

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

A regular meeting of the Buckhannon City Council was held on Thursday, February 06, 2025, at 7:00 p.m., in the Council Chambers of City Hall. The following individuals were in attendance (GTM indicates by GoToMeeting*):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Council Member	Pam Bucklew	Present
Council Member	Jack Reger	Present
Council Member	Robert Zuliani	Present
Council Member	David Thomas	Present
Council Member	Scott Randall	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Attorney	Tom O'Neill	Present
Buckhannon Fire Department	Chief JB Kimble	Present
Director of Public Works	Ethan Crosten	Present
City Hall Office Manager	Barbara Hinkle	Present
Channel 3	Rodney Irvin	Present
MyBuckhannon.com	Katie Kuba	Present
Record Delta	Noah Jeffries	Present

Guests: Dr. Tim Reese, GTM; JT Pinegar, GTM; James Conner, Mon Power, Rhett Dusenbury, Representing Congressman Riley Moore; Wyatt Burns, WVWC; Erin Perry, Scouts; Catherine Norko, Charles W. Gibson Library; Thomas Rolenson, Dakota Arnold, Cody Tenney, of the COB.

*Council of the City of Buckhannon Public Meeting Agenda
7:00 PM Thursday, February 06, 2025
Council Chambers | 70 East Main Street*

1. Call to Order
2. Moment of Silent Reflection
3. Reciting of the Pledge of Allegiance
4. Mayor’s State of City Address
5. Approval of Previous Meeting Minutes: 01/16/2025
6. Report of Events, Correspondence, and Information
 - a. See Full Listing in Council Packet
7. Public Comment – Motion to Open & Close Requested
8. Recognition of Guests
 - a. West Virginia Wesleyan College Student Senate Wyatt Burns
9. Financial Report – Director of Finance Amberle Jenkins
 - a. Approval of Bill Payments
10. Public Works Report – Directors of Public Works, Ethan Crosten
 - a. Announcement of Selection of the Waste Department Superintendent, Sanitary Department Superintendent & Water Department Superintendent, Designee
 - b. Approval of the 2025 Spring Street Paving Projects Priority List
11. City Fire Department Report – Chief JB Kimble
 - a. Approval Annual CFAI Accreditation CPSE Services Offered Policy
 - b. Approval Annual CFAI Accreditation Personnel Response Policy
 - c. Approval Annual CFAI Accreditation Fire Response Standards of Cover
12. City Attorney’s Report – Thomas J. O’Neill
13. Old Business Discussions:
 - a. Ordinance #469 – Vacating 3 Alleyways; Property Swap with W.V.W.C.
14. New Business Discussions:

- a. Approval Building and Wiring Permits
- b. Event Request Mountaineer Area Council Scouting Food Drive – Door to Door
- c. Recommendation from CPWB to RFP Towing Services during Special Events/Parades
- d. Authorization for the BPD Peer Liaison to use COB Vehicle for Official Duties
- e. Implementation of Proposed City Hall Employee Classification System
- f. Approval Salary for Randy Sanders to continue as the Manager of The Event Center at Brushy Fork
- g. Recommendation from Planning Commission To Explore a Comprehensive Sidewalk Program to Expand Pedestrian Traffic Inside City Limits & Additional Mapping to be Considered for these purposes
- h. Recommendation from Planning Commission to Explore Working with Upshur County in Developing a Cooperative Effort to Establish & Find Appropriate Funding for the Non-Vehicular Lanes

15. Council Members' Remarks and Announcements

16. Mayor's Remarks and Announcements

17. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on Monday, February 03, 2025. *Those who participated in this meeting virtually used this link: <https://global.gotomeeting.com/join/443910693>, or by calling (571) 317-3112, access code: 804-282-709.*

1. Call to Order: At 7:00 p.m., Mayor Robbie Skinner called the February 06, 2025, meeting of the Buckhannon City Council to order.

2. Moment of Silent Reflection—Mayor Skinner invited those in attendance to a moment of silent reflection.

3. Pledge of Allegiance—Mayor Skinner invited those in attendance to recite the Pledge of Allegiance.

4. Mayor's State of City Address – Mayor Skinner provided the annual State of The City Address:

Members of City Council, department directors, administration, staff, business owners, and residents of our City of Buckhannon: Good evening and thank you for joining us as we highlight the many projects and accomplishments we've celebrated together over the past year, and share excitement for the future of our City in 2025.

First, tonight, although this address is mostly a look back over the previous year, we have a rare occurrence in our City as we celebrate FOUR new department directors and superintendents. We officially extend congratulations to Ethan Crosten, our Public Works Director; Dakota Arnold, our Waste Department Superintendent; Cody Tenney, our Sanitary Department Superintendent; and Tommy Rolenson, our Water Department Superintendent. Each brings a wealth of knowledge to their position, and we are excited to work with each as they lead in their own styles and work to continue our mission of providing the best public services of any city in the state!

We would be remiss if we didn't take a moment to congratulate and sincerely thank Jerry Arnold, our retiring Public Works Director. Jerry, like many who have built careers at the City of Buckhannon, dedicated his life from just out of high school through now to our community. So much of what we enjoy today in this community was built and/or overseen by Jerry. He has been an invaluable asset to this city. We will miss him, but we wish him a happy and healthy retirement. An organization-wide celebration of his retirement is planned for April.

We also extend sincere gratitude to Jerry's brother Kelly Arnold, our soon-to-be retiring Water Department Superintendent. Much like his brother, Kelly also dedicated his professional life to the betterment of our City's utilities. Our healthy, clear, and great-taste water is largely thanks to his leadership and care of our system. We will miss him, too, when he leaves us this summer.

2024 proved to be another successful year for our City. We welcomed more new businesses to town including the Mystic Merchant, RenewU Spa, Diamond Dealers, Zen Leaf, Conde Dental, Country Blooms, and The Squire on Main. We also saw significant expansions by St. Joseph's Hospital, Community Care of West Virginia, Citizens Bank of West Virginia, First Community Bank, Highpoint Construction, Argo Books, Fish Hawk Acres, Sheetz, Micrologic, Lynx, Edward Jones, Fortify Wealth Management, Foster's Marketing Group, Par Mar Stores, Corhart Refractories, Weyerhaeuser, and

Wendling's Food Service – all adding more job opportunities which further proves Upshur County IS a great place to live, work, and invest!

Building on the positive momentum from our business community, for the first time in our City's history, we embarked on a comprehensive, aggressive public park facilities improvement plan – with all seven of our city parks receiving a facelift. Our all-volunteer Parks and Recreation Board has been busy working with our City's public works departments to create beautiful and functional parks for everyone to enjoy. Our first project was the City Park on Park Street. So far, we've resurfaced the roadways, expanded and resurfaced our basketball court to be a full, regulation-size court, replaced fencing, renovated two of our three pavilions, repaired playground equipment, and added pickleball courts. Still to come, we will finish the pickleball courts, add an accessible pavilion near the parking area, and add additional lighting. We hope to have all the work completed at the City Park by April 30th as we officially open our public park facilities on May 1st each year. Following our work at the City Park, we will begin a renovation project at North Buckhannon River Front Park – which we plan to have completed by summer's end.

I now want to provide updates from several internal city departments; highlighting accomplishments, as well as goals we have as we look to our future:

CITY FIRE DEPARTMENT:

Chief Kimble and our firefighters had another busy year; responding to 1,077 total calls in 2024; down 43 calls from 2023 and down 141 calls from 2022.

One of the most forgotten-about elements that takes a toll on a first responder is the mental and emotional distress that can be experienced. Think about this: a first responder in a small town often answers a call to an incident involving someone they know personally. Witnessing a friend, family member, or loved one experience a traumatic event is extremely difficult. Across the nation, thousands of firefighters have lost their lives to suicide – stemming from mental health struggles unknown to their co-workers, families, or communities. Here in Buckhannon, we're taking a proactive approach to mental wellness by establishing a regional program partnering with agencies in Upshur, Lewis, and Randolph Counties aimed at providing resources for our first responders to seek the help should they be in need.

Much time has been spent again this year – both on the pursuit of gaining full CFAI accreditation and on designing, developing, and completing work on our training facility on Mudlick Road. We received a very generous gift from Loudoun County, Virginia Fire Department: a flashover/burn box. This item will enhance our abilities to instruct all levels from beginners to seasoned members.

Under the leadership of Captain Baxa, our fire department and City have now hosted three Country Roads Fire Conferences at the Brushy Fork Event Center – held each January since 2023. Firefighters from all over the Southeast came to Buckhannon to learn from each other, share experiences and expertise, and enjoy everything our community has to offer. This most recent conference included many more local firefighters from here in Upshur County, and across West Virginia. This event continues to pick up steam – putting Buckhannon on the map in many areas.

CITY POLICE DEPARTMENT

The police department completed its third year of CALEA accreditation. We're happy to report that we continue to have a near-perfect score in the program, and a mid-term audit pointed out zero issues. Chief Gregory and our officers are already preparing for a full re-accreditation evaluation taking place this year. This process will see the police department undergo its fourth and final web assessment for this cycle in February, then move on to the on-site assessment in late March. This will culminate with a hearing before the CALEA commission where the past four years of the police department's accreditation efforts will be reviewed, and a decision to reaccredit the police department for the next four-year cycle will be made.

Our Police Department spent a good portion of 2024 training officers in Instructor Development focusing on a wide array of areas of expertise. This enables officers to stay current on the ever-evolving nature of law enforcement, all while keeping the instruction in house.

One of the highlights of 2024 was the partnership that the City of Buckhannon Police Department entered with First Choice Services. This partnership embedded a Peer Liaison with the Buckhannon Police Department in April 2024 with a mission to assist individuals experiencing substance use disorder, homelessness, or behavior issues with getting off the street, and getting the necessary needed services. The police department's Peer, Erica Bennett, hit the ground running and has had numerous success stories throughout 2024.

In October 2024, our VIPS program celebrated its 10-year anniversary. This was a commemoration of service of the numerous individuals who have given so freely of their time to assist the City of

Buckhannon, its residents and its visitors with a wide range of activities, ranging from pre-planned events to assistance with emergency situations. VIPS is a tremendous asset to the police department and is an organization that continues to grow.

Our police department continues to be an active partner with West Virginia Wesleyan College. We host not only Criminal Justice students as interns, but also Service Scholars sponsored by the Office of Community Engagement. Specifically, with the Service Scholar program, the police department began a mentorship program where a senior student volunteer guides and mentors a freshman student volunteer as they assist the police department with a wide variety of administrative tasks, including but not limited to helping to manage our accreditation.

SANITATION DEPARTMENT:

In 2024, the collection crews and city contractors completed projects begun in late 2023 which included over 5,000 feet of clay tile into new PVC systems. Major projects in these upgrades included 1,100 feet on Shawnee Drive, 1,200 feet in Myrna Street, 1,200 feet on Taylor Street, 900 feet along North Locust Street, and along Madison Street, services for vendors were also created around the newly constructed parking lot between East Lincoln and Madison Streets, and the storm water system was upgraded on the property. The entire redevelopment of this property should be completed in 2024.

Major improvements to the wastewater treatment process were also completed with the installation of an automatic bar at the headworks of the plant. This, along with changes to the treatment process, has resulted in a cleaner effluent being produced.

A major stormwater project took place to complete the Ritchie Street Stormwater collection system. This project upgraded an undersized pipe which created a bottle neck in the system. This was the 7th and final phase of this project which began in the mid-2000's.

In conjunction with the Street and Water Departments, the intersection realignment at Scott Street and Shawnee Drive was completed with the addition of stormwater facilities as well.

WATER DEPARTMENT:

One of the great points of pride for our city is that we own the utility services in our community. We collect the waste, provide high-quality drinking water, and operate a wastewater treatment facility – all to best serve our citizens and business owners. We have continuously made necessary upgrades to all our facilities – mostly completed by our own crews – all to squeeze every possible ounce of available life out of each plant, truck, pipe, and piece of machinery.

Our city's water treatment plant, located on Wood Street, was constructed back in the late 1950's through early 1960's. It has served us VERY well. Think about the growth, expansion, increased demand, as well as everyday wear and tear on that facility. The plant is in its mid-60's age-wise, and has long outlived its life expectancy; again, thanks to our highly skilled water department crews. If not for them, we would've had to construct a new facility some twenty years ago, thus missing out on those additional years we've been able to utilize our current plant.

What does all this mean exactly? Our City has begun the process of working to replace our water treatment plant. Unfortunately, none of us enjoy talking about utility rate increases, but the likelihood of a series of "stair-stepped" water rate increases will be necessary to complete this project. With 96% of Upshur County residents and businesses relying on good, clean drinking water provided by the City of Buckhannon, this must be a top priority as we continue to plan for our future.

As for the work completed by our department past year, we have continued to replace and upgrade water line services across the City. In addition to the new 6" water main on Thurman Avenue, we have also completed upgrades on Meade Street and Island Avenue. This is a drastic improvement to both water service and fire services. Chief Operator, Kelly Arnold presented the Water Board with a comprehensive list of lines throughout the city that require upgrades. We are tackling the most imperative needs first and working our way down the list.

STREETS, WASTE, AND ENGINEERING DEPARTMENTS:

Jerry Arnold and Jay Hollen have been busy as usual working through a long list of projects through Waste Collection, Streets, Parks, Sanitation, and Water Departments. Our Waste Department is working on an all-encompassing strategic plan should be complete by spring this year. This will allow us to have a better understanding of our equipment needs, as well as how to proceed with rating customers – both residential and commercial – and inside and outside of city limits. Jerry has been working on this for the better part of 2024.

Jay Hollen worked diligently on the Gateway West project which was completed in 2024. The efficiency of our public works crew kept the City's financial contribution very low: only \$92,500 for a project that cost \$462,700 total.

Jay is continuing to work on the engineering and design of the Island Avenue Utility and Street Improvement Project, including the orderly installation of new gas, sanitary, storm, and water lines from on the North side of Island Avenue from North Florida Street to Gate Street. The Sanitary and Water Departments completed the installation of new utilities in the area, and the new sidewalk and driveway approaches will be constructed during the first half of this year weather permitting.

He's also continuing to work with Kelly, Ethan, Potesta & Associates, Virco Contracting, Pro Contracting, and Tradeworx on the construction of various water system and sanitary sewer system improvement projects via the \$2,382,905.27 ARPA grant that was received by the City. Of the five projects under contract for 2024, all have been completed except for Contract A which is the Tennerton Booster Station Building – New Water Distribution System Installation Project. The completed projects included:

- Taylor Street Sanitary Sewer Collection System Installation Project*
- North Locust Street Sanitary Sewer Collection System Installation Project*
- Tennerton Booster Station Building – New Booster Station Building*
- Tennerton Booster Station Building – New Water Distribution System*
- Purchase of new Water equipment for the Water Treatment Plant Projects*

Finally, listing a few more line items completed include Jay providing engineering and surveying services required for the new sidewalk and lighting project along Morton Avenue from Route 20 to First Street, which is approximately 2,450 linear feet. The total design fees associated with the project are \$75,000.00 with the City being responsible for \$15,000.00.

He has also worked with both the Buckhannon-Upshur Airport Authority and the Water Department to install a permanent generator and automatic transfer switch at the airport booster station so that a reliable source of backup emergency power is available. The Airport Authority is dedicating a piece of property to the City Water Department for the generator installation while the Water Department is purchasing the new automatic transfer and performing all site and electrical work required.

*****END DEPARTMENT REPORTS*****

In addition to the department heads listed above, Finance & Administration Director Amby Jenkins is truly an invaluable resource for our city. She is in this building before the sun comes up and doesn't leave until long after the sun goes down. Oh, and by the way, I'm not talking