



# City of Elkins

## Joint Meeting of the Personnel & Finance Committees

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November 17, 2025

1:00 PM

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

### AGENDA

1. **Call to order and roll call**
2. **Public comment**
3. **Minutes**
  - a. Proposed minutes for the meeting of the Finance Committee on September 8, 2025.
  - b. Proposed minutes for the meeting of the joint Personnel and Finance Committee on October 06, 2025.
  - c. Proposed minutes for the meeting of the Personnel Committee on October 27, 2025.
4. **Reports**
5. **New business**
  - a. *(Finance and Personnel)* General Fund presentation
  - b. *(Finance and Personnel)* City compensation & classification plan
  - c. *(Personnel)* Proposed changes to the Personnel Manual clarifying the grievance process and leave donation program
  - d. *(Finance)* Compensation adjustment for City Treasurer upon reappointment
  - e. *(Finance)* Proposed changes to outside contribution process and administration
  - f. *(Finance)* Proposal to authorize purchase of new transfer switch at the Elkins Fire Department through payment from the Coal Severance Fund
  - g. *(Finance)* Request to transfer \$50,000 from the Financial Stabilization Fund to the Fire Fund
  - h. *(Finance)* Mayor's request for \$10,000 to fund engineering study for Harrison Avenue property
6. **Announcements**
7. **Adjournment**



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	November 17, 2025
<b>Section:</b>	Minutes
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed minutes for the meeting of the Finance Committee on September 8, 2025.
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	Minutes for the meeting of Sept. 8
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Consider for approval
<b>Attachments:</b>	1. Finance Committee - 2025_09_08 - minutes_proposed

# FINANCE COMMITTEE MEETING MINUTES

*Phil Gainer Community Center  
142 Robert E. Lee Ave. Ext.  
September 8, 2025  
1:00 p.m.*

Present were members: R. Chenoweth (chair), M. Hinchman.

C. Lowther was absent.

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), Chris Marshall (human resources), Sutton Stokes (city clerk), and Mikayla Goins (recording secretary).

## NEW BUSINESS

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF ENGINEERING CONTRACT WITH THRASHER TO CONDUCT STUDY TO EXTEND THE CITY RIGHT-OF-WAY ON ELLIS AVENUE, FROM THE FINANCIAL STABILIZATION ACCOUNT. The motion carried.**

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF CITY CONTRIBUTION TO BABE RUTH LEAGUE FOR PROJECTS AT BLUEGRASS PARK TO THE AMOUNT OF \$25,000 FROM THE FINANCIAL STABILIZATION ACCOUNT. The motion carried.**

The committee discussed the Request from Elkins Area Shared Trails for City of Elkins act as applicant and fiscal agent for application to US DOT Rural and Tribal Assistance Nationally Significant Multimodal Freight & Highway Projects (INFRA) for a feasibility study for a bike/pedestrian lane on Beverly Pike. No action taken.

The meeting adjourned at 2:12 p.m.

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Name & Title

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Signature



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	November 17, 2025
<b>Section:</b>	Minutes
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed minutes for the meeting of the joint Personnel and Finance Committee on October 06, 2025.
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	Minutes for the joint meeting of Oct. 6
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Consider for approval
<b>Attachments:</b>	1. joint personnel-finance - 2025_10_06 - minutes_proposed

# PERSONNEL & FINANCE COMMITTEE MEETING MINUTES

*Phil Gainer Community Center  
142 Robert E. Lee Ave. Ext.  
October 6, 2025  
1:00 p.m.*

Present were members: R. Chenoweth (chair), L. Severino, C. Kerns, C. Lowther, C. Thompson

M. Hinchman was absent.

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), Chris Marshall (human resources), Wes Lambert (water chief), Whitney Hymes (wastewater chief), Sutton Stokes (city clerk), and Mikayla Goins (executive secretary and recording secretary).

## MINUTES

Kerns **MOVED APPROVAL OF THE MINUTES OF THE JOINT PERSONNEL & FINANCE COMMITTEE MEETING OF SEPTEMBER 2, 2025.** The motion carried.

## NEW BUSINESS

The committee discussed the Proposed classification and Compensation Plan for City Organization. No action taken.

Thompson, moved that the committee enter executive session under the “discussion of matters related to employment” exemption for the agenda item “**REAPPOINTMENT OF THE CITY TREASURER.**” The motion carried. The executive session began at 2:27 p.m. and ended at 4:10 p.m. The chair announced that no decisions were made, and no actions were taken.

