

**STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:**

A regular meeting of the Buckhannon City Council was held on Tuesday, August 3, 2021, at 7:00pm in City Hall. The following were in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Council Member	Mary Albaugh	Present
Council Member	Pam Bucklew	Absent
Council Member	Jack Reger	Present
Council Member	CJ Rylands	Present
Council Member	David Thomas	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Attorney	Tom O'Neill	Present - by GTM
BFD	Chief JB Kimble	Present
Director of Public Works	Jerry Arnold	Present
Channel 3	Dennis Cortes	Present
Channel 3	Rodney Irvin	Present
MyBuckhannon.com	Katie Kuba	Present
MyBuckhannon.com	Beth Broschart	Present
Record Delta	Macie Queen	Present - by GTM

Guests: Dr. Joseph Reed

*To Participate in a City Council meeting participants were invited to contact us at 304-472-1651 for the GoToMeeting link/access.*

***City Council of Buckhannon – 7:00 pm in Council Chambers  
Meeting Agenda for Tuesday, August 3, 2021***

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- A. Call to Order**
  - A.1 Moment of Silence
  - A.2 Pledge to the Flag of the United States of America
  - A.3 Mayor’s Greetings
- B. Recognized Guests**
  - B.1 Dr. Joseph Reed- Green Bean Day Proclamation
- C. Department & Board Reports**
  - C.1 Public Works Director- Jerry Arnold
  - C.2 Finance Director- Amberle Jenkins
  - C.3 Fire Chief- JB Kimble
  - C.4 City Attorney- Tom O'Neill
- D. Correspondence & Information**
  - D.1 Buckhannon Police Department CALEA Conference Award Letter
  - D.2 Notice Advertisement for Bids City Hall Roof Replacement Project
  - D.3 Award Notification RE: American Rescue Plan Act (ARPA) Non-entitlement Unit Allocation
  - D.4 WVDOH Childers Run-Kesling Mill Traffic Signal Install Project RE: Water & Sewer existing underground facilities
  - D.5 FEMA Generator Grant #0035 –Executed WV Infrastructure & Jobs Development Council Agreement
- E. Consent Agenda**
  - E.1 Approval of Minutes- Regular Meeting 06/17/21, 07/01/21, 07/15/21, Special 07/08/21, 07/21/21
  - E.2 Approval of Building and Wiring Permits
  - E.3 Approval of Payment of the Bills
- F. Strategic Issues for Discussion and/or Vote**
  - F.1 To Adopt the Fair Labor Standards Act Hours & Pay System for the Buckhannon Fire Department
  - F.2 Approval Mayor’s Authority to Execute USI WV Public Employees Insurance Agency Consulting Agreement 2021
  - F.3 Approval Ordinance No. 452 Renaming of the Colonial Theatre Facility to “Colonial Arts Center (CAC)” -2nd/Final Reading
  - F.4 Discussion/Possible Vote WV Infrastructure & Jobs Development Council Grant Agreement-FEMA Generator Grant #0036
  - F.5 Recommendation from the Housing Enforcement Board Tax Sale Properties 31 Upper Drive & 39 Sedgwick Street
  - F.6 Approval Appointments FY 2021/22 – Television Cable Board & BU Parks & Recreation Advisory Board
  - F.7 Event Request Cartoon Headquarters-Jawbone Park August 29, 2021 Back to School Bash Event
- G. Comments and Announcements**
  - G.1 Mary Albaugh
  - G.2 Pamela Bucklew
  - G.3 C J Rylands
  - G.4 David Thomas
  - G.5 Jack Reger
  - G.6 Randall Sanders
- H. Mayor’s Comments and Announcements**
- I. Executive Session Per WV Code § 6-9A-4- Personnel & Property Matters**
- J. Adjournment**

Posted 07/29/2021      Next Regular Scheduled City Council Meeting Thursday, August 19, 2021

**A. Call to Order** - Mayor Robbie Skinner called the regular meeting of the Buckhannon City Council for Tuesday, August 3, 2021, to order.

**A.1 Moment of Silence** – Mayor Skinner asked all present to join him in a Moment of Silence.

**A.2 Pledge to the Flag of the United States of America** - The Pledge was led by Council Member Mary Albaugh.

## **B. Recognized Guests**

**B.1 - Dr. Joseph Reed- Green Bean Day Proclamation** - Mayor Skinner recognized Dr. Joseph Reed and acknowledged the importance of the 2021 Green Bean Day, this being the 5th annual Green Bean celebration, that Dr. Reed will be coordinating. It will be held August 13 & 14, 2021 with the Cook-off being held Friday, August 13, 2021, at Jawbone Park and the Green Bean Stroll will be at the Buckhannon River Walk on Saturday, August 14, 2021, at 9:00 a.m. The Mayor then presented Dr. Reed with the following proclamation:

### **Green Bean Weekend Proclamation City of Buckhannon, West Virginia**

1. Recognizing that hunger still exists in Upshur County and in Buckhannon;
2. Recognizing that green beans are a productive and nutritious vegetable crop that is easily grown and harvested;
3. Acknowledging that the many activities are a success in our fair city and county because of the multitude of volunteers who are the catalyst and workers in these activities;

Now, Therefore, I, Robert N. Skinner, III, Mayor of the City of Buckhannon, do hereby proclaim August 13 & 14, 2021, as the Fifth Annual Green Bean and Volunteerism Weekend;

And urge all citizens of our City to grow green beans or to go to the Farmer's Market and purchase green beans, snap them, and deliver them to the Parish House to help feed those who are in nutritional need this year and the next.

We invite the cooks to enter the Green Bean Cook-off at the Festival Fridays Event on August 13, 2021.

We invite all to the Green Bean Stroll on August 14, 2021 at 9:00 AM at the Elizabeth J. Poundstone Riverwalk Trail to walk, run, ride a wheelbarrow, stroller, wheel chair, electric scooter for the handicapped, or any other non-motorized transportation to celebrate activity.

Given under my hand and official seal of The City of Buckhannon, this 3<sup>rd</sup> day of August, 2021.

Robert N. Skinner, III, Mayor  
City of Buckhannon

**James R. Vanscoy, of Cartoon Headquarters** was recognized to discuss an event request for his Cartoon Headquarters to be held in Jawbone Park August 29, 2021 - to be called Back to School Bash. Without objection *F.7 Event Request Cartoon Headquarters-Jawbone Park August 29, 2021, Back to School Bash Event* was moved to the table for discussion. Mr. Vanscoy explained what his company presents and noted that he has worked with us in the past; most recently with the Festival Friday, July 2, 2021. Discussion among Council Members took place concerning costs for the public and what type of items would be available for the consumers. Mr. Vanscoy reported that his company charges \$10 per wristband (per person), which is good for unlimited use for the entire day of the event. Director of Public Works, Jerry Arnold suggested that he instead provide a proposal to participate in the Truck Fest & Children's Fest on September 18, 2021. Mr. Arnold asked what it would cost if the City of Buckhannon paid a daily rate for the activities provided by Cartoon Headquarters. James gave an overview of everything that would be provided from 9:00 a.m. to 9:00 p.m. and gave a quote of \$2,000. Council member Dave Thomas recommended that he present this proposal to the Buckhannon Consolidated Public Works Board on August 26, 2021. No further action was taken on F.7.

## **C. Department & Board Reports**

**C.1 Public Works Director- Jerry Arnold** – Mr. Arnold was recognized by Mayor Skinner and reported that all departments were working on the same projects as he reported on at the last Council meeting.

He also reported on the ***As Necessary On-Call Professional Engineering Services*** selection process for the City of Buckhannon. Packets of information were provided by Civil & Environmental Services, Diefenbach & Hritz, Potesta & Associates, Inc., S & S Engineers, and The Thrasher Group.

The packets were reviewed and ranked by Mayor Robbie Skinner; Director of Public Works, Jerry Arnold; City Engineer, Jay Hollen; Sanitary Department Superintendent, Buck Samples; Water Department Superintendent, Kelly Arnold; Street Department & Parks Superintendent, Bradley Hawkins, and Building Code Enforcement Officer, Vincent Smith. The 3 firms with the highest overall rankings were Civil & Environmental Services, Potesta & Associates, Inc., and The Thrasher Group. They will now all be interviewed from which one will be selected as the city's On-Call Professional Engineering Services firm.

ADVERTISEMENT AND REQUEST  
FOR STATEMENT OF QUALIFICATIONS

Pursuant to West Virginia Code 5G-1-3, the City of Buckhannon, West Virginia (City) is seeking Expressions of Interest and Statements of Qualifications (SOQ) from consulting engineering firms to provide professional engineering services on an "as necessary on-call" basis for the various departments of the City. The consulting engineering firm's information to be provided shall include: 1.) The firm's location (including the main office and any satellite offices), 2.) Staffing, 3.) Technical expertise, 4.) Related prior experience, 5.) Management & staffing capabilities, 6.) References, 7.) An hourly fee schedule for all members of the firm (it should be noted that the hourly rates shall include fringe benefits, indirect costs and profits) and 8.) The rates for all applicable reimbursable expenses.

The following list includes, but is not limited to, the professional engineering services that the City is interested in the selected consulting engineering firm being able to provide:

- Engineering studies.
- Preliminary design.
- Final design.
- Preparation of detailed Engineer's Opinion of Probable Project Costs.
- Preparation of all necessary Project documents, including specifications and drawings.
- Preparing and acquiring of all necessary permits.
- Procurement of necessary Project funds from various funding sources.
- Bidding and Awarding services for all Projects.
- Construction support.
- Resident Project Representative and Project Monitoring services.
- Geotechnical capabilities.
- Surveying services.
- Material testing services.

All interested firms shall submit an original, eight (8) copies and a PDF file (via email) of the SOQ to the following address no later than the close of business on July 20, 2021:

Jerry L. Arnold, Director of Public Works  
City of Buckhannon  
70 East Main Street  
Buckhannon, WV 26201

Reference: Statement of Qualifications from "*Name of Consulting Engineering Firm*"

Any questions about the SOQ shall be directed to Jerry Arnold at (304) 472-1651, extension 1000 or [jerry.arnold@buckhannonwv.org](mailto:jerry.arnold@buckhannonwv.org).

Attention is directed to the fact that the proposed project(s) may be undertaken with a variety of Federal, State and Local funds, and that all work will be performed in accordance with the regulations issued by such agencies, the State of West Virginia and the City of Buckhannon pertaining thereto.

The City shall evaluate the received SOQs' performance data and other material submitted by interested firms (including, but not limited to, technical expertise, project management, staffing capabilities, references and related prior experience) and select a minimum of three (3) firms which, in the City's opinion, are best qualified to perform the desired services at a realistic price. Interviews with each firm selected shall be conducted, which may include discussions regarding anticipated concepts and proposed methods of approach. The City shall rank, in order of preference, these (3) professional firms deemed to be the most highly qualified to provide the services required, and shall commence Scope of Services and price negotiations with the highest-qualified consulting engineering firm.

Should the City be unable to negotiate a satisfactory contract with the consulting engineering firm considered to be the most qualified, at a fee determined to be fair & reasonable, price negotiations with the firm of second choice shall commence. Failing accord with the second most qualified consulting engineering firm, the committee shall undertake price negotiations with the third most qualified consulting engineering firm. Should the City be unable to negotiate a satisfactory contract with any of the selected professional firms, it shall select additional professional firms in order of their competence and qualifications and it shall continue negotiations in accordance with these procedures until an agreement is reached.

The City will afford full opportunity to women-owned, minority business enterprises and small businesses to submit a show of interest in response to this request and will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, handicap or national origin in the awarding of the professional engineering services work.

The City reserves the right to accept or reject any and/or all Statement of Qualifications and to waive any minor informalities in the submission and selection processes.

*Publish date-06/29/21 & 07/06/21 Record Delta & Charleston Gazette*

CJ Rylands asked Mr. Arnold about some trees that appear to be having problems in Jawbone Park and about a landscape bed behind Trader’s Alley. Jerry reported that the City Horticulturist, Dixie Green, had examined the trees in Jawbone Park and is recommending that we replace 3 of them and she is checking out the landscape bed.

**C.2 Finance Director- Amberle Jenkins – Amby Jenkins provided the following report:**

Amby Council report 8-3-21

Balances July 31, 2021

General Fund mm checking	\$1,286,138	CD \$86,093
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Need to transfer \$100,000 to Municipal Stabilization Fund and \$70,000 to Flood Control

Historic Landmark savings	\$3,026	
Fire truck savings	\$38,424	
Stockert Youth Center Capitol Campaign	\$428,430 + 12,000 pledge =\$440,430.	
Coal Tax	\$52,415	
Municipal Stabilization Fund	\$814,756 (GF will contribute \$100,000 in August)	
Flood Control Acct	\$8247. (GF to contribute \$70,000)	
Consolidated Public Works Board	\$153,588	Cem CD \$234,182
Sales Tax	\$876,266	

ARPA – 1<sup>st</sup> traunch of funds were received in July \$1,192,243

The ARPA account has been open and the Mayor signed the documents that need submitted through the portal to request the funds.

In July

We received \$5000 from Art26201 as a contribution toward the tile at the theatre.

We received the annual contribution of \$20,000 from the Board of Education for Stockert Youth Center.

8-03-2021 06:19 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JULY 31ST, 2021

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001-GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
TAXES	2,648,390	333,671.43	333,671.43	0.00	2,314,718.57	12.60
FINES AND FEES	29,050	624.00	624.00	0.00	28,426.00	2.15
LIC PERMITS & FRANCHISE	152,000	41,450.16	41,450.16	0.00	110,549.84	27.27
OTHER FEES	31,000	5,510.00	5,510.00	0.00	25,490.00	17.77
HEALTH AND SAFETY	227,000	18,784.44	18,784.44	0.00	208,215.56	8.28
CHARGES FOR SERVICES	136,200	42,263.50	42,263.50	0.00	93,936.50	31.03
GRANTS	73,000	41,473.48	41,473.48	0.00	31,526.52	56.81
INTRAFUND CONTR/CHARGES	1,361,566	51.88	51.88	0.00	1,361,514.12	0.00
OTHER REVENUE	54,900	3,295.96	3,295.96	0.00	51,604.04	6.00
TOTAL REVENUES	4,713,106	487,124.85	487,124.85	0.00	4,225,981.15	10.34
EXPENDITURE SUMMARY						
ECONOMIC DEVELOPMENT						
CONTRIBUTIONS	40,000	15,000.00	15,000.00	0.00	25,000.00	37.50
TOTAL ECONOMIC DEVELOPMENT	40,000	15,000.00	15,000.00	0.00	25,000.00	37.50
MAYOR'S OFFICE						
SALARIES & BENEFITS	62,950	7,841.42	7,841.42	0.00	55,108.58	12.46
CONTRACTUAL SERVICES	32,000	2,510.67	2,510.67	0.00	29,489.33	7.85
COMMODITIES	70,300	9,399.59	9,399.59	0.00	60,900.41	13.37
CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL MAYOR'S OFFICE	165,250	19,751.68	19,751.68	0.00	145,498.32	11.95
COUNCIL						
SALARIES & BENEFITS	14,340	1,096.50	1,096.50	0.00	13,243.50	7.65
CONTRACTUAL SERVICES	9,100	2,392.12	2,392.12	0.00	6,707.88	26.29
COMMODITIES	0	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	500	0.00	0.00	0.00	500.00	0.00
CONTRIBUTIONS	5,000	0.00	0.00	0.00	5,000.00	0.00
NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL COUNCIL	28,940	3,488.62	3,488.62	0.00	25,451.38	12.05
RECORDER						
SALARIES & BENEFITS	7,060	557.46	557.46	0.00	6,502.54	7.90
CONTRACTUAL SERVICES	1,650	300.48	300.48	0.00	1,349.52	18.21
TOTAL RECORDER	8,710	857.94	857.94	0.00	7,852.06	9.85
TREASURER						
SALARIES & BENEFITS	11,640	908.45	908.45	0.00	10,731.55	7.80
CONTRACTUAL SERVICES	4,500	171.71	171.71	0.00	4,328.29	3.82
TOTAL TREASURER	16,140	1,080.16	1,080.16	0.00	15,059.84	6.69



001-GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COURT						
SALARIES & BENEFITS	8,075	672.81	672.81	0.00	7,402.19	8.33
CONTRACTUAL SERVICES	450	1.21	1.21	0.00	448.79	0.27
TOTAL COURT	8,525	674.02	674.02	0.00	7,850.98	7.91
CITY ATTORNEY						
SALARIES & BENEFITS	20,026	4,046.35	4,046.35	0.00	15,979.65	20.21
CONTRACTUAL SERVICES	825	2.08	2.08	0.00	822.92	0.25
TOTAL CITY ATTORNEY	20,851	4,048.43	4,048.43	0.00	16,802.57	19.42
CITY ENGINEER						
SALARIES & BENEFITS	23,530	1,825.28	1,825.28	0.00	21,704.72	7.76
CONTRACTUAL SERVICES	7,100	3,000.00	3,000.00	0.00	4,100.00	42.25
TOTAL CITY ENGINEER	30,630	4,825.28	4,825.28	0.00	25,804.72	15.75
REGIONAL DUES						
CONTRACTUAL SERVICES	6,485	6,485.00	6,485.00	0.00	0.00	100.00
TOTAL REGIONAL DUES	6,485	6,485.00	6,485.00	0.00	0.00	100.00
HOUSING						
COMMODITIES	35,000	2,056.96	2,056.96	0.00	32,943.04	5.88
TOTAL HOUSING	35,000	2,056.96	2,056.96	0.00	32,943.04	5.88
ZONING						
SALARIES & BENEFITS	49,785	4,741.17	4,741.17	0.00	45,043.83	9.52
CONTRACTUAL SERVICES	4,200	138.11	138.11	0.00	4,061.89	3.29
COMMODITIES	1,500	50.00	50.00	0.00	1,450.00	3.33
TOTAL ZONING	55,485	4,929.28	4,929.28	0.00	50,555.72	8.88
ELECTION						
SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL ELECTION	0	0.00	0.00	0.00	0.00	0.00
DATA PROCESSING						
CONTRACTUAL SERVICES	24,000	9,738.96	9,738.96	0.00	14,261.04	40.58
CAPITAL OUTLAY	12,000	771.68	771.68	0.00	11,228.32	6.43
NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL DATA PROCESSING	36,000	10,510.64	10,510.64	0.00	25,489.36	29.20
CITY HALL						
SALARIES & BENEFITS	45,631	3,244.47	3,244.47	0.00	42,386.53	7.11
CONTRACTUAL SERVICES	28,500	2,858.12	2,858.12	0.00	25,641.88	10.03
COMMODITIES	1,000	0.00	0.00	0.00	1,000.00	0.00
CAPITAL OUTLAY	120,000	5,070.97	5,070.97	0.00	114,929.03	4.23
CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CITY HALL	195,131	11,173.56	11,173.56	0.00	183,957.44	5.73

