



City of Elkins

Finance Committee Meeting

June 8, 2026

1:00 PM

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

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

AGENDA

1. **Call to Order and Roll Call**
2. **Public Comment**
3. **Minutes**
 - a. Proposed minutes for the meeting of April 13, 2026
4. **Reports**
5. **New Business**
 - a. City funding of the Elkins-Randolph County Airport
 - b. City Hall financing
 - c. FY 2026 state budget revision #4
 - d. FY 2026 Fund 001, Revisions 13 through 24
 - e. FY 2026 Fund 036, Revision 1
 - f. FY 2026 Fund 404, Revision 1
 - g. Policy concerning ad hoc funding requests
 - h. Hart Office Solutions contract for the Fire Department
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 8, 2026
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of April 13, 2026
Recommended By:	City Clerk
Summary:	Minutes proposed for the referenced meeting
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Finance Committee - 2026_04_13 - minutes_proposed

FINANCE COMMITTEE MEETING MINUTES

*Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
April 13, 2026
1:00 p.m.*

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

Counselor C. Lowther was absent.

Also present were: Jerry Marco (mayor), Mike Kesecker (operations manager), Gerry Roberts (city attorney, via Teams), Tracy Judy (treasurer), Steve Himes (fire chief), Travis Bennett (police chief), Wes Lambert (water chief operator, via Teams), Sutton Stokes (city clerk), and Mikayla Goins (executive secretary).

MINUTES

Hinchman **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF MARCH 9, 2026.** The motion carried.

NEW BUSINESS

a. FY 2027 property and casualty insurance bid

WVcorp was the only bid received for FY 2027 property and casualty insurance. Chenoweth disclosed that WVCorp is a client of his law firm. There being no competing bids, no committee action was required to refer the bid to Council.

b. Matters relating to TIF District #1, TIF bond issue, etc.

Stokes provided a report from the TIF Advisory Committee meeting on April 10, 2026.

Recommendations from TIF Advisory Committee:

- Acknowledge and concur with the Committee's recommendation to advance the Downtown Streetscape, Riverfront Redevelopment, and Glendale Park Skills Area projects, and to utilize TIF Fund revenues to support project activities during 2026.\
- Authorize, as soon as practicable, execution of an MOU with Woodlands Development & Lending to provide project management services, at no cost to the City, for the Downtown Streetscape and Riverfront Redevelopment projects.
- Initiate, as soon as practicable, a procurement process for engineering and design services pursuant to West Virginia Code §5G, with such services intended to be funded using awarded FY 2026 Congressionally Directed Spending funds.

- Designate, as soon as practicable, a 5G Procurement and Coordination Team to manage the procurement process on Council’s behalf.
- Authorize, as soon as practicable, the pledge of available TIF revenues on hand to fund up to a \$97,000 local match associated with the West Virginia Division on Highways Transportation Alternatives/Recreational Trails Program award for the Glendale Park Bike Skills Area project.
- Defer consideration of a TIF bond issuance until late 2026 or early 2027, with timing, scope, and sizing to be informed by the results of the engineering and design process.

Stokes proposed adding these recommendations to the Council agenda as appropriate. No committee action required.

c. FY 2027 Sanitation budget

Judy and Kesecker provided a report on the proposed FY 2027 Sanitation budget.

Hinchman **MOVED TO RECOMMEND COUNCIL APPROVAL OF FY 2027 SANITATION BUDGET AS PRESENTED. The motion carried.**

d. FY 2027 Fire budget

Judy and Himes provided a report on the proposed FY 2027 Fire budget.

The Committee discussed fire fee rates and collection in Randolph County.

Hinchman **MOVED TO RECOMMEND COUNCIL APPROVAL OF FY 2027 FIRE BUDGET AS PRESENTED. The motion carried.**

