

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

The City of Buckhannon City Council held budget work sessions on 02/25/22, 03/02/22 and 03/11/22 in City Hall.

The following persons were in attendance either in person or virtually:

	02/25/22	03/02/22	03/11/22
Mayor Robbie Skinner	Y	Y	Y
Recorder Randall Sanders	Y	Y	Y
C J Rylands	Y	Y	Y
Pam Bucklew		Y	
Shelia Sines	Y	Y	Y
Dave Thomas	Y	Y	Y
Jack Reger	Y		Y
Director of Fin & Admin-Amberle Jenkins	Y	Y	Y
Office Manager-Barb Hinkle	Y	Y	Y
Fire Chief- JB Kimble	Y		Y
Director of Public Works-Jerry Arnold	Y		Y
Street Commissioner-Brad Hawkins	Y		Y
Police Chief-Matthew Gregory		Y	Y
SYCC Director-Debora Brockleman		Y	
Katie Kuba My Buckhannon	Y	Y	Y

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

***Special Working Session #1 of City Council of Buckhannon
9:00 a.m. in Council Chambers
Meeting Agenda for Friday, February 25, 2022***

- A. Call to Order**
 - A.1 Moment of Silence**
 - A.2 Pledge to the Flag of the United States of America**
- B. Working Session & Discussion**
 - B.1 Financial-Budget For Fiscal Year 2022/2023**

POSTED 02/15/2022

Overview of FISCAL YEAR 22-23 Draft Budget - Session 02/25/22

The following was presented by Mrs. Jenkins:

The draft you received is not currently balanced.

We have not determined what will come from sales tax until you have approved what will be funded to each department.

As some of you know, the budget we are working with is the General Fund budget. General Fund primarily funds the Police, Fire, Street, Stockert Youth Center and Colonial.

The Water, Sewer, Waste and Consolidated Public Works Board are separate funds and are not part of this budget process. Those will be addressed by the separate Boards later this spring.

The General Fund and Coal Tax budgets are required by WV Code to be completed and submitted to the State Auditor’s Office by March 28th.

As a reminder, City Council will also need to meet again on Tuesday, April 19, 2022 to Lay the Levy of the property tax rates.

The draft before you is actually in a detailed general ledger line item form. The budget that is submitted to the State Auditor’s Office is a summary of each category or department. The Auditor’s office does not want the detailed breakdown. Council needs to know the details of the budget.

The first three pages of the GL breakdown are the revenues. The remainder of the draft is the expenditures.

You also will notice that there is a few years of past history showing what actually happened in those line items. The current budget w/revision is listed as well as actual activity up through December 31, 2021.

The budget submitted to the State Auditor’s Office must balance. The estimated revenues must match the estimated expenditures.

The Auditor’s Office suggest that we under estimate revenues and overestimate expenditures.

In this Draft revenues are estimated to be \$5,238,135 that includes a \$705,000 estimated balance on hand at July 1st. And one of the FEMA generator grants is going to roll over to this year as it will not be completed by 6-30-22. It is a 100% reimburse grant \$1,156,895. This is before the infusion of sales tax. Also there is nothing budgeted for Street Projects.

The largest revenue line items are:

- Property taxes \$830,000
- B&O for both contractor and sales \$1,395,000
- Hotel Motel taxes \$120,000. Reminder that this is split 30% to CPWB and 70% CVB by code and ordinance.
- Franchise fees \$55,000
- IRP truck fees \$55,000
- Police protection fee \$75,000
- Fire protection fees \$152,000
- Rents from Utility Bds and WVWC (garage) & health Dept \$48,000
- Stockert revenues from programs and donations \$127,000

Presentations were given by Fire Chief JB Kimble and Director of Public Works Jerry Arnold and Street Superintendent Brad Hawkins.

FIRE DEPARTMENT:
The Fire Chief presented and explained the following:

2022/23	
Buckhannon Fire Department	
Budget proposal	
SALARIES AND BENEFITS	
1. Salaries: \$578,000, this will cover promotions, 1 year probationary raises and current adjustments to stay similar with comparable Cities in our area	
2. FICA, Group insurance, and Group retirement: \$166,217	
SERVICES	
1. Telephones: \$2,500 up \$500 from current	
2. Travel expenses: \$3,500 up \$1,000 more training available and possible travel for accreditation. Total	
3. Maintenance: \$10,000 up \$2,500 due to aging items at the firehouse, garage door maintenance	
4. Training: \$20,000 up \$10,000, more employees and more training opportunities	
5. Insurance and B&O: Current \$30,000	
COMMODITIES	
1. Materials and Supplies: \$30,000 up \$7,500 cost of inflation, this item includes the software and data collections services for the accreditation and PPE 3 sets	
2. Auto Supplies: \$30,000 up \$5,000 cost of materials are up	
3. Uniforms: \$5,000, \$500/employee	
4. Hazardous materials: \$500	
CAPITAL OUTLAY	
1. Truck Payments around \$100,000 per year	
2. Replace Lifepak 12 with Lifepak 15 the 12 is outdated \$15,000 non-serviceable	
3. Public safety building needs new exterior lighting. Could work with Fred Eberle for doing the labor price of lighting around \$5,000 this should not be in the FD budget. The entire complex needs new lighting.	
4. \$5,000 to assist volunteers with recruitment and other ongoing projects	
5. \$7,500 for physical fitness equipment. This would help with recruitment as an attractant for volunteers.	
Total: \$1,002,717	

Pay comparison
Buckhannon Fire Department
Starting hourly rate

Buckhannon Fire

Probationary Pay: \$12.00 per hour minimum training FF1
Current FF 1st Class starting is around \$13.00 per hour
Lieutenant: \$14.85 per hour
Captain: \$17.00 per hour

Elkins Fire

Probationary Pay: \$12.38 per hour
FF2 is equal to our FF 1st Class: \$14.25 per hour
Lieutenant: \$16.42 per hour
Captain: \$17.50 per hour

Bridgeport Fire

Probationary Pay: \$14.61 per hour
Lieutenant: \$18.50 per hour
Captain: \$22.00 per hour

Weston Fire

Probationary Pay: \$12.15 per hour
Shift officer pay: \$16.55 per hour

Fire salary proposal

Current Wages	yr in rank	Total years	Hourly	Proposed	Notes
Captain	3	17 years	\$18.20	\$18.60	
Captain	3	15 years	\$18.20	\$18.60	1293 responses in 2021
Captain	1	7 years	\$15.85	\$17.00	Required to be Emergency medical technicians
FF 1st Class	3	5 years	\$13.80	\$14.50	40 hours of continuous education required
FF 1st Class	3	5 years	\$13.80	\$14.50	physical fitness required
FF 1st Class	2	4 years	\$13.60	\$14.30	
Probie		3 months	\$12.00	\$13.25	finished probation paramedic pay
Probie		3 months	\$12.00	\$12.75	finished probation
Probie		open position	\$12.00		
Lt Rank		will be giving promotional exam in 2022 X2 and 2023 X1 base pay should be		\$15.50	
Elkins Fire					
Captain	5	27	\$17.54		No medical training required
Captain	5	17	\$17.54		FF2 equals a FF 1st class in our rank structure
Lt		open position			FF3 is one year less than qualifications of a Lt in our rank structure
FF3	2	6	\$15.34		
FF3	2	6	\$15.34		
FF2	1	3	\$14.47		
FF2	1	3	\$14.47		
Probie	1	1	\$13.30		
Probie	1	1	\$13.30		

No change in the Per Fire Chief current is 65,624

STREET DEPARTMENT:
Director of Public Works Jerry Arnold and Superintendent Bradley Hawkins presented the following information.

Council discussed items after each presentation.

Longevity for employees was briefly discussed.

No decisions were made.

Identified Street Department Projects Budget 2022/2023		
Projects:	Cost	Notes
Shawnee Drive Sidewalk and Lighting	\$68,200.00	Cardinal to Gilbert (1200')
Florida St. Sidewalk/Lighting	\$69,600.00	Main to Madison (600'x2)
Florida St. Sidewalk	\$290,000.00	Madison to College (2500'x2)
Clarksburg Rd. Sidewalk	\$37,735.90	WVDOH TAP Grant
First Street Sidewalk	\$25,000.00	
Mural Project	\$40,000.00	
S. Kanawha St. Sidewalk/Lighting	\$40,600.00	Main to Wendy's (700'x2) Lights purchased \$18,200.00
S. Spring St. Sidewalk and Lighting	\$40,000.00	
N. Kanawha St. Sidewalk and lighting	\$99,775.00	In process, completed by 6/1/2022
N. Spring St. Paving	\$80,000.00	In process, completed by 6/1/2022
N. Kanawha St. Paving	\$30,000.00	In process, completed by 6/1/2022
S. Kanawha Paving	\$30,000.00	
N. Spring St. Sidewalk and Lighting	\$50,000.00	In process, completed by 6/1/2022
Colerider/ Friendly Way Sidewalk and Lightin	\$28,204.75	
Morton Avenue Sidewalk	\$45,730.00	WVDOH TAP Grant
Meade St. Sidewalk/Lighting/Trees	\$217,800.00	(1800'x 2)
Madison Street Lot	\$300,000.00	Contracted Project Just for lot
Residential Paving Projects	\$250,000.00	will be determined in April 001750461.00
PSC Lot and Façade Improvement	\$80,000.00	Contracted Project
Contract Labor	\$135,200.00	Contracted only
\$1,957,845.65		\$1,689,604.10 for Street Budget 2022/2023

Equipment:		
Lowboy Trailer	\$30,000.00	Purchased by all 4 departments 00175045900 total 120,000
20K Excavator w/thumb and brush hog	\$140,000.00	00175045900 } 37186 per month
Current Equipment Payments	\$68,500.00	
	\$238,500.00	

Must be financed

Overview Second Budget Session 03/02/22:

Special Working Session #2 of City Council of Buckhannon
4:00 p.m. in Council Chambers
Meeting Agenda for Wednesday, March 2, 2022

- A. Call to Order

A.1 Moment of Silence

A.2 Pledge to the Flag of the United States of America
- B. Working Session & Discussion

B.1 Financial-Budget For Fiscal Year 2022/2023

POSTED 02/15/2022

Presentation tonight will be from Debora Brockleman -Stockert Youth Center and Chief Gregory for the Police Department.

STOCKERT YOUTH CENTER
Director Brockleman went over her budget requests. There were no substantial changes requested. A new building payment is not included in the SYCC budget.
Four full time staff are employed. The maintenance person is paid from Street and SYCC. Council purchased three tracts of property in the past year for possible use of SYCC new building.

POLICE DEPARTMENT
Police Chief Gregory presented and explained the following information:

Proposed 2022 – 23 Police Department Budget

Police Department Salaries

Proposed Budget ¹

BASE SALARY

Employee	Longevity	Base Salary
	25 yrs. x \$100 = \$2,500	\$77,672
- 28.85/hr	20 yrs. x \$100 = \$2,000	\$62,008
- 25.31/hr	19 yrs. x \$100 = \$1,900	\$54,545
- 27.07/hr	17 yrs. x \$100 = \$1,700	\$58,006
- 24.53/hr	14 yrs. x \$100 = \$1,400	\$52,423
- 24.35/hr	10 yrs. x \$100 = \$1,000	\$51,648
- 22.52/hr	9 yrs. x \$100 = \$900	\$47,742
- 20.16/hr	4 yrs. x \$100 = \$400	\$42,333
\$20.66/hr	2 yrs. x \$100 = \$200	\$43,173
- \$19.66/hr	1 yr. x \$100 = \$100	\$40,993
- \$21.17/hr		\$44,034
New Officer - \$21.17/hr.		\$44,034
(Admin. Asst.) - 16.58/hr.	6 yrs. x \$100 = \$600	\$35,087
CALEA Asst		\$20,000

Salary Increase
Factor in

Subtotal: \$673,698

ANTICIPATED GRANT MONIES FOR SALARY:

Domestic Grant \$4,000

Subtotal: \$4,000

OVERTIME SALARIES (HOLIDAYS)

- 28.85/hr.
25.31/hr.
27.07/hr.
W - 24.53/hr.
- 24.35/hr.
I - 22.52/hr.
- 20.16/hr.
- \$20.66/hr.
- \$19.66/hr.
New Officer - \$21.17/hr.
New Officer - \$21.17/hr.

Total of above hourly wages = \$255.45 x 8 hrs. x 14 holidays = \$28,611

OVERTIME SALARIES (Court, Investigations, Calls at end of duty, Strawberry Festival, etc.) – 288 hrs. = 24 hrs. per month

- 43.28 overtime rate per hr. x 288 hrs. = \$12,465
- 37.97 overtime rate per hr. x 288 hrs. = \$10,936
- 40.61 overtime rate per hr. x 288 hrs. = \$11,696
- 36.80 overtime rate per hr. x 470 hrs. = \$17,296²
- 36.53 overtime rate per hr. x 288 hrs. = \$10,521
- 33.78 overtime rate per hr. x 288 hrs. = \$9,729
- 30.24 overtime rate per hr. x 288 hrs. = \$8,710
- 30.99 overtime rate per hr. x 288 hrs. = \$8,926
- 29.49 overtime rate per hr. x 288 hrs. = \$8,494
New Officer – 31.76 overtime rate per hr. x 288 hrs. = \$9,147
New Officer – 31.76 overtime rate per hr. x 288 hrs. = \$9,147

Subtotal: \$117,067

GRAND TOTAL OF ABOVE CATEGORIES: \$823,376

Fica Tax: \$63,000

Group Insurance: \$120,000

Retirement: \$82,000

Telephones: \$12,000³

Travel Expense: \$3,000

Training: \$7,000 Classes \$22,000⁴

Uniform Maintenance: \$500

Insurance and Bonds: \$50,000

Materials and Supplies:

Public Relations: \$2,000
Ammunition (Duty / Training): \$3,200⁵
▪ Pistol
▪ Rifle
▪ Shotgun
Taser cartridges (Training / Replacement): \$2,000
IT expenses: \$6,000⁶
Office equipment:
Ink cartridge: \$1,000
General (cleanings, paper, pens, folders, etc.): \$3,000
Cleaning supplies: \$600
Rugs: \$1,080

Pest Control:	\$540
Copier lease:	\$1,900
Evidence equipment:	\$1,000
Batteries:	\$700
Electronic Media Storage:	\$4,000 ⁷
Radar Certification:	\$350
Postage:	\$500
Guardian Tracking software:	\$1,100 ⁸
Membership dues / support fees:	\$300
K-9 Upkeep:	\$1,200
Haz-Mat disposal:	\$300
Website Upkeep:	\$600
Miscellaneous:	\$230
TOTAL:	\$31,600

VIPS: \$3,500⁹

Auto Supplies:

Fuel: \$26,000¹⁰
Oil / maintenance: \$3,000
Car wash: \$2,000
Tires: \$3,000
Miscellaneous supplies / Repairs: \$3,000

TOTAL: \$37,000

Uniforms: \$8,000

Criminal Investigation: \$2,000

New Equipment:

Enterprise payment (2 Police Interceptors – 2017 models) – Last payment Jan. 2023: \$8,451
Enterprise payment (3 Police Interceptors – 2019 models): \$25,000
Enterprise payment (3 Police Interceptors – 2020 models): \$28,000
Enterprise payment (5 Police Interceptors – 2023 models): \$52,749¹¹
PTS software annual support: \$7,856
In-Car Cameras / Body Cameras: \$25,000¹²
Digital Video Storage: \$2,000¹³
CALEA fees: \$3,470¹⁴
Use of Force Simulator: \$25,000¹⁵

TOTAL: \$177,526

TOTAL BUDGET: \$1,435,502

Budget Breakdown – Comparisons and Figures

2022 – 2023 Proposed Budget	\$1,435,502
2021 – 2022 Budget * * As of Dec. 31, 2021	\$1,281,808
Difference	+ \$153,694
Percent Difference	+ 11.9%

Police Department budget has longevity included in their numbers, but is not included in the budget.

Discussion of longevity pay and pay increases for employees took place. No decision was made but longevity pay for all employees will be discussed after July 1st.

Director-Jenkins reported the following information:

We received a request from Mountain Cap, requesting funding of \$10,000. Council will consider it at the next regular session.

We were notified that the employee health insurance premiums will increase by 5%. This is an estimated overall increase of \$18,000 in General Fund (\$41600 entire depts.). Our agent had expressed concern that another increase for non-state agencies only, was also discussed in Legislation. Mrs. Jenkins did not believe that it went through, but there may be another attempt to single out non-state agencies next year for increase. At this time PEIA will no longer accept new non-state agencies into the system.

We recognized a sizeable savings in joining WVPEIA in July 2020. Our employees are under Plan C which is lower in premiums but higher in deductible. In the past two years Council has contributed toward an H S A account, \$1000 single coverage, \$2000 family coverage to minimize the high deductible. This budget does include funding of H S A account again for employees. The estimated cost of this in General Fund is \$70,000 (entire depts. is \$162,000)

The Public Employees Retirement System has notified us that the employer share of the premiums will decrease from 10% to 9%. This is an estimated savings of \$21,500 in General Fund.

Total wages GF - \$2,337,721

Benefits - \$759,595.

\$3,097,316 both benefits and wages.

49% of total budget is wages

Overview of Budget Work Session 03/11/22

Special Working Session #3 of City Council of Buckhannon 3:00 p.m. in Council Chambers Meeting Agenda for Friday, March 11, 2022

A. Call to Order

A.1 Moment of Silence

A.2 Pledge to the Flag of the United States of America

B. Working Session & Discussion

B.1 Financial-Budget For Fiscal Year 2022/2023

POSTED 03/04/2022

Assessment values were received from the Upshur County Assessor. The updated calculation for property taxes is \$858331.

Main Office cubicle upgrade with HON workstations and cloth walls separators – Retails \$165,000. State contract is \$46,666. This would be divided 4 ways for office.

Pay increases in this budget: Chief of Police for the EMT certification. Other Officers received increase for this. He did not.

Firefighters – equalization of pay compared to other areas. Fire Chief pay increase to \$71,000.

Street Department certification increases.

Contribution to CPWB includes the updated cost of mowing cemetery \$60,000.

Will have another source of B&O when the two grower/distribution medical cannabis manufacturers start producing.

Vehicle insurance going up need a breakdown of that. Three additional pieces of equipment added to policy. (SYCC Bus, Police investigation vehicle, garbage truck) This policy covers all departments including the enterprise funds.

Director Jenkins reported that she feels \$1,700,000 is the anticipated revenues from sales tax for 2022-23. This would allow for \$630,000 in street projects.

The majority of the conversation revolved around Street projects that were presented from the Street Department presentation.

After much conversation it was decided to rank the projects.

Council is ready for a proposed General Fund budget to be presented for approval at the Council meeting on 03/17/22.

Mayor Robert N. Skinner III _____

Assistant Recorder Amberle Jenkins _____