



City of Elkins

Personnel Committee Meeting

August 3, 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 July 6, 2026
4. **Reports**
5. **New Business**
 - a. FY 2027 compensation increase for Fire Chief
 - b. Review of Longevity Pay Options
 - c. Planning for Chief of Police interviews
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 3, 2026
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of July 6, 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_07_06 - minutes_proposed

PERSONNEL COMMITTEE MEETING MINUTES

*Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
July 6, 2026
1:00 p.m.*

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

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), Whitney Hymes (Chief Wastewater Operator), Wes Lambert (Chief Water Operator), and Mikayla Goins (executive secretary).

PUBLIC COMMENT

MINUTES

Severino **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF JUNE 1, 2026.** The motion carried.

NEW BUSINESS

a. IT Service Costs

Judy provided a report on IT Service Costs in the City. No action taken.

b. Uniform allowance and taxable fringe benefits

Judy provided a report on uniform allowance and taxable fringe benefits. Judy stated that while the administrative team works to correct the uniform allowance and taxable fringe benefits policy, the Treasurer will not continue to process uniform advances. No action taken.

c. Longevity Pay Schedule

Campbell provided a report on longevity pay schedule and the committee discussed potential adjustments to be implemented at the same time as the new Classification and Compensation Plan. No action taken.

d. City Classification and Compensation Plan

Campbell provided a report on the current status of the classification and compensation plan, recommending the plan move forward with a market lag/equity focus design. Campbell recommended the city utilize an outside organization to assist the Classification and Compensation plan development.

Severino **MOVED TO RECOMMEND COUNCIL APPROVAL OF QUOTE FOR WORK BY ALIGNHR.**
The motion carried.

e. NeoGov update

Campbell provided a report on the implementation of NeoGov. No action taken.

f. Overtime usage

Judy provided a report on overtime usage in the city. No action taken.

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

The meeting adjourned at 1:53 p.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 3, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	FY 2027 compensation increase for Fire Chief
Recommended By:	Sarah Campbell, Human Resources
Summary:	To present a proposed pay increase for the Fire Chief.
Fiscal Impact:	The proposed pay increase has been accounted for in the 2027 fiscal year budget.
Recommendation:	Recommendation for proposal to council.
Attachments:	1. Memo Re 2027 Fiscal Yr Raise Fire Chief

Memo:

To: Personnel Committee

From: Sarah Campbell, HR Director

Re: Pay Increase for Fire Chief

Purpose:

To present a proposed pay increase for the Fire Chief of \$36.05/hour with the effective date of July 5, 2026.

This amount matches the amount approved in the 2027 Fiscal Year, which has been approved by Council.

Summary:

Chief Himes's pay increase request was not included in the wage increases proposed to council at the July 23, 2026 meeting. This oversight, while accidental, meant that the Chief's raise was not processed at the same time as the remainder of staff. To correct this, the request proposes an effective date of July 5, 2026, which would all Payroll to process backpay for the difference between his current wage and the increase.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 3, 2026
Section:	New Business
Category:	Presentation
Agenda Item Name:	Review of Longevity Pay Options
Recommended By:	Sarah Campbell
Summary:	A proposal was presented at the July 2026 Personnel Committee meeting opening the discussion to include a revised longevity pay schedule in the Compensation and Classification Plan that is currently in process. Following that discussion, Human Resources has prepared several options for review of different plans and their impact for the Committee to review.
Fiscal Impact:	A new longevity pay schedule has the potential to positively impact the city fiscally through its adjusted pay schedule and by improving employee retention.
Recommendation:	Recommend that the attached plans be reviewed and opened for discussion with the possibility of recommending one option to be included in the Compensation and Classification Plan.
Attachments:	1. Years of Service Options Workbook

Employee #	Date of Hire	Years of Service	Current Pay
01-0139	1/7/1983	44 PT	375
01-0150	6/21/1994	32 FT	750
01-0005	2/26/2002	24 FT	750
01-0006	11/22/2002	24 FT	750
01-0010	1/22/2004	23 FT	750
01-0014	6/20/2004	22 FT	750
01-0015	6/22/2004	22 FT	750
01-0025	3/9/2006	20 FT	500
01-0028	10/10/2006	20 FT	500
01-0030	1/2/2007	20 FT	500
01-0040	9/8/2008	18 FT	500
01-100	4/14/2009	17 FT	500
01-0049	6/22/2009	17 FT	500
01-0054	12/21/2009	17 FT	500
01-0055	1/4/2010	17 FT	500
01-0056	2/1/2010	16 FT	500
01-0058	3/16/2010	16 FT	500
01-0068	5/6/2011	15 FT	500
01-0071	11/14/2011	15 FT	500
01-0074	1/30/2012	14 FT	500
01-0080	7/9/2012	14 FT	500
01-0102	2/18/2014	12 FT	500
01-0130	11/10/2014	12 FT	500
01-0131	1/8/2015	12 FT	500
01-0052	3/9/2015	11 FT	500
01-0161	5/18/2015	11 FT	500
01-0165	6/8/2015	11 FT	500
01-0166	6/8/2015	11 FT	500
01-0172	8/10/2015	11 FT	500
01-0306	8/8/2016	10 FT	500
01-0308	8/8/2016	10 FT	500
01-0315	6/4/2016	10 FT	500
01-0313	1/1/2007	20 FT	500
01-0290	1/17/2017	10 FT	500
01-0317	1/23/2017	10 FT	500
01-0323	3/13/2017	9 FT	500
01-0061	11/6/2017	9 FT	500
01-0333	12/11/2017	9 FT	500
01-0335	12/21/2017	9 FT	500
01-0339	4/23/2018	8 FT	500
01-0098	7/5/2018	8 FT	500
01-0356	10/29/2018	8 FT	500
01-0359	12/27/2018	8 FT	500
01-0377	7/9/2019	7 FT	500
01-0381	8/19/2019	7 FT	500

01-0076	1/27/2020	7 FT	500
01-0374	3/23/2020	6 FT	500
01-0387	4/2/2020	6 FT	500
01-0393	7/6/2020	6 FT	500
01-0398	10/5/2020	6 FT	500
01-0336	4/19/2021	5 FT	500
01-0358	4/20/2021	5 FT	500
01-0410	6/7/2021	5 FT	500
01-0414	6/7/2021	5 FT	500
01-0420	8/31/2021	5 FT	500
01-0385	9/19/2021	5 FT	500
01-0427	12/20/2021	5 FT	500
01-0430	1/10/2022	5 FT	500
01-0438	4/18/2022	4 FT	500
01-0441	5/31/2022	4 FT	500
01-0392	6/6/2022	4 FT	500
01-0452	11/4/2022	4 FT	500
01-0455	12/29/2022	4 FT	500
01-0456	12/29/2022	4 FT	500
01-0457	1/9/2023	4 FT	500
01-0460	3/2/2023	3 FT	500
01-0466	5/22/2023	3 FT	500
01-0465	5/30/2023	3 PT	250
01-0471	6/26/2023	3 FT	500
01-0476	8/7/2023	3 FT	500
01-0153	8/14/2023	3 FT	500
01-0479	9/18/2023	3 FT	500
01-0480	9/18/2023	3 FT	500
01-0482	10/4/2023	3 FT	500
01-0483	10/16/2023	3 FT	500
01-0424	1/22/2024	3 FT	500
01-0487	2/26/2024	2 FT	500
01-0494	4/8/2024	2 FT	500
01-0495	4/22/2024	2 FT	500
01-0355	5/28/2024	2 FT	500
01-0497	5/28/2024	2 FT	500
01-0502	6/10/2024	2 FT	500
01-0506	7/13/2024	2 FT	500
01-0505	7/16/2024	2 FT	500
01-0510	8/28/2024	2 FT	500
01-0511	9/3/2024	2 FT	500
01-0512	9/9/2024	2 FT	500
01-0515	2/3/2025	1 FT	500
01-0517	3/24/2025	1 FT	500
01-0327	3/31/2025	1 FT	500
01-0508	4/1/2025	1 PT	500

01-0518	4/14/2025	1 FT	500
01-0462	4/21/2025	1 FT	500
01-0521	5/5/2025	1 FT	500
01-0391	5/19/2025	1 FT	500
01-0464	7/8/2025	1 FT	500
01-0529	8/11/2025	1 FT	500
01-0532	8/17/2025	1 FT	500
01-0537	3/16/2026	0 FT	500
01-0539	4/27/2026	0 FT	500
01-0545	7/22/2026	0 FT	500

51625

Longevity Pay Key		
Years	Amount	
	FT	PT
0--20	500	250
21+	750	375

FT 51000
PT 625

Option 1 Longevity Pay		
Employee #	Years of Service	Amount
01-0139	44	300
01-0150	32	1000
01-0005	24	1000
01-0006	24	1000
01-0010	23	1000
01-0014	22	1000
01-0015	22	1000
01-0025	20	900
01-0028	20	900
01-0030	20	900
01-0040	18	900
01-100	17	900
01-0049	17	900
01-0054	17	900
01-0055	17	900
01-0056	16	900
01-0058	16	900
01-0068	15	800
01-0071	15	800
01-0074	14	800
01-0080	14	800
01-0102	12	800
01-0130	12	800
01-0131	12	800
01-0052	11	800
01-0161	11	800
01-0165	11	800
01-0166	11	800
01-0172	11	800
01-0306	10	800
01-0308	10	800
01-0315	10	800
01-0313	20	900
01-0290	10	800
01-0317	10	800
01-0323	9	600
01-0061	9	600
01-0333	9	600
01-0335	9	600
01-0339	8	600
01-0098	8	600
01-0356	8	600
01-0359	8	600
01-0377	7	600
01-0381	7	600
01-0076	7	600
01-0374	6	400
01-0387	6	400
01-0393	6	400
01-0398	6	400
01-0336	5	400
01-0358	5	400
01-0410	5	400
01-0414	5	400
01-0420	5	400
01-0385	5	400
01-0427	5	400
01-0430	5	400
01-0438	4	400
01-0441	4	400
01-0392	4	400
01-0452	4	400
01-0455	4	400
01-0456	4	400
01-0457	4	400
01-0460	3	200
01-0466	3	200
01-0465	3	50
01-0471	3	200
01-0476	3	200
01-0153	3	200
01-0479	3	200
01-0480	3	200
01-0482	3	200
01-0483	3	200
01-0424	3	200
01-0487	2	200
01-0494	2	200
01-0495	2	200
01-0355	2	200
01-0497	2	200
01-0502	2	200
01-0506	2	200
01-0505	2	200
01-0510	2	200
01-0511	2	200
01-0512	2	200
01-0515	1	200
01-0517	1	200
01-0327	1	200
01-0508	1	200
01-0518	1	200
01-0462	1	200
01-0521	1	200
01-0391	1	200
01-0464	1	200
01-0529	1	200
01-0532	1	200
01-0537	0	0
01-0539	0	0
01-0545	0	0

Longevity Pay Key		
Years	Amount	
	FT	PT
1--3	200	50
4--6	400	100
7--9	600	150
10--15	800	200
16--20	900	250
21+	1000	300

50450

Option 2 Longevity Pay

Employee #	Years of Service	Amount
01-0150	44	1500
01-0005	32	3000
01-0006	24	2000
01-0010	24	2000
01-0014	23	2000
01-0015	22	2000
01-0025	22	2000
01-0028	20	2000
01-0030	20	2000
01-0040	20	2000
01-100	18	1500
01-0049	17	1500
01-0054	17	1500
01-0055	17	1500
01-0056	17	1500
01-0058	16	1500
01-0068	16	1500
01-0071	15	1500
01-0074	15	1500
01-0080	14	1000
01-0102	14	1000
01-0130	12	1000
01-0131	12	1000
01-0052	12	1000
01-0161	11	1000
01-0165	11	1000
01-0166	11	1000
01-0172	11	1000
01-0306	11	1000
01-0308	10	1000
01-0315	10	1000
01-0313	10	1000
01-0290	20	2000
01-0317	10	1000
01-0323	10	1000
01-0061	9	750
01-0333	9	750
01-0335	9	750
01-0339	9	750
01-0098	8	750
01-0356	8	750
01-0359	8	750
01-0377	8	750
01-0381	7	750
01-0076	7	750
01-0374	7	750
01-0387	6	750
01-0393	6	750
01-0398	6	750
01-0336	6	750
01-0358	5	750
01-0410	5	750
01-0414	5	750
01-0420	5	750
01-0385	5	750
01-0427	5	750
01-0430	5	750
01-0438	5	750
01-0441	4	600
01-0392	4	600
01-0452	4	600
01-0455	4	600
01-0456	4	600
01-0457	4	600
01-0460	4	600
01-0466	3	600
01-0465	3	300
01-0471	3	600
01-0476	3	600
01-0153	3	600
01-0479	3	600
01-0480	3	600
01-0482	3	600
01-0483	3	600
01-0424	3	600
01-0487	3	600
01-0494	2	500
01-0495	2	500
01-0355	2	500
01-0497	2	500
01-0502	2	500
01-0506	2	500
01-0505	2	500
01-0510	2	500
01-0511	2	500
01-0512	2	500
01-0515	2	500
01-0517	1	500
01-0327	1	500
01-0508	1	500
01-0518	1	500
01-0462	1	500
01-0521	1	500
01-0391	1	500
01-0464	1	500
01-0529	1	500
01-0532	1	500
01-0537	1	500
01-0539	0	0
01-0545	0	0
	0	0
		89750

PT Total 2100
FT Total 87650

Longevity Pay Key		
Years	Amount	
	FT	PT
1--2	\$500	\$250
3--4	\$600	\$300
5--9	\$750	\$375
10--14	\$1,000	\$500
15--19	\$1,500	\$750
20--24	\$2,000	\$1,000
25--29	\$2,500	\$1,250
30+	\$3,000	\$1,500

Option 3 Longevity Pay

Employee #	Years of Service	Amount
01-0139	44	\$600
01-0150	32	\$2,000
01-0005	24	\$1,500
01-0006	24	\$1,500
01-0010	23	\$1,500
01-0014	22	\$1,500
01-0015	22	\$1,500
01-0025	20	\$1,500
01-0028	20	\$1,500
01-0030	20	\$1,500
01-0040	18	\$1,250
01-100	17	\$1,250
01-0049	17	\$1,250
01-0054	17	\$1,250
01-0055	17	\$1,250
01-0056	16	\$1,250
01-0058	16	\$1,250
01-0068	15	\$1,250
01-0071	15	\$1,250
01-0074	14	\$1,000
01-0080	14	\$1,000
01-0102	12	\$1,000
01-0130	12	\$1,000
01-0131	12	\$1,000
01-0052	11	\$1,000
01-0161	11	\$1,000
01-0165	11	\$1,000
01-0166	11	\$1,000
01-0172	11	\$1,000
01-0306	10	\$1,000
01-0308	10	\$1,000
01-0315	10	\$1,000
01-0313	20	\$1,500
01-0290	10	\$1,000
01-0317	10	\$1,000
01-0323	9	\$750
01-0061	9	\$750
01-0333	9	\$750
01-0335	9	\$750
01-0339	8	\$750
01-0098	8	\$750
01-0356	8	\$750
01-0359	8	\$750
01-0377	7	\$750
01-0381	7	\$750
01-0076	7	\$750
01-0374	6	\$750
01-0387	6	\$750
01-0393	6	\$750
01-0398	6	\$750
01-0336	5	\$750
01-0358	5	\$750
01-0410	5	\$750
01-0414	5	\$750
01-0420	5	\$750
01-0385	5	\$750
01-0427	5	\$750
01-0430	5	\$750
01-0438	4	\$500
01-0441	4	\$500
01-0392	4	\$500
01-0452	4	\$500
01-0455	4	\$500
01-0456	4	\$500
01-0457	4	\$500
01-0460	3	\$500
01-0466	3	\$500
01-0465	3	\$500
01-0471	3	\$500
01-0476	3	\$500
01-0153	3	\$500
01-0479	3	\$500
01-0480	3	\$500
01-0482	3	\$500
01-0483	3	\$500
01-0424	3	\$500
01-0487	2	\$250
01-0494	2	\$250
01-0495	2	\$250
01-0355	2	\$250
01-0497	2	\$250
01-0502	2	\$250
01-0506	2	\$250
01-0505	2	\$250
01-0510	2	\$250
01-0511	2	\$250
01-0512	2	\$250
01-0515	1	\$250
01-0517	1	\$250
01-0327	1	\$250
01-0508	1	\$250
01-0518	1	\$250
01-0462	1	\$250
01-0521	1	\$250
01-0391	1	\$250
01-0464	1	\$250
01-0529	1	\$250
01-0532	1	\$250
01-0537	0	\$0
01-0539	0	\$0
01-0545	0	\$0

Longevity Pay Key		
Years	Amount	
	FT	PT
1--2	\$250	\$75
3--4	\$500	\$150
5--9	\$750	\$225
10--14	\$1,000	\$300
15--19	\$1,250	\$375
20--24	\$1,500	\$450
25--29	\$1,750	\$525
30+	\$2,000	\$600

FT \$1,100
PT \$73,000

\$74,100

Summary of Longevity Pay Options			
	FT	PT	Total
Current Plan	51000	625	51625
Option 1	50100	350	50450
Option 2	87650	2100	89750
Option 3	73000	1100	74100