City of Elkins

Finance Committee Meeting

February 12, 2024
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 joint meeting of the Finance and Personnel Committees on January 8
4. **Reports**
5. **New business**
   a. IT issues and needs
   b. Budget revisions
   c. FY 2025 budget
6. **Announcements**
7. **Adjournment**

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	February 12, 2024
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the joint meeting of the Finance and Personnel Committees on January 8
Recommended By:	City Clerk
Summary:	Proposed minutes for the joint meeting of the Finance and Personnel Committees on January 8
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Finance & Personnel committee - 2024_01_08 - minutes_proposed

FINANCE & PERSONNEL COMMITTEES
SPECIAL MEETING
MINUTES

401 Davis Avenue
City Hall, Council Chambers
January 8, 2024
1 p.m.

Present were Committee Members: R. Chenoweth (Personnel and Finance), M. Hinchman (Personnel and Finance), C. Thompson (Personnel) and C. Lowther (Finance).

Also present were: Jerry Marco (mayor), Mike Kesecker (operations manager), Gerry Roberts (city attorney), Tracy Judy (treasurer), Steve Himes (fire chief), Travis Bennett (police chief), M. Washington (human resources), J. Deighan (communications), and Sutton Stokes (city clerk).

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE PERSONNEL COMMITTEE MEETING OF AUGUST 15, 2023.** The motion carried.

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING OF DECEMBER 11, 2023.** The motion carried.

NEW BUSINESS

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF THE PRESENTED PROPOSAL FOR PEIA HEALTH INSURANCE BENEFITS FOR FY 2025.** The motion carried. In this motion, the committee recommended that council take the following actions:

- Designate PEIA Plan C as the city's base plan.
- Cover 100 percent of the premium cost of Plan C for all eligible employees and dependents.
- Contribute full annual deductible amount of Plan C to Health Savings Account for all eligible employees.
- Contribute premium costs for any employee selecting any PEIA plan other than Plan C, up to the cost of Plan C.

The meeting adjourned at 1:27 p.m.

The foregoing minutes were approved at the meeting of ___________.

_____________________________ _________________________________
Name & Title Signature

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	February 12, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	IT issues and needs
Recommended By:	City Treasurer
Summary:	Discussion of various IT issues and needs
Fiscal Impact:	TBD
Recommendation:	Discuss and consider next actions
Attachments:	1. The Cloud vs. On-Premises Solutions 2. Tyler Cloud Quote

White Paper

Cloud vs. On-premises Solutions: Things to Consider

Overview

As technology continues to evolve and change the way municipalities do business, it is important to understand some of the new trends that are shaping the future for cities across the country. This whitepaper will discuss the emergence of cloud technology and how it can impact municipalities like yours, now and into the future.

The Basics

While "the cloud" is a term that is seemingly tossed around constantly these days, its actual meaning can sometimes be hard to discern. In order to clarify cloud functionality as it relates to municipalities, this whitepaper will specifically focus on the benefits and risks associated with "Software as a Service" (SaaS), which is one of the most popular forms of cloud computing for municipalities across the country.

As it pertains to municipalities, SaaS uses the Web to deliver applications that are managed by a third-party software vendor with an accessible interface on the client side. The main benefit of using SaaS is that it eliminates the need to install and run applications on individual computers. It's also easy for municipalities to streamline their maintenance and support because a wide variety of functions can be managed by their software vendor, including applications, servers, storage and networking.

Pizza as a Service

To help clarify what SaaS is, let's pretend that your city's responsibility is to provide delicious pizza to your citizens. The difference between doing everything in-house (or on-premises) as opposed to using "pizza as a service" will help illustrate the difference between managing your software on-premises or by using SaaS.

On-premises Pizza: This means that you provide all of the equipment and services essential to providing pizza to your customers. You would provide the individual ingredients of the pizza, the oven to cook it in, the boxes to package it in and even the chefs necessary to create the pizzas. This is the equivalent to cooking the pizza at home before sharing with your customers.

Pizza as a Service: This means that everything is done for you. The pizza's ingredients, the oven, boxes and the chefs that oversee the creation are all provided by a third party. This would be the same as simply ordering a pizza from a restaurant and having it delivered to your customers. You've outsourced the management of ingredients, the equipment necessary to cook the pizza and the chefs needed to oversee the process.