001-GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
MUN FINANCE CONTRIB						
SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL MUN FINANCE CONTRIB	0	0.00	0.00	0.00	0.00	0.00
BAD DEBT						
NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
ELECTRICIAN - CONTRACTED						
CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL ELECTRICIAN - CONTRACTED	0	0.00	0.00	0.00	0.00	0.00
CONTINGENCY						
CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTINGENCY	0	0.00	0.00	0.00	0.00	0.00
POLICE						
SALARIES & BENEFITS	985,152	90,483.56	90,483.56	0.00	894,668.44	9.18
CONTRACTUAL SERVICES	72,000	10,331.69	10,331.69	125.00	61,543.31	14.52
COMMODITIES	96,800	3,841.72	3,841.72	170.17	92,788.11	4.14
CAPITAL OUTLAY	127,856	42,358.79	42,358.79	0.00	85,497.21	33.13
CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL POLICE	1,281,808	147,015.76	147,015.76	295.17	1,134,497.07	11.49
FIRE						
SALARIES & BENEFITS	549,800	52,515.99	52,515.99	0.00	497,284.01	9.55
CONTRACTUAL SERVICES	64,000	3,895.41	3,895.41	0.00	60,104.59	6.09
COMMODITIES	51,500	1,776.76	1,776.76	0.00	49,723.24	3.45
CAPITAL OUTLAY	140,938	13,856.40	13,856.40	0.00	127,081.60	9.83
CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL FIRE	806,238	72,044.56	72,044.56	0.00	734,193.44	8.94
DOG WARDEN - CONTRACTED						
CONTRACTUAL SERVICES	1,100	0.00	0.00	0.00	1,100.00	0.00
TOTAL DOG WARDEN - CONTRACTED	1,100	0.00	0.00	0.00	1,100.00	0.00
FLOOD CONTROL						
CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL FLOOD CONTROL	0	0.00	0.00	0.00	0.00	0.00
FIRE - CONTRACTED						
CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL FIRE - CONTRACTED	0	0.00	0.00	0.00	0.00	0.00

001-GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
STREET						
SALARIES & BENEFITS	710,098	60,714.43	60,714.43	0.00	649,383.57	8.55
CONTRACTUAL SERVICES	204,900	11,151.23	11,151.23	0.00	193,748.77	5.44
COMMODITIES	146,000	11,298.30	11,298.30	0.00	134,701.70	7.74
CAPITAL OUTLAY	620,400	27,234.22	27,234.22	0.00	593,165.78	4.39
CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL STREET	1,681,398	110,398.18	110,398.18	0.00	1,570,999.82	6.57
STREET LIGHTS						
CONTRACTUAL SERVICES	70,000	5,524.47	5,524.47	0.00	64,475.53	7.89
TOTAL STREET LIGHTS	70,000	5,524.47	5,524.47	0.00	64,475.53	7.89
TRAFFIC SIGNALS & SIGNS						
CONTRACTUAL SERVICES	19,500	482.18	482.18	0.00	19,017.82	2.47
TOTAL TRAFFIC SIGNALS & SIGNS	19,500	482.18	482.18	0.00	19,017.82	2.47
SNOW REMOVAL						
COMMODITIES	20,000	0.00	0.00	0.00	20,000.00	0.00
TOTAL SNOW REMOVAL	20,000	0.00	0.00	0.00	20,000.00	0.00
AIRPORT						
CONTRIBUTIONS	15,000	0.00	0.00	0.00	15,000.00	0.00
TOTAL AIRPORT	15,000	0.00	0.00	0.00	15,000.00	0.00
PUBLIC TRANSIT						
CONTRIBUTIONS	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL PUBLIC TRANSIT	10,000	0.00	0.00	0.00	10,000.00	0.00
HEALTH DEPT						
CONTRIBUTIONS	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL HEALTH DEPT	5,000	0.00	0.00	0.00	5,000.00	0.00
STORM WATER						
COMMODITIES	150,000	0.00	0.00	0.00	150,000.00	0.00
TOTAL STORM WATER	150,000	0.00	0.00	0.00	150,000.00	0.00
PARK 25% TO CPWB						
SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
COMMODITIES	34,500	0.00	0.00	0.00	34,500.00	0.00
CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL PARK 25% TO CPWB	34,500	0.00	0.00	0.00	34,500.00	0.00
CVB 75% TO CVB						
CONTRACTUAL SERVICES	80,500	0.00	0.00	0.00	80,500.00	0.00
TOTAL CVB 75% TO CVB	80,500	0.00	0.00	0.00	80,500.00	0.00

001-GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
ARTS & HUMANITIES						
CONTRACTUAL SERVICES	10,000	0.00	0.00	0.00	10,000.00	0.00
CAPITAL OUTLAY	120,000	10,381.54	10,381.54	0.00	109,618.46	8.65
TOTAL ARTS & HUMANITIES	130,000	10,381.54	10,381.54	0.00	119,618.46	7.99
STOCKERT YOUTH CENTER						
SALARIES & BENEFITS	227,050	28,062.46	28,062.46	0.00	198,987.54	12.36
CONTRACTUAL SERVICES	44,625	5,159.55	5,159.55	0.00	39,465.45	11.56
COMMODITIES	55,250	1,943.68	1,943.68	246.95	53,059.37	3.96
CAPITAL OUTLAY	49,650	3,900.00	3,900.00	0.00	45,750.00	7.85
CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL STOCKERT YOUTH CENTER	376,575	39,065.69	39,065.69	246.95	337,262.36	10.44
CONVENTION CENTER						
CAPITAL OUTLAY	40,250	3,351.00	3,351.00	0.00	36,899.00	8.33
TOTAL CONVENTION CENTER	40,250	3,351.00	3,351.00	0.00	36,899.00	8.33
HISTORIC LANDMARKS						
CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL HISTORIC LANDMARKS	0	0.00	0.00	0.00	0.00	0.00
PUBLIC SAFETY						
CONTRACTUAL SERVICES	49,000	3,192.43	3,192.43	0.00	45,807.57	6.52
CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
TOTAL PUBLIC SAFETY	49,000	3,192.43	3,192.43	0.00	45,807.57	6.52
TOTAL EXPENDITURES	5,418,016	476,337.38	476,337.38	542.12	4,941,136.50	8.80
REVENUE OVER/(UNDER) EXPENDITURES	( 704,910)	10,787.47	10,787.47	( 542.12)	( 715,155.35)	1.45-



CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JULY 31ST, 2021

001-GENERAL FUND

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TAXES						
001-301-000-01 AD VALOREM TAXES	837,290	0.84	0.84	0.00	837,289.16	0.00
001-301-000-02 PRIOR YEAR TAXES	25,000	4,605.24	4,605.24	0.00	20,394.76	18.42
001-303-000-00 GAS & OIL SEVERANCE TAX	10,000	0.00	0.00	0.00	10,000.00	0.00
001-304-000-00 2% UTILITY TAX	240,000	16,950.68	16,950.68	0.00	223,049.32	7.06
001-305-000-00 B & O TAX	1,250,000	275,779.72	275,779.72	0.00	974,220.28	22.06
001-305-000-01 B&O CONTRACTORS	95,000	2,393.45	2,393.45	0.00	92,606.55	2.52
001-306-000-00 LIQUOR TAX	75,000	21,649.39	21,649.39	0.00	53,350.61	28.87
001-307-000-00 ANIMAL CONTROL TAXES	1,100	8.10	8.10	0.00	1,091.90	0.74
001-308-000-00 HOTEL MOTEL TAX	115,000	12,284.01	12,284.01	0.00	102,715.99	10.68
001-310-000-00 Auditor Taxes Accrued	0	0.00	0.00	0.00	0.00	0.00
TOTAL TAXES	2,648,390	333,671.43	333,671.43	0.00	2,314,718.57	12.60
FINES AND FEES						
001-320-000-00 COURT COSTS, FEES & CHARG	23,000	324.00	324.00	0.00	22,676.00	1.41
001-320-000-01 BASIC FEE (POLICE DEPT.)	0	100.00	100.00	0.00 (	100.00)	0.00
001-320-000-02 POLICE FEE -CITATION	6,000	140.00	140.00	0.00	5,860.00	2.33
001-320-000-03 POLICE/FINGERPRINT REVENU	50	0.00	0.00	0.00	50.00	0.00
001-320-000-04 SUMMONS FEE FOR PARKING T	0	60.00	60.00	0.00 (	60.00)	0.00
001-321-000-00 LOT 5 (OLD D&L/CVB PROPER	0	0.00	0.00	0.00	0.00	0.00
TOTAL FINES AND FEES	29,050	624.00	624.00	0.00	28,426.00	2.15
LIC PERMITS & FRANCHISE						
001-325-000-00 CITY BUSINESS LICENSE	17,000	15,322.00	15,322.00	0.00	1,678.00	90.13
001-326-000-00 BUILDING PERMIT FEES	35,000	2,725.42	2,725.42	0.00	32,274.58	7.79
001-326-000-10 PROPERTY REGIST -VACANT	0	0.00	0.00	0.00	0.00	0.00
001-328-000-00 FRANCHISE FEES	55,000	12,426.34	12,426.34	0.00	42,573.66	22.59
001-330-000-00 IRP TRUCK FEE	45,000	10,976.40	10,976.40	0.00	34,023.60	24.39
TOTAL LIC PERMITS & FRANCHISE	152,000	41,450.16	41,450.16	0.00	110,549.84	27.27
OTHER FEES						
001-340-000-00 DONATION THEATRE UTLBILL	1,000	5,010.00	5,010.00	0.00 (	4,010.00)	501.00
001-341-000-00 PSC MUNICIPAL SURCHARGE	0	0.00	0.00	0.00	0.00	0.00
001-341-000-01 PSC MUN SURCHARGE OLD ACC	0	0.00	0.00	0.00	0.00	0.00
001-345-000-00 RENTS	30,000	500.00	500.00	0.00	29,500.00	1.67
TOTAL OTHER FEES	31,000	5,510.00	5,510.00	0.00	25,490.00	17.77
HEALTH AND SAFETY						
001-351-000-00 POLICE PROTECTION FEES	75,000	6,182.71	6,182.71	0.00	68,817.29	8.24
001-352-000-00 FIRE PROTECTION FEES	152,000	12,601.73	12,601.73	0.00	139,398.27	8.29
TOTAL HEALTH AND SAFETY	227,000	18,784.44	18,784.44	0.00	208,215.56	8.28
CHARGES FOR SERVICES						
001-362-000-00 SYC CONTRIB. UCC AND BOE	45,000	20,000.00	20,000.00	0.00	25,000.00	44.44
001-362-000-01 SYC UTILITY REVENUE	2,500	191.00	191.00	0.00	2,309.00	7.64
001-362-000-02 SYC CAMP BUCANNER FEES	18,200	4,282.50	4,282.50	0.00	13,917.50	23.53
001-362-000-03 SYC DRILL TEAM FEES	4,500	0.00	0.00	0.00	4,500.00	0.00
001-362-000-04 SYC BASKETBALL FEES	20,000	0.00	0.00	0.00	20,000.00	0.00

001-GENERAL FUND

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
001-362-000-05 SYC ROOM RENTAL FEES	6,000	30.00	30.00	0.00	5,970.00	0.50
001-362-000-06 SYC ART/DRAMA FEES	0	0.00	0.00	0.00	0.00	0.00
001-362-000-07 SYC AFTER SCHOOL FEES	35,000	17,365.00	17,365.00	0.00	17,635.00	49.61
001-362-000-08 SYC DRINK/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-09 SYC DONATIONS	2,000	0.00	0.00	0.00	2,000.00	0.00
001-362-000-10 SYC KARATE FEES	1,000	160.00	160.00	0.00	840.00	16.00
001-362-000-11 RED RIBBON WEEK	0	0.00	0.00	0.00	0.00	0.00
001-362-000-12 SYC GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-362-000-13 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-362-000-14 SYC BINGO FUND RAISER	0	0.00	0.00	0.00	0.00	0.00
001-362-000-15 SYC CHILDRENS FESTIVAL DO	0	0.00	0.00	0.00	0.00	0.00
001-362-000-16 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
001-362-000-17 ZUMBA REVENUE	2,000	235.00	235.00	0.00	1,765.00	11.75
001-362-000-18 YOGA FITNESS CLASS REVENU	0	0.00	0.00	0.00	0.00	0.00
001-362-000-19 GUITAR LESSONS REVENUE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-20 SYC MISC ACTV REVENUE 1TI	0	0.00	0.00	0.00	0.00	0.00
001-362-000-99 SYC BEQUEST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	136,200	42,263.50	42,263.50	0.00	93,936.50	31.03
GRANTS						
001-365-000-00 POLICE DEPT.- RECOVERY GR	0	0.00	0.00	0.00	0.00	0.00
001-365-000-01 USDA GRANT-FARMERS MARKET	0	0.00	0.00	0.00	0.00	0.00
001-365-000-02 LWCF GRANT/ NB PARK	0	0.00	0.00	0.00	0.00	0.00
001-365-000-35 FEMA GRANT #2 GENERATOR	0	0.00	0.00	0.00	0.00	0.00
001-365-000-36 FEMA GRANT #1 GENERATOR	0	143.98	143.98	0.00 (	143.98)	0.00
001-366-000-00 POLICE DEPT. - GRANTS	23,000	0.00	0.00	0.00	23,000.00	0.00
001-366-000-01 SYCC FAMILIES LEAD CHNG G	0	0.00	0.00	0.00	0.00	0.00
001-366-000-02 RIVER WALK TRAIL GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-04 SAFE WAYS TO SCHOOL GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-05 HISTORIC LAND MARK GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-06 STREET DEPT. GRANTS	0	0.00	0.00	0.00	0.00	0.00
001-366-000-07 POLICE HMLAND GRANT TRAIN	0	0.00	0.00	0.00	0.00	0.00
001-366-000-08 SAFE ROUTES POLICE GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-09 VOLUNTEER COORDINATOR GRA	0	0.00	0.00	0.00	0.00	0.00
001-366-000-10 Reclassify grant/donation	0	0.00	0.00	0.00	0.00	0.00
001-366-000-11 Reclassify grant/donation	0	0.00	0.00	0.00	0.00	0.00
001-366-000-12 GATEWAY WEST GRANT REV	0	41,329.50	41,329.50	0.00 (	41,329.50)	0.00
001-366-000-13 LAND WATR CONS GRT(LWCF)F	0	0.00	0.00	0.00	0.00	0.00
001-366-000-14 CULTURE ARTS GRNT (THEATR	50,000	0.00	0.00	0.00	50,000.00	0.00
001-366-000-15 REAP-CLEAN UP GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-16 CULTURE ARTS GRNT(ADA THE	0	0.00	0.00	0.00	0.00	0.00
001-366-000-99 FIRE TRUCK GRANT/LOAN	0	0.00	0.00	0.00	0.00	0.00
001-368-000-01 CONTRIBUTION VOL. FIRE DE	0	0.00	0.00	0.00	0.00	0.00
001-368-000-02 2010 BOND ISSUE	0	0.00	0.00	0.00	0.00	0.00
001-368-000-03 CONTRIBUTIONS BOE-PRO OFF	0	0.00	0.00	0.00	0.00	0.00
001-368-000-04 SANITARY REPAY LOAN	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	73,000	41,473.48	41,473.48	0.00	31,526.52	56.81

001-GENERAL FUND

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
INTRAFUND CONTR/CHARGES						
001-369-000-00 CONTRIBUTION FUNDS-BRUSHY	0	0.00	0.00	0.00	0.00	0.00
001-369-000-01 CONTRIBUTION FRM MUN STAB	0	0.00	0.00	0.00	0.00	0.00
001-369-000-02 CONTRIB FROM SALESTAX FU	1,361,366	0.00	0.00	0.00	1,361,366.00	0.00
001-370-000-00 LATE CHARGES - GEN FUND	200	51.88	51.88	0.00	148.12	25.94
TOTAL INTRAFUND CONTR/CHARGES	1,361,566	51.88	51.88	0.00	1,361,514.12	0.00
OTHER REVENUE						
001-376-000-00 GAMING TAX INCOME	10,000	852.42	852.42	0.00	9,147.58	8.52
001-377-000-00 RECRD CAPITAL TRNS FRM CS	0	0.00	0.00	0.00	0.00	0.00
001-379-000-00 GAIN/LOSS SALE OF FIXED A	0	0.00	0.00	0.00	0.00	0.00
001-380-000-00 GENERAL FUND INTEREST	400	0.00	0.00	0.00	400.00	0.00
001-381-000-00 STREET DEPT. BILLING/PCAR	4,000	1,073.50	1,073.50	0.00	2,926.50	26.84
001-382-000-00 REBATES-REFUNDS PCARD	3,500	0.00	0.00	0.00	3,500.00	0.00
001-394-000-00 POLICE FORFEITURE CONFISC	0	288.60	288.60	0.00	288.60)	0.00
001-397-000-00 VIDEO LOTTERY	17,000	0.00	0.00	0.00	17,000.00	0.00
001-399-000-00 MISCELLANEOUS REVENUE	20,000	1,081.44	1,081.44	0.00	18,918.56	5.41
001-399-000-01 CAT TAG REGISTRATION	0	0.00	0.00	0.00	0.00	0.00
001-399-000-02 HISTORIC LANDMARKS REV	0	0.00	0.00	0.00	0.00	0.00
001-399-000-05 EVENT/FIREWORK REVENUE	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	54,900	3,295.96	3,295.96	0.00	51,604.04	6.00
TOTAL REVENUE	4,713,106	487,124.85	487,124.85	0.00	4,225,981.15	10.34

