



City of Elkins

Finance Committee Meeting

October 9, 2023
10:00 AM
401 Davis Avenue
Council Chamber, 2nd Floor

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 September 7, 2023
4. **New business**
 - a. Budget revision requested by Municipal Properties Committee for downtown trees, grates, concrete work
 - b. Funding of "Welcome to Elkins" signs project
 - c. Budget revisions allocating FY 2023 carryover funds
5. **Announcements**
6. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	October 9, 2023
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of September 7, 2023
Recommended By:	City Clerk
Summary:	Minutes from this committee's meeting of September 7.
Fiscal Impact:	n/a
Recommendation:	Review, approve as presented.
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	October 9, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Budget revision requested by Municipal Properties Committee for downtown trees, grates, concrete work
Recommended By:	Municipal Properties Committee
Summary:	Elkins Tree Board requests approximately \$3,000 for a contractor to widen/alter openings in downtown sidewalks for tree planting. Tree board reports this is for the "final" phase of downtown tree plantings. Plantings in these locations would occur next spring, with additional cost for arborist and city staff time.
Fiscal Impact:	\$3,000 and staff time of city personnel supervising the work.
Recommendation:	Consider for recommendation to council.
Attachments:	1. TREE MAP FOR dof 2022 GRANT 9-14-20223

TREE MAP: 9/14/2023

#9 & #10
Make square
holes circular
to match other

CITY
HALL
All
Cherry
in front

K
Y
K
Y

All
Lilacs
▽
Maple
Red Maple
Red Maple
YMCA

Kwanzan
Cherry
Kwanzan
Cherry

FOURTH ST.

FOURTH ST.

FOURTH ST.

FOURTH ST.

RAILROAD AVE.

DAVIS AVENUE

ALLEY

KERENS AVENUE

Honey Locust
Kousa Dogwood
Japanese Maple
Autumn Gold Ginkgo
Honey Locust
Lilac
Dogwood to stay in current box
Autumn Gold Ginkgo
Red Maple
Maple
American Elm
Happidaze Sweet Gum
Lilac

TBD #1 Tree dead. Can be pulled out. Grate installed after tree planted in 2024.
Kwanzan Cherry
Lilac
Kwanzan Cherry
Red Maple
Honey Locust
Honey locust
Kwanzan Cherry
Honey Locust
Kwanza Cherry

Dogwood
Appalachian Redbud
Dogwood
Willow Oaks
Brandywine Maple

GRATES

- 14 regular tree grates are indicated on map (2 to be installed in 2024)
- One 4x5 tree grate (to be installed in 2024)
- Total of 17 in storage

CUTS

- Two potential square to circle conversion in front of city hall.
- Nine other proposed cuts with #4 being iffy.

THIRD ST.

THIRD ST.

THIRD ST.

THIRD ST.

Tree dead. Can be pulled out.
TBD Need 4x5 grate after tree planted in 2024
American Elm
Honey Locust
Dogwood
Dogwood
Honey Locust
2023 Planting (9)
2022 Planting (10)
2021 Planting (11)
2020 Planting (11)
Tree stays as is
Empty Box
Needs 4x7 Opening

Honey Locust
Honey Locust
Red Maple
Kwanzan Cherry
Honey Locust
Kwanzan Cherry
Red Maple
TBD #3 Place grate after tree planted in 2024
Empty Box
#5 Widen & grate
#4 Different levels of pavement. Neal would need to analyze.

Autumn Gold Ginkgo
Honey Locust
Kwanzan Cherry
Red Maple
Willow Oak
Willow Oak
Willow Oak
#6 Widen & grate
All need grates

Honey Locust
Red Maple
#7 Widen but no grate. The roots are too high.
All need grates

SECOND ST.

SECOND ST.

SECOND ST.

SECOND ST.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	October 9, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Funding of "Welcome to Elkins" signs project
Recommended By:	City Clerk and Operations Manager
Summary:	Since 2021, work has been underway to design and install matching "Welcome to Elkins" signs at four entry points to the city. Council selected a design in June 2022 but has not yet been presented with any cost information. Initial estimates received by staff have increased sharply and seem to exceed the limit requiring public bidding.
Fiscal Impact:	For discussion.
Recommendation:	Identify funding source and recommend approval to council after bidding process has been followed.
Attachments:	1. Elkins Welcome Sign Map with new locations 2. motion adopting welcome sign design - 2022_06_02

Springs

Harpertown

1



2



3



Elkins

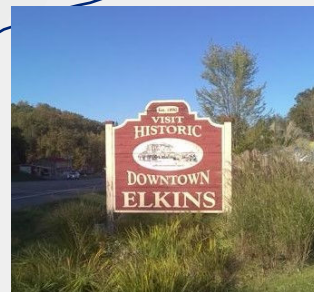
5



Allegheny Hwy

Sullivan

4



Elkins Welcome Signs

N



In the Common Council of the City of Elkins, West Virginia:

Cm. Lowther, MOVED APPROVAL OF WELCOME TO ELKINS SIGN DESIGN #2 AS PRESENTED TO COUNCIL. The motion carried.