Benefits

So what does all this mean for a municipality like yours? There are many benefits that can be realized by using SaaS, specifically the abilities to limit capital budget needs and minimize burden on IT support staff, along with scalability.

Limit Capital Budget Needs:

With SaaS, there's no need for a significant service and infrastructure investment. You don't have to worry about spending money on servers, operating systems and database support, nor do you need to have a plan for hardware refresh for servers or upgrades.

SaaS provides financial flexibility; you can pay subscription costs monthly, quarterly or annually.

Minimize Burden on IT Support Staff:

Since your vendor will be responsible for managing servers, upgrades and operating systems, your city IT staff doesn't have to bear the burden of protecting that infrastructure against hackers or natural disasters. Your records are backed up on a daily basis by the SaaS vendor, which means your staff doesn't have to worry about the safety of their data. You also won't have to compete for scarce IT resources at the municipal level.

Scalability:

SaaS allows you to operate as if server restrictions don't exist. You have the ability to increase staff size, the amount of data being stored and staff licensing to the application without any potential server constraints.

You'll also be able to accommodate all the users that may require access to your website for data, information or any of the customer self-service modules for applications that you manage such as utility billing online payment applications.

It is important to keep in mind, however, that there may be an incremental cost increase that your organization will bear for adding a substantial increase in your storage requirements. However, that cost may be less than the cost you might bear within a data center or for additional storage if the servers are in your office.

Risks

While the benefits can be substantial for SaaS, there are also some inherent risks that must be accounted for as well.

Bandwidth Availability:

How readily accessible is information for you? You'll need rapid access to the application for SaaS to really benefit your organization.

Specifically, you need to make sure that you have sufficient bandwidth in your office to accommodate the filing of documents, searches and rapid access to document images.

If your bandwidth isn't large enough, you have to predict how slow access would affect your office, as well as your clients. Your own employees and general public users would all be affected by slow access.

Security:

There is an inherent risk for anyone that uses a vendor's hosting capabilities or manages servers that have an Internet connection.

The key is to ask the appropriate questions when considering if your potential SaaS provider has taken the security measures to protect your data.

— Does your SaaS provider have the proper physical security measures in place?

Obviously, the physical protection of the servers is of utmost importance. Ideally, you'd like to see your SaaS provider employ physical security systems, backup power and grid independence, use of cages and vaults for server protection, electronic access control systems, alarms, intrusion and fire detection, cameras and other important security features to ensure the continued safety of their servers.

— Does your SaaS provider have the proper online security measures in place?

A good SaaS provider should employ multiple layers of antivirus and malware protection, as well as software/hardware firewall protection, to eliminate the risk of online intruders. Additionally, the operating system should be maintained on a regular basis, and any unauthorized access to data must be constantly monitored for immediate detection.

Is SaaS right for you?

That depends. There are several things to consider when making the decision to employ SaaS. Most importantly, you'll need to understand how solid the Internet bandwidth is in your organization, how reliable your Internet service is and your data needs.

For most municipalities, the capacity in bandwidth has been increasing while the reliability of Internet providers has improved. While data storage can be cheap, organizations should know the number of records that need to be managed when considering SaaS vendors.

The bottom line is SaaS can provide your municipality with substantial benefits depending on your needs. Risks do exist, but they can be managed with proper planning and by doing your due diligence.

Specifically, you'll want to research SaaS providers to ensure that the risks are minimized. Learn what you need to know about your city's needs and make sure to ask the proper questions to evaluate which option is best.

To find out more about Tyler's best-in-class solutions, email info@tylertech.com or call 800.646.2633.

Exhibit A

tyler technologies

Sales Quotation For:
City of Elkins
401 Davis Ave Ofc
Elkins WV 26241-3874

Quoted BY	Tyler Richardson
Quote Expiration	2/12/24
Quote Name	

Tyler Annual Software – SaaS	
Description	Annual
ERP Pro powered by Incode	
ERP Pro 9 Financial Management Suite	
Core Financials	$ 7,111
Fixed Assets	$ 914
Purchase Orders	$ 3,108
Payroll	$ 2,194
Electronic Time Clock Interface	$ 996
System Software Non SQL	$ 1,760
Accounts Receivable	$ 1,500
ERP Pro 9 Customer Relationship Management Suite	
Utility Billing Water/Gas	$ 8,776
Utility Meter-Reader Interface	$ 1,091
Third-Party Printing Interface	$ 3,015
Output Processor Server	$ 1,828

Tyler Annual Software – SaaS	
Description	Annual
Additional Utility Meter-Reader Interface	$ 1,463
Cashiering	$ 2,659
Forms Overlay	$ 1,265
Sales Tax	$ 5,730
ERP Pro Community Development Suite	
Code Enforcement	$ 2,925
Licensing	$ 1,463
Permitting	$ 2,194
Municipal Justice powered by Incode	
Municipal Justice 9 Suite	
Criminal Case Manager	$ 2,527
Centralized Cash Collections	$ 505
Citation Issuing Device Third-Party Interface	$ 2,297
Tyler One	
Time & Attendance powered by ExecuTime	
Time & Attendance	$ 2,236
Content Manager Suite	
Content Manager Core	$ 3,989
TOTAL:	**$ 61,546**

Summary	One Time Fees	Recurring Fees
Total SaaS		$ 61,546
Total Tyler Services		
Summary Total	**$ 0**	**$ 61,546**
Contract Total	**$ 61,546**	

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	February 12, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Budget revisions
Recommended By:	City Treasurer
Summary:	Please see the attached forms showing budget revisions within the General Fund, Fire Department Fund, and Sanitation Fund.
Fiscal Impact:	See attached
Recommendation:	Consider for recommendation to council
Attachments:	1. Sanitation BR #2 2. Fire BR #2 3. General Fund BR #1 thru #7 4. SAO 2024-001-04

Sanitation Budget Revision

Revision Number 2

Revenues

Fund	Department	Decrease	Amount	Department	Increase	Amount
404	000-Revenues	299-0000 Carryover	$1,283,284.00	000-Revenues	381-0000 Reimbursements	$1,500.00
					382-0000 Refunds & Rebates	$1,500.00
TOTAL			$1,283,284.00			$3,000.00

Expenses

Fund	Department	Transfer From/Description	Amount	Department	Transfer To/Description	Amount
404				800-Sanitation	103-0000 Salary & Wages	$20,000.00
					105-0000 Group Insurance	$18,940.00
					217-0000 Maint of Autos & Trucks	$5,000.00
					230-0000 Contracted Services	$201,000.00
					459-0000 Capital Outlay Equipment	$30,000.00
					459-0001 Sanitation Garage	$920,944.00
				802-Admin & General	106-0000 Retirement	$1,400.00
					353-0000 Computer Software	$500.00
					460-0000 Sanitation Garage CIP	$85,500.00
TOTAL			$0.00			$1,283,284.00

Admin. Signature:______________________________

Date:______________________________

Fire Budget Revision

Revision Number 2

Revenues

Fund	Department	Transfer From/Description	Amount	Department	Transfer To/Description	Amount
036	000-Revenues	352-0000 Fire Protection Fees	$4,780.00	000-Revenues	380-0000 Interest Earned	$4,500.00
					381-0000 Reimbursements	$80.00
					382-0000 Refunds & Rebates	$200.00
TOTAL			$4,780.00			$4,780.00

Expenses

Fund	Department	Transfer From/Description	Amount	Department	Transfer To/Description	Amount
036	706	459-0000 Capital Outlay Equipment	$6,300.00	706	226-0000 W/C Insurance	$5,600.00
				706	457-0000 Capital Outlay Buildings	$700.00
TOTAL			$6,300.00			$6,300.00

Admin. Signature: Stephen Hi[illegible]

Date: 2/9/24

General Fund Budget Revision

Revision Number 1

Revenues

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

Expenses

Fund	Department	Transfer From/Description	Amount	Department	Transfer To/Description	Amount
001	566-Public Works	105-0000 Group Insurance	$4,570.00	566-Public Works	104-0000 FICA Expense	$2,470.00
					218-0000 Postage	$100.00
					222-0000 Dues & Subscriptions	$500.00
					230-0000 Contracted Services	$1,000.00
					343-0000 Automobile Supplies	$500.00
TOTAL			$4,570.00			$4,570.00

General Fund Budget Revision

Revision Number 2

Revenues

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

Expenses

Fund	Department	Transfer From/Description	Amount	Department	Transfer To/Description	Amount
001	714-Flood Control	341-0000 Supplies & Materials	$1,225.00	714-Flood Control	222-0000 Dues & Subscriptions	$1,225.00
TOTAL			$1,225.00			$1,225.00

General Fund Budget Revision

Revision Number 3

Revenues

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

Expenses

Fund	Department	Transfer From/Description	Amount	Department	Transfer To/Description	Amount
001	750-Streets	341-0000 Supplies & Materials	$1,000.00	750-Streets	220-0000 Advertising	$1,000.00
TOTAL			$1,000.00			$1,000.00

General Fund Budget Revision

Revision Number 4

Revenues

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

Expenses

Fund	Department	Transfer From/Description	Amount	Department	Transfer To/Description	Amount
001	436-Building Inspector	103-0000 Salary & Wages	$1,700.00	436-Building Inspector	108-0000 Overtime	$500.00
					220-0000 Advertising	$200.00
					343-0000 Automobile Supplies	$1,000.00
TOTAL			$1,700.00			$1,700.00

General Fund Budget Revision

Revision Number 5

Revenues

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

Expenses

Fund	Department	Transfer From/Description	Amount	Department	Transfer To/Description	Amount
001	433-Custodial	230-0000 Contracted Services	$1,000.00	433-Custodial	108-0000 Overtime	$1,000.00
TOTAL			$1,000.00			$1,000.00

General Fund Budget Revision

Revision Number 6

Revenues

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

Expenses

Fund	Department	Transfer From/Description	Amount	Department	Transfer To/Description	Amount
001	416-Municipal Judge	103-0000 Salary & Wages	$5,150.00	416-Municipal Judge	105-0000 Group Insurance	$4,750.00
					214-0000 Travel	$200.00
					353-0000 Computer Software	$200.00
TOTAL			$5,150.00			$5,150.00

General Fund Budget Revision

Revision Number 7

Revenues

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

Expenses

Fund	Department	Transfer From/Description	Amount	Department	Transfer To/Description	Amount
001	700-Police	103-0000 Salary & Wages	$153,100.00	700-Police	104-0000 FICA Expense	$29,400.00
					108-0000 Overtime	$100,000.00
					218-0000 Postage	$200.00
					222-0000 Dues & Subscriptions	$1,500.00
					227-0000 K-9	$7,000.00
					343-0000 Automobile Supplies	$15,000.00
TOTAL			$153,100.00			$153,100.00

LGSD BR (Ver. 2020)

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)

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

CONTROL NUMBER
Fiscal Year Ending: 2024
Fund: 1
Revision Number: 4
Pages: 1 of 1

City of Elkins
GOVERNMENT ENTITY

401 Davis Ave.
STREET OR PO BOX

Elkins — CITY
26241 — ZIP CODE

Municipality
Government Type

Person To Contact Regarding Request:
Name: Tracy Judy
Phone: 304-636-1414, ext 1317
Fax: 304-635-7135
Email: tjudy@cityofelkinswv.com

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
365	Federal Government Grants	45,000	11,100		56,100
366	State Government Grants	113,074	113,490		226,564
303	Gas and Oil Severance Tax	25,000	45,500		70,500
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 191,190

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	89,500		202,574
409	Mayor's Office	30,230	2,500		32,730
413	Treasurer's Office	325,700	20,000		345,700
429	Clearing	250	10,000		10,250
436	Building Inspection	127,650		10,000	117,650
440	City Hall	556,801	78,090		634,891
707	Dog Warden/Humane Society	7,000	100		7,100
802	Recycling Center	3,000	1,000		4,000
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures 191,190

APPROVED BY THE STATE AUDITOR

BY:

Deputy State Auditor, Local Government Services Division **Date**

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	February 12, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	FY 2025 budget
Recommended By:	City Treasurer
Summary:	Agenda item for discussion of FY 2025 budget.
Fiscal Impact:	TBD
Recommendation:	Discuss and review as needed
Attachments:	None