Lowther **MOVED RECOMMENDING COUNCIL APPROVAL OF REQUEST FOR AUTHORIZATION TO USE FUNDS FROM THE FINANCIAL STABILIZATION ACCOUNT TO PAY FOR CITY HALL PROJECT INVOICES UNTIL MOUNTAIN VALLEY BANK CONSTRUCTION LOAN IS FINALIZED.** The motion carried.

The meeting adjourned at 4:15 p.m.

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Name & Title

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Signature



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	November 17, 2025
<b>Section:</b>	Minutes
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed minutes for the meeting of the Personnel Committee on October 27, 2025.
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	Minutes for the meeting of Oct. 27
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Consider for approval
<b>Attachments:</b>	1. Personnel Committee - 2025_10_27 - minutes_proposed

# PERSONNEL COMMITTEE MEETING MINUTES

*Phil Gainer Community Center  
142 Robert E. Lee Ave. Ext.  
October 27, 2025  
1:00 p.m.*

Present were members: C. Thompson (chair), C. Kerns, L. Severino.

Also present were Jerry Marco (mayor), Mike Kesecker (operations manager), Gerry Roberts (city attorney), Tracy Judy (treasurer), Steve Himes (fire chief), Joshua Martin (human resources), Sutton Stokes (city clerk), Wes Lambert (chief water operator), Whitney Hymes (chief wastewater operator), and Mikayla Goins (executive secretary).

## MINUTES

Kerns **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 15, 2025.** The motion carried.

## NEW BUSINESS

### a. Reappointment of the City Treasurer

Thompson **MOVED THAT THE COMMITTEE ENTER EXECUTIVE SESSION WITH JUDY CONCERNING THE AGENDA ITEM “REAPPOINTMENT OF THE CITY TREASURER.”** The stated exemption was for discussion of matters relating to employment of an individual, as allowed by West Virginia Code §6-9A-4 (B) (2) (A). The motion carried. The executive session began at 1:06 p.m. The committee requested Roberts join for part of the executive session. The executive session ended at 1:26 p.m. The chair announced that no decisions were made and no actions were taken.

Thompson **MOVED RECOMMENDING COUNCIL REAPPOINT JUDY TO THE OFFICE OF CITY TREASURER FOR A TERM ENDING SEPTEMBER 30, 2027 AT AN ANNUAL SALARY OF \$75, 000, RETROACTIVE TO OCTOBER 1.** The motion carried.

### b. Proposed compensation plan

Interim HR Director Josh Martin updated the committee concerning work on a new organization-wide compensation and classification framework. No action was taken.

### c. Compensation package for an Operations Department employee

Thompson **MOVED THAT THE COMMITTEE ENTER EXECUTIVE SESSION WITH KESECKER, JUDY, MARTIN, AND BUILDING AND CODE ENFORCEMENT OFFICER JESSIE KITTLE CONCERNING THE AGENDA ITEM “COMPENSATION PACKAGE FOR AN OPERATIONS**

**DEPARTMENT EMPLOYEE.”** The stated exemption was for discussion of matters relating to employment of an individual, as allowed by West Virginia Code §6-9A-4 (B) (2) (A). The motion carried. The executive session began at 1:38 p.m. The committee requested that Roberts join for part of the executive session. The executive session ended at 2:45 p.m. The chair announced that no decisions were made and no actions were taken.

Thompson **MOVED RECOMMENDING THAT COUNCIL SET COMPENSATION FOR KITTLE AT \$20.673 PER HOUR, EFFECTIVE NOV. 23, WITH NO RECOUPMENT OF PAST SALARY OR BACKPAY AND WITH ANY FUTURE CHANGES TO COINCIDE WITH THE ORGANIZATION-WIDE COMPENSATION PLAN CURRENTLY UNDER DEVELOPMENT.** The motion carried.

**d. Planning for HR transition**

Attendees discussed next steps for the city’s Human Resources Department.

The meeting adjourned at 3:02 p.m.

