trust Company							
I-CC 202503041733	Employee Christmas Club	R	3/04/2025	2,540.00		016764		2,540.00
00747	Washington National Insurance							
I-WN 202503041733	Washington National Insurance	R	3/04/2025	574.13		016765		574.13
00837	COE Payroll Reimbursement							
I-001202503041733	Payroll Reimbursement	R	3/04/2025	57,005.80		016766		
I-006202503041733	Payroll Reimbursement	R	3/04/2025	5,192.13		016766		
I-036202503041733	Payroll Reimbursement	R	3/04/2025	16,136.34		016766		
I-400202503041733	Payroll Reimbursement	R	3/04/2025	24,329.57		016766		
I-401202503041733	Payroll Reimbursement	R	3/04/2025	14,332.38		016766		
I-404202503041733	Payroll Reimbursement	R	3/04/2025	13,915.55		016766		130,911.77

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 3/03/2025 THRU 3/14/2025

VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE	AMOUNT		NO	STATUS	AMOUNT
01885	Colonial Life							
I-CL 202503041733	Colonial Life-AT	R	3/04/2025	112.10		016767		
I-CLP202503041733	Colonial Life-PT	R	3/04/2025	52.52		016767		164.62
00073	Brewer & Company of WV, Inc.							
I-QA668-IN	Starlink Cell Dialer & Antenna	R	3/05/2025	1,750.00		016768		1,750.00
00078	Nanci Bross-Fregonara							
I-CKREQ 030425	Tree Board Door Hangers	R	3/05/2025	107.85		016769		107.85
00079	Broughton Sports							
I-T2822	2-12x6 Cast/Alum Bronze Finish	R	3/05/2025	550.00		016770		550.00
00140	City of Elkins							
I-CKREQ 030325	Whitmer Utility Pmts to Elkins	R	3/05/2025	2,346.20		016771		2,346.20
00143	COE General Fund 2							
I-03/25 Indirects	Monthly Indirects 03/2025	R	3/05/2025	16,751.44		016772		16,751.44
00149	COE Parks and Recreation							
I-03/25 Support	Monthly Support 03/2025	R	3/05/2025	25,483.00		016773		25,483.00
00156	COE Sewer Depreciation Account							
I-2/25 Sewer Deprec	02/25 Sewer Deprecitation Dep	R	3/05/2025	5,735.43		016774		5,735.43
00158	COE Water Depreciation Account							
I-02/25 Water Deprec	02/25 Water Depreciation	R	3/05/2025	9,210.52		016775		9,210.52
00169	Assured Partners of West Virgi							
I-22611	Sched Position Bond Renew	R	3/05/2025	1,477.00		016776		1,477.00
00231	EI Technical Services, Inc.							
I-02252502	Calibration of Lab Inst/FlowMt	R	3/05/2025	752.00		016777		752.00
00471	FirstEnergy MF/PE							
I-5Baxter 021725	Consumption	R	3/05/2025	252.68		016778		
I-9000996114	Consumption/Lighting	R	3/05/2025	60,550.76		016778		
I-RR Ave 021825	RR Ave 011625-021325	R	3/05/2025	204.13		016778		61,007.57
00484	Mountaineer Gas Company							
I-1Bax 012025	1Baxter 010825-020625	R	3/05/2025	737.36		016779		
I-1Baxter 022025	1 Baxter 010825-020625	R	3/05/2025	662.53		016779		
I-216 4th 022025	216 4th St 010825-020625	R	3/05/2025	2,020.87		016779		
I-216 4thB 022025	216 4thB 010825-020625	R	3/05/2025	39.23		016779		
I-401 Davis 022025	401 Davis 010925-020625	R	3/05/2025	4,115.95		016779		
I-917 SRR 022025	917 S RR 010925-020625	R	3/05/2025	1,768.88		016779		
I-Barron 022025	Barron 010825-020625	R	3/05/2025	169.48		016779		
I-BaxterSt 022025	Baxter St 010825-020625	R	3/05/2025	1,537.18		016779		

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 3/03/2025 THRU 3/14/2025

		CHECK		INVOICE		CHECK		CHECK	
VENDOR I.D.	NAME	STATUS	DATE	AMOUNT	DISCOUNT	NO	STATUS	AMOUNT	
	I-Center 022025	Center St 010825-020625	R	3/05/2025	197.40		016779		
	I-FloodCtrl 022025	Flood Ctl 010925-021125	R	3/05/2025	1,659.92		016779		
	I-Glendale 022025	Glendale LS 010825-020625	R	3/05/2025	271.81		016779		
	I-Ind Pk 022025	Industrial Pk 010925-021125	R	3/05/2025	359.60		016779		
	I-RELee 022025	RELee 010925-020625	R	3/05/2025	956.24		016779		
	I-Stewart LS 022025	Stewart LS 010925-020625	R	3/05/2025	56.37		016779	14,552.82	
00573	Randolph County Development Au								
	I-03/25 Rent	Rent 3/2025	R	3/05/2025	400.00		016780	400.00	
00670	Stephoe & Johnson PLLC								
	I-1177341	Services through 01/31/2025	R	3/05/2025	315.00		016781	315.00	
00711	Tygart Valley Transfer, Inc.								
	I-00031748	Comm	R	3/05/2025	555.15		016782		
	I-00031753	Comm	R	3/05/2025	314.36		016782		
	I-00031771	Res	R	3/05/2025	888.62		016782		
	I-00031772	Res	R	3/05/2025	1,024.30		016782		
	I-00031774	Comm	R	3/05/2025	1,060.61		016782		
	I-00031795	Comm	R	3/05/2025	150.97		016782		
	I-00031799	Comm	R	3/05/2025	196.83		016782		
	I-00031805	Comm	R	3/05/2025	107.97		016782		
	I-00031816	Comm	R	3/05/2025	306.72		016782		
	I-00031820	Comm	R	3/05/2025	622.99		016782		
	I-00031822	Res	R	3/05/2025	724.27		016782		
	I-00031823	Res	R	3/05/2025	727.14		016782		
	I-00031848	Res	R	3/05/2025	126.13		016782		
	I-00031849	Comm	R	3/05/2025	495.90		016782		
	I-00031853	Comm	R	3/05/2025	92.68		016782		
	I-00031857	Comm	R	3/05/2025	79.31		016782		
	I-00031868	Comm	R	3/05/2025	627.76		016782		
	I-00031871	Res	R	3/05/2025	629.67		016782		
	I-00031872	Res	R	3/05/2025	595.28		016782		
	I-00031894	Comm	R	3/05/2025	302.89		016782		
	I-00031900	Comm	R	3/05/2025	253.21		016782		
	I-00031905	Comm	R	3/05/2025	582.86		016782		
	I-00031906	Res	R	3/05/2025	636.36		016782		
	I-00031907	Res	R	3/05/2025	757.71		016782		
	I-00031918	Comm	R	3/05/2025	311.49		016782		
	I-00031920	Comm	R	3/05/2025	77.40		016782		
	I-00031939	Res	R	3/05/2025	515.97		016782		
	I-00031942	Res	R	3/05/2025	659.30		016782		
	I-00031945	Comm	R	3/05/2025	860.91		016782		
	I-00031968	Res	R	3/05/2025	192.06		016782		
	I-00031970	Comm	R	3/05/2025	238.88		016782		
	I-00031974	Comm	R	3/05/2025	372.65		016782		
	I-00031989	Res	R	3/05/2025	969.83		016782		
	I-00031991	Res	R	3/05/2025	806.44		016782		

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 3/03/2025 THRU 3/14/2025

VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE			NO	STATUS	AMOUNT
I-00032013	Comm	R	3/05/2025	377.42		016782		
I-00032015	Comm	R	3/05/2025	252.25		016782		
I-00032028	Comm	R	3/05/2025	391.76		016782		
I-00032031	Res	R	3/05/2025	688.92		016782		
I-00032032	Res	R	3/05/2025	597.19		016782		
I-00032045	Comm	R	3/05/2025	451.00		016782		
I-00032051	Res	R	3/05/2025	576.17		016782		
I-00032052	Res	R	3/05/2025	553.23		016782		
I-00032053	Comm	R	3/05/2025	622.03		016782		
I-00032063	Comm	R	3/05/2025	304.80		016782		
I-00032065	Comm	R	3/05/2025	279.96		016782		
I-00032074	Comm	R	3/05/2025	499.73		016782		
I-00032076	Res	R	3/05/2025	607.70		016782		
I-00032078	Res	R	3/05/2025	566.61		016782		
I-00032085	Comm	R	3/05/2025	89.82		016782		
I-00032097	Res	R	3/05/2025	444.31		016782		
I-00032099	Res	R	3/05/2025	558.97		016782		
I-00032100	Comm	R	3/05/2025	460.55		016782		
I-00032113	Comm/Cleanout	R	3/05/2025	333.85		016782		
I-00032123	Res	R	3/05/2025	781.60		016782		
I-00032125	Res	R	3/05/2025	636.36		016782		
I-00032126	Comm	R	3/05/2025	816.00		016782		
I-00032136	Comm	R	3/05/2025	190.14		016782		
I-00032138	Comm	R	3/05/2025	233.14		016782		
I-00032148	Comm	R	3/05/2025	418.51		016782		
I-00032149	Res	R	3/05/2025	470.11		016782		
I-00032151	Res	R	3/05/2025	538.90		016782		
I-00032160	Comm	R	3/05/2025	169.12		016782		
I-00032162	Comm	R	3/05/2025	531.26		016782		
I-00032165	Res	R	3/05/2025	515.97		016782		
I-00032166	Res	R	3/05/2025	502.59		016782		
I-00032167	Comm	R	3/05/2025	503.55		016782		
I-00032176	Comm	R	3/05/2025	286.65		016782		
I-00032178	Comm/Cleanout	R	3/05/2025	485.77		016782		
I-00032189	Res	R	3/05/2025	522.66		016782		
I-00032190	Res	R	3/05/2025	622.03		016782		
I-00032194	Comm	R	3/05/2025	495.90		016782		
I-00032209	Comm	R	3/05/2025	237.92		016782		
I-00032210	Comm	R	3/05/2025	451.95		016782		
I-00032211	Res	R	3/05/2025	447.17		016782		
I-00032213	Res	R	3/05/2025	484.44		016782		
I-00032216	Comm	R	3/05/2025	107.97		016782		
I-00032228	Comm	R	3/05/2025	256.07		016782		
I-00032241	Res	R	3/05/2025	822.69		016782		
I-00032242	Res	R	3/05/2025	826.51		016782		
I-00032245	Comm	R	3/05/2025	928.75		016782		
I-00032268	Comm	R	3/05/2025	298.12		016782		
I-00032274	Comm	R	3/05/2025	292.38		016782		

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 3/03/2025 THRU 3/14/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00032283	Comm	R	3/05/2025	285.69		016782		
I-00032287	Comm	R	3/05/2025	215.94		016782		
I-00032293	Res	R	3/05/2025	601.01		016782		
I-00032294	Comm	R	3/05/2025	562.79		016782		
I-00032295	Res	R	3/05/2025	599.10		016782		
I-00032317	Comm	R	3/05/2025	493.04		016782		
I-00032320	Comm	R	3/05/2025	510.24		016782		
I-00032331	Res	R	3/05/2025	99.37		016782		
I-00032337	Res	R	3/05/2025	737.65		016782		
I-00032338	Res	R	3/05/2025	565.66		016782		
I-00032341	Comm	R	3/05/2025	667.89		016782		
I-00032355	Comm	R	3/05/2025	56.37		016782		
I-00032357	Comm	R	3/05/2025	254.16		016782		
I-00032368	Res	R	3/05/2025	554.19		016782		
I-00032372	Res	R	3/05/2025	696.56		016782		
I-00032373	Comm	R	3/05/2025	594.32		016782		
I-00032391	Comm	R	3/05/2025	393.67		016782		
I-00032398	Res	R	3/05/2025	521.70		016782		
I-00032403	Res	R	3/05/2025	617.25		016782		
I-00032407	Comm	R	3/05/2025	694.65		016782		
I-0031992	Comm	R	3/05/2025	1,019.52		016782		50,135.89
00824	WV Tractor Company							
I-IN72864	Hyd Cylinder	R	3/05/2025	517.74		016783		517.74
00855	Agency LMC							
I-3945	January 2025 Edits/Revisions	R	3/05/2025	196.90		016784		196.90
01292	COE Sewer O & M Account							
I-2/25 Sewer O&M	02/25 Sewer O&M Deposit	R	3/05/2025	13,153.88		016785		13,153.88
01313	COE Water O & M Account							
I-2/25 Water O&M	2/2025 Water O&M Deposit	R	3/05/2025	12,902.14		016786		12,902.14
01731	Bradish Glass Inc							
I-4631	Cullet PU 020525	R	3/05/2025	250.00		016787		250.00
01942	Elkins Municipal Building Comm							
I-1214756-11 031525	1214756-11 031525 #43	R	3/05/2025	4,833.20		016788		4,833.20
01959	Electronic Specialty Company							
I-75882	Aiphone Gateway	R	3/05/2025	1,365.00		016789		1,365.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 3/03/2025 THRU 3/14/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02072	Rocky Fork Enterprizes LLC							
I-10042	Decals/LT Badge w/plate/K9	R	3/05/2025	255.00		016790		
I-9751	Stud Mount/Vinyl Lettering	R	3/05/2025	224.00		016790		479.00
02157	Jerry A Marco							
I-Travel 022725	Travel-Meet w/State Attny Gen	R	3/05/2025	126.50		016791		126.50
02322	Badger Meter							
I-80187549	Annual License/MBL Hosting	R	3/05/2025	2,297.64		016792		2,297.64
02451	Waypoint Resource Group LLC							
I-20656	Collections February 2025	R	3/05/2025	176.90		016793		176.90
02580	Mountain Motorworks							
I-021825	Trailer Deck	R	3/05/2025	1,882.49		016794		
I-021825-1	Oil/Fuel Filters/Wipers	R	3/05/2025	1,339.59		016794		3,222.08
02705	PumpMan Pittsburgh LLC							
I-137000759	Hydraulic Cylinder 3.25x5 Stee	R	3/05/2025	5,568.71		016795		5,568.71
02768	Christian Mayle							
I-Travel 0310-031425	Travel Ashland KY K9 Training	R	3/05/2025	795.50		016796		795.50
02769	BCN Telecom Inc TBS							
I-23862576	Street Cameras	R	3/05/2025	1,015.81		016797		
I-23877730	Street Cameras	R	3/05/2025	533.90		016797		1,549.71
00034	ATCO International							
I-10641214	Buster/EZ Does It/P&S	R	3/11/2025	838.80		016798		838.80
00047	Truist Governmental Finance							
I-00006 032725	9948000234-06 44 032725	R	3/11/2025	2,643.26		016799		
I-00007 031925	9948000234/07 031925	R	3/11/2025	4,964.55		016799		7,627.81
00075	Encova Insurance							
I-36964391	WC Payment 03/01/25	R	3/11/2025	6,765.00		016800		6,765.00
00132	Clarksburg Water Board							
I-M92785	Compliance Sample	R	3/11/2025	230.00		016801		230.00
00211	Elkins Depot Welcome Center							
I-01/25 H/M Coll	Hotel/Motel Collections 01/25	R	3/11/2025	7,122.71		016802		7,122.71

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 3/03/2025 THRU 3/14/2025

VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE			NO	STATUS	AMOUNT
00283	Frontier							
I-022025	Phone/Internet 02/20/25	R	3/11/2025	1,478.08		016803		1,478.08
00378	J F Allen Co.							
I-15734405	#57 Stone	R	3/11/2025	642.25		016804		
I-15734409	#57 stone	R	3/11/2025	627.38		016804		1,269.63
00483	Mountain Valley Bank							
I-1202553-21 032825	1202553-21 032825 78/84	R	3/11/2025	2,369.18		016805		2,369.18
00483	Mountain Valley Bank							
I-1202553-24 031525	1202553-24 031525 #12	R	3/11/2025	6,518.78		016806		6,518.78
00484	Mountaineer Gas Company							
I-153BrHntr 022825	Bear Hunter 012025-021725	R	3/11/2025	38.00		016807		
I-ScottFd 022825	500 Scott Fd 011725-021725	R	3/11/2025	49.81		016807		87.81
00500	Newlons International Sales, L							
I-01W3767	21 Int'l - parts and labor	R	3/11/2025	748.45		016808		748.45
00540	Pitney Bowes Bank Inc							
I-01/25 Post Alloc	Postage Allocation 0/25	R	3/11/2025	429.12		016809		
I-02/25 Post Alloc	Postage Allocation 02/25	R	3/11/2025	266.37		016809		
I-12/24 Post Alloc	Postage Allocation 12/24	R	3/11/2025	1,010.82		016809		1,706.31
00578	Randolph Elkins Health Departm							
I-01/2025	Hep AB M Mallow	R	3/11/2025	174.50		016810		174.50
00808	WV Municipal League							
I-021425 Stokes	2025 Legislative Conf Stokes	R	3/11/2025	300.00		016811		300.00
00810	WV Public Employee Insurance A							
I-BL 202503041733	Basic Life Benefit	V	3/11/2025	1.98		016812		
I-CEC202503041733	Plan C E/C	V	3/11/2025	1,268.00		016812		
I-CF 202503041733	Plan C Family	V	3/11/2025	18,245.00		016812		
I-CS 202503041733	Plan C Single	V	3/11/2025	6,386.00		016812		
I-DL 202503041733	Dependent Life	V	3/11/2025	121.53		016812		
I-OL 202503041733	Optional Life	V	3/11/2025	427.58		016812		
I-TOF202503041733	Tobacco Surcharge Family	V	3/11/2025	425.00		016812		
I-TOS202503041733	Tobacco Surcharge Single	V	3/11/2025	112.50		016812		26,987.59
00810	WV Public Employee Insurance A							
M-CHECK	WV Public Employee InsurVOIDED	V	3/11/2025			016812		26,987.59CR

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 3/03/2025 THRU 3/14/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00812	WV Division of Corrections & R							
I-2125849F	8 days inmate housing TVRJ	R	3/11/2025	459.68		016813		459.68
00884	Colonial Court Service Station							
I-595291	Wheel Bearing/Labor	R	3/11/2025	518.78		016814		518.78
01594	Pace Analytical Services LLC							
I-2530590716	February 2025 Contract Lab	R	3/11/2025	3,307.30		016815		3,307.30
01681	Hdl Companies							
I-02282025	Add'l Business License Revenue	R	3/11/2025	868.79		016816		868.79
01727	Enterprise FM Trust							
I-578571-030525	Lease Pmt 03/2025	R	3/11/2025	22,228.23		016817		22,228.23
02286	Eric Hiner							
I-Travel 0316-0321	Travel-Backflow Class RipleyWV	R	3/11/2025	374.00		016818		374.00
02347	LEAF							
I-18006381	Toshiba/Lexmark 032425	R	3/11/2025	587.60		016819		
I-180118461	Tosh E4515AC 032525	R	3/11/2025	186.30		016819		
I-18018460	Toshiba 478S 032525	R	3/11/2025	103.00		016819		
I-18018462	Tosh E3025AC 032525	R	3/11/2025	417.00		016819		1,293.90
02403	Diversified Air Systems Inc							
I-INV-188387	Kit for integrated valve	R	3/11/2025	294.42		016820		294.42
02590	Ronald D Walters							
I-Travel 0316-0321	Travel Backflow Class RipleyWV	R	3/11/2025	374.00		016821		374.00
02674	Michael Kane							
I-Travel 0316-0321	Travel Backflow Class RipleyWV	R	3/11/2025	374.00		016822		374.00
02686	Boss Buildings							
I-ODR-004599 BAL	Revised Bldng contract	R	3/11/2025	7,680.00		016823		7,680.00
1	NEFFLEN, GEORGE							
I-000202503111737	US REFUND	H	3/11/2025	4.07		016824		4.07
1	GIVEN, CHERYL							
I-000202503101736	US REFUND	R	3/11/2025	22.76		016825		22.76

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 3/03/2025 THRU 3/14/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
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* * T O T A L S * *

NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS: 67	522,654.53	0.00	495,666.94
HAND CHECKS: 1	4.07	0.00	4.07
DRAFTS: 3	18,027.35	0.00	18,027.35
EFT: 0	0.00	0.00	0.00
NON CHECKS: 0	0.00	0.00	0.00

VOID CHECKS:

0 VOID DEBITS	0.00		
VOID CREDITS	26,987.59CR	26,987.59CR	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	71	513,698.36	0.00	513,698.36
BANK: Pool TOTALS:	71	513,698.36	0.00	513,698.36

VENDOR SET: 01 Elkins

BANK: SEWDP Sewer Depreciation

DATE RANGE: 3/03/2025 THRU 3/14/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00550	Precision Pump & Valve Service							
I-0143433	Pump repair and install	R	3/05/2025	24,199.00		000049		24,199.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	24,199.00	0.00	24,199.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: SEWDP TOTALS:	1	24,199.00	0.00	24,199.00
BANK: SEWDP TOTALS:	1	24,199.00	0.00	24,199.00
REPORT TOTALS:	73	537,996.05	0.00	537,996.05

SELECTION CRITERIA

VENDOR SET: 01-Elkins

VENDOR: ALL

BANK CODES: Exclude: PCARD

FUNDS: All

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999

DATE RANGE: 3/03/2025 THRU 3/14/2025

CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99

INCLUDE ALL VOIDS: YES

PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES

PRINT G/L: NO

UNPOSTED ONLY: NO

EXCLUDE UNPOSTED: NO

MANUAL ONLY: NO

STUB COMMENTS: NO

REPORT FOOTER: NO

CHECK STATUS: NO

PRINT STATUS: * - All



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 20, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1819: Approving the Elkins Tree Board's 2025 work plan
Recommended By:	Elkins Tree Board
Summary:	Amends the Tree Board's Urban Tree Management Plan (adopted 2024) with a 2025 Work Plan.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1819 - tree board plan 2. Elkins Urban Forest Management Plan-2025 Work Plan

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1819)

March 20, 2025

Approving the Elkins Tree Board's 2025 Work Plan and Appending it to the Board's Previously Approved Urban Tree Management Plan

WHEREAS, the Common Council ("Council") of the City of Elkins, W. Va. ("City") established a Tree Board in 2008; and

WHEREAS, Elkins City Code § 93.096 requires that the Tree Board prepare and present to Council for its consideration a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets, and in other public areas; and

WHEREAS, Council has previously approved such a plan, entitled *Elkins Urban Forest Management Plan*, via Resolution 1715 ("the Plan"); and

WHEREAS, the aforementioned Plan included various sections, including a Work Plan for 2024; and

WHEREAS, the Tree Board has now submitted a Work Plan for 2025, which it proposes to append to and make part of the aforementioned Plan, subject to the allocation of funds by Council;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby approves Elkins Tree Board's 2025 Work Plan and appends it to the previously approved *Elkins Urban Forest Management Plan*, subject to the allocation of funds by Council.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

2025 Elkins Tree Board Work Plan

Action	Associated Goal/ Objective	Estimated Budget	Responsible Party
Increase hands-on educational materials/tree ID signage	1-Public Education	\$200	ETB
Help fund tree watering contractual services	2-Tree Planting/ Maintenance	Add tree watering on beautification contract \$1,000 estimated.	ETB/COE
Participate with Annual Arbor Day/Earth Day and other activities	1-Public Participation/ Education	Arbor Day tree donated by WV DOF \$100 Earth Day seedlings	ETB WV DOF Our Town
Institute Adopt-A-Tree Program in the Spring & Fall	2-Tree Planting	\$1,500 for purchase of trees for nursery stock & Adopt-A-Tree program	ETB/COE Attorney approval required on application form
Apply for WV DOF Community Equi-Tree Grant for Elkins City Park/Welcome greenspace/removal funding	2-Administration & Tree Planting/Fundraising	No match on the part of the applicant. Requires upfront payments.	ETB/Council required to accept grant as per protocol
Investigate opportunity for D&E forestry student assistance	3-Administration (tree inventory)	\$0	ETB/D&E
Host Public Talks & Workshops such as Winter Walk/lecture series, etc.	1-Public Participation/ Education	\$200 speaker/publicity materials fees	ETB KEC
Continue working with city arborist: city trees maintenance, residential tree and species advice	3-Maintenance	Separate COE contractual services budget	COE (funding) ETB (collaboration)
Host Downtown Tree Streetscape Completion Celebration; Create a Tree Walk	1-Public Participation/ Education	\$0 Possible AARP Community Challenge no match grant	ETB AARP, possibly partner with additional non-profit
Purchase/maintain equipment, tree maintenance and fencing supplies	3-Administration	\$500	ETB
Complete Glendale Trees publication	1-Public Education	Copying costs for this and other publications-\$200	ETB
Encourage volunteerism	1-Public Participation	Supplies for volunteer workdays-\$300	ETB
Review and improve current tree ordinance	3-Administration		ETB and city attorney

Estimated Budget \$4,000



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 20, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1820: Reappointing the City Attorney
Recommended By:	Personnel Committee
Summary:	Elkins City Attorney is appointed to a one-year term starting every April 1. The resolution would reappoint Geraldine Roberts, who has served since 2011.
Fiscal Impact:	Proposed terms are unchanged at \$100/hour.
Recommendation:	Consider for approval
Attachments:	1. R-1820 - Reappointment of G. Roberts as City Attorney 2. 2025-02-26 Letter to Mayor Marco (City Atty Position)(e signature)

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1820)

March 20, 2025

***Reappointment of Geraldine Roberts as City Attorney
for a New Term Commencing April 1, 2025***

WHEREAS, Elkins City Code Section 32.18 provides for the appointment of a City Attorney for a one-year term commencing April 1 of each year; and,

WHEREAS, Geraldine S. Roberts has served as the Elkins City Attorney since April 1, 2011; and,

WHEREAS, Ms. Roberts has requested reappointment via the attached letter, which is made part of this record; and,

WHEREAS, Elkins Common Council finds that it is in the best interest of the City of Elkins to reappoint Ms. Roberts, currently with the firm of Crim Law, as City Attorney for a new term commencing April 1, 2025;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby reappoints Geraldine S. Roberts and the firm of Crim Law as City Attorney for a term commencing April 1, 2025, under the terms and conditions for representation and compensation set forth in the attached letter.

Jerry A. Marco, Mayor

Attest:

Sutton Stokes, City Clerk



Geraldine S. Roberts
842 S Chestnut St.
Post Office Drawer 1920
Clarksburg, WV 26302-1920
Phone: (304) 918-1003
Fax: (304) 918-1005
Email: gsroberts@wvlawyers.com

February 27, 2025

VIA Hand Delivery and Email (jmarco@cityofelkinswv.com)

Mayor Jerry A. Marco
City of Elkins
401 Davis Avenue
Elkins, WV 26241

Re: Position of City Attorney

Dear Mayor Marco:

We are submitting this letter for the consideration of Geraldine S. Roberts for the position of City Attorney for the City of Elkins and to continue in our current position as City Attorney.

We would propose continuing to provide our professional services at a rate of \$100.00 per hour, as we have been doing since April 1, 2011.

We would propose the following:

1. An hourly fee of \$100.00 for those retainer duties and all other representations at the same rate.
2. Expenses would be reimbursed as provided in the invoices; and
3. The professional services provided will be billed at incremental amounts of time indicating the person completing the task, the task involved, and the actual time spent on the task. The fees will be billed on a monthly basis by invoice, and we would request that the invoices be paid within 30 days of presentation to the City, if at all possible.

We have enjoyed the opportunity of working with the City in this capacity and it is my most sincere desire to continue this representation on a mutually acceptable basis.

We thank you for your consideration of our proposal and look forward to the continued opportunity of working with the City of Elkins.

Very truly yours

Geraldine S. Roberts

Geraldine S. Roberts

GSR/dlc

cc: Personnel Committee



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 20, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1821: Approval of FY 2026 PEIA costs
Recommended By:	Finance and Personnel Committees
Summary:	Adopts a PEIA (health insurance) package for city employees in FY 2026 on the same terms as FY 2025: Plan C (high deductible); 100 percent of premium and deductible costs borne by city.
Fiscal Impact:	With premium and deductible increases, the overall cost to the General Fund increases by about \$100,000 in FY 2026.
Recommendation:	Consider for approval
Attachments:	1. R-1821- Establishing FY26 PEIA package

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1821)

March 20, 2025

***Establishing PEIA Plan C as the City's Base Plan for Fiscal Year 2026, with
All Plan C Premium and Deductible Costs to be Borne by the City***

WHEREAS, the Common Council of the City of Elkins ("Council") has previously adopted a Personnel Manual ("Manual"), on October 21, 2010; and,

WHEREAS, Chapter 5.D. provides that all full-time employees are eligible to participate in the State of West Virginia's group medical insurance plan or such plan to which the City may subscribe and that Council will determine how much of the cost of participation on the part of employees will be borne by the city; and,

WHEREAS, the City currently subscribes to the Public Employee Insurance Agency ("PEIA") medical insurance plan and offers all available plans to full-time employees; and,

WHEREAS, the Finance and Personnel Committees recommend that, as in FY 2025, the City continue in FY 2026 to offer PEIA Plan C, a High Deductible Health Insurance Plan, as the City's base plan and take such other actions as are necessary to fully fund all premium and deductible costs for any eligible employees and dependents, and to pay premium costs for those eligible employees and dependents who select other PEIA plans, but only up to the amount that their PEIA Plan C premiums would cost; and,

WHEREAS, Council finds that it is in the best interests of the City of Elkins to adopt and implement this plan for FY 2026;

NOW, THEREFORE, BE IT RESOLVED BY COUNCIL, that, for Fiscal Year 2026:

- PEIA Plan C shall be the city's base plan.
- The City will fund 100 percent of the FY 2026 premium cost of Plan C for all eligible participating employees and dependents.
- The City will, at the beginning of FY 2026, deposit the full, applicable FY 2026 Plan C deductible amounts in Health Savings Accounts for all eligible participating employees and dependents.
- The City will contribute FY 2026 premium costs for any employee selecting any PEIA plan other than Plan C, up to the premium cost for equivalent coverage under Plan C, with the stipulation that only Plan C participants are eligible to participate in Health Savings Accounts, and therefore only Plan C participants will receive any City contribution toward deductible costs.

Attest: Sutton R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 20, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1822: FY 2026 General Fund Budget
Recommended By:	
Summary:	The Administrative Officers recommend a Fiscal Year (FY) 2026 General Fund Budget with expenditures and revenues balanced at \$6,591,312. This proposed FY 2026 budget represents an increase of \$324,519 over the FY 2025 budget of \$6,266,793, or an increase of only about 5 percent. Although the budget increases only \$324,519 over the FY 2025 budget, it absorbs more than \$400,000 in new costs for a compensation increase for non-appointed employees, higher health insurance costs, and the cost of the City Hall HVAC and renovation projects. See the attached memo for more details. As part of this stage of the budget process, the following items are also presented: • FY 2026 Coal Severance Budget • FY 2026 Fire Fund Budget • FY 2026 Indirect Costs
Fiscal Impact:	The proposed FY 2026 budget represents an increase of \$324,519 over the FY 2025 budget of \$6,266,793 (about 5 percent).
Recommendation:	Consider for approval
Attachments:	1. R-1822 - General Fund Budget FY26 2. Memo - GF budget presentation to Finance Committee - 2025_03_08 - after committee 3. FY2025-2026 Budget Presentation



CITY OF ELKINS AGENDA ITEM REPORT

	4. _History of Outside Contributions FY26 - 2025_02_19 - as recommended by Finance 2025_03_10
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IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1822)

March 20, 2025

Fiscal Year 2026 General Fund Budget

WHEREAS, the Treasurer has presented a proposed General Fund Budget for the Fiscal Year 2026 (copy attached and made part of this record); and,

WHEREAS, the Finance Committee of the Elkins Common Council has reviewed and recommends adoption of the same; and,

WHEREAS, Council finds that is in the best interests of the City of Elkins to approve and adopt the proposed General Fund Budget for the Fiscal Year 2026; now ***therefore be it***

RESOLVED, that the Common Council of the City of Elkins hereby approves and adopts the General Fund Budget for the Fiscal Year 2026 as presented.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

Memo

To: Finance Committee

From: Administrative Officers

Date: March 8, 2025

Re: Presentation of proposed FY 2026 General Fund budget

The Administrative Officers recommend a Fiscal Year (FY) 2026 General Fund Budget with expenditures and revenues balanced at \$6,588,312. **Raised by \$3,000 for Humane Officer to \$6591,312 for presentation to council.**

This proposed FY 2026 budget represents an increase of \$321,519 over the FY 2025 budget of \$6,266,793, or an increase of only about 5 percent.

The proposed FY 2026 General Fund budget includes:

- Departmental budgets held as flat as possible given rising costs
- Continued coverage of 100 percent of PEIA Plan C premium and deductible on HSA cards, despite 16 percent/40 percent premium and deductible costs respectively (new cost to General Fund of about \$100,000)
- One-percent pay raise for all non-appointed employees (new cost of about \$22,000; because General Fund compensation levels must be matched for Enterprise Fund employees, available monies in those funds must be taken into account when planning General Fund increases)
- Estimated cost of debt service on City Hall HVAC and renovation (new annual cost of about \$300,000)
- Partner contributions flat at FY 2025 levels with one new recipient

In other words, although the FY 2026 budget **increases only \$321,519** over the FY 2025 budget, it **absorbs more than \$400,000** in new costs for a compensation increase for non-appointed employees, higher health insurance costs, and the cost of the City Hall projects.

Balancing this proposed FY 2026 budget requires relying on an estimated carryover, or unspent budgeted funds, from FY 2025 of \$501,539. This is a smaller projected carryover than the \$648,261 amount that was utilized during FY 2025 budget planning. After the start of FY 2025,

the actual carryover from FY 2024 was eventually increased from the initial estimate of \$648,261 to about \$1.4 million. However, it is important to make only conservative estimates of carryover amounts, as fiscal years will typically end with carryovers of both excess and non-excess revenues. (For example, the \$1.4 million carryover from FY 2024 to FY 2025 included funds budgeted for paving projects that could not be completed by the end of FY 2024 but were still planned for completion pending contractor availability.)

##

General Fund Proposed Budget for Fiscal Year 2025-2026

The City General Fund administrative officers proposed budgets for the City of Elkins Fiscal Year 2025-2026 totaling \$6,591,312. The Consumer Price Index (CPI) for calendar year 2022 was 6.5%, 2023 was 3.4% and 2024 was 2.9%. This is a total increase of 12.80% over a three-year period. Inflation continues to play a factor when planning for projects and daily operations. Projected revenues are flat due to cautious budgeting with the HVAC and City Hall projects.

FY22 Actual Revenue	\$7,098,806 (Includes \$1,522,000 ARPA)
FY23 Actual Revenue	\$6,030,608
FY24 Actual Revenue	\$6,578,585
FY26 Projected Revenues (less 7/1 Carryover)	\$6,079,717

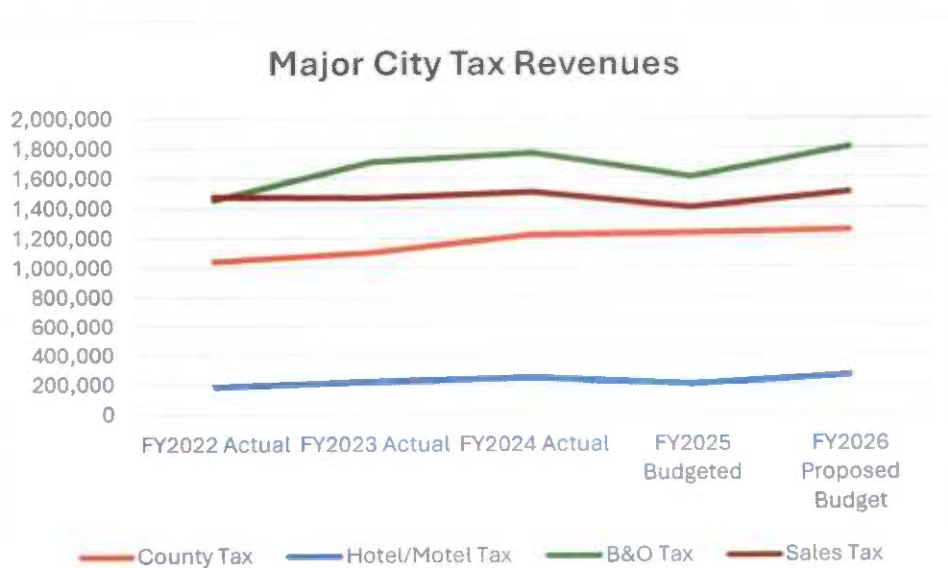
Revenues:

County Tax: The upcoming year is projected at \$1,248,359 based on the assessor's valuation. This is relatively flat from FY25 tax revenue.

Hotel/Motel Tax: This upcoming year is expected to see an upward trend with an increase from \$200,000 to \$260,000. 50% of the revenues go to the Convention & Visitors Bureau (Depot Welcome Center) as required by state code. The other 50% goes to Parks & Recreation as adopted by city council.

B&O Tax: Business and Occupation tax revenues have steadily increased since FY2023. The city is seeing growth and construction. We will watch closely in case there is a downturn.

Sales Tax: The sales tax revenues continue to be an important part of our budget. The three previous years averaged \$1,480,726 annually. We have budgeted \$1,500,000 for the upcoming year.

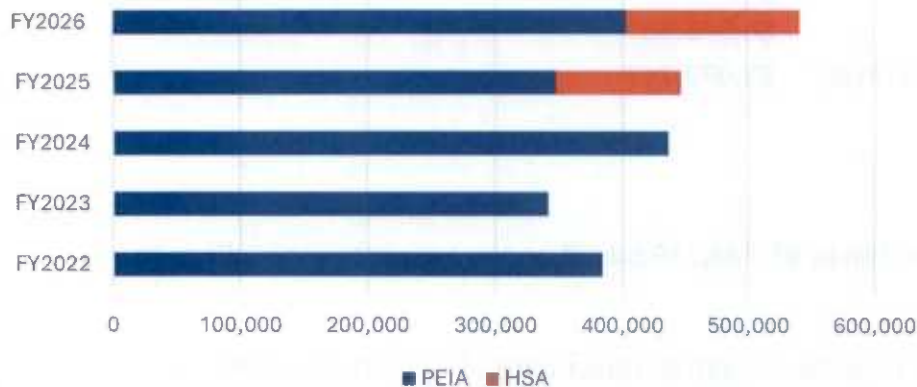


Expenditures:

Due to conservative revenue projections, each budget has been carefully reviewed. There are no new positions budgeted.

The City has seen substantial increases in health insurance premiums over the last several years. In this year's budget, departments have budgeted 16% PEIA Plan C and 40% HSA deductible increases. This is an important benefit for retaining our employees.

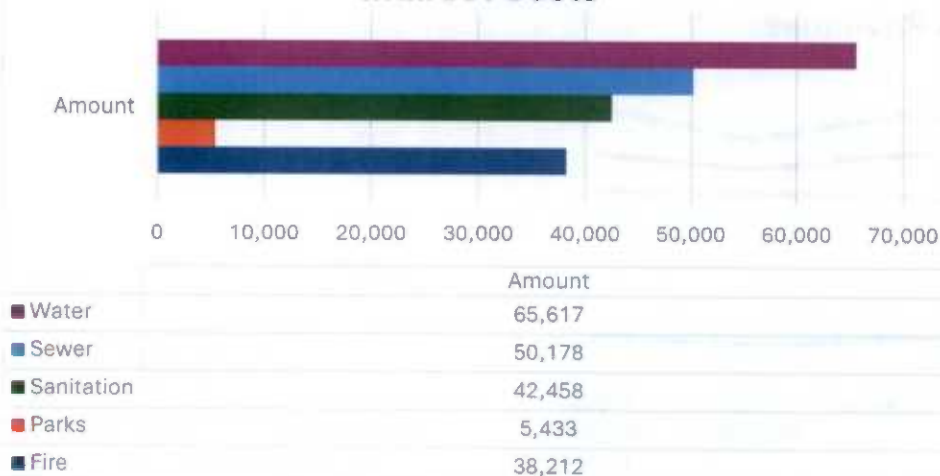
General Fund Health Insurance Costs



Partner and community requests have increased this year by the amount of \$24,500. The only budgeted increases are the warming station for \$1,000 and \$3,000 for the county humane officer. All other requests are proposed to remain the same as budgeted in FY25.

Indirect costs are revenues the General Fund receives from other funds. This is based on the number of employees in each fund, wages, and benefits of the following departments: Mayor, Treasurer, Human Resources/Payroll are part of these costs. Each of these do work for the other funds, e.g., billing, cash collections, payroll, accounts payable, etc.

Indirect Costs



Capital Program Next 5 Years:

Project	Cost	Financing	Time Frame	Operating & Maintaining Cost	Fund
HVAC	\$1,500,000	Mountain Valley Bank \$750,000 financed	Summer 2025	Built into budget annually	General Fund
City Hall Project	\$4,100,000	Fahe-32 years @ 4.75%. Seeking grants also.	Summer 2025 - August 2026 If the project is not completed by August 31, 2026, we will lose the funding.	Built into budget annually	General Fund
Davis Avenue Bridge	estimates at \$4-\$7 million	IJA funds administered by the WVDOT. Amount unknown. See Resolution #1601.	TBD by the WV DOT	Little to none should be anticipated	General Fund
Sanitation Garage	\$1,500,000	Ohio Valley Bank	Completion Spring 2025	Built into budget annually	Sanitation Fund
Streetscape Improvements	\$1.8 million	TIF/Possible Grants	FY2026 Design Work	If the city does not assume ownership, then maintenance will be limited to streetlamps and furnishings.	General Fund
Riverfront Development	\$3.3 million	TIF/Possible Grants	FY2026 Design Work	Estimates should include funding an additional EPRC employee, possible small equipment, gravel, and decking replacement 2-5 years after construction.	General Fund
Trail Construction	\$3.0 million	TIF/Possible Grants	FY2026 Design Work	EAST is developing a plan	General Fund

General Fund Annual Debt:

Vehicle leases: Custodial	\$ 6,618.24
Operations	\$ 4,543.68
City Hall	\$ 3,362.28
Street Dept (2)	\$ 16,278.84
Police Dept (15)	\$150,507.84
Phil Gainer Community Center	\$ 57,998.40
HVAC Project	\$ 62,000.00 (estimated)
City Hall Project	\$ 181,750.00 (estimated)
Total Debt:	\$483,059.28

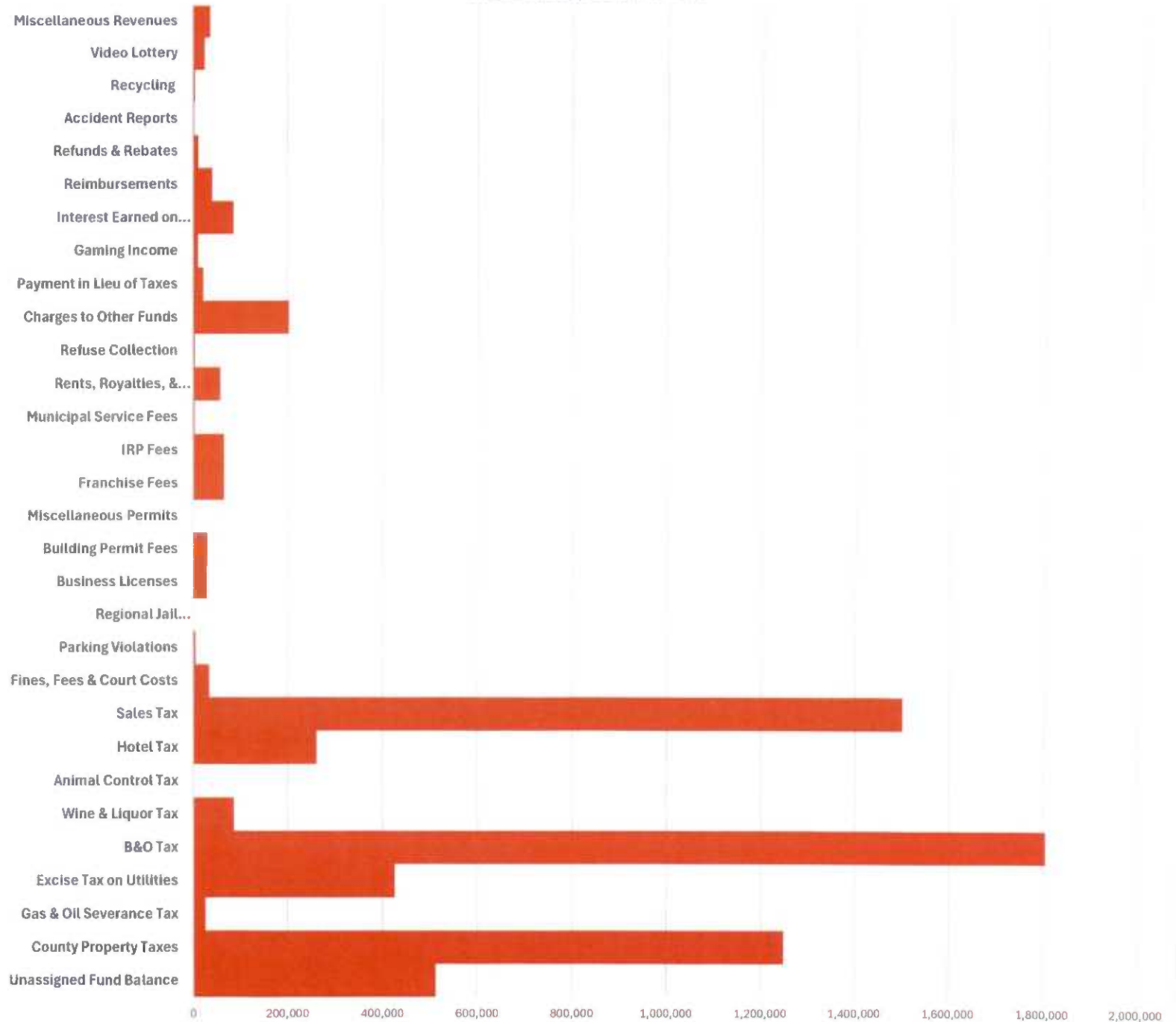
This is a conservative balanced budget which will ensure that the city can continue to conduct city business and operations for the future.

Tracy Judy
City Treasurer

FY2026 Budgeted Revenues

Unassigned Fund Balance	511,595
County Property Taxes	1,248,359
Gas & Oil Severance Tax	25,000
Excise Tax on Utilities	426,000
B&O Tax	1,805,000
Wine & Liquor Tax	86,000
Animal Control Tax	1,600
Hotel Tax	260,500
Sales Tax	1,500,000
Fines, Fees & Court Costs	33,200
Parking Violations	4,900
Regional Jail Reimbursement	800
Business Licenses	29,000
Building Permit Fees	30,000
Miscellaneous Permits	400
Franchise Fees	65,000
IRP Fees	65,000
Municipal Service Fees	2,500
Rents, Royalties, & Concessions	57,000
Refuse Collection	3,800
Charges to Other Funds	201,898
Payment in Lieu of Taxes	21,000
Gaming Income	10,500
Interest Earned on Investments	85,000
Reimbursements	40,000
Refunds & Rebates	11,000
Accident Reports	2,000
Recycling	4,260
Video Lottery	24,000
Miscellaneous Revenues	36,000
	6,591,312

FY2026 Budgeted Revenues



CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: JUNE 30TH, 2025

001-GENERAL FUND

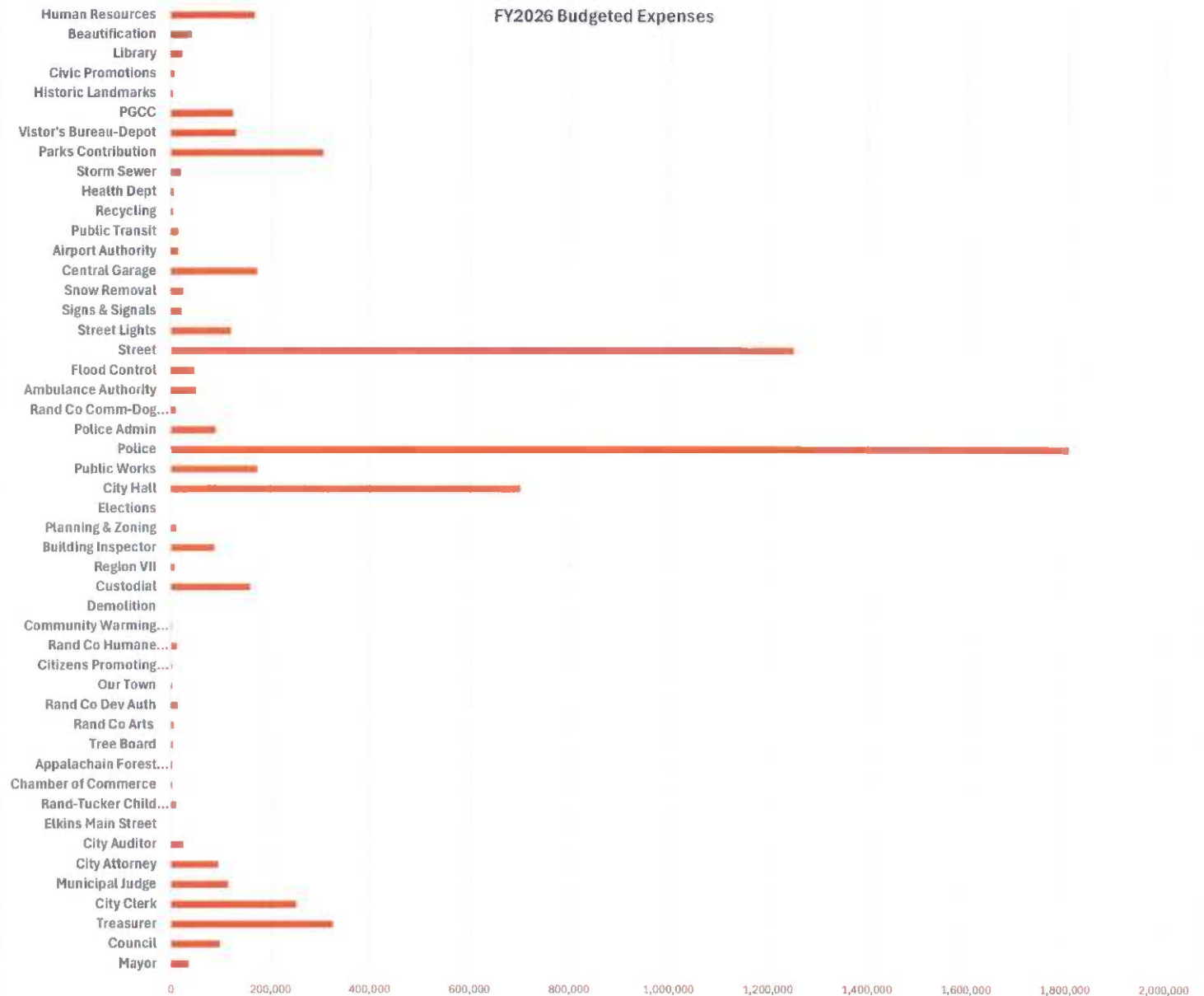
REVENUES	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	(----- 2024-2025 -----)			(----- 2025-2026 -----)	
				CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
				BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>TAXES</u>								
001-000-300-0301 Committed Comm Outreach	138	0	0	0	0	0	0	
001-000-301-0001 Current Year Taxes	945,350	996,074	1,084,852	1,220,605	884,879	929,642	1,240,559	
001-000-301-0002 Prior Year Taxes	46,732	52,272	61,216	5,000	50,937	7,498	2,500	
001-000-301-0004 Third Year Taxes	0	0	749	0	0	0	0	
001-000-301-0006 Supplemental Taxes	45,668	49,566	72,128	5,000	37,771	23,482	2,500	
001-000-301-0012 Tax Loss Restoration Dist	2,659	1,848	0	500	8,084	0	2,000	
001-000-302-0001 Interest A	158	178	199	0	2,231	7,423	800	
001-000-302-0002 Interest B	0	0	0	0	10	102	0	
001-000-303-0000 Gas & Oil Severance Tax	12,793	40,324	70,881	50,000	25,526	22,103	25,000	
001-000-304-0000 Utility Excise Tax	322,128	331,913	330,203	310,000	231,423	256,005	330,000	
001-000-304-0001 2 1/2 City Utility Tax	74,116	76,802	87,337	85,000	68,935	54,195	96,000	
001-000-305-0000 Business & Occupation Tax	1,441,504	1,677,602	1,745,748	1,600,000	1,780,691	500,000	1,800,000	
001-000-305-0001 Business & Occupation Penalty	11,213	29,311	18,537	4,000	7,523	935	5,000	
001-000-306-0000 Wine & Liquor Tax	96,851	93,429	87,361	92,000	64,708	100,581	86,000	
001-000-307-0000 Animal Control Tax	1,507	1,655	1,736	1,700	1,485	2,754	1,600	
001-000-308-0000 Hotel Occupancy Tax	187,085	220,333	246,225	200,000	216,584	199,264	260,000	
001-000-308-0001 Hotel Occupancy Penalty	62	2	312	200	1,236	0	500	
001-000-314-0000 Sales Tax	1,471,556	1,466,879	1,503,742	1,400,000	1,145,068	0	1,500,000	
TOTAL TAXES	4,659,520	5,038,188	5,311,224	4,974,005	4,527,091	2,103,985	5,352,459	
<u>FINES & FORFEITURES</u>								
001-000-320-0000 Fines, Fees & Court Costs	47,899	50,037	20,731	30,000	9,397	73,777	15,000	
001-000-320-0001 Muni Court Restitution	70	261	193	100	97	0	100	
001-000-320-0002 Police Equipment Fees	14,935	16,272	6,135	10,000	1,957	27,049	5,000	
001-000-320-0003 Court Administration Fees	2,377	6,307	3,694	4,000	1,026	0	1,000	
001-000-320-0004 Court Tech & Maint Fees	223	896	593	600	231	0	500	
001-000-320-0006 DUI - State	380	160	20	100	68	0	50	
001-000-320-0007 DUI - City	446	210	105	200	110	0	50	
001-000-320-0008 WV Public Defender Service	505	0	168	100	0	0	0	
001-000-320-0009 Code Enforcement Fines	1,305	950	4,235	500	2,750	0	3,500	
001-000-320-0010 Bonds	6,425	15,008	2,966	5,000	4,674	0	7,500	
001-000-320-0011 Penalties	6,773	4,827	496	1,000	0	0	500	
001-000-321-0000 Parking Violations	1,842	1,742	256	500	120	11,313	300	
001-000-321-0001 Parking Violations St. Sweep	5,790	3,575	3,851	3,000	5,330	3,590	4,000	
001-000-321-0002 Parking Penalties	4,378	2,836	690	500	525	0	600	
001-000-322-0000 Reg Jail Ops Part Reimb	736	827	851	850	527	0	800	
001-000-325-0000 Licenses	28,210	27,530	28,425	27,000	9,295	11,953	28,000	
001-000-325-0001 License Penalty	1,330	2,590	1,775	500	1,749	0	1,000	
001-000-326-0000 Building Permit Fees	28,121	32,931	30,818	28,000	13,917	20,726	30,000	
TOTAL FINES & FORFEITURES	151,744	166,959	106,001	111,950	51,773	148,407	97,900	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: JUNE 30TH, 2025

001-GENERAL FUND

	(----- 2024-2025 -----) (----- 2025-2026 -----)							
	2021-2022	2022-2023	2023-2024	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
REVENUES							DR	WORKSPACE
<u>LICENSES & PERMITS</u>								
001-000-327-0000 Variances	130	356	1,180	200	425	86	400	
001-000-328-0000 Franchise Fees	78,675	73,619	66,274	67,000	46,123	119,328	65,000	
001-000-330-0000 IRP Fees	63,884	61,697	67,382	60,000	40,331	18,524	65,000	
TOTAL LICENSES & PERMITS	142,690	135,671	134,835	127,200	86,879	137,938	130,400	
<u>CHARGES FOR SERVICES</u>								
001-000-340-0000 PGCC Bball Player Fees	0	0	0	0	940	0	0	
001-000-340-0001 PGCC Bball Sponsor Fees	0	0	0	0	600	0	0	
001-000-341-0000 Municipal Service Fees	1,065	1,618	1,882	1,000	1,905	3,689	1,500	
001-000-341-0001 Rental Agreement Fees	30	0	1,350	1,300	0	1,080	1,000	
001-000-343-0000 Parking	7,763	7,898	5,115	0	4,210	18,116	0	
001-000-345-0000 Rents, Royalties & Concessio	2,951	6,980	5,165	3,000	0	0	7,000	
001-000-345-0001 PGCC Rents	37,629	59,733	61,740	40,000	34,551	0	50,000	
001-000-350-0000 Refuse Collection	8,475	4,420	4,435	1,500	2,110	2,942	3,800	
001-000-361-0000 Charges For Services	0	0	(440)	0	(105)	0	0	
TOTAL CHARGES FOR SERVICES	57,913	80,649	79,247	46,800	44,211	25,827	63,300	
<u>INTERGOVERNMENTAL</u>								
001-000-365-0000 Federal Government Grants	25,523	3,467	74,597	798,622	798,622	10,012	0	
001-000-366-0000 State Government Grants	8,000	11,933	320,662	0	19,274	284,016	0	
001-000-370-0000 City Hall Chg to Fire	35,160	35,000	30,993	34,989	26,242	0	38,212	
001-000-370-0001 City Hall Chg to Parks	5,334	5,956	4,742	4,584	3,438	21,600	5,433	
001-000-370-0002 City Hall Chg to Water	104,655	84,366	47,389	73,534	55,150	162,290	65,617	
001-000-370-0003 City Hall Chg to Sewer	115,232	91,398	37,911	49,033	36,775	168,971	50,178	
001-000-370-0004 City Hall Chg to Sanitation	77,378	74,523	34,436	38,877	29,157	58,746	42,458	
001-000-371-0000 Payment in Lieu of Taxes	18,138	35,474	17,351	21,250	21,250	16,126	21,000	
001-000-376-0000 Gaming Income	11,604	11,267	10,779	10,000	7,743	12,652	10,500	
TOTAL INTERGOVERNMENTAL	401,024	353,384	578,859	1,030,889	997,652	734,414	233,398	
<u>MISCELLANEOUS REVENUE</u>								
001-000-380-0000 Interest Earned on Investment	1,952	34,557	82,986	75,000	56,394	878	85,000	
001-000-381-0000 Reimbursements	7,980	52,189	42,606	14,581	28,620	7,102	40,000	
001-000-382-0000 Refunds & Rebates	7,162	9,831	11,051	9,000	10,555	0	11,000	
001-000-383-0000 Sale of Fixed Asset	31,250	13,328	20,079	0	0	3,860	0	
001-000-386-0000 Insurance Claims	0	1,555	14,609	10,255	209,824	0	0	
001-000-387-0000 Filing Fees	0	400	0	300	175	386	0	
001-000-389-0000 Accident Reports	1,635	2,125	1,780	2,000	1,230	1,834	2,000	
001-000-391-0000 Recycling Program	4,260	4,260	4,260	4,260	3,195	0	4,260	
001-000-397-0000 Video Lottery	26,555	25,977	25,183	25,000	16,193	16,378	24,000	
001-000-399-0000 Miscellaneous Revenue	1,551,352	107,267	159,007	35,534	36,625	12,576	36,000	
001-000-399-0001 PGCC Donations	53,450	4,250	848	0	0	0	0	
001-000-399-0002 Police Donations	20	20	190	0	0	0	0	
001-000-399-0003 Tree Board Donations	0	0	5,820	0	300	0	0	
TOTAL MISCELLANEOUS REVENUE	1,685,615	255,757	368,419	175,930	363,111	43,013	202,260	
TOTAL REVENUES	7,098,506	6,030,608	6,578,585	6,466,774	6,070,718	3,193,584	6,079,717	

Expenses	
Mayor	35,730
Council	98,000
Treasurer	325,700
City Clerk	251,700
Municipal Judge	114,400
City Attorney	95,000
City Auditor	25,000
Elkins Main Street	0
Rand-Tucker Child Advocacy	10,000
Chamber of Commerce	2,500
Appalachain Forest Heritage	2,000
Tree Board	3,700
Rand Co Arts	5,000
Rand Co Dev Auth	13,500
Our Town	2,500
Citizens Promoting Comm	2,500
Rand Co Humane Society	12,000
Community Warming Station	1,000
Demolition	0
Custodial	158,793
Region VII	7,974
Building Inspector	87,572
Planning & Zoning	11,000
Elections	0
City Hall	700,600
Public Works	173,475
Police	1,804,169
Police Admin	90,087
Rand Co Comm-Dog Warden	10,000
Ambulance Authority	50,000
Flood Control	47,000
Street	1,248,351
Street Lights	120,000
Signs & Signals	21,000
Snow Removal	25,000
Central Garage	172,831
Airport Authority	15,000
Public Transit	15,000
Recycling	4,500
Health Dept	5,500
Storm Sewer	20,000
Parks Contribution	305,796
Vistor's Bureau-Depot	130,000
PGCC	124,600
Historic Landmarks	4,000
Civic Promotions	6,934
Library	22,500
Beautification	42,000
Human Resources	167,400
	6,591,312



CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND

STATE GRANTS

EXPENDITURES	2021-2022	2022-2023	2023-2024	2024-2025		2025-2026		
	ACTUAL	ACTUAL	ACTUAL	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
				BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>CONTRACTUAL SERVICES</u>								
001-404-223-0000 Professional Services	0	10,460	7,220	0	0	0	0	
001-404-230-0000 Contracted Services	0	10,417	276,164	0	0	0	0	
TOTAL CONTRACTUAL SERVICES	0	20,877	283,384	0	0	0	0	
TOTAL STATE GRANTS	0	20,877	283,384	0	0	0	0	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND

MAYOR

EXPENDITURES	2024-2025						2025-2026	
	2021-2022	2022-2023	2023-2024	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>PERSONAL SERVICES</u>								
001-409-101-0000 Official's Salary	20,000	20,833	20,855	20,000	14,167	12,652	20,000	
001-409-104-0000 FICA Expense	2,908	1,466	1,594	1,530	1,084	2,780	1,530	
001-409-105-0000 Group Health Insurance	11,257	50	0	0	0	4,925	0	
001-409-106-0000 Retirement	1,989	0	0	0	0	5,203	0	
TOTAL PERSONAL SERVICES	36,153	22,350	22,450	21,530	15,250	25,560	21,530	
<u>CONTRACTUAL SERVICES</u>								
001-409-211-0000 Telephone	1,593	1,174	1,175	1,400	685	696	1,400	
001-409-214-0000 Travel	3,164	6,073	9,917	5,000	4,802	525	5,000	
001-409-220-0000 Advertising	0	0	0	500	0	519	500	
001-409-221-0000 Training & Education	1,125	1,276	300	1,200	185	171	1,200	
001-409-222-0000 Dues & Subscriptions	2,464	3,686	4,056	5,500	5,328	429	5,500	
001-409-230-0000 Contracted Service	1,622	0	0	0	0	506	0	
TOTAL CONTRACTUAL SERVICES	9,968	12,209	15,448	13,600	10,999	2,846	13,600	
<u>COMMODITIES</u>								
001-409-341-0000 Supplies & Materials	1,318	1,297	1,599	600	380	3,588	600	
TOTAL COMMODITIES	1,318	1,297	1,599	600	380	3,588	600	
TOTAL MAYOR	47,439	35,855	39,497	35,730	26,629	31,995	35,730	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
COUNCIL

EXPENDITURES	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025			2025-2026	
				CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
				BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>PERSONAL SERVICES</u>								
001-410-101-0000 Official's Salary	64,200	68,400	64,800	64,800	42,000	36,000	57,600	
001-410-104-0000 FICA Expense	4,911	4,820	4,957	4,957	3,213	2,754	4,500	
001-410-105-0000 Group Health Insurance	12,272	13,806	16,054	14,653	11,584	0	27,000	
001-410-106-0000 Retirement	2,100	1,296	648	3,848	3,623	3,528	5,900	
TOTAL PERSONAL SERVICES	83,483	88,322	86,459	88,258	60,420	42,282	95,000	
<u>CONTRACTUAL SERVICES</u>								
001-410-214-0000 Travel	0	146	543	1,000	420	0	1,000	
001-410-221-0000 Training & Education	300	600	300	1,200	300	0	1,000	
001-410-222-0000 Dues & Subscriptions	990	990	935	0	0	0	0	
TOTAL CONTRACTUAL SERVICES	1,290	1,736	1,778	2,200	720	0	2,000	
<u>COMMODITIES</u>								
001-410-341-0000 Supplies & Materials	0	1,780	1,451	1,000	0	0	1,000	
TOTAL COMMODITIES	0	1,780	1,451	1,000	0	0	1,000	
TOTAL COUNCIL	84,773	91,838	89,688	91,458	61,140	42,282	98,000	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND

TREASURER

				(----- 2024-2025 -----)		(----- 2025-2026 -----)		
	2021-2022	2022-2023	2023-2024	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>PERSONAL SERVICES</u>								
001-413-103-0000 Salary & Wages	189,949	206,133	218,969	198,000	174,767	158,388	187,000	
001-413-104-0000 FICA Expense	13,846	13,914	16,076	16,000	13,289	12,295	15,000	
001-413-105-0000 Group Health Insurance	44,078	45,016	46,349	48,000	57,048	18,483	72,500	
001-413-106-0000 Retirement	18,778	17,881	19,748	18,000	15,934	23,743	17,200	
001-413-108-0000 Overtime/Extra Help	647	496	1,074	6,000	4,332	4,228	2,500	
TOTAL PERSONAL SERVICES	267,299	283,441	302,216	286,000	265,371	217,137	294,200	
<u>CONTRACTUAL SERVICES</u>								
001-413-214-0000 Travel	151	1,307	119	500	196	100	200	
001-413-216-0000 Maint of Equipment	0	0	0	500	0	0	0	
001-413-218-0000 Postage	1,557	2,366	6,340	6,000	2,916	2,252	4,000	
001-413-220-0000 Advertising	0	0	0	200	0	2,437	0	
001-413-221-0000 Training & Education	0	180	0	3,000	550	92	1,000	
001-413-222-0000 Dues & Subscription	2,021	2,116	1,096	300	131	0	300	
001-413-229-0000 Court Costs & Damages	37	32	0	200	0	720	0	
001-413-230-0000 Contracted Services	22,411	55,857	46,781	25,000	12,769	1,303	20,000	
001-413-240-0000 Refunds & Reimbursements	255	50	878	0	0	0	0	
TOTAL CONTRACTUAL SERVICES	26,432	61,909	55,214	35,700	16,562	6,904	25,500	
<u>COMMODITIES</u>								
001-413-341-0000 Supplies & Materials	12,397	11,751	7,163	8,000	3,094	(240)	6,000	
TOTAL COMMODITIES	12,397	11,751	7,163	8,000	3,094	(240)	6,000	
<u>CAPITAL OUTLAY</u>								
001-413-459-0000 Capital Outlay	0	0	9,315	5,000	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	9,315	5,000	0	0	0	
TOTAL TREASURER	306,128	357,101	373,908	334,700	285,027	223,801	325,700	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND

CITY CLERK

EXPENDITURES	{----- 2024-2025 -----}							{----- 2025-2026 -----}	
	2021-2022	2022-2023	2023-2024	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED	
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
							DR	WORKSPACE	
<u>PERSONAL SERVICES</u>									
001-415-103-0000 Salary & Wages	98,314	137,863	90,673	148,114	60,256	39,943	141,000		
001-415-104-0000 FICA Expense	7,392	9,663	6,774	11,157	4,603	3,003	10,800		
001-415-105-0000 Group Health Insurance	9,913	21,059	14,394	29,380	14,516	10,285	53,000		
001-415-106-0000 Retirement	9,732	11,614	8,198	13,088	5,456	5,472	13,000		
001-415-108-0000 Overtime/Extra Help	0	160	414	1,250	1,213	0	500		
TOTAL PERSONAL SERVICES	125,351	180,359	120,454	202,989	86,045	58,703	218,300		
<u>CONTRACTUAL SERVICES</u>									
001-415-211-0000 Telephone	901	586	669	720	703	0	1,000		
001-415-214-0000 Travel	0	1,975	(18)	600	506	2,145	600		
001-415-216-0000 Postage	0	0	38	100	24	197	100		
001-415-220-0000 Advertising	0	410	0	200	653	0	700		
001-415-221-0000 Training & Education	150	1,425	663	1,500	360	458	1,000		
001-415-222-0000 Dues & Subscriptions	2,037	4,064	3,105	17,500	17,967	0	20,000		
001-415-230-0000 Contracted Services	8,368	29,520	19,080	12,820	8,861	0	7,000		
TOTAL CONTRACTUAL SERVICES	11,456	37,980	23,537	33,440	29,073	2,800	30,400		
<u>COMMODITIES</u>									
001-415-341-0000 Supplies & Materials	5,549	5,620	5,306	3,000	844	2,730	3,000		
TOTAL COMMODITIES	5,549	5,620	5,306	3,000	844	2,730	3,000		
TOTAL CITY CLERK	142,356	223,959	149,297	239,429	115,962	64,232	251,700		

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND

POLICE JUDGE

EXPENDITURES	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025		2025-2026		PROPOSED BUDGET WORKSPACE
				CURRENT	Y-T-D	PROJECTED	REQUESTED	
				BUDGET	ACTUAL	YEAR END	BUDGET	
							DR	
<u>PERSONAL SERVICES</u>								
001-416-103-0000 Salary & Wages	43,004	43,971	32,539	39,728	17,301	28,384	18,500	
001-416-104-0000 FICA Expense	3,307	3,091	2,409	3,248	1,279	2,136	1,400	
001-416-105-0000 Group Health Insurance	2,162	119	5,127	14,808	11,103	2,996	17,500	
001-416-106-0000 Retirement	2,365	1,972	1,984	3,820	1,557	1,564	1,700	
TOTAL PERSONAL SERVICES	50,839	49,154	42,059	61,604	31,241	35,080	39,100	
<u>CONTRACTUAL SERVICES</u>								
001-416-214-0000 Travel	298	660	1,218	1,468	1,467	1,438	1,500	
001-416-221-0000 Training & Education	350	350	640	1,040	1,040	1,200	1,100	
001-416-222-0000 Dues & Subscriptions	198	198	170	250	52	329	200	
001-416-223-0000 Professional Services	41,580	41,030	37,400	40,000	21,060	3,696	37,000	
001-416-230-0000 Contracted Services	17,764	18,935	16,101	20,000	14,351	10,944	18,000	
001-416-235-0000 Remittance Fee Collected	19,363	19,585	6,578	21,000	3,294	0	7,000	
001-416-240-0000 Refunds/Reimbursements	2,251	6,069	1,006	2,500	1,729	4,875	1,500	
TOTAL CONTRACTUAL SERVICES	81,803	86,827	63,112	86,258	42,993	22,482	66,300	
<u>COMMODITIES</u>								
001-416-341-0000 Supplies & Materials	3,297	636	876	3,000	1,988	5,330	3,000	
001-416-353-0000 Computer Software	12,949	6,020	7,749	5,400	2,874	16,598	6,000	
TOTAL COMMODITIES	16,246	6,656	8,625	8,400	4,861	21,928	9,000	
TOTAL POLICE JUDGE	148,888	142,636	113,797	156,262	79,095	79,490	114,400	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
CITY ATTORNEY

EXPENDITURES	2021-2022	2022-2023	2023-2024	{----- 2024-2025 -----}			{----- 2025-2026 -----}	
				CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>CONTRACTUAL SERVICES</u>								
001-417-223-0000 Professional Services	0	73,186	73,441	80,000	53,898	0	95,000	
TOTAL CONTRACTUAL SERVICES	0	73,186	73,441	80,000	53,898	0	95,000	
TOTAL CITY ATTORNEY	0	73,186	73,441	80,000	53,898	0	95,000	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
CITY AUDITOR

EXPENDITURES	{----- 2024-2025 -----}					{----- 2025-2026 -----}		
	2021-2022	2022-2023	2023-2024	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>CONTRACTUAL SERVICES</u>								
001-418-223-0000 Professional Services	0	0	25,416	25,000	0	0	25,000	
TOTAL CONTRACTUAL SERVICES	0	0	25,416	25,000	0	0	25,000	
TOTAL CITY AUDITOR	0	0	25,416	25,000	0	0	25,000	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
MAIN STREET

EXPENDITURES	2021-2022	2022-2023	2023-2024	{----- 2024-2025 -----}			{----- 2025-2026 -----}	
	2021-2022	2022-2023	2023-2024	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
OTHER EXPENDITURES								
001-419-568-0000 MAIN STREET	20,000	20,000	19,250	5,000	5,000	0	0	
TOTAL OTHER EXPENDITURES	20,000	20,000	19,250	5,000	5,000	0	0	
TOTAL MAIN STREET	20,000	20,000	19,250	5,000	5,000	0	0	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
AUTHORITIES/ENTITIES

	2021-2022	2022-2023	2023-2024	2024-2025		2025-2026		
				CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>OTHER EXPENDITURES</u>								
001-424-568-0001 Randolph-Tucker Child Advocac	3,000	3,000	5,000	10,000	7,500	0	10,000	
001-424-568-0002 Kump House	6,000	6,000	0	0	0	0	0	
001-424-568-0003 Rand Co Chamber of Commerce	6,000	6,000	6,000	2,500	1,875	0	2,500	
001-424-568-0004 Appalachain Forest Heritage	6,000	6,000	6,000	2,000	1,500	0	2,000	
001-424-568-0005 Tree Board	5,333	5,379	4,131	8,888	7,367	0	3,700	
001-424-568-0007 Rand Co Arts Council	5,000	5,000	5,000	5,000	3,750	0	5,000	
001-424-568-0009 Rand. Co. Dev. Authority	13,500	13,500	13,500	13,500	10,125	0	13,500	
001-424-568-0010 Our Town Inc	0	0	0	2,500	2,500	0	2,500	
001-424-568-0011 Citizens Promoting Community	0	0	0	2,500	1,875	0	2,500	
001-424-568-0012 Rand Co Humane Society	0	0	0	12,000	9,000	0	12,000	
001-424-568-0013 Elkins YMCA	0	0	0	5,000	5,000	0	0	
001-424-568-0014 Refinery Church	0	0	0	0	0	0	1,000	
TOTAL OTHER EXPENDITURES	44,833	44,879	39,631	63,888	50,492	0	54,700	
TOTAL AUTHORITIES/ENTITIES	44,833	44,879	39,631	63,888	50,492	0	54,700	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND

DEMOLITION/CLEARANCE

EXPENDITURES	2021-2022	2022-2023	2023-2024	2024-2025		2025-2026		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
							DR	WORKSPACE
<u>CAPITAL OUTLAY</u>								
001-429-458-0000 Demolition Expenses	20,266	46,128	3,593	0	0	0	0	
TOTAL CAPITAL OUTLAY	20,266	46,128	3,593	0	0	0	0	
TOTAL DEMOLITION/CLEARANCE	20,266	46,128	3,593	0	0	0	0	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
CUSTODIAL

EXPENDITURES	(----- 2024-2025 -----)					(----- 2025-2026 -----)		
	2021-2022	2022-2023	2023-2024	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>PERSONAL SERVICES</u>								
001-433-103-0000 Salary & Wages	56,061	74,404	75,706	61,300	33,321	47,939	75,893	
001-433-104-0000 FICA Expense	4,335	5,347	5,796	6,100	5,125	3,715	6,000	
001-433-105-0000 Group Health Insurance	14,038	12,057	14,294	18,500	16,846	20,717	31,000	
001-433-106-0000 Retirement	5,010	6,574	6,954	7,500	5,944	6,879	7,000	
001-433-108-0000 Overtime/Extra Help	2,167	2,044	1,692	35,000	34,042	2,913	2,000	
TOTAL PERSONAL SERVICES	81,610	100,426	104,442	128,400	95,278	82,163	121,893	
<u>CONTRACTUAL SERVICES</u>								
001-433-211-0000 Telephone	338	637	1,096	1,000	640	0	1,000	
001-433-215-0000 Maint of Bldgs & Grounds	12,431	1,567	2,456	14,000	2,480	8,980	12,000	
001-433-216-0000 Maint of Equipment	4,248	105	304	6,000	716	2,630	5,000	
001-433-230-0000 Contracted Services	78	286	0	5,000	0	0	4,000	
TOTAL CONTRACTUAL SERVICES	17,094	2,595	3,856	26,000	3,836	11,610	22,000	
<u>COMMODITIES</u>								
001-433-341-0000 Supplies & Materials	5,152	1,581	3,906	4,500	2,220	3,671	4,500	
001-433-343-0000 Automobile Supplies	831	665	581	2,000	1,793	282	2,500	
001-433-345-0000 Uniforms	1,130	1,479	1,039	1,200	595	1,073	1,200	
TOTAL COMMODITIES	7,113	3,725	5,526	7,700	4,608	5,026	8,200	
<u>CAPITAL OUTLAY</u>								
001-433-459-0000 Capital Outlay Equipment	5,885	6,595	6,618	7,500	4,727	0	6,700	
TOTAL CAPITAL OUTLAY	5,885	6,595	6,618	7,500	4,727	0	6,700	
TOTAL CUSTODIAL	111,703	113,340	120,443	169,600	108,449	98,800	158,793	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND

REGIONAL DEVELOP AUTH

EXPENDITURES	2021-2022	2022-2023	2023-2024	2024-2025		2025-2026		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
							DR	WORKSPACE
<u>OTHER EXPENDITURES</u>								
001-435-568-0001 Region VII	8,158	7,974	7,974	7,974	7,974	12,161	7,974	
TOTAL OTHER EXPENDITURES	8,158	7,974	7,974	7,974	7,974	12,161	7,974	
TOTAL REGIONAL DEVELOP AUTH	8,158	7,974	7,974	7,974	7,974	12,161	7,974	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
BUILDING INSPECTOR

EXPENDITURES	2024-2025						2025-2026	
	2021-2022	2022-2023	2023-2024	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>PERSONAL SERVICES</u>								
001-436-103-0000 Salary & Wages	48,808	69,025	38,667	42,000	26,281	0	45,140	
001-436-104-0000 FICA Expense	3,735	4,977	2,768	3,100	2,034	0	3,500	
001-436-105-0000 Group Health Insurance	74	3,099	14,221	15,600	11,103	0	17,482	
001-436-106-0000 Retirement	4,831	5,741	3,525	4,000	2,507	0	4,100	
001-436-108-0000 Overtime/Extra Help	0	105	494	2,000	1,578	0	2,000	
TOTAL PERSONAL SERVICES	57,447	82,948	59,674	66,700	43,504	0	72,222	
<u>CONTRACTUAL SERVICES</u>								
001-436-211-0000 Telephone	596	1,187	915	1,300	444	0	1,000	
001-436-212-0000 Printing	0	0	0	400	0	0	500	
001-436-214-0000 Travel	0	0	0	800	0	0	700	
001-436-216-0000 Maint of Equipment	0	0	0	500	0	0	500	
001-436-217-0000 Maint of Autos & Trucks	0	0	39	500	15	0	500	
001-436-218-0000 Postage	9	0	19	100	0	0	150	
001-436-220-0000 Advertising	62	169	370	500	0	0	250	
001-436-221-0000 Training & Education	105	2,155	2,904	3,500	885	0	3,000	
001-436-222-0000 Dues & Subscriptions	465	619	787	700	0	0	1,000	
001-436-223-0000 Professional Services	200	0	0	500	0	0	250	
001-436-230-0000 Contracted Services	0	146	274	800	641	0	1,000	
TOTAL CONTRACTUAL SERVICES	1,438	4,275	5,309	9,600	1,985	0	8,850	
<u>COMMODITIES</u>								
001-436-341-0000 Supplies & Materials	1,749	4,568	1,181	3,000	670	0	2,500	
001-436-343-0000 Automobile Supplies	565	674	2,805	2,000	673	0	1,500	
001-436-345-0000 Uniforms	0	483	656	500	0	0	500	
TOTAL COMMODITIES	2,313	5,725	4,642	5,500	1,343	0	4,500	
<u>CAPITAL OUTLAY</u>								
001-436-459-0000 Capital Outlay Equipment	4,510	1,863	0	2,500	0	0	2,000	
TOTAL CAPITAL OUTLAY	4,510	1,863	0	2,500	0	0	2,000	
TOTAL BUILDING INSPECTOR	65,708	94,811	69,625	84,300	46,832	0	87,572	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025001-GENERAL FUND
PLANNING & ZONING

	2021-2022	2022-2023	2023-2024	2024-2025		2025-2026		
				CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>COMMODITIES</u>								
001-437-341-0000 Supplies & Materials	0	0	7,980	14,000	0	0	11,000	
TOTAL COMMODITIES	0	0	7,980	14,000	0	0	11,000	
<u>TOTAL PLANNING & ZONING</u>								
TOTAL PLANNING & ZONING	0	0	7,980	14,000	0	0	11,000	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND

ELECTIONS

EXPENDITURES	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	CURRENT BUDGET	2024-2025		2025-2026	
					Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
							DR	WORKSPACE
<u>CONTRACTUAL SERVICES</u>								
001-438-212-0000 Printing	0	3,691	0	3,900	0	0	0	
001-438-220-0000 Advertising	0	1,611	0	2,000	55	53	0	
001-438-230-0000 Contracted Services	0	8,437	0	8,500	0	514	0	
TOTAL CONTRACTUAL SERVICES	0	13,739	0	14,400	55	567	0	
<u>COMMODITIES</u>								
001-438-341-0000 Supplies & Materials	0	0	0	200	0	0	0	
TOTAL COMMODITIES	0	0	0	200	0	0	0	
TOTAL ELECTIONS	0	13,739	0	14,600	55	567	0	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND

CITY HALL

EXPENDITURES	2024-2025						2025-2026	
	2021-2022	2022-2023	2023-2024	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>CONTRACTUAL SERVICES</u>								
001-440-211-0000 Telephone	1,800	1,800	1,800	1,800	1,850	4,821	1,800	
001-440-213-0000 Utilities	40,535	48,590	46,116	45,000	36,610	25,376	45,000	
001-440-215-0000 Maint of Bldgs & Grounds	8,397	21,794	28,518	19,000	8,896	719	15,000	
001-440-216-0000 Maint of Equipment	5,618	4,676	2,544	0	0	20,855	0	
001-440-218-0000 Postage	1,001	3,029	3,971	5,000	1,234	17	3,000	
001-440-219-0000 Bldgs, Equipment & Rents	0	0	0	5,000	2,573	0	0	
001-440-220-0000 Advertising	6,315	6,846	4,853	7,000	2,064	3,821	5,000	
001-440-222-0000 Dues & Subscriptions	3,109	689	876	4,000	0	34	500	
001-440-223-0000 Professional Services	103,868	13,146	6,056	15,000	16,831	101,146	3,000	
001-440-226-0000 Insurance & Bonds Gen Lia	127,935	136,659	104,118	80,000	80,249	23,251	100,000	
001-440-226-0001 Insurance & Bonds W/C	46,846	48,850	29,580	30,000	23,994	0	28,000	
001-440-230-0000 Contracted Services	201,301	261,854	248,439	635,920	627,394	14,177	200,000	
001-440-232-0000 Bank Charges	128	260	260	200	125	0	200	
TOTAL CONTRACTUAL SERVICES	546,853	548,194	477,132	847,920	801,819	194,219	401,500	
<u>COMMODITIES</u>								
001-440-341-0000 Supplies & Materials	18,751	24,619	29,213	22,000	24,917	3,293	15,000	
001-440-343-0000 Automobile Supplies	0	0	0	100	30	0	100	
001-440-353-0000 Computer Software	9,258	11,422	37,056	35,000	1,469	0	40,000	
TOTAL COMMODITIES	28,009	36,041	66,269	57,100	26,416	3,293	55,100	
<u>CAPITAL OUTLAY</u>								
001-440-457-0000 HVAC	0	0	0	0	0	0	62,000	
001-440-457-0001 City Hall Reno	0	0	0	0	0	0	181,750	
001-440-459-0000 Capital Outlay Equipment	0	0	0	52,900	0	8,381	0	
TOTAL CAPITAL OUTLAY	0	0	0	52,900	0	8,381	243,750	
TOTAL CITY HALL	574,862	584,234	543,402	957,920	828,235	205,893	700,350	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND

OTHER BUILDINGS

				(----- 2024-2025 -----)			(----- 2025-2026 -----)	
	2021-2022	2022-2023	2023-2024	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>CONTRACTUAL SERVICES</u>								
001-441-213-0000 Darden House Utilities	774	3,464	3,816	0	0	0	0	
001-441-213-0001 Kump House Utilities	0	61	2,268	0	0	0	0	
001-441-230-0000 Contracted Serv-Darden House	1,350	11,390	8,949	9,000	4,500	0	0	
TOTAL CONTRACTUAL SERVICES	2,124	14,915	15,033	9,000	4,500	0	0	
<u>COMMODITIES</u>								
001-441-341-0000 Supplies&Materl-Darden House	0	47	417	0	0	0	0	
TOTAL COMMODITIES	0	47	417	0	0	0	0	
TOTAL OTHER BUILDINGS	2,124	14,962	15,449	9,000	4,500	0	0	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
TRANSFER TO OTHER FUNDS

EXPENDITURES	2021-2022	2022-2023	2023-2024	2024-2025		2025-2026		
	ACTUAL	ACTUAL	ACTUAL	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
				BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>CONTRACTUAL SERVICES</u>								
001-444-214-0005 Transfer To Other Funds	354,966	2,306,530	0	91,830	91,830	0	0	
TOTAL CONTRACTUAL SERVICES	354,966	2,306,530	0	91,830	91,830	0	0	
TOTAL TRANSFER TO OTHER FUNDS	354,966	2,306,530	0	91,830	91,830	0	0	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
PUBLIC WORKS DEPT

EXPENDITURES	(----- 2024-2025 -----) (----- 2025-2026 -----)							
	2021-2022	2022-2023	2023-2024	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>PERSONAL SERVICES</u>								
001-566-103-0000 Salary & Wages	137,531	87,051	116,134	117,000	82,029	66,905	118,175	
001-566-104-0000 FICA Expense	10,374	5,536	8,597	7,000	6,164	4,953	6,800	
001-566-105-0000 Group Health Insurance	9,302	5,755	10,815	11,500	9,264	14,009	13,200	
001-566-106-0000 Retirement	13,543	6,974	10,461	8,000	7,392	8,885	8,000	
001-566-108-0000 Overtime/Extra Help	4,271	291	103	2,000	108	44	1,000	
TOTAL PERSONAL SERVICES	175,021	105,607	146,110	145,500	104,958	94,794	147,175	
<u>CONTRACTUAL SERVICES</u>								
001-566-211-0000 Telephone	2,337	4,213	1,401	3,000	995	348	2,500	
001-566-214-0000 Travel	150	0	318	1,000	0	0	750	
001-566-217-0000 Maint of Autos & Trucks	165	0	0	1,000	0	0	1,000	
001-566-218-0000 Postage	55	0	23	500	0	1	500	
001-566-220-0000 Advertising	0	0	0	300	0	0	300	
001-566-221-0000 Training & Education	145	120	0	1,500	500	0	1,000	
001-566-222-0000 Dues & Subscriptions	934	884	1,468	750	0	0	750	
001-566-226-0000 Insurance & Bonds	0	401	0	500	0	163	500	
001-566-230-0000 Contracted Services	3,464	4,332	13,923	5,000	3,187	1,808	4,000	
TOTAL CONTRACTUAL SERVICES	7,250	9,950	17,132	13,550	4,682	2,320	11,300	
<u>COMMODITIES</u>								
001-566-341-0000 Supplies & Materials	2,435	4,847	3,761	5,000	78	351	4,000	
001-566-343-0000 Automobile Supplies	1,056	793	1,935	1,500	554	977	1,500	
001-566-353-0000 Computer Software	0	3,119	0	2,000	0	0	1,500	
TOTAL COMMODITIES	3,491	8,759	5,696	8,500	632	1,328	7,000	
<u>CAPITAL OUTLAY</u>								
001-566-459-0000 Capital Outlay Equipment	6,022	7,064	5,605	8,000	6,123	274	8,000	
TOTAL CAPITAL OUTLAY	6,022	7,064	5,605	8,000	6,123	274	8,000	
TOTAL PUBLIC WORKS DEPT	191,783	131,380	174,544	175,550	116,395	98,717	173,475	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
CONTINGENCES

EXPENDITURES	2021-2022	2022-2023	2023-2024	2024-2025		2025-2026		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
							DR	WORKSPACE
<u>EXP CATG 000 THRU 099</u>								
001-699-000-0000 Contingencies	0	0	0	685,599	0	0	0	
TOTAL EXP CATG 000 THRU 099	0	0	0	685,599	0	0	0	
TOTAL CONTINGENCES	0	0	0	685,599	0	0	0	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND

POLICE

EXPENDITURES	2021-2022	2022-2023	2023-2024	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>PERSONAL SERVICES</u>								
001-700-103-0000 Salary & Wages	584,447	643,542	607,392	659,637	396,910	404,937	755,784	
001-700-104-0000 FICA Expense	10,372	11,321	50,115	66,910	47,042	7,335	76,025	
001-700-105-0000 Group Health Insurance	124,844	115,693	141,734	171,253	95,575	64,258	192,946	
001-700-106-0000 Retirement	48,036	53,771	52,813	58,179	51,083	0	70,514	
001-700-107-0000 Pensions Paid	41,250	23,502	27,722	26,680	26,680	172,268	30,000	
001-700-108-0000 Overtime/Extra Help	160,460	216,793	232,160	272,320	319,423	81,427	238,000	
TOTAL PERSONAL SERVICES	969,409	1,064,622	1,111,937	1,254,979	936,713	730,224	1,363,269	
<u>CONTRACTUAL SERVICES</u>								
001-700-211-0000 Telephone	11,624	13,206	15,402	12,000	12,303	8,648	15,000	
001-700-212-0000 Printing	0	0	257	0	0	247	0	
001-700-214-0000 Travel	3,780	6,498	5,964	5,000	3,162	1,370	5,000	
001-700-216-0000 Maint of Equipment	1,045	1,244	849	1,500	1,394	0	1,500	
001-700-217-0000 Maint of Autos & Trucks	3,885	11,364	18,691	15,000	13,017	13,836	18,000	
001-700-218-0000 Postage	46	211	301	300	262	440	300	
001-700-220-0000 Advertising	544	3,520	1,579	3,000	2,554	924	3,000	
001-700-221-0000 Training & Education	8,063	10,807	4,310	15,000	1,700	1,213	15,000	
001-700-222-0000 Dues & Subscriptions	2,874	2,711	4,403	2,500	455	0	2,000	
001-700-223-0000 Professional Services	12,704	10,570	9,020	10,000	3,197	9,396	10,000	
001-700-227-0000 K-9	0	0	8,638	35,000	39,491	0	15,000	
001-700-230-0000 Contracted Services	9,774	12,568	20,322	14,000	17,048	831	15,000	
TOTAL CONTRACTUAL SERVICES	54,340	72,698	89,735	113,300	94,583	36,903	99,800	
<u>COMMODITIES</u>								
001-700-341-0000 Supplies & Materials	24,488	28,554	55,087	40,000	30,999	6,620	50,000	
001-700-341-0001 Tactical Supplies/Materials	12,847	18,174	867	15,000	0	0	15,000	
001-700-343-0000 Automobile Supplies	62,914	61,909	73,583	60,000	49,472	23,067	75,000	
001-700-345-0000 Uniforms	24,148	8,820	18,048	20,000	14,225	3,738	20,000	
001-700-353-0000 Computer Software	4,720	7,238	11,928	20,000	9,745	0	20,000	
TOTAL COMMODITIES	129,117	124,696	159,514	155,000	104,442	33,426	180,000	
<u>CAPITAL OUTLAY</u>								
001-700-459-0000 Capital Outlay Equipment	156,284	174,688	176,613	146,786	240,838	2,015	151,100	
001-700-459-0001 Street Cameras	0	0	0	888,622	798,622	0	10,000	
TOTAL CAPITAL OUTLAY	156,284	174,688	176,613	1,035,408	1,039,460	2,015	161,100	
TOTAL POLICE	1,309,149	1,436,705	1,537,799	2,558,687	2,175,197	802,568	1,804,169	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND

POLICE ADMINISTRATION

EXPENDITURES	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025			2025-2026	
				CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
				BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>PERSONAL SERVICES</u>								
001-704-103-0000 Salary & Wages	48,740	59,308	45,002	64,080	40,769	46,454	65,542	
001-704-104-0000 FICA Expense	3,726	4,296	3,665	4,902	4,111	3,632	5,014	
001-704-105-0000 Group Health Insurance	10,896	11,493	7,229	7,404	5,526	15,464	8,632	
001-704-106-0000 Retirement	4,916	5,389	3,541	5,267	2,538	6,565	5,899	
001-704-108-0000 Overtime/Extra Help	1,417	1,669	3,210	12,500	13,143	2,152	5,000	
TOTAL PERSONAL SERVICES	69,694	82,156	62,647	94,153	66,087	74,267	90,087	
<u>CONTRACTUAL SERVICES</u>								
001-704-226-0000 Insurance & Bonds	0	0	0	0	0	82	0	
TOTAL CONTRACTUAL SERVICES	0	0	0	0	0	82	0	
TOTAL POLICE ADMINISTRATION	69,694	82,156	62,647	94,153	66,087	74,349	90,087	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
DOG WARDEN/HUMANE SOC

EXPENDITURES	2021-2022	2022-2023	2023-2024	2024-2025		2025-2026		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
							DR	WORKSPACE
<u>COMMODITIES</u>								
001-707-341-0000 Supplies & Materials	60	810	20	100	0	103	0	
TOTAL COMMODITIES	60	810	20	100	0	103	0	
<u>OTHER EXPENDITURES</u>								
001-707-568-0000 Animal Control Contributions	7,000	7,000	7,000	7,000	5,250	6,857	10,000	
TOTAL OTHER EXPENDITURES	7,000	7,000	7,000	7,000	5,250	6,857	10,000	
TOTAL DOG WARDEN/HUMANE SOC	7,060	7,810	7,020	7,100	5,250	6,960	10,000	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
AMBULANCE AUTHORITY

EXPENDITURES	2021-2022	2022-2023	2023-2024	2024-2025		2025-2026		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
							DR	WORKSPACE
<u>OTHER EXPENDITURES</u>								
001-709-568-0000 Rand Co EMS	0	0	0	50,000	37,500	0	50,000	
TOTAL OTHER EXPENDITURES	0	0	0	50,000	37,500	0	50,000	
TOTAL AMBULANCE AUTHORITY	0	0	0	50,000	37,500	0	50,000	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
FLOOD CONTROL

EXPENDITURES				2024-2025			2025-2026	
	2021-2022	2022-2023	2023-2024	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>CONTRACTUAL SERVICES</u>								
001-714-222-0000 Dues & Subscriptions	0	0	1,221	2,000	1,832	0	2,000	
TOTAL CONTRACTUAL SERVICES	0	0	1,221	2,000	1,832	0	2,000	
<u>COMMODITIES</u>								
001-714-341-0000 Supplies & Materials	24,947	19,105	25,937	49,000	5,600	0	45,000	
TOTAL COMMODITIES	24,947	19,105	25,937	49,000	5,600	0	45,000	
TOTAL FLOOD CONTROL	24,947	19,105	27,158	51,000	7,432	0	47,000	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND

STREET DEPARTMENT

	(----- 2024-2025 -----) (----- 2025-2026 -----)							
	2021-2022	2022-2023	2023-2024	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>PERSONAL SERVICES</u>								
001-750-103-0000 Salary & Wages	247,619	303,187	301,009	402,100	227,537	233,441	341,751	
001-750-104-0000 FICA Expense	21,349	23,051	24,716	34,000	19,733	18,898	30,000	
001-750-105-0000 Group Health Insurance	62,552	71,447	68,206	102,400	81,680	83,618	130,800	
001-750-106-0000 Retirement	28,173	28,828	29,493	40,000	23,830	33,615	34,800	
001-750-108-0000 Overtime/Extra Help	41,887	26,707	31,113	42,000	37,771	19,231	45,000	
TOTAL PERSONAL SERVICES	401,580	453,220	454,536	620,500	390,551	388,803	582,351	
<u>CONTRACTUAL SERVICES</u>								
001-750-211-0000 Telephone	2,564	4,223	4,167	4,000	2,718	2,028	4,000	
001-750-213-0000 Utilities	111,721	15,177	16,848	30,000	13,189	73,637	30,000	
001-750-214-0000 Travel	0	0	0	500	0	29	500	
001-750-215-0000 Maint of Bldgs & Grounds	4,008	1,019	657	4,000	233	437	5,000	
001-750-216-0000 Maint of Equipment	33,770	29,500	12,031	32,000	29,747	6,821	30,000	
001-750-217-0000 Maint of Autos & Trucks	4,577	16,123	17,611	25,000	20,593	13,070	25,000	
001-750-219-0000 Bldgs & Equipment & Rents	21,321	21,321	21,321	26,000	15,991	23,632	0	
001-750-220-0000 Advertising	0	0	490	500	0	0	500	
001-750-221-0000 Training & Education	65	165	0	500	0	0	500	
001-750-222-0000 Dues & Subscriptions	0	0	85	0	0	0	0	
001-750-223-0000 Professional Services	600	0	140	500	0	(49)	500	
001-750-226-0000 Insurance & Bonds	0	0	0	500	281	35,813	500	
001-750-230-0000 Contracted Services	27,735	13,860	11,000	160,000	3,184	14,895	160,000	
TOTAL CONTRACTUAL SERVICES	206,361	101,388	84,349	283,500	85,935	170,311	256,500	
<u>COMMODITIES</u>								
001-750-341-0000 Supplies & Materials	26,742	23,477	13,102	25,000	7,423	8,330	25,000	
001-750-341-0001 Paving	394,959	184,526	0	240,000	179,374	160,950	210,000	
001-750-341-0002 Grinding	0	25,875	0	35,000	35,000	23,780	35,000	
001-750-341-0003 Patching	13,414	15,686	10,085	20,800	4,337	15,858	20,000	
001-750-341-0004 Grading	9,506	8,773	7,223	11,000	1,754	7,103	11,000	
001-750-343-0000 Automobile Supplies	45,083	60,029	44,352	35,000	23,061	30,402	35,000	
001-750-345-0000 Uniforms	7,831	8,441	7,436	9,000	4,329	5,505	7,500	
001-750-353-0000 Computer Software	111	117	127	250	0	0	200	
TOTAL COMMODITIES	497,647	326,923	82,325	376,050	255,278	251,928	343,700	
<u>CAPITAL OUTLAY</u>								
001-750-457-0000 Capital Outlay Buildings	0	3,619	0	10,000	3,919	0	15,000	
001-750-458-0000 Capital Outlay Improvements	12,000	17,473	0	12,000	0	0	15,000	
001-750-459-0000 Capital Outlay Equipment	39,087	159,150	312,774	84,500	11,608	56,016	35,800	
TOTAL CAPITAL OUTLAY	51,087	180,242	312,774	106,500	15,527	56,016	65,800	
TOTAL STREET DEPARTMENT	1,156,674	1,061,773	933,984	1,386,550	747,291	867,058	1,248,351	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
STREET LIGHTS

EXPENDITURES	2024-2025						2025-2026	
	2021-2022	2022-2023	2023-2024	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>CONTRACTUAL SERVICES</u>								
001-751-213-0000 Utilities	0	104,220	110,587	108,000	81,992	0	120,000	
TOTAL CONTRACTUAL SERVICES	0	104,220	110,587	108,000	81,992	0	120,000	
TOTAL STREET LIGHTS	0	104,220	110,587	108,000	81,992	0	120,000	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND

SIGNS & SIGNALS

	2021-2022	2022-2023	2023-2024	2024-2025			2025-2026	
				CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>CONTRACTUAL SERVICES</u>								
001-752-213-0000 Utilities	6,506	6,674	7,038	8,000	4,985	6,550	7,000	
001-752-216-0000 Maint of Equipment	1,310	1,165	930	2,000	0	417	2,000	
TOTAL CONTRACTUAL SERVICES	7,816	7,839	7,968	10,000	4,985	6,967	9,000	
<u>COMMODITIES</u>								
001-752-341-0000 Supplies & Materials	17,807	15,181	6,790	14,000	561	6,849	12,000	
TOTAL COMMODITIES	17,807	15,181	6,790	14,000	561	6,849	12,000	
TOTAL SIGNS & SIGNALS	25,622	23,021	14,758	24,000	5,546	13,816	21,000	

PROPOSED BUDGET WORKSHEET

AS OF: MARCH 31ST, 2025

001-GENERAL FUND

WINTERIZATION

EXPENDITURES	2021-2022	2022-2023	2023-2024	2024-2025			2025-2026	
				CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>COMMODITIES</u>								
001-753-341-0000 Supplies & Materials	21,819	8,293	10,207	25,000	22,081	13,026	25,000	
TOTAL COMMODITIES	21,819	8,293	10,207	25,000	22,081	13,026	25,000	
TOTAL WINTERIZATION	21,819	8,293	10,207	25,000	22,081	13,026	25,000	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
CENTRAL GARAGE

EXPENDITURES				2024-2025			2025-2026	
	2021-2022	2022-2023	2023-2024	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>PERSONAL SERVICES</u>								
001-754-103-0000 Salary & Wages	62,954	77,574	77,522	82,300	53,693	58,538	79,031	
001-754-104-0000 FICA Expense	4,936	5,482	5,905	6,300	4,329	4,522	6,400	
001-754-105-0000 Group Health Insurance	21,973	23,304	27,265	29,500	22,241	20,200	36,000	
001-754-106-0000 Retirement	6,613	6,912	7,184	7,500	5,276	8,359	7,500	
001-754-108-0000 Overtime/Extra Help	4,473	2,286	2,446	4,000	4,926	2,886	4,000	
TOTAL PERSONAL SERVICES	100,948	115,558	120,322	129,600	90,464	94,506	132,931	
<u>CONTRACTUAL SERVICES</u>								
001-754-211-0000 Telephone	3,465	4,379	4,821	3,300	3,818	434	3,500	
001-754-213-0000 Utilities	8,317	9,768	9,611	9,000	5,891	5,550	7,500	
001-754-216-0000 Maint of Equipment	922	912	847	3,000	67	5,486	3,000	
001-754-217-0000 Maint of Autos & Trucks	51	0	0	1,000	0	838	1,000	
001-754-219-0000 Buildings & Equipment & Rents	8,692	8,826	8,982	9,000	6,517	8,804	0	
001-754-222-0000 Dues & Subscriptions	396	396	85	200	0	0	200	
001-754-230-0000 Contracted Services	419	981	1,754	1,500	1,562	389	1,500	
TOTAL CONTRACTUAL SERVICES	22,262	25,261	26,101	27,000	17,854	21,501	16,700	
<u>COMMODITIES</u>								
001-754-341-0000 Supplies & Materials	5,258	8,136	6,701	7,000	6,127	6,585	7,000	
001-754-343-0000 Automobile Supplies	8,435	4,998	7,383	6,000	5,197	1,045	6,000	
001-754-345-0000 Uniforms	1,460	1,697	1,592	1,200	822	1,073	1,200	
TOTAL COMMODITIES	15,153	14,830	15,676	14,200	12,146	8,703	14,200	
<u>CAPITAL OUTLAY</u>								
001-754-459-0000 Capital Outlay Equipment	7,457	3,674	5,770	14,500	0	1,411	9,000	
TOTAL CAPITAL OUTLAY	7,457	3,674	5,770	14,500	0	1,411	9,000	
TOTAL CENTRAL GARAGE	145,820	159,323	167,869	185,300	120,464	126,120	172,831	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
AIRPORT AUTHORITY

	2021-2022	2022-2023	2023-2024	2024-2025			2025-2026	
				CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>OTHER EXPENDITURES</u>								
001-758-568-0000 Airport Contributions	19,000	19,000	18,250	15,000	11,250	17,143	15,000	
TOTAL OTHER EXPENDITURES	19,000	19,000	18,250	15,000	11,250	17,143	15,000	
TOTAL AIRPORT AUTHORITY	19,000	19,000	18,250	15,000	11,250	17,143	15,000	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND

PUBLIC TRANSIT

EXPENDITURES	2021-2022	2022-2023	2023-2024	2024-2025		2025-2026	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET
							DR
							WORKSPACE
<u>OTHER EXPENDITURES</u>							
001-759-568-0000 Public Transit Contributions	14,000	14,000	14,000	15,000	11,250	9,857	15,000
TOTAL OTHER EXPENDITURES	14,000	14,000	14,000	15,000	11,250	9,857	15,000
TOTAL PUBLIC TRANSIT	14,000	14,000	14,000	15,000	11,250	9,857	15,000

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
RECYCLING

EXPENDITURES	2024-2025							2025-2026	
	2021-2022	2022-2023	2023-2024	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED	
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
									DR WORKSPACE
<u>CONTRACTUAL SERVICES</u>									
001-802-230-0000 Contracted Services	3,317	4,191	6,562	4,500	2,624	0	4,500		
TOTAL CONTRACTUAL SERVICES	3,317	4,191	6,562	4,500	2,624	0	4,500		
TOTAL RECYCLING	3,317	4,191	6,562	4,500	2,624	0	4,500		

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
HEALTH DEPARTMENT

EXPENDITURES	2021-2022	2022-2023	2023-2024	(----- 2024-2025 -----)		(----- 2025-2026 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
							DR	WORKSPACE
OTHER EXPENDITURES								
001-803-568-0000 Health Dept Contribution	4,000	4,000	4,500	5,500	4,125	4,286	5,500	
TOTAL OTHER EXPENDITURES	4,000	4,000	4,500	5,500	4,125	4,286	5,500	
TOTAL HEALTH DEPARTMENT	4,000	4,000	4,500	5,500	4,125	4,286	5,500	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
STORM SEWER

EXPENDITURES	2021-2022	2022-2023	2023-2024	(----- 2024-2025 -----)			(----- 2025-2026 -----)	
				CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>COMMODITIES</u>								
001-805-341-0000 Supplies & Materials	0	12,071	2,556	15,000	10,218	0	20,000	
TOTAL COMMODITIES	0	12,071	2,556	15,000	10,218	0	20,000	
TOTAL STORM SEWER	0	12,071	2,556	15,000	10,218	0	20,000	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
PARKS & RECREATION

EXPENDITURES	2021-2022	2022-2023	2023-2024	{----- 2024-2025 -----}			{----- 2025-2026 -----}	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
							DR	WORKSPACE
<u>OTHER EXPENDITURES</u>								
001-900-566-0000 Parks Contributions	305,796	305,796	305,796	305,796	229,347	200,002	305,796	
TOTAL OTHER EXPENDITURES	305,796	305,796	305,796	305,796	229,347	200,002	305,796	
TOTAL PARKS & RECREATION	305,796	305,796	305,796	305,796	229,347	200,002	305,796	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND

VISITOR'S BUREAU

EXPENDITURES	2021-2022	2022-2023	2023-2024	{----- 2024-2025 -----}			{----- 2025-2026 -----}	
				CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>CONTRACTUAL SERVICES</u>								
001-901-235-0001 Depot Welcome Center	84,809	110,396	132,135	102,047	105,606	0	130,250	
TOTAL CONTRACTUAL SERVICES	84,809	110,396	132,135	102,047	105,606	0	130,250	
TOTAL VISITOR'S BUREAU	84,809	110,396	132,135	102,047	105,606	0	130,250	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
PHIL GAINER COMM CENTER

EXPENDITURES	2021-2022	2022-2023	2023-2024	2024-2025		2025-2026		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
							DR	WORKSPACE
<u>CONTRACTUAL SERVICES</u>								
001-910-211-0000 Telephone	0	0	582	600	320	0	600	
001-910-213-0000 Utilities	23,220	28,941	28,745	27,000	20,784	0	30,000	
001-910-214-0000 Travel	0	0	91	0	0	0	0	
001-910-215-0000 Maint of Bldgs & Grounds	3,482	18,533	3,097	13,000	2,501	0	5,000	
001-910-218-0000 Postage	0	60	0	50	0	0	0	
001-910-220-0000 Advertising	650	450	491	1,000	207	0	500	
001-910-222-0000 Dues & Subscriptions	1,021	5,138	4,632	6,000	3,250	0	5,000	
001-910-223-0000 Professional Services	662	1,378	350	1,000	0	0	500	
001-910-230-0000 Contracted Services	17,956	15,324	23,535	5,950	7,425	0	15,000	
001-910-240-0000 Refunds & Reimbursements	1,492	290	260	1,050	1,050	0	0	
TOTAL CONTRACTUAL SERVICES	48,483	70,115	61,784	55,650	35,537	0	56,600	
<u>COMMODITIES</u>								
001-910-341-0000 Supplies & Materials	11,604	15,179	11,673	12,000	5,487	0	10,000	
TOTAL COMMODITIES	11,604	15,179	11,673	12,000	5,487	0	10,000	
<u>CAPITAL OUTLAY</u>								
001-910-459-0000 Capital Outlay	129,832	70,707	57,998	58,000	52,799	0	58,000	
TOTAL CAPITAL OUTLAY	129,832	70,707	57,998	58,000	52,799	0	58,000	
TOTAL PHIL GAINER COMM CENTER	189,919	156,001	131,456	125,650	93,824	0	124,600	

CITY OF ELKINS
 PROPOSED BUDGET WORKSHEET
 AS OF: MARCH 31ST, 2025

001-GENERAL FUND
 HISTORIC LANDMARKS COMM

					{----- 2024-2025 -----}		{----- 2025-2026 -----}	
	2021-2022	2022-2023	2023-2024	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
<u>OTHER EXPENDITURES</u>								
001-911-568-0000 Historic Landmarks Commission	4,000	4,000	4,000	4,000	3,000	0	4,000	
TOTAL OTHER EXPENDITURES	4,000	4,000	4,000	4,000	3,000	0	4,000	
TOTAL HISTORIC LANDMARKS COMM	4,000	4,000	4,000	4,000	3,000	0	4,000	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
CIVIC PROMOTIONS

EXPENDITURES	2021-2022	2022-2023	2023-2024	2024-2025		2025-2026		PROPOSED
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	
							DR	WORKSPACE
<u>COMMODITIES</u>								
001-912-341-0000 Supplies & Materials	1,549	6,600	5,870	6,934	565	0	6,934	
TOTAL COMMODITIES	1,549	6,600	5,870	6,934	565	0	6,934	
TOTAL CIVIC PROMOTIONS	1,549	6,600	5,870	6,934	565	0	6,934	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
LIBRARY

EXPENDITURES	2021-2022	2022-2023	2023-2024	{----- 2024-2025 -----}		{----- 2025-2026 -----}		
	2021-2022	2022-2023	2023-2024	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							DR	WORKSPACE
OTHER EXPENDITURES								
001-916-567-0000 Library Contributions	22,500	22,500	22,500	22,500	16,875	0	22,500	
TOTAL OTHER EXPENDITURES	22,500	22,500	22,500	22,500	16,875	0	22,500	
TOTAL LIBRARY	22,500	22,500	22,500	22,500	16,875	0	22,500	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND
BEAUTIFICATION

	2021-2022	2022-2023	2023-2024	CURRENT	2024-2025	Y-T-D	PROJECTED	2025-2026	REQUESTED	PROPOSED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL		YEAR END		BUDGET	BUDGET
									DR	WORKSPACE
<u>CONTRACTUAL SERVICES</u>										
001-950-230-0000 Contracted Services	23,199	46,365	35,780	58,534	50,951		0		40,000	
TOTAL CONTRACTUAL SERVICES	23,199	46,365	35,780	58,534	50,951		0		40,000	
<u>COMMODITIES</u>										
001-950-341-0000 Supplies & Materials	33,061	23,090	145	20,000	1,088		0		2,000	
TOTAL COMMODITIES	33,061	23,090	145	20,000	1,088		0		2,000	
TOTAL BEAUTIFICATION	56,260	69,455	35,925	78,534	52,038		0		42,000	

CITY OF ELKINS
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2025

001-GENERAL FUND

HUMAN RESOURCES

EXPENDITURES	(----- 2024-2025 -----)					(----- 2025-2026 -----)	
	2021-2022	2022-2023	2023-2024	CURRENT	Y-T-D	PROJECTED	REQUESTED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET
							DR
							WORKSPACE
<u>PERSONAL SERVICES</u>							
001-955-103-0000 Salary & Wages	0	3,348	80,150	94,919	54,689	0	108,000
001-955-104-0000 FICA Expense	0	0	5,809	7,303	4,208	0	8,300
001-955-105-0000 Group Health Insurance	0	0	25,441	29,306	12,740	0	17,200
001-955-106-0000 Retirement	0	0	7,213	8,553	4,915	0	9,700
001-955-108-0000 Overtime/Extra Help	0	0	0	2,200	2,420	0	0
TOTAL PERSONAL SERVICES	0	3,348	118,614	142,281	78,973	0	143,200
<u>CONTRACTUAL SERVICES</u>							
001-955-214-0000 Travel	0	0	0	2,000	674	0	4,000
001-955-221-0000 Training & Education	0	0	450	1,000	0	0	4,000
001-955-222-0000 Dues & Subscriptions	0	0	244	1,300	1,260	0	700
001-955-230-0000 Contracted Services	0	0	110	8,070	242	0	8,000
TOTAL CONTRACTUAL SERVICES	0	0	804	12,370	2,176	0	16,700
<u>COMMODITIES</u>							
001-955-341-0000 Supplies & Materials	0	1,336	5,754	7,965	4,527	0	7,000
001-955-353-0000 Computer Software	0	0	414	1,000	150	0	500
TOTAL COMMODITIES	0	1,336	6,168	8,965	4,677	0	7,500
TOTAL HUMAN RESOURCES	0	4,684	125,586	163,616	85,825	0	167,400
TOTAL EXPENDITURES	5,589,925	7,958,526	5,831,483	8,595,707	5,776,900	2,993,122	6,591,312
REVENUE OVER/(UNDER) EXPENDITURES	1,508,581	(1,927,919)	747,102	(2,128,933)	292,877	200,462	(511,595)

General Fund Schedule of Indebtedness										
Lender	Loan Number	Account Charged	Description	Note Date	Maturity Date	Loan/Lease Term	Monthly Payment	Annual Payment	Type	
Elkins Building Commission	3114638	001-750-219-0000	Baxter St.	7/10/2006	7/10/2026	240	1,776.73		Enter	Paying Off Before 6/30/2025
		001-754-219-0000					661.92			
Enterprise	23STQQ	001-433-459-0000	2021 Ford F150	9/1/2021	8/31/2026	60	551.52	6,618.24	Invoice	
Enterprise	27KJNC	001-440-459-0000	2024 Nissan Versa	6/1/2024	5/31/2029	60	280.19	3,362.28	Invoice	
Enterprise	27KJK2	001-566-459-0000	2024 Nissan Rogue	6/1/2024	5/31/2029	60	378.64	4,543.68	Invoice	
Enterprise	23HKBW	001-750-459-0000	2020 Ford F250	3/1/2020	9/30/2025	67	603.55	7,242.60	Invoice	
Enterprise	23HN72	001-750-459-0000	2020 Ford F550	12/1/2020	11/30/2025	60	753.02	9,036.24	Invoice	
Enterprise	23SBSG	001-700-459-0000	2021 Ford Police Interceptor	10/1/2021	9/30/2026	60	817.49	9,809.88	Invoice	
Enterprise	23SBSR	001-700-459-0000	2021 Ford Police Interceptor	10/1/2021	9/30/2026	60	817.49	9,809.88	Invoice	
Enterprise	23SBR3	001-700-459-0000	2021 Ford Police Interceptor	12/1/2021	11/30/2026	60	814.11	9,769.32	Invoice	
Enterprise	23SBSJ	001-700-459-0000	2021 Ford Police Interceptor	12/1/2021	11/30/2026	60	814.11	9,769.32	Invoice	
Enterprise	23SBSL	001-700-459-0000	2021 Ford Police Interceptor	12/1/2021	11/30/2026	60	814.11	9,769.32	Invoice	
Enterprise	23SBSQ	001-700-459-0000	2021 Ford Police Interceptor	12/1/2021	11/30/2026	60	814.11	9,769.32	Invoice	
Enterprise	23SBS5	001-700-459-0000	2021 Ford Police Interceptor	11/1/2021	10/31/2026	60	811.99	9,743.88	Invoice	
Enterprise	23SBSN	001-700-459-0000	2021 Ford Police Interceptor	11/1/2021	10/31/2026	60	811.99	No pmt moving forward	Invoice	Car totaled, replaced w/2024 F150 below
Enterprise	23SBQ3	001-700-459-0000	2021 Chevy Tahoe	1/1/2022	12/31/2026	60	852.44	10,229.28	Invoice	
Enterprise	23SBQB	001-700-459-0000	2021 Chevy Tahoe	1/1/2022	12/31/2026	60	852.44	10,229.28	Invoice	
Enterprise	23SBPT	001-700-459-0000	2021 Chevy Tahoe	1/1/2022	12/31/2026	60	852.44	10,229.28	Invoice	
Enterprise	23SBPZ	001-700-459-0000	2021 Chevy Tahoe	1/1/2022	12/31/2026	60	852.44	10,229.28	Invoice	
Enterprise	28S7K7	001-700-459-0000	2024 Ford F150	3/1/2025	2/28/2030	60	1,122.15	13,465.80	Invoice	
Enterprise	23JZ4M	001-700-459-0000	2020 Ford Police Interceptor	10/1/2020	9/30/2025	60	769.00	9,228.00	Invoice	
Enterprise	23JZ5H	001-700-459-0000	2020 Ford Police Interceptor	10/1/2020	9/30/2025	60	769.00	9,228.00	Invoice	
Enterprise	23JZ5L	001-700-459-0000	2020 Ford Police Interceptor	10/1/2020	9/30/2025	60	769.00	9,228.00	Invoice	
Mountain Valley Bank	1214756-11	001-910-459-0000	PGCC Renovation	9/15/2021	8/15/2036	180	4,833.20	57,998.40	Coupon	
Mountain Valley Bank		001-440-459-0000	HVAC Project	7/1/2025	6/30/2045	240				Unknown
Fahe		001-440-459-0000	City Hall Renovation			384				Unknown

FY2026 Budget Same Outside Contributions From FY2025
(Adding warming station of \$1000 & increasing dog warden by \$3000)

	FY25 Budgeted	FY26 Budgeted	
Revenues Includes Carryover	6,266,793	6,591,312	
Carryover	648,261	511,595	
Expenses			Difference
Mayor	33,730	35,730	2,000
Council	88,258	98,000	9,742
Treasurer	329,700	325,700	-4,000
City Clerk	222,749	251,700	28,951
Municipal Judge	156,262	114,400	-41,862
City Attorney	80,000	95,000	15,000
City Auditor	25,000	25,000	0
Elkins Main Street	5,000	0	-5,000
Rand-Tucker Child Advocacy	10,000	10,000	0
Chamber of Commerce	2,500	2,500	0
Appalachain Forest Heritage	2,000	2,000	0
Tree Board	3,700	3,700	0
Rand Co Arts	5,000	5,000	0
Rand Co Dev Auth	13,500	13,500	0
Our Town	2,500	2,500	0
Citizens Promoting Comm	2,500	2,500	0
Rand Co Humane Society	12,000	12,000	0
Community Warming Station	0	1,000	1,000
Demolition	0	0	0
Custodial	154,600	158,793	4,193
Region VII	8,000	7,974	-26
Building Inspector	84,300	87,572	3,272
Planning & Zoning	14,000	11,000	-3,000
Elections	14,600	0	-14,600
City Hall	522,000	700,600	178,600
Public Works	175,550	173,475	-2,075
Police	1,670,065	1,804,169	134,104
Police Admin	84,153	90,087	5,934
Rand Co Comm-Dog Warden	7,100	10,000	2,900
Ambulance Authority	50,000	50,000	0
Flood Control	51,000	47,000	-4,000
Street	1,246,550	1,248,351	1,801
Street Lights	108,000	120,000	12,000
Signs & Signals	24,000	21,000	-3,000
Snow Removal	25,000	25,000	0
Central Garage	185,300	172,831	-12,469
Airport Authority	15,000	15,000	0
Public Transit	15,000	15,000	0
Recycling	4,500	4,500	0
Health Dept	5,500	5,500	0
Storm Sewer	15,000	20,000	5,000
Parks Contribution	305,796	305,796	0
Vistor's Bureau-Depot	100,000	130,000	30,000
PGCC	125,650	124,600	-1,050
Historic Landmarks	4,000	4,000	0
Civic Promotions	6,934	6,934	0
Library	22,500	22,500	0
Beautification	48,000	42,000	-6,000
Human Resources	180,296	167,400	-12,896
TOTAL	6,266,793	6,591,312	324,519

FY2026 Budget Includes Requested Outside Contributions

	FY25 Budgeted	FY26 Budgeted	
	Revenues Includes Carryover	6,266,793	6,616,812
	Carryover	648,261	518,515
Expenses			Difference
Mayor	33,730	35,730	2,000
Council	88,258	98,000	9,742
Treasurer	329,700	325,700	-4,000
City Clerk	222,749	251,700	28,951
Municipal Judge	156,262	114,400	-41,862
City Attorney	80,000	95,000	15,000
City Auditor	25,000	25,000	0
Elkins Main Street	5,000	0	-5,000
Rand-Tucker Child Advocacy	10,000	10,000	0
Chamber of Commerce	2,500	5,000	2,500
Appalachian Forest Heritage	2,000	7,000	5,000
Tree Board	3,700	4,000	300
Rand Co Arts	5,000	5,000	0
Rand Co Dev Auth	13,500	13,500	0
Our Town	2,500	2,500	0
Citizens Promoting Comm	2,500	5,000	2,500
Rand Co Humane Society	12,000	12,000	0
Community Warming Station	0	1,000	1,000
Demolition	0	0	0
Custodial	154,600	158,793	4,193
Region VII	8,000	7,974	-26
Building Inspector	84,300	87,572	3,272
Planning & Zoning	14,000	11,000	-3,000
Elections	14,600	0	-14,600
City Hall	522,000	700,600	178,600
Public Works	175,550	173,475	-2,075
Police	1,670,065	1,804,169	134,104
Police Admin	84,153	90,087	5,934
Rand Co Comm-Dog Warden	7,100	10,000	2,900
Ambulance Authority	50,000	50,000	0
Flood Control	51,000	47,000	-4,000
Street	1,246,550	1,248,351	1,801
Street Lights	108,000	120,000	12,000
Signs & Signals	24,000	21,000	-3,000
Snow Removal	25,000	25,000	0
Central Garage	185,300	172,831	-12,469
Airport Authority	15,000	25,000	10,000
Public Transit	15,000	20,000	5,000
Recycling	4,500	4,500	0
Health Dept	5,500	5,500	0
Storm Sewer	15,000	20,000	5,000
Parks Contribution	305,796	305,796	0
Vistor's Bureau-Depot	100,000	130,000	30,000
PGCC	125,650	124,600	-1,050
Historic Landmarks	4,000	4,200	200
Civic Promotions	6,934	6,934	0
Library	22,500	22,500	0
Beautification	48,000	42,000	-6,000
Human Resources	180,296	167,400	-12,896
TOTAL	6,266,793	6,616,812	350,019

FY 2026 Proposed Funding for Partner and Community Organizations

Organization	FY2025	FY2026 total funding (requested)	FY25-FY26 difference (requested)	FY2026 total funding (recommended by Finance Committee)	FY25-FY26 difference (recommended by Finance Committee)
Airport Authority	\$15,000	\$25,000	\$10,000	\$15,000	\$0
Appalachian Forest Heritage	\$2,000	\$7,000	\$5,000	\$2,000	\$0
Arts Center	\$5,000	\$5,000	\$0	\$5,000	\$0
Chamber of Commerce	\$2,500	\$5,000	\$2,500	\$2,500	\$0
Child Advocacy Center	\$10,000	\$10,000	\$0	\$10,000	\$0
Citizens Promoting Community	\$2,500	\$5,000	\$2,500	\$2,500	\$0
Country Roads Transit	\$15,000	\$20,000	\$5,000	\$15,000	\$0
Development Authority	\$13,500	\$13,500	\$0	\$13,500	\$0
Emergency Medical Squad	\$50,000	\$50,000	\$0	\$50,000	\$0
Health Department	\$5,500	\$5,500	\$0	\$5,500	\$0
Historic Landmarks Commission	\$4,000	\$4,200	\$200	\$4,000	\$0
Humane Officer (county)	\$7,000	\$10,000	\$3,000	\$10,000	\$3,000
Humane Society	\$12,000	\$12,000	\$0	\$12,000	\$0
Library	\$22,500	\$22,500	\$0	\$22,500	\$0
Main Street	\$5,000	\$0	-\$5,000	\$5,000	\$0
Our Town (fireworks)	\$2,500	\$2,500	\$0	\$2,500	\$0
Warming Station	\$0	\$1,000	\$1,000	\$1,000	\$1,000
Tree Board	\$3,700	\$4,000	\$300	\$3,700	\$0
Subtotal	\$177,700	\$202,200	\$24,500	\$181,700	\$4,000
Formula Driven Contributions					
CVB/Welcome Center (50% H/M Tax)	\$100,000	\$130,000	\$30,000	\$130,000	\$30,000
Parks & Recreation TOTAL	\$305,796	\$305,796	\$0	\$305,796	\$0
50% H/M Tax	\$100,000	\$130,000	\$30,000	\$130,000	\$30,000
General Fund	\$205,796	\$175,796	-\$30,000	\$175,796	-\$30,000
Total (inc. H/M tax)	\$583,496	\$637,996	\$54,500	\$617,496	\$34,000
Total from General Fund	\$383,496	\$377,996	-\$5,500	\$357,496	-\$26,000
	FY2025	FY2026 total funding (requested)	FY25-FY26 difference (requested)	FY2026 total funding (recommended by Finance Committee)	FY25-FY26 difference (recommended by Finance Committee)

Yellow highlighting indicates organizations not funded in previous/recent years.

Blue highlighting indicates increases.

Red highlighting indicates estimated formula-driven hotel/motel tax amounts (no General Fund impact).



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 20, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1823: FY 2026 Coal Severance Fund Budget
Recommended By:	City Treasurer
Summary:	Treasurer will present
Fiscal Impact:	
Recommendation:	Consider for approval
Attachments:	1. FY2026 Coal Severance Budget

BUDGET : 26-2025-2026 Budget
FUND : 002 COAL SEVERANCE FUND
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 1

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
002-000-300-0299	Unemcumbered Fund Balance	75,000.00CR
002-000-310-0000	Coal Severance Tax	25,000.00CR
002-000-380-0000	Interest Earned on Investments	5,000.00CR
PAGE TOTAL:		105,000.00CR
TOTAL REVENUES:		105,000.00CR

2-20-25 6:39 AM G/L BUDGET REPORT
BUDGET : 26-2025-2026 Budget
FUND : 002 COAL SEVERANCE FUND
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 2

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
002-440-216-0000	Maint of Equipment	0.00
002-440-230-0000	Contracted Services	0.00
002-440-566-0000	City Hall Contingency	105,000.00
	PAGE TOTAL:	105,000.00
	TOTAL EXPENDITURES:	105,000.00
	NET REVENUES/EXPENDITURES:	0.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 20, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1824: FY 2026 Fire Fund Budget
Recommended By:	City Treasurer and Fire Chief
Summary:	Treasurer and Fire Chief will present
Fiscal Impact:	
Recommendation:	Consider for approval
Attachments:	1. FY2026 Fire Budget

BUDGET : 26-2025-2026 Budget

FUND : 036 FIRE DEPARTMENT

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 1

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
036-000-352-0000	Fire Protection Fees	885,000.00CR
036-000-352-0001	Fire Protection Fee Penalty	16,000.00CR
036-000-380-0000	Interest Earned	10,000.00CR
036-000-381-0000	Reimbursements	0.00
036-000-382-0000	Refunds & Rebates	500.00CR
036-000-383-0000	Sale of Fixed Asset	0.00

PAGE TOTAL: 911,500.00CR

TOTAL REVENUES: 911,500.00CR

3-07-25 1:48 PM G/L BUDGET REPORT
BUDGET : 26-2025-2026 Budget
FUND : 036 FIRE DEPARTMENT
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 2

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
036-706-103-0000	Salary & Wages	326,993.00
036-706-103-0001	EVFD Salary & Wages	12,000.00
036-706-104-0000	FICA Expense	48,496.00
036-706-105-0000	Group Health Insurance	129,491.00
036-706-106-0000	Retirement	41,282.00
036-706-107-0000	Pensions Paid	0.00
036-706-108-0000	Overtime/Extra Help	110,286.00
036-706-211-0000	Telephone	1,500.00
036-706-212-0000	Printing	0.00
036-706-213-0000	Utilities	22,000.00
036-706-214-0000	Travel	0.00
036-706-215-0000	Maint of Bldgs & Grounds	4,000.00
036-706-216-0000	Maint of Equipment	7,500.00
036-706-217-0000	Maint of Autos & Trucks	10,000.00
036-706-218-0000	Postage	7,000.00
036-706-220-0000	Advertising	0.00
036-706-221-0000	Training & Education	3,000.00
036-706-222-0000	Dues & Subscriptions	3,000.00
036-706-223-0000	Professional Services	0.00
036-706-226-0000	Insurance & Bonds	10,000.00
036-706-226-0001	Insurance & Bonds Fleet	20,000.00
036-706-226-0002	Insurance & Bonds GL	10,000.00
036-706-229-0000	Court Costs & Damages	1,000.00
036-706-230-0000	Contracted Services	0.00
036-706-232-0000	Bank Charges	0.00
036-706-341-0000	Supplies & Materials	7,500.00
036-706-343-0000	Automobile Supplies	10,000.00
036-706-345-0000	Uniforms	5,000.00
036-706-348-0000	Chrgs By Other Funds	38,212.00
036-706-353-0000	Computer Software	0.00
036-706-457-0000	Capital Outlay Buildings	5,000.00
036-706-459-0000	Capital Outlay Equipment	78,240.00
	PAGE TOTAL:	911,500.00
	TOTAL EXPENDITURES:	911,500.00
	NET REVENUES/EXPENDITURES:	0.00