



City of Elkins

Finance Committee Meeting

November 13, 2023
1:00 PM
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 October 9, 2023
4. **Reports**
5. **New business**
 - a. Budget revisions
 - b. Funding for resolution of eminent domain case related to construction of water plant
 - c. Randolph County EMS funding request
 - d. Recycling funding
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 13, 2023
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of October 9, 2023
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Finance committee - 2023_10_09 - minutes_proposed

FINANCE COMMITTEE REGULAR MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
October 9, 2023
10:00 a.m.***

Present were Committee Members: G.M. Hinchman, R. Chenoweth, C. Lowther.

Also present were: Jerry Marco (mayor), Mike Kesecker (operations manager), Gerry Roberts (city attorney), Tracy Judy (treasurer), Travis Bennett (police chief), and Sutton Stokes (city clerk).

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF SEPTEMBER 7, 2023.** The motion carried.

NEW BUSINESS

- a. Budget revision requested by Municipal Properties Committee for downtown trees, grates, concrete work.

The committee took no action on this item.

- b. Funding of “Welcome to Elkins” signs project.

Stokes briefed the committee on anticipated costs of the project and the resulting need for public bids.

- c. Budget revisions allocating FY 2023 carryover funds.

Lowther **MOVED RECOMMENDING COUNCIL APPROVAL OF GENERAL FUND BUDGET REVISION SAO 2024-001-02 AS PRESENTED, WITH THE EXCEPTION OF THE REQUEST FOR \$3,000 FOR DEPARTMENT 950.** The motion carried.

The meeting adjourned at 10:46 p.m.

The foregoing minutes were approved at the meeting of _____, 2023.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 13, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Budget revisions
Recommended By:	Treasurer
Summary:	Proposed budget revisions in the Fire Department Fund, Sanitation Fund, and the General Fund. • General Fund: Accounts for receipt of \$45,000 in Federal Government Grants and \$113,074 in State Government Grants. • Fire Department Fund: Transfers \$375,295.03 in FY 2023 carryover funds for personnel expenses and capital outlay for equipment. • Sanitation Fund: Transfers \$217,593 within the department for building equipment and rents, capital outlay for equipment, and personnel costs.
Fiscal Impact:	See above.
Recommendation:	Consider for recommendation to council.
Attachments:	1. budget revisions for Finance - 2023_11_13

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 **3**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
365	Federal Government Grants		45,000		45,000
366	State Government Grants		113,074		113,074
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

158,074

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		113,074		113,074
429	Clearing		250		250
435	Regional Development Authority	8,000		26	7,974
440	City Hall	512,025	45,000	224	556,801
699	Contingencies*	378,586		27,722	350,864
700	Police Department	1,461,892	27,722		1,489,614
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

158,074

APPROVED BY THE STATE AUDITOR

BY:

Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE
OF ENTITYAPPROVAL
DATE

Fire Budget Revision

Revision Number

1

Revenues

Fund	Department	Transfer From/Description	Amount
036	000-Revenues	299-0000 Carryover	\$375,295.03
TOTAL			\$375,295.03

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

Expenses

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

Department	Transfer To/Description	Amount
706	104-0000 FICA Expense	\$25,000.00
706	105-0000 Group Insurance	\$15,000.00
706	107-0000 Pensions Paid	\$37,207.00
706	459-0000 Capital Outlay Equipment	\$298,088.03
		\$375,295.03

Admin. Signature: 

Date: 11/9/23

Sanitation Budget Revision

Revision Number 1

Revenues

Fund	Department	Decrease	Amount
404	000-Revenues		
TOTAL			\$0.00

Department	Increase	Amount
000-Revenues		
		\$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
404	800-Sanitation	230-0000 Contracted Services	\$177,393.00
	800-Sanitation	457-0000 Capital Outlay Buildings	\$35,000.00
	802-Admin & General	226-0001 G/L Insurance & Bonds	\$5,200.00
TOTAL			\$217,593.00

Department	Transfer To/Description	Amount
800-Sanitation	219-0000 Buildings & Equipment & Rents	\$12,600.00
800-Sanitation	459-0000 Capital Outlay Equipment	\$189,793.00
802-Admin & General	104-0000 FICA Expense	\$2,000.00
802-Admin & General	105-0000 Group Insurance	\$4,200.00
802-Admin & General	226-0000 W/C Insurance	\$9,000.00
		\$217,593.00

Admin. Signature: _____

Date: _____



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 13, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Funding for resolution of eminent domain case related to construction of water plant
Recommended By:	City attorney
Summary:	An eminent domain case related to the construction of the water plant is not yet settled. The City Attorney will present additional information.
Fiscal Impact:	The city will need to finalize a land purchase in the approximate amount of \$45,000 (city attorney will provide details).
Recommendation:	Consider for recommendation to council
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 13, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Randolph County EMS funding request
Recommended By:	Clerk
Summary:	Randolph County EMS requests that council consider \$50,000 annual contribution to support additional personnel.
Fiscal Impact:	\$50,000 recurring cost
Recommendation:	Consider for recommendation to council
Attachments:	1. RCEMS funding request



Randolph County Ambulance Authority

2 Eleventh Street
Elkins, WV 26241

10/17/2023

To: The City of Elkins Finance Committee

From: Randolph County EMS

Greetings to the council,

My name is Kurt Gainer and I'm the Director of EMS for the county. I'm writing you this letter for consideration of funding for fiscal year 2024-2025. My goal is to correct one of our biggest issues, which is growing run volume and having enough of trained employees needed to cover the increase in call volume. We respond to 7,600 runs in the Elkins first due area and approx. 3,000 runs in the county a year of which 1500 are interfacility transport that needs specialized services not available at our local hospital. The interfacility transports alone generate 500,000 miles on trucks per year. We have 12 ambulances across the county with 5 of them being staffed full time every day. Since 2012 we have added 15 full time personnel. These additions to our staff have resulted in a reallocation of our budgeted fleet monies to be used for payroll. I would like to request \$50000 dollars from the city to start my venture to hire two additional personnel to upstaff the Elkins EMS station. This amount of money will support one of those positions with payroll and benefits. I will make myself available to answer any questions you may have.

Thank you for your consideration,

Kurt Gainer

Director RCEMS

NREMT-P



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 13, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Recycling funding
Recommended By:	Councilor Lowther
Summary:	A recycling program costing approximately \$30,000 annually has been proposed. Some undetermined contribution may be available from Randolph County Commission.
Fiscal Impact:	TBD
Recommendation:	Discuss and consider
Attachments:	None