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Signature



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	November 17, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	<i>(Finance and Personnel)</i> General Fund presentation
<b>Recommended By:</b>	City Treasurer
<b>Summary:</b>	The City Treasurer will update the committee concerning the FY 2026 General Fund budget
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Review presented information and consider recommendations as necessary
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	November 17, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	<i>(Finance and Personnel)</i> City compensation & classification plan
<b>Recommended By:</b>	Interim HR Director
<b>Summary:</b>	The interim HR Director will circulate a proposed first-step compensation increase framework separately.
<b>Fiscal Impact:</b>	TBD
<b>Recommendation:</b>	Consider for recommendation to council
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	November 17, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	<i>(Personnel)</i> Proposed changes to the Personnel Manual clarifying the grievance process and leave donation program
<b>Recommended By:</b>	City Treasurer
<b>Summary:</b>	<p>The current version of the city's Personnel Manual assigns a role to the Mayor in the grievance process. This wording was accidentally retained from a version adopted prior to the city's creation of an HR Department; this role should now be assigned to the HR Director.</p> <p>The current version of the city's Personnel Manual assigns an administrative role to the City Treasurer concerning the leave donation program. (See attachment.) Because this is a payroll function and payroll is currently housed in the HR Department, this role should be assigned to the HR Director.</p>
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Consider for recommendation to council
<b>Attachments:</b>	1. revisions - grievance and leave donation

## **APPENDIX B: Grievance Procedure**

1. A grievance is a request by an employee or group of employees, acting as individuals, for personal relief in a matter, which is subject to the control of the municipal government. It may include any dispute or disagreement about any term or condition of employment including safety on the job. All employees have the right to communicate with, and to seek advice from, others if they have a valid reason for not consulting their immediate supervisor; the right to present a grievance without fear of reprisal or interference; the right to represent themselves or to be represented by a co-worker; and the right to have a reasonable amount of time to present a grievance at any level of the grievance review system, including directly to the appropriate state agency (where applicable), without fear of reprisal.
2. All grievances should be settled at the lowest organizational level and in the shortest amount of time possible. An employee or group of employees may present such grievance either formally or informally, as follows:
  - a) Present the grievance, providing all facts and circumstances, either orally or in writing to the employee's immediate supervisor.
  - b) The supervisor will, within two working days, provide a response to all reasonable complaints. If a solution is not achieved, the supervisor will discuss the problem with the appropriate Administrative Officer and provide that person with all relevant background information and any recommended solutions.
  - c) ~~The~~ <sup>HR</sup> employee or group of employees may present the case directly to the Mayor. This presentation may be orally or in writing, depending on the nature of the grievance. If no solution is achieved at this level of review, the employee or group of employees shall, if desired, present the grievance under the procedure established for formal presentation set forth in paragraphs d) through f) below.
  - d) Complete a City Grievance Form. Care should be taken to include all relevant facts and circumstances, reflecting dates, times, names of witnesses, and any other information having a bearing on the case. Additionally, indicate what action—if any—was taken or recommended by the supervisor, and why such action or recommendation is not adequate.
  - e) Forward the completed form to the ~~Mayor's~~ <sup>HR</sup> office within five (5) days from the date of the aforesaid supervisor's response to the grievance for the Mayor's review and action.
  - f) ~~The~~ <sup>HR</sup> Mayor shall review the case, may have the case investigated, and will normally provide a reply to the parties concerned within five (5) days of receipt of the completed form.  
  
If a civil-service employee does not agree with the ~~Mayor's~~ <sup>HR</sup> decision, the employee may have the right to present the grievance to the appropriate

HR ?

Civil Service Commission. If the latter recourse is taken, the Mayor will provide details on the procedure.

This policy and procedure do not prevent employees from exercising any constitutional rights they may have to utilize the judicial system.

3. All records, including investigation reports, grievance forms, memoranda, and actions taken on each official grievance filed within the municipal government will be maintained in the employee's personnel record. The fact that an employee filed a complaint or grievance will not be considered in future personnel actions.

supervisor of the recipient according to procedures established by this program.

- e. For inter-departmental donations, the account the donor is paid from shall reimburse the account from which the recipient was paid according to procedures established by this program.
- f. The City Treasurer may limit inter-departmental donations when the City Treasurer determines that the donation will cause the account from which the potential donation is paid to exceed its cash balance.