The meeting adjourned at 2:07 p.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 8, 2026
Section:	New Business
Category:	Presentation
Agenda Item Name:	City funding of the Elkins-Randolph County Airport
Recommended By:	Committee Chair
Summary:	Jay Wallace will present information about the funding needs of the Elkins-Randolph County Regional Airport. Mr. Wallace is not appearing on behalf of the Airport Authority.
Fiscal Impact:	n/a
Recommendation:	Discuss presented information and recommend next steps, if any
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 8, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	City Hall financing
Recommended By:	
Summary:	The City has received a financing commitment proposal from Mountain Valley Bank, N.A. concerning permanent financing for the City Hall project. The proposal contemplates approximately \$4.108 million in permanent financing over a 32-year term at a fixed interest rate of 4.75%, secured by deeds of trust on City Hall and certain related City properties. These are substantially the same terms as previously offered by USDA.
Fiscal Impact:	Authorizes approximately \$4.108 million in long-term permanent financing for the City Hall project. Estimated annual debt service is approximately \$250,000 over a 32-year term, subject to final financing terms and closing costs.
Recommendation:	Review the proposed financing terms and consider whether to recommend that Council proceed with acceptance of the proposal and any related financing documents, subject to review and approval by the City Attorney, Treasurer, and other appropriate officials.
Attachments:	1. City Hall Project Financing



MOUNTAIN VALLEY BANK, N.A.

317 Davis Ave., P.O. Box 1969, Elkins, WV 26241 (304) 637-2265

June 3, 2026

Ms. Tracy R. Judy
Elkins City Treasurer
401 Davis Ave.
Elkins, WV 26241

Subject: Elkins City Hall Permanent Financing Commitment

Dear Ms. Judy:

We are very pleased to serve as a partner with the City of Elkins on multiple financing projects and deposit relationships. The city continues to be a valuable customer of Mountain Valley Bank and we remain committed to providing premier customer service and value added solutions for all the city's banking needs.

Based on our recent conversations regarding the permanent financing options for Elkins City Hall, we would like to offer substantially identical financing arrangements that have been offered by the United States Department of Agriculture (USDA). Mountain Valley Bank, N.A. commits to the following:

Amount of permanent financing: \$4,108,000.00

Loan term: 32 years

Fixed interest rate: 4.75%

Collateral: 1st Deed of Trust on real estate located at 401 Davis Ave., Elkins

1st Deed of Trust on real estate located at 142 Robert E. Lee Ave., Elkins

1st Deed of Trust on real estate located at 216 4th Street Elkins

The above stated interest rate will be fixed for the full term of the loan. Estimated closing costs for this loan will include the cost of appraisals for the properties at Robert E. Lee Ave. and 216 4th Street of approximately \$4,000.00 plus any applicable recording fees. Mountain Valley Bank will waive the typical requirement for title insurance. Please don't hesitate to contact me at any time should you have questions or need additional information.

Thank you for doing business with Mountain Valley Bank, and we look forward to continuing our financial partnership.

Sincerely,

Douglas K. Weese
President and CEO

ELKINS OFFICE

1955 Beverly Pike

P.O. Box 1969

PARSONS OFFICE

401 First Street

P.O. Box 383

MILL CREEK OFFICE

9896 Seneca Trail

P.O. Box 10



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 8, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	FY 2026 state budget revision #4
Recommended By:	City Treasurer
Summary:	Consideration of State Budget Revision #4 adjusting FY 2026 revenue and expenditure estimates to reflect updated year-end revenues, reimbursements, grants, operational expenditures, and interfund transfers across multiple departments and activities.
Fiscal Impact:	Overall revision includes approximately \$2.34 million in revenue adjustments and \$1.96 million in expenditure adjustments, including City Hall financing-related activity, reimbursements, grants, personnel costs, and operational expenditures.
Recommendation:	Consider for recommendation to council
Attachments:	1. State Budget Revision #4



City of Elkins

401 Davis Avenue, Elkins, WV 26241

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

City Treasurer – Tracy R. Judy

June 5, 2026

RE: State Budget Revision #4 Details

Revenues:

Decrease account 303 (Gas & Oil Severance) by \$7,713
Increase account 304 (Excise Tax on Utilities) by \$53,938
Increase account 305 (Business & Occupation Tax) by \$595,675
Increase account 306 (Wine & Liquor Tax) by \$4,952
Increase account 308 (Hotel Occupancy Tax) by \$31,484
Increase account 314 (Sales Tax) by \$200,492
Increase account 343 (Off Street Parking) by \$6,548
Decrease account 345 (Rents, Royalties & Concessions) by \$6,729
Increase account 361 (Charges for Services) by \$1,095
Increase account 366 (State Grants) by \$39,999
Increase account 371 (Payment in Lieu of Taxes) by \$2,107
Decrease account 380 (Interest Earned on Investments) by \$50,000
Increase account 381 (Reimbursements) by \$1,459,772
Increase account 386 (Insurance Claims) by \$3,200
Increase account 399 (Miscellaneous) by \$1,654

Expenditures:

Account 404-State Grants, increase by \$50,000 for demolition expenses.
Account 409-Mayor's Office, increase by \$20,000 for IT wages, benefits, telephone, training & education.
Account 410-City Council, decrease by \$5,000 for insurance change.
Account 413-Treasurer's Office, increase by \$23,000 for wages, benefits, travel, postage, contracted services.
Account 415-City Clerk, increase by \$8,400 for wages, benefits, telephone.
Account 416-Police Judge's Office, increase by \$12,000 for benefits, contracted services.
Account 417-City Attorney, decrease by \$35,000 for professional services.
Account 424-Authorities/Entities, decrease by \$1,000 due to no contribution made to Refinery Church.
Account 440-City Hall, increase by \$1,500,000 for City Hall construction loan, telephone, utilities, insurance, etc.
Account 444-Cont/Transfer to Other Funds, increase by \$125,760 parks contribution, reimb. water for IT wages & benefits.
Account 566-Public Works, increase by \$20,000 for wages & benefits.
Account 700-Police Department, increase by \$150,000 for computer software, capital outlay equipment.
Account 704-Police-Special Duty, increase by \$5,000 for FICA & overtime.
Account 754-Central Garage, increase by \$15,000 for wages, benefits, maint. of autos & trucks.
Account 901-Visitors Bureau, increase by \$26,000 from hotel tax revenues.
Account 910-PGCC, increase by \$20,000 for contracted services.
Account 955-Human Resources, increase \$25,000 for wages, benefits, telephone, dues & subscriptions.

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

CONTROL NUMBER
 Fiscal Year Ending: **2026**
 Fund: **1**
 Revision Number: **4**
 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 CITY 26241
 ZIP CODE

Municipality
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
303	Gas and Oil Severance Tax	25,000		7,713	17,287
304	Excise Tax on Utilities	426,000	53,938		479,938
305	Business and Occupation Tax	1,805,000	595,675		2,400,675
306	Wine & Liquor Tax	86,000	4,952		90,952
308	Hotel Occupancy Tax	260,500	31,484		291,984
314	Sale Tax	1,500,000	200,492		1,700,492

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 2,336,474 **OUT OF BALANCE!!! BY** 377,314

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
404	State Grants	30,000	50,000		80,000
409	Mayor's Office	50,730	20,000		70,730
410	City Council	98,000		5,000	93,000
413	Treasurer's Office	325,700	23,000		348,700
415	City Clerk	251,700	8,400		260,100
416	Police Judge's Office	114,400	12,000		126,400
417	City Attorney	95,000		35,000	60,000
424	Contributions to Comms/Authorities	56,674		1,000	55,674
440	City Hall	2,023,584	1,500,000		3,523,584
444	Contributions / Transfers to Other Funds	150,000	125,760		275,760

NET INCREASE/(DECREASE) Expenditures 1,959,160 **OUT OF BALANCE!!! BY** 377,314

APPROVED BY THE STATE AUDITOR

OUT OF BALANCE!!! DO NOT SUBMIT

BY: Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

EXPENDITURES (CONT'D)

LGSD: BR City of Elkins

City of Elkins

CONTROL NUMBER:

2026

1

4

BUDGET REVISION REQUEST-SUPPLEMENT

FY

FUND

REV#

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT
566	Public Work	173,475	20,000		193,475
700	Police Department	1,954,169	150,000		2,104,169
704	Police-Special Duty	90,087	5,000		95,087
754	Central Garage	172,831	15,000		187,831
901	Visitors Bureau	134,231	26,000		160,231
910	Civic Center - Municipal Auditorium	140,600	20,000		160,600
955	Human Resources	217,400	25,000		242,400
	#N/A				
	#N/A				
	#N/A				
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NET INCREASE/(DECREASE) Expenditures (this page)					261,000



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 8, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	FY 2026 Fund 001, Revisions 13 through 24
Recommended By:	City Treasurer
Summary:	Consideration of General Fund Budget Revisions Nos. 13 through 24 reallocating appropriations within departmental budgets to address operational needs, personnel costs, training, maintenance, utilities, contracted services, software, and related year-end adjustments.
Fiscal Impact:	Reallocates existing FY 2026 General Fund appropriations among departmental line items without increasing the overall General Fund budget. Revisions address year-end operational, personnel, maintenance, software, training, and contractual expenditure needs.
Recommendation:	Consider for recommendation to council
Attachments:	1. Fund 001 BR #13 through #24

General Fund Budget Revision

Revision Number 16

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	700-Police	103-0000 Salary & Wages	\$40,000.00
		105-0000 Group Insurance	\$2,500.00
		107-0000 Pensions Paid	\$7,433.00
		216-0000 Maint of Equipment	\$1,500.00
		220-0000 Advertising	\$3,000.00
		223-0000 Professional Services	\$5,000.00
		341-0001 Tactical Supplies & Materials	\$12,000.00
		343-0000 Automobile Supplies	\$5,000.00
		459-0001 Street Cameras	\$10,000.00
TOTAL			\$86,433.00

Department	Transfer To/Description	Amount
700-Police	106-0000 Retirement	\$2,000.00
	108-0000 Overtime	\$50,000.00
	211-0000 Telephone	\$10,000.00
	214-0000 Travel	\$1,000.00
	217-0000 Maint of Autos & Trucks	\$1,000.00
	222-0000 Dues & Subscriptions	\$2,500.00
	230-0000 Contracted Services	\$17,000.00
	353-0000 Computer Software	\$2,933.00
		\$86,433.00

General Fund Budget Revision

Revision Number 18

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	214-0000 Travel	\$500.00
		221-0000 Training & Education	\$265.00
TOTAL			\$765.00

Department	Transfer To/Description	Amount
410-Council	222-0000 Dues & Subscriptions	\$765.00
		\$765.00

General Fund Budget Revision

Revision Number 24

Revenues

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

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

Expenses

Fund	Department	Transfer From/Description	Amount
001	955-Human Resources	214-0000 Travel	\$800.00
TOTAL			\$800.00

Department	Transfer To/Description	Amount
955-Human Resources	211-0000 Telephone	\$300.00
	222-0000 Dues & Subscriptions	\$500.00
		\$800.00

Sarah K Campbell
HR Director



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 8, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	FY 2026 Fund 036, Revision 1
Recommended By:	City Treasurer
Summary:	Consideration of Fire Fund Budget Revision No. 1 revising Fire Department appropriations for personnel, overtime, utilities, maintenance, software, insurance, and related operational expenses, reflecting General Fund supplementation of Fire Fund operations beyond revenues generated through Fire Fee.
Fiscal Impact:	Revises Fire Fund appropriations by approximately \$300,000 to reflect updated personnel, overtime, utilities, maintenance, software, insurance, and operational costs. The revision also reflects General Fund supplementation of Fire Fund operations in excess of revenues generated through Fire Fee.
Recommendation:	Consider for recommendation to council
Attachments:	1. Fund 036 BR #1

Fire Fund Budget Revision

Revision Number 1



Revenues

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

Department	Transfer To/Description	Amount
000-Revenues	369-0000 Contributions for Other Funds	\$300,000.00
		\$300,000.00

Expenses

Fund	Department	Transfer From/Description	Amount
036	706-Fire		
TOTAL			\$0.00

Department	Transfer To/Description	Amount
706-Fire	103-0000 Salary & Wages	\$70,000.00
	105-0000 Group Insurance	\$800.00
	106-0000 Retirement	\$2,500.00
	108-0000 Overtime	\$175,000.00
	211-0000 Telephone	\$300.00
	213-0000 Utilities	\$13,675.00
	214-0000 Travel	\$1,000.00
	215-0000 Maint Bldgs/Grounds	\$1,000.00
	217-0000 Maint of Autos & Trucks	\$10,000.00
	218-0000 Postage	\$3,000.00
	222-0000 Dues & Subscriptions	\$1,200.00
	226-0000 Insurance & Bonds	\$3,500.00
	226-0001 W/C Insurance	\$4,000.00
	230-0000 Contracted Services	\$7,000.00
	232-0000 Bank Charges	\$25.00
	353-0000 Computer Software	\$7,000.00
		\$300,000.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 8, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	FY 2026 Fund 404, Revision 1
Recommended By:	City Treasurer
Summary:	Consideration of Sanitation Fund Budget Revision No. 1 reallocating appropriations within sanitation and utility billing accounts for insurance, utilities, capital outlay, training, and related operational expenses.
Fiscal Impact:	Reallocates approximately \$35,400 within the Sanitation Fund budget to address updated insurance, utility, capital, training, and operational expenditure needs without increasing the overall fund budget.
Recommendation:	Consider for recommendation to council
Attachments:	1. Fund 404 BR #1



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 8, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Policy concerning ad hoc funding requests
Recommended By:	City Clerk, City Treasurer
Summary:	Consideration of a proposed administrative policy framework concerning unsolicited requests for outside donations, sponsorships, advertising purchases, and similar contribution requests, including recommended procedures for handling requests for agenda consideration and proposed response templates.
Fiscal Impact:	n/a
Recommendation:	Consider for Committee approval; alternatively, consider reframing as a City policy for Council adoption
Attachments:	<ol style="list-style-type: none"> 1. Memo - ad hoc contributions policy - 2026_06_05 2. 1 - Policy_Outside Orgs_FY 2027

MEMORANDUM

To: Finance Committee

From: City Clerk

Re: Outside Contribution, Sponsorship, and Solicitation Requests

Date: June 5, 2026

Background

The City periodically receives requests for donations, sponsorships, advertising purchases, or other financial support from outside organizations, including youth athletic programs, school organizations, charitable causes, civic groups, festivals, arts organizations, and similar community initiatives. Many such requests involve worthwhile causes that provide real value to the community. However, the increasing frequency of these requests, together with accompanying requests for committee presentations or agenda consideration concerning relatively small or unbudgeted amounts, has created a need for greater consistency and clarity regarding how such requests are handled administratively.

Purpose

The purpose of this guidance is to establish a general administrative approach for responding to unsolicited requests for outside financial contributions or sponsorships and to clarify the Committee's expectations concerning when such requests should or should not be advanced for agenda consideration. This document also includes recommended email templates for responding to such requests.

General Policy Considerations

In evaluating requests of this nature, staff recommends relying on the following principles:

1. Public Funds and Governmental Purpose

City funds are collected from the public through taxes, fees, and other governmental revenues for the purpose of carrying out municipal functions and providing public services. While outside organizations may serve important community purposes, the City's financial resources are not discretionary in the same manner as private charitable giving. Contributions to these organizations may run counter to common expectations regarding acceptable expenditures of public funds.

2. Equity and Neutrality

Once the City begins making ad hoc contributions to individual outside organizations, it becomes difficult to establish principled distinctions among similarly deserving causes. Youth sports organizations, school programs, arts groups, charitable organizations, civic associations, and many others all provide legitimate community benefits. Given that it would not be possible to grant all ad hoc contribution requests, the City should not be placed in the position of making discretionary funding distinctions among competing worthy causes.

3. Precedent and Expectation

Government funding decisions create expectations and precedents over time. One-time contributions can evolve into recurring requests or implied ongoing obligations, potentially expanding the City's role beyond its intended governmental functions.

4. Accountability and Oversight

The City has, on the advice of the West Virginia State Auditor's Office, adopted policies governing contributions to outside organizations, including requirements relating to nonprofit status, reimbursement procedures, documentation, allowable expenditures, and annual budget planning. These procedures were developed to ensure appropriate accountability and oversight concerning the expenditure of public funds. Informal or ad hoc sponsorship requests frequently do not fit well within this established framework.

By contrast, expenditures associated with direct City programs and facilities remain subject to ongoing governmental oversight, budgeting controls, procurement requirements, and long-term planning.

5. Fiscal Discipline and Core Services

The City continues to face increasing demands relating to infrastructure, personnel, public safety, utilities, parks, deferred maintenance, and other core governmental responsibilities. Limiting ad hoc outside contributions helps preserve clarity regarding the City's primary financial obligations, priorities, and necessary trade-offs.

6. Regular Budget Process

Council already allocates substantial discretionary funding to partner and community organizations through the regular annual budget process. That process allows requests to be considered collectively and in the context of the City's overall financial condition and competing budget priorities. It also allows proposed expenditures to be evaluated within the City's established budgeting, reimbursement, and accountability framework.

7. Administrative Efficiency and Consistency

Individualized presentations and agenda consideration for relatively small unsolicited contribution requests can consume disproportionate amounts of limited public meeting time and may place the Committee in the position of making individualized funding decisions under circumstances that do not readily lend themselves to consistent policy application. Establishing a general administrative approach helps preserve meeting time for core budgetary, financial, and policy matters while ensuring outside requests are handled consistently and fairly.

Accordingly, outside contribution requests are generally best addressed through established annual budget processes and existing City partnership structures rather than through unsolicited midyear requests.

Recommended Administrative Procedures

The following procedures are recommended for handling outside contribution and sponsorship requests:

1. General Requests

The following guidance applies to generalized or unsolicited requests for donations, sponsorships, advertising purchases, program advertisements, or similar outside contributions that are not explicitly seeking agenda consideration or formal Council action.

Staff are authorized to respond administratively to such requests by explaining that:

- Ad hoc donation or sponsorship requests outside the regular budget process are generally discouraged;
- Public funds are primarily reserved for governmental purposes and core municipal services; and
- The City seeks to maintain a consistent administrative approach toward the many worthy outside organizations and causes serving the community.

Such requests ordinarily need not be referred to the Finance Committee or scheduled for Committee presentation or agenda consideration unless specifically requested by a Committee member or unless the request involves an existing City partnership, contractual relationship, budgeted program, or other substantial municipal interest.

2. Requests for Agenda Consideration

Where an organization specifically requests agenda consideration, staff may advise that:

- Additional outside appropriations or contributions during the fiscal year are generally discouraged;
- Requests ordinarily are considered, if at all, during the regular annual budget process;
- Generalized sponsorship or donation requests ordinarily will not be scheduled for presentation absent a demonstrated municipal partnership, operational nexus, or other substantial City interest; and
- Organizations remain welcome to submit requests for consideration during the City's regular annual budget development process.

3. Existing Partnerships and Obligations

Nothing in this guidance is intended to prohibit:

- Funding relationships previously established by Council policy or agreement;
- Appropriations associated with City programs, facilities, events, or joint governmental functions;
- Grants or pass-through funds administered pursuant to specific legal authority;
or
- Appropriations otherwise specifically approved by Council.

Proposed Committee Direction

The Finance Committee directs staff to generally handle outside contribution and sponsorship requests in accordance with the principles and procedures outlined above unless otherwise directed by the Committee or Council.

Template Response – General Donation or Sponsorship Requests (non-agenda)

Thank you for reaching out and for sharing information about your organization and request. The City certainly recognizes the value that community organizations, youth programs, charitable causes, and similar initiatives provide for local residents.

As a general matter, however, ad hoc donation or sponsorship requests outside the regular budget process are generally discouraged. While many such requests involve worthwhile causes, public funds are primarily reserved for governmental purposes and core municipal services. The City also seeks to maintain a consistent administrative approach toward the many deserving outside organizations and community causes serving the area.

Additionally, the City has adopted policies governing contributions to outside organizations, including requirements relating to budgeting, documentation, reimbursement, and accountability for the expenditure of public funds. Informal sponsorship or donation requests frequently do not fit well within this framework.

Accordingly, **the City generally is not able to consider donation or sponsorship requests of this nature.**

Thank you again for reaching out, and best wishes for the success of your organization and its activities.

Template Response – Requests for Committee Presentation or Agenda Consideration

Thank you for reaching out and for sharing information about your organization and request. The Committee certainly recognizes the value that many community organizations and initiatives provide for local residents.

The Finance Committee has generally sought to avoid consideration of ad hoc outside contribution requests outside the regular annual budget process. In part, this reflects the need to prioritize core municipal services and existing City programs and obligations. It also reflects the practical difficulty of making discretionary funding distinctions among the many worthwhile organizations and causes serving the community.

Additionally, the City has adopted policies governing contributions to outside organizations, including requirements relating to nonprofit status, budgeting, documentation, reimbursement, and accountability for the expenditure of public funds. Informal or midyear sponsorship requests frequently do not fit well within this framework.

Accordingly, generalized sponsorship or donation requests that do not involve an existing City partnership, contractual relationship, budgeted program, or other substantial municipal interest ordinarily **are not scheduled for Committee presentation or agenda consideration**. Organizations nevertheless remain welcome to submit requests for consideration during the City's regular annual budget development process.

Thank you again for reaching out and for the work your organization does in the community.



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. It is your responsibility to ensure that each expenditure is eligible under this policy. If you are in doubt, contact the City Treasurer prior to committing the funds.

- 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. Reimbursement Requests

Reimbursement requests must be made using the Reimbursement Request form provided by the City Treasurer. Requests must be accompanied with appropriate documentation. Requests lacking sufficient documentation may be denied.

Contributions to outside and partner organizations are planned for in the city's annual fiscal-year budgets. The city's fiscal years run July 1-June 30. Requests to access funds awarded in a given fiscal year must be received by the City Treasurer no later than June 20 of that fiscal year. Allow up to two weeks for payment to be made.

6. Reporting and Recordkeeping

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

7. 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.

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CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 8, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Hart Office Solutions contract for the Fire Department
Recommended By:	Fire Chief
Summary:	Consideration of a maintenance agreement with Hart Office Solutions for Toshiba multifunction copier equipment assigned to the Fire Department. Similar copier maintenance agreements and service arrangements are presently utilized across multiple City departments.
Fiscal Impact:	Provides maintenance, toner, parts, and service support for Fire Department multifunction copier equipment at a base cost of approximately \$90 per month, including up to 750 black-and-white copies and 200 color copies monthly, with additional per-copy overage charges based on usage. The agreement provides for an initial term of twelve (12) months and then automatically renews annually unless terminated by either party with at least 30 days' written notice prior to renewal.
Recommendation:	Consider for recommendation to council
Attachments:	1. Hart Contract-Fire Dept



Toshiba MFP Maintenance Agreement

May 28, 2026

City of Elkins (Fire Chief)
216 Fourth Street
Elkins, WV 26241
304-636-3433

Maintenance Description for (1) Lightly ~~Used Toshiba e-330AC~~ Color System

- Service and supplies are included in the monthly lease payment for up to 750 black & white clicks and for up to 200 color clicks per month.
- Excess b&w billed monthly at \$.01 per click. • Excess color billed monthly at \$.05 per click. • All toner, parts, and labor included.

TERMS AND CONDITIONS OF YOUR MAINTENANCE AGREEMENT

For the purpose of maintaining the equipment covered by this agreement in good operating condition within manufacturer's specifications, Hart Office Solutions agrees to perform maintenance service in accordance with the following terms and conditions.

Hart Office Solutions is not responsible for any damages for loss of use is unable of the to Toshiba/Lexmark print because of digital a Toshiba/Lexmark copier. Such excluded digital copier damages network would connection include, but breakdown. not limited to, a customer paying a third party to print documents or if customer

Other exclusions include, but are not limited to, customer credits or reimbursements for poor quality or wasted prints and/or credits or reimbursements for wasted paper due to poor quality prints or due to misfeeds.

The term of this agreement is based upon the anticipated customer usage as shown in the maintenance description listed above. Allowed clicks are accumulated from the meter reading on the M.A. (Maintenance Agreement) start date. Should the number of allowed clicks be exceeded, customer agrees to pay the current excess click charge for each click in excess of allowed clicks. Invoices for excess click charges will be tendered at the time Of service, and shall be payable by the customer upon receipt.

Excessive toner fill usage and scans may result in additional charges above the normal CPC rate / Maintenance charge. Supplies will also be provided based on the manufacturer's listed usage rate.

Hart Office Solutions reserves the right to terminate this agreement.

This agreement covers all routine, remedial and preventative maintenance service so long as this type of coverage was purchased.

With the exception of consumable parts, all parts are included under this agreement (so long as this type of agreement was purchased).

Consumable supplies are not included under this agreement unless specified as such under the "Maintenance Description" area of this agreement.

Electrical work external to the equipment and equipment line cord is not covered by this agreement.

The initial term of the agreement shall commence on the date this agreement is signed. This agreement shall automatically renew annually, at Hart Office Solutions maintenance rates in effect at the time of renewal. Hart Office Solutions reserves the right to increase the maintenance agreement and/or overage click rates on an annual basis by an amount not to exceed 15%.

This agreement does not cover service necessitated by malfunction of parts, attachments, or supplies of non-Toshiba/Lexmark manufacture.

Any customer changes, alterations, or attachments may require a change in the maintenance charge set forth herein. Hart Office Solutions also reserves the right to terminate this agreement in the event that it shall determine that such changes, alterations, or attachments make it impractical for Hart Office Solutions to continue to service the equipment.

This agreement will not apply to any equipment lost or damaged through accident, abuse, misuse, theft, neglect, acts of third parties, fire, water, casualty or any other natural force. Any loss or damage occurring from any of the foregoing is specifically excluded from this agreement.

In the event that any equipment is moved from the location set forth on the reverse side hereof, Hart Office Solutions, may terminate and/or subject the copier to additional service charges.

This agreement is not assignable or transferable by customer without prior written consent of Hart Office Solutions.

Customer agrees OEM parts and supplies are not required provided the parts or supplies meet or exceed manufacturer's specification.

Invoice pursuant to this agreement will be tendered at the outset of each term. All charges for service and parts hereunder and all maintenance changes shall be payable by the customer immediately upon receipt Of invoice. Hart Office Solutions reserves the right to withhold service and product if Customer fails to make any payment due under the terms and conditions of this Agreement.

Cancellation at the conclusion of the initial term or any renewal term may be accomplished by either party giving written notice of such cancellation to the other party no later than thirty (30) days prior to the expiration of the term then in effect. In addition, Hart Office Solutions may cancel this agreement, in whole or in part, at any time upon seven (7) days written notice, or without notice in the thirty (30) day period prior to the renewal date, if customer at any time is in breach of any term or condition herein contained.

This Maintenance Agreement shall be for a twelve (12) month period beginning upon installation of the new or used system or upon the signing of this agreement, whichever comes first. This non-cancelable agreement shall automatically be renewed annually at the then prevailing rates for a successive one-year term unless terminated by either party by providing written notice no less than 30 days prior to the upcoming annual term.

Supplies: All supplies and parts ordered, accepted, and received by the customer remain under the ownership Of Hart Office Solutions until consumed.

Limited Remedies: At no time shall Hart Office Solutions be held liable for any damages to the network, network server or workstations. In no event shall Hart Office Solutions be liable for special, consequential, exemplary, indirect or incidental damages beyond the cost to repair or replace a defective part and maintenance service. While Hart Office Solutions endeavors to promptly address any emergency and maintain the Toshiba/Lexmark digital copier which is the subject of this agreement, Hart Office Solutions shall not be liable for any damages for any alleged failure to make repairs and/or maintain the copier including any claim that the repair or maintenance was not timely. For example, but not by the way of limitation, Hart Office Solutions is not responsible for any damages for loss of use of the Toshiba/Lexmark digital copier. Such excluded damages would include, but not limited to, a customer paying a third party to print documents or if customer is unable to print because of a Toshiba/Lexmark digital copier network connection breakdown.

Miscellaneous: This Agreement constitutes the final, complete and exclusive statement of the terms of the Agreement between the parties pertaining to maintenance of the Toshiba/Lexmark digital copier network connection and supersedes all prior and contemporaneous understandings or agreements of the parties. A signed facsimile or copy of the Agreement shall be deemed as effective as an original.

Connections to computer/networks: Connections will be performed by a Hart Office Solutions technician in conjunction with customers IT support personnel. Customer shall first provide all necessary cabling, network connections and electrical requirements for the installation. If the equipment cannot be installed and connected because of some condition within the customer's reasonable control, then a reinstallation charge shall apply. The engineer performing the installation will configure up to 5 workstations. Additional workstations will be configured at an additional charge at the prevailing rate.

Connection Waiver: If Hart Office Solutions performs the installation/connection, the customer agrees that Hart Office Solutions is responsible only for completing the installation and setup of the equipment purchased through Hart Office Solutions. Hart Office Solutions is not responsible for any changes, failures, downtime or consequential losses of the customer's network, software or computers during or after the installation.

Acceptance: Your signature will indicate your acceptance of these terms and conditions.

Customer Name (printed): City of Elkins (Fire Chief)

Date:

Customer Signature (acceptance):

Printed Name:

Title:
