



City of Elkins

Finance Committee Meeting

June 3, 2024
2:00 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 May 13, 2024
4. **New business**
 - a. Final FY 2024 budget revisions
 - b. HVAC costs and options
5. **Announcements**
6. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 3, 2024
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of May 13, 2024
Recommended By:	City Clerk
Summary:	Minutes proposed for the meeting of May 13
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. finance committee - 2024_05_13 - minutes_proposed

FINANCE COMMITTEE REGULAR MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
May 13, 2024
1 p.m.***

Present were members: M. Hinchman (chair), C. Lowther.

R. Chenoweth was absent.

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), and Sutton Stokes (city clerk).

MINUTES

Lowther **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 8, 2024.** The motion carried.

NEW BUSINESS

Lowther **MOVED RECOMMENDING COUNCIL APPROVAL OF THE “BASE Bid” (\$1.255 MILLION) FROM COMMERCIAL PLUMBING AND HEATING.** The motion carried.

After council’s approval, Judy will seek bids for financing all or some of the above.

The meeting adjourned at 1:41 p.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 3, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Final FY 2024 budget revisions
Recommended By:	City Treasurer
Summary:	Final FY 2024 budget revisions, both intra- and interdepartmental. These are due to the State Auditor before June 15; they will be docketed for council approval June 6. (This was the purpose of moving this meeting from June 10th to June 3.)
Fiscal Impact:	Attached revisions move already budgeted funds within and between multiple departments to ensure balance at year's end.
Recommendation:	Consider for recommendation to council
Attachments:	1. SAO 2024-001-05 2. COE 2024-001-11 thru 21

State Budget Revision #5 Expenditure Detail

404-State Grants (Increasing WVDEP Demolition Program)

409-Mayor (Increasing Travel, Dues & Subscriptions, Supplies/Materials)

410-City Council (Increasing Health Insurance, Supplies/Materials)

413-Treasurer's Office (Increasing Salary/Wages)

415-City Clerk (Decreasing Salary/Wages & Health Insurance)

418-City Auditor (Increasing State Auditor Costs)

424-Contributions to Comms/Authorities (Increasing Tree Board Donations)

429-Clearing (Decreasing Demolition)

437-Planning & Zoning (Decreasing Supplies/Materials)

441-Other Buildings (Decreasing Darden/Kump Utilities, Supplies/Materials, Contracted Services)

700-Police Department (Increasing Wages, FICA, Automobile Supplies)

704-Police Special Duty (Decreasing Wages, FICA, Health Insurance, Retirement, Overtime)

802-Recycling (Increasing Contracted Services)

901-Visitors Bureau (Increasing Depot Welcome Center/Hotel Tax)

910-Phil Gainer Community Center (Increasing Telephone, Contracted Services, Refunds)

955-Human Resources (Increasing Wages, FICA, Retirement, Contracted Services)

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5101 or ext. 5119
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: **5**Pages: **1 of 2**

Person To Contact Regarding Request:

Name: **Tracy Judy**Phone: **304-636-1414 x1317**Fax: **304-635-7135**Email: **tjudy@cityofelkinswv.com**

City of Elkins

GOVERNMENT ENTITY

401 Davis Avenue

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
345	Rents/Royalties and Concessions	38,000	7,611		45,611
365	Federal Government Grants	56,100	8,151		64,251
366	State Government Grants	226,564	94,098		320,662
380	Interest Earned on Investments	25,000	43,000		68,000
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

152,860

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	202,574	80,810		283,384
409	Mayor's Office	32,730	9,000		41,730
410	City Council	87,087	3,390		90,477
413	Treasurer's Office	345,700	4,000		349,700
415	City Clerk	194,823		11,100	183,723
418	City Auditor	25,000	416		25,416
424	Contributions to Comms/Authorities	39,107	5,520		44,627
429	Clearing	24,970		6,656	18,314
437	Planning & Zoning	15,000		7,020	7,980
441	Other buildings	24,970		8,000	16,970

NET INCREASE/(DECREASE) Expenditures

152,860

APPROVED BY THE STATE AUDITOR

BY:

Deputy State Auditor, Local Government Services Division

Date

AUTHORIZED SIGNATURE
OF ENTITYAPPROVAL
DATE

EXPENDITURES (CONT'D)

LGSD: BR

City of Elkins

City of Elkins

CONTROL NUMBER:

2024

1

5

BUDGET REVISION REQUEST-SUPPLEMENT

FY

FUND

REV#

ACCOUNT	ACCOUNT	PREVIOUSLY			REVISED
NUMBER	CATEGORY	APPROVED AMOUNT	INCREASE	DECREASE	AMOUNT
700	Police Department	1,489,614	50,000		1,539,614
704	Police-Special Duty	83,307		18,000	65,307
802	Recycling Center	4,000	2,000		6,000
901	Visitors Bureau	97,500	35,000		132,500
910	Civic Center - Municipal Auditorium	127,250	5,000		132,250
955	Human Resources	121,385	8,500		129,885
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures (this page)

82,500

General Fund Budget Revision

Revision Number 11

Revenues

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

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

Expenses

Fund	Department	Transfer From/Description	Amount
001	566-Public Works	103-0000 Salary & Wages	\$650.00
		108-0000 Overtime	\$5,000.00
		221-0000 Training & Education	\$1,500.00
		341-0000 Supplies & Materials	\$1,000.00
		353-0000 Computer Software	\$3,000.00
TOTAL			\$11,150.00

Department	Transfer To/Description	Amount
566-Public Works	106-0000 Retirement	\$500.00
	222-0000 Dues & Subscriptions	\$500.00
	230-0000 Contracted Services	\$9,750.00
	343-0000 Automobile Supplies	\$400.00
		\$11,150.00

General Fund Budget Revision

Revision Number 12

Revenues

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

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

Expenses

Fund	Department	Transfer From/Description	Amount
001	750-Streets	105-0000 Group Insurance	\$10,000.00
		108-0000 Overtime	\$4,500.00
TOTAL			\$14,500.00

Department	Transfer To/Description	Amount
750-Streets	103-0000 Salary & Wages	\$8,000.00
	343-0000 Automobile Supplies	\$6,500.00
		\$14,500.00

General Fund Budget Revision

Revision Number 13

Revenues

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

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

Expenses

Fund	Department	Transfer From/Description	Amount
001	754-Central Garage	459-0000 Capital Outlay Equipment	\$15,000.00
TOTAL			\$15,000.00

Department	Transfer To/Description	Amount
754-Central Garage	103-0000 Salary & Wages	\$6,500.00
	105-0000 Group Insurance	\$300.00
	106-0000 Retirement	\$200.00
	211-0000 Telephone	\$1,900.00
	213-0000 Utilities	\$2,400.00
	230-0000 Contracted Services	\$800.00
	343-0000 Automobile Supplies	\$2,500.00
	345-0000 Uniforms	\$400.00
		\$15,000.00

General Fund Budget Revision

Revision Number 14

Revenues

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

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

Expenses

Fund	Department	Transfer From/Description	Amount
001	433-Custodial	105-0000 Group Insurance	\$4,000.00
		230-0000 Contracted Services	\$2,725.00
TOTAL			\$6,725.00

Department	Transfer To/Description	Amount
433-Custodial	103-0000 Salary & Wages	\$5,500.00
	104-0000 FICA Expense	\$400.00
	106-0000 Retirement	\$700.00
	211-0000 Telephone	\$125.00
		\$6,725.00

General Fund Budget Revision

Revision Number 15

Revenues

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

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

Expenses

Fund	Department	Transfer From/Description	Amount
001	436-Building Inspector	103-0000 Salary & Wages	\$1,000.00
TOTAL			\$1,000.00

Department	Transfer To/Description	Amount
436-Building Inspector	105-0000 Group Insurance	\$200.00
	218-0000 Postage	\$100.00
	343-0000 Automobile Supplies	\$700.00
		\$1,000.00

General Fund Budget Revision

Revision Number 16

Revenues

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

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

Expenses

Fund	Department	Transfer From/Description	Amount
001	413-Treasurer	105-0000 Group Insurance	\$600.00
		214-0000 Travel	\$380.00
		216-0000 Maint of Equipment	\$500.00
		220-0000 Advertising	\$200.00
		221-0000 Training & Education	\$500.00
		222-0000 Dues & Subscriptions	\$100.00
		229-0000 Court Costs & Damages	\$200.00
		230-0000 Contracted Services	\$13,000.00
		240-0000 Refunds & Reimbursements	\$200.00
		459-0000 Capital Outlay Equipment	\$4,185.00
TOTAL			\$19,865.00

Department	Transfer To/Description	Amount
413-Treasurer	103-0000 Salary & Wages	\$18,865.00
	106-0000 Retirement	\$700.00
	108-0000 Overtime	\$300.00
		\$19,865.00

General Fund Budget Revision

Revision Number 17

Revenues

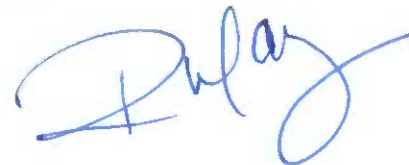
Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
TOTAL			\$0.00

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

Expenses

Fund	Department	Transfer From/Description	Amount
001	416-Municipal Judge	235-0000 Remittance Fee Collected	\$12,250.00
TOTAL			\$12,250.00

Department	Transfer To/Description	Amount
416-Municipal Judge	105-0000 Group Insurance	\$350.00
	106-0000 Retirement	\$750.00
	223-0000 Professional Services	\$9,000.00
	353-0000 Computer Software	\$2,150.00
		\$12,250.00



General Fund Budget Revision

Revision Number 18

Revenues

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

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

Expenses

Fund	Department	Transfer From/Description	Amount
001	415-City Clerk	105-0000 Group Insurance	\$14,200.00
TOTAL			\$14,200.00

Department	Transfer To/Description	Amount
415-City Clerk	108-0000 Overtime	\$600.00
	218-0000 Postage	\$100.00
	230-0000 Contracted Services	\$10,000.00
	341-0000 Supplies & Materials	\$3,500.00
		\$14,200.00

General Fund Budget Revision

Revision Number 19

Revenues

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

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

Expenses

Fund	Department	Transfer From/Description	Amount
001	440-City Hall	459-0000 Capital Outlay Equipment	\$43,500.00
TOTAL			\$43,500.00

Department	Transfer To/Description	Amount
440-City Hall	230-0000 Contracted Services	\$20,000.00
	353-0000 Computer Software	\$23,500.00
		\$43,500.00

General Fund Budget Revision

Revision Number 20

Revenues

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

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

Expenses

Fund	Department	Transfer From/Description	Amount
001	441-Other Buildings	230-0000 Contracted Services	\$1,316.00
TOTAL			\$1,316.00

Department	Transfer To/Description	Amount
441-Other Buildings	213-0000 Utilities	\$1,316.00
		\$1,316.00

General Fund Budget Revision

Revision Number 21

Revenues

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

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

Expenses

Fund	Department	Transfer From/Description	Amount
001	700-Police	105-0000 Group Insurance	\$9,000.00
		106-0000 Retirement	\$4,500.00
		221-0000 Training & Education	\$10,000.00
		230-0000 Contracted Services	\$9,300.00
		341-0001 Tactical Supplies & Materials	\$25,000.00
		345-0000 Uniforms	\$7,000.00
TOTAL			\$64,800.00

Department	Transfer To/Description	Amount
700-Police	103-0000 Salary & Wages	\$20,000.00
	104-0000 FICA Expense	\$2,400.00
	211-0000 Telephone	\$8,200.00
	214-0000 Travel	\$1,500.00
	217-0000 Maint of Autos & Trucks	\$1,500.00
	218-0000 Postage	\$150.00
	222-0000 Dues & Subscriptions	\$500.00
	227-0000 K-9	\$2,000.00
	341-0000 Supplies & Materials	\$20,000.00
	459-0000 Capital Outlay Equipment	\$8,550.00
		\$64,800.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 3, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	HVAC costs and options
Recommended By:	Operations Manager
Summary:	The Operations Manager will update the committee on costs and options related to the city hall HVAC project
Fiscal Impact:	TBD
Recommendation:	Review presented information and make recommendations as necessary
Attachments:	None