001-GENERAL FUND

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
ECONOMIC DEVELOPMENT						
=====						
CONTRIBUTIONS						
001-402-567-00 ECONOMIC DEVELOPMENT	40,000	15,000.00	15,000.00	0.00	25,000.00	37.50
TOTAL CONTRIBUTIONS	40,000	15,000.00	15,000.00	0.00	25,000.00	37.50
TOTAL ECONOMIC DEVELOPMENT	40,000	15,000.00	15,000.00	0.00	25,000.00	37.50
MAYOR'S OFFICE						
=====						
SALARIES & BENEFITS						
001-409-101-00 MAYOR'S ELECTED SALARY	3,000	250.00	250.00	0.00	2,750.00	8.33
001-409-103-00 MAYOR'S ASSISTANT SALARY	32,000	1,886.64	1,886.64	0.00	30,113.36	5.90
001-409-104-00 MAYOR'S F.I.C.A.	2,450	161.69	161.69	0.00	2,288.31	6.60
001-409-105-00 MAYOR'S INSURANCE	22,300	5,396.50	5,396.50	0.00	16,903.50	24.20
001-409-106-00 MAYOR'S RETIREMENT	3,200	146.59	146.59	0.00	3,053.41	4.58
001-409-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	62,950	7,841.42	7,841.42	0.00	55,108.58	12.46
CONTRACTUAL SERVICES						
001-409-211-00 MAYOR'S TELEPHONE	3,000	342.04	342.04	0.00	2,657.96	11.40
001-409-214-00 MAYOR'S TRAVEL	0	0.00	0.00	0.00	0.00	0.00
001-409-218-00 MAYOR'S POSTAGE	10,000	1,044.01	1,044.01	0.00	8,955.99	10.44
001-409-220-00 MAYOR'S LEGAL PUBLICATION	5,000	0.00	0.00	0.00	5,000.00	0.00
001-409-222-00 MAYOR'S DUES	1,500	1,115.02	1,115.02	0.00	384.98	74.33
001-409-223-00 PROFESSIONAL SERVICES	11,000	0.00	0.00	0.00	11,000.00	0.00
001-409-223-01 PROFESSIONAL (ARCHITECT)	0	0.00	0.00	0.00	0.00	0.00
001-409-226-00 MAYOR'S INSURANCE & BONDS	1,500	9.60	9.60	0.00	1,490.40	0.64
TOTAL CONTRACTUAL SERVICES	32,000	2,510.67	2,510.67	0.00	29,489.33	7.85
COMMODITIES						
001-409-341-00 MAYOR'S SUPPLIES & MATERI	51,300	5,399.59	5,399.59	0.00	45,900.41	10.53
001-409-341-05 EVENT/FIREWORK EXPENSE	19,000	4,000.00	4,000.00	0.00	15,000.00	21.05
001-409-341-06 VOLUNTEER COORDINATOR EXP	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	70,300	9,399.59	9,399.59	0.00	60,900.41	13.37
CAPITAL OUTLAY						
001-409-457-00 MAYOR'S CAPITAL OUTLAY MI	0	0.00	0.00	0.00	0.00	0.00
001-409-458-00 MAYOR'S REPAY SANITARY/WA	0	0.00	0.00	0.00	0.00	0.00
001-409-458-01 TRANSFER TO SANITARY FUND	0	0.00	0.00	0.00	0.00	0.00
001-409-460-00 SANITARY BD (BRUSHY FOR)L	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00



001-GENERAL FUND

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CONTRIBUTIONS</u>						
001-409-568-00 CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
<u>NON-OPERATING EXPENSES</u>						
001-409-670-00 PROG BNK NOTE PAYABLE INT	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL MAYOR'S OFFICE	165,250	19,751.68	19,751.68	0.00	145,498.32	11.95
<u>COUNCIL</u>						
=====						
<u>SALARIES &amp; BENEFITS</u>						
001-410-101-00 COUNCIL'S ELECTED SALARIE	12,000	1,000.00	1,000.00	0.00	11,000.00	8.33
001-410-103-00 CAT CONTROL SALARY	1,000	0.00	0.00	0.00	1,000.00	0.00
001-410-104-00 COUNCIL'S F.I.C.A.	1,000	76.50	76.50	0.00	923.50	7.65
001-410-106-00 COUNCIL'S RETIREMENT	340	20.00	20.00	0.00	320.00	5.88
TOTAL SALARIES & BENEFITS	14,340	1,096.50	1,096.50	0.00	13,243.50	7.65
<u>CONTRACTUAL SERVICES</u>						
001-410-211-00 CLOSE CAP OUTLAY EXP	0	0.00	0.00	0.00	0.00	0.00
001-410-214-00 COUNCIL TRAVEL	0	0.00	0.00	0.00	0.00	0.00
001-410-223-00 PROFESSIONAL (LEGAL)	0	0.00	0.00	0.00	0.00	0.00
001-410-226-00 COUNCIL INSURANCE (PROPER	9,100	2,392.12	2,392.12	0.00	6,707.88	26.29
TOTAL CONTRACTUAL SERVICES	9,100	2,392.12	2,392.12	0.00	6,707.88	26.29
<u>COMMODITIES</u>						
001-410-341-00 CLOSE CAP OUTLAY EXP	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0	0.00	0.00	0.00	0.00	0.00
<u>CAPITAL OUTLAY</u>						
001-410-450-01 THEATRE BUILDING	0	0.00	0.00	0.00	0.00	0.00
001-410-450-02 THEATRE CAPITAL	0	0.00	0.00	0.00	0.00	0.00
001-410-450-03 THEATRE ADA GRANT EXP	0	0.00	0.00	0.00	0.00	0.00
001-410-457-00 CAP PUBLIC SAFETY COMP RE	0	0.00	0.00	0.00	0.00	0.00
001-410-459-00 COUNCIL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
001-410-459-01 PROPERTY PURCHASE 48EMAIN	0	0.00	0.00	0.00	0.00	0.00
001-410-459-02 PROPERTY PURCHASE MADISON	0	0.00	0.00	0.00	0.00	0.00
001-410-460-00 CAT CONTROL EXPENSE	500	0.00	0.00	0.00	500.00	0.00
TOTAL CAPITAL OUTLAY	500	0.00	0.00	0.00	500.00	0.00
<u>CONTRIBUTIONS</u>						
001-410-568-00 CONTRIBUTIONS(facade)	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL CONTRIBUTIONS	5,000	0.00	0.00	0.00	5,000.00	0.00

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JULY 31ST, 2021

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001-GENERAL FUND

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>NON-OPERATING EXPENSES</u>						
001-410-999-00 Reclassify SanNote Ord 36	0	0.00	0.00	0.00	0.00	0.00
001-410-999-50 RecordCapPavCostPdByCoalT	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL COUNCIL	28,940	3,488.62	3,488.62	0.00	25,451.38	12.05
<u>RECORDER</u>						
=====						
<u>SALARIES &amp; BENEFITS</u>						
001-411-101-00 RECORDER'S ELECTED SALARY	6,000	500.00	500.00	0.00	5,500.00	8.33
001-411-104-00 RECORDER'S F.I.C.A.	460	38.25	38.25	0.00	421.75	8.32
001-411-106-00 RECORDER'S RETIREMENT	600	19.21	19.21	0.00	580.79	3.20
TOTAL SALARIES & BENEFITS	7,060	557.46	557.46	0.00	6,502.54	7.90
<u>CONTRACTUAL SERVICES</u>						
001-411-214-00 RECORDER TRAVEL	600	300.00	300.00	0.00	300.00	50.00
001-411-222-00 RECORDER DUES	50	0.00	0.00	0.00	50.00	0.00
001-411-226-00 INSURANCE/COMPENSATION/bo	1,000	0.48	0.48	0.00	999.52	0.05
TOTAL CONTRACTUAL SERVICES	1,650	300.48	300.48	0.00	1,349.52	18.21
TOTAL RECORDER	8,710	857.94	857.94	0.00	7,852.06	9.85
<u>TREASURER</u>						
=====						
<u>SALARIES &amp; BENEFITS</u>						
001-413-101-00 TREASURER'S SALARY	8,150	626.60	626.60	0.00	7,523.40	7.69
001-413-103-00 TREASURER'S ASSISTANT SAL	0	0.00	0.00	0.00	0.00	0.00
001-413-104-00 TREASURER'S F.I.C.A.	625	47.94	47.94	0.00	577.06	7.67
001-413-105-00 TREASURER'S GROUP INSURAN	2,050	171.25	171.25	0.00	1,878.75	8.35
001-413-106-00 TREASURER'S RETIREMENT	815	62.66	62.66	0.00	752.34	7.69
001-413-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	11,640	908.45	908.45	0.00	10,731.55	7.80
<u>CONTRACTUAL SERVICES</u>						
001-413-214-00 TREASURER'S TRAVEL	0	0.00	0.00	0.00	0.00	0.00
001-413-224-00 AUDIT	3,500	169.75	169.75	0.00	3,330.25	4.85
001-413-226-00 TREASURER'S INSURANCE & B	1,000	1.96	1.96	0.00	998.04	0.20
TOTAL CONTRACTUAL SERVICES	4,500	171.71	171.71	0.00	4,328.29	3.82
TOTAL TREASURER	16,140	1,080.16	1,080.16	0.00	15,059.84	6.69



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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COURT						
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SALARIES & BENEFITS						
001-416-103-00 POLICE JUDGE SALARY	7,500	625.00	625.00	0.00	6,875.00	8.33
001-416-104-00 POLICE JUDGE FICA	575	47.81	47.81	0.00	527.19	8.31
001-416-105-00 POLICE JUDGE INSURANCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	8,075	672.81	672.81	0.00	7,402.19	8.33
CONTRACTUAL SERVICES						
001-416-221-00 POLICE JUDGE TRAINING	150	0.00	0.00	0.00	150.00	0.00
001-416-226-00 POLICE JUDGE INS BONDS	300	1.21	1.21	0.00	298.79	0.40
TOTAL CONTRACTUAL SERVICES	450	1.21	1.21	0.00	448.79	0.27
TOTAL COURT	8,525	674.02	674.02	0.00	7,850.98	7.91
CITY ATTORNEY						
=====						
SALARIES & BENEFITS						
001-417-101-00 CITY ATTORNEY	13,619	3,014.33	3,014.33	0.00	10,604.67	22.13
001-417-103-00 CITY ATTORNEY (ASSISTANT)	0	0.00	0.00	0.00	0.00	0.00
001-417-104-00 CITY ATTORNEY FICA	1,045	230.59	230.59	0.00	814.41	22.07
001-417-105-00 CITY ATTORNEY INSURANCE	4,000	500.00	500.00	0.00	3,500.00	12.50
001-417-106-00 CITY ATTORNEY RETIREMENT	1,362	301.43	301.43	0.00	1,060.57	22.13
001-417-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	20,026	4,046.35	4,046.35	0.00	15,979.65	20.21
CONTRACTUAL SERVICES						
001-417-221-00 CITY ATTORNEY TRAINING	500	0.00	0.00	0.00	500.00	0.00
001-417-222-00 CITY ATTORNEY DUES	0	0.00	0.00	0.00	0.00	0.00
001-417-226-00 CITY ATTORNEY INS UNEMPL	325	2.08	2.08	0.00	322.92	0.64
TOTAL CONTRACTUAL SERVICES	825	2.08	2.08	0.00	822.92	0.25
TOTAL CITY ATTORNEY	20,851	4,048.43	4,048.43	0.00	16,802.57	19.42
CITY ENGINEER						
=====						
SALARIES & BENEFITS						
001-420-103-00 CITY ENGINEER SALARY	20,000	1,550.48	1,550.48	0.00	18,449.52	7.75
001-420-104-00 CITY ENGINEER FICA TAX	1,530	119.76	119.76	0.00	1,410.24	7.83
001-420-106-00 CITY ENGINEER RETIREMENT	2,000	155.04	155.04	0.00	1,844.96	7.75
TOTAL SALARIES & BENEFITS	23,530	1,825.28	1,825.28	0.00	21,704.72	7.76

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
001-420-221-00 ENGINEER TRAINING	500	0.00	0.00	0.00	500.00	0.00
001-420-223-00 CITY ARCHITECT	6,000	3,000.00	3,000.00	0.00	3,000.00	50.00
001-420-226-00 CITY ENGINEER INS & BONDS	600	0.00	0.00	0.00	600.00	0.00
TOTAL CONTRACTUAL SERVICES	7,100	3,000.00	3,000.00	0.00	4,100.00	42.25
TOTAL CITY ENGINEER	30,630	4,825.28	4,825.28	0.00	25,804.72	15.75
REGIONAL DUES						
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CONTRACTUAL SERVICES						
001-435-222-00 REGIONAL DUES	6,485	6,485.00	6,485.00	0.00	0.00	100.00
TOTAL CONTRACTUAL SERVICES	6,485	6,485.00	6,485.00	0.00	0.00	100.00
TOTAL REGIONAL DUES	6,485	6,485.00	6,485.00	0.00	0.00	100.00
HOUSING						
=====						
COMMODITIES						
001-436-341-99 CLEAN UP ASSISTANCE EXP	5,000	56.61	56.61	0.00	4,943.39	1.13
001-436-354-00 HOUSING ENFORCEMENT	30,000	2,000.35	2,000.35	0.00	27,999.65	6.67
TOTAL COMMODITIES	35,000	2,056.96	2,056.96	0.00	32,943.04	5.88
TOTAL HOUSING	35,000	2,056.96	2,056.96	0.00	32,943.04	5.88
ZONING						
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SALARIES & BENEFITS						
001-437-103-00 ZONING SALARY	37,035	2,863.50	2,863.50	0.00	34,171.50	7.73
001-437-104-00 ZONING F.I.C.A.	2,840	219.06	219.06	0.00	2,620.94	7.71
001-437-105-00 ZONING HEALTH INS	6,200	1,372.25	1,372.25	0.00	4,827.75	22.13
001-437-106-00 ZONING RETIREMENT	3,710	286.36	286.36	0.00	3,423.64	7.72
001-437-109-00 COMPENSATED ABSENCE ZONIN	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	49,785	4,741.17	4,741.17	0.00	45,043.83	9.52
CONTRACTUAL SERVICES						
001-437-214-00 TRAVEL EXPENSE	1,450	0.00	0.00	0.00	1,450.00	0.00
001-437-221-00 ZONING TRAINING	1,000	0.00	0.00	0.00	1,000.00	0.00
001-437-226-00 ZONING INSURANCE & BONDS	1,750	138.11	138.11	0.00	1,611.89	7.89
TOTAL CONTRACTUAL SERVICES	4,200	138.11	138.11	0.00	4,061.89	3.29

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<u>COMMODITIES</u>						
001-437-341-00 ZONING SUPPLIES	1,500	50.00	50.00	0.00	1,450.00	3.33
TOTAL COMMODITIES	1,500	50.00	50.00	0.00	1,450.00	3.33
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TOTAL ZONING	55,485	4,929.28	4,929.28	0.00	50,555.72	8.88
<u>ELECTION</u>						
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<u>SALARIES &amp; BENEFITS</u>						
001-438-103-00 ELECTION SALARIES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
<u>CONTRACTUAL SERVICES</u>						
001-438-230-00 ELECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
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TOTAL ELECTION	0	0.00	0.00	0.00	0.00	0.00
<u>DATA PROCESSING</u>						
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<u>CONTRACTUAL SERVICES</u>						
001-439-230-00 DATA PROCESSING	24,000	9,738.96	9,738.96	0.00	14,261.04	40.58
TOTAL CONTRACTUAL SERVICES	24,000	9,738.96	9,738.96	0.00	14,261.04	40.58
<u>CAPITAL OUTLAY</u>						
001-439-459-00 DATA PROCESSING CAPITAL O	12,000	771.68	771.68	0.00	11,228.32	6.43
TOTAL CAPITAL OUTLAY	12,000	771.68	771.68	0.00	11,228.32	6.43
<u>NON-OPERATING EXPENSES</u>						
001-439-670-00 RDT SERVER ACCRD INT	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
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TOTAL DATA PROCESSING	36,000	10,510.64	10,510.64	0.00	25,489.36	29.20

CITY HALL

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<u>SALARIES &amp; BENEFITS</u>						
001-440-103-00 CITY HALL JANITOR SALARY	37,000	2,502.10	2,502.10	0.00	34,497.90	6.76
001-440-104-00 CITY HALL FICA	2,831	189.16	189.16	0.00	2,641.84	6.68
001-440-105-00 CITY HALL JANITOR INSURAN	2,100	303.00	303.00	0.00	1,797.00	14.43
001-440-106-00 GROUP RETIREMENT	3,700	250.21	250.21	0.00	3,449.79	6.76
001-440-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	45,631	3,244.47	3,244.47	0.00	42,386.53	7.11

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CONTRACTUAL SERVICES</u>						
001-440-213-00 CITY HALL UTILITIES	21,000	2,696.94	2,696.94	0.00	18,303.06	12.84
001-440-216-00 CITY HALL MAINTENANCE & R	6,000	31.00	31.00	0.00	5,969.00	0.52
001-440-226-00 CITY HALL INSURANCE & BON	1,500	130.18	130.18	0.00	1,369.82	8.68
TOTAL CONTRACTUAL SERVICES	28,500	2,858.12	2,858.12	0.00	25,641.88	10.03
<u>COMMODITIES</u>						
001-440-341-00 CITY HALL SUPPLIES	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL COMMODITIES	1,000	0.00	0.00	0.00	1,000.00	0.00
<u>CAPITAL OUTLAY</u>						
001-440-459-00 CITY HALL CAPITAL	120,000	5,070.97	5,070.97	0.00	114,929.03	4.23
TOTAL CAPITAL OUTLAY	120,000	5,070.97	5,070.97	0.00	114,929.03	4.23
<u>CONTRIBUTIONS</u>						
001-440-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
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TOTAL CITY HALL	195,131	11,173.56	11,173.56	0.00	183,957.44	5.73
<u>MUN FINANCE CONTRIB</u>						
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<u>SALARIES &amp; BENEFITS</u>						
001-444-000-00 TRANSF TO MUN FINANC STAB	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
<u>CONTRIBUTIONS</u>						
001-444-566-00 CONTRIBUTION TO RAINY DAY	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
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TOTAL MUN FINANCE CONTRIB	0	0.00	0.00	0.00	0.00	0.00
<u>BAD DEBT</u>						
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<u>NON-OPERATING EXPENSES</u>						
001-550-676-00 BAD DEBT EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
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TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
001-565-230-00 ELECTRICIAN - CONTRACTED	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL ELECTRICIAN - CONTRACTED	0	0.00	0.00	0.00	0.00	0.00
CONTINGENCY =====						
CONTRIBUTIONS						
001-699-568-00 CONTINGENCY COUNCIL DETER	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTINGENCY	0	0.00	0.00	0.00	0.00	0.00
POLICE =====						
SALARIES & BENEFITS						
001-700-000-00 AUDITOR OPEB	0	0.00	0.00	0.00	0.00	0.00
001-700-103-00 POLICE DEPT. SALARIES	752,360	54,689.45	54,689.45	0.00	697,670.55	7.27
001-700-103-25 POLICE DEPT PRO	0	0.00	0.00	0.00	0.00	0.00
001-700-104-00 POLICE DEPT. FICA TAX	57,556	4,117.60	4,117.60	0.00	53,438.40	7.15
001-700-105-00 POLICE DEPT. GROUP INSURA	100,000	26,449.50	26,449.50	0.00	73,550.50	26.45
001-700-106-00 POLICE DEPT. RETIREMENT	75,236	5,227.01	5,227.01	0.00	70,008.99	6.95
001-700-106-25 POLICE RET PRO	0	0.00	0.00	0.00	0.00	0.00
001-700-108-00 RECOVERY GRANT OVERTIME E	0	0.00	0.00	0.00	0.00	0.00
001-700-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	985,152	90,483.56	90,483.56	0.00	894,668.44	9.18
CONTRACTUAL SERVICES						
001-700-211-00 POLICE DEPT. TELEPHONES	11,000	1,092.27	1,092.27	0.00	9,907.73	9.93
001-700-213-00 POLICE DEPT UTILITIES	0	0.00	0.00	0.00	0.00	0.00
001-700-214-00 POLICE DEPT. TRAVEL EXPEN	3,000	0.00	0.00	0.00	3,000.00	0.00
001-700-221-00 POLICE DEPT. TRAINING	15,500	450.00	450.00	125.00	14,925.00	3.71
001-700-221-01 POLICE HMLAND GRANT TRAIN	0	0.00	0.00	0.00	0.00	0.00
001-700-225-00 POLICE DEPT. UNIFORM MAIN	500	0.00	0.00	0.00	500.00	0.00
001-700-226-00 POLICE DEPT. INSURANCE &	40,000	8,789.42	8,789.42	0.00	31,210.58	21.97
001-700-233-00 POLICE DEPT. CRIMINAL INV	2,000	0.00	0.00	0.00	2,000.00	0.00
TOTAL CONTRACTUAL SERVICES	72,000	10,331.69	10,331.69	125.00	61,543.31	14.52
COMMODITIES						
001-700-341-00 POLICE DEPT. MAT & SUPPLI	29,800	1,382.05	1,382.05	170.17	28,247.78	5.21
001-700-341-01 POLICE HMLAND GRANT RADIO	0	0.00	0.00	0.00	0.00	0.00
001-700-341-02 POLICE GRANT-(AUDIO SURVE	0	0.00	0.00	0.00	0.00	0.00
001-700-341-03 POLICE GRANTS	0	0.00	0.00	0.00	0.00	0.00
001-700-341-04 CVR-LET-RJ FEES EXPENSED	10,000	0.00	0.00	0.00	10,000.00	0.00

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001-700-341-05 POLICE VIPS EXPENSES	17,000	0.00	0.00	0.00	17,000.00	0.00
001-700-341-06 POLICE FORFEITURE EXPENSE	0	0.00	0.00	0.00	0.00	0.00
001-700-343-00 POLICE DEPT. AUTO SUPPLIE	32,000	2,459.67	2,459.67	0.00	29,540.33	7.69
001-700-344-00 POLICE DEPT. FEEDING PRIS	0	0.00	0.00	0.00	0.00	0.00
001-700-345-00 POLICE DEPT. UNIFORMS	8,000	0.00	0.00	0.00	8,000.00	0.00
001-700-353-00 RECOVERY GRANT SOFT/HARDW	0	0.00	0.00	0.00	0.00	0.00
001-700-379-00 DISPOSAL/SALE ASSETS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	96,800	3,841.72	3,841.72	170.17	92,788.11	4.14
CAPITAL OUTLAY						
001-700-459-00 POLICE DEPT. NEW EQUIP.	127,856	42,358.79	42,358.79	0.00	85,497.21	33.13
TOTAL CAPITAL OUTLAY	127,856	42,358.79	42,358.79	0.00	85,497.21	33.13
CONTRIBUTIONS						
001-700-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES						
001-700-670-00 FORD NOTE PAYABLE INT EXP	0	0.00	0.00	0.00	0.00	0.00
001-700-670-01 LEASE PYMNT CRUISER RDT	0	0.00	0.00	0.00	0.00	0.00
001-700-670-02 RDT LEASE CRUISER EXP	0	0.00	0.00	0.00	0.00	0.00
001-700-672-00 BOND PAYABLE INT EXP	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL POLICE	1,281,808	147,015.76	147,015.76	295.17	1,134,497.07	11.49
FIRE =====						
SALARIES & BENEFITS						
001-706-103-00 FIRE DEPT. SALARIES	417,000	32,180.46	32,180.46	0.00	384,819.54	7.72
001-706-104-00 FIRE DEPT. FICA TAX	32,000	2,452.67	2,452.67	0.00	29,547.33	7.66
001-706-105-00 FIRE DEPT. GROUP INSURANC	59,100	14,909.75	14,909.75	0.00	44,190.25	25.23
001-706-106-00 FIRE DEPT. GROUP RETIREME	41,700	2,973.11	2,973.11	0.00	38,726.89	7.13
001-706-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	549,800	52,515.99	52,515.99	0.00	497,284.01	9.55
CONTRACTUAL SERVICES						
001-706-211-00 FIRE DEPT. TELEPHONES	2,000	226.41	226.41	0.00	1,773.59	11.32
001-706-213-00 FIRE DEPT. UTILITIES	0	0.00	0.00	0.00	0.00	0.00
001-706-214-00 FIRE DEPT. TRAVEL EXPENSE	2,500	0.00	0.00	0.00	2,500.00	0.00
001-706-216-00 FIRE DEPT. MAINTENANCE	7,500	0.00	0.00	0.00	7,500.00	0.00
001-706-221-00 FIRE DEPT. TRAINING	10,000	0.00	0.00	0.00	10,000.00	0.00
001-706-226-00 FIRE DEPT. INSURANCE & BO	42,000	3,669.00	3,669.00	0.00	38,331.00	8.74
TOTAL CONTRACTUAL SERVICES	64,000	3,895.41	3,895.41	0.00	60,104.59	6.09
COMMODITIES						
001-706-341-00 FIRE DEPT. MATERIAL & SUP	22,500	0.00	0.00	0.00	22,500.00	0.00
001-706-343-00 FIRE DEPT. AUTO SUPPLIES	25,000	1,776.76	1,776.76	0.00	23,223.24	7.11



001-GENERAL FUND

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
001-706-345-00 FIRE DEPT. UNIFORMS	3,500	0.00	0.00	0.00	3,500.00	0.00
001-706-348-00 FIRE DEPT HAZARDOUS MAT R	500	0.00	0.00	0.00	500.00	0.00
TOTAL COMMODITIES	51,500	1,776.76	1,776.76	0.00	49,723.24	3.45
CAPITAL OUTLAY						
001-706-459-00 FIRE DEPT. CAPITAL OUTLAY	140,938	13,856.40	13,856.40	0.00	127,081.60	9.83
001-706-461-00 NEW FIRE STATION PAYMENT	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	140,938	13,856.40	13,856.40	0.00	127,081.60	9.83
CONTRIBUTIONS						
001-706-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES						
001-706-670-00 FIRE TRK NOTE PAYABLE INT	0	0.00	0.00	0.00	0.00	0.00
001-706-672-00 BOND PAYABLE INT EXP	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00

TOTAL FIRE	806,238	72,044.56	72,044.56	0.00	734,193.44	8.94
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DOG WARDEN - CONTRACTED  
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CONTRACTUAL SERVICES						
001-707-230-00 DOG WARDEN CONTRACTED SER	1,100	0.00	0.00	0.00	1,100.00	0.00
TOTAL CONTRACTUAL SERVICES	1,100	0.00	0.00	0.00	1,100.00	0.00

TOTAL DOG WARDEN - CONTRACTED	1,100	0.00	0.00	0.00	1,100.00	0.00
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FLOOD CONTROL  
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CONTRACTUAL SERVICES						
001-714-230-00 FLOOD CONTROL-RIVER CLEAN	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00

TOTAL FLOOD CONTROL	0	0.00	0.00	0.00	0.00	0.00
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FIRE - CONTRACTED  
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CONTRACTUAL SERVICES						
001-715-230-00 FIRE DEP CONTRACTED/HYDRA	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00

TOTAL FIRE - CONTRACTED	0	0.00	0.00	0.00	0.00	0.00
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001-GENERAL FUND

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
STREET =====						
SALARIES & BENEFITS						
001-750-000-00 AUDITOR OPEB	0	0.00	0.00	0.00	0.00	0.00
001-750-103-00 STREET DEPT. SALARIES	532,000	35,784.02	35,784.02	0.00	496,215.98	6.73
001-750-104-00 STREET DEPT. FICA TAX	40,698	2,725.69	2,725.69	0.00	37,972.31	6.70
001-750-105-00 STREET DEPT. GROUP INSURA	87,000	19,076.50	19,076.50	0.00	67,923.50	21.93
001-750-106-00 STREET DEPT. GROUP RETIRE	50,400	3,128.22	3,128.22	0.00	47,271.78	6.21
001-750-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	710,098	60,714.43	60,714.43	0.00	649,383.57	8.55

CONTRACTUAL SERVICES						
001-750-211-00 STREET DEPT. TELEPHONES	7,100	654.06	654.06	0.00	6,445.94	9.21
001-750-213-00 STREET DEPT. UTILITIES	12,800	1,748.39	1,748.39	0.00	11,051.61	13.66
001-750-215-00 CONTRIBUTION TO FLOWER CP	135,000	0.00	0.00	0.00	135,000.00	0.00
001-750-226-00 STREET DEPT. INSURANCE &	50,000	8,748.78	8,748.78	0.00	41,251.22	17.50
TOTAL CONTRACTUAL SERVICES	204,900	11,151.23	11,151.23	0.00	193,748.77	5.44

COMMODITIES						
001-750-341-00 STREET DEPT. MAT & SUPPLI	100,000	8,459.79	8,459.79	0.00	91,540.21	8.46
001-750-343-00 STREET DEPT. AUTO SUPPLIE	40,000	2,838.51	2,838.51	0.00	37,161.49	7.10
001-750-345-00 STREET DEPT. UNIFORMS	6,000	0.00	0.00	0.00	6,000.00	0.00
001-750-379-00 DISPOSAL/SALE ASSETS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	146,000	11,298.30	11,298.30	0.00	134,701.70	7.74

CAPITAL OUTLAY						
001-750-458-00 WALK TRAIL	0	0.00	0.00	0.00	0.00	0.00
001-750-458-01 SAFE WAYS TO SCHOOL GRANT	0	0.00	0.00	0.00	0.00	0.00
001-750-458-02 STORM SEWER PROJECTS	0	0.00	0.00	0.00	0.00	0.00
001-750-458-03 DOG PARK	0	0.00	0.00	0.00	0.00	0.00
001-750-458-04 TRANSPORTATION ENHANCE GR	0	0.00	0.00	0.00	0.00	0.00
001-750-458-05 STREET DEPT PROJECTS	130,000	8,677.93	8,677.93	0.00	121,322.07	6.68
001-750-458-06 PROJECT?	0	0.00	0.00	0.00	0.00	0.00
001-750-458-07 LWCF/ NORTH BUCK. PARK	0	0.00	0.00	0.00	0.00	0.00
001-750-458-08 GATEWAY WEST GRANT EXPENS	0	0.00	0.00	0.00	0.00	0.00
001-750-459-00 STREET DEPT. CAPITAL OUTL	91,100	8,458.90	8,458.90	0.00	82,641.10	9.29
001-750-459-22 PROPERY PAYMENT MUDLICK	117,300	9,744.80	9,744.80	0.00	107,555.20	8.31
001-750-459-99 STREET PV JE-RDT	0	0.00	0.00	0.00	0.00	0.00
001-750-461-00 STREET PAVING	282,000	352.59	352.59	0.00	281,647.41	0.13
TOTAL CAPITAL OUTLAY	620,400	27,234.22	27,234.22	0.00	593,165.78	4.39

CONTRIBUTIONS						
001-750-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00

NON-OPERATING EXPENSES						
001-750-670-00 NOTE PAYABLE INT EXP	0	0.00	0.00	0.00	0.00	0.00
001-750-670-03 RDT LEASE RAM TRK	0	0.00	0.00	0.00	0.00	0.00

001-GENERAL FUND

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
001-750-670-04 RDT RECORD LEASE PMNT RAM	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
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TOTAL STREET	1,681,398	110,398.18	110,398.18	0.00	1,570,999.82	6.57
STREET LIGHTS =====						
CONTRACTUAL SERVICES						
001-751-213-00 STREET LIGHTS	70,000	5,524.47	5,524.47	0.00	64,475.53	7.89
TOTAL CONTRACTUAL SERVICES	70,000	5,524.47	5,524.47	0.00	64,475.53	7.89
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TOTAL STREET LIGHTS	70,000	5,524.47	5,524.47	0.00	64,475.53	7.89
TRAFFIC SIGNALS & SIGNS =====						
CONTRACTUAL SERVICES						
001-752-213-00 TRAFFIC SIGNALS POWER	3,500	233.38	233.38	0.00	3,266.62	6.67
001-752-230-00 SIGNS & SIGNALS	16,000	248.80	248.80	0.00	15,751.20	1.56
TOTAL CONTRACTUAL SERVICES	19,500	482.18	482.18	0.00	19,017.82	2.47
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TOTAL TRAFFIC SIGNALS & SIGNS	19,500	482.18	482.18	0.00	19,017.82	2.47
SNOW REMOVAL =====						
COMMODITIES						
001-753-341-00 SNOW REMOVAL	20,000	0.00	0.00	0.00	20,000.00	0.00
TOTAL COMMODITIES	20,000	0.00	0.00	0.00	20,000.00	0.00
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TOTAL SNOW REMOVAL	20,000	0.00	0.00	0.00	20,000.00	0.00
AIRPORT =====						
CONTRIBUTIONS						
001-758-567-00 AIRPORT	15,000	0.00	0.00	0.00	15,000.00	0.00
TOTAL CONTRIBUTIONS	15,000	0.00	0.00	0.00	15,000.00	0.00
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TOTAL AIRPORT	15,000	0.00	0.00	0.00	15,000.00	0.00

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JULY 31ST, 2021

PAGE: 21

001-GENERAL FUND

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
001-759-568-00 PUBLIC TRANSIT	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL CONTRIBUTIONS	10,000	0.00	0.00	0.00	10,000.00	0.00
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TOTAL PUBLIC TRANSIT	10,000	0.00	0.00	0.00	10,000.00	0.00
HEALTH DEPT =====						
CONTRIBUTIONS						
001-803-568-00 BUCKHANNON-UPSHUR HEALTH	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL CONTRIBUTIONS	5,000	0.00	0.00	0.00	5,000.00	0.00
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TOTAL HEALTH DEPT	5,000	0.00	0.00	0.00	5,000.00	0.00
STORM WATER =====						
COMMODITIES						
001-805-348-00 STORM WATER TO SANITARY	150,000	0.00	0.00	0.00	150,000.00	0.00
TOTAL COMMODITIES	150,000	0.00	0.00	0.00	150,000.00	0.00
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TOTAL STORM WATER	150,000	0.00	0.00	0.00	150,000.00	0.00
PARK 25% TO CPWB =====						
SALARIES & BENEFITS						
001-900-000-00 AUDITOR OPEB	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
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COMMODITIES						
001-900-341-00 PARK-30% HOT/MOT PD TO CP	34,500	0.00	0.00	0.00	34,500.00	0.00
TOTAL COMMODITIES	34,500	0.00	0.00	0.00	34,500.00	0.00
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CONTRIBUTIONS						
001-900-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
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TOTAL PARK 25% TO CPWB	34,500	0.00	0.00	0.00	34,500.00	0.00



001-GENERAL FUND

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
001-901-235-00 HOTEL/MOTEL 70% PAID TO C	80,500	0.00	0.00	0.00	80,500.00	0.00
TOTAL CONTRACTUAL SERVICES	80,500	0.00	0.00	0.00	80,500.00	0.00
TOTAL CVB 75% TO CVB	80,500	0.00	0.00	0.00	80,500.00	0.00
ARTS & HUMANITIES						
=====						
CONTRACTUAL SERVICES						
001-906-216-00 THEATRE MAINTENANCE/UTILI	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL CONTRACTUAL SERVICES	10,000	0.00	0.00	0.00	10,000.00	0.00
CAPITAL OUTLAY						
001-906-450-01 THEATRE BUILDING	20,000	10,381.54	10,381.54	0.00	9,618.46	51.91
001-906-459-00 THEATRE CAPITAL	100,000	0.00	0.00	0.00	100,000.00	0.00
TOTAL CAPITAL OUTLAY	120,000	10,381.54	10,381.54	0.00	109,618.46	8.65
TOTAL ARTS & HUMANITIES	130,000	10,381.54	10,381.54	0.00	119,618.46	7.99

STOCKERT YOUTH CENTER  
=====

SALARIES & BENEFITS						
001-907-101-00 STOCKERT YOUTH CENTER SAL	150,000	14,977.20	14,977.20	0.00	135,022.80	9.98
001-907-103-00 CAMP BUCANNEER SALARIES	24,000	5,388.71	5,388.71	0.00	18,611.29	22.45
001-907-103-01 SYC BUS DRIVERS	1,000	120.00	120.00	0.00	880.00	12.00
001-907-104-00 FICA TAX	13,500	1,567.12	1,567.12	0.00	11,932.88	11.61
001-907-105-00 GROUP INSURANCE	27,950	5,217.50	5,217.50	0.00	22,732.50	18.67
001-907-106-00 GROUP RETIREMENT	10,600	791.93	791.93	0.00	9,808.07	7.47
001-907-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	227,050	28,062.46	28,062.46	0.00	198,987.54	12.36
CONTRACTUAL SERVICES						
001-907-211-00 TELEPHONES	3,600	468.87	468.87	0.00	3,131.13	13.02
001-907-213-00 UTILITIES	17,000	2,449.54	2,449.54	0.00	14,550.46	14.41
001-907-214-00 TRAVEL EXPENSE	500	0.00	0.00	0.00	500.00	0.00
001-907-216-00 MAINTENANCE	7,000	483.12	483.12	0.00	6,516.88	6.90
001-907-218-00 POSTAGE	250	0.00	0.00	0.00	250.00	0.00
001-907-221-00 TRAINING	275	0.00	0.00	0.00	275.00	0.00
001-907-226-00 INSURANCE & BONDS	13,000	1,758.02	1,758.02	0.00	11,241.98	13.52
001-907-230-00 SYC CONTRACTURAL BUS SER	0	0.00	0.00	0.00	0.00	0.00
001-907-230-01 WORK STUDY/AMERICORP	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL CONTRACTUAL SERVICES	44,625	5,159.55	5,159.55	0.00	39,465.45	11.56