#### Use of Donated Leave

- a. Donated leave shall be used at its present dollar value.
- b. The Payroll/ Benefits Coordinator shall continue to pay the recipient, according to procedures established by this program, as long as there is a positive balance of the total dollar value of all leave donated to the recipient.
- c. For inter-departmental donations, the Payroll/ Benefits Coordinator shall request reimbursement from the account the donor is paid from, as long as there is a positive balance of the total dollar value of all leave donated to the recipient.
- d. A recipient's use of donated leave shall cease:
  - A. If the recipient, for any reason, ceases employment with the City of Elkins.
  - B. If the recipient voluntarily requests termination of the use of donated leave.
  - C. If the recipient fails to provide the required physician/practitioner's verification or otherwise fails or ceases to meet eligibility requirements.
  - D. Upon the exhaustion of the total dollar value of all leave donated to the recipient; or
  - E. Upon the recipient's return to work.
- e. Any unused leave donation shall be returned to the donor and re-credited to the donor's leave balance according to procedures established by this program.

#### 5. Payroll/ Benefits Coordinator Responsibilities

- a. Ensure compliance with this policy and the procedures established by the City of Elkins for implementation of the policy.
- b. Responsible for ensuring that donors and recipients meet all conditions of eligibility for the Leave Donation Program.

personal leave of absence for medical reasons for up to an additional six months.

Recipients whose absences are due to the medical conditions of members of their immediate families are considered on personal leave of absence without pay.

The following restrictions regarding benefits shall apply to recipients:

- a. Recipients do not accrue annual or sick leave, nor do they earn years of service credit for leave accrual purposes, while in this status.
- b. Recipients are not eligible for paid holidays while in this status.
- c. Recipients do not earn tenure for purposes of order of separation on layoff while in this status.
- d. Recipients do not earn service credit for purposes of an annual increment while in this status.
- e. Recipients do not earn service credit for any retirement system administered by the City of Elkins while in this status; and
- f. Recipients' eligibility to have the employer share of insurance premiums paid is determined in accordance with the rules and procedures of the Public Employees' insurance Agency for employees in leave without pay status.

The receipt of donated leave in no way relieves an employee of the responsibilities of applying for either a personal or a medical leave of absence without pay or receiving approval for a personal leave of absence without pay in accordance with the City of Elkins Personnel Policy.

#### 4. Method of Donations and Use of Donated Leave

All donations of leave and the use of donated leave is governed by the following criteria as well as procedures established by the City of Elkins in conformance with these criteria.

##### Method of Donations

- a. Donations shall be in the form of whole hours of sick or annual leave only.
- b. Donors shall specifically designate the recipient(s) of the leave donation.
- c. The Payroll/ Benefits Coordinator shall deduct the total donation from the leave balance of the donor upon receipt of the approved donation form.
- d. The Payroll/ Benefits Coordinator shall calculate the dollar value of the donated leave, and in the case of inter-departmental donations, shall transmit that information to the department

- c. Solely responsible for and authorized to provide information regarding instances of eligible employees seeking donations of leave in accordance with the procedures established by this program.
- d. Shall maintain all records of donations and use of donated leave in accordance with procedures established by this program.
- e. Shall provide all required and requested information and reports in accordance with the procedures established by this program.

6. <sup>HR</sup> Treasurer's Responsibilities and Annual Report

- a. Responsible for establishing standards and procedures for implementation of this program and for preparing an annual status report on the Leave Donation Program to be presented to City Council no later than its last meeting in the month of January each year.

## **Leave Donation Procedures and Forms**

### **INTRODUCTION**

The procedures and forms detailed as follows were adopted from the State of WV Division of Personnel's Leave Donation Program. These procedures and forms may be changed from time to time as the need arises.

Full time employees of the City of Elkins are eligible to participate in a voluntary Leave Donation Program under which leave accumulated by an employee may, if voluntarily agreed to by the employee, be transferred as donated leave to another designated employee if the requesting employee has exhausted all available paid leave due to a medical emergency.

For the purpose of this program, a medical emergency is defined as a medical condition of the employee or an immediate family member of the employee (as defined in the City of Elkins Personnel Policy) that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave available apart from the Leave Donation Program.

### **PROCEDURES**

#### **1. Applying To Receive Donated Leave**

Employees who think they may be eligible for leave donations must first:

- Complete Part I (Applicant Information) of the form titled APPLICATION TO RECEIVE DONATED LEAVE; and,
- Have their physician or medical practitioner complete Part III of the same form. If employees are applying to receive donated leave to care for an ill or injured member of their immediate family, the physician or medical practitioner for the family member completes Part III.

NOTE: If employees, because of their medical condition, are unable to complete the application, the application may be completed by an immediate family member or by the appointing authority. Item 10, however is optional and, if completed, can only be completed by the employee.

