



City of Elkins

Personnel Committee Meeting

July 6, 2026

1:00 PM

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

Charter Authority of the Personnel Committee: Review and propose to Council employment policies, including employee compensation and benefits and an employee handbook. Review applications for primary staff positions recommended by the Mayor and make hiring recommendations to Council.

AGENDA

1. **Call to Order and Roll Call**
2. **Public Comment**
3. **Minutes**
 - a. Proposed minutes for the meeting of June 1, 2026
4. **Reports**
5. **New Business**
 - a. IT Service Costs
 - b. Uniform allowance and taxable fringe benefits
 - c. Longevity Pay Schedule
 - d. City Classification and Compensation Plan
 - e. NeoGov update
 - f. Overtime usage
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 6, 2026
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of June 1, 2026
Recommended By:	City Clerk
Summary:	Minutes proposed for the referenced meeting
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Personnel Committee - 2026_06_01 - minutes_proposed

PERSONNEL COMMITTEE MEETING MINUTES

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

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

Councilor C. Kerns was absent.

Also present were: Jerry Marco (mayor), Mike Kesecker (operations manager), Gerry Roberts (city attorney), Tracy Judy (treasurer), Travis Bennett (police chief), Sarah Campbell (human resources lead), Wes Lambert (water chief operator), Whitney Hymes (wastewater chief operator), Sutton Stokes (city clerk), and Mikayla Goins (executive secretary).

MINUTES

Severino **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF MAY 13, 2026.** The motion carried.

NEW BUSINESS

a. IT administration

Kesecker provided a report on the current IT progress with City Hall.

Roberts brought up the question of the current contract between the City and the IT Consultant with regards to the extra work currently being done.

Marco requested Judy provide a financial breakdown on the City's cost for IT over the last 5 years.

b. Review updated Driving Record Check policy

Campbell provided a report on cost of conducting record checks with the DMV vs. EPD with the recommendation to move forward working with EPD conducting driving record checks on a monthly basis.

Kesecker requested Campbell to clarify the process of administering the policy.

Severino **MOVED RECOMMEND COUNCIL APPROVAL OF THE DRIVING RECORD CHECK POLICY AS PRESENTED.** The motion carried.

c. Electronic Communications and Mobile Device Policy

Stokes provided a report on the proposed policy.

The Committee discussed what this policy would look like moving forward with emphasis on FOIA and other potential legal requirements.

d. NeoGov update

Campbell provided an update on NeoGov implementation.

e. Overtime usage

Judy provided a report on overtime usage in the city. Bennett provided a report on overtime usage in the police department.

The meeting adjourned at 2:04 p.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 6, 2026
Section:	New Business
Category:	Presentation
Agenda Item Name:	IT Service Costs
Recommended By:	City Treasurer
Summary:	This document provides a detailed history of IT-related expenditures with Business First IT from FY2022 through FY2026. Expenses include hardware purchases, software, network infrastructure, cabling, server upgrades, and technical services across multiple departments.
Fiscal Impact:	
Recommendation:	Review presented information
Attachments:	<ol style="list-style-type: none"> 1. IT Service Costs 2. Monthly Support

Miscellaneous

Name	Check Date	Check Type	Invoice Type	Invoice ID	GL Fund	GL Account	GL Description	GL Amount
Business First IT	6/15/2021	DRAFT	INVOICE	29700575	001	700-341-0000	SCANNER	535.00
Business First IT	7/13/2021	DRAFT	INVOICE	29700590	001	440-341-0000	LAPTOP-MAYOR	950.00
Business First IT	7/13/2021	DRAFT	INVOICE	29700578	001	910-459-0000	PC/MONITOR-PGCC	910.00
Business First IT	8/16/2021	DRAFT	INVOICE	2970061	001	415-341-0000	HARD DRIVE FOR LAPTOP -JESSICA	125.00
Business First IT	8/16/2021	DRAFT	INVOICE	135.00	001	415-341-0000	LAPTOP BATTERY-SUTTON	135.00
Business First IT	8/16/2021	DRAFT	INVOICE	29700608	001	413-341-0000	PCS-LISA/WENDY	1,850.00
Business First IT	9/9/2021	DRAFT	INVOICE	29700612	001	440-230-0000	CABLING WORK-STOKES OFFICE	625.00
Business First IT	9/9/2021	DRAFT	INVOICE	29700612	001	416-230-0000	CALL RECORDING SETUP STORAGE C	795.00
Business First IT	9/9/2021	DRAFT	INVOICE	29700616	001	706-341-0000	MONITOR - S HIMES	225.00
Business First IT	9/9/2021	DRAFT	INVOICE	29700616	001	706-341-0000	PC -S HIMES	925.00
Business First IT	9/9/2021	DRAFT	INVOICE	29700616	001	706-341-0000	WIRELESS KEYBD/MOUSE -SHIMES	51.00
Business First IT	10/18/2021	DRAFT	INVOICE	29700637	001	700-353-0000	SOFTWARE & CALS SERVER 2021 EP	2,150.00
Business First IT	11/15/2021	DRAFT	INVOICE	29700648	001	440-341-0000	HARD DRIVE	1,770.00
Business First IT	12/11/2021	DRAFT	INVOICE	29700660	001	700-341-0000	2-27 MONITOR	450.00
Business First IT	12/11/2021	DRAFT	INVOICE	29700660	001	700-341-0000	2-CABLES	53.00
Business First IT	12/11/2021	DRAFT	INVOICE	29700660	001	700-341-0000	2-DOCKING STATION	192.00
Business First IT	12/11/2021	DRAFT	INVOICE	29700660	001	700-353-0000	2-LAPTOP W/SOFTWARE	2,390.00
Business First IT	12/11/2021	DRAFT	INVOICE	29700660	001	700-341-0000	2-WIRELESS KEYBOARD/MOUSE	102.00
Business First IT	12/11/2021	DRAFT	INVOICE	29700661	001	440-341-0000	BATTERY BACKUP FOR SERVER	1,995.00
Business First IT	1/7/2022	DRAFT	INVOICE	29700675	001	440-341-0000	48 PORT POE SWITCH	3,625.00
Business First IT	1/7/2022	DRAFT	INVOICE	2970062	001	409-341-0000	LAPTOP-MAYOR'S SECRETARY	695.00
Business First IT	1/7/2022	DRAFT	INVOICE	29700673	001	413-341-0000	NEW PC FRONT COUNTER	995.00
Business First IT	1/7/2022	DRAFT	INVOICE	29700662	001	416-341-0000	PRINTER-COURT CLERK	459.00
Business First IT	1/7/2022	DRAFT	INVOICE	29700675	001	440-341-0000	ROUTERS-CONNECT CH-EPD-3RD FL	895.00
Business First IT	1/7/2022	DRAFT	INVOICE	29700673	001	440-341-0000	SPRINGBROOK HD/BOARD	975.00
Business First IT	2/14/2022	DRAFT	INVOICE	29700678	001	700-341-0000	NEW PC - EVIDENCE RM	525.00
Business First IT	2/14/2022	DRAFT	INVOICE	29700678	001	700-341-0000	NEW PC - POLICE CHIEF	895.00
Business First IT	3/4/2022	DRAFT	INVOICE	29700691	001	440-341-0000	MINI PC COUNCIL CHAMBERS	525.00
Business First IT	3/4/2022	DRAFT	INVOICE	29700691	001	700-341-0000	PC-KIM CECIL	975.00
Business First IT	3/4/2022	DRAFT	INVOICE	29700691	001	566-341-0000	PRINTER CABLE - B MARTIN	79.00
Business First IT	6/10/2022	DRAFT	INVOICE	29700742	001	415-341-0000	BATTERYBU/LAPTOP-DOCKING STN	2,790.00
Business First IT	6/10/2022	DRAFT	INVOICE	29700736	001	440-230-0000	DOMAIN CONTROLLER	8,500.00
Business First IT	6/10/2022	DRAFT	INVOICE	29700741	001	416-341-0000	PC/MONITORS	2,610.00
FY2022								40,771.00
Business First IT	7/12/2022	DRAFT	CREDIT MEMO	CR 29700742	001	416-341-0000	Refund 2nd Monitor	-310.00
Business First IT	9/6/2022	DRAFT	INVOICE	29700774	001	440-230-0000	24 PORT POE SWITCH	1,450.00
Business First IT	9/6/2022	DRAFT	INVOICE	29700774	001	440-230-0000	CABLING WORK	3,650.00
Business First IT	9/6/2022	DRAFT	CREDIT MEMO	R-Muni Ct 0802	001	416-341-0000	CR-Monitor	-310.00
Business First IT	11/21/2022	DRAFT	INVOICE	29700799	001	440-230-0000	48 PORT NW SWITCH 2FL	3,850.00
Business First IT	11/21/2022	DRAFT	INVOICE	29700789	001	413-341-0000	MONITORS/CABLES	868.50
Business First IT	12/28/2022	DRAFT	INVOICE	29700804	001	441-230-0000	ROUTER-DARDENHS	895.00
Business First IT	12/28/2022	DRAFT	INVOICE	29700804	001	441-230-0000	SWITCH	3,850.00
Business First IT	12/28/2022	DRAFT	INVOICE	29700804	001	441-230-0000	WIRELESS ACCESS DARDENHS	410.00
Business First IT	12/31/2022	DRAFT	INVOICE	000007	001	440-230-0000	EXECUTIME/WILDCARD CERT	2,135.00
Business First IT	1/31/2023	DRAFT	INVOICE	000010	001	440-230-0000	24Port Switch EPD	1,975.00
Business First IT	1/31/2023	DRAFT	INVOICE	000010	001	440-230-0000	Cable runs EPD	450.00
Business First IT	1/31/2023	DRAFT	INVOICE	000010	001	700-341-0000	Docking Station	126.50
Business First IT	1/31/2023	DRAFT	INVOICE	000009	001	440-341-0000	ServerUpgds/8pt switch	4,115.00
Business First IT	1/31/2023	DRAFT	INVOICE	000008	001	440-230-0000	Switch -finance area	2,275.00
Business First IT	2/28/2023	DRAFT	INVOICE	000013	001	566-230-0000	GIS Laptop repairs	395.00
Business First IT	2/28/2023	DRAFT	INVOICE	000013	001	436-459-0000	PC/Monitor/Webcam/UPS	1,530.00
Business First IT	2/28/2023	DRAFT	INVOICE	000011	001	440-230-0000	time-srvr upgrades	3,610.00
Business First IT	3/31/2023	DRAFT	INVOICE	27702	001	700-223-0000	Setup/Inst Body Cams	1,760.00
Business First IT	4/28/2023	DRAFT	INVOICE	27710	001	440-341-0000	Incode Server	8,795.00
Business First IT	6/12/2023	DRAFT	INVOICE	27718	001	440-230-0000	cable wk CodeEnf	390.00
Business First IT	6/12/2023	DRAFT	INVOICE	27720	001	440-230-0000	connect NW to 3rd Flr	3,040.00
Business First IT	6/12/2023	DRAFT	INVOICE	27718	001	700-341-0000	KCecil-speakers	55.00
Business First IT	6/12/2023	DRAFT	INVOICE	27723	001	700-341-0000	New PC Bennett	825.00
Business First IT	6/12/2023	DRAFT	INVOICE	27719	001	413-341-0000	PC-Carolyn/cable	1,012.50
FY2023								46,842.50
Business First IT	7/13/2023	DRAFT	INVOICE	27741	001	440-230-0000	cabling	195.00
Business First IT	7/13/2023	DRAFT	INVOICE	27728	001	413-341-0000	new PC JHaden	1,065.00
Business First IT	7/13/2023	DRAFT	INVOICE	27729	401	512-341-0000	PC/Monitors	1,423.00
Business First IT	7/13/2023	DRAFT	INVOICE	27741	401	512-341-0000	webcam	105.00
Business First IT	7/31/2023	DRAFT	INVOICE	27746	001	440-230-0000	Phone System Server	2,695.50

Business First IT	9/26/2023	DRAFT	INVOICE	27758	001	415-341-0000	New PC -Ex Sec	995.00
Business First IT	9/26/2023	DRAFT	INVOICE	27769	001	413-459-0000	New PCs	3,580.00
Business First IT	9/26/2023	DRAFT	INVOICE	27769	001	413-459-0000	New PCs	3,580.00
Business First IT	10/23/2023	DRAFT	INVOICE	27770	001	415-341-0000	Battery Backup - Deighan	127.00
Business First IT	10/23/2023	DRAFT	INVOICE	27772	001	566-341-0000	Laptop - MKesecker	975.00
Business First IT	10/23/2023	DRAFT	INVOICE	27773	001	413-459-0000	Laptop/Dock-Tracy	1,260.00
Business First IT	10/23/2023	DRAFT	INVOICE	27770	001	415-341-0000	Monitor Cable-Deighan	18.25
Business First IT	10/23/2023	DRAFT	INVOICE	27770	001	955-341-0000	Monitor Cable-Washington	18.25
Business First IT	10/23/2023	DRAFT	INVOICE	27775	001	910-341-0000	New PC -CLee	1,025.00
Business First IT	10/23/2023	DRAFT	INVOICE	27772	001	955-353-0000	Parallels software -HR	199.00
Business First IT	10/23/2023	DRAFT	INVOICE	27770	001	440-341-0000	phones Washington/Deighan	246.00
Business First IT	10/23/2023	DRAFT	INVOICE	27772	001	566-341-0000	Ram Memory-MHimes	100.00
Business First IT	10/23/2023	DRAFT	INVOICE	27774	001	955-341-0000	switch/cabling HR	215.00
Business First IT	10/23/2023	DRAFT	INVOICE	27772	001	415-341-0000	Thunderbolt cable- Clerk	68.50
Business First IT	10/23/2023	DRAFT	INVOICE	27777	001	700-341-0000	TV Digital Signage Device	210.00
Business First IT	11/17/2023	DRAFT	INVOICE	27791	001	700-341-0000	PC-RBelt	995.00
Business First IT	11/17/2023	DRAFT	INVOICE	27785	001	700-341-0000	PC-S Poage	1,295.00
Business First IT	11/17/2023	DRAFT	INVOICE	27794	001	700-341-0000	Server-Police Dept	4,955.00
Business First IT	11/17/2023	DRAFT	INVOICE	27783	001	440-230-0000	switch for 2nd-3rd fl	3,590.00
Business First IT	12/20/2023	DRAFT	INVOICE	27795	001	700-341-0000	Battery BU Server Rm	425.00
Business First IT	12/20/2023	DRAFT	INVOICE	27793	001	700-341-0000	Laptop battery/HD	205.00
Business First IT	12/20/2023	DRAFT	INVOICE	27803	001	754-341-0000	PC-DHarris	995.00
Business First IT	12/20/2023	DRAFT	INVOICE	27795	001	700-341-0000	PC-Tice	995.00
Business First IT	1/22/2024	DRAFT	INVOICE	27815	001	440-230-0000	cabling work 3rd fl	2,750.00
Business First IT	1/22/2024	DRAFT	INVOICE	27806	001	700-341-0000	PC Boatwright	995.00
Business First IT	1/22/2024	DRAFT	INVOICE	27808	001	413-459-0000	PC-C Dolly	895.00
Business First IT	1/22/2024	DRAFT	INVOICE	27809	001	700-341-0000	PC-Parking	995.00
Business First IT	1/22/2024	DRAFT	INVOICE	27811	001	440-353-0000	Server Software	1,250.00
Business First IT	2/20/2024	DRAFT	INVOICE	27826	001	440-230-0000	48 Port POE Ntwk switch	4,725.00
Business First IT	2/20/2024	DRAFT	INVOICE	27824	401	512-341-0000	Starlink device	895.00
Business First IT	3/14/2024	DRAFT	INVOICE	27835	001	433-341-0000	Computer-BCurtis	650.00
Business First IT	3/14/2024	DRAFT	INVOICE	27833	001	440-341-0000	router/firewall	2,195.00
Business First IT	3/14/2024	DRAFT	INVOICE	27834	001	700-341-0000	Router/Firewall EPD	2,195.00
Business First IT	3/14/2024	DRAFT	INVOICE	27832	401	514-230-0000	router/firewall/wirelessAP	1,030.00
Business First IT	4/11/2024	DRAFT	INVOICE	27846	401	512-341-0000	2 Monitors	395.00
Business First IT	4/11/2024	DRAFT	INVOICE	27845	001	440-341-0000	Batter BUUp Door System	127.50
Business First IT	5/20/2024	DRAFT	INVOICE	27853	006	900-341-0000	PC - Gooden	995.00
Business First IT	5/20/2024	DRAFT	INVOICE	27855	401	512-341-0000	PC/Webcam	1,084.50
Business First IT	6/13/2024	DRAFT	INVOICE	27864	001	700-341-0000	Dock-Butcher	325.00
Business First IT	6/13/2024	DRAFT	INVOICE	27862	001	410-341-0000	Laptop-Cody Thompson	850.00
Business First IT	6/13/2024	DRAFT	INVOICE	27869	401	512-341-0000	phones/cables	575.00
FY2024								54,482.50
Business First IT	7/22/2024	DRAFT	INVOICE	27879	401	512-341-0000	laptop/dockng stn/monitor	1,549.00
Business First IT	7/22/2024	DRAFT	INVOICE	27876	001	413-341-0000	PC/Phone L Bell	1,075.00
Business First IT	7/22/2024	DRAFT	INVOICE	27878	001	566-341-0000	PC-Shanna Poe	995.00
Business First IT	7/22/2024	DRAFT	INVOICE	27877	001	700-341-0000	Phone-Elmore	80.00
Business First IT	9/26/2024	DRAFT	INVOICE	27899	001	440-341-0000	KeyFobDoorSvrDevice	975.00
Business First IT	9/26/2024	DRAFT	INVOICE	27903	001	955-341-0000	laptop/docking stn Wendy	1,250.00
Business First IT	10/21/2024	DRAFT	INVOICE	27918	001	440-230-0000	15.5 Hours	1,162.50
Business First IT	10/21/2024	DRAFT	INVOICE	27905	001	440-230-0000	5PtSwth/Cabling/14.5Hr	1,587.50
Business First IT	10/21/2024	DRAFT	INVOICE	27906	001	440-230-0000	6.5 Hrly	487.50
Business First IT	10/21/2024	DRAFT	INVOICE	27914	001	440-230-0000	Cabling Work/13Hrly	1,100.00
Business First IT	10/21/2024	DRAFT	INVOICE	27910	001	440-230-0000	Cabling Work/Switch/11Hr	2,770.00
Business First IT	10/21/2024	DRAFT	INVOICE	27908	401	512-341-0000	Hard Drive WWTP Lab	215.00
Business First IT	10/21/2024	DRAFT	INVOICE	27917	001	700-341-0000	Laptop Boatwright	1,905.00
Business First IT	10/21/2024	DRAFT	INVOICE	27906	001	416-341-0000	Laptop- R Harper	1,175.00
Business First IT	10/21/2024	DRAFT	INVOICE	27904	001	440-230-0000	network switch	2,775.00
Business First IT	10/21/2024	DRAFT	INVOICE	27909	001	440-230-0000	Router/Firewal/Serv	3,990.00
Business First IT	11/25/2024	DRAFT	INVOICE	27919	001	440-230-0000	5Pt Switch/HourlySrv/NW	3,545.00
Business First IT	11/25/2024	DRAFT	INVOICE	27921	001	440-230-0000	Cable Guards/hourly service	1,125.00
Business First IT	11/25/2024	DRAFT	INVOICE	27936	001	440-230-0000	Cabling City Hall	1,100.00
Business First IT	11/25/2024	DRAFT	INVOICE	27920	001	440-230-0000	cabling work	900.00
Business First IT	11/25/2024	DRAFT	INVOICE	27937	001	440-230-0000	Cabling Work	945.00
Business First IT	11/25/2024	DRAFT	INVOICE	27937	001	955-341-0000	Fax device and setup	350.00
Business First IT	11/25/2024	DRAFT	INVOICE	27924	001	440-230-0000	hourly services	1,050.00
Business First IT	11/25/2024	DRAFT	INVOICE	27935	001	700-341-0000	Laptop	1,785.00
Business First IT	11/25/2024	DRAFT	INVOICE	27928	001	955-341-0000	Laptop-Wendy	1,050.00

Business First IT	11/25/2024	DRAFT	INVOICE	27925	001	440-230-0000	New Phone Sys Switch	1,750.00
Business First IT	11/25/2024	DRAFT	INVOICE	27932	001	440-230-0000	Phones	845.00
Business First IT	11/25/2024	DRAFT	INVOICE	27929	001	440-230-0000	system install-hourly	1,125.00
Business First IT	12/17/2024	DRAFT	INVOICE	27944	001	700-341-0000	2 5420 Rugged Laptop	3,500.00
Business First IT	12/17/2024	DRAFT	INVOICE	27947	001	440-230-0000	Cablng 2nd FL/SSL	2,325.00
Business First IT	12/17/2024	DRAFT	INVOICE	27940	001	440-230-0000	cablng work/Network Switch	4,660.00
Business First IT	12/17/2024	DRAFT	INVOICE	27938	001	440-230-0000	cablng/switch 2 and 3	3,300.00
Business First IT	1/29/2025	DRAFT	INVOICE	27949	001	955-341-0000	Battery BUp-Wendy	125.00
Business First IT	1/29/2025	DRAFT	INVOICE	27948	001	440-230-0000	Cablng work	2,150.00
Business First IT	1/29/2025	DRAFT	INVOICE	27952	001	700-341-0000	PC-Parking Enforcement	995.00
Business First IT	1/29/2025	DRAFT	INVOICE	27949	001	440-230-0000	Switch/Battery BUp	2,360.00
Business First IT	3/27/2025	DRAFT	INVOICE	27973	001	440-230-0000	Rack/BatteryBUp/Drive	2,415.00
Business First IT	3/27/2025	DRAFT	INVOICE	27966	404	800-341-0000	Router/FireWall/Wireless	2,145.00
Business First IT	3/27/2025	DRAFT	INVOICE	27970	001	440-230-0000	Switch-3rd Floor	1,750.00
Business First IT	4/22/2025	DRAFT	INVOICE	27974	001	440-230-0000	network switch/cablng	3,350.00
Business First IT	4/22/2025	DRAFT	INVOICE	27979	001	440-230-0000	Network Switch/Wireless AP	2,470.00
Business First IT	4/22/2025	DRAFT	INVOICE	27987	001	440-230-0000	Repair Incode Db/Cablng	1,025.00
Business First IT	4/22/2025	DRAFT	INVOICE	27975	001	955-341-0000	scanners	830.00
Business First IT	4/22/2025	DRAFT	INVOICE	27976	001	566-341-0000	Surface Pro	1,500.00
Business First IT	4/22/2025	DRAFT	INVOICE	27976	001	955-341-0000	Surface Pro	1,500.00
Business First IT	4/22/2025	DRAFT	INVOICE	27977	001	440-230-0000	Switch-Trailers/Cablng	1,100.00
Business First IT	5/30/2025	DRAFT	INVOICE	27988	001	440-230-0000	Battery BU/5 Pt Switch	770.00
Business First IT	5/30/2025	DRAFT	INVOICE	27989	001	440-230-0000	Battery BU/Antivirus Rnwl	3,250.00
Business First IT	5/30/2025	DRAFT	INVOICE	27996	001	440-230-0000	Router FW/NW Switch HR	4,845.00
Business First IT	6/26/2025	DRAFT	INVOICE	27999	001	440-230-0000	Cablng New HR Area	425.00
Business First IT	6/26/2025	DRAFT	INVOICE	28012	001	955-341-0000	Docking Stn -Wendy/switch	605.00
Business First IT	6/26/2025	DRAFT	INVOICE	27997	001	415-341-0000	Laptop/docking st LK	1,310.00
Business First IT	6/26/2025	DRAFT	INVOICE	28011	001	700-341-0000	Laptop-Davis/phone	1,450.00
Business First IT	6/26/2025	DRAFT	INVOICE	28005	001	955-341-0000	laptops/docking stns/monitors	3,140.00
Business First IT	6/26/2025	DRAFT	INVOICE	27998	001	440-230-0000	Router/Firewall/cablng	3,100.00
Business First IT	6/26/2025	DRAFT	INVOICE	28007	001	700-341-0000	Rugged Laptop	1,850.00
Business First IT	6/26/2025	DRAFT	INVOICE	28006	001	566-341-0000	Surface Pro-Melody	1,895.00
FY2025								98,801.50
Business First IT	7/22/2025	DRAFT	INVOICE	28028	001	440-230-0000	Cablng/5PtSw/RepairTC	495.00
Business First IT	7/22/2025	DRAFT	INVOICE	28017	001	440-230-0000	Cablng-San Garage	439.00
Business First IT	7/22/2025	DRAFT	INVOICE	28018	001	440-230-0000	Hard Drive PD	425.00
Business First IT	7/22/2025	DRAFT	INVOICE	28020	001	955-341-0000	Laptop/DockStn-CMarshall	1,310.00
Business First IT	7/22/2025	DRAFT	INVOICE	28022	001	700-341-0000	New PC - Shiflett	1,095.00
Business First IT	7/22/2025	DRAFT	INVOICE	28027	001	566-341-0000	PC M Kesecker	175.00
Business First IT	7/22/2025	DRAFT	INVOICE	28023	001	440-230-0000	Rework phone system	650.00
Business First IT	7/22/2025	DRAFT	INVOICE	28019	001	440-230-0000	Router/Firewall	2,750.00
Business First IT	8/29/2025	DRAFT	INVOICE	28035	001	440-230-0000	Cablng/5Pt switch	480.00
Business First IT	8/29/2025	DRAFT	INVOICE	28037	001	440-230-0000	DoorServer/Cablng	1,720.00
Business First IT	8/29/2025	DRAFT	INVOICE	28049	001	416-341-0000	PC Court Clerk	1,095.00
Business First IT	8/29/2025	DRAFT	INVOICE	28033	404	800-341-0000	PC/Monitor Harper	1,379.50
Business First IT	8/29/2025	DRAFT	INVOICE	28040	401	512-341-0000	PC/Monitor WWTP	1,120.00
Business First IT	8/29/2025	DRAFT	INVOICE	28034	001	750-341-0000	PC-Akers	1,104.50
Business First IT	8/29/2025	DRAFT	INVOICE	28036	001	754-341-0000	PC-D Harris	1,055.00
Business First IT	8/29/2025	DRAFT	INVOICE	28041	001	440-230-0000	Services-servers	3,884.00
Business First IT	8/29/2025	DRAFT	INVOICE	28047	001	566-341-0000	Surface Pro/Keyboard	1,995.00
Business First IT	8/29/2025	DRAFT	INVOICE	28048	001	955-341-0000	Wireless AP	275.00
Business First IT	10/1/2025	DRAFT	INVOICE	28050	001	440-230-0000	Door Server Services	2,025.00
Business First IT	10/1/2025	DRAFT	INVOICE	28053	001	415-341-0000	Laptop/Docking Stn MG	1,320.00
Business First IT	10/1/2025	DRAFT	INVOICE	28060	001	440-230-0000	Move Servers to Tech Ctr	805.00
Business First IT	10/1/2025	DRAFT	INVOICE	28057	001	700-341-0000	New PC/27in Monitor	1,174.00
Business First IT	10/1/2025	DRAFT	INVOICE	28056	001	440-230-0000	Server Hard Drives	1,155.00
Business First IT	10/1/2025	DRAFT	INVOICE	28054	001	700-341-0000	Switch/Docking Stn	2,100.00
Business First IT	10/31/2025	DRAFT	INVOICE	28064	001	440-230-0000	CH Network Switch	2,750.00
Business First IT	10/31/2025	DRAFT	INVOICE	28065	001	415-341-0000	Laptop/DockSt/Monitor	1,495.00
Business First IT	10/31/2025	DRAFT	INVOICE	28071	001	955-341-0000	Monitor/Services HR	510.00
Business First IT	10/31/2025	DRAFT	INVOICE	28071	001	440-230-0000	network Switch/Phone	2,210.00
Business First IT	10/31/2025	DRAFT	INVOICE	280693	001	440-230-0000	Phone/Cable/Time	247.50
Business First IT	10/31/2025	DRAFT	INVOICE	28066	001	440-230-0000	Router/Firewall/Switch	3,045.00
Business First IT	12/4/2025	DRAFT	INVOICE	28075	001	440-230-0000	CH Cables damaged	775.00
Business First IT	12/4/2025	DRAFT	INVOICE	28079	001	754-230-0000	Router/FW/Wireless AP	1,115.00
Business First IT	12/4/2025	DRAFT	INVOICE	28080	001	440-230-0000	Server drives Incode Svr	945.00
Business First IT	12/4/2025	DRAFT	INVOICE	28076	001	440-230-0000	transfer domain to .gov	4,125.00

Business First IT	12/18/2025	DRAFT	INVOICE	28100	001	440-230-0000	CH Cut Wires/Switch	2,275.00
Business First IT	12/18/2025	DRAFT	INVOICE	28093	001	415-341-0000	Hard Drive- TJudy	205.00
Business First IT	12/18/2025	DRAFT	INVOICE	28090	001	440-230-0000	Hard Drives/Power Supply	1,985.50
Business First IT	12/18/2025	DRAFT	INVOICE	28089	001	416-341-0000	Laptop BHarper	1,295.00
Business First IT	12/18/2025	DRAFT	INVOICE	28093	001	436-341-0000	PC - J Kittle	1,095.00
Business First IT	12/18/2025	DRAFT	INVOICE	28101	001	440-230-0000	Router/Firewall/Switch	2,795.00
Business First IT	1/22/2026	DRAFT	INVOICE	28105	001	440-230-0000	Server work	2,185.75
Business First IT	1/22/2026	DRAFT	INVOICE	28110	001	440-230-0000	Server work	1,155.00
Business First IT	2/27/2026	DRAFT	INVOICE	28111	001	440-230-0000	Router/Cabling	3,365.00
Business First IT	3/18/2026	DRAFT	INVOICE	28125	001	440-230-0000	Network Sw/Cabling/Wireless	2,290.00
Business First IT	3/18/2026	DRAFT	INVOICE	28120	001	436-341-0000	Touchscreen laptop	1,995.00
Business First IT	4/16/2026	DRAFT	INVOICE	28133	001	700-341-0000	Docking Stn -RSummerfield	125.00
Business First IT	4/16/2026	DRAFT	INVOICE	28133	001	700-341-0000	Laptop - RSummerfield	1,525.00
Business First IT	4/16/2026	DRAFT	INVOICE	28134	001	440-230-0000	NW Switch-CHall	1,895.00
Business First IT	4/16/2026	DRAFT	INVOICE	28130	006	900-341-0000	PC- Tom	1,135.00
Business First IT	4/16/2026	DRAFT	INVOICE	28138	001	440-230-0000	PD server	2,380.00
Business First IT	4/16/2026	DRAFT	INVOICE	28137	001	440-230-0000	Serv-key fob sys/Router	3,160.00
Business First IT	5/21/2026	DRAFT	INVOICE	28148	001	955-230-0000	HP Printer/Setup Wendy	762.50
Business First IT	5/21/2026	DRAFT	INVOICE	28147	001	440-230-0000	Network Switch/cabling	2,190.00
Business First IT	5/21/2026	DRAFT	INVOICE	28149	001	440-230-0000	Wireless AP/Battery BUp	470.00
Business First IT	5/21/2026	DRAFT	INVOICE	28155	001	440-230-0000	Network Switch/cabling	900.00
Business First IT	5/21/2026	DRAFT	INVOICE	28156	001	955-341-0000	27" Monitor/PC	1,453.00
Business First IT	5/21/2026	DRAFT	INVOICE	28156	001	955-341-0000	Keybd/Mouse/Nattery Bup	330.00
Business First IT	6/17/2026	DRAFT	INVOICE	28157	401	511-230-0000	Cabling/Router/Phones	1,860.00
Business First IT	6/17/2026	DRAFT	INVOICE	28158	001	955-341-0000	Scanner/Speakers	540.00
Business First IT	6/17/2026	DRAFT	INVOICE	25161	001	955-341-0000	Laptop-S Campbell	1,495.00
Business First IT	6/17/2026	DRAFT	INVOICE	28162	001	750-341-0000	PC - time clock Street	1,250.00
Business First IT	6/17/2026	DRAFT	INVOICE	28167	001	566-341-0000	PC - M. Kesecker	1,155.00
Business First IT	6/17/2026	DRAFT	INVOICE	28170	001	440-230-0000	Cabling Work City Hall	595.00
Business First IT	6/17/2026	DRAFT	INVOICE	28172	001	440-230-0000	Server Drives/Switch PD	3,995.00
FY2026								95,100.25

Monthly/Annual Support

Name	Check Date	Check Type	Invoice Type	Invoice ID	GL Fund	GL Account	GL Description	GL Amount
Business First IT	6/15/2021	DRAFT	INVOICE	29700581	001	440-230-0000	30 YEARLY LICENSES	2,970.00
Business First IT	6/15/2021	DRAFT	INVOICE	R29700579	001	440-230-0000	EMAIL HOSTING	1,254.25
Business First IT	6/15/2021	DRAFT	INVOICE	R29700579	001	440-230-0000	MONTHLY PHONE CHGS	299.99
Business First IT	6/15/2021	DRAFT	INVOICE	R29700579	001	440-230-0000	MONTHLY SUPPORT	570.00
Business First IT	6/15/2021	DRAFT	INVOICE	R29700579	001	440-230-0000	OFFSITE STORAGE	792.00
Business First IT	7/13/2021	DRAFT	INVOICE	R29700589	001	440-230-0000	EMAIL HOSTING 173	1,254.25
Business First IT	7/13/2021	DRAFT	INVOICE	R29700589	001	440-230-0000	MONTHLY PHONE CHARGES	299.99
Business First IT	7/13/2021	DRAFT	INVOICE	R29700589	001	440-230-0000	MONTHLY SUPPORT	570.00
Business First IT	7/13/2021	DRAFT	INVOICE	R29700589	001	440-230-0000	OFFSITE STORAGE BACKUP 1056	792.00
Business First IT	7/13/2021	DRAFT	INVOICE	29700578	001	910-353-0000	YEARLY FEE FOR OFFICE LICENSE	99.00
Business First IT	8/16/2021	DRAFT	INVOICE	29700611-LIC	001	415-341-0000	Adobe Pro License	125.00
Business First IT	8/16/2021	DRAFT	INVOICE	R29700601	001	440-230-0000	EMAIL HOSTING-OLD/NEW 173	1,254.25
Business First IT	8/16/2021	DRAFT	INVOICE	R29700601	001	440-230-0000	MONTHLY PHONE CHG	299.99
Business First IT	8/16/2021	DRAFT	INVOICE	R29700601	001	440-230-0000	MONTHLY SUPPORT	570.00
Business First IT	8/16/2021	DRAFT	INVOICE	R29700601	001	440-230-0000	OFFSITE STORAGE BACKUP DATA 10	792.00
Business First IT	9/9/2021	DRAFT	INVOICE	29700616	001	706-341-0000	ADOBE PRO LICENSE	125.00
Business First IT	9/9/2021	DRAFT	INVOICE	R29700614	001	440-230-0000	EMAIL HOSTING OLD/NEW 173	1,254.25
Business First IT	9/9/2021	DRAFT	INVOICE	R29700614	001	440-230-0000	MONTHLY PHONE CHARGES	299.99
Business First IT	9/9/2021	DRAFT	INVOICE	R29700614	001	440-230-0000	MONTHLY SUPPORT	570.00
Business First IT	9/9/2021	DRAFT	INVOICE	R29700614	001	440-230-0000	OFFSITE STORAGE BU DATA 1056	792.00
Business First IT	10/18/2021	DRAFT	INVOICE	R29700628	001	440-230-0000	EMAIL HOSTING	1,254.25
Business First IT	10/18/2021	DRAFT	INVOICE	R29700628	001	440-230-0000	MONTHLY PHONE CHARGES	299.99
Business First IT	10/18/2021	DRAFT	INVOICE	R29700628	001	440-230-0000	MONTHLY SUPPORT FLAT FEE	570.00
Business First IT	10/18/2021	DRAFT	INVOICE	R29700628	001	440-230-0000	OFFSITE STORAGE BACKUP DATA	792.00
Business First IT	10/18/2021	DRAFT	INVOICE	29700630	001	440-230-0000	SOFTWARE/CALS CH SERVERS	4,601.00
Business First IT	11/15/2021	DRAFT	INVOICE	R29700639	001	440-230-0000	EMAIL HOSTING	1,254.25
Business First IT	11/15/2021	DRAFT	INVOICE	R29700639	001	440-230-0000	MONTHLY PHONE CHARGES	299.99
Business First IT	11/15/2021	DRAFT	INVOICE	R29700639	001	440-230-0000	MONTHLY SUPPORT	570.00
Business First IT	11/15/2021	DRAFT	INVOICE	R29700639	001	440-230-0000	OFFSITE STORAGE BACKUP DATA	792.00
Business First IT	12/11/2021	DRAFT	INVOICE	R29700652	001	440-230-0000	BACKUP DEVICE AND DATA 1056	792.00
Business First IT	12/11/2021	DRAFT	INVOICE	R29700652	001	440-230-0000	EMAIL HOSTING LESS CR TAX29700	953.25
Business First IT	12/11/2021	DRAFT	INVOICE	R29700652	001	440-230-0000	MONTHLY PHONE CHGS	299.99
Business First IT	12/11/2021	DRAFT	INVOICE	R29700652	001	440-230-0000	MONTHLY SUPPORT	570.00
Business First IT	1/7/2022	DRAFT	INVOICE	R29700665	001	440-230-0000	BACKUP DEVICE AND DATA	792.00
Business First IT	1/7/2022	DRAFT	INVOICE	R29700665	001	440-230-0000	EMAIL HOSTING/SPAM	1,254.25
Business First IT	1/7/2022	DRAFT	INVOICE	R29700665	001	440-230-0000	MONTHLY PHONE CHARGES	299.99
Business First IT	1/7/2022	DRAFT	INVOICE	R29700665	001	440-230-0000	MONTHLY SUPPORT	570.00
Business First IT	2/14/2022	DRAFT	INVOICE	R29700679	001	440-230-0000	BACKUP DEVICE/DATA 1056	792.00
Business First IT	2/14/2022	DRAFT	INVOICE	R29700679	001	440-230-0000	EMAIL HOSTING/SPAM FLTR 173	1,254.25
Business First IT	2/14/2022	DRAFT	INVOICE	R29700679	001	440-230-0000	MONTHLY PHONE CHARGES	299.99
Business First IT	2/14/2022	DRAFT	INVOICE	R29700679	001	440-230-0000	MONTHLY SUPPORT	570.00
Business First IT	3/4/2022	DRAFT	INVOICE	R29700692	001	440-230-0000	BACKUP DEVICE/DATA 1056	792.00
Business First IT	3/4/2022	DRAFT	INVOICE	R29700692	001	440-230-0000	EMAIL HOSTING 173	1,254.25
Business First IT	3/4/2022	DRAFT	INVOICE	R29700692	001	440-230-0000	MONTHLY PHONE CHARGES	299.99
Business First IT	3/4/2022	DRAFT	INVOICE	R29700692	001	440-230-0000	MONTHLY SUPPORT	570.00
Business First IT	4/12/2022	DRAFT	INVOICE	R29700707	001	440-230-0000	BACKUP DEVICE/DATA	792.00
Business First IT	4/12/2022	DRAFT	INVOICE	R29700707	001	440-230-0000	EMAIL HOSTING -173	1,254.25
Business First IT	4/12/2022	DRAFT	INVOICE	R29700707	001	440-230-0000	MONTHLY PHONE CHGS	299.99
Business First IT	4/12/2022	DRAFT	INVOICE	R29700707	001	440-230-0000	MONTHLY SUPPORT	570.00
Business First IT	5/19/2022	DRAFT	INVOICE	R29700720	001	440-230-0000	BACKUP DEVICE/DATA 1056	792.00
Business First IT	5/19/2022	DRAFT	INVOICE	R29700720	001	440-230-0000	EMAIL HOSTING 173	1,254.25
Business First IT	5/19/2022	DRAFT	INVOICE	R29700720	001	440-230-0000	MONTHLY PHONE CHGS	299.99
Business First IT	5/19/2022	DRAFT	INVOICE	R29700720	001	440-230-0000	MONTHLY SUPPORT	570.00
Business First IT	6/10/2022	DRAFT	INVOICE	R29700732	001	440-230-0000	BACKUP DEVICE DATA	792.00
Business First IT	6/10/2022	DRAFT	INVOICE	R29700732	001	440-230-0000	EMAIL HOSTING/SPAM FILTER	1,903.00
Business First IT	6/10/2022	DRAFT	INVOICE	R29700732	001	440-230-0000	MONTHLY PHONE CHGS	299.99
Business First IT	6/10/2022	DRAFT	INVOICE	R29700732	001	440-230-0000	MONTHLY SUPPORT	570.00
FY2022								46,178.87
Business First IT	7/12/2022	DRAFT	INVOICE	R29700745	001	440-230-0000	EMAIL HOSTING 153 ACCTS	1,683.00
Business First IT	7/12/2022	DRAFT	INVOICE	R29700745	001	440-230-0000	MONTHLY PHONE CHARGES	299.99
Business First IT	7/12/2022	DRAFT	INVOICE	R29700745	001	440-230-0000	MONTHLY SUPPORT	570.00
Business First IT	7/12/2022	DRAFT	INVOICE	R29700745	001	440-230-0000	OFFSITE STORAGE 1056	792.00
Business First IT	8/16/2022	DRAFT	INVOICE	R29700755	001	440-230-0000	EMAIL/BKUP/SPT/PHONE	4,658.84
Business First IT	9/6/2022	DRAFT	INVOICE	R29700765	001	440-230-0000	EMAIL/SPRT/BACKUP/PHONE	4,216.99
Business First IT	10/7/2022	DRAFT	INVOICE	R29700779	001	440-230-0000	EMAIL HOSTING 153	1,683.00

Business First IT	10/7/2022	DRAFT	INVOICE	R29700779	001	440-230-0000	MONTHLY PHONE CHG	299.99
Business First IT	10/7/2022	DRAFT	INVOICE	R29700779	001	440-230-0000	MONTHLY SUPPORT	1,292.00
Business First IT	10/7/2022	DRAFT	INVOICE	R29700779	001	440-230-0000	OFFSITE STORAGE/BACKUP	942.00
Business First IT	11/21/2022	DRAFT	INVOICE	R29700790	001	440-230-0000	EMAIL/SUPPORT/PHONE/BU	4,216.99
Business First IT	12/28/2022	DRAFT	INVOICE	R29700802	001	440-230-0000	EMAIL/SUPPORT/DATA/PHONE	4,216.99
Business First IT	12/28/2022	DRAFT	INVOICE	29700805	001	440-353-0000	MICROSOFT SERVER LICENSE	2,314.00
Business First IT	12/31/2022	DRAFT	INVOICE	R29700812	001	440-230-0000	EMAIL/SUPPORT/DATA/PHONE	4,216.99
Business First IT	1/31/2023	DRAFT	INVOICE	000005-R	001	440-230-0000	Support/Email/BU/Phones	4,216.00
Business First IT	2/28/2023	DRAFT	INVOICE	000005-R-02	001	440-230-0000	Spt/Email/Data/Phone	4,216.00
Business First IT	4/28/2023	DRAFT	INVOICE	27703	001	440-230-0000	Support/Email/Data/Phone	4,216.99
Business First IT	6/12/2023	DRAFT	INVOICE	27712	001	440-230-0000	Sprt/Email/Data/Phone	4,216.99
FY2023								48,268.76
Business First IT	7/13/2023	DRAFT	INVOICE	27727	001	440-230-0000	Email/Backup/Support	3,917.00
Business First IT	7/13/2023	DRAFT	INVOICE	27727	001	440-230-0000	Phone Service	299.99
Business First IT	7/31/2023	DRAFT	INVOICE	27743	001	440-230-0000	Support/Email/Data/Phone	4,216.99
Business First IT	9/26/2023	DRAFT	INVOICE	27753	001	440-230-0000	Monthly service 08/2023	4,216.99
Business First IT	9/26/2023	DRAFT	INVOICE	27768	001	440-230-0000	monthly service 09/2023	4,216.99
Business First IT	10/23/2023	DRAFT	INVOICE	27772	001	955-353-0000	windows 11 pro license-HR	195.00
Business First IT	11/17/2023	DRAFT	INVOICE	27782	001	440-230-0000	Monthly Service	4,216.99
Business First IT	11/17/2023	DRAFT	INVOICE	27790	001	440-230-0000	Monthly Services	4,216.99
Business First IT	12/20/2023	DRAFT	INVOICE	27793	001	700-353-0000	Anti-Virus 2yr	100.00
Business First IT	12/20/2023	DRAFT	INVOICE	27805	001	440-230-0000	Support/Email/BU/Phone	4,216.99
Business First IT	1/22/2024	DRAFT	INVOICE	27811	001	440-230-0000	Hard Drives/Licenses	2,880.00
Business First IT	1/22/2024	DRAFT	INVOICE	27820	001	440-230-0000	Support/Email/Data/Phone	4,216.99
Business First IT	2/20/2024	DRAFT	INVOICE	27831	001	440-230-0000	Email/Phone/Data/BU	4,216.99
Business First IT	2/20/2024	DRAFT	INVOICE	27821	001	440-230-0000	SSL Cert TClk/Incode Svrs	430.00
Business First IT	3/14/2024	DRAFT	INVOICE	27842	001	440-230-0000	monthly charges	4,216.99
Business First IT	4/11/2024	DRAFT	INVOICE	27851	001	440-230-0000	Support/Email/BU/Phone	4,216.99
Business First IT	5/20/2024	DRAFT	INVOICE	27861	001	440-230-0000	Email/Data/BU/Phones	4,216.99
Business First IT	6/13/2024	DRAFT	INVOICE	27873	001	440-230-0000	Monthly charges	4,216.99
Business First IT	6/13/2024	DRAFT	INVOICE	27863	001	750-222-0000	Office Licenses	85.00
Business First IT	6/13/2024	DRAFT	INVOICE	27863	001	910-222-0000	Office Licenses	85.00
Business First IT	6/13/2024	DRAFT	INVOICE	27863	001	436-222-0000	Office Licenses	165.00
Business First IT	6/13/2024	DRAFT	INVOICE	27863	400	521-222-0000	Office Licenses	425.00
Business First IT	6/13/2024	DRAFT	INVOICE	27863	001	700-222-0000	Office Licenses	1,675.00
Business First IT	6/13/2024	DRAFT	INVOICE	27863	001	410-222-0000	Office Licenses	935.00
Business First IT	6/13/2024	DRAFT	INVOICE	27863	001	413-222-0000	Office Licenses	925.00
Business First IT	6/13/2024	DRAFT	INVOICE	27863	036	706-222-0000	Office Licenses	255.00
Business First IT	6/13/2024	DRAFT	INVOICE	27863	001	416-222-0000	Office Licenses	170.00
Business First IT	6/13/2024	DRAFT	INVOICE	27863	400	522-222-0000	Office Licenses	25.00
Business First IT	6/13/2024	DRAFT	INVOICE	27863	001	566-222-0000	Office Licenses	500.00
Business First IT	6/13/2024	DRAFT	INVOICE	27863	401	512-222-0000	Office Licenses	500.00
Business First IT	6/13/2024	DRAFT	INVOICE	27863	001	754-222-0000	Office Licenses	85.00
Business First IT	6/13/2024	DRAFT	INVOICE	27863	001	440-222-0000	Office Licenses	255.00
Business First IT	6/13/2024	DRAFT	INVOICE	27863	001	415-222-0000	Office Licenses	255.00
Business First IT	6/13/2024	DRAFT	INVOICE	27863	001	409-222-0000	Office Licenses	85.00
FY2024								64,850.87
Business First IT	7/22/2024	DRAFT	INVOICE	27886	001	440-230-0000	monthly services	4,216.99
Business First IT	8/26/2024	DRAFT	INVOICE	27893	001	440-230-0000	Monthly charges	4,216.99
Business First IT	9/26/2024	DRAFT	INVOICE	27903	001	440-230-0000	monthly charges	4,216.99
Business First IT	10/21/2024	DRAFT	INVOICE	27916	001	440-230-0000	monthly support	4,216.99
Business First IT	11/25/2024	DRAFT	INVOICE	27934	001	440-230-0000	Monthly services	4,216.99
Business First IT	12/17/2024	DRAFT	INVOICE	27946	001	440-230-0000	monthly services	4,216.99
Business First IT	2/20/2025	DRAFT	INVOICE	27964	001	440-230-0000	Monthly Billing	4,216.99
Business First IT	2/20/2025	DRAFT	INVOICE	27957	001	440-230-0000	Monthly Service	4,216.99
Business First IT	3/27/2025	DRAFT	INVOICE	27972	001	440-230-0000	Monthly Services	4,216.99
Business First IT	4/22/2025	DRAFT	INVOICE	27980	036	706-222-0000	Office License	85.00
Business First IT	4/22/2025	DRAFT	INVOICE	27980	001	409-222-0000	Office License	85.00
Business First IT	4/22/2025	DRAFT	INVOICE	27980	001	410-222-0000	Office Licenses	765.00
Business First IT	4/22/2025	DRAFT	INVOICE	27980	001	416-222-0000	Office Licenses	170.00
Business First IT	4/22/2025	DRAFT	INVOICE	27980	001	415-222-0000	Office Licenses	170.00
Business First IT	4/22/2025	DRAFT	INVOICE	27980	001	910-222-0000	Office Licenses	170.00
Business First IT	4/22/2025	DRAFT	INVOICE	27980	400	521-222-0000	Office Licenses	255.00
Business First IT	4/22/2025	DRAFT	INVOICE	27980	006	900-222-0000	Office Licenses	170.00
Business First IT	4/22/2025	DRAFT	INVOICE	27980	404	800-222-0000	Office Licenses	85.00
Business First IT	4/22/2025	DRAFT	INVOICE	27980	001	433-222-0000	Office Licenses	85.00
Business First IT	4/22/2025	DRAFT	INVOICE	27980	400	522-222-0000	Office Licenses	510.00

Business First IT	4/22/2025	DRAFT	INVOICE	27980	001	754-222-0000	Office Licenses	170.00
Business First IT	4/22/2025	DRAFT	INVOICE	27980	001	700-222-0000	Office/Remote Licenses	1,185.00
Business First IT	4/22/2025	DRAFT	INVOICE	27980	001	413-222-0000	Office/Remote Licenses	835.00
Business First IT	4/22/2025	DRAFT	INVOICE	27980	401	512-222-0000	Office/Remote Licenses	420.00
Business First IT	4/22/2025	DRAFT	INVOICE	27980	001	440-222-0000	Office/Remote Licenses	165.00
Business First IT	4/22/2025	DRAFT	INVOICE	27980	001	955-222-0000	Office/Remote Licenses	170.00
Business First IT	4/22/2025	DRAFT	INVOICE	27980	001	436-222-0000	Office/Remote Licenses	165.00
Business First IT	4/22/2025	DRAFT	INVOICE	27980	001	566-222-0000	Office/Remote Licenses	495.00
Business First IT	4/22/2025	DRAFT	INVOICE	27986	001	440-230-0000	Support/Email/Bup/Phones	4,216.99
Business First IT	5/30/2025	DRAFT	INVOICE	27995	001	440-230-0000	Monthly Services	4,216.99
Business First IT	6/26/2025	DRAFT	INVOICE	28013	001	440-230-0000	monthly charges	4,216.99
FY2025								56,758.88
Business First IT	7/22/2025	DRAFT	INVOICE	28032	001	440-230-0000	Monthly services	4,216.99
Business First IT	7/22/2025	DRAFT	INVOICE	28026	401	511-341-0000	Timeclocks	1,100.00
Business First IT	7/22/2025	DRAFT	INVOICE	28026	401	512-341-0000	Timeclocks	1,100.00
Business First IT	7/22/2025	DRAFT	INVOICE	28026	006	900-341-0000	Timeclocks	1,100.00
Business First IT	7/22/2025	DRAFT	INVOICE	28026	001	440-341-0000	Timeclocks	1,100.00
Business First IT	7/22/2025	DRAFT	INVOICE	28026	001	750-341-0000	Timeclocks	1,100.00
Business First IT	7/22/2025	DRAFT	INVOICE	28026	001	754-341-0000	Timeclocks	1,100.00
Business First IT	7/22/2025	DRAFT	INVOICE	28026	404	800-341-0000	Timeclocks	1,100.00
Business First IT	8/29/2025	DRAFT	INVOICE	28048	001	440-230-0000	Monthly services	4,216.99
Business First IT	10/1/2025	DRAFT	INVOICE	28062	001	440-230-0000	monthly charges	4,643.49
Business First IT	10/31/2025	DRAFT	INVOICE	28072	001	440-230-0000	monthly charges	4,866.49
Business First IT	12/4/2025	DRAFT	INVOICE	28084 1022	001	440-230-0000	Monthly Charges	4,866.49
Business First IT	12/18/2025	DRAFT	INVOICE	28098	001	440-230-0000	Monthly Services	4,866.49
Business First IT	12/18/2025	DRAFT	INVOICE	28087	001	413-222-0000	Software Licenses Scanner	330.00
Business First IT	12/18/2025	DRAFT	INVOICE	28087	001	955-222-0000	Software Licenses Scanner	165.00
Business First IT	12/18/2025	DRAFT	INVOICE	28087	001	416-222-0000	Software Licenses Scanner	110.00
Business First IT	12/18/2025	DRAFT	INVOICE	28087	001	436-222-0000	Software Licenses Scanner	55.00
Business First IT	12/18/2025	DRAFT	INVOICE	28087	001	415-222-0000	Software Licenses Scanner	55.00
Business First IT	12/18/2025	DRAFT	INVOICE	28087	001	440-222-0000	Software Licenses Scanner	165.00
Business First IT	12/18/2025	DRAFT	INVOICE	28087	001	700-222-0000	Software Licenses Scanner	110.00
Business First IT	12/18/2025	DRAFT	INVOICE	28087	001	413-222-0000	Software Licenses W11	390.00
Business First IT	12/18/2025	DRAFT	INVOICE	28087	001	955-222-0000	Software Licenses W11	130.00
Business First IT	12/18/2025	DRAFT	INVOICE	28087	001	416-222-0000	Software Licenses W11	130.00
Business First IT	12/18/2025	DRAFT	INVOICE	28087	001	436-222-0000	Software Licenses W11	65.00
Business First IT	12/18/2025	DRAFT	INVOICE	28087	001	566-222-0000	Software Licenses W11	65.00
Business First IT	12/18/2025	DRAFT	INVOICE	28087	401	512-222-0000	Software Licenses W11	195.00
Business First IT	1/22/2026	DRAFT	INVOICE	28108	001	440-230-0000	monthly services	4,866.49
Business First IT	2/27/2026	DRAFT	INVOICE	28118	001	440-230-0000	monthly services	4,866.49
Business First IT	3/18/2026	DRAFT	INVOICE	28128	001	440-230-0000	Monthly charges	4,866.49
Business First IT	4/16/2026	DRAFT	INVOICE	28139	001	440-230-0000	monthly services	4,866.49
Business First IT	5/21/2026	DRAFT	INVOICE	28152	001	440-230-0000	monthly services	4,866.49
Business First IT	5/21/2026	DRAFT	INVOICE	28154	001	410-222-0000	Office Licenses	765.00
Business First IT	5/21/2026	DRAFT	INVOICE	28154	036	706-222-0000	Office Licenses	170.00
Business First IT	5/21/2026	DRAFT	INVOICE	28154	001	416-222-0000	Office Licenses	170.00
Business First IT	5/21/2026	DRAFT	INVOICE	28154	401	511-222-0000	Office Licenses	255.00
Business First IT	5/21/2026	DRAFT	INVOICE	28154	001	433-222-0000	Office Licenses	85.00
Business First IT	5/21/2026	DRAFT	INVOICE	28154	001	700-222-0000	Office/Remote Licenses	1,445.00
Business First IT	5/21/2026	DRAFT	INVOICE	28154	001	413-222-0000	Office/Remote Licenses	680.00
Business First IT	5/21/2026	DRAFT	INVOICE	28154	401	512-222-0000	Office/Remote Licenses	425.00
Business First IT	5/21/2026	DRAFT	INVOICE	28154	001	566-222-0000	Office/Remote Licenses	595.00
Business First IT	5/21/2026	DRAFT	INVOICE	9286	001	440-230-0000	monthly services	4,866.49
Business First IT	5/21/2026	DRAFT	INVOICE	9286	001	700-222-0000	Office/Remote Licenses	1,445.00
Business First IT	5/21/2026	DRAFT	INVOICE	9286	001	410-222-0000	Office Licenses	765.00
Business First IT	5/21/2026	DRAFT	INVOICE	9286	001	413-222-0000	Office/Remote Licenses	680.00
Business First IT	5/21/2026	DRAFT	INVOICE	9286	036	706-222-0000	Office Licenses	170.00
Business First IT	5/21/2026	DRAFT	INVOICE	9286	001	416-222-0000	Office Licenses	170.00
Business First IT	5/21/2026	DRAFT	INVOICE	9286	401	512-222-0000	Office/Remote Licenses	425.00
Business First IT	5/21/2026	DRAFT	INVOICE	9286	401	511-222-0000	Office Licenses	255.00
Business First IT	5/21/2026	DRAFT	INVOICE	9286	001	566-222-0000	Office/Remote Licenses	595.00
Business First IT	5/21/2026	DRAFT	INVOICE	9286	001	433-222-0000	Office Licenses	85.00
Business First IT	5/21/2026	DRAFT	INVOICE	9286	001	436-222-0000	Office/Remote Licenses	170.00
Business First IT	5/21/2026	DRAFT	INVOICE	9286	001	754-222-0000	Office Licenses	170.00
Business First IT	5/21/2026	DRAFT	INVOICE	9286	001	440-222-0000	Office/Remote Licenses	510.00
Business First IT	5/21/2026	DRAFT	INVOICE	9286	400	522-222-0000	Office Licenses	425.00
Business First IT	5/21/2026	DRAFT	INVOICE	9286	001	409-222-0000	Office Licenses	85.00

Business First IT	5/21/2026	DRAFT	INVOICE	9286	001	415-222-0000	Office Licenses	170.00
Business First IT	5/21/2026	DRAFT	INVOICE	9286	001	955-222-0000	Office Licenses	255.00
Business First IT	5/21/2026	DRAFT	INVOICE	9286	001	910-222-0000	Office Licenses	170.00
Business First IT	5/21/2026	DRAFT	INVOICE	9286	006	900-222-0000	Office Licenses	170.00
Business First IT	5/21/2026	DRAFT	INVOICE	9286	001	750-222-0000	Office Licenses	170.00
Business First IT	5/21/2026	DRAFT	INVOICE	9286	400	521-222-0000	Office Licenses	255.00
Business First IT	6/17/2026	DRAFT	INVOICE	28168	001	440-230-0000	Monthly Services	4,866.49
Business First IT	6/17/2026	DRAFT	INVOICE	28171	001	440-230-0000	Annual Fee Phone Sys	1,475.00
Business First IT	6/17/2026	DRAFT	INVOICE	28176	404	800-341-0000	PC - time clock Sanitation	1,250.00
FY2026								85,862.37



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 6, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Uniform allowance and taxable fringe benefits
Recommended By:	City Treasurer
Summary:	See attached memo
Fiscal Impact:	n/a
Recommendation:	Review attached memo for disucssion.
Attachments:	1. Uniform & Fringe Benefits



City of Elkins

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

401 Davis Avenue, Elkins, WV 26241

City Treasurer – Tracy R. Judy

MEMO

July 1, 2026

RE: Uniform Allowance

The city needs to create a uniform allowance policy to be legal with the state. The way we are handling purchases of boots, etc. is illegal. I will provide more information during the meeting.

RE: Taxable Fringe Benefits

I have reached out to the IRS for a better understanding of taxable fringe benefits. Safety clothing with reflective stripping is considered safety wear and is not taxable. I do believe that we are not taxing some employees for clothing, boots, etc. correctly. This has been discussed with the admin team.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 6, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Longevity Pay Schedule
Recommended By:	Sarah Campbell, HR Generalist
Summary:	<p>The City of Elkins currently offers a longevity pay schedule with only two tiers for both full-time and part-time employees. Longevity pay is a common incentive used in both public and private sectors to reward employees for their commitment to the company and can be structured through several different formats. Our current longevity pay uses a flat rate system for years served.</p> <p>As part of the review of our compensation system, the current longevity pay schedule was identified as an area for improvement. Specifically, the tiers for years served are currently extremely broad and do not create the intended incentive for employees to continue to add years to their service. Current trends in employment turnover indicate that the average years an employee stays with a company are between 3 and 4 years, indicating that tiers for longevity pay should mirror that shorter turnover cycle.</p> <p>The attached proposal uses the same flat rate system for years served with tiers that match a shorter turnover period. The flat rate system provides the greatest control over cost for the benefit, while still providing the desired employee incentive.</p>
Fiscal Impact:	
Recommendation:	Recommending for consideration to propose to council for approval.
Attachments:	1. Longevity Pay Proposal 2026

City of Elkins, WV
Longevity Pay Updates
Proposed: July 1, 2026

The City of Elkins currently offers longevity pay for all employees, across all departments. The City of Elkins currently offers the following as an incentive for years of service:

0-20 years: Full-Time-\$500.00 Part-Time-\$250.00

Over 20 Years: Full-Time- \$750.00 Part-Time- \$375.00

As part of the City’s work towards evaluating its compensation plan, the longevity pay was reviewed and identified as an area where improvements could be made that reflect the changes in employment patterns in the United States. Specifically, employees are more likely to move to another company in pursuit of better pay, benefits, and opportunities rather than staying with one employer long-term. According to the Bureau of Labor Statistics (2024), the average tenure of employees is 3.8 years for women and 4.2 years for men.

The following longevity pay schedule is recommended in light of these changing trends, with the goal to provide continuing incentive as employees continue their employment with the City of Elkins.

Years	Full-Time	Part-Time
0-3	\$200	\$50
4-6	\$400	\$100
7-9	\$600	\$150
10-15	\$800	\$200
15-20	\$900	\$250
21+	\$1,000	\$300

If accepted, this longevity pay would apply to all departments that do not have any incentive pay or bonus already established.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 6, 2026
Section:	New Business
Category:	Presentation
Agenda Item Name:	City Classification and Compensation Plan
Recommended By:	Sarah Campbell
Summary:	The attached memo provides an update on work toward a revised classification and compensation plan for the city organization.
Fiscal Impact:	
Recommendation:	Open for Discussion
Attachments:	1. 7.1.26 Compensation Update

Memo:

To: Personnel Committee

From: Sarah Campbell

Date: July 1, 2026

Re: Compensation and Classification Plan

Purpose:

To review the current status of the City's Compensation and Classification plan and recommend next steps for discussion.

Summary:

Of the information needed for the compensation plan, the Human Resources department has a comprehensive list of positions with current wages compared to market rates ready and is almost finished with the update of all EEO-4 codes.

After reviewing the city's finances and the spreadsheet on compensation, the next step in our process is to determine a compensation philosophy to guide the setting of our pay structure.

Compensation philosophy is based on an organization's: market positioning, pay structure, performance alignment, equity, total rewards, and communication.

Analyzing the city's current structure for each of these categories, the City of Elkins currently stands as follows:

1. **Market Positioning:** Lags behind the market
2. **Pay structure:** The city does not currently have a consistent pay structure (balance of base pay, variable incentives, and long-term rewards), though it does have a longevity pay incentive.
3. **Performance alignment:** The city does not currently tie compensation to performance or specific skill achievements.
4. **Equity:** This refers to the City's commitment to pay transparency and closing pay gaps. The city is currently moderately transparent in its pay transparency but does have equity issues regarding pay gaps for similar positions.
5. **Total Rewards:** The city, historically, has used its total rewards as a positive draw for employees, including generous healthcare plans and retirement. Other areas this can encompass include employee recognition and flexibility of scheduling.
6. **Communication:** TBD

Based on this information, the City's current compensation philosophy is a *market lag philosophy*. This indicates that the city lags behind market pay, but makes up for it with culture, mission, or other perks.

Moving forward, combining the *market lag and equity-focused* philosophies would allow the city to address current equity concerns between positions, create a consistent pay structure for each position, and develop a comprehensive benefit package, which would provide each employee with a total compensation breakdown. Equally important in this philosophy is the communication and transparency of the compensation package to all employees.

Next Steps for Discussion:

While the foundation of the compensation and classification analysis has been laid, the next step is to begin the analysis of each position within the city to determine wage ranges.

On February 3, 2026, Align HR provided the City of Elkins with a breakout of key milestones for a Compensation and Classification plan, along with range for cost, dependent on the amount of work the City completed compared to the amount of work completed by Align HR.

With the desire to be efficient and balance both the implementation of NeoGov and the completion of a compensation and classification plan for the City, I would like to recommend reaching back out to Align HR to discuss a contract to collaborate on a finished compensation plan for the City.

The original estimate for the contract, dependent on the amount of work completed, was between \$2,190 and \$7,670. I recommend reaching out to verify if those prices still stand and see about an updated proposal that would outline work to be completed by the City's Human Resources department and work to be completed by Align HR, with potential milestone dates.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 6, 2026
Section:	New Business
Category:	Presentation
Agenda Item Name:	NeoGov update
Recommended By:	Sarah Campbell
Summary:	NeoGov is the City of Elkins's chosen HRIS (Human Resource Information System) provider. The City has chosen to implement several modules of those available, including Time and Attendance, Core HR, Payroll, Benefits, Perform, eForms, Onboard, Attract, and Insight. This agenda item is a standing report on the progress of the implementation of all components of the NeoGov platform.
Fiscal Impact:	n/a
Recommendation:	Open discussion
Attachments:	1. July 5, 2026 NeoGov Report

City of Elkins

NeoGov HRIS Implementation Monthly Report

Reporting Period	June- July 2026
Prepared By	Sarah Campbell, HR Generalist
Date	June 30,2026

Summary

In a few sentences, summarize where the project stands and any needed coordination or actions.

We are in the testing phase of the Time and Attendance portion of NeoGov. Starting mid-July, we will begin the parallel testing for Payroll.
--

1. Recent Work Completed

Summarize recent major work (configuration, testing, migration, training, meetings, etc.).

-Completed training and onboarding of employees into NeoGov Time and Attendance.
-Set a date for Payroll Launch for NeoGov of October 1, 2026.
-Completed first parallel test of time and attendance.

2. Planned Work and Upcoming Milestones

Describe the next major steps in the implementation.

-Finish parallel testing of time and attendance, maintain parallel time punching.
-Begin parallel testing of payroll mid-July.
-Anticipated connection with team coordinating the remaining modules of NeoGov: Onboard, Attract, Insight, and Learning.

Anticipated milestone dates (if known):

October 1, 2026: Payroll Launch

3. Vendor Engagement and Meetings

Most recent meeting date	Thursday, June 25, 2026
Next scheduled meeting	Thursday, July 9, 2026
Other city personnel attending	Wendy Williams, Tracy Judy
Primary focus of current meetings	Time and Attendance Troubleshooting, Payroll Preparation

4. Current Module Status

Core HR and Benefits (Live)

Overall functionality	Fully Launched
Any unresolved issues	N/A

Payroll

Current stage of implementation	Configuration/Testing
Work completed to date	Initial code import
Work remaining	Verifying time codes to payroll, parallel testing, launch
Status of testing or parallel testing	Parallel testing to begin mid-July
Conditions required before go-live	Parallel testing must match for all payroll and benefits, last quarterlies must be integrated
Projected go-live timing	October 1, 2026

Time and Attendance (Live)

Overall Functionality	Live.
Any unresolved issues	Differences between old system and new have created issues. Currently working through complications for Call Outs and Civil Service time.

Future Modules (Talent Management System)

Onboard, Insight, Learn, E-Forms, Perform

Request for initial connection for this portion of the Platform has been requested.

5. Overall Project Assessment

6. Risks, Issues, or Barriers

7. Decisions or Direction Needed



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 6, 2026
Section:	New Business
Category:	Presentation
Agenda Item Name:	Overtime usage
Recommended By:	City Treasurer
Summary:	Monthly review of overtime usage in the city
Fiscal Impact:	n/a
Recommendation:	Review presented informaion.
Attachments:	None