001-GENERAL FUND

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
001-907-341-00 MATERIALS & SUPPLIES EXPE	6,000	875.36	875.36	0.00	5,124.64	14.59
001-907-341-01 OPERATING EXPENSES	2,500	195.21	195.21	170.21	2,134.58	14.62
001-907-343-00 SYC AUTO SUPPLIES	2,500	0.00	0.00	0.00	2,500.00	0.00
001-907-354-00 DRILL TEAM	5,000	0.00	0.00	0.00	5,000.00	0.00
001-907-355-00 DANCE TEAM	0	0.00	0.00	0.00	0.00	0.00
001-907-356-00 YOUTH BASKETBALL	18,000	0.00	0.00	0.00	18,000.00	0.00
001-907-357-00 TUTORING	250	0.00	0.00	0.00	250.00	0.00
001-907-358-00 MISC. DANCE/PARTIES	500	0.00	0.00	0.00	500.00	0.00
001-907-359-00 ART/DRAMA PROGRAM	1,000	0.00	0.00	0.00	1,000.00	0.00
001-907-360-00 CAMP BUCANNEER SUPPLIES	4,500	369.11	369.11	76.74	4,054.15	9.91
001-907-361-00 AFTER SCHOOL SUPPLIES	5,000	0.00	0.00	0.00	5,000.00	0.00
001-907-362-00 DRINK/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
001-907-363-00 KARATE CLASS INSTRUCTION	1,500	276.00	276.00	0.00	1,224.00	18.40
001-907-364-00 SKATEPARK	0	0.00	0.00	0.00	0.00	0.00
001-907-365-00 RED RIBBON WEEK EXPENSE	0	0.00	0.00	0.00	0.00	0.00
001-907-366-00 FUND RAISER	5,000	0.00	0.00	0.00	5,000.00	0.00
001-907-367-00 GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-907-368-00 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-907-368-01 ZUMBA	1,500	228.00	228.00	0.00	1,272.00	15.20
001-907-368-02 YOGA FITNESS CLASS	0	0.00	0.00	0.00	0.00	0.00
001-907-368-03 GUITAR LESSONS	0	0.00	0.00	0.00	0.00	0.00
001-907-368-04 MISC ACTIVITIES-ONE TIME	2,000	0.00	0.00	0.00	2,000.00	0.00
001-907-368-05 GRANT EXP SYCC	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	55,250	1,943.68	1,943.68	246.95	53,059.37	3.96
CAPITAL OUTLAY						
001-907-458-00 CAPITAL CAMPAIGN (BOE & U	0	0.00	0.00	0.00	0.00	0.00
001-907-458-01 SYC CHILDRENS FESTIVAL	1,250	0.00	0.00	0.00	1,250.00	0.00
001-907-458-02 SYCC BUILDING	38,400	0.00	0.00	0.00	38,400.00	0.00
001-907-459-00 CAPITAL OUTLAY	10,000	3,900.00	3,900.00	0.00	6,100.00	39.00
001-907-477-00 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	49,650	3,900.00	3,900.00	0.00	45,750.00	7.85
CONTRIBUTIONS						
001-907-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL STOCKERT YOUTH CENTER	376,575	39,065.69	39,065.69	246.95	337,262.36	10.44
CONVENTION CENTER						
=====						
CAPITAL OUTLAY						
001-910-457-00 CONFERENCE CENTER PAYMENT	40,250	3,351.00	3,351.00	0.00	36,899.00	8.33
TOTAL CAPITAL OUTLAY	40,250	3,351.00	3,351.00	0.00	36,899.00	8.33
TOTAL CONVENTION CENTER	40,250	3,351.00	3,351.00	0.00	36,899.00	8.33

001-GENERAL FUND

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
HISTORIC LANDMARKS =====						
CONTRACTUAL SERVICES						
001-911-223-00 HISTORIC LAND MARK EXPENS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL HISTORIC LANDMARKS	0	0.00	0.00	0.00	0.00	0.00
PUBLIC SAFETY =====						
CONTRACTUAL SERVICES						
001-976-213-00 SAFETY COMPLEX UTILITIES	24,000	2,495.18	2,495.18	0.00	21,504.82	10.40
001-976-216-00 SAFETY COMPLEX MAINT	16,000	87.00	87.00	0.00	15,913.00	0.54
001-976-226-00 SAFETY COMPLEX INSURANCE	9,000	610.25	610.25	0.00	8,389.75	6.78
TOTAL CONTRACTUAL SERVICES	49,000	3,192.43	3,192.43	0.00	45,807.57	6.52
CAPITAL OUTLAY						
001-976-459-35 FEMA GRANT#2 GENERATOR EX	0	0.00	0.00	0.00	0.00	0.00
001-976-459-36 FEMA GRANT#1 GENERATOR EX	0	0.00	0.00	0.00	0.00	0.00
001-976-461-00 SAFETY COMPLEX POLICE DEP	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
TOTAL PUBLIC SAFETY	49,000	3,192.43	3,192.43	0.00	45,807.57	6.52
TOTAL EXPENDITURES	5,418,016	476,337.38	476,337.38	542.12	4,941,136.50	8.80
REVENUE OVER/(UNDER) EXPENDITURES	( 704,910)	10,787.47	10,787.47	( 542.12)	( 715,155.35)	1.45-

Amby also paid tribute to retiring Council Member Mary Albaugh with some interesting facts from Mary’s time with the city.

**C.3 Fire Chief - JB Kimble** - Mayor Skinner introduced Chief Kimble who also thanked Mary Albaugh for all her contributions as a Council Member and for her support of the Fire Department. He then provided his report which included:

- \*Monthly Report (June)
- \*YTD Ending June 30
- \*Accreditation
- \*Heartsafe Initiative
- \*Recruitment Program
- \*Volunteer Achievements

Buckhannon

Buckhannon, WV

This report was generated on 7/31/2021 3:53:59 PM

Incident Count for Zone for Date Range

Zone: All Zones | Start Date: 06/01/2021 | End Date: 06/30/2021

ZONE	NUMBER OF CALLS
Adrian - Mutual Aid - Adrian	4
Banks Dist. - Mutual Aid - Banks District	1
Belington - Mutual Aid - Belington	2
City Limits - City Limits	75
Ellamore - Mutual Aid - Ellamore	4
First Due - First Due Response Area	35
Warren Dist. - Mutual Aid - Warren District	3
Wash. Dist. - Mutual Aid - Washington District	3
Weston - Mutual Aid - Weston	1
TOTAL:	128

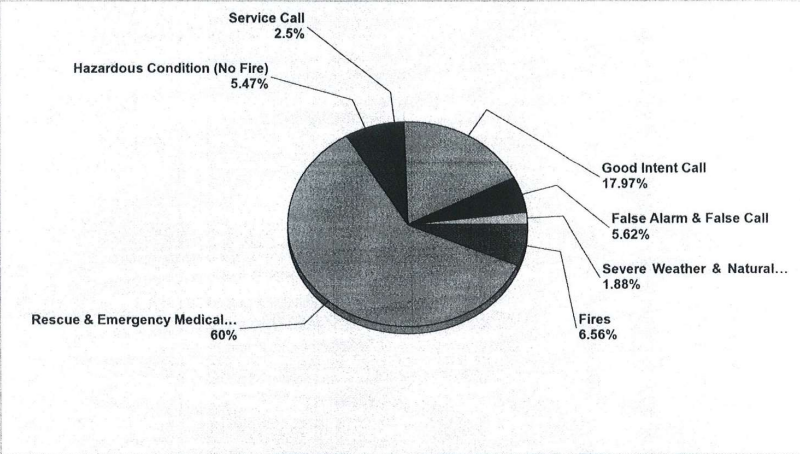
Incident Count for Zone for Date Range

Zone: All Zones | Start Date: 01/01/2021 | End Date: 06/30/2021

ZONE	NUMBER OF CALLS
Adrian - Mutual Aid - Adrian	20
Banks Dist. - Mutual Aid - Banks District	1
Belington - Mutual Aid - Belington	5
City Limits - City Limits	398
Ellamore - Mutual Aid - Ellamore	11
First Due - First Due Response Area	163
Philippi - Mutual Aid - Philippi	1
Warren Dist. - Mutual Aid - Warren District	23
Wash. Dist. - Mutual Aid - Washington District	10
Weston - Mutual Aid - Weston	8
TOTAL:	640



Breakdown by Major Incident Types for Date Range  
Zone(s): All Zones | Start Date: 01/01/2021 | End Date: 06/30/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	42	6.56%
Rescue & Emergency Medical Service	384	60%
Hazardous Condition (No Fire)	35	5.47%
Service Call	16	2.5%
Good Intent Call	115	17.97%
False Alarm & False Call	36	5.62%
Severe Weather & Natural Disaster	12	1.88%
TOTAL	640	100%

Chief Kimble asked, and Council agreed without objection, to bring *F.1 To Adopt the Fair Labor Standards Act Hours & Pay System for the Buckhannon Fire Department* to the table for discussion and/or vote. The Chief provided an overview of the FLSA system and how it would affect the Buckhannon Fire Department. Discussion took place of the status of possible hires and where we are in hiring the 3 new firefighters. There are 4 people on the current eligible list and Chief Kimble recommended that Council interview the 4 and see if there are persons on the list that Council would recommend for hiring. Council also discussed beginning the process of adding to the eligible list soon by seeking applications for testing.

**C.4 City Attorney - Tom O'Neill** – Mr. O'Neill did not have a formal report for Council.

**D. Correspondence & Information** – The Mayor reviewed the following with Council:

**D.1 Buckhannon Police Department CALEA Conference Award Letter**

Commission on Accreditation for  
Law Enforcement Agencies, Inc.  
13575 Heathcote Boulevard  
Suite 320  
Gainesville, Virginia 20155

Phone: (703) 352-4225  
Fax: (703) 890-3126  
E-mail: [calea@calea.org](mailto:calea@calea.org)  
Website: [www.calea.org](http://www.calea.org)

July 16, 2021

Chief Matthew Gregory  
Chief of Police  
Buckhannon Police Department  
24 S. Florida Street  
Buckhannon, WV 26201

Chief Gregory:

CALEA® Accreditation serves as the *International Gold Standard for Public Safety Agencies*. This correspondence serves to recognize the Buckhannon Police Department has been awarded Law Enforcement Accreditation effective July 16, 2021, for the First time. This award remains in effect for four years and the agency retains all privileges associated with this status during that period.

The process of CALEA Accreditation begins with a rigorous self-assessment, requiring a review of policies, practices, and processes against internationally accepted public safety standards. This is followed with an assessment by independent assessors with significant public safety experience. Additionally, public feedback is received to promote community trust and engagement, and structured interviews are conducted with select agency personnel and others with knowledge to assess the agency’s effectiveness and overall service delivery capacities. The decision to accredit is rendered by a governing body of twenty-one Commissioners following a public hearing and review of all reporting documentation.

CALEA Accreditation is a continuous process and serves as the foundation for a successful, well managed, transparent, community-focused public safety agency. To this end, an agency must maintain its accredited status by remaining in compliance with CALEA standards at all times.

CALEA congratulates the Buckhannon Police Department for demonstrating a commitment to professional excellence through accreditation. The CALEA Accreditation indices are the *Marks of Professional Excellence* and should be displayed proudly by those that have earned them.

Sincerely,

W. Craig Hartley, Jr.  
Executive Director

July 16, 2021

Again, congratulations on your most recent CALEA Accreditation. As you move into the next four years, we are providing you with your annual, web-based standards assessment dates and site-based assessment date required under the new four-year assessment model used by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA®).

The Buckhannon Police Department's Law Enforcement Accreditation Year 1, 2, 3 and 4 annual web-based assessments will take place during the following weeks:

Year 1: August 5 - 13, 2022  
Year 2: August 4 - 12, 2023  
Year 3: August 2 - 10, 2024  
Year 4: February 21 - March 1, 2025

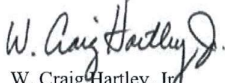
The Buckhannon Police Department site-based review is scheduled for the week of March 31, 2025.

As a reminder, the agency must remit annual status reports through the CALEA Information Management and Reporting System (CIMRS) to document its progression of continuous organizational improvement for the next three years prior to the agency's award date of July 16th. In the fourth year, an annual status report is not required due to the timing of the annual web-based and site-based standards reviews.

Prior to your agency's first annual compliance review, you will receive an email from [CIMRS@calea.org](mailto:CIMRS@calea.org), with your CIMRS access. If your agency has already had an annual compliance review, each user's access to the CIMRS System is still valid and the link for CIMRS is <https://accreditation.calea.org>. The agency should log into CIMRS and complete and/or update the necessary agency information.

If you should have any questions or need additional information, please contact the CALEA Assessment Team at (703) 352-4225.

Sincerely,

  
W. Craig Hartley, Jr.  
Executive Director

## **D.2 Notice Advertisement for Bids City Hall Roof Replacement Project**

### **ADVERTISEMENT FOR BIDS CITY OF BUCKHANNON CITY HALL ROOF REPLACEMENT PROJECT**

The City of Buckhannon (City) will accept sealed bids for the City of Buckhannon City Hall Roof Replacement Project, which consists of the purchase, delivery and installation of an EPDM Single-Ply Membrane Roof, new rigid insulation and all necessary appurtenances until 1:30 PM EST on Thursday, August 12, 2021 at City Hall, at which time all received bids will be opened and publicly read aloud.

The City Hall Roof Replacement Project, all contract specific-related work activities and all necessary appurtenances shall conform to the contract specifications & drawings and other requirements identified in the Bid Package.

A mandatory Pre-Bid Meeting will be held at the Buckhannon City Hall, located at 70 East Main Street, Buckhannon, Upshur County, West Virginia 26201, on Friday, July 30, 2021 at 9:00AM EST. Weather permitting, a site visit, consisting of physically viewing, inspecting and documenting the existing section of roof to be replacement shall take place after the Pre-Bid Meeting. A sign-in sheet will be available and must be signed by all attendees at the beginning of Pre-Bid Meeting. Failure to attend and sign the sign-in sheet shall prohibit the Bidder(s) from submitting a Bid on the City Hall Roof Replacement Project.

The Bid Package may be obtained by each Bidder from the City Engineer for the City of Buckhannon, located at 70 East Main Street, Buckhannon, West Virginia 26201. If the Bidder requests that the Bid Package be mailed, Bidders shall pay \$25.00 for the cost of shipping the Bid Package. Bidders may also elect to have the Bid Package delivered electronically. The Bid Package shall be available on Wednesday, July 21, 2021.

All clarifications, questions or comments regarding the contents of the Bid Package shall be submitted in writing and either mailed or faxed to the address below or emailed to [jay.hollen@buckhannonwv.org](mailto:jay.hollen@buckhannonwv.org). No clarifications and questions will be accepted after 1:00 PM EST on Thursday, August 5, 2021.

If a Bidder is submitting alternate products to the types of materials specified in the Bid Package, the Bidder shall provide product literature, including detailed specifications, drawings and information, for review and approval by the City Engineer no later than 1:00 PM EST on Thursday, August 5, 2021.

Bids for each contract shall be submitted in a separate sealed (inner) envelope containing the Official Bid Form, and included in a larger sealed (outside) envelope containing the Required Bid Security in the form of either a Bid Bond, which shall be equal to 5% of the total base bid or a Cashier's Check, which shall be equal to 5% of the total base bid, a Power of Attorney form, Evidence of a current & valid West Virginia Contractor's License, a Certification of Equal

Employment Opportunity, a Certification of Non-segregated Facilities, a Drug Free Workplace Conformance Affidavit, a West Virginia Jobs Act Compliance Certification and Certification of Receipt of Addenda. All sealed envelopes shall have the following information in the lower left-hand corner for the respective Contract being bid:

Contract No. 1

*“Name and Address of Bidder”*

City of Buckhannon  
City Hall Roof Replacement Project  
Each bid may either be hand delivered or mailed to the following address:  
Mr. James +S. Hollen, III, PE, City Engineer  
City of Buckhannon  
70 East Main Street  
Buckhannon, WV 26201

No Bid may be withdrawn for a period of sixty (60) days after the time of the opening of the Bids.

The City reserves the right to reject any and all bids, to award the Project to a Bidder other than the low Bidder and to waive any informality in bidding. The City reserves the right to reject any and all bids that are not in the best interest of the City. In addition, the City also reserves the right to terminate the Contracts at any time due to noncompliance with the City of Buckhannon’s expectations and requirements.

Honorable Robert N. Skinner, III, Mayor  
City of Buckhannon

Publish RD Run Date 07/20/21 & 07/27/21

**D.3 Award Notification RE: American Rescue Plan Act (ARPA) Non-entitlement Unit Allocation**

**State of West Virginia  
Office of Governor Jim Justice  
ARP Act NEU Allocation Application**

July 23, 2021  
  
City of Buckhannon  
70 E Main St  
Buckhannon, West Virginia 26201  
  
RE: ARPA NEU Allocation (ARPA-2021/07-10448)

Dear Robert N Skinner III:

As Governor of the State of West Virginia, I am honored to notify you that your municipality has been awarded the American Rescue Plan Act (ARPA) Non-entitlement Unit (NEU) allocation.

I am proud to pass this allocation to you for helping to keep our citizens safe. These funds were allocated by the United States Department of Treasury to help the citizens in towns just like yours. Thank you for the effort in helping our citizens and helping to keep this virus at bay.

My team has reviewed your certified budget/expenditures in the amount of \$ 13,540,470.00 and applied the 75% cap to the total allocation as required by the United States Department of Treasury, if needed, and has approved the first tranche of this allocation in the amount of \$ 1,190,281.18 . This is the first half of the funding your NEU was allocated by the U.S. Department of Treasury. The second tranche is expected around Summer 2022.

This award is being funded by the U.S. Department of Treasury. The applicant will be noted by their unique WV NEU number, assigned by the Governor’s Office, or their DUNS Number. The federal award number will be available by request to the Governor’s Office and will be provided as soon as available. The active Period of Performance is June 1, 2021 – December 31, 2026, with annual reporting to the U.S. Department of Treasury required by the NEU. The NEU can use March 3, 2021 – December 31, 2026 for their budget period. The amount of federal funds to each sub-awardee is based on population of the NEU, as provided in guidance from the U.S. Department of Treasury, and the last budget or annual expenditure as of January 27,2020. This award falls under the CFDA# 21.027 Coronavirus State and Local Fiscal Recovery fund. The total made available, as of June 3<sup>rd</sup>, 2021, to the State was \$81,245,407 for NEU funding. This award is not a Research or Development award and there will be no use of the indirect cost rate. If you are receiving \$750,000 or more, the NEU will be subject to single audit requirements of 2 CFR § 200.501. All advance payments of Federal Awards must be kept in interest bearing accounts as required by 2 CFR § 200.305 (8) unless the NEU meets the 4 exclusions listed therein. Any requirements imposed by the Governor’s Office on the subrecipient are so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal Award. The State of West Virginia, nor the Governor’s office have imposed any additional requirements other than what is required by the U.S. Department of Treasury for these funds.

Please feel free to contact Al Bass at albernard.bass@bdo.com with any questions.

Sincerely,



Jim Justice  
Governor, State of West Virginia



**D.4 WVDOH Childers Run-Kesling Mill Traffic Signal Install Project RE: Water & Sewer existing underground facilities**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110  
Charleston, West Virginia 25305-0430 • (304) 558-3505

Byrd E. White, III  
Secretary of Transportation/  
Commissioner of Highways

Jimmy Wriston, P. E.  
Deputy Secretary/  
Deputy Commissioner

July 20, 2021

RECEIVED JUL 26 2021

Ms. Amberle Jenkins  
Buckhannon Municipal (Water & Sewer)  
70 E. Main St. City Hall  
Buckhannon, WV 26201

State Project: U349-33-0.02 00  
Federal Project: HSIP-0033 (437) D  
CHILDERS RUN-KESLING SIGNAL+1  
Upshur County


Dear Ms. Jenkins:

Enclosed herewith are two (2) copies of the above-proposed signal installation plans for the following intersections in Upshur County:

- US 33 at Childers Run Road (CR 5/9)
- US 33 at Kesling Mill Road (CR 3)

Please plot, verify, or correct, as necessary, any underground facilities you may have for this intersection and return one (1) copy to us. If you have any questions or comments, please contact Tommy Edens of our office at 304-414-7331.

Very truly yours,

  
Mohammed A. Khan, P. E.  
Traffic Design Engineer  
Traffic Engineering Division

**Re: State Project U349-33-02.00 - Childers Run - Kesling Mill Signals in Upshur County**

Edens, Tommy E <tommy.e.edens@wv.gov>  
To: Jay Hollen <jay.hollen@buckhannonwv.org>  
Cc: Jerry Arnold <jerry.arnold@buckhannonwv.org>, Kelly Arnold <kelly.arnold@buckhannonwv.org>, Buck Samples <bryan.samples@buckhannonwv.org>

Mon, Jul 26, 2021 at 3:49 PM

Received, thank you.

On Mon, Jul 26, 2021 at 3:48 PM Jay Hollen <jay.hollen@buckhannonwv.org> wrote:  
Tom,

It was nice talking to you earlier this morning about the traffic signal project for both the Childers Run and the Kesling Mill / Corridor H intersections.

In response to the July 20, 2021 letter from Mr. Mohammed A. Khan, PE regarding the above-referenced project, I spoke with both the sewer and water superintendents regarding the proposed project and how it relates to the City's existing underground facilities in the area.

At this time, it was determined that the City does not have any existing sanitary sewer systems, storm sewer systems or water distribution systems at either of these locations.

If you have any questions or comments about the contents of this letter, please don't hesitate to contact me.

--  
James "Jay" S. Hollen, III, PE, CFM  
City Engineer  
City of Buckhannon  
70 East Main Street  
Buckhannon, WV 26201

**D.5 FEMA Generator Grant #0035 –Executed WV Infrastructure & Jobs Development Council Agreement**

**GRANT AGREEMENT**  
(2021F-116)

This Grant Agreement entered into by and between the WEST VIRGINIA WATER DEVELOPMENT AUTHORITY (the "Authority"), at the direction of the WEST VIRGINIA INFRASTRUCTURE AND JOBS DEVELOPMENT COUNCIL (the "Council"), and the CITY OF BUCKHANNON (the "Governmental Agency").

**RECITALS**

WHEREAS, the Council has authorized the Authority to make a grant to the Governmental Agency in the amount not to exceed \$285,542 (the "Grant") for the purposes of financing a portion of the acquisition and construction of a project approved by the Council on July 7, 2021, pursuant to the FEMA/WVDHSEM Crisis Situation Funding Assistance Resolution adopted February 5, 2020;

WHEREAS, the Governmental Agency wishes to accept the Grant upon such terms and conditions as are hereinafter set forth for the purposes of designing, acquiring or constructing the project described in Exhibit A attached hereto and incorporated herein by reference (the "Project");

WHEREAS, this Grant Agreement sets forth the Council, the Authority and the Governmental Agency's understandings and agreements with regard to the Grant.

NOW, THEREFORE, in consideration of the premises and the mutual agreements hereinafter contained, the Authority and the Governmental Agency hereby agree as follows:

**TERMS**

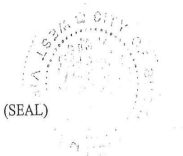
1. Prior to the distribution of the Grant, the Governmental Agency shall provide the Authority with a Project budget and an anticipated monthly draw schedule reflecting the receipt dates and amounts from other funding sources. The Project budget shall not be amended unless the Governmental Agency has received the prior written consent of the Council.
2. The Authority shall advance the Council's share of the Project costs from the Grant from time to time upon receipt of evidence of the FEMA/WVDHSEM matching contribution and a requisition evidencing the costs incurred, which requisition must be satisfactory to the Authority.
3. The monthly requisition will also set forth (i) the amounts requested for that requisition period from all other funding agencies, and (ii) the amounts advanced for the Project to date from all other funding agencies.
4. The Governmental Agency will use the proceeds of the Grant only for the purposes specifically set forth in Exhibit A.
5. The Authority shall wire the approved requisition amount using the wiring instructions provided in Exhibit B, unless the Council and Authority are provided replacement instructions in writing.
6. The Governmental Agency shall comply with and is bound by the Council's rules set forth as Title 167, Series 1 and more particularly Section 5.9 with respect to the sale of the Project.
7. The Governmental Agency acknowledges that the Grant may be reduced, from time to time, to reflect actual Project costs and availability of other funding.
8. The Governmental Agency shall list the Grant provided by the Authority and the Council in any press release, publication, program bulletin, sign or other public communication that references the Project, including but not limited to any program document distributed in conjunction with any groundbreaking or dedication of the Project.
9. The Governmental Agency has provided the Authority and Council the verification required by (d)(2)(A) of Chapter 12, Article 4, Section 14 of the West Virginia Code (the "Reporting Act"). The Governmental Agency shall and hereby agrees and covenants to comply with the audit and/or agreed upon procedure requirement of the Reporting Act, Legislative Rule Title 148, Section 18 and State Auditor and Chief Inspector guidance. The Governmental Agency shall and agrees to file with the Authority and Council the reports and sworn statements required by (b)(3) of the Reporting Act within two years of the end of each fiscal year in which disbursements are made under this Grant. The reports shall be made by an independent certified public accountant at the sole cost of the Governmental Agency. NOTICE: The Authority is required to report the failure to timely file the reports and sworn statement of expenditures to the West Virginia Legislative Auditor. The Authority shall maintain copies of the reports and sworn statements and shall make them available for public inspection.
10. The verification form attached as Exhibit C must be completed and returned to the Authority prior to the closing of the Grant.
11. This Grant Agreement will expire 24 months after the date of execution by the Authority unless extended at the direction of Council.
12. This Grant Agreement may be executed by the parties hereto in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute but one in the same instrument.
13. This Grant Agreement shall be governed by the laws of the State of West Virginia.

Exhibit C  
STATE GRANT AWARD  
VERIFICATION  
(WVJDC #2021F-116)

Under penalty of law for false swearing (WV Code §61-5-3), the undersigned Robert Neal Skinner III, an authorized representative of the CITY OF BUCKHANNON certifies that by signing this sworn statement, the CITY OF BUCKHANNON and all related parties have filed all reports and sworn statements of expenditure for state grants received as required by West Virginia Code Chapter 12, Article 4, Section 14.

Witness my signature this 19 day of July, 2021.

IN WITNESS WHEREOF, the parties hereto have caused this Grant Agreement to be executed by the respective duly authorized officers as of the date executed below by the Authority.



CITY OF BUCKHANNON  
By: Robert Neal Skinner III  
Its: Mayor  
Date: July 19th, 2021

By: Robert Neal Skinner III  
Print Name Robert Neal Skinner III  
Print Title Mayor

Attest:  
[Signature]  
Its: Recorder

STATE OF WEST VIRGINIA  
COUNTY OF Upshur

The foregoing was instrument was subscribed and sworn to me by Robert Neal Skinner III on this 19 day of July, 2021.

My commission expires: March 22, 2023



WEST VIRGINIA WATER  
DEVELOPMENT AUTHORITY  
By: Maura D. Payne  
Its: Executive Director  
Date: July 22, 2021

[SEAL]



Alice R. Teets  
NOTARY PUBLIC

Attest:  
[Signature]  
Its: Authorized Officer

E. Consent Agenda  
E.1 Approval of Minutes- Regular Meeting 06/17/21, 07/01/21, 07/15/21, Special 07/08/21, 07/21/21

E.2 Approval of Building and Wiring Permits

Permit Number	Submitted By and Location	Contractor	Description of Work to be Performed	Building Value	Electrical Code	Total Electrical Fees Paid	Total Building Fees Paid	Zoning	Asbestos	Flood Zone	Elev. Certificate	Non Conversion Use	Historic District
75166	David Long 16 N Kanawha St	Self	Drywall, Front Glass Replacement & Furnace Repairs	\$900.00			\$10.00						X
75167	Tina Hall 26 Fato Lane	Self	Front Deck 7'x8' Rear Deck 16'x24'	\$2,250.00			\$24.75	X					
75168	Buckhannon Housing Authority Hinkle Dr	Jimbo's Hands On	Re-Roof Metal over Shingle 10 Units	\$56,720.00			\$368.68						
75169	Kessley Allen 121 Wood St	Self	Front Deck 10'x12'	\$1,220.00			\$13.42	X	X				
75170	Tressie George 6 Kepner St	Self	Rear Deck 12'x24'	\$15,000.00			\$165.00	X					
75171	Larry Carpenter 73 Highland Dr	Chris Alkire	Upgrade Electrical Service	\$1,000.00	B2	\$100.00							
75172	Jamie Powell 126 Pocahontas St	KBS Contracting	Concrete Pad 12'x20'	\$4,000.00			\$44.00	X					
75173	T&L Hotdogs 206 S Kanawha St	Self	Trash Containment Enclosure	\$580.00			\$15.00	X				X	
75174	Nancy Bevins 17 Monongalia St	Self	Re-Roof Shingles, Siding, Inside Remodel & Garage Door	\$10,000.00			\$85.00	X					
75175	Steve Lee 9 Elias St	Self	Fence 6ft Hgt	\$1,500.00			\$16.50	X					
75176	Daniel Green 155 Camden Ave	Crites Electrical Inc	Generator Install on 30"x52" Pad	\$6,970.00	B2	\$100.00	\$76.67	X					
75177	Wayne Lowther Baxter LLC 288 Morton Ave	Crites Electrical Inc	Generator Install on 30"x52" Pad	\$7,480.00	A	\$100.00	\$71.06	X					
75178	Brandon Long 165 Pocahontas St	Self	Fence 6ft Hgt	\$1,000.00			\$11.00	X					
75179	Sandy Simmons 233 Randolph St	Self	Re-Roof Metal over Shingle	\$4,000.00			\$44.00						
75180	Johnny Synder 173 & 175 Randolph St	Self	Replace Existing Fence 6ft Hgt	\$900.00			\$10.00	X					
75181	WVWC 55 Wood St	Self	Razing House				\$20.00		X	X			
78182	WVWC 57 Wood St	Self	Razing House				\$20.00		X	X			
75183	Cayla Collett 5 Gate St	Self	In Home Occupation Change of Use -Airbnb				\$20.00	X		X			
75184	Lynn Oldaker 27 Reger Ave	Self	10'x18' Front Porch	\$2,400.00			\$26.40	X					
75185	Sara Fincham 33 Upper Dr	Sunnyside Construction	Inside Remodel	\$3,488.00			\$38.37						
75186	Lori Stell 34 Shawnee Dr	Sunnyside Construction	Kitchen Remodel	\$4,300.00			\$47.30						
75187	Kelley Tierney 7 Latham St	Superior Environmental Services	Inground Pool & 6ft Hgt Vinyl Fence	\$20,000.00	B2	\$100.00	\$190.00	X					X
TOTAL				\$143,708.00		\$400.00	\$1,317.15						



E.3 Approval of Payment of the Bills

General Fund Payment of Bills 8/3/2021

\$54,500.00 – DISBURSEMENT ACCT – 2021 HSA CONTRIBUTION

\$2,226.50 – RAVEN ROCK NETWORKS – PTZ MOTORIZED CAM & IT SERVICE CHARGES

\$4,000.00 – CALEA – ANNUAL FEE

\$7,856.00 – PTS SOLUTIONS – ANNUAL SOFTWARE MAINTENANCE

\$13,000.00 – GREYHOUND EQUIPMENT – TWO UED SCISSOR LIFTS

\$1,613.33 – BRUFFEY TRUCKING – STONE KANAWHA ST PROJECT

\$3,679.06 – ARGOS USA – 23.89 TONS BULK CEMENT (MULTIPLE PROJECTS)

\$1,035.00 – LYNX WV – POINT TO POINT ROUTER FOR THEATRE

08-02-2021 01:38 PM		disbursements 07/16/2021- 7/31/21			PAGE: 1
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
MAYOR'S OFFICE	RECORD-DELTA NEWSPAPER	409-341-00	MAYOR'S SUPPLIES & M	AD FOR ENGINEERING FIRMS	54.99
		409-341-00	MAYOR'S SUPPLIES & M	BIDS FOR SURVEYING	60.72
	UPSHUR COUNTY SHERIFF'S DEPT	409-341-00	MAYOR'S SUPPLIES & M	1ST HALF 2021 TXS 31 UPPER	270.76
		409-341-00	MAYOR'S SUPPLIES & M	1ST HALF 2021 TXS UPPER DR	16.99
		409-341-00	MAYOR'S SUPPLIES & M	1ST HALF 2021 TXS 5 SEDGWI	260.71
	PITNEY BOWES INC	409-218-00	MAYOR'S POSTAGE	JUL 2020 PERMIT POSTAGE	1,044.01
	CITY OF BUCKHANNON GENERAL F	409-341-00	MAYOR'S SUPPLIES & M	JULY 2021 LETTER OF CREDIT	57.18
	WV PUBLIC EMPLOYEES INSURANC	409-105-00	MAYOR'S INSURANCE	GF JULY 2021 HEALTH INS	1,158.00
		409-105-00	MAYOR'S INSURANCE	GF JULY 2021 RETIREES	232.00
	WV PUBLIC EMPLOYEES RETIREME	409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	58.67
		409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	67.91
		409-106-00	MAYOR'S RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	20.01
	PAYROLL ACCOUNT (ALL DEPTS)	409-341-00	MAYOR'S SUPPLIES & M	JUNE 2021 AA FEES	204.85
	DISBURSEMENTS ACCOUNT-ALL DE	409-105-00	MAYOR'S INSURANCE	GF PAYFLEX HSA 2021 CONTRI	4,000.00
	TOSHIBA FINANCIAL SERVICES	409-341-00	MAYOR'S SUPPLIES & M	CITY HALL COPIER LEASE	139.03
	DLT SOLUTIONS LLC	409-341-00	MAYOR'S SUPPLIES & M	AUTOCAD RENEW SOFTWARE	780.23
	US CELLULAR	409-211-00	MAYOR'S TELEPHONE	642-1651 613-0113 0002	51.17
	WV MUNICIPAL LEAGUE CONFEREN	409-341-00	MAYOR'S SUPPLIES & M	SKINNER, SANDERS CONF REG	300.00
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	89.65
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	20.97
	RELIANCE INS - (DENTAL VISIO	409-341-00	MAYOR'S SUPPLIES & M	GF JULY WITHHOLDING DIFFER	14.10
08-02-2021 01:38 PM		disbursements 07/16/2021- 7/31/21			PAGE: 2
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	MATTHEW BENDER & CO., INC	409-341-00	MAYOR'S SUPPLIES & M	OCT 21-SEPT 22 WV ADVANCE	234.99
	PAYFLEX	409-105-00	MAYOR'S INSURANCE	GF JULY 2021 HSA FEES	6.50
	AT&T MOBILITY	409-211-00	MAYOR'S TELEPHONE	304-704-8355 PARKING ENFOR	52.72
	FRONTIER	409-211-00	MAYOR'S TELEPHONE	472-1651-101515-4 CITY HAL	68.51
		409-211-00	MAYOR'S TELEPHONE	304-003-2273-060600-4	24.17
	**PAYROLL EXPENSES			7/16/2021 - 7/31/2021	1,457.55
				TOTAL:	10,746.39
	WV PUBLIC EMPLOYEES RETIREME	410-106-00	COUNCIL'S RETIREMENT	WV RETIREMENT CONTRIBUTION	20.00
	INTERNAL REVENUE SERVICE	410-104-00	COUNCIL'S F.I.C.A.	FICA WITHHELD AND MATCHED	62.00
		410-104-00	COUNCIL'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	14.50
COUNCIL	TRAVELERS INSURANCE	410-226-00	COUNCIL INSURANCE (P	INS PREM AUTO LIAB JUL 202	688.69
	**PAYROLL EXPENSES			7/16/2021 - 7/31/2021	1,000.00
				TOTAL:	1,785.19
RECORDER	WV PUBLIC EMPLOYEES RETIREME	411-106-00	RECORDER'S RETIREMEN	WV RETIRE TIER2 CONTRIBUTI	19.21
	WV MUNICIPAL LEAGUE CONFEREN	411-214-00	RECORDER TRAVEL	SKINNER, SANDERS CONF REG	300.00
	INTERNAL REVENUE SERVICE	411-104-00	RECORDER'S F.I.C.A.	FICA WITHHELD AND MATCHED	31.00
		411-104-00	RECORDER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	7.25
	**PAYROLL EXPENSES			7/16/2021 - 7/31/2021	500.00
				TOTAL:	857.46
TREASURER	WV PUBLIC EMPLOYEES INSURANC	413-105-00	TREASURER'S GROUP IN	GF JULY 2021 HEALTH INS	52.00
		413-105-00	TREASURER'S GROUP IN	GF JULY 2021 RETIREES	116.00
	WV PUBLIC EMPLOYEES RETIREME	413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	31.32
		413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	31.34
	INTERNAL REVENUE SERVICE	413-104-00	TREASURER'S F.I.C.A.	FICA WITHHELD AND MATCHED	19.42
		413-104-00	TREASURER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	4.54
	PAYFLEX	413-105-00	TREASURER'S GROUP IN	GF JULY 2021 HSA FEES	3.25
**PAYROLL EXPENSES			7/16/2021 - 7/31/2021	313.18	
			TOTAL:	571.05	
COURT	INTERNAL REVENUE SERVICE	416-104-00	POLICE JUDGE FICA	FICA WITHHELD AND MATCHED	38.75
		416-104-00	POLICE JUDGE FICA	MEDICARE WITHHELD & MATCHE	9.06
	**PAYROLL EXPENSES			7/16/2021 - 7/31/2021	625.00
			TOTAL:	672.81	
CITY ATTORNEY	WV PUBLIC EMPLOYEES RETIREME	417-106-00	CITY ATTORNEY RETIRE	WV RETIREMENT CONTRIBUTION	249.06
		417-106-00	CITY ATTORNEY RETIRE	WV RETIREMENT CONTRIBUTION	52.37
	DISBURSEMENTS ACCOUNT-ALL DE	417-105-00	CITY ATTORNEY INSURA	GF PAYFLEX HSA 2021 CONTRI	500.00
	INTERNAL REVENUE SERVICE	417-104-00	CITY ATTORNEY FICA	FICA WITHHELD AND MATCHED	154.42
		417-104-00	CITY ATTORNEY FICA	MEDICARE WITHHELD & MATCHE	36.11
	**PAYROLL EXPENSES			7/16/2021 - 7/31/2021	2,490.63
			TOTAL:	3,482.59	
CITY ENGINEER	WV PUBLIC EMPLOYEES RETIREME	420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUTION	77.52
		420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUTION	77.52
	INTERNAL REVENUE SERVICE	420-104-00	CITY ENGINEER FICA T	FICA WITHHELD AND MATCHED	48.53
		420-104-00	CITY ENGINEER FICA T	MEDICARE WITHHELD & MATCHE	11.33

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FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			7/16/2021 - 7/31/2021	775.24
				TOTAL:	990.16
ZONING	WV PUBLIC EMPLOYEES INSURANC	437-105-00	ZONING HEALTH INS	GF JULY 2021 HEALTH INS	253.00
		437-105-00	ZONING HEALTH INS	GF JULY 2021 RETIREES	116.00
	WV PUBLIC EMPLOYEES RETIREME	437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	143.02
		437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	143.34
	DISBURSEMENTS ACCOUNT-ALL DE	437-105-00	ZONING HEALTH INS	GF PAYFLEX HSA 2021 CONTRI	1,000.00
	INTERNAL REVENUE SERVICE	437-104-00	ZONING F.I.C.A.	FICA WITHHELD AND MATCHED	88.67
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	20.74
	PAYFLEX	437-105-00	ZONING HEALTH INS	GF JULY 2021 HSA FEES	3.25
	**PAYROLL EXPENSES			7/16/2021 - 7/31/2021	1,430.15
				TOTAL:	3,198.17
DATA PROCESSING	RAVEN ROCK NETWORKS INC	439-230-00	DATA PROCESSING	SAFETY CLIMB GEAR TOWERS	374.75
	COMMUNITY BANK	439-459-00	DATA PROCESSING CAPI	ACCT#771901071 AUG COMP	385.84
				TOTAL:	760.59
CITY HALL	MON POWER	440-213-00	CITY HALL UTILITIES	110088782062 70 E MAIN ST	1,272.86
	WV PUBLIC EMPLOYEES INSURANC	440-105-00	CITY HALL JANITOR IN	GF JULY 2021 HEALTH INS	183.75
		440-105-00	CITY HALL JANITOR IN	GF JULY 2021 RETIREES	116.00
	DODSON BROS EXTERMINATING CO	440-216-00	CITY HALL MAINTENANC	JULY PEST INSPECTION CITY	31.00
	WV PUBLIC EMPLOYEES RETIREME	440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	125.68
		440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	124.53
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	77.01
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	18.01
	PAYFLEX	440-105-00	CITY HALL JANITOR IN	GF JULY 2021 HSA FEES	3.25
	**PAYROLL EXPENSES			7/16/2021 - 7/31/2021	1,256.78
				TOTAL:	3,208.87
POLICE	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I	GF JULY 2021 HEALTH INS	5,257.00
		700-105-00	POLICE DEPT. GROUP I	GF JULY 2021 RETIREES	1,160.00
	NAPA-AMTOWER AUTO SUPPLY	700-343-00	POLICE DEPT. AUTO SU	BATTERIES FOR SPEED TRAI	258.50
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,853.21
		700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	2,002.77
	DISBURSEMENTS ACCOUNT-ALL DE	700-105-00	POLICE DEPT. GROUP I	GF PAYFLEX HSA 2021 CONTRI	20,000.00
	TOSHIBA FINANCIAL SERVICES	700-341-00	POLICE DEPT. MAT & S	POLICE COPIER LEASE	141.00
		700-341-00	POLICE DEPT. MAT & S	COPY OVERAGE	0.37
	WV CONSOLIDATED PUBLIC RETIR	700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	654.90
		700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	716.13
	RAVEN ROCK NETWORKS INC	700-341-00	POLICE DEPT. MAT & S	IT SERVICE CHARGES	892.50
		700-459-00	POLICE DEPT. NEW EQU	PTZ MOTORIZED CAM	1,334.00
	CALEA	700-459-00	POLICE DEPT. NEW EQU	CALEA ANNUAL FEE	4,000.00
	US CELLULAR	700-211-00	POLICE DEPT. TELEPHO	940-1797 642-5723	373.86
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,599.86
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	374.19
	PAYFLEX	700-105-00	POLICE DEPT. GROUP I	GF JULY 2021 HSA FEES	32.50
	PTS SOLUTIONS, INC	700-459-00	POLICE DEPT. NEW EQU	ANNUAL SOFTWARE MAINTENAN	7,856.00
	FRONTIER	700-211-00	POLICE DEPT. TELEPHO	304-001-6194-111398-4 POL	87.74
	TRAVELERS INSURANCE	700-226-00	POLICE DEPT. INSURAN	INS PREM AUTO LIAB JUL 202	4,136.02
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FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			7/16/2021 - 7/31/2021	26,236.80
				TOTAL:	78,967.35
FIRE	J.P. MORGAN EQUIPMENT FINAN	706-459-00	FIRE DEPT. CAPITAL O	AUG 2021 FIRE TRK PYMT	3,678.20
	WV PUBLIC EMPLOYEES INSURANC	706-105-00	FIRE DEPT. GROUP INS	GF JULY 2021 HEALTH INS	3,075.00
		706-105-00	FIRE DEPT. GROUP INS	GF JULY 2021 RETIREES	812.00
	BREATHING AIR SYSTEMS CORP	706-343-00	FIRE DEPT. AUTO SUPP	ANN MAINT ON CASCADE	641.53
	WV PUBLIC EMPLOYEES RETIREME	706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	772.92
		706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	812.29
	DISBURSEMENTS ACCOUNT-ALL DE	706-105-00	FIRE DEPT. GROUP INS	GF PAYFLEX HSA 2021 CONTRI	11,000.00
	WV CONSOLIDATED PUBLIC RETIR	706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	653.57
		706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	734.33
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	952.23
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	222.71
	PAYFLEX	706-105-00	FIRE DEPT. GROUP INS	GF JULY 2021 HSA FEES	22.75
	AT&T MOBILITY	706-211-00	FIRE DEPT. TELEPHONE	304-940-4727 ENG 1 CELL	50.57
	GREYHOUND EQUIPMENT	706-459-00	FIRE DEPT. CAPITAL O	2 USED SCISSOR LIFTS	6,500.00
	FRONTIER	706-211-00	FIRE DEPT. TELEPHONE	472-2868-101915-4 FIRE	87.47
	TRAVELERS INSURANCE	706-226-00	FIRE DEPT. INSURANCE	INS PREM AUTO LIAB JUL 202	923.00
	**PAYROLL EXPENSES			7/16/2021 - 7/31/2021	15,418.38
				TOTAL:	46,356.95
STREET	MON POWER	750-213-00	STREET DEPT. UTILITI	110084762464 20 FACTORY ST	42.50
		750-213-00	STREET DEPT. UTILITI	110084762126 24 FACTORY	21.75
		750-213-00	STREET DEPT. UTILITI	110084761755 17 1/2 FACTOR	10.99
		750-213-00	STREET DEPT. UTILITI	110148096107 15 MADISON ST	64.29
	SOUTHERN STATES COOP INC	750-341-00	STREET DEPT. MAT & S	STEELTOE BOOTS-FENNE	179.99
	WV PUBLIC EMPLOYEES INSURANC	750-105-00	STREET DEPT. GROUP I	GF JULY 2021 HEALTH INS	3,884.00
		750-105-00	STREET DEPT. GROUP I	GF JULY 2021 RETIREES	1,160.00
	J F ALLEN CO	750-461-00	STREET PAVING	POT HOLE PATCHING HMA	352.59
	NAPA-AMTOWER AUTO SUPPLY	750-341-00	STREET DEPT. MAT & S	RATCHET STRAPS	72.98
		750-343-00	STREET DEPT. AUTO SU	Power steering hose	35.33
	LOWES BUSINESS ACCOUNTS	750-341-00	STREET DEPT. MAT & S	Wet floor sign's hand soa	162.30
		750-458-05	STREET DEPT PROJECTS	2x4's for forming concret	58.60
	BRUFFEY TRUCKING INC	750-458-05	STREET DEPT PROJECTS	STONE KANAWHA ST PRO	1,613.33
		750-458-05	STREET DEPT PROJECTS	SAND-MULTIPLE PROJ	775.04
	CENTRAL SUPPLY CO	750-458-05	STREET DEPT PROJECTS	For release oil	113.77
	STATE EQUIPMENT INC.	750-341-00	STREET DEPT. MAT & S	HEDGE TRIMMERS	219.99
	FIRST COMMUNITY BANK	750-459-00	STREET DEPT. CAPITAL	STREET AUG 21 CONCRETE TRK	2,676.74
		750-459-00	STREET DEPT. CAPITAL	STREET JULY 2021 CONCRETE	2,810.58
	WV PUBLIC EMPLOYEES RETIREME	750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,169.39
		750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,179.77
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	408.87
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	370.19
	DISBURSEMENTS ACCOUNT-ALL DE	750-105-00	STREET DEPT. GROUP I	GF PAYFLEX HSA 2021 CONTRI	14,000.00
	RAVEN ROCK NETWORKS INC	750-341-00	STREET DEPT. MAT & S	NAS FOR ST&WASTE DEPT	375.00
	US CELLULAR	750-211-00	STREET DEPT. TELEPHO	642-1601940-2024 642-4948	239.67
	CRITES ELECTRICAL SUPPLY INC	750-458-05	STREET DEPT PROJECTS	PVC;REDUCR-NKANAWHA	51.33
	UNITED ROTARY BRUSH CORP	750-341-00	STREET DEPT. MAT & S	BROOM SEGMENTS	395.15
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,121.29
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	262.26
	PEOPLES NATURAL GAS	750-213-00	STREET DEPT. UTILITI	200012037079 395 MUD LICK	64.00
	PAYFLEX	750-105-00	STREET DEPT. GROUP I	GF JULY 2021 HSA FEES	32.50
	ARGOS USA LLC	750-458-05	STREET DEPT PROJECTS	23.89 tons bulk cement	3,679.06



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FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	GREYHOUND EQUIPMENT	750-341-00	STREET DEPT. MAT & S	2 USED SCISSOR LIFTS	6,500.00
	FRONTIER	750-211-00	STREET DEPT. TELEPHO	472-5755-101615-4 STREET	87.90
	TRAVELERS INSURANCE	750-226-00	STREET DEPT. INSURAN	INS PREM AUTO LIAB JUL 202	3,313.43
	**PAYROLL EXPENSES			7/16/2021 - 7/31/2021	18,162.51
				TOTAL:	65,667.09
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110088782484 E. MAIN ST	73.30
		751-213-00	STREET LIGHTS	110100156733 107 E MAIN ST	95.60
				TOTAL:	168.90
TRAFFIC SIGNALS & SIGN	MON POWER	752-213-00	TRAFFIC SIGNALS POWE	110087174485 S. KANAWHA ST	25.28
		752-213-00	TRAFFIC SIGNALS POWE	110088235830 REGER ST RT 2	48.38
				TOTAL:	73.66
ARTS-THEATRE	SUNBELT RENTALS	906-450-01	THEATRE BUILDING	19 Sissor lift rental	369.20
	LYNX WV INC	906-450-01	THEATRE BUILDING	POINT-POINT ROUTER	1,035.00
				TOTAL:	1,404.20
STOCKERT YOUTH CENTER	MON POWER	907-213-00	UTILITIES	110084592119 SYC	1,145.58
		907-213-00	UTILITIES	110084767208 79 E MAIN ST	10.67
	A F WENDLING INC	907-341-00	MATERIALS & SUPPLIES	CLEANING SUPPLIES	380.36
	WV PUBLIC EMPLOYEES INSURANC	907-105-00	GROUP INSURANCE	GF JULY 2021 HEALTH INS	979.00
		907-105-00	GROUP INSURANCE	GF JULY 2021 RETIREES	232.00
	MOUNTAINEER GAS COMPANY	907-213-00	UTILITIES	383925-483167 70 E MAIN ST	41.28
	WV PUBLIC EMPLOYEES RETIREME	907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	286.64
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	292.49
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	106.40
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	106.40
	WV STATE FIRE MARSHALL	907-341-01	OPERATING EXPENSES	FIRE SAFETY INSPECTION	25.00
	DISBURSEMENTS ACCOUNT-ALL DE	907-105-00	GROUP INSURANCE	GF PAYFLEX HSA 2021 CONTRI	4,000.00
	US CELLULAR	907-211-00	TELEPHONES	613-9068	14.52
	WALMART STORES INC -BUCKHANN	907-360-00	CAMP BUCANNEER SUPPL	SUPPLIES CAMP, OTHER	163.36
		907-360-00	CAMP BUCANNEER SUPPL	SUPPLIES CAMP, OTHER	25.81
		907-360-00	CAMP BUCANNEER SUPPL	CAMP BUC SUPPLIES	64.92
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	5.74
		907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	570.08
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	1.34
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	133.34
	PAYFLEX	907-105-00	GROUP INSURANCE	GF JULY 2021 HSA FEES	6.50
	FRONTIER	907-211-00	TELEPHONES	473-0145-042701-4 SYC	194.02
	TRAVELERS INSURANCE	907-226-00	INSURANCE & BONDS	INS PREM AUTO LIAB JUL 202	601.21
	**PAYROLL EXPENSES			7/16/2021 - 7/31/2021	9,287.25
				TOTAL:	18,673.91
PUBLIC SAFETY	MON POWER	976-213-00	SAFETY COMPLEX UTILI	110088783078 22 S FLORIDA	1,115.01
	MOUNTAINEER GAS COMPANY	976-213-00	SAFETY COMPLEX UTILI	383931-483167 20 S FLORIDA	49.55
	DODSON BROS EXTERMINATING CO	976-216-00	SAFETY COMPLEX MAINT	JULY PEST INSPECTION POLIC	45.00
		976-216-00	SAFETY COMPLEX MAINT	JULY PEST INSPECTION FIRE	42.00
				TOTAL:	1,251.56

Motion to approve the minutes for the regular meetings of 06/17/21 and 07/01/21 and consent agenda items E.2 and E.3 was made by Albaugh/Reger. Motion carried.

F. Strategic Issues for Discussion and/or Vote:

F.1 To Adopt the Fair Labor Standards Act Hours & Pay System for the Buckhannon Fire Department - Discussed earlier in the meeting.

F.2 Approval Mayor’s Authority to Execute USI WV Public Employees Insurance Agency Consulting Agreement 2021 - Mayor Skinner and Amby Jenkins provided an overview of the agreement.

Motion to approve giving the Mayor the authority to execute the USI WV Public Employees Insurance Agency Consulting Agreement 2021 was made by Sanders/Rylands. Motion carried.

CONSULTING AGREEMENT

This Consulting Agreement (“Agreement”) is made and entered into effective as of July 1, 2021 by and between USI Insurance Services LLC (“Consultant”) located at One Hillcrest Drive, East, Suite 300, Charleston, WV, 25311 and the City of Buckhannon, (“Company”), Attn: Amberle Jenkins, Assistant Recorder, Director of Finance and Administration, 70 East Main Street, Buckhannon, WV, 26201 with respect to consulting services, described in the attached **Exhibit A**, to be provided by Consultant.

1. The term of this Agreement will be for a period of 12 months (unless earlier terminated as described below) beginning July 1, 2021 and ending June 30, 2022 (the “Term”). Upon expiration of the Term, this Agreement may be renewed upon the written agreement of both parties hereunder.

2. As payment for the provision of the Consulting Services, during the Term of this Agreement, the Company will pay to the Consultant a fee of \$20,000.00 annually which will be paid at \$5,000.00 quarterly (“Consulting Fee”). The Consulting Fee shall be invoiced and payable upon receipt by the Company. The Consultant’s invoice shall include a summary description of the Consulting Services rendered and such other information as may be reasonably requested by Company.

3. Nothing under this Agreement shall be construed as creating any partnership, joint venture or agency between the Company and the Consultant. The Consultant shall act solely as an independent contractor and, as such, is not authorized to bind the Company to third parties. Neither federal, state, nor local taxes of any kind shall be withheld or paid by the Company on behalf of the Consultant in connection with payments made by the Company under Section 2 hereof. The Consultant shall be responsible for determining the amounts of and making all such payments. Consultant shall be solely responsible for all expenses incurred related to the performance of the Consulting Services. The Consultant shall indemnify, defend and hold the Company, its officers, directors, agents, employees, contractors and shareholders harmless from and against any and all claims, liabilities, losses, damages, costs and expenses (including, without limitation, attorneys’ fees and expenses) arising out of or relating to the foregoing responsibility of the Consultant.

4. This Agreement may be terminated by either party upon forty-five (45) days written notice to the other party; provided, however, that either party may terminate this Agreement immediately for “cause” upon written notice to the other party. Any such termination of this Agreement shall be effective on the date specified in the notice. Any written notice of intent to terminate the Agreement shall comply with Section 7 hereof. For purposes of the Agreement, “cause” shall mean: (i) commission by Consultant of a willful and material act of dishonesty in the course of Consultant performing the Consulting Services hereunder, (ii) Consultant’s personal, willful and continuing misconduct or refusal to perform the Consulting



Services; (iii) material non-compliance by Consultant or the Company with the terms of this Agreement. The obligations of Consultant under Section 5 of this Agreement shall survive termination of this Agreement, and shall remain in effect in accordance with the terms of said Sections.

5. The parties acknowledge that information made available by Consultant and the Company to each other and any individual or entity employed or retained by Consultant or Company, prior to or during the term of this Agreement, concerning or relating to the operation of the parties' business is confidential. The Consultant and Company agree that such information shall be treated as confidential and used only for the advancement of the interests of the parties, and shall not be disclosed or used without prior written consent. The parties further agree to return all material containing such confidential information whenever requested to do so. The foregoing shall not apply to any information that is in the public domain other than by reason of wrongful disclosure by Consultant or Company. Consultant agrees not to disclose or make reference to the subject matter of this Agreement in any marketing or advertising materials without the consent of the Company. This confidentiality provision shall survive termination and expiration of this Agreement.

6. If any provision of this Agreement shall be determined to be invalid, illegal or unenforceable, either in whole or in part, this Agreement shall be deemed amended to delete or modify, as necessary, the offending provisions and to alter the balance of this Agreement in order to render the same valid, legal and enforceable to the fullest extent permissible.

7. All notices and other communications hereunder shall be in writing and shall be mailed by first class, registered or certified mail, return receipt requested, or postage prepaid or personally delivered (including delivery by overnight couriers such as Federal Express), addressed as follows:

If to the Consultant:

**USI INSURANCE SERVICES LLC**  
200 Summit Lake Drive  
Suite 350  
Valhalla, New York 10595  
Attention: General Counsel

If to the Consultant:

**USI INSURANCE SERVICES LLC**  
One Hillcrest Drive East, Suite 300  
Charleston, WV 25311  
Attention: Cheryl Kelly

If to the Company:

**City of Buckhannon**  
70 East Main Street  
Buckhannon, WV 26201  
Attention: Amberle Jenkins

Each party hereto may designate in writing a new address to which any notice or other communication may thereafter be so given, served or sent. Each notice or other communication that shall be mailed in the manner described above shall be deemed sufficiently given, served, sent or received for all purposes at such time as it is delivered to the addressee or at such time as delivery is refused by the addressee upon presentation.

8. The parties may not assign any rights and obligations under this Agreement to any other person, entity, or successor in interest, whether by merger, acquisition, reorganization or otherwise without the written consent of the other party.

9. This Agreement is to be executed and performed in the state of the USI office that is a signatory to this Agreement, and shall be construed in accordance with the laws of such State.

10. This Agreement sets forth the entire understanding of the parties hereto relating to the retention of the Consultant by the Company, and all other previous or contemporaneous understandings or agreements, whether written or oral, are hereby superseded. None of the terms or provisions hereof shall be modified or waived, and this Agreement may not be amended or terminated, except by a written instrument signed by the party against which modification, waiver, amendment or termination is to be enforced. No waiver of any one provision shall be construed as a waiver of any other provision and the fact that an obligation is waived for a period of time shall not be considered to be a continuous waiver.

IN WITNESS WHEREOF, the parties have hereunto set their hands on the date first above written.

USI INSURANCE SERVICES LLC

Effective Date: July 1, 2021

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

CITY OF BUCKHANNON

By: Robert Neal Skinner, III

Name: Robert Neal Skinner, III

Title: Mayor, City of Buckhannon

Date: August 3, 2021

**F.3 Approval Ordinance No. 452 Renaming of the Colonial Theatre Facility to “Colonial Arts Center (CAC)” -2nd/Final Reading** - City Attorney Tom O'Neill presented Ordinance No. 452 Renaming of the Colonial Theatre Facility to “Colonial Arts Center (CAC)” for its 2nd and Final Reading.

**Motion to approve Ordinance No. 452 Renaming of the Colonial Theatre Facility to “Colonial Arts Center (CAC)” on its 2nd and Final Reading was made by Thomas/Albaugh. Motion carried.**

ORDINANCE NO. 452 OF THE CITY OF BUCKHANNON, AN ORDINANCE RENAMING THE CITY-OWNED PROPERTY LOCATED AT 48 EAST MAIN STREET IN THE CITY OF BUCKHANNON AS THE “COLONIAL ARTS CENTER” AND RENAMING THE GOVERNING BOARD ESTABLISHED IN ORDINANCE NO. 450 AS THE “COLONIAL ARTS CENTER BOARD”

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WHEREAS, the Council of the City of Buckhannon, by Ordinance No. 411 adopted on December 1, 2016, authorized the purchase of that property located at 48 East Main Street, in Buckhannon; and,

WHEREAS, by deed dated January 3, 2017 and recorded in the office of the Clerk of the County Commission of Upshur County, West Virginia in Deed Book 539, at page 615 the City of Buckhannon became vested with the aforesaid property; and,

WHEREAS, the Council of the City of Buckhannon has dedicated the aforesaid property for use as not only a theater but as a public space dedicated to local visual and performing arts and arts education, owning and operating the same for the benefit of the artistic, educational, and cultural benefit of the greater Buckhannon-Upshur community; and,

WHEREAS, by Ordinance No. 450, the Council of the City of Buckhannon established the “Colonial Theatre Board of Directors” (hereafter, the “Board”) for certain purposes such as devising policies for the use of the facility and making recommendations to the Council from time to time as to matters it may deem advisable with respect to the direction and operation of the facility; and,

WHEREAS, the Board has recommended, owing to the intended use of the facility for purposes and programming beyond that of only a theater, but also as a gallery, classroom, and meeting space, the Council rename the facility as the “Colonial Arts Center”; and,

WHEREAS, the City Council now deems it to be reasonable, necessary and appropriate to so rename the facility as recommended by the Board.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF BUCKHANNON, AS FOLLOWS:

ARTICLE I – NAME OF THE FACILITY AND OF THE BOARD:

A) The facility owned by the City of Buckhannon, located at 48 East Main Street, in the City of Buckhannon, shall be known as the “Colonial Arts Center” and shall be designated as such on all written and printed materials issued by the City of Buckhannon.

B) The governing board for the aforesaid Colonial Arts Center, which was established in Ordinance No. 450 of the City of Buckhannon, shall be known hereafter as the “Colonial Arts Center Board”.

**ARTICLE II - EFFECTIVE DATE:** This Ordinance shall be deemed effective thirty (30) days following the second (2nd) reading, passage and adoption by the Council of the City of Buckhannon, i.e., September 2, 2021.

FIRST READING:

July 15, 2021

SECOND READING, PASSAGE AND ADOPTION:

August 3, 2021

Robert N. Skinner, III, Mayor

### CERTIFICATE OF ENACTMENT

I, Randall Sanders, City Recorder, do hereby certify that the foregoing Ordinance No. 452 was lawfully ordained and enacted by the Council of the City of Buckhannon at a regular session of the said Council assembled on August 3, 2021.

Randall Sanders, City Recorder

### **F.4 Discussion/Possible Vote WV Infrastructure & Jobs Development Council Grant Agreement-FEMA Generator Grant #0036 - Amby provided an overview of the agreement.**

**Motion to approve the WV Infrastructure & Jobs Development Council Grant Agreement-FEMA Generator Grant #0036 was made by Albaugh/Thomas. Motion carried.**

#### **GRANT AGREEMENT (2021F-108)**

This Grant Agreement entered into by and between the WEST VIRGINIA WATER DEVELOPMENT AUTHORITY (the "Authority"), at the direction of the WEST VIRGINIA INFRASTRUCTURE AND JOBS DEVELOPMENT COUNCIL (the "Council"), and the CITY OF BUCKHANNON (the "Governmental Agency").

#### **R E C I T A L S**

WHEREAS, the Council has authorized the Authority to make a grant to the Governmental Agency in the amount not to exceed \$208,417 (the "Grant") for the purposes of financing a portion of the acquisition and construction of a project approved by the Council on July 7, 2021, pursuant to the FEMA/WVDHSEM Crisis Situation Funding Assistance Resolution adopted February 5, 2020;

WHEREAS, the Governmental Agency wishes to accept the Grant upon such terms and conditions as are hereinafter set forth for the purposes of designing, acquiring or constructing the project described in Exhibit A attached hereto and incorporated herein by reference (the "Project");

WHEREAS, this Grant Agreement sets forth the Council, the Authority and the Governmental Agency's understandings and agreements with regard to the Grant.

NOW, THEREFORE, in consideration of the premises and the mutual agreements hereinafter contained, the Authority and the Governmental Agency hereby agree as follows:

#### **T E R M S**

1. Prior to the distribution of the Grant, the Governmental Agency shall provide the Authority with a Project budget and an anticipated monthly draw schedule reflecting the receipt dates and amounts from other funding sources. The Project budget shall not be amended unless the Governmental Agency has received the prior written consent of the Council.

2. The Authority shall advance the Council's share of the Project costs from the Grant from time to time upon receipt of evidence of the FEMA/WVDHSEM matching contribution and a requisition evidencing the costs incurred, which requisition must be satisfactory to the Authority.

3. The monthly requisition will also set forth (i) the amounts requested for that requisition period from all other funding agencies, and (ii) the amounts advanced for the Project to date from all other funding agencies.

4. The Governmental Agency will use the proceeds of the Grant only for the purposes specifically set forth in Exhibit A.

5. The Authority shall wire the approved requisition amount using the wiring instructions provided in Exhibit B, unless the Council and Authority are provided replacement instructions in writing.

6. The Governmental Agency shall comply with and is bound by the Council's rules set forth as Title 167, Series 1 and more particularly Section 5.9 with respect to the sale of the Project.

7. The Governmental Agency acknowledges that the Grant may be reduced, from time to time, to reflect actual Project costs and availability of other funding.

8. The Governmental Agency shall list the Grant provided by the Authority and the Council in any press release, publication, program bulletin, sign or other public communication that references the Project, including but not limited to any program document distributed in conjunction with any groundbreaking or dedication of the Project.

9. The Governmental Agency has provided the Authority and Council the verification required by (d)(2)(A) of Chapter 12, Article 4, Section 14 of the West Virginia Code (the "Reporting Act"). The Governmental Agency shall and hereby agrees and covenants to comply with the audit and/or agreed upon procedure requirement of the Reporting Act, Legislative Rule Title 148, Section 18 and State Auditor and Chief Inspector guidance. The Governmental Agency shall and agrees to file with the Authority and Council the reports and sworn statements required by (b)(3) of the Reporting Act within two years of the end of each fiscal year in which disbursements are made under this Grant. The reports shall be made by an independent certified public accountant at the sole cost of the Governmental Agency. NOTICE: The Authority is required to report the failure to timely file the reports and sworn statement of expenditures to the West Virginia Legislative Auditor. The Authority shall maintain copies of the reports and sworn statements and shall make them available for public inspection.

10. The verification form attached as Exhibit C must be completed and returned to the Authority prior to the closing of the Grant.

11. This Grant Agreement will expire 24 months after the date of execution by the Authority unless extended at the direction of Council.

12. This Grant Agreement may be executed by the parties hereto in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute but one in the same instrument.

13. This Grant Agreement shall be governed by the laws of the State of West Virginia.



Exhibit A  
Project Description  
CITY OF BUCKHANNON  
IJDC #2021F-108

The Project consists of the acquisition and installation of three (3) permanent emergency backup power generators, (3) Automatic Transfer Switches and all necessary appurtenances thereto at the following locations:

Generators:

1. Raw Water Intake Building: Near 10 Ohio Street; Buckhannon, WV 26201
2. Buckhannon Sewer Treatment Plant: 298 Sewer Plant Road; Buckhannon, WV 26201
3. Public Safety Complex: 24 South Florida; Buckhannon, WV 26201

Governmental Agency: CITY OF BUCKHANNON  
Address: 70 East Main St., Buckhannon, WV 26201  
Grant Amount: Up to \$208,417.00  
Fiscal Year: July 1 – June 30  
FEIN: 55-6000152  
FEMA/WVEMD No.: FEMA-DR-4273-WV-0036

**F.5 Recommendation from the Housing Enforcement Board Tax Sale Properties 31 Upper Drive & 39 Sedgwick Street** - The Mayor and Amby provided an overview of the following Housing Enforcement Board July 28, 2021, report:

**The City of Buckhannon-Housing Enforcement Board- July 28, 2021**

**Disposal/Liquidation of the Tax Sale Properties – 31 Upper Drive and 39 Sedgwick Street:**

Mr. Smith reported that both properties were purchased at a tax sale that took place in November 2019. Both properties were identified as problem properties at the time of the sale. The steps required by the State of WV have been followed and the State of WV notified the city that the properties are now the possession of the City of Buckhannon.

Both properties were inspected by Housing Enforcement Officer-Vincent Smith, Engineer-Jay Hollen, Street Commissioner-Brad Hawkins and Fire fighter-Tanner Smith.

**39 Sedgwick Street findings on inspection:**

- The garage has a large crack in the block and notes structural damages would be costly to repair.
- The house is in good condition with a small leak in the roof under the window on the right side.
- Paint on the outside of the house is peeling and cracked.
- There is a small crack in one portion of the foundation
- It has a root cellar
- The yard needs more clean up. The city has been mowing it.
- It would take about 5 dumpsters and a week or two of labor to clear the inside.
- The house is listed in the WV National Register of Historic Places as follows:  
353. 39 SEDGWICK STREET, residential Feltner House date: ca. 1920 description: One and one-half-story, side gable house with central shed roof dormer on the front. Dormer has exposed rafter tails and two 3/1 windows. Exposed rafters in gable ends. Red brick chimney. Pressed metal and asphalt shingle roof. Cove siding with corner boards. Vertical 3/1 windows with simple hoods and surrounds. One-story, shed roof, full length, front porch with wrought iron posts on a wood deck. Rock-faced concrete block foundation. 3 bays wide. Bungalow house type. 1 contributing building (C)

Inspectors recommend razing the garage but keeping the house intact.

Mr. Smith has scheduled an asbestos inspection.

Board Member Thomas recommends obtaining an appraisal.

Upon discussion, a motion was made Hollen/Thomas to recommend to City Council that the property at 39 Sedgwick Street be cleared of debris on the inside and outside of the property, raze the garage, obtain an asbestos inspection and obtain an appraisal then determine a minimum reserve and auction the property. Motion carried.

**31 Upper Drive findings on inspection:**

- Engineer Hollen explained that the foundation and basement has a stair step crack completely through the blocks from top to bottom between concrete pillars.
- The ledger board attaching the rear deck to the house is separated from the house. The deck must be removed for safety reasons.
- The concrete stoop is separated from the house.
- The back right garage wall is bowed out.

- Termite damage was visible
- Black mold was in the basement and in areas of the main floor.
- The city has been mowing the property. But has had to secure the doors a few times due to vandals and possible squatters living in the house.
- An adjacent vacant lot goes with this property.
- Most of the property is on a hillside.

The group inspecting the house all concurred that the house should be razed as the cost to repair would be substantial. Mr. Smith expressed concern if the house were sold “as is” potential owners may not bring the house up to code and will have continued issues with this property.

The Board discussed the inspection report.

Motion Hollen/Thomas to recommend to City Council to obtain an asbestos report, raze the structure, clear the lot and obtain an appraisal to auction both lots. Motion carried.

**Motion to approve the recommendations from the City of Buckhannon Housing Enforcement Board for the disposal/liquidation of the Tax Sale properties at 31 Upper Drive & 39 Sedgwick Street was made by Rylands/Thomas. Motion carried.**

**F.6 Approval Appointments FY 2021/22 – Television Cable Board & BU Parks & Recreation Advisory Board** - Mayor Skinner does not yet have any names to submit for consideration for the Television Cable Board. Mayor Skinner does submit the name of Brandon Williams to Council for the BU Parks & Recreation Advisory Board.

**Motion to approve Brandon Williams to serve on the BU Parks & Recreation Advisory Board was made by Thomas/Albaugh. Motion carried.**

**F.7 Event Request Cartoon Headquarters-Jawbone Park August 29, 2021, Back to School Bash Event** - Discussed earlier in the meeting.

## **G. Comments and Announcements**

- **Council Member Rylands** - Mr. Rylands thanked Mary Albaugh for her service to the City of Buckhannon and he also wished his wife a Happy Birthday.
- **Council Member Thomas** - Mr. Thomas paid tribute to Mary Albaugh as well and wished her well on her future with her family. He also mentioned that his dog, Abigail is celebrating a birthday today and is now 12 years old.
- **Council Member Reger** – Mr. Reger also thanked Mary Albaugh for her service to the City of Buckhannon and wished her well moving forward.
- **City Recorder Sanders** - Mr. Sanders also thanked Mary Albaugh for her service to the City of Buckhannon and he thanked her for making him feel welcome when he was appointed as the City Recorder.
- **Council Member Albaugh** – Ms. Albaugh has submitted her letter of resignation as she has sold her home in Buckhannon and will be moving to Georgia to be closer to her family. She provided these remarks:

1 AUGUST 2021

From: Mary L. Albaugh, City Council Member  
To: Mayor Robbie Skinner  
Subject: Resignation of City of Council of Buckhannon

I respectfully submit my resignation from City Council Member effective Thursday, August 5, 2021. My resignation is due to health issues.

It is with mixed emotions to leave my forever home of the City of Buckhannon, West Virginia. However, it is necessary to move to closer to my daughter and her family and my sister's and their families in southeast Georgia.

**I thank the Citizens of the City of Buckhannon who voted for me.**

I have enjoyed serving in my capacity as the City Council Member and as City Recorder. **I am thankful to ALL City Employees and proud of the work that they accomplish and done so with pride.**

Thankful of the volunteers of our community. So many seeds have been planted and grown. **Keep that seed of volunteerism watered! So much has changed in 10 years.**

**God Bless America and God Bless our Veterans!**

- **Council Member Bucklew – Absent**

**H. Mayor's Comments and Announcements** – The Mayor paid special tribute to Mary Albaugh and acknowledged all that she has done in the community, and he wished her well as she begins this new journey with her family in Georgia.

**I. Executive Session Per WV Code § 6-9A-4- Personnel & Property Matters**

**Motion to adjourn at 8:21PM, into Executive Session, was made by Albaugh/Thomas. Motion carried**

**Motion to adjourn at 9:01PM, out of Executive Session, was made by Albaugh/Thomas. Motion carried.**

**J. Adjournment**

**Motion to adjourn at 9:01PM was made by Albaugh/Thomas. Motion carried.**

**Mayor Robert N. Skinner III** \_\_\_\_\_

**City Recorder Randall H. Sanders** \_\_\_\_\_