I, Sutton R. Stokes, City Clerk for the City of Elkins, a West Virginia municipal corporation, certify that the foregoing text is a true, correct, and complete copy of a motion adopted by the Common Council of the City of Elkins at a regular meeting held at Elkins City Hall, a quorum being present, on June 2, 2022, as recorded in Minute Book 34. I further certify that the same has not been rescinded.

Given under my hand and seal this 6th day of October, 2023.

/s/ Sutton R. Stokes, City Clerk

BACK:

1.



2.



3.



4.



Icons are intended to be separate from sign background. They will attach/pop out from the front of the sign in a separate vertical plane, which should prevent the yellow and green from appearing to bleed into the sign background. White lines were added to #3 to emphasize the 3D design and would not actually be present on the sign.





CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	October 9, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Budget revisions allocating FY 2023 carryover funds
Recommended By:	City Treasurer
Summary:	RE: General Fund Budget Revision SAO 2024-001-02 The following details are for this budget revision. Dept. 415 Increasing by \$500 for a printer for the communication specialist. Dept. 437 Increasing by \$15,000 for the first year of the Planning Commission's work for updating the comprehensive plan. Dept. 440 The carryover amount of \$464,211 was put in City Hall contracted services from SAO 2024-001-01 budget revision. There will be \$4,120 for council chamber speakers, \$825 for the first year of WENS mass notification system, \$5,000 for online forms, and \$50,000 for City of Elkins signs used. Dept. 699 Increasing by \$378,586. With the recent wage increases, I would like to leave this amount in this department until we have a full month or two to see the additional costs for specific departments. A budget revision will then be made to those departments. Dept. 950 Increasing by \$3,000 for trees, grates, and concrete work. Dept. 955 Increasing by \$11,300 for wages/benefits for payroll clerk, copier/scanner for HR suite, and supplies/materials.



CITY OF ELKINS AGENDA ITEM REPORT

Fiscal Impact:	Allocates approximately \$400,000 in carryover funds from fiscal year 2023.
Recommendation:	Recommend council approve budget revisions as presented.
Attachments:	1. Finance letter 10-5-2023 2. FY 2024 BR 2 Fund 001 State Approval



City of Elkins

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

401 Davis Avenue, Elkins, WV 26241

City Treasurer – Tracy R. Judy

October 5, 2023

RE: General Fund Budget Revision SAO 2024-001-02

The following details are for this budget revision.

Dept. 415 Increasing by \$500 for a printer for the communication specialist.

Dept. 437 Increasing by \$15,000 for the first year of the Planning Commission's work for updating the comprehensive plan.

Dept. 440 The carryover amount of \$464,211 was put in City Hall contracted services from SAO 2024-001-01 budget revision. There will be \$4,120 for council chamber speakers, \$825 for the first year of WENS mass notification system, \$5,000 for online forms, and \$50,000 for City of Elkins signs used. T

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Dept. 950 Increasing by \$3,000 for trees, grates, and concrete work.

Dept. 955 Increasing by \$11,300 for wages/benefits for payroll clerk, copier/scanner for HR suite, and supplies/materials.

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: **2024**
Fund: **1**
Revision Number: **2**
Pages: **1 of 1**

Person To Contact Regarding Request:

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

City of Elkins
GOVERNMENT ENTITY

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
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

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
415	City Clerk	194,323	500		194,823
437	Planning & Zoning		15,000		15,000
440	City Hall	917,411		408,386	509,025
699	Contingencies*		378,586		378,586
950	Beautification Programs	50,000	3,000		53,000
955	Human Resources	111,085	11,300		122,385
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

APPROVED BY THE STATE AUDITOR

BY:
Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE
OF ENTITY

APPROVAL
DATE

City of Elkins

City of Elkins

CONTROL NUMBER:

2024

1

2

FY

FUND

REV #

BUDGET REVISION REQUEST-SUPPLEMENT

[illegible][illegible][illegible]

LGSD: BR City of Elkins

CONTROL NUMBER:

2

REV#

[illegible]

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Instructions for Budget Revision File

The state auditor, by uniform regulations, provides for the revision of the levy estimate - budget of the county commission to permit expenditures for purposes for which no appropriation or an insufficient appropriation was made. **The revision must be made prior to the obligation and expenditure of funds and with the prior written approval of the state auditor.** *WV Code §11-8-26a*

TOP SECTION

Person to Contact Regarding Budget Revision

Add name, phone number and fax number of the person to contact about this revision. This is very important in case of questions, or missing information.

Government Entity -

Add name of the County or City submitting the budget revision.

Street or PO Box City, State, Zip Code -

This is the mailing address of the County or City. Approved budget revisions will be sent back to this address.

Control Number FY

The ending fiscal year that this budget applies. Example for the fiscal year ending on June 30, 2012, the box should show 2012.

FUND

The fund number of the fund that this revision applies, either 01 General, or 02 Coal.

REV. NO.

The number of this revision for this fiscal year. Revision Number 1 would be the first revision made on or after July 1 of that fiscal year.

PG. OF NO.

Number of pages to this revision.

Government Type

This line should say County or Municipality. If the form reflects the wrong government type, the account description below will not match your chart of accounts. Therefore, make sure that you have the right type selected in this box.

Instructions for Budget Revision File

REVENUES: (net each account category)

This section of the form is used to enter revisions for fund balance and revenue accounts. If you have two or more entries to be made to one account number, please combine these entries into one 'net change' amount.

Column 1 - Account Number

From the drop down box you can pick the account number or you can type in the account number. This number must be either a fund balance number or a revenue number. If you type in an expenditure number, a error box will appear and say "The value you entered is not valid. A user has restricted values that can be entered into this cell." From the choices, choose retry and enter a correct number or cancel to remove the entry.

Column 2 - Account Description

This box will fill in when you enter the account number in column 1, unless it is not a valid number. If you enter a number that is not acceptable, this box will say " not a valid number". This number must be assigned by the State Auditor's Office before the budget revision will be approved.

Column 3 - Previously Approved Amount

The amount in this column must be the last approved amount for this account number. At the beginning of the fiscal year, the amount on the approved budget would be used. After the first revision, the amount in this column would be the most recent approved revised amount for the account number.

Column 4 - Increase

If you want to increase the amount of the fund balance or revenue account, enter the amount of the increase here.

Column 5 - Decrease

If you want to decrease the amount of the fund balance or revenue account, enter the amount of the decrease here.

Column 6- Revised Amount

This is the total of Column 3 plus Column 4 minus Column 5. This should be the ending amount for that account number. There is a formula in this box to calculate this amount.

Net Increase (Decrease) Revenues (All Pages)

This box is the total of the net increase / decrease of the columns above and the worksheet "ADD REVENUES". This should be the total of the net change to all fund balance and revenues accounts.

Instructions for Budget Revision File

EXPENDITURES: (net each account category)

Column 1 - Account Number

From the drop down box you can pick the account number or you can type in the account number. This number must be an expenditure number. If you type in a fund balance or revenue number, an error box will appear and say "The value you entered is not valid". A user has restricted values that can be entered into this cell." From the choices, choose retry and enter a correct number or cancel to remove the entry.

Column 2 - Account Description

This box will fill in when you enter the account number in column 1, unless it is not a valid number. If you enter a number that is not acceptable, this box will say "not a valid number". This number must be assigned by the State Auditor's Office before the budget revision will be approved.

Column 3 - Previously Approved Amount

The amount in this column must be the last approved amount for this account number. At the beginning of the fiscal year, the amount on the approved budget would be used. After the first revision, the amount in this column would be the most recent approved revised amount for the account number.

Column 4 - Increase

If you want to increase the amount of the expenditure account, enter the amount of the increase here.

Column 5 - Decrease

If you want to decrease the amount of the expenditure account, enter the amount of the decrease here.

Column 6- Revised Amount

This is the total of Column 3 plus Column 4 minus Column 5. This should be the ending amount for that account number. There is a formula in this box to calculate this amount.

Net Increase (Decrease) Expenditures (All Pages)

This box is the total of the net increase / decrease of the columns above and the worksheet "ADD EXPENDITURES". This should be the total of the net change to all expenditure accounts.

If this budget revision is OUT OF BALANCE a message will appear beside the net increase boxes and on the signature line, it will say "OUT OF BALANCE!!! DO NOT SUBMIT. Do not send this revision in until it is in balance and these messages disappear.