Once both Parts I and III have been completed, the employee must:

- Submit the APPLICATION TO RECEIVE DONATED LEAVE to the employee's department supervisor.

#### **2. Processing the APPLICATION TO RECEIVE DONATED LEAVE**

- Determine the amount of the unused leave donation in hours by dividing the unused dollar amount of the leave donation by the hourly rate of the donor at the time the donation was made.
- Re-credit the number of hours of unused leave donation to the leave balance of the donor; and,
- Notify the donor of the amount of unused leave donation re-credited to the donor's leave balance.

Unused leave donations are re-credited to the donor's leave balance as of the original date of the donation. In the case of leave which could **not** have been carried forward to the new calendar year, the donor will be given one additional opportunity to donate the leave to another designated eligible recipient. This donation should be made within five workdays of notice of the recrediting of the unused donation. If the subsequent donation is unused, that donation is recredited to the donor's leave balance as of the **original** date of the **first** donation and the City of Elkins Personnel Policy is followed regarding carry-forward hours.

**NOTE: In no case shall the provisions of the leave donation program be used or interpreted to allow an employee to carry forward hours of leave in excess of those allowed in the City of Elkins Personnel Policy.**

#### 8. Documenting and Reporting Leave Donations

<sup>HR</sup> The Treasurer is required to report to City Council annually on the status of the leave donation program.

This report will be based on the following information provided by the Payroll/ Benefits Coordinator: copies of all completed APPLICATIONS TO RECEIVE DONATED LEAVE, NOTICES OF ELIGIBILITY TO RECEIVE LEAVE DONATION, APPLICATIONS TO DONATE LEAVE, and INTER-DEPARTMENTAL DONATION FORMS (i.e. with reimbursement requested). This information must be submitted to the Treasurer on a quarterly basis, within two weeks after the end of each quarter

#### 9. Account Information

Payment of leave donations to recipients should be made from the payroll account of the fund and org to which the recipient's position is allocated with benefit payments made from the appropriate benefit accounts.

For reimbursement of inter-departmental donations (i.e. the donor and recipient are paid from different funds/operating accounts), the reimbursement for personal services should be made from the personal services account of the fund and org to which the donor's position is allocated, and the reimbursement for the employer's FICA match should be made from the Social Security line item (011) of the benefits account of the fund and org to which the donor's position is allocated using the appropriate reimbursement object code. Any exceptions should be noted by attachment to the expense-to-expense cover sheet.

If there are donations at least equal to the recipient employee's adjusted gross pay for a halfmonth (or portion of a half-month if the employee's eligibility begins or ends prior to the end of a pay period), take the mandated deductions [**except** State retirement] and any other deductions authorized by the employee from the adjusted gross and process as payroll. The recipient employee's take home pay should be the same (or within pennies of the same) as that employee's take home pay (excluding overtime) if that employee were at work or on paid leave. If the donations are less than the recipient employee's adjusted gross pay for a half-month, take the mandated deductions [**except** State retirement] and any other deductions authorized by the employee from the available donations and process as payroll. In either case, you may pay the leave donations on a regular payroll or a supplemental, whichever the circumstances dictate. If you pay the leave donations on a regular payroll, remember to zero out the retirement deduction.

**NOTE: As you receive approved APPLICATIONS TO DONATE LEAVE or INTER-DEPARTMENTAL DONATION FORMS, it is recommended that you keep a ledger for each recipient that shows all donations received and payments made. Donations should be used in the order received (earliest to latest) from within the department FIRST, then in the order received from outside the department.**

If the recipient has been paid from inter-departmental leave donations, request reimbursement from the donor employee's department as follows.

Complete Part II of the INTER-DEPARTMENTAL DONATION FORM as follows.

Send the INTER-AGENCY DONATION FORM to the contact person in the donor's department (Part I, item 6).

When you receive an INTER-DEPARTMENTAL DONATION FORM requesting reimbursement, process an expense-to-expense transfer using appropriate account information and attaching a copy of the INTER-AGENCY DONATION FORM.

#### **7. Returning and Re-crediting Unused Leave Donations**

If, for whatever reason, more leave is donated to a recipient than the recipient needs or is eligible to use, that excess leave donation should be returned to the donor(s) and re-credited to each donor's leave balance as follows.

If the leave donation is inter-departmental (i.e. the recipient and the donor are paid from different funds), notify the contact person in the donor's agency of the dollar balance of the leave donation which was/will not be used by completing Part III of the INTER-AGENCY DONATION FORM.

If the recipient and the donor are paid from the same fund or if you have received notice that an inter-departmental donation will not be used (either in whole or in part):



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	November 17, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	<i>(Finance)</i> Compensation adjustment for City Treasurer upon reappointment
<b>Recommended By:</b>	Personnel Committee
<b>Summary:</b>	<p>The Personnel Committee has recommended reappointing the City Treasurer to a term ending September 30, 2027, at an annual salary of \$75,000, effective October 1, 2025.</p> <p>This is docketed for Council at its November 20 meeting. Based on Council action, any needed budget revision will be laid before the Finance Committee in December.</p>
<b>Fiscal Impact:</b>	Increases City Treasurer's annual salary from \$59,000 to \$75,000
<b>Recommendation:</b>	No action needed at this time
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	November 17, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	<i>(Finance)</i> Proposed changes to outside contribution process and administration
<b>Recommended By:</b>	City Treasurer
<b>Summary:</b>	<p>This updated policy and related forms clarify how nonprofits receiving City contributions may spend and request reimbursement of public funds, with the goal of improving transparency and aligning City practices with guidance from the State Auditor’s Office.</p> <p>It defines required documentation, lists allowable and non-allowable expense categories, and requires monthly reporting of reimbursements to Council. Noncompliant expenses or unclear cases will be referred to Council, and violations may affect future funding eligibility.</p>
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Consider recommendation to council
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. 1 - Policy_Reimbursement_and_Allowable_Expenditures_v2</li> <li>2. 2 - FY2027_City_Council_Funding_Request</li> <li>3. 3 - Reimbursement_Request_Form_Funded_Organizations_Quarterly</li> </ol>

## City Contributions to Outside Organizations

### Policy on Allowable Expenditures and Reimbursement

This policy establishes procedures and allowable categories for reimbursement of expenses incurred by outside organizations receiving financial contributions from the City of Elkins. Its purpose is to ensure transparency, accountability, and consistency in how public funds are expended by funded organizations.

#### 1. Applicability

This policy applies to all nonprofit organizations that receive funding from the City of Elkins, whether through direct contributions, grants, or other approved programs. Organizations must be legally incorporated nonprofits to be eligible for funding or reimbursement. When considering applications for funds, the City will generally prioritize requests providing low- or no-cost events, programs, or services to the public.

#### 2. General Requirements

Reimbursements will only be made for expenses that are both documented and fall within one of the allowed categories listed below. Documentation must include an invoice, receipt, or equivalent proof of payment. All reimbursement requests must be submitted on the approved form along with supporting materials. Reimbursements will be issued by checks made payable to a business bank account in the name of the funded organization.

If an expense is not clearly within an allowed category, it will be referred to City Council for a determination before reimbursement can be approved.

#### 3. Allowable Expense Categories

To be eligible for reimbursement, an expenditure must fall within one of the following categories:

- 1. Program or Project Expenses** – Costs directly related to carrying out the specific program, project, or event for which city funds were awarded. Examples: supplies, materials, equipment rental, contracted services.
- 2. Public Outreach and Communication** – Expenses for promoting, publicizing, or otherwise engaging the public in the funded activity. Examples: printing, advertising, website updates, event signage.
- 3. Personnel Costs (Direct Program Support Only)** – Compensation for employees or contractors whose work is directly tied to the funded activity. Documentation must include timesheets or a description of duties performed.
- 4. Operational Costs (Directly Attributable)** – Basic operating expenses necessary for delivery of the funded activity. Examples: utilities, facility rental, insurance for a

specific event or program. General overhead or unrelated administrative costs are not reimbursable.

5. **Travel and Training** – Travel, lodging, or registration costs that are essential to carrying out the funded activity. These must be directly related to the supported project or program.
6. **Capital or Equipment Purchases (Pre-Approved Only)** – Equipment or minor capital items purchased specifically for the funded purpose. Items must remain the property of the organization and continue to serve a community benefit.

#### 4. Non-Reimbursable Expenses

The following expenses are not eligible for reimbursement under any circumstances. This list is not exclusive; expenses not obviously falling within an allowed category will be referred to Council for a determination.

- General administrative overhead or indirect costs
- Alcohol, gifts, or entertainment
- Fundraising, lobbying, or political activities
- Late fees, penalties, or unrelated debts

#### 5. Reporting and Recordkeeping

Organizations receiving city funding must maintain accurate financial records and submit documentation of reimbursed expenditures. A list of reimbursed expenditures will be provided to City Council monthly for review and recordkeeping purposes.

#### 6. Compliance

Failure to comply with the requirements of this policy may result in denial of reimbursement, suspension of funding, or ineligibility for future funding opportunities from the City of Elkins.

## FY 2027 City Council Funding Request

Due Date: \_\_\_\_\_

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

### Non-Profit Funding Request Application

#### ORGANIZATION INFORMATION

Organization Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Annual Operating Budget: \_\_\_\_\_ Total Capital Project Budget (if applicable):  
\_\_\_\_\_

Organizations considered for these contributions must be legally incorporated nonprofit organizations.

What is the purpose or mission of your organization?

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#### USE OF FUNDS

Type of Request:

Capital Funding  Operations  Event/Program  Other

Funding Request Amount: \_\_\_\_\_

Have you received funding from the City in the past?  Yes  No  Unsure

If yes, please provide details for the most recent funding provided:

Amount Provided: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Describe how the requested funds will be used, including a project budget and how this request benefits the community. Attach additional sheets as necessary.

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List any other funds that will supplement this request (e.g., grants, matching funds, donations) and the number of volunteers or in-kind contributions involved:

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

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**ADDITIONAL INFORMATION REQUESTED**

- A. Attach any additional sheets (as needed) for questions asked in this application.
- B. Provide documentation supporting requested funds such as vendor quotes, operating expense details, proposed job descriptions, or other cost information.
- E. Attach your organization’s budget and sources of general funding (e.g., fundraising, grants, or other income).

Please note: Reimbursements will only be made for expenses within allowed categories as established by Council. If an expense is not clearly within an allowed category, it will be referred to Council for a determination before reimbursement is approved.

Applicant’s Signature: \_\_\_\_\_ Name / Title of Person Completing the Form: \_\_\_\_\_

**FOR CITY USE ONLY**

Date Received: \_\_\_\_\_ (Due Date: \_\_\_\_\_)

Staff Recommendation:

- Recommend Full Funding    Recommend Partial Funding    Recommend Zero Funding

Comments:

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FY \_\_\_\_\_

## Reimbursement Request Form for Funded Organizations

This form must be submitted along with invoices or other supporting documentation for reimbursement. Expenses must fall within approved categories. If an expense is not clearly within an allowed category, it will be referred to Council for a determination before reimbursement is approved.

### ORGANIZATION INFORMATION

Organization Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### QUARTERLY REIMBURSEMENT SCHEDULE

Reimbursements will be considered quarterly during each fiscal year, which begins July 1. Requests must be submitted no later than 30 days after the end of each quarter. Please indicate the quarter for which this reimbursement request applies:

	Quarter	Period Covered	Submission Due Date
<input type="checkbox"/>	Q1	July 1 – September 30	Due by October 30
<input type="checkbox"/>	Q2	October 1 – December 31	Due by January 30
<input type="checkbox"/>	Q3	January 1 – March 31	Due by April 30
<input type="checkbox"/>	Q4	April 1 – June 30	Due by July 30

### EXPENDITURE DETAILS

Date	Description	Vendor/Payee	Amount	Documentation Attached
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	November 17, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	<i>(Finance)</i> Proposal to authorize purchase of new transfer switch at the Elkins Fire Department through payment from the Coal Severance Fund
<b>Recommended By:</b>	Fire Chief
<b>Summary:</b>	The Fire Chief will present information about this proposal.
<b>Fiscal Impact:</b>	TBD
<b>Recommendation:</b>	Consider for approval
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	November 17, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	<i>(Finance)</i> Request to transfer \$50,000 from the Financial Stabilization Fund to the Fire Fund
<b>Recommended By:</b>	City Treasurer
<b>Summary:</b>	The City Treasurer will present information about this request at the meeting.
<b>Fiscal Impact:</b>	\$50,000 supplementation of the Fire Fund
<b>Recommendation:</b>	Consider for recommendation to council
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	November 17, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	<i>(Finance)</i> Mayor's request for \$10,000 to fund engineering study for Harrison Avenue property
<b>Recommended By:</b>	Mayor
<b>Summary:</b>	The Mayor will present information about this request at the meeting
<b>Fiscal Impact:</b>	\$10,000 expenditure to plan further improvements to the city-owned property on Harrison Avenue
<b>Recommendation:</b>	Consider for recommendation to council
<b>Attachments:</b>	None