

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

A regular meeting of the Buckhannon City Council was held on Thursday, April 06, 2023, at 7:00 p.m., in the Council Chambers of City Hall. The following individuals were in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Council Member	Pam Bucklew	Present
Council Member	David McCauley	Present
Council Member	Jack Reger	Present
Council Member	CJ Rylands	Present - GTM
Council Member	David Thomas	Absent
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Attorney	Tom O'Neill	Present
Buckhannon Fire Department	Captain Joey Baxa	Present
Director of Public Works	Jerry Arnold	Absent
Channel 3	Representative	Present
MyBuckhannon.com	Katie Kuba	Present
Record Delta	Steve Santilli	Present

Guests: Tammy Reger, Buckhannon-Upshur Chamber of Commerce; Kaylie Brinckman- West Virginia Wesleyan College Student Senate Representative, Lori Meadows, Laura Meadows & Family.

***City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, April 06, 2023***

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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
- B. Recognized Guests**
B.1 Kaylie Brinckman, Student Senate Representative -West Virginia Wesleyan College: RE: Monthly Report
B.2 Shane Jenkins, President- West Virginia Strawberry Festival Association RE: Event Request
- 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 Report of Cat & Dog Activity –Upshur County Commission-February 2023
D.2 Mayor’s Letter of Support RE: Corridor H-Parsons to Davis-WVDOT Application
D.3 FOIA Request from SmartProcure for PO/Vendor Information
D.4 FOIA Request from Mountaineer News Media, LLC RE: Financial Records Buckhannon WAMSB Host Committee
D.5 Notice Special City Council Lay the Levy on April 18, 2023 at 9AM
D.6 Letter of Invitation from the Upshur County Homeless & Housing Coalition to join the meetings
D.7 Proclamation-Child Abuse Prevention & Awareness Month April 2023
D.8 Correspondence from King & Shapiro Requesting Forensic Audit from UCBOE
- E. Consent Agenda**
E.1 Approval of Minutes -Regular Meeting 03/14/23 Special Working Budget Sessions 02/15/23, 02/27/23, 03/13/23
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 Discussion/Possible Action Event Request West Virginia Strawberry Festival RE: Parades & Events 2 Use of City Owned Properties & Services during the 81st Annual Event May 13-May 21, 2023
F.2 Approval to Accept Quote to Finance COB Colonial Arts Center Seating Installation Project
F.3 Approval Resolution 2023-03 General Fund Budget Revision #5 FY 2022/23
F.4 Approval Contract Renewal CPA Services Jeremy Drennen
F.5 Appointments to the TV Cable Board
F.6 Cable Television Franchise Renewal Agreement-Altice, Cequel III Communications II, LLC- To Expire 06/30/23 To Refer to TV Cable Board
F.7 Discussion Lease Agreement between COB & Cequel III Communications II, LLC- To Expire on 05/31/23 Regarding Equipment on North Buckhannon Water Tank Hill

G. Comments and Announcements

- G.1 Pamela Bucklew
- G.2 David McCauley
- G.3 Jack Reger
- G.4 David Thomas
- G.5 CJ Rylands
- G.6 Randall Sanders

H. Mayor's Comments and Announcements

I. Adjournment

Posted 04/03/2023

A. Call to Order: Mayor Robbie Skinner called the regular meeting of the Buckhannon City Council for April 06, 2023 to order and spoke about the recent passing of Upshur County Sheriff Virgil Miller. As he invited all to join him in a moment of silence, he asked that we keep Sheriff Miller's family and the community he served in our thoughts. Mayor Skinner then led the attendees in the Pledge to the Flag of the United States of America.

Mayor Skinner then recognized a special guest, Laura Meadows, who had served as the very first Executive Director of the Upshur County Convention & Visitors Bureau (CVB) for a total of 12 years. Mayor Skinner spoke of her successful tenure and then presented her with the highest honor a Mayor bestows on an individual, which is the Key to the City.

B. Recognized Guests:

B.1 Kaylie Brinckman - West Virginia Wesleyan College Student Senate Representative -

Mayor Skinner recognized Kaylie Brinckman who provided the following report on West Virginia Wesleyan College activities to Council members:

- Good evening, thank you again for having me back to city council, unfortunately, this will be my last city Council meeting until the fall semester, as our finals are over before the first city Council meeting in May
- Our students are currently on a small Easter break with no classes on Thursday and Friday, many of the students are still on campus, especially the spring athletes.
- If you drive by the campus, you'll notice that we have ongoing work on our steeple project for Wesley Chapel, and are excited to see the culmination of that work prior to commencement
- April is a very busy month on campus!
- This Sunday, our food service will be offering an Easter brunch from 11:30 AM until 1 PM at just \$12 a person in the dining hall and it is open to the public
- Our annual spring sing, a tradition you have to see to believe, is being held on April 15 at 7 PM in Wesley Chapel, I'm sure the mayor will remember his days participating in spring sing!!
- Also, our athletic hall of fame banquet and induction will be occurring on April 15
- The annual students' academic and leadership awards assembly will take place on April 23 in Wesley Chapel at 2 PM, that's where many students get honored for their amazing work inside and outside the classroom.
- We will be hosting a multitude of receptions for our graduating seniors: on May 5 we will have a Dept of education senior reception, a nursing graduate reception, and a ceremony for our international students, black student union, prism and first generation students
- Baccalaureate will be held on May 5 at 6:30 PM in Wesley Chapel
- Commencement will be on May 6 at 10 AM in Rockefeller Center
- We are looking forward to hosting several camps and conferences this summer, including some strawberry festival band guests, the United Methodist annual conference, Try This, our gifted camp, several athletic camps, DeMolay, and, of course, WAMSB
- I hope you all have a great summer, see you in the fall!

B.2 Shane Jenkins, President- West Virginia Strawberry Festival Association RE: Event Request – Mr. Jenkins was absent.

There being no others who wished to address City Council, Mayor Skinner closed the Public Comment period for this meeting at 7:11 pm.

C. Department & Board Reports

C.1 Public Works Director- Jerry Arnold: Mr. Arnold was recognized and he presented the following report:

Director:

- Most of our public works employees participated in the Traffic and Incident Management Training yesterday in preparation for all the festivals and events this summer.

Street:

- Crews continue to work on the sidewalk projects.
- The fence along SYCC should be installed next week and the sidewalk will follow shortly after.
- I’m going to be working with a crew seven days a week weather permitting to get some of our projects wrapped up.
- Contractor has completed the rough in work on Scott St. intersection and we will be paving in the next couple weeks.
- The power service has been energized and the streetlights on S. Kanawha are operational.
- We have installed 4- additional streetlights in Jawbone Park and will be installing lights at the back of the pavilions to light up the parking lot.

Sewer:

- Crew continue the installation of the storm sewer along Amelia Dr. as part of the Gateway West Project.
- We have secured a much-needed ROW and the project is out for bid on the North Locust Street Sewer Project.

Water:

- Crews will begin hydrant flushing next week.

The City of Buckhannon Water Department



will begin flushing fire hydrants Monday, April 10, 2023 and will continue each workday from 8:00 am to 4:30 pm throughout the city water system, until complete. This does not include the public service districts. Please check the water before doing any light colored laundry. Water may be discolored due to flushing, contact City Hall at 304-472-1430 for further information.

Waste:

- We have completed our waste collection audit of the commercial customers and I am compiling the data and will be submitting a report to the Waste Collection Board soon.

Engineering:

- Tennerton Booster Station – Contract B- Bid was awarded to Tradeworx in the amount of 172,500.00.

C.2 Finance Director - Amberle Jenkins – Mayor Skinner recognized Amberle Jenkins who provide the following financial report:

Amby report 4-6-23		
Balances March 2023		
General Fund mm checking	\$539,484	CD \$86,537
Historic Landmark savings	\$3,027	
Stockert Youth Center Capitol Campaign	\$439,881 + 12,000 pledge =\$451,881	
Coal Tax	\$65,579	
Municipal Stabilization Fund	\$915,666	
Flood Control Acct	\$78,301	
Consolidated Public Works Board	\$143,720	Cem CD \$235,295
Sales Tax	\$1,624,102.	
American Rescue Plan Acct	\$1,938,712	
After budgets for 2023-24 were submitted to the state, we received word of changes to Public Employees Insurance rates. We were originally notified that an increase of 9.7% would take effect July 1 st . During the legislative session there was discussions about issues that health care had substantially increased and the funding to health care from PEIA was not adequate enough, causing concerns. There was some talk that some health care facilities might no longer accept PEIA. The actuary Changes were made on the State employee side. For the non-state PEIA employees, an increase to premiums of 15.6% was decided.		
Aside from that change, the IRS Guidelines that regulate Qualified High Deductible Plans, which is what the City funds for employees under Plan C of PEIA, will be increasing the deductible by \$100 for single and \$200 for non-single plans. Changing the annual deductible for Plan C from \$1400 to \$1500 for Single and from \$2800 to \$3000 for Non-Single. The City has again budgeted to contribute toward an H S A – to help toward the deductible an annual \$1000 – Single and \$2000 Non-Single. Increase for fy 2023-24 will be approximately \$84,000 for the entire city departments.		
Seating: A request was sent to local banks requesting rates for financing of the theatre seating:		
Dear Bank Representative:		
The City of Buckhannon- is seeking fixed rate financing quotes for seating and installation in the Colonial Arts Center located at 48 E Main St., Buckhannon, WV.		
The financing agreement must include a non-appropriation clause, (see below example)		
The term is 3 years paid in month installments		
Seating will include two types of seating. Fixed auditorium chairs in the upper level balcony for \$28,672 and telescoping platform chairs in the main hall for \$145,482.00 for a total cost of \$174,154.00.		
If you are interested in quoting, please submit information to me by March 29, 2023.		
Non-appropriation Clause- Borrower is obligated only to pay such Installment Payments under each Contract as may lawfully be made from funds budgeted and appropriated for that purpose. Should Borrower fail to budget, appropriate or otherwise make available funds to pay Installments Payments under any Contract following the then current Original Term or Renewal Term, such Contract or Contracts shall be deemed terminated at the end of the then current Original Term or Renewal Term. Borrower agrees to deliver notice to Lender of such termination at least 30 days prior to the end of the then current Original Term or Renewal Term, but failure to give such notice shall not extend the term beyond such Original Term or Renewal Term. If any Contract is terminated in accordance with this Section, Borrower agrees to peaceably deliver the Equipment to Lender at the locations(s) to be specified by Lender.		
Thank you for your consideration		
I received a response from two banks. The lowest rate was 4.9% from Citizens Bank of WV. This subject to the normal due diligence by the Bank after review our financial information.		

SYCC Report March 2023

Friday, March 3, 2023

Staff updates:

- Jakob & Anne spent the week of 2/27 in Charleston at the state capitol attending the 6th annual Arts in our Communities Conference as well as Arts Day at the Legislature which was Thursday, March 2nd.
- Jakob has been in rehearsals with the middle school students Mon-Thurs afterschool and their show, *Cowgirls Don't Ride Zebras*, will premier in the CAC one week post grand opening.
- Jakob & Jeremiah are traveling to the state theatre competition with the high school students for their production of *SchoolHouse Rock*.
- Anne is working on the social media campaign, along with getting the website launched. She is also finding grant opportunities for both the CAC alone, as well as collaborative grant opportunities with our 501c3 partners and also a collaboration on a grant with Key to Adam.
- Anne is also working on establishing a marketing package for events much like the Legislature event so that the CAC has materials that are taken to these events every time.

Building updates:

- The concession stand is nearly complete, there are a few small details to be installed. The marble countertops are lovely.
- Work in the box office window has began
- Anne has lights in her office now 😊
- Work continues in the basement on the studios, bathrooms, green room, kitchen, etc.

Programming updates:

- WVVC inquired about using the CAC on March 11 for a salsa dancing and music event. However, Anne alerted them that the CAC is closed until April 15 and cannot accommodate the programming.
- The date for the Rustic Mechanicals show this summer on tour, *Comedy of Errors*, will be in the CAC Friday, July 14, 2023. Time TBA.
- Strawberry Festival has not gotten back about reserving the CAC for Strawberry Idol. So as of now, that is set to still take place at the courthouse and not the CAC.
- BUMS show-April 21-22
- WV Dance Co.-April 28-29 (perhaps an evening show and a workshop the following day, these details are still being hashed out)
- BCT show *Red Velvet Cake War*-May 4-7

Funding updates:

- The Rotary contributed \$2,000.00 this month to the CAC which will pay for WV Dance co. and the Rustic Mechanicals

MIB Gallery updates:

- Jakob, ART26201, and all Upshur Co. art teachers have been communicating & organizing the first exhibit of 2023 to go up in the gallery, and it will be a student art showcase. I believe this will open on grand opening day.
- Jakob & Anne made great connections and networked at the capitol event to find other local artist resources throughout the state, and they found some wonderful resources in which the CAC and ART26201 could find new local artists to exhibit their work.

Charles Gibson Library Report March & April 2023:

March & April 2023 Director’s Report

Building Use Statistics

	January	February	March
Door Count:	481	538	517
Public Computer:	71	79	67
Ref. Transactions:	3	0	1
Notary Service:	4	7	4
Wi-Fi Pass:	40	48	57
Microfilm:	0	0	1
Curbside:	0	0	0

Money Drawer Report

	January	February	March
Donations:	\$58.45	\$75.32	\$52.62
Memorials:	\$0.00	\$0.00	\$0.00
Copies:	\$113.85	\$62.00	\$88.10
Faxes:	\$57.50	\$60.50	\$76.50
Book Sale:	\$29.00	\$13.50	\$10.00
Billed / Lost Mats:	\$0.00	\$0.00	\$8.99
Lamination:	\$0.00	\$0.00	\$0.00
Total:	\$268.80	\$211.32	\$239.81

Upcoming Dates

April 11-14	WVLA Spring Fling Virtual Conference
April 15	Tea Time Book Discussion
April 20	City Council Working Meeting
April 23-April 29	National Library Week
April 25	Open House 4:00 -7:00

May 9	Board Meeting @ 2:00
May 13	Library Closed – Horse & Buggy Parade
May 18	Close @ 4:30 – Junior Royalty Parade
May 19-20	Library Closed – Strawberry Festival
May 27-29	Library Closed – Memorial Day Weekend

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TAXES						
001-301-000-01 AD VALOREM TAXES	858,331	123,510.84	726,455.00	0.00	131,876.00	84.64
001-301-000-02 PRIOR YEAR TAXES	25,000	561.78	42,643.99	0.00 (17,643.99)	170.58
001-303-000-00 GAS & OIL SEVERANCE TAX	30,000	0.00	30,158.53	0.00 (158.53)	100.53
001-304-000-00 2% UTILITY TAX	240,000	25,740.29	183,495.33	0.00	56,504.67	76.46
001-305-000-00 B & O TAX	1,300,000	19,901.22	1,168,113.80	0.00	131,886.20	89.85
001-305-000-01 B&O CONTRACTORS	95,000	27,639.01	86,320.71	0.00	8,679.29	90.86
001-306-000-00 LIQUOR TAX	75,000	0.00	62,257.26	0.00	12,742.74	83.01
001-307-000-00 ANIMAL CONTROL TAXES	1,100	16.20	785.10	0.00	314.90	71.37
001-308-000-00 HOTEL MOTEL TAX	120,000	8,474.99	106,908.22	0.00	13,091.78	89.09
001-310-000-00 Auditor Taxes Accrued	0	0.00	0.00	0.00	0.00	0.00
TOTAL TAXES	2,744,431	205,844.33	2,407,137.94	0.00	337,293.06	87.71
FINES AND FEES						
001-320-000-00 COURT COSTS, FEES & CHARG	13,000	174.00	4,510.00	0.00	8,490.00	34.69
001-320-000-01 BASIC FEE (POLICE DEPT.)	0	0.00	100.00	0.00 (100.00)	0.00
001-320-000-02 POLICE FEE -CITATION	5,000	60.00	1,523.00	0.00	3,477.00	30.46
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	160.00	300.00	0.00 (300.00)	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	18,050	394.00	6,433.00	0.00	11,617.00	35.64
LIC PERMITS & FRANCHISE						
001-325-000-00 CITY BUSINESS LICENSE	19,000	2,740.00	22,376.75	0.00 (3,376.75)	117.77
001-326-000-00 BUILDING PERMIT FEES	46,000	20,481.28	71,068.70	0.00 (25,068.70)	154.50
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	0.00	32,643.16	0.00	22,356.84	59.35
001-330-000-00 IRP TRUCK FEE	55,000	341.68	7,029.96	0.00	47,970.04	12.78
TOTAL LIC PERMITS & FRANCHISE	175,000	23,562.96	133,118.57	0.00	41,881.43	76.07
OTHER FEES						
001-340-000-00 DONATIONS THEATRE	104,200	4,760.00	24,910.00	0.00	79,290.00	23.91
001-340-345-00 CAC REV, CONCESSIONS, MERCH	5,000	180.00	1,746.00	0.00	3,254.00	34.92
001-340-345-01 CAC REVENUE RENTALS	0	0.00	0.00	0.00	0.00	0.00
001-340-345-02 CAC REVENUE TICKETS	0	0.00	0.00	0.00	0.00	0.00
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	48,000	30,000.00	32,500.00	0.00	15,500.00	67.71
TOTAL OTHER FEES	157,200	34,940.00	59,156.00	0.00	98,044.00	37.63
HEALTH AND SAFETY						
001-351-000-00 POLICE PROTECTION FEES	75,000	6,141.01	55,071.36	0.00	19,928.64	73.43
001-352-000-00 FIRE PROTECTION FEES	152,000	12,539.46	111,928.91	0.00	40,071.09	73.64
TOTAL HEALTH AND SAFETY	227,000	18,680.47	167,000.27	0.00	59,999.73	73.57
CHARGES FOR SERVICES						
001-362-000-00 SYC CONTRIB. UCC AND BOE	45,000	0.00	25,000.00	0.00	20,000.00	55.56
001-362-000-01 SYC UTILITY REVENUE	2,500	179.00	1,605.46	0.00	894.54	64.22

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
001-362-000-02 SYC CAMP BUCANNEER FEES	33,200	400.00	33,953.00	0.00 (753.00)	102.27
001-362-000-03 SYC DRILL TEAM FEES	0	0.00	15.00	0.00 (15.00)	0.00
001-362-000-04 SYC BASKETBALL FEES	18,000	0.00	15,113.00	0.00	2,887.00	83.96
001-362-000-05 SYC ROOM RENTAL FEES	6,000	1,350.00	5,965.00	0.00	35.00	99.42
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	170,000	19,425.46	236,479.78	0.00 (66,479.78)	139.11
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	2.00	17,052.00	0.00 (15,052.00)	852.60
001-362-000-10 SYC KARATE FEES	1,000	360.00	2,315.00	0.00 (1,315.00)	231.50
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	400.00	0.00 (400.00)	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	30.00	520.00	0.00	1,480.00	26.00
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	2,000	0.00	2,265.00	0.00 (265.00)	113.25
001-362-000-99 SYC BEQUEST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	281,700	21,746.46	340,683.24	0.00 (58,983.24)	120.94
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	275,844	0.00	66,881.65	0.00	208,962.35	24.25
001-365-000-36 FEMA GRANT #1 GENERATOR	1,156,895	15,498.35	332,795.41	0.00	824,099.59	28.77
001-366-000-00 POLICE DEPT. - GRANTS	23,000	1,627.93	4,173.23	0.00	18,826.77	18.14
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	40,000 (6,720.90) (4,420.95)	0.00	44,420.95	11.05-
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 NEA GRANT(WAMSB)	10,000	0.00	0.00	0.00	10,000.00	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	170,899	50,332.00	81,048.43	0.00	89,850.57	47.42
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	39,000	0.00	39,000.00	0.00	0.00	100.00
001-366-000-15 REAP-CLEAN UP GRANT	100,000	0.00	0.00	0.00	100,000.00	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
001-368-000-05 CONTRIBUTION TO CAC PROGR	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	1,815,638	60,737.38	519,477.77	0.00	1,296,160.23	28.61

4-05-2023 11:36 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

001-GENERAL FUND

% OF YEAR COMPLETED: 75.00

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	2,088,223	0.00	1,000,000.00	0.00	1,088,223.00	47.89
001-370-000-00 LATE CHARGES - GEN FUND	200	55.40	544.94	0.00	(344.94)	272.47
TOTAL INTRAFUND CONTR/CHARGES	2,088,423	55.40	1,000,544.94	0.00	1,087,878.06	47.91
OTHER REVENUE						
001-376-000-00 GAMING TAX INCOME	10,000	915.87	8,378.02	0.00	1,621.98	83.78
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	214.16	0.00	185.84	53.54
001-381-000-00 STREET DEPT. BILLING/PCAR	10,000	9,897.84	20,137.84	0.00	(10,137.84)	201.38
001-382-000-00 REBATES-REFUNDS PCARD	3,500	0.00	2,258.41	0.00	1,241.59	64.53
001-394-000-00 POLICE FORFEITURE CONFISC	0	0.00	1,952.50	0.00	(1,952.50)	0.00
001-397-000-00 VIDEO LOTTERY	17,000	1,852.11	15,758.73	0.00	1,241.27	92.70
001-399-000-00 MISCELLANEOUS REVENUE	20,000	6,019.56	68,877.33	0.00	(48,877.33)	344.39
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	10,000	0.00	5,000.00	0.00	5,000.00	50.00
TOTAL OTHER REVENUE	70,900	18,685.38	122,576.99	0.00	(51,676.99)	172.89
TOTAL REVENUE	7,578,342	384,646.38	4,756,128.72	0.00	2,822,213.28	62.76

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

001-GENERAL FUND

% OF YEAR COMPLETED: 75.00

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	0.00	40,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	40,000	0.00	40,000.00	0.00	0.00	100.00
TOTAL ECONOMIC DEVELOPMENT	40,000	0.00	40,000.00	0.00	0.00	100.00
MAYOR'S OFFICE =====						
SALARIES & BENEFITS						
001-409-101-00 MAYOR'S ELECTED SALARY	3,000	250.00	2,250.00	0.00	750.00	75.00
001-409-103-00 MAYOR'S ASSISTANT SALARY	32,000	2,768.69	19,639.86	0.00	12,360.14	61.37
001-409-104-00 MAYOR'S F.I.C.A.	2,550	229.16	1,678.52	0.00	871.48	65.82
001-409-105-00 MAYOR'S INSURANCE	21,500	1,511.00	17,044.08	0.00	4,455.92	79.27
001-409-106-00 MAYOR'S RETIREMENT	2,880	211.33	1,450.26	0.00	1,429.74	50.36
001-409-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	61,930	4,970.18	42,062.72	0.00	19,867.28	67.92
CONTRACTUAL SERVICES						
001-409-211-00 MAYOR'S TELEPHONE	3,000	94.24	1,815.15	0.00	1,184.85	60.51
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	1,151.81	10,483.08	0.00	(483.08)	104.83
001-409-220-00 MAYOR'S LEGAL PUBLICATION	2,700	0.00	921.64	0.00	1,778.36	34.13
001-409-222-00 MAYOR'S DUES	3,600	0.00	1,400.22	0.00	2,199.78	38.90
001-409-223-00 PROFESSIONAL SERVICES	11,000	0.00	4,500.00	0.00	6,500.00	40.91
001-409-223-01 PROFESSIONAL (surveys)	0	0.00	0.00	0.00	0.00	0.00
001-409-226-00 MAYOR'S INSURANCE & BONDS	1,500	2.60	81.11	0.00	1,418.89	5.41
TOTAL CONTRACTUAL SERVICES	31,800	1,248.65	19,201.20	0.00	12,598.80	60.38
COMMODITIES						
001-409-341-00 MAYOR'S SUPPLIES & MATERI	51,300	4,491.03	37,228.94	0.00	14,071.06	72.57
001-409-341-05 EVENT/FIREWORK EXPENSE	43,700	0.00	51,190.18	0.00	(7,490.18)	117.14
001-409-341-06 VOLUNTEER COORDINATOR EXP	0	0.00	0.00	0.00	0.00	0.00
001-409-341-07 NEA GRANT EXPENSE	20,000	0.00	0.00	0.00	20,000.00	0.00
TOTAL COMMODITIES	115,000	4,491.03	88,419.12	0.00	26,580.88	76.89
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

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001-GENERAL FUND

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
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
NON-OPERATING EXPENSES						
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	208,730	10,709.86	149,683.04	0.00	59,046.96	71.71
COUNCIL						
=====						
SALARIES & BENEFITS						
001-410-101-00 COUNCIL'S ELECTED SALARIE	12,000	1,000.00	9,000.00	0.00	3,000.00	75.00
001-410-103-00 CAT CONTROL SALARY	1,000	0.00	100.00	0.00	900.00	10.00
001-410-104-00 COUNCIL'S F.I.C.A.	1,000	76.50	699.25	0.00	300.75	69.93
001-410-106-00 COUNCIL'S RETIREMENT	225	18.00	174.21	0.00	50.79	77.43
TOTAL SALARIES & BENEFITS	14,225	1,094.50	9,973.46	0.00	4,251.54	70.11
CONTRACTUAL SERVICES						
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)	11,250	1,250.00	8,750.00	0.00	2,500.00	77.78
001-410-226-00 COUNCIL INSURANCE (PROPER	12,800	1,515.60	10,070.84	0.00	2,729.16	78.68
TOTAL CONTRACTUAL SERVICES	24,050	2,765.60	18,820.84	0.00	5,229.16	78.26
COMMODITIES						
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
CAPITAL OUTLAY						
001-410-450-01 THEATRE BUILDING	0	0.00	0.00	0.00	0.00	0.00
001-410-450-02 THEATRE CAP**DONOTUSE**	0	0.00	0.00	0.00	0.00	0.00
001-410-450-03 THEATRE GRNT **DONOTUSE**	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	110.00	0.00	390.00	22.00
TOTAL CAPITAL OUTLAY	500	0.00	110.00	0.00	390.00	22.00
CONTRIBUTIONS						
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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REVENUE & EXPENSE REPORT (UNAUDITED)
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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-OPERATING EXPENSES						
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	43,775	3,860.10	28,904.30	0.00	14,870.70	66.03
RECORDER						
=====						
SALARIES & BENEFITS						
001-411-101-00 RECORDER'S ELECTED SALARY	6,000	500.00	4,500.00	0.00	1,500.00	75.00
001-411-104-00 RECORDER'S F.I.C.A.	460	38.25	344.25	0.00	115.75	74.84
001-411-106-00 RECORDER'S RETIREMENT	540	17.29	155.61	0.00	384.39	28.82
TOTAL SALARIES & BENEFITS	7,000	555.54	4,999.86	0.00	2,000.14	71.43
CONTRACTUAL SERVICES						
001-411-214-00 RECORDER TRAVEL	600	0.00	162.50	0.00	437.50	27.08
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	0.22	184.10	0.00	815.90	18.41
TOTAL CONTRACTUAL SERVICES	1,650	0.22	346.60	0.00	1,303.40	21.01
TOTAL RECORDER	8,650	555.76	5,346.46	0.00	3,303.54	61.81
TREASURER						
=====						
SALARIES & BENEFITS						
001-413-101-00 TREASURER'S SALARY	8,150	939.54	6,263.60	0.00	1,886.40	76.85
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	71.88	479.20	0.00	145.80	76.67
001-413-105-00 TREASURER'S GROUP INSURAN	2,150	74.39	722.61	0.00	1,427.39	33.61
001-413-106-00 TREASURER'S RETIREMENT	734	84.57	563.80	0.00	170.20	76.81
001-413-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	11,659	1,170.38	8,029.21	0.00	3,629.79	68.87
CONTRACTUAL SERVICES						
001-413-214-00 TREASURER'S TRAVEL	0	0.00	0.00	0.00	0.00	0.00
001-413-224-00 AUDIT	5,000	0.00	2,512.75	0.00	2,487.25	50.26
001-413-226-00 TREASURER'S INSURANCE & B	1,000	0.85	17.32	0.00	982.68	1.73
TOTAL CONTRACTUAL SERVICES	6,000	0.85	2,530.07	0.00	3,469.93	42.17
TOTAL TREASURER	17,659	1,171.23	10,559.28	0.00	7,099.72	59.80

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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COURT
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SALARIES & BENEFITS						
001-416-103-00 POLICE JUDGE SALARY	7,500	625.00	5,625.00	0.00	1,875.00	75.00
001-416-104-00 POLICE JUDGE FICA	575	47.81	430.29	0.00	144.71	74.83
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	6,055.29	0.00	2,019.71	74.99
CONTRACTUAL SERVICES						
001-416-221-00 POLICE JUDGE TRAINING	300	0.00	270.00	0.00	30.00	90.00
001-416-226-00 POLICE JUDGE INS BONDS	300	4.79	117.63	0.00	182.37	39.21
TOTAL CONTRACTUAL SERVICES	600	4.79	387.63	0.00	212.37	64.61
TOTAL COURT	8,675	677.60	6,442.92	0.00	2,232.08	74.27

CITY ATTORNEY
=====

SALARIES & BENEFITS						
001-417-101-00 CITY ATTORNEY	5,258	0.00	5,528.60	0.00 (270.60)	105.15
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	423	0.00	422.91	0.00	0.09	99.98
001-417-105-00 CITY ATTORNEY INSURANCE	1,410	14.74	1,423.96	0.00 (13.96)	100.99
001-417-106-00 CITY ATTORNEY RETIREMENT	330	0.00	329.98	0.00	0.02	99.99
001-417-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	7,421	14.74	7,705.45	0.00 (284.45)	103.83
CONTRACTUAL SERVICES						
001-417-221-00 CITY ATTORNEY TRAINING	500	0.00	329.96	0.00	170.04	65.99
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	9.66	103.09	0.00	221.91	31.72
TOTAL CONTRACTUAL SERVICES	825	9.66	433.05	0.00	391.95	52.49
TOTAL CITY ATTORNEY	8,246	24.40	8,138.50	0.00	107.50	98.70

CITY ENGINEER
=====

SALARIES & BENEFITS						
001-420-103-00 CITY ENGINEER SALARY	20,930	2,469.90	15,889.22	0.00	5,040.78	75.92
001-420-104-00 CITY ENGINEER FICA TAX	1,638	190.68	1,227.04	0.00	410.96	74.91
001-420-106-00 CITY ENGINEER RETIREMENT	1,927	222.30	1,430.04	0.00	496.96	74.21
TOTAL SALARIES & BENEFITS	24,495	2,882.88	18,546.30	0.00	5,948.70	75.71

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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CONTRACTUAL SERVICES						
001-420-221-00 ENGINEER TRAINING	500	29.68	424.68	0.00	75.32	84.94
001-420-223-00 CITY ARCHITECT	0	0.00	0.00	0.00	0.00	0.00
001-420-223-01 ENGINEERING SERVICES (POT	379,287	55,108.50	55,108.50	0.00	324,178.50	14.53
001-420-226-00 CITY ENGINEER INS & BONDS	600	0.00	30.18	0.00	569.82	5.03
TOTAL CONTRACTUAL SERVICES	380,387	55,138.18	55,563.36	0.00	324,823.64	14.61
TOTAL CITY ENGINEER	404,882	58,021.06	74,109.66	0.00	330,772.34	18.30

REGIONAL DUES
=====

CONTRACTUAL SERVICES						
001-435-222-00 REGIONAL DUES	5,964	0.00	5,964.00	0.00	0.00	100.00
TOTAL CONTRACTUAL SERVICES	5,964	0.00	5,964.00	0.00	0.00	100.00
TOTAL REGIONAL DUES	5,964	0.00	5,964.00	0.00	0.00	100.00

HOUSING
=====

COMMODITIES						
001-436-341-99 CLEAN UP ASSISTANCE EXP	5,000	0.00	81.15	0.00	4,918.85	1.62
001-436-354-00 HOUSING ENFORCEMENT	130,000	4,312.00	5,605.24	0.00	124,394.76	4.31
TOTAL COMMODITIES	135,000	4,312.00	5,686.39	0.00	129,313.61	4.21
TOTAL HOUSING	135,000	4,312.00	5,686.39	0.00	129,313.61	4.21

ZONING
=====

SALARIES & BENEFITS						
001-437-103-00 ZONING SALARY	40,000	4,500.00	29,371.35	0.00	10,628.65	73.43
001-437-104-00 ZONING F.I.C.A.	3,000	344.25	2,246.94	0.00	753.06	74.90
001-437-105-00 ZONING HEALTH INS	5,500	397.51	4,004.48	0.00	1,495.52	72.81
001-437-106-00 ZONING RETIREMENT	3,600	405.00	2,643.39	0.00	956.61	73.43
001-437-109-00 COMPENSATED ABSENCE ZONIN	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	52,100	5,646.76	38,266.16	0.00	13,833.84	73.45
CONTRACTUAL SERVICES						
001-437-214-00 TRAVEL EXPENSE	1,700	0.00	1,101.47	0.00	598.53	64.79
001-437-221-00 ZONING TRAINING	1,000	200.00	200.00	0.00	800.00	20.00
001-437-226-00 ZONING INSURANCE & BONDS	1,750	69.09	665.74	0.00	1,084.26	38.04
TOTAL CONTRACTUAL SERVICES	4,450	269.09	1,967.21	0.00	2,482.79	44.21

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>COMMODITIES</u>						
001-437-341-00 ZONING SUPPLIES	1,500	0.00	440.63	0.00	1,059.37	29.38
TOTAL COMMODITIES	1,500	0.00	440.63	0.00	1,059.37	29.38
TOTAL ZONING	58,050	5,915.85	40,674.00	0.00	17,376.00	70.07
<u>ELECTION</u>						
=====						
<u>SALARIES & 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
TOTAL ELECTION	0	0.00	0.00	0.00	0.00	0.00
<u>DATA PROCESSING</u>						
=====						
<u>CONTRACTUAL SERVICES</u>						
001-439-230-00 DATA PROCESSING	33,000	1,800.63	24,895.98	0.00	8,104.02	75.44
TOTAL CONTRACTUAL SERVICES	33,000	1,800.63	24,895.98	0.00	8,104.02	75.44
<u>CAPITAL OUTLAY</u>						
001-439-459-00 DATA PROCESSING CAPITAL O	3,500	0.00	1,725.08	0.00	1,774.92	49.29
TOTAL CAPITAL OUTLAY	3,500	0.00	1,725.08	0.00	1,774.92	49.29
<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
TOTAL DATA PROCESSING	36,500	1,800.63	26,621.06	0.00	9,878.94	72.93
<u>CITY HALL</u>						
=====						
<u>SALARIES & BENEFITS</u>						
001-440-103-00 CITY HALL JANITOR SALARY	39,000	4,446.75	26,750.16	0.00	12,249.84	68.59
001-440-104-00 CITY HALL FICA	3,000	337.93	2,026.18	0.00	973.82	67.54
001-440-105-00 CITY HALL JANITOR INSURAN	2,650	74.39	649.51	0.00	2,000.49	24.51
001-440-106-00 GROUP RETIREMENT	3,510	400.21	2,407.52	0.00	1,102.48	68.59
001-440-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	48,160	5,259.28	31,833.37	0.00	16,326.63	66.10

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	19,000	1,356.92	11,930.91	0.00	7,069.09	62.79
001-440-216-00 CITY HALL MAINTENANCE & R	6,000	158.92	3,733.62	0.00	2,266.38	62.23
001-440-226-00 CITY HALL INSURANCE & BON	1,500	62.76	604.00	0.00	896.00	40.27
TOTAL CONTRACTUAL SERVICES	26,500	1,578.60	16,268.53	0.00	10,231.47	61.39
<u>COMMODITIES</u>						
001-440-341-00 CITY HALL SUPPLIES	1,000	0.00	392.25	0.00	607.75	39.23
TOTAL COMMODITIES	1,000	0.00	392.25	0.00	607.75	39.23
<u>CAPITAL OUTLAY</u>						
001-440-459-00 CITY HALL CAPITAL	25,000	189.64	18,919.50	0.00	6,080.50	75.68
TOTAL CAPITAL OUTLAY	25,000	189.64	18,919.50	0.00	6,080.50	75.68
<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
TOTAL CITY HALL	100,660	7,027.52	67,413.65	0.00	33,246.35	66.97
<u>MUN FINANCE CONTRIB</u>						
=====						
<u>SALARIES & BENEFITS</u>						
001-444-000-00 TRANSF TO MUN FINANC STAB	0	0.00	0.00	0.00	0.00	0.00
001-444-000-01 CONTRIBUTION TO FLOOD CON	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
TOTAL MUN FINANCE CONTRIB	0	0.00	0.00	0.00	0.00	0.00
<u>BAD DEBT</u>						
=====						
<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
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

001-GENERAL FUND

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CONTRACTUAL SERVICES</u>						
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
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TOTAL ELECTRICIAN - CONTRACTED	0	0.00	0.00	0.00	0.00	0.00
<u>CONTINGENCY</u>						
=====						
<u>CONTRIBUTIONS</u>						
001-699-568-00 CONTINGENCY COUNCIL DETER	74,153	0.00	0.00	0.00	74,153.00	0.00
TOTAL CONTRIBUTIONS	74,153	0.00	0.00	0.00	74,153.00	0.00
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TOTAL CONTINGENCY	74,153	0.00	0.00	0.00	74,153.00	0.00
<u>POLICE</u>						
=====						
<u>SALARIES & BENEFITS</u>						
001-700-000-00 AUDITOR OPEB	0	0.00	0.00	0.00	0.00	0.00
001-700-103-00 POLICE DEPT. SALARIES	890,000	94,880.86	609,194.46	0.00	280,805.54	68.45
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	68,100	7,217.81	46,272.14	0.00	21,827.86	67.95
001-700-105-00 POLICE DEPT. GROUP INSURA	114,000	7,424.69	84,745.19	0.00	29,254.81	74.34
001-700-106-00 POLICE DEPT. RETIREMENT	80,100	8,385.40	53,439.96	0.00	26,660.04	66.72
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	1,152,200	117,908.76	793,651.75	0.00	358,548.25	68.88
<u>CONTRACTUAL SERVICES</u>						
001-700-211-00 POLICE DEPT. TELEPHONES	12,350	282.97	8,747.73	0.00	3,602.27	70.83
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	282.72	995.69	0.00	2,004.31	33.19
001-700-221-00 POLICE DEPT. TRAINING	22,000	4,815.00	7,563.00	0.00	14,437.00	34.38
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	0	0.00	0.00	0.00	0.00	0.00
001-700-226-00 POLICE DEPT. INSURANCE &	40,000	1,038.27	28,723.87	0.00	11,276.13	71.81
001-700-233-00 POLICE DEPT. CRIMINAL INV	2,000	0.00	0.00	0.00	2,000.00	0.00
TOTAL CONTRACTUAL SERVICES	79,350	6,418.96	46,030.29	0.00	33,319.71	58.01
<u>COMMODITIES</u>						
001-700-341-00 POLICE DEPT. MAT & SUPPLI	31,600	1,541.12	19,557.88	0.00	12,042.12	61.89
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	4,000	5.00	1,401.00	0.00	2,599.00	35.03

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

001-GENERAL FUND

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
001-700-341-05 POLICE VIPS EXPENSES	3,500	0.00	968.07	0.00	2,531.93	27.66
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	37,000	1,742.61	20,910.12	0.00	16,089.88	56.51
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	9,400	423.17	5,312.72	1,202.00	2,885.28	69.31
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	85,500	3,711.90	48,149.79	1,202.00	36,148.21	57.72
<u>CAPITAL OUTLAY</u>						
001-700-459-00 POLICE DEPT. NEW EQUIP.	177,526	10,878.53	153,036.29	1,445.14	23,044.57	87.02
TOTAL CAPITAL OUTLAY	177,526	10,878.53	153,036.29	1,445.14	23,044.57	87.02
<u>CONTRIBUTIONS</u>						
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
<u>NON-OPERATING EXPENSES</u>						
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
001-700-670-03 NOTE PAYABLE INT POL CRUI	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
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TOTAL POLICE	1,494,576	138,918.15	1,040,868.12	2,647.14	451,060.74	69.82
<u>FIRE</u>						
=====						
<u>SALARIES & BENEFITS</u>						
001-706-103-00 FIRE DEPT. SALARIES	622,000	63,942.19	445,073.72	0.00	176,926.28	71.56
001-706-104-00 FIRE DEPT. FICA TAX	47,600	4,890.51	34,151.30	0.00	13,448.70	71.75
001-706-105-00 FIRE DEPT. GROUP INSURANC	84,000	4,890.39	56,512.06	0.00	27,487.94	67.28
001-706-106-00 FIRE DEPT. GROUP RETIREME	56,000	5,561.86	38,656.47	0.00	17,343.53	69.03
001-706-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	809,600	79,284.95	574,393.55	0.00	235,206.45	70.95
<u>CONTRACTUAL SERVICES</u>						
001-706-211-00 FIRE DEPT. TELEPHONES	2,500	250.59	1,876.25	0.00	623.75	75.05
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	3,500	0.00	1,615.37	0.00	1,884.63	46.15
001-706-216-00 FIRE DEPT. MAINTENANCE	10,000	0.00	6,883.32	438.02	2,678.66	73.21
001-706-221-00 FIRE DEPT. TRAINING	20,000	0.00	9,240.45	0.00	10,759.55	46.20
001-706-226-00 FIRE DEPT. INSURANCE & BO	60,000	1,052.25	36,278.17	0.00	23,721.83	60.46
TOTAL CONTRACTUAL SERVICES	96,000	1,302.84	55,893.56	438.02	39,668.42	58.68

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

001-GENERAL FUND

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
001-706-341-00 FIRE DEPT. MATERIAL & SUP	30,000	1,436.84	21,905.39	0.00	8,094.61	73.02
001-706-341-01 VOLUNTEER FIREFIGHTER EXP	5,000	0.00	0.00	0.00	5,000.00	0.00
001-706-343-00 FIRE DEPT. AUTO SUPPLIES	45,000	5,982.40	38,572.15	0.00	6,427.85	85.72
001-706-345-00 FIRE DEPT. UNIFORMS	5,000	1,228.09	3,420.94	0.00	1,579.06	68.42
001-706-348-00 FIRE DEPT HAZARDOUS MAT R	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	85,000	8,647.33	63,898.48	0.00	21,101.52	75.17
CAPITAL OUTLAY						
001-706-459-00 FIRE DEPT. CAPITAL OUTLAY	131,939	8,468.31	87,128.52	0.00	44,810.48	66.04
001-706-461-00 NEW FIRE FACILITY	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	131,939	8,468.31	87,128.52	0.00	44,810.48	66.04
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	1,122,539	97,703.43	781,314.11	438.02	340,786.87	69.64
DOG WARDEN - CONTRACTED =====						
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
FLOOD CONTROL =====						
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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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

001-GENERAL FUND

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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
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	545,000	58,074.98	372,810.30	0.00	172,189.70	68.41
001-750-104-00 STREET DEPT. FICA TAX	42,000	4,441.02	28,485.61	0.00	13,514.39	67.82
001-750-105-00 STREET DEPT. GROUP INSURA	98,500	5,275.05	59,277.41	0.00	39,222.59	60.18
001-750-106-00 STREET DEPT. GROUP RETIRE	49,100	5,226.79	32,545.56	0.00	16,554.44	66.28
001-750-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	734,600	73,017.84	493,118.88	0.00	241,481.12	67.13
CONTRACTUAL SERVICES						
001-750-211-00 STREET DEPT. TELEPHONES	7,100	287.36	6,518.86	0.00	581.14	91.81
001-750-213-00 STREET DEPT. UTILITIES	20,000	5,151.16	34,208.21	0.00	14,208.21	171.04
001-750-215-00 CONTRIBUTION TO FLOWER CP	100,000	0.00	50,000.00	0.00	50,000.00	50.00
001-750-226-00 STREET DEPT. INSURANCE &	50,000	2,170.41	27,706.11	0.00	22,293.89	55.41
TOTAL CONTRACTUAL SERVICES	177,100	7,608.93	118,433.18	0.00	58,666.82	66.87
COMMODITIES						
001-750-341-00 STREET DEPT. MAT & SUPPLI	127,100	14,838.51	86,688.08	0.00	40,411.92	68.20
001-750-343-00 STREET DEPT. AUTO SUPPLIE	50,000	9,072.21	46,474.49	0.00	3,525.51	92.95
001-750-345-00 STREET DEPT. UNIFORMS	6,800	494.14	4,026.09	0.00	2,773.91	59.21
001-750-379-00 DISPOSAL/SALE ASSETS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	183,900	24,404.86	137,188.66	0.00	46,711.34	74.60
CAPITAL OUTLAY						
001-750-458-00 WALK TRAIL	40,000	0.00	0.00	0.00	40,000.00	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	558,137	79,657.95	446,672.82	0.00	111,464.18	80.03
001-750-458-06 PROJECTS STREET DEPT MISC	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	213,624	8,638.84	44,229.63	679.18	168,715.19	21.02
001-750-459-00 STREET DEPT. CAPITAL OUTL	113,700	8,087.72	86,074.40	0.00	27,625.60	75.70
001-750-459-22 PROPERTY PAYMENT MUDLICK	117,300	9,774.80	87,973.20	0.00	29,326.80	75.00
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	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	1,042,761	106,159.31	664,950.05	679.18	377,131.77	63.83

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CITY OF BUCKHANNON
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AS OF: MARCH 31ST, 2023

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% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
AIRPORT =====						
CONTRIBUTIONS						
001-758-567-00 AIRPORT	15,000	0.00	15,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	15,000	0.00	15,000.00	0.00	0.00	100.00
TOTAL AIRPORT	15,000	0.00	15,000.00	0.00	0.00	100.00
PUBLIC TRANSIT =====						
CONTRIBUTIONS						
001-759-568-00 PUBLIC TRANSIT	15,000	0.00	15,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	15,000	0.00	15,000.00	0.00	0.00	100.00
TOTAL PUBLIC TRANSIT	15,000	0.00	15,000.00	0.00	0.00	100.00
HEALTH DEPT =====						
CONTRIBUTIONS						
001-803-568-00 BUCKHANNON-UPSHUR HEALTH	5,000	0.00	5,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	5,000	0.00	5,000.00	0.00	0.00	100.00
TOTAL HEALTH DEPT	5,000	0.00	5,000.00	0.00	0.00	100.00
STORM WATER =====						
COMMODITIES						
001-805-348-00 STORM WATER TO SANITARY	100,000	0.00	100,000.00	0.00	0.00	100.00
TOTAL COMMODITIES	100,000	0.00	100,000.00	0.00	0.00	100.00
TOTAL STORM WATER	100,000	0.00	100,000.00	0.00	0.00	100.00
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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AS OF: MARCH 31ST, 2023

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COMMODITIES						
001-900-341-00 PARK-30% HOT/MOT PD TO CP	36,000	2,044.36	29,530.01	0.00	6,469.99	82.03
TOTAL COMMODITIES	36,000	2,044.36	29,530.01	0.00	6,469.99	82.03
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
TOTAL PARK 25% TO CPWB	36,000	2,044.36	29,530.01	0.00	6,469.99	82.03
CVB 75% TO CVB =====						
CONTRACTUAL SERVICES						
001-901-235-00 HOTEL/MOTEL 70% PAID TO C	84,000	4,770.17	68,903.22	0.00	15,096.78	82.03
TOTAL CONTRACTUAL SERVICES	84,000	4,770.17	68,903.22	0.00	15,096.78	82.03
TOTAL CVB 75% TO CVB	84,000	4,770.17	68,903.22	0.00	15,096.78	82.03
ARTS & HUMANITIES =====						
SALARIES & BENEFITS						
001-906-101-00 CAC SALARIES	50,000	3,708.75	23,348.33	0.00	26,651.67	46.70
001-906-104-00 CAC FICA	3,825	283.73	1,786.15	0.00	2,038.85	46.70
001-906-105-00 CAC HEALTH INS	6,000	266.76	2,187.60	0.00	3,812.40	36.46
001-906-106-00 CAC RETIREMENT	4,000	333.80	2,101.38	0.00	1,898.62	52.53
TOTAL SALARIES & BENEFITS	63,825	4,593.04	29,423.46	0.00	34,401.54	46.10
CONTRACTUAL SERVICES						
001-906-213-00 CAC UTILITIES	8,600	695.36	6,213.20	0.00	2,386.80	72.25
001-906-216-00 THEATRE MAINTENANCE/UTILI	9,000	100.00	4,583.74	450.00	3,966.26	55.93
001-906-223-00 CAC PROFESSIONAL SERVICES	20,000	0.00	12,000.00	0.00	8,000.00	60.00
001-906-226-00 CAC INSURANCE & BONDS	2,000	372.66	2,006.75	0.00	(6.75)	100.34
TOTAL CONTRACTUAL SERVICES	39,600	1,168.02	24,803.69	450.00	14,346.31	63.77
COMMODITIES						
001-906-341-00 CAC SUPPLIES & EXPENSES	10,000	674.45	6,364.23	990.00	2,645.77	73.54
TOTAL COMMODITIES	10,000	674.45	6,364.23	990.00	2,645.77	73.54
CAPITAL OUTLAY						
001-906-450-01 THEATRE BLDG	353,000	51,788.95	318,236.72	9,500.32	25,262.96	92.84
001-906-459-00 THEATRE CAPITAL	9,200	1,542.07	27,387.15	0.00	(18,187.15)	297.69
001-906-459-01 CULTURE ARTS GRANT (ADA T	0	0.00	1,630.00	0.00	(1,630.00)	0.00
TOTAL CAPITAL OUTLAY	362,200	53,331.02	347,253.87	9,500.32	5,445.81	98.50
TOTAL ARTS & HUMANITIES	475,625	59,766.53	407,845.25	10,940.32	56,839.43	88.05

4-05-2023 11:36 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

001-GENERAL FUND

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
STOCKERT YOUTH CENTER =====						
SALARIES & BENEFITS						
001-907-101-00 STOCKERT YOUTH CENTER SAL	196,000	22,164.36	137,338.05	0.00	58,661.95	70.07
001-907-103-00 CAMP BUCANNEER SALARIES	24,000	3,516.28	28,145.14	0.00 (4,145.14)	117.27
001-907-103-01 SYC BUS DRIVERS	1,000	0.00	0.00	0.00	1,000.00	0.00
001-907-104-00 FICA TAX	17,000	1,964.55	12,659.47	0.00	4,340.53	74.47
001-907-105-00 GROUP INSURANCE	39,000	2,481.28	27,484.21	0.00	11,515.79	70.47
001-907-106-00 GROUP RETIREMENT	11,900	1,416.18	8,089.05	0.00	3,810.95	67.98
001-907-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	288,900	31,542.65	213,715.92	0.00	75,184.08	73.98
CONTRACTUAL SERVICES						
001-907-211-00 TELEPHONES	3,600	242.92	2,831.78	0.00	768.22	78.66
001-907-213-00 UTILITIES	17,000	2,151.01	14,216.21	0.00	2,783.79	83.62
001-907-214-00 TRAVEL EXPENSE	500	0.00	47.92	0.00	452.08	9.58
001-907-216-00 MAINTENANCE	7,000	96.53	2,522.15	0.00	4,477.85	36.03
001-907-218-00 POSTAGE	250	0.00	0.00	0.00	250.00	0.00
001-907-221-00 TRAINING	275	0.00	25.00	0.00	250.00	9.09
001-907-226-00 INSURANCE & BONDS	13,000	964.70	8,301.87	0.00	4,698.13	63.86
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	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	41,625	3,455.16	27,944.93	0.00	13,680.07	67.13
COMMODITIES						
001-907-341-00 MATERIALS & SUPPLIES EXPE	6,000	355.81	4,997.14	0.00	1,002.86	83.29
001-907-341-01 OPERATING EXPENSES	2,500	202.51	1,317.06	0.00	1,182.94	52.68
001-907-343-00 SYC AUTO SUPPLIES	4,000	387.24	3,160.57	0.00	839.43	79.01
001-907-354-00 DRILL TEAM	1,000	0.00	0.00	0.00	1,000.00	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	3,169.40	12,218.28	0.00	5,781.72	67.88
001-907-357-00 TUTORING	0	0.00	0.00	0.00	0.00	0.00
001-907-358-00 MISC. DANCE/PARTIES	100	0.00	0.00	0.00	100.00	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	0.00	1,596.96	0.00	2,903.04	35.49
001-907-361-00 AFTER SCHOOL SUPPLIES	7,000	485.07	4,674.08	248.44	2,077.48	70.32
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	4,800	304.00	1,796.00	0.00	3,004.00	37.42
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	0	0.00	0.00	0.00	0.00	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	24.00	368.00	0.00	1,132.00	24.53
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	145.71	0.00	1,854.29	7.29
001-907-368-05 GRANT EXP SYCC	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	52,400	4,928.03	30,273.80	248.44	21,877.76	58.25

4-05-2023 11:36 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

001-GENERAL FUND

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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	947.98	0.00	302.02	75.84
001-907-458-02 SYCC BUILDING	0	0.00	0.00	0.00	0.00	0.00
001-907-459-00 CAPITAL OUTLAY	5,000	368.55	5,398.55	0.00 (398.55)	107.97
001-907-459-01 SYCC CAPITOL PROPERTY PUR	0	0.00	0.00	0.00	0.00	0.00
001-907-477-00 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	6,250	368.55	6,346.53	0.00 (96.53)	101.54
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	389,175	40,294.39	278,281.18	248.44	110,645.38	71.57
CONVENTION CENTER =====						
SALARIES & BENEFITS						
001-910-101-00 CONFERENCE CENTER SALARIE	0	0.00	0.00	0.00	0.00	0.00
001-910-104-00 FICA TAX	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
CAPITAL OUTLAY						
001-910-457-00 CONFERENCE CENTER PAYMENT	40,250	3,351.00	33,510.00	0.00	6,740.00	83.25
TOTAL CAPITAL OUTLAY	40,250	3,351.00	33,510.00	0.00	6,740.00	83.25
TOTAL CONVENTION CENTER	40,250	3,351.00	33,510.00	0.00	6,740.00	83.25
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	20,000	1,354.44	8,570.74	0.00	11,429.26	42.85
001-976-216-00 SAFETY COMPLEX MAINT	7,000	125.38	2,753.97	0.00	4,246.03	39.34
001-976-226-00 SAFETY COMPLEX INSURANCE	9,000	636.76	4,555.00	0.00	4,445.00	50.61
TOTAL CONTRACTUAL SERVICES	36,000	2,116.58	15,879.71	0.00	20,120.29	44.11

4-05-2023 11:36 AM	CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: MARCH 31ST, 2023					
001-GENERAL FUND	% OF YEAR COMPLETED: 75.00					
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CAPITAL OUTLAY						
001-976-459-00 SAFETY COMPLEX CAPITAL IM	80,000	0.00	0.00	0.00	80,000.00	0.00
001-976-459-35 FEMA GRANT#2 GENERATOR EX	275,844	0.00	58,731.43	0.00	217,112.57	21.29
001-976-459-36 FEMA GRANT#1 GENERATOR EX	1,156,895	222,693.27	539,095.86	0.00	617,799.14	46.60
001-976-461-00 SAFETY COMPLEX POLICE DEP	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	1,512,739	222,693.27	597,827.29	0.00	914,911.71	39.52
TOTAL PUBLIC SAFETY	1,548,739	224,809.85	613,707.00	0.00	935,032.00	39.63
TOTAL EXPENDITURES	8,735,809	884,158.60	5,359,769.09	14,953.10	3,361,086.81	61.53
REVENUE OVER/(UNDER) EXPENDITURES	(1,157,467) (499,512.22) (603,640.37) (14,953.10) (538,873.53) (53.44

Without objection, Mayor Skinner brought ***F.3 Approval Resolution 2023-03 General Fund Budget Revision #5 FY 2022/23*** to the table for Discussion and/or Vote.

Mrs. Jenkins reviewed the Resolution 2023-03 General Fund Budget Revision #5 FY 2022/23 with City Council. A brief discussion took place

Motion to approve the Resolution 2023-03 General Fund Budget Revision #5 FY 2022/23 as presented was made by McCauley/Bucklew. Motion carried.

A vote by roll call vote on Resolution 2023-03 General Fund Budget Revision #5 FY 2022/23 was conducted and the results were:

Bucklew – Yes
McCauley – Yes
Reger – Yes
Thomas – Absent

Rylands - Yes
Skinner - Yes
Sanders - Yes

RESOLUTION 2023-03

At a regular session of the municipal council, held (Month, day and year) April 6, 2023 the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the City of Buckhannon. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number General Fund #5, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by David McCauley, and duly seconded by Pamela Bucklew the vote thereon was as follows:

<u>Pamela Bucklew</u>	<u>Yes</u> or No
David McCauley	<u>Yes</u> or No
Jack Reger	<u>Yes</u> or No
J David Thomas	Yes or No <i>Absent</i>
Clifford Rylands	<u>Yes</u> or No
Robert Skinner	<u>Yes</u> or No
Randall Sanders	<u>Yes</u> or No

WHEREUPON, Randall Sanders - Recorder, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the Recorder is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

JEREMY D. DRENNEN, CPA

P.O. Box 521
Lost Creek, WV 26385
304.627.5965
drennencpa@gmail.com

February 2, 2023

City of Buckhannon
70 E Main St
Buckhannon, WV 26201

Honorable Mayor and City Council,

I am pleased to confirm my understanding of the services I am to provide for the City of Buckhannon, West Virginia for the year ended June 30, 2022, June 30, 2023 and June 30, 2024.

You have requested that I prepare the financial statements of the City of Buckhannon, West Virginia, which comprise the governmental activities, the business-type activities, each major fund and the aggregate fund information for the year ended June 30, 2022, June 30, 2023 and June 30, 2024 and the related notes to the financial statements, and perform a compilation engagement with respect to those financial statements.

I will assist your staff in adjusting the books of accounts with the objective that they will be able to prepare a working trial balance from which financial statements can be prepared. Your staff will provide me with a detailed trail balance and any supporting schedules I require.

My Responsibilities

The objective of our engagement is to—

1. Prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you and
2. Apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

I will conduct my compilation engagement in accordance with the Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services

7. To provide me with—

- access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
- additional information that I may request from you for the purpose of the compilation engagement.
- Unrestricted access to persons within the City of whom I determine it necessary to make inquiries.

My Report

As part of my engagement, I will issue a report that will state that I did not audit or review the financial statements and that, accordingly, I do not express an opinion, a conclusion, nor provide any assurance on them. There may be circumstances in which the report differs from the expected form and content. If for any reason, I am unable to complete the compilation of your financial statements, I will not issue a report on such statements as a result of this engagement.

You agree to include my accountant's compilation report in any document containing financial statements that indicates that I have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to ask my permission to do so.

Other Relevant Information

My fee for these compilation services will be billed at my hourly rate. My invoices for this fee will be rendered each month as work progresses and are payable on presentation.

You agree to hold me harmless and to release, indemnify, and defend me from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to me.

I appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you acknowledge and agree with the terms of my engagement as described in this letter, please sign below and return to me.

Sincerely,

Jeremy D. Drennen, CPA

Committee of the AICPA and comply with applicable professional standards, the AICPA's *Code of Professional Conduct*, and its ethical principles of integrity, objectivity, professional competence, and due care, when performing the bookkeeping services, preparing the financial statements, and performing the compilation engagement.

I am not required to, and will not, verify the accuracy or completeness of the information you will provide to me for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, I will not express an opinion, a conclusion, nor provide any assurance on the financial statements.

My engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the City or noncompliance with laws and regulations.

I, in my sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair my independence.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that my role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America and assist you in the presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.. You have the following overall responsibilities that are fundamental to my undertaking the engagement in accordance with SSARS:

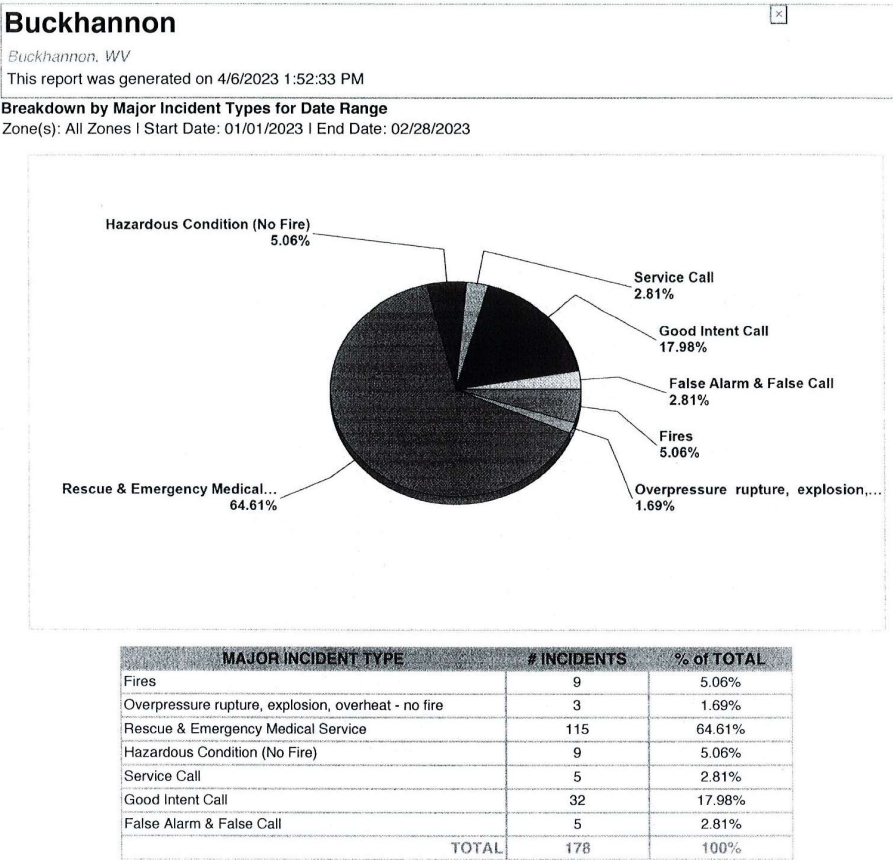
1. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
2. The preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America and the inclusion of all informative disclosures that are appropriate for accounting principles generally accepted in the United States of America.
3. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
4. The prevention and detection of fraud.
5. To ensure that the City complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgements, you provide to me for the engagement.

Without objection, Mayor Skinner brought ***F.2 Approval to Accept Quote to Finance COB Colonial Arts Center Seating Installation Project*** to the table for Discussion and/or Vote.

Mrs. Jenkins present the following quote for financing the COB Colonial Arts Center Seating Installation Project as follows:

Motion McCauley/Bucklew to approve financing of Colonial Arts Center seating in the amount of \$174,154.00 for a three-year term at a rate of 4.9% from Citizens Bank of WV. Mayor Skinner will be authorized to execute the documents. Motion carried.

C.3 BFD Captain Joey Baxa- Mayor Skinner recognized BFD Captain Joey Baxa who provided the following report on behalf of Fire Chief JB Kimble:



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	6	3.37%
131 - Passenger vehicle fire	1	0.56%
141 - Forest, woods or wildland fire	1	0.56%
142 - Brush or brush-and-grass mixture fire	1	0.56%
251 - Excessive heat, scorch burns with no ignition	3	1.69%
311 - Medical assist, assist EMS crew	6	3.37%
321 - EMS call, excluding vehicle accident with injury	79	44.38%
322 - Motor vehicle accident with injuries	5	2.81%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.56%
324 - Motor vehicle accident with no injuries.	21	11.8%
331 - Lock-in (if lock out , use 511)	2	1.12%
352 - Extrication of victim(s) from vehicle	1	0.56%
412 - Gas leak (natural gas or LPG)	3	1.69%
442 - Overheated motor	1	0.56%
444 - Power line down	3	1.69%
463 - Vehicle accident, general cleanup	1	0.56%
481 - Attempt to burn	1	0.56%
511 - Lock-out	1	0.56%
522 - Water or steam leak	1	0.56%
552 - Police matter	1	0.56%
553 - Public service	1	0.56%
561 - Unauthorized burning	1	0.56%
611 - Dispatched & cancelled en route	18	10.11%
622 - No incident found on arrival at dispatch address	6	3.37%
631 - Authorized controlled burning	3	1.69%
651 - Smoke scare, odor of smoke	2	1.12%
671 - HazMat release investigation w/no HazMat	3	1.69%
714 - Central station, malicious false alarm	2	1.12%
733 - Smoke detector activation due to malfunction	1	0.56%
743 - Smoke detector activation, no fire - unintentional	2	1.12%
TOTAL INCIDENTS:	178	100%

C.4 City Attorney- Tom O'Neill: Mr. O'Neill had no formal report for Council.

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

D.1 Report of Cat & Dog Activity –Upshur County Commission-February 2023

- Cats brought in by City Trapper 0
- Cats brought in by Animal Control Officer 14
- Cats brought in by County Residents 51
- Dogs brought by Animal Control Officer 10

D.2 Mayor’s Letter of Support RE: Corridor H-Parsons to Davis-WVDOT Application

March 9, 2023

The Honorable Joe Manchin, III
United States Senate
306 Hart Senate Office Building
Washington, District of Columbia 20510

Re: Funding Support for Corridor H – Parsons to Davis

Dear Senator Manchin,

On behalf of the City of Buckhannon, I write to express our full support for the application by the West Virginia Department of Transportation (WVDOT) to use Congressionally Directed Spending (CDS) to fund the Parsons to Davis Section of Corridor H.


Our entire region of West Virginia, including Buckhannon, stands to benefit from a completed Corridor H. We have already seen increased economic activity with the highway’s partial completion. A fully completed Corridor H will be a game changer for West Virginia and the entire Appalachian Region. This project will enhance transportation, safety, and economic development.

We are pleased to offer our full support for this project and encourage you to do everything possible to ensure this project is funded through completion. Thank you in advance for your consideration and support.

Respectfully,

Robert N. Skinner, III
Mayor, City of Buckhannon

D.3 FOIA Request from SmartProcure for PO/Vendor Information



Amberle Jenkins <amby.jenkins@buckhannonwv.org>

SmartProcure FOIA Request to City of Buckhannon For PO/Vendor Information

1 message

Amber Petraitis <apetraites@smartprocure.com> Wed, Mar 8, 2023 at 9:03 AM

To: "amby.jenkins@buckhannonwv.org" <amby.jenkins@buckhannonwv.org>

Dear Amberle Jenkins or Custodian of Public Records,

SmartProcure is submitting a FOIA request to the City of Buckhannon for any and all purchasing records from 12/8/2022 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number

2. Purchase date

3. Line item details (Detailed description of the purchase)

4. Line item quantity

5. Line item price

6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.

<https://upload.smartprocure.com/?id=c2RqPWEyYjZRMDAwMDAzWUE5NFFBRyZzdD1XVjZvcmc9Q2l0eU9mQnVja2hhbm5vbG%3D%3D>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.


If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Amber Petraitis
Data Acquisition Specialist
SmartProcure
Direct: (954) 314-2797
Email: apetraites@smartprocure.com

D.4 FOIA Request from Mountaineer News Media, LLC RE: Financial Records Buckhannon WAMSB Host Committee

Official FOIA Request - March 18, 2023 *Four* Inbox x

 **news@heybuckhannon.com**
to foia@buckhannonwv.org Sat, Mar 18, 11:34 PM (3 days ago)

Dear FOIA Officer,

Pursuant to the West Virginia Freedom of Information Act:

I am writing to request financial records related to the Buckhannon WAMSB Host Committee.

Specifically, I am seeking the following:

1. The most current WAMSB Buckhannon Host Committee Statement of Income, including a comprehensive breakdown of all expenses and expenditures related to each line item.
2. The WAMSB 2023 Total Operations Budget, with a detailed and specific breakdown of all expenses and expenditures associated with each line item.
3. Please provide a detailed account of how all funds raised by the WAMSB Host Committee have been allocated to date, including but not limited to any potential liabilities and outstanding debts.
4. In the event that the fundraising initiatives of the WAMSB Host Committee fall short and do not yield the targeted additional funds of \$506,500, please identify the party or parties responsible for covering the outstanding balance.

This information will be used and reported on in an investigative matter by Mountaineer News Media, LLC, a news organization dedicated to providing accurate and informative reporting on issues of public interest in Buckhannon, West Virginia.

My primary objective in requesting these records is to perform a comparative analysis of previous host committees and to promote transparency and good governance by conducting a thorough review of how our local government distributes public funds.

I will treat any information provided in response to this request as public information, and will publish any findings deemed substantive in a manner consistent with the highest standards of journalistic ethics.

I am requesting a waiver for FOIA processing fees as the information obtained through this request, when disclosed, will serve to promote transparency, accountability, and informed public discourse. It is not predominantly commercial in nature. However, if any fees are associated with this request, please notify me in advance. I prefer to receive electronic copies of the requested documents via email if possible.

Thank you for your attention to this matter.

Sincerely,
Michael L. Morehead

Mountaineer News Media, LLC

Date of Request: March 18, 2023

Amberle Jenkins <ambyjenkins@buckhannonwv.org> Mon, Mar 20, 7:59 PM (11 hours ago)
to news

Mr. Morehead:

The Buckhannon WAMSB Host Committee is a separate 501 (c)(3) organization and not a part of the City of Buckhannon; however, we will search for any responsive public records in the City's possession and provide them.

D.5 Notice Special City Council Lay the Levy on April 18, 2023 at 9AM

D.6 Letter of Invitation from the Upshur County Homeless & Housing Coalition to join the meetings

Mayor Skinner
City of Buckhannon
City Hall
70 East Main Street,
Buckhannon, WV 26201

Dear Mayor Skinner,

We are writing today from the Upshur County Homeless and Housing Coalition in response to the article published in My Buckhannon on March 16, 2023 entitled, "Residents express concerns to city council about homelessness, vagrancy downtown." The Homeless and Housing Coalition shares in the city's concern surrounding homelessness in Upshur County and would like to be a part of the solution. The mission of The Upshur County Homeless and Housing Coalition is to serve the homeless and those at risk of homelessness by working together to provide temporary emergency and permanent housing with supportive services.

The Upshur County Homeless and Housing Coalition participates in the annual Point In Time Homeless Count sponsored by the US Department of Housing and Urban Development (HUD). This is a one day snap shot of homelessness in a community. According to the January 2023 homeless count, there were 27 "literally homeless" individuals sleeping either in a hotel paid for by one of the Coalition organizations (3) or unsheltered (24) sleeping in a car, tent, on the street, in the woods, or in an abandoned building. This is a significant increase over the same count one year ago.

Additionally, a *Built for Zero* Initiative led by the WV Coalition to End Homelessness/Balance of State Continuum of Care is underway in our region. This initiative is designed to help communities reduce chronic homelessness to a "functional zero" – a similar initiative has been successful in reducing veteran homelessness in recent years.

We would like to extend an invitation for city/county officials, city council/county commission representatives, and the city police/county sheriff's office, health/mental health, substance use disorder providers and other caring persons in the County to join the Coalition. The next two meetings will be held at the Parish House, May 3, 2023 and June 14, 2023 at 1:30pm.

Current active members of the Coalition include The Upshur Family Resource Network, Upshur Parish House/Crosslines, Mountain CAP of WV, The Salvation Army, Volunteers in Police Service, Free Meals Appalachia, representatives from the Pallottine Foundation of Buckhannon, mental health providers, and others.

Together this group has worked proactively to provide support to those who are homeless including providing emergency assistance, food, clothing, sleeping bags, and personal hygiene products; as well as rapid rehousing assistance - including finding housing within one month or less, help paying for housing short term, and providing connections to jobs and services so people can stay in housing.

For example, a Buckhannon family of three without a permanent residence, were staying with family and friends until all options were exhausted and they were left living in a tent during the winter 2022- 2023. Coalition members helped the family to secure copies of birth certificates and social security documents necessary to obtain a photo ID, which is a requirement to apply for housing and jobs. After being connected to a landlord and receiving a security deposit and rental assistance, the family is successfully housed, the parents and teenager are now able to shower, eat warm meals, rest safe and warm at night, and the teenager is attending school regularly and doing well.

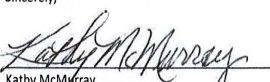
During 2021, Upshur County was faced with two apartment building fires in a short time period (Adrian and Main Street). Upshur County Homeless and Housing Coalition pulled together and were quickly on the ground helping families. After the Red Cross provided temporary support, the Coalition worked with 18 families providing emergency items, clothing, furniture vouchers, rapid rehousing, and rental assistance preventing homelessness.


This month a Buckhannon woman was released from jail in Elkins, and walked back to Buckhannon with nowhere to stay when she arrived. Coalition members connected her with temporary housing in a hotel and within 10 days she moved into a permanent housing unit. Now she is working with case managers to assist her with seeking employment and planning for maintaining her housing long term.

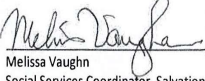
While these examples demonstrate some of the possibilities and resources available for homeless people in our community, there are still gaps in services and barriers to permanent housing which must be addressed. The addition of members from the City of Buckhannon, Upshur County and other interested parties to the Upshur County Homeless and Housing Coalition will benefit those we serve and the community at large.

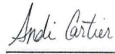
To accept this invitation to join us or for more information please reach out to Kathy McMurray, Chair of the Upshur County Homeless and Housing Coalition at kmcmurray@mountaincapwv.org.

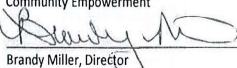
Sincerely,

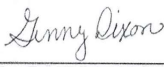

Kathy McMurray
Chair, Upshur County Housing and Homeless Coalition
Executive Director, Mountain CAP of WV, Inc.

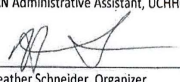

Kristi Wilkerson
Executive Director, Parish House



Melissa Vaughn
Social Services Coordinator, Salvation Army


Andi Cartier, Volunteer
Celebrate Recovery, Volunteers in Police Service
WV Leadership Academy, Greater Recovery & Community Empowerment


Brandy Miller, Director
Mountain CAP Family Support Program


Ginny Dixon
FRN Administrative Assistant, UCHHC


Heather Schneider, Organizer
Free Meals Appalachia Foundation & Really Really Free Market Buckhannon


Kylie Cantrell, Director
Mountain CAP Supportive Services for Veteran Families

D.7 Proclamation-Child Abuse Prevention & Awareness Month April 2023

CHILD ABUSE PREVENTION AND AWARENESS MONTH APRIL 2023

WHEREAS, during child abuse and neglect prevention month, it is important to talk about what each and every one of us can do to make sure that children in our community grow up healthy, safe, and loved;

WHEREAS, child abuse and neglect is a symptom of a larger problem – the lack of resources in and support for families in our community, and the majority of child abuse cases stem from situations and conditions that are preventable in an engaged and supportive community;

WHEREAS, when the well-being of children and families becomes the priority of everyone in the community, the number of child abuse and neglect cases will decrease, and other good things will happen such as better health outcomes, improved school performance, etc.;

WHEREAS, child abuse and neglect can be reduced by making sure each family has the support they need to raise their children in a healthy environment;

WHEREAS, this month, it is important that every member of our community consider what they can do to improve our collective well-being which can be achieved by volunteering, making donations, or advocating for family-friendly policies and programs – everyone can take their turn making a difference.

WHEREAS, child abuse prevention month is an especially good time to talk about the five Protective Factors (Knowledge of Parenting and Child Development; Parental Resilience; Social Connections; Social and Emotional Development of Children; and Concrete Support in Times of Need) and how, when present, they increase the health and well-being of children and families.

NOW THEREFORE, THE CITY OF BUCKHANNON, WV does hereby proclaim the month of **April** as **Child Abuse Prevention and Awareness Month in Buckhannon** and calls upon all citizens, community agencies, faith groups, medical facilities, and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

Given under my hand & the official seal of The City of Buckhannon, this 30th day of March, 2023
Robert Neal Skinner, III, Mayor

D.8 Correspondence from King & Shapiro Requesting Forensic Audit from UCBOE

Upshur County Board of Education
102 Smithfield Street
Buckhannon, WV 26201

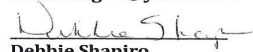
March 28, 2023

Dr. Debra Harrison, Interim Superintendent, Upshur County Schools
Jeff Perkins, Treasurer, Upshur County Schools
Upshur County Board of Education Members

We are formally requesting a complete and forensic audit from the 2019-20 school year to the present (2022-23 school year), particularly for federal programs, grant monies, and county and levy monies.

Thank you,

Susan M. King
356 South Tenney Drive
Buckhannon, WV 26201
304-266-8587
susanking55@yahoo.com


Debbie Shapiro
231 Fairlawn Drive
Buckhannon, WV 26201
304-940-6207
deborahshapiro60@gmail.com

*Representing Concerned Citizens of Upshur County

CC: Buckhannon City Council
70 E Main Street
Buckhannon, WV 26201

Upshur County Commission
40 W Main St #101
Buckhannon, WV 26201

David L Roach, State Superintendent of Schools
1900 Kanawha Blvd E #351
Charleston, WV 25305

L. Paul Hardesty, President WV State Board of Ed
1900 Kanawha Blvd E #351
Charleston, WV 25305

Melanie Purkey - Executive Director, Federal Programs
1900 Kanawha Blvd E
Building 6
Charleston, WV 25305, US

E. Consent Agenda - Mayor Skinner presented an overview of the following to Council:

**E.1 Approval of Minutes - Regular Meeting 03/14/23 Special Working Budget Sessions
02/15/23, 02/27/23, 03/13/23**

E.2 Approval of Building and Wiring Permits



Permit Fee Report #75806-#75829

03/14/2023 - 04/05/2023

Permit #	Applicant Name	Applicant Address	Primary Contractor	Description	Project Cost	Fee Amount	Electrical Property Type	Asbestos Inspection	Zoning Approval Date	Historic Property	Flood Zone Area	Flood Zone /Elevation Certificate	FEMA Accessory Use
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Group: Commercial Electrical Fee

75826	NELSON SAYRE	101 ISLAND AVE		INTERIOR & EXTERIOR RENNO (SHEET METAL); ELECTRICAL UPGRADE 200A	6,500.00	100.00	A Commercial Property	No	4/3/2023	No	Zone AE	Yes -If yes attach report	No
75827	St Joseph's Hospital	1 Amalia Dr	M&L ELECTRIC LLC	Electrical Inspection for Reconnect-Upgrade for HVAC Chiller	29,300.00	100.00	A Commercial Property			No	N/A	No	
75806	WVWC	85 CAMDEN AVE	STANLEY WHITE	REPLACEMENT - NEW SERVICE ; BREAKER BOX; WO# 765-611-747	500.00	100.00	A Commercial Property	No		No	N/A	No	No
					36,300.00	300.00							

Group Total: 3

Group: Commercial-Industrial (nonresidential)

75826	NELSON SAYRE	101 ISLAND AVE		INTERIOR & EXTERIOR RENNO (SHEET METAL); ELECTRICAL UPGRADE 200A	6,500.00	61.75	A Commercial Property	No	4/3/2023	No	Zone AE	Yes -If yes attach report	No
75822	Freedom Ag & Energy	60 N Spring St	Jimbo's Hands On	Exterior Repairs, Gutter Install Connecting to Stormwater System	9,600.00	191.20				Yes	Zone AE	Yes-Elevation Cert. Not Required	
75823	TOWER OWNER-AMERICAN TOWER	46 WALKTRAIL LANE	SNM WIRELESS	UPGRADE EQUIPMENT-INSTALL	10,000.00	85.00		No	3/31/2023	No	Zone AE	Yes -If yes attach report	No

	CORPORATION			IN THE EXISTING BLDING AND ON EXISTING TOWER									
75815	HEY DAY MARKET PLACE--PAM WIDENER	7 E MAIN		REPLACE CARPET WITH WATERPROOF FLOORING, INSTALL CHECKOUT COUNTER	3,000.00	28.50		No		Yes	N/A	No	No
75811	WBR RENTALS	10 PINNELL	DOUBLE A CONSTRUCTION	DRYWALL REPAIR, FLOOR REPAIR, INSTALL NEW FLOORING, PAINT INSIDE AND OUTSIDE MOSTLY BEING DONE BY SELF, CONTRACTOR PORTION OF THE JOB IS 4000.00	10,000.00	85.00		No		No	Zone AE	No	No
75810	Zenleaf Dispensary /Verano WV LLC	120 Crossroads Ste 104	PALMER CONSTRUCTION	6' Privacy Chainlink Fence	5,000.00	47.50			3/17/2023	No	N/A	No	
					44,100.00	498.95							

Group Total: 6

Group: Demolition

75816	LETHA LAMB	172 POCAHONTAS	MAINLINE LLC	RAZING-FIRE DAMAGE STRUCTURE	40,000.00	20.00		Yes -If yes attach report		No	N/A	No	No
					40,000.00	20.00							

Group Total: 1

Group: No Charge

75828	WWWC COMMUNITY GARDEN	8 BAXTER STREET	NEELS FENCE CO COMMERCIAL	6' CHAINLINK FENCE FOR COMMUNITY GARDEN	4,000.00	0.00			4/3/2023	Yes	N/A	No	
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75819	City of Buckhannon	31 S Kanawha Street Parking Lot 1	City of Buckhannon	New Service 200amp for Street Lights	2,500.00	0.00	A Commercial Property			Yes	Zone AE	Yes-Elevation Cert. Not Required	
					6,500.00	0.00							

Group Total: 2

Group: Residential (non-commercial)

75829	Alisa Lively	34 College Ave	Stephen Corder	Concrete Existing Driveway	6,000.00	66.00				Yes	N/A	No	
75824	Liz Terry	123 E Main St	BURKHOLDER ENTERPRISE	Re- Roof	30,000.00	270.00		Yes -If yes attach report		Yes	Zone AE	Yes-Elevation Cert. Not Required	
75825	Robert Jackson	4 Rohr Ave	ERSKINE CONSTRUCTION & SEALCOATING	Replacement Paved Driveway	11,500.00	126.50			3/31/2023	No	N/A	No	
75821	SHERRY MCCLURE	168 RANDOLPH	WRIGHT ROOFING LLC	REROOF REPLACING SHINGLES WITH SHINGLES	7,245.00	79.70		Yes -If yes attach report		No	N/A		
75820	LEOLA CUTLIP	34 BOGGESS ST	QUALITY HOME & OFFICE PROPERTIES	6' VINYL FENCE W/ 5 GATES	12,000.00	132.00		No	3/29/2023	No	N/A	No	No
75818	SHAWN HALLE	63 CLEVAND		WINDOWS AND SIDING	3,000.00	33.00		No		No	Zone AE	No	No
75817	BRANDON HEDRICK	65 SMITHFIELD ST		FULL INTERIOR REMODEL - NOT REMOVING ANY TILE OR PLASTER	10,000.00	110.00		No		No	N/A	No	No
75814	BRUCE HEWITT	123 FAYETTE		BATHROOM IN EXISTING GARAGE CONNECT TO SEWER NOT TO BE USED AS LIVING SPACE	999.00	10.00		No	3/20/2023	No	N/A	No	No
75812	Taylor Foster	10 Cardinal St		New Home Construction 35'x35'	110,000.00	660.00	B2 Single Family Residential (500 sq ft)		3/20/2023	No	N/A	No	

75813	JONIE HOWARD	61 HIGHLAND DR	Bath Fitter Ohio Bath Solutions LLC	BATH TO SHOWER CONVERSION	4,873.00	53.60		No		No	N/A	No	No
75809	NANCY KING	90 W LINCOLN		CONVERT TUB INTO WALK IN SHOWER	2,000.00	22.00		No		No	N/A	No	No
75807	TYLER DAVIS, NICOLE BOWMAN	100 S FLORIDA ST		FENCE 4FT HIGH SIDE AND REAR YARD HOG WIRE AND WOOD	1,500.00	16.50		No	3/8/2023	Yes	N/A	No	No
75808	DAVID ROGERS	25 FATO LN	RELIABLE ROOFING & SHEET METAL	REROOF - SHINGLES	7,824.75	86.07		Yes -If yes attach report		No	Zone A	Yes-Elevation Cert. Not Required	No
					206,941.75	1,665.37							

Group Total: 13

Group: Residential Electrical Fee

75812	Taylor Foster	10 Cardinal St		New Home Construction 35'x35'	110,000.00	100.00	B2 Single Family Residential (500 sq ft)		3/20/2023	No	N/A	No	
					110,000.00	100.00							

Group Total: 1

Group: Zoning Application Fee

75826	NELSON SAYRE	101 ISLAND AVE		INTERIOR & EXTERIOR RENNO (SHEET METAL); ELECTRICAL UPGRADE 200A	6,500.00	20.00	A Commercial Property	No	4/3/2023	No	Zone AE	Yes -If yes attach report	No
75823	TOWER OWNER-AMERICAN TOWER CORPORATION	46 WALKTRAIL LANE	SNM WIRELESS	UPGRADE EQUIPMENT-INSTALL IN THE EXISTING BLDING AND ON EXISTING TOWER	10,000.00	20.00		No	3/31/2023	No	Zone AE	Yes -If yes attach report	No
75814	BRUCE HEWITT	123 FAYETTE		BATHROOM IN EXISTING GARAGE	999.00	20.00		No	3/20/2023	No	N/A	No	No

				CONNECT TO SEWER NOT TO BE USED AS LIVING SPACE									
					17,499.00	60.00							

Group Total: 3

					461,340.75	2,644.32							
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Total Records: 29

4/6/2023

E.3 Approval of Payment of the Bill

MARCH 16-31-2023 GENERAL FUND PAYMENT OF BILLS

- \$55,108.50 – POTESTA & ASSOCIATES – DESIGN SYCC FACILITY
- \$4,500.00 – DIVISION OF JUSTICE – ACADEMY TUITION FOR 3 OFFICERS
- \$21,517.00 – CAPITAL ELECTRIC – LIGHT POLE HEADS MADISON STREET
- \$9,672.64 – SCOTT ELECTRIC – WIRING & SERVICE BOX SUPPLIES FOR ELECTRIC AT MADISON ST
- \$3,631.68 – BRUFFY TRUCKING – STONE FOR FLORIDA ST & MADISON ST
- \$2,489.75 – RDR ENERGY – CONCRETE GATEWAY WEST PROJECT
- \$9,420.25 – TRADEWORX – LABOR FOR S. FLORIDA STREET
- \$2,650.00 – JOHNS WATSON TRUCKING – 20’ CONTAINER CONNEX BOX
- \$24,556.00 – TRADEWORX – LABOR AT THEATRE
- \$222,300.27 – MOUNTAIN STATE ELECTRICAL CO – FEMA GENERATOR INSTALLATION

04-05-2023 11:15 AM		DISBURSEMENTS 3/16/23 to 3/31/23			PAGE: 1	
FUND: GENERAL FUND						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
MAYOR'S OFFICE	CITY OF BUCKHANNON GENERAL F	409-341-00	MAYOR'S SUPPLIES & M	MARCH 2023 LOC FEES	92.12	
	INTERNATIONAL MUN LAWYERS AS	409-341-00	MAYOR'S SUPPLIES & M	MEMBERSHIP 5/23- 4/24 T ON	480.00	
	WV PUBLIC EMPLOYEES RETIREME	409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	64.57	
		409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	63.11	
		409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	65.64	
		409-106-00	MAYOR'S RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	18.01	
	PAYROLL ACCOUNT (ALL DEPTS)	409-341-00	MAYOR'S SUPPLIES & M	FEBRUARY 2023 AA FEES	177.99	
	TOSHIBA FINANCIAL SERVICES	409-341-00	MAYOR'S SUPPLIES & M	MARCH 2023 CITY HALL COPIE	149.49	
	LANORA CUSTOM FRAMING	409-341-00	MAYOR'S SUPPLIES & M	FRAME FOR MAP CNCIL CHMBR	42.50	
	WALMART STORES INC -BUCKHANN	409-341-00	MAYOR'S SUPPLIES & M	CLEANING SUPP CITY HALL	34.38	
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	97.75	
		409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	43.47	
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	22.86	
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	10.17	
04-05-2023 11:15 AM		DISBURSEMENTS 3/16/23 to 3/31/23			PAGE: 2	
FUND: GENERAL FUND						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
	PAYFLEX	409-105-00	MAYOR'S INSURANCE	GF MARCH 2023 HSA FEES	6.50	
	U.S. POSTAL SERVICE (CMRS-FP	409-218-00	MAYOR'S POSTAGE	MARCH 2023 POSTAGE	250.00	
	FP FINANCE PROGRAM	409-218-00	MAYOR'S POSTAGE	MAILER & INSERTER PYMT MAR	107.31	
	ROSSMAN & CO/PCB CORP	409-341-00	MAYOR'S SUPPLIES & M	FEB 2023 UTILITY COLLECTIO	2.66	
	FRONTIER	409-211-00	MAYOR'S TELEPHONE	472-1651-101515-4 CITY HAL	70.07	
		409-211-00	MAYOR'S TELEPHONE	304-003-2273-060600-4	24.17	
	**PAYROLL EXPENSES			3/16/2023 - 3/31/2023	2,289.40	
				TOTAL:	4,112.17	
	COUNCIL	WESTFIELD INSURANCE	410-226-00	COUNCIL INSURANCE (P	4/1/23 to 4/1/24 QRTLY PYM	1,515.38
		WV PUBLIC EMPLOYEES RETIREME	410-106-00	COUNCIL'S RETIREMENT	WV RETIREMENT CONTRIBUTION	18.00
THOMAS J O'NEILL		410-223-00	PROFESSIONAL (LEGAL)	APRIL 2023 CONTRACT ATTORN	1,250.00	
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	
**PAYROLL EXPENSES				3/16/2023 - 3/31/2023	1,000.00	
			TOTAL:	3,859.88		
RECORDER	WV PUBLIC EMPLOYEES RETIREME	411-106-00	RECORDER'S RETIREMEN	WV RETIRE TIER2 CONTRIBUTI	17.29	
	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			3/16/2023 - 3/31/2023	500.00	
			TOTAL:	555.54		
TREASURER	WV PUBLIC EMPLOYEES RETIREME	413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	28.19	
		413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	28.19	
		413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	28.19	
	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.	FICA WITHHELD AND MATCHED	19.42	
		413-104-00	TREASURER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	4.54	
		413-104-00	TREASURER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	4.54	
	PAYFLEX	413-105-00	TREASURER'S GROUP IN	GF MARCH 2023 HSA FEES	3.25	
	**PAYROLL EXPENSES			3/16/2023 - 3/31/2023	626.36	
				TOTAL:	762.10	
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			3/16/2023 - 3/31/2023	625.00	
				TOTAL:	672.81	
CITY ENGINEER	JAY HOLLEN	420-221-00	ENGINEER TRAINING	REIMB MEALS 2023 WV EXPO	29.68	
	POTESTA & ASSOCIATES INC	420-223-01	ENGINEERING SERVICES	DESIGN SYCC FACILITY	55,108.50	
	WV PUBLIC EMPLOYEES RETIREME	420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUTION	74.10	
		420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUTION	74.10	
		420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUTION	74.10	
	INTERNAL REVENUE SERVICE	420-104-00	CITY ENGINEER FICA T	FICA WITHHELD AND MATCHED	51.51	
		420-104-00	CITY ENGINEER FICA T	FICA WITHHELD AND MATCHED	51.51	
		420-104-00	CITY ENGINEER FICA T	MEDICARE WITHHELD & MATCHE	12.05	
		420-104-00	CITY ENGINEER FICA T	MEDICARE WITHHELD & MATCHE	12.05	
	**PAYROLL EXPENSES			3/16/2023 - 3/31/2023	1,646.60	
			TOTAL:	57,134.20		
HOUSING	UPSHUR COUNTY CLERK	436-354-00	HOUSING ENFORCEMENT	RELEASE FIRE LIEN 172 POCA	12.00	
				TOTAL:	12.00	

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
ZONING	WV PUBLIC EMPLOYEES RETIREME	437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	135.00
		437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	135.00
	INTERNAL REVENUE SERVICE	437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	135.00
		437-104-00	ZONING F.I.C.A.	FICA WITHHELD AND MATCHED	93.00
		437-104-00	ZONING F.I.C.A.	FICA WITHHELD AND MATCHED	93.00
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	21.75
	PAYFLEX	437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	21.75
		437-105-00	ZONING HEALTH INS	GF MARCH 2023 HSA FEES	3.25
				3/16/2023 - 3/31/2023	3,000.00
	**PAYROLL EXPENSES			TOTAL:	3,637.75
DATA PROCESSING	TYLER TECHNOLOGIES INC	439-230-00	DATA PROCESSING	YRLY SAAS FEES- ONLINEPYM	75.00
				TOTAL:	75.00
CITY HALL	MON POWER	440-213-00	CITY HALL UTILITIES	110088782062 70 E MAIN ST	1,175.58
		440-216-00	CITY HALL MAINTENANC	ALL DEPT UNIFORMS FEB 2023	114.75
	DODSON BROS EXTERMINATING CO	440-216-00	CITY HALL MAINTENANC	MARCH 2023 CITY HALL PEST	31.00
	WV PUBLIC EMPLOYEES RETIREME	440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	140.33
		440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	138.85
	INTERNAL REVENUE SERVICE	440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	121.03
		440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	95.76
		440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	95.65
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	22.40
	PAYFLEX	440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	22.37
		440-105-00	CITY HALL JANITOR IN	GF MARCH 2023 HSA FEES	3.25
				3/16/2023 - 3/31/2023	3,102.00
	**PAYROLL EXPENSES			TOTAL:	5,062.97
POLICE	ON POINT ATHLETICS LLC	700-341-00	POLICE DEPT. MAT & S	T-SHIRTS CIT. POL. ACADEM	454.00
		700-341-00	POLICE DEPT. MAT & S	T-SHIRTS CIT POL ACADEMY	28.00
	DIVISION OF JUSTICE AND COMM	700-221-00	POLICE DEPT. TRAININ	ACADEMY TUITION - 3 OFFIC	4,500.00
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,902.27
		700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,906.80
		700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,960.44
		700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,960.44
	TOSHIBA FINANCIAL SERVICES	700-341-00	POLICE DEPT. MAT & S	MAR 2023 POLICE COPIER	164.34
	WV CONSOLIDATED PUBLIC RETIR	700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	867.91
		700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	864.00
	WV LAW ENFORCEMENT DISTRIBUT	700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	883.98
		700-459-00	POLICE DEPT. NEW EQU	M&P 15T S&W RIFLE	31.00
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,927.10
		700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,943.77
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	450.69
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	454.58
	PAYFLEX	700-105-00	POLICE DEPT. GROUP I	GF MARCH 2023 HSA FEES	29.25
	STAPLES ADVANTAGE	700-341-00	POLICE DEPT. MAT & S	TOILET PAPER, PAPER TOWEL	131.00
	FRONTIER	700-211-00	POLICE DEPT. TELEPHO	304-001-6194-111398-4 POL	116.02
	**PAYROLL EXPENSES			3/16/2023 - 3/31/2023	62,698.47
				TOTAL:	81,313.62
FIRE	AFLAC	706-105-00	FIRE DEPT. GROUP INS	ETHAN SMITH NEW WITHHOLDIN	13.46
	J.P. MORGAN EQUIPMENT FINAN	706-459-00	FIRE DEPT. CAPITAL O	APR 2023 FIRE TRK PYMT	3,678.20
	AUTO ZONE	706-343-00	FIRE DEPT. AUTO SUPP	DEF FLUID FOR E 11	215.92
	NAPA-AMTOWER AUTO SUPPLY	706-343-00	FIRE DEPT. AUTO SUPP	CP SCREW	3.83
		706-343-00	FIRE DEPT. AUTO SUPP	ANTIFREEZE; 5 GAL BUCKET	43.44

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	LOWES BUSINESS ACCOUNTS	706-341-00	FIRE DEPT. MATERIAL	FILL VALVE & LIGHT BULBS	55.05
		706-341-00	FIRE DEPT. MATERIAL	MARCH 2023 FIRE PEST CONTR	42.00
	DODSON BROS EXTERMINATING CO	706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	753.92
	WV PUBLIC EMPLOYEES RETIREME	706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	692.42
		706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	835.33
		706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	1,095.89
		706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	1,087.98
	HERITAGE FIRE EQUIPMENT LLC	706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	1,096.32
		706-343-00	FIRE DEPT. AUTO SUPP	TRANS SWTCH REPAIR KIT E1	65.35
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,317.87
		706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,270.58
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	308.21
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	297.14
	PAYFLEX	706-105-00	FIRE DEPT. GROUP INS	GF MARCH 2023 HSA FEES	29.25
	INDUSTRIAL/ORGANIZATIONAL SO	706-341-00	FIRE DEPT. MATERIAL	NFSI PROB FIREFIGHTER TES	145.00
		706-211-00	FIRE DEPT. TELEPHONE	472-2868-101915-4 FIRE	98.55
	FRONTIER	706-341-00	FIRE DEPT. MATERIAL	BACKGRND CK ANTHONY DODRIL	34.00
	IDENTOGO	706-341-00	FIRE DEPT. MATERIAL	BACKGRND CK TYLER PRITCHAR	34.00
		706-341-00	FIRE DEPT. MATERIAL	BACKGRND CK MARCUS MILLER	34.00
	**PAYROLL EXPENSES			3/16/2023 - 3/31/2023	41,762.96
				TOTAL:	55,010.67
STREET	MON POWER	750-213-00	STREET DEPT. UTILITI	110088783078 22 S FLORIDA	909.42
		750-345-00	STREET DEPT. UNIFORM	ALL DEPT UNIFORMS FEB 2023	494.14
	COLE TRUCK PARTS INC	750-343-00	STREET DEPT. AUTO SU	UBOLTS AND SPRING	452.59
		750-343-00	STREET DEPT. AUTO SU	TORQUE ROD ENDS S-20	161.91
	VALLEY STEEL SERVICE	750-458-05	STREET DEPT PROJECTS	PLATE BENT ANGLES-FORMS	627.22
	CAPITAL ELECTRIC	750-458-05	STREET DEPT PROJECTS	LIGHT POLE HEADS MADISON	21,517.00
		750-458-05	STREET DEPT PROJECTS	# 6,8,10 WIRE FOR MADISON	1,969.33
	SCOTT ELECTRIC CORP	750-458-05	STREET DEPT PROJECTS	# 6,8,10 WIRE FOR MADISON	1,069.05
		750-458-05	STREET DEPT PROJECTS	# 6,8,10 WIRE FOR MADISON	1,315.85
		750-458-05	STREET DEPT PROJECTS	# 6,8,10 WIRE FOR MADISON	1,973.78
		750-458-05	STREET DEPT PROJECTS	3" PVC CONDUIT & FIT	2,490.14
		750-458-05	STREET DEPT PROJECTS	3" KO DIE	117.49
		750-341-00	STREET DEPT. MAT & S	PVC HEATING BLANKET	505.00
		750-458-05	STREET DEPT PROJECTS	PVC HEATING BLANKET	232.00
		750-343-00	STREET DEPT. AUTO SU	2- BATTERIES FOR S-5	367.26
	NAPA-AMTOWER AUTO SUPPLY	750-343-00	STREET DEPT. AUTO SU	EXHAUST CLAMP	17.72
		750-343-00	STREET DEPT. AUTO SU	RTCHT STRAPS; IMPACT WREN	638.09
		750-343-00	STREET DEPT. AUTO SU	BATTERY FOR S-7	183.63
		750-343-00	STREET DEPT. AUTO SU	PAINT FOR EQUIPMENT	196.49
	WESTFIELD INSURANCE	750-226-00	STREET DEPT. INSURAN	4/1/23 TO 4/1/24 QRTLY PYM	1,157.11
	LOWES BUSINESS ACCOUNTS	750-458-05	STREET DEPT PROJECTS	STAKES, HAMMER, CHALK	446.49
		750-458-08	GATEWAY WEST GRANT E	SCREWS & LUMBER- GWW FORM	197.02
		750-458-08	GATEWAY WEST GRANT E	SCREWS & LUMBER- GWW FORM	257.37
		750-458-05	STREET DEPT PROJECTS	#57 STONE FLORIDA ST	1,371.12
	BRUFFEY TRUCKING INC	750-458-05	STREET DEPT PROJECTS	3" CR STONE MADISON	2,260.56
	CENTRAL SUPPLY CO	750-458-05	STREET DEPT PROJECTS	FORM SHEILD	528.00
		750-458-05	STREET DEPT PROJECTS	FOAM EXP JOINT	76.28
	WV PUBLIC EMPLOYEES RETIREME	750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,272.94
		750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,350.32
		750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,246.61
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	467.06
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	453.69

04-05-2023 11:15 AM		DISBURSEMENTS 3/16/23 to 3/31/23			PAGE: 5
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	CITIZENS BANK OF WV INTERNAL REVENUE SERVICE	750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	436.17
		750-459-00	STREET DEPT. CAPITAL	STREET DEPT EXCAVATOR APR	2,736.13
		750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,196.87
		750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,244.93
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	279.92
	PEOPLES NATURAL GAS RDR ENERGY RESOURCES LLC PAYFLEX	750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	291.16
		750-213-00	STREET DEPT. UTILITI	GF GAS 3.31.23 MUD LICK PR	2,975.26
		750-458-08	GATEWAY WEST	GRANT E 11YDS CONCRETE GW	2,489.75
		750-105-00	STREET DEPT. GROUP I	GF MARCH 2023 HSA FEES	29.25
		750-458-05	STREET DEPT PROJECTS	3/4" MICRO FTBER	1,111.13
	THE EUCLID CHEMICAL COMPANY	750-458-05	STREET DEPT PROJECTS	55GAL FORM SHIELD	902.84
		750-458-05	STREET DEPT PROJECTS	LABOR - S FLORIDA 3/4-3/1	9,420.25
		750-341-00	STREET DEPT. MAT & S	20' CONTAINER CONNEX BOX	2,650.00
		750-211-00	STREET DEPT. TELEPHO	472-5755-101615-4 STREET	98.08
		**PAYROLL EXPENSES		3/16/2023 - 3/31/2023	39,377.59
	TOTAL:				111,562.01
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110088782484 E. MAIN ST	125.70
		751-213-00	STREET LIGHTS	110100156733 107 E MAIN ST	146.62
		751-213-00	STREET LIGHTS	110158087939 MAIN ST CAMER	7.86
TOTAL:				280.18	
TRAFFIC SIGNALS & SIGN MON POWER		752-213-00	TRAFFIC SIGNALS POWE	110087174485 S. KANAWHA ST	28.94
		752-213-00	TRAFFIC SIGNALS POWE	110088235830 REGER ST RT 2	57.99
TOTAL:				86.93	
ARTS-THEATRE	WESTFIELD INSURANCE LOWES BUSINESS ACCOUNTS	906-226-00	CAC INSURANCE & BOND	4/1/23 TO 4/1/24 QRTLY PYM	372.66
		906-450-01	THEATRE BLDG	POLYMER AND TILE THINSET	69.03
	906-450-01	THEATRE BLDG	TILE BLADE & BIT	45.57	
	906-450-01	THEATRE BLDG	UNIV SPACER & WOODFI	23.05	
	906-450-01	THEATRE BLDG	WIPE CLOTHS & SPRAYER	33.22	
	906-450-01	THEATRE BLDG	ANCHORS, THERMOSTAT WIRE	51.90	
	906-450-01	THEATRE BLDG	SCREWS	24.67	
	906-450-01	THEATRE BLDG	THINSET, PRIMER	61.68	
	906-450-01	THEATRE BLDG	TILE SPACERS	78.76	
	906-450-01	THEATRE BLDG	RIGHT ANGLE ATTACHME	23.74	
	906-450-01	THEATRE BLDG	TILE CLEANER, SOLDER	116.99	
	906-450-01	THEATRE BLDG	THINSET, ADHESIVE	56.53	
	906-450-01	THEATRE BLDG	TILE SPACERS	71.15	
	906-450-01	THEATRE BLDG	TURBO MESH & TWINE	56.00	
	906-450-01	THEATRE BLDG	CERAMIC TILE BLADE	38.62	
	906-450-01	THEATRE BLDG	SPACERS, OSC BLADE	80.68	
	906-450-01	THEATRE BLDG	TILE THINSET & SPACE	129.83	
	ACE HARDWARE & CONTRACTOR SU	906-450-01	THEATRE BLDG	5 GAL LIQUID RUBBER	379.98
	DODSON BROS EXTERMINATING CO	906-216-00	THEATRE MAINTENANCE/	PEST CNTRL MARCH 2023	100.00
	WV PUBLIC EMPLOYEES RETIREME	906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	110.03
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	111.04
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	112.73
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	75.80
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	76.49
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	17.73
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	17.89
		ROZELLE ENTERPRISES DBA TRAD	906-450-01	THEATRE BLDG	LABOR- THEATRE 3/4-3/18

04-05-2023 11:15 AM		DISBURSEMENTS 3/16/23 to 3/31/23			PAGE: 6
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			3/16/2023 - 3/31/2023	2,456.25
				TOTAL:	29,348.02
STOCKERT YOUTH CENTER	MON POWER	907-213-00	UTILITIES	110084592119 SYC	576.60
		907-213-00	UTILITIES	110084767208 79 E MAIN ST	5.31
	A F WENDLING INC	907-341-00	MATERIALS & SUPPLIES	PAPER TOWELS & ICE MELT	63.99
	UNIFIRST CORP.	907-216-00	MAINTENANCE	ALL DEPT UNIFORMS FEB 2023	58.03
	MOUNTAINEER GAS COMPANY	907-213-00	UTILITIES	383925-483167 70 E MAIN ST	1,424.10
	BUCKHANNON UPSHUR HIGH SCHOO	907-356-00	YOUTH BASKETBALL	CUSTODIAL EXP GYM USE2/25	211.53
	WESTFIELD INSURANCE	907-226-00	INSURANCE & BONDS	4/1/23 TO 4/1/24 QRTLY PYM	886.87
	WV PUBLIC EMPLOYEES RETIREME	907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	225.05
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	216.88
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	231.66
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	243.16
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	240.46
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	258.97
	WV STATE FIRE MARSHALL	907-341-01	OPERATING EXPENSES	FIRE SAFETY INSP 9/22/22	25.00
	ST JOSEPH HOSPITAL OF BUCKHA	907-341-00	MATERIALS & SUPPLIES	LAB RESULTS SKYLAR WOOD	56.00
	WALMART STORES INC -BUCKHANN	907-356-00	YOUTH BASKETBALL	FINANCE CHARGE MARCH STMT	2.62
		907-361-00	AFTER SCHOOL SUPPLIE	FINANCE CHARGE MARCH STMT	1.15
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	64.92
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	90.83
		907-341-00	MATERIALS & SUPPLIES	BLEACH & ICE PACKS	28.56
	SAM'S PIZZA	907-356-00	YOUTH BASKETBALL	PIZZA - END SEASON PARTY	736.25
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	526.07
		907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	464.56
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	123.02
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	108.65
	PAYFLEX	907-105-00	GROUP INSURANCE	GF MARCH 2023 HSA FEES	13.00
	FRONTIER	907-211-00	TELEPHONES	473-0145-042701-4 SYC	204.07
	IDENTOGO	907-341-00	MATERIALS & SUPPLIES	BACKGRND CK DALTON AUVIL	37.25
	**PAYROLL EXPENSES			3/16/2023 - 3/31/2023	15,978.12
				TOTAL:	23,102.68
CONVENTION CENTER	USDA, RURAL DEVLEOPMENT	910-457-00	CONFERENCE CENTER PA	CONF CENTER APRIL 2023	3,351.00
				TOTAL:	3,351.00
PUBLIC SAFETY	UNIFIRST CORP.	976-216-00	SAFETY COMPLEX MAINT	ALL DEPT UNIFORMS FEB 2023	80.38
	MOUNTAINEER GAS COMPANY	976-213-00	SAFETY COMPLEX UTILI	383931-483167 20 S FLORIDA	1,204.44
	WESTFIELD INSURANCE	976-226-00	SAFETY COMPLEX INSUR	4/1/23 TO 4/1/24 QRTLY PYM	636.76
	MOUNTAIN STATE ELECTRICAL CO	976-459-36	FEMA GRANT#1 GENERAT	INSTLLTN STP GENERATOR	222,300.27
	DODSON BROS EXTERMINATING CO	976-216-00	SAFETY COMPLEX MAINT	MARCH 2023 POLICE PEST CON	45.00
	CIVIL & ENVIROMENTAL CONSULT	976-459-36	FEMA GRANT#1 GENERAT	STRUCT REVIEW PSC GENERAT	393.00
	LYNX WV INC	976-213-00	SAFETY COMPLEX UTILI	MAR 2023 PSC INTERNET	150.00
				TOTAL:	224,809.85

A motion to approve the Consent Agenda as presented was made by McCauley/Reger. Motion carried.

F. Strategic Issues for Discussion and/or Vote

F.1 Discussion/Possible Action Event Request West Virginia Strawberry Festival RE: Parades & Events 2023 Use of City Owned Properties & Services during the 81st Annual Event May 13-May 21, 2023 – Mayor Skinner provided an overview of the Event Request from the West

Virginia Strawberry Festival RE: Parades & Events 2023 Use of City Owned Properties & Services during the 81st Annual Event May 13-May 21, 2023 to Council.

Motion to approve the Event Request West Virginia Strawberry Festival RE: Parades & Events 2023 Use of City Owned Properties & Services during the 81st Annual Event May 13-May 21, 2023 was made by McCauley/Bucklew. Motion carried.

City of Buckhannon
Event Request Form

All requests to hold events should be submitted at least 30 to 90 days in advance of event date prior to the next Consolidated Public Works Board (CPWB) meeting to be considered for approval. CPWB meets the fourth Thursday of each month at 4:00 pm at City Hall.

Name of Event: West Virginia Strawberry Festival Person in Charge of Event: Shane Jenkins

Type of Event: Festival: Arts, culture, agriculture Name of Sponsoring Organization: West Virginia Strawberry Festival

Date of Event: 5/13/23-5/21/23 Start Time: 9:00 am (5/13/23) End Time: 5:00 pm (5/21/23)

Address: PO Box 117 Buckhannon, WV 26201 Phone: (304) 472-9036 Email: Info@WVStrawberryFestival.com

Event Rules:

1. The City facilities are maintained for use and enjoyment by our citizens. The City does require that all planned events be approved in advance of the gathering (see Event Rule number 2). Commercial events and certain organized gatherings may be required to show evidence of a valid General Liability Insurance with limits not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate, and \$5,000 medical expense (any one person). If so, a certificate naming the City of Buckhannon, WV as an additional insured must be received before access to the facility is granted.
2. A hold harmless agreement must be provided.
3. Tobacco, alcoholic beverages and gambling are prohibited.
4. Organizations using city property are responsible for the conduct of participants and spectators and must make adequate provisions to handle anticipated crowds.
5. Permission for use, when granted, is for specific rooms or areas. The remaining areas of a facility are not to be used or entered.
6. The marking of event courses (such as with a 5K) must be made with removable tape. It must not interfere or conflict with any traffic or utility signage or signals. Markings must immediately be removed as the event is concluding. Paint and chalk are prohibited. Event signage must be distinguishable from traffic signs and organizers must have the name of the event on the signage. Markings and signage not removed by the organizer(s) will be removed by City personnel and the organizer(s) and/or Event will be billed for any labor and materials.
7. When city equipment is used, a designated city employee must be present and have general supervision of the equipment.
8. No signs, banners, pennants, etc., are permitted in or on city buildings. All decorations, furnishings and equipment provided by the renter shall be installed and removed under the supervision of city personnel.
9. When, in the opinion of the City, police officers are needed to protect event participants, the public, or City property, police officers will be assigned.
10. The City may cancel any facility use, permit, or previously approved event if it does not comply with the guidelines published by the West Virginia Department of Health and Human Resources or by the Governor related to pandemic safety measures. Events may also be cancelled for any of the following causes: acts of God (including extreme weather), accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, natural catastrophes, governmental acts or omissions, changes in laws or regulations. Changes in published guidelines after request approval and prior to the event may result in cancellation of the event. If guidelines cannot be followed, the event will be cancelled or rescheduled.

Signature of Person in Charge of Event: Shane Jenkins Phone No: (304) 516-5150

Location of Event: Buckhannon— Requested areas including downtown and Main Street. If event is a 5K Include City approved route number.

- (If yes attach list)
- Circle
1. Will any streets be closed? Yes/No
- IF YES: Requester requirement for placement & removal of temporary signage regarding No Parking along the event route. See the above “marking of events” rules/regulations number 7.
2. What is the anticipated crowd size? Est. 40,000
3. Will there be vendors? Yes/No
- Vendors are subject to the same Event Rules as the event organizers.
- IF YES,
- (a.) What will be sold? Food, novelty, Craft, Entertainment
- (b.) Does the vendor have the necessary City License? Yes/No
- (c.) Does the vendor have Event Insurance? Yes/No
4. Will there be a first-aid station/medical staff? Yes/No
5. Is there a parking plan? (If yes, please attach to this application.) Yes/No
6. Will there be security? Yes/No

Please list contact information for any additional key staff members: 2nd Vice President Lori Meadows: 304-439-3900; 1st Vice President Lacy Ramsey 304-685-5255; City Representative: Mayor Robbie Skinner 304-439-4155

April 3, 2023

Honorable Mayor Skinner and Buckhannon City Council
70 East Main St.
Buckhannon, WV 26201

Dear Mayor Skinner and Buckhannon City Council Members,

In addition to the requests above, the West Virginia Strawberry Festival Association, Inc. would like to request permission to host a fireworks display on May 20, 2023. The time is tentatively set for approximately 10:45PM.

Following much consideration, the Board of Directors decided a fireworks display will add entertainment and draw more visitors while giving us the opportunity to showcase our picturesque small town. We hope this will encourage visitors to travel to Buckhannon and stay for the day, and throughout the night to witness the perfect ending to the busiest day of events at the West Virginia Strawberry Festival.

The display will be provided by Larry Gregory Fireworks Display of Shinnston, WV. Larry Gregory Fireworks Display will be the contact for any required documentation for the display or permissions. We will work closely with you and Larry Gregory Fireworks Display to ensure permissions and permits are acquired as necessary.

Please accept this as an addition to the annual requests submitted for review on April 6, 2023.

Thank You

Shane Jenkins
President, WVSF

February 19, 2023

Honorable Mayor Skinner and Buck. City Council
70 East Main St.
Buckhannon, WV 26201

Dear Mayor Skinner and Buckhannon City Council Members,

The West Virginia Strawberry Festival Association, Inc. would like to request financial assistance in the amount of \$30,000.00. Any funding would be greatly appreciated and would ensure a successful future of the festival and promote our community, businesses and the beauty within.

Please note, the 2023 WVSF BOD is working closely with health officials and monitoring state guidelines to ensure a successful festival while keeping the community healthy and safe. Therefore, the following requests are subject to change. Changes to the current submission will be submitted in writing to the City of Buckhannon and communicated to department/personnel as necessary.

The West Virginia Strawberry Festival Association, Inc. would like to make the following requests for the use of city owned property and services during the 81st annual event on May 13-21st, 2023.

1. Jawbone Park area for vendors/carnival and additional space surrounding Jawbone Park for Gambill Amusements from May 16-21, 2023.
4. Permission to place licensed vendors and marketing booths in various approved locations throughout the city. (Main, Spring, Madison, etc.)
3. Permission to use Main Street from City Hall to the Courthouse for the purpose of entertainment on Thursday (parade), Friday (during parade-2300), and Saturday (1000-2300*)(May 18, 19, 20, 2023*), respectively.
4. Permission to block Friendly Way from South Florida Street to South Spring Street during Carnival hours.
5. Use of the parking lot on Madison Street and all city areas near jawbone for vendors and supply trucks, carnival; along with the parking lot at the Buckhannon Fire Dept/public safety complex.
6. Use of the Buckhannon River ramp area for the purpose of a canoe race, May 21, 2023. (Sunday)
7. Use of city water and dumpsters in the Food Vendor Lot/area and the Latham House area (parking lot).
8. Complimentary sanitary sewage dumping for visiting buses.
9. Street repair prior to parades, along the parade route to avoid accidents.
10. Use of the city assistance to help with street decorations which will be up by May 12, 2023.

11. Placement of ‘Road Closed’ hard and soft barricades, along with necessary personnel, according to OEM IAP for street closures during the festival.
12. Participation of the Buckhannon City Police Dept./VIPS, Fire, water, Streets, waste depts during events. We will work with the Chief/department heads on special arrangements for the various events.
13. Jawbone Park and surrounding city facilities (Madison Parking lots and city grounds) for vendor/carnival/entertainment/events for the duration of the festival.
14. Use/assistance with Main Street sound system for emergency alerts/announcements.
15. Extra trash cans placed around Main Street and Jawbone Park.
16. The closure of Barbour, Pocahontas, Marion, Camden (both sides) Streets for Parade Lineup on May 20, 2023, for Grand Feature Parade Lineup.
17. The closure of Streets along Strawberry Lane (Marion, College, S. Kanawha, Main, E. Main, Sedgwick, etc) for parade use on May 18, 19, 20, 2023.
18. The Closure of North Spring Street to the Post office for carnival, vendors and entertainment
19. The closure of Madison Street from South Spring Street intersection to South Florida Street intersection during carnival/vendor hours for placement of vendors and/or carnival overflow.
20. Approval for use of UTV/golf cart on Strawberry Lane prior to the Grand Feature Parade for a potential ‘UTV Parade.
21. The use of no more than three marked and approved WVSF Board UTV/golf carts within street closure areas to transport board members/materials easier and faster.
22. Use of Buckhannon City Dog Park on May 13, 2023, for the purpose of the pet show.
23. Supplied sound technician labor and necessary additional equipment for entertainment at Jawbone Park including but not limited to setup for a full band.

In addition to these above requests, we appreciate the normal customary activities that the city performs during the week of festival. (e.g.: additional police protection, waste pick-up, street cleaning, and much more). The Board of Directors would like to thank the City for their contributions, both monetary and otherwise, given to the festival and its board each year. Your partnership with the festival ensures its future and current success.

Thank you,

Shane Jenkins, President
2022 WV Strawberry Festival

F.2 Approval to Accept Quote to Finance COB Colonial Arts Center Seating Installation Project – Action taken earlier in the meeting.

F.3 Approval Resolution 2023-03 General Fund Budget Revision #5 FY 2022/23 – Action taken earlier in the meeting.

F.4 Approval Contract Renewal CPA Services Jeremy Drennen– Action taken earlier in the meeting.

F.5 Appointments to the TV Cable Board – Mayor Skinner presented the name of Peggy Ball to City Council and requested Council approve her appointment to the TV Cable Board.

Motion the approve Peggy Ball’s appointment to the TV Cable Board was made by McCauley/Reger. Motion carried.

F.6 Cable Television Franchise Renewal Agreement-Altice, Cequel III Communications II, LLC- To Expire 06/30/23 To Refer to TV Cable Board – Mayor Skinner explained the necessary procedure to refer the Cable Television Franchise Renewal Agreement-Altice, Cequel III Communications II, LLC- To Expire 06/30/23 to the TV Cable Board. Discussion took place.

Motion to refer to the TV Cable Board the Cable Television Franchise Renewal Agreement-Altice, Cequel III Communications II, LLC- to expire 06/30/23 was made by Sanders/Reger. Motion carried.

F.7 Discussion Lease Agreement between COB & Cequel III Communications II, LLC- To Expire on 05/31/23 Regarding Equipment on North Buckhannon Water Tank Hill – Mayor Skinner explained the item noting that we do not have the new agreement. Discussion regarding the agenda item took place.

Motion to table Item F.7 Discussion Lease Agreement between COB & Cequel III Communications II, LLC- To Expire on 05/31/23 Regarding Equipment on North Buckhannon Water Tank Hill was made by Sanders/Bucklew. Motion carried.

G. Comments and Announcements

- **Pamela Bucklew:** Mrs. Bucklew expressed concern about toters not being returned to the appropriate location after they have been emptied by the City Waste Department and that other cities have a requirement that this be done within 48 hours. Mr. Arnold explained the Buckhannon does have an ordinance that is already in place requiring this action take place within 24 hours. Recorder Sanders noted that those who have these type of complaints can

call City Hall with the details and a work order will be generated for the Code Enforcement Officer, who will then follow-up on the report. Mrs. Bucklew also read a compliment from a resident of Braxton County regarding the outstanding service they received at the Transfer Station by employee BJ Teets.

- **David McCauley:** Mr. McCauley thanked the WVDOT for the installation for the traffic light out on Route 33. He also requested a brief Executive Session to discuss property and personnel issue. Mayor Skinner agreed to the request.
- **Jack Reger:** Mr. Reger echoed the comment about the Transfer Station noting that he has always had a great experience with the staff at the Transfer Station. He then asked when the First Due Fire Fee discussion will appear on a Council Meeting Agenda. Both Amberle Jenkins and Recorder Randy Sanders reported on a recent meeting with Dr. Jeffery Harvey of JH Consulting who will have the Emergency Services report done very soon. All felt that this will be a critical component of the upcoming discussion. Mr. Reger also voiced his disappointment with the lateness of the receipt of the City Council meeting packet. He closed with wishing all a Happy Easter. Mayor Skinner noted that we publish the Agenda 72 hours prior to the meeting. He stated that we will continue to work with Department Heads to try and get it released earlier.
- **Dave Thomas:** Mr. Thomas was absent.
- **CJ Rylands:** Mr. Rylands wished everyone a Happy Easter.
- **Randall Sanders:** Mr. Sanders reported on the 2-person delegation from Ghana who recently spent a week in Buckhannon for a WAMSB 2023 site visit and to meet with community leaders regarding potential cultural and educational exchange programs with Buckhannon and Ghana. He also announced that he would be emceeing a Fashion Show for the PEO Chapter A organization featuring Caroline & Co. Boutique, The Outpost, and Mountain Chic Boutique along with a special appearance by Miss West Virginia USA, Krystian Leonard. The event will be Saturday, April 15, 2023 at 11:00 am at The Buckhannon Opera House.

H. Mayor's Comments and Announcements: Mayor Skinner spoke about Sheriff Virgil Miller's funeral viewing and services which will be held at the West Virginia Wesleyan College Chapel on Friday (04/07/23) and Sunday (04/08/23). He asked that we please keep Council Member David Thomas, who is recovering from a fall, in our thoughts and prayers. He also spoke about his recent work with the National League of Cities at a meeting in Washington, DC, where he was representing the WV Municipal League and he attended several meetings with US Senator Manchin, US Senator Capito, US Congressman Mooney and US Congresswoman Miller. The Mayor also met with the Secretary of the Interior at the White House. He concluded by announcing that will be attending the WV Municipal League Board Meeting in the near future.

Motion to adjoin into Executive Session at 8:10 PM to discuss property and personnel issues was made by Bucklew/Reger. Motion carried.

Motion to adjoin out of Executive Session at 9:04 PM was made by Sanders/Reger. Motion carried.

Mayor Skinner reported that during the Executive Session we discussed property and personnel issues and that no decisions were made.

I. Adjournment

Motion to adjourn at 9:05 PM was made by Reger/Sanders.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____