



City of Elkins

Finance Committee Meeting

May 1, 2023
10:00 AM
401 Davis Avenue
Council Chamber, 2nd Floor

AGENDA

- 1. Call to order and roll call**
- 2. Public comment**
- 3. Minutes**
 - a. Proposed minutes for the meeting of April 3, 2023.
- 4. Reports**
- 5. New business**
 - a. Intradepartmental budget revisions.
 - b. Interdepartmental budget revisions.
 - c. PEIA benefit for council members.
- 6. Announcements**
- 7. Adjournment**

FINANCE COMMITTEE REGULAR MEETING MINUTES

*401 Davis Avenue
City Hall, Council Chambers
April 3, 2023
10:00 a.m.*

Present were Committee Members: Mike Hinchman (Chair), Rob Chenoweth, Christopher Lowther

Also present were: Jerry Marco (Mayor), Mike Kesecker (Operations Manager), Gerry Roberts (City Attorney), Tracy Judy (Treasurer), Steve Himes (Fire chief), Travis Bennett (Police Chief), and Sutton Stokes (City Clerk), Wes Lambert (Chief Water Operator), and Liz Roberts (Executive Secretary).

PUBLIC COMMENT

M. Cuonzo suggests eliminating PEIA for council members. D. Parker suggested raising employee costs for PEIA and eliminating PEIA for council members.

MINUTES

Cm. Lowther **MOVED APPROVAL OF THE MINUTES OF THE MARCH 6, 2023, MEETING.** The motion carried.

NEW BUSINESS

T. Judy presented information about the pending PEIA increase and the possibility of offering Plan C.

Cm. Hinchman **MOVED RECOMMENDING THAT CITY COUNCIL ABSORB THE 15.6 PERCENT PEIA INCREASE FOR FY24..** The motion carried.

Cm. Hinchman, **MOVED APPROVAL OF FY 2023 EFD FUND BUDGET REVISION 2.** The motion carried.

Cm. Lowther, **MOVED ADJOURNMENT.** The motion carried.

The meeting adjourned at 11:01

The foregoing minutes were approved at the meeting of April 3, 2023.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 1, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Intradepartmental budget revisions.
Recommended By:	Treasurer
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Intradepartmental Budget Revisions

Agenda Item Report

Meeting Date	May 1, 2023
Agenda Item Name	Intradepartmental Budget Revisions
Recommended by	Administrative Officers
Summary	Moving funds within department
Fiscal Impact	\$0.00
Attachments	Fund 001, #7 thru #16 Fund 036, #3
Recommendation	Recommend to Council

General Fund Budget Revision

Revision Number 7

Revenues

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

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

Expenses

Fund	Department	Transfer From/Description	Amount
001	416-Municipal Judge	105-0000 Group Insurance	\$9,640.00
TOTAL			\$9,640.00

	Department	Transfer To/Description	Amount
	416-Municipal Judge	212-0000 Printing	\$60.00
		235-0000 Remittance Fee Collected	\$3,640.00
		240-0000 Refunds & Reimbursements	\$500.00
		353-0000 Computer Software	\$5,440.00
			\$9,640.00

ROD

General Fund Budget Revision

Revision Number 8

Revenues

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

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

Expenses

	Fund	Department	Transfer From/Description	Amount
	001	415-City Clerk	105-0000 Group Insurance	\$5,100.00
TOTAL				\$5,100.00

	Department	Transfer To/Description	Amount
	415-City Clerk	108-0000 Overtime	\$100.00
		230-0000 Contracted Services	\$5,000.00
			\$5,100.00

SOS

General Fund Budget Revision

Revision Number 9

Revenues

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

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

Expenses

	Fund	Department	Transfer From/Description	Amount
	001	410-Council	101-0000 Official's Salary	\$1,800.00
			106-0000 Retirement	\$860.00
			214-0000 Travel	\$853.00
			221-0000 Training & Education	\$109.00
TOTAL				\$3,622.00

	Department	Transfer To/Description	Amount
	410-Council	105-0000 Group Insurance	\$1,292.00
		222-0000 Dues & Subscriptions	\$990.00
		230-0000 Contracted Services	\$1,255.00
		341-0000 Supplies & Materials	\$85.00
			\$3,622.00

SRS

General Fund Budget Revision

Revision Number 10

Revenues

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

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

Expenses

Fund	Department	Transfer From/Description	Amount
001	409-Mayor	211-0000 Telephone	\$500.00
TOTAL			\$500.00

	Department	Transfer To/Description	Amount
	409-Mayor	341-0000 Supplies & Materials	\$500.00
			\$500.00

George A. Manno

General Fund Budget Revision

Revision Number 12

Revenues

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

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

Expenses

Fund	Department	Transfer From/Description	Amount
001	436-Building Inspector	105-0000 Group Insurance	\$1,000.00
		459-0000 Capital Outlay Equipment	\$100.00
TOTAL			\$1,100.00

Fund	Department	Transfer To/Description	Amount
	436-Building Inspector	104-0000 FICA Expense	\$500.00
		106-0000 Retirement	\$400.00
		108-0000 Overtime	\$200.00
			\$1,100.00

MK

General Fund Budget Revision

Revision Number 13

Revenues

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

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

Expenses

Fund	Department	Transfer From/Description	Amount
001	566-Public Works	103-0000 Salary & Wages	\$1,500.00
TOTAL			\$1,500.00

Department	Transfer To/Description	Amount
566-Public Works	222-0000 Dues & Subscriptions	\$500.00
	226-0000 G/L Insurance & Bonds	\$1,000.00
		\$1,500.00

MK

General Fund Budget Revision

Revision Number 14

Revenues

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

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

Expenses

Fund	Department	Transfer From/Description	Amount
001	754-Central Garage	459-0000 Capital Outlay Equipment	\$10,700.00
TOTAL			\$10,700.00

Department	Transfer To/Description	Amount
754-Central Garage	211-0000 Telephone	\$1,000.00
	213-0000 Utilities	\$4,500.00
	222-0000 Dues & Subscriptions	\$400.00
	230-0000 Contracted Services	\$200.00
	341-0000 Supplies & Materials	\$2,000.00
	343-0000 Automobile Supplies	\$2,000.00
	345-0000 Uniforms	\$600.00
		\$10,700.00

General Fund Budget Revision

Revision Number 16

Revenues

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

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

Expenses

Fund	Department	Transfer From/Description	Amount
001	433-Custodial	105-0000 Group Insurance	\$10,440.00
		216-0000 Maint of Equipment	\$3,360.00
TOTAL			\$13,800.00

Fund	Department	Transfer To/Description	Amount
001	433-Custodial	103-0000 Salary & Wages	\$12,000.00
		104-0000 FICA Expense	\$600.00
		106-0000 Retirement	\$800.00
		345-0000 Uniforms	\$400.00
TOTAL			\$13,800.00

Interdepartmental Budget Revision

Revision Number 3

Revenues

	Fund	Department	Transfer From/Description	Amount
	036	000-Revenues		
TOTAL				\$0.00

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

Expenses

	Fund	Department	Transfer From/Description	Amount
	036	Fire	459-0000 Capital Outlay Equipment	\$137,850.00
TOTAL				\$137,850.00

	Department	Transfer To/Description	Amount
	Fire	103-0000 Salary & Wages	\$35,000.00
		108-0000 Overtime	\$76,000.00
		105-0000 Group Insurance	\$10,800.00
		213-0000 Utilities	\$6,500.00
		218-0000 Postage	\$4,500.00
		232-0000 Bank Charges	\$50.00
		343-0000 Automobile Supplies	\$5,000.00
			\$137,850.00

[Handwritten Signature]



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 1, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Interdepartmental budget revisions.
Recommended By:	Treasurer
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. State Budget Revision

Agenda Item Report

Meeting Date	May 1, 2023
Agenda Item Name	State Budget Revision #3
Recommended by	Tracy Judy
Summary	<p>Increase B&O revenues by \$216,201. Increasing departments as follows:</p> <p>Mayor \$5,000 for travel and supplies/materials</p> <p>Treasurer \$14,000 for wages, retirement, travel, contracted services</p> <p>Clearing/Demolition \$1,357 for RADPP Grant-Crim Law</p> <p>City Hall \$100,000 for utilities, maint. of bldg./grounds, GL & WC insurance, contracted services, bank charges, computer software</p> <p>Other Buildings \$15,000 for utilities, contracted services, supplies/materials</p> <p>Dog Warden/Humane Society \$1,000 for supplies/materials</p> <p>Visitor's Bureau \$30,000 for Depot Welcome Center add'l. tax allocation</p> <p>PGCC \$20,000 for maint. of bldgs./grounds, capital outlay-gym floor</p> <p>Beautification \$28,500 for contracted services/supplies & materials</p> <p>Human Resources \$1,336 for supplies & materials</p>
Fiscal Impact	\$216,201
Attachments	State Budget Revision #3
Recommendation	Recommend to Council

REQUEST FOR REVISION TO APPROVED BUDGET

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

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

CONTROL NUMBER
 Fiscal Year Ending: **2023**
 Fund: **1**
 Revision Number: **3**
 Pages: **1 of 1**

City of Elkins
 GOVERNMENT ENTITY

Person To Contact Regarding Request:

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

401 Davis Ave.
 STREET OR PO BOX
 Elkins 26241
 CITY ZIP CODE

Municipality
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
305	Business and Occupation Tax	1,305,000	216,201		1,521,201
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 216,201

Explanation for Account # 378, Municipal Specific:
 Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
409	Mayor's Office	30,310	5,000		35,310
413	Treasurer's Office	326,595	14,000		340,595
429	Clearing	44,771	1,357		46,128
440	City Hall	500,875	100,000		600,875
441	Other buildings	5,000	15,000		20,000
707	Dog Warden/Humane Society	7,000	1,000		8,000
901	Visitors Bureau	80,050	30,000		110,050
910	Civic Center - Municipal Auditorium	135,700	20,000		155,700
950	Beautification Programs	40,415	28,508		68,923
955	Human Resources		1,336		1,336

NET INCREASE/(DECREASE) Expenditures 216,201

APPROVED BY THE STATE AUDITOR

BY: Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 1, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	PEIA benefit for council members.
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. R-692 PEIA Health Insurance for Members of Council

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#692)

January 15, 2015

***Public Employees Insurance Agency
Health Insurance for Members of Council***

WHEREAS, currently Council members of the City of Elkins have the option of purchasing health insurance through the Public Employees Insurance Agency (“PEIA”), provided that no portion of the cost of said insurance shall be borne by the City of Elkins, as provided for in Resolution 041, duly adopted March 22, 2005; and

Whereas, Council’s Finance Committee has considered the option of providing access to health insurance to members of Council with the cost of said insurance to be borne by the City of Elkins; now therefore be it

RESOLVED as follows:

1. That Council members shall have the option of obtaining PEIA health insurance at the same cost charged to all other City employees with the remaining cost to be borne by the City of Elkins.
2. That if a member of Council shall choose the option of obtaining the PEIA health insurance said member of Council shall also forego the monthly compensation provided for Council members by ordinance.

Van Broughton, Mayor

Attest:

Sutton R. Stokes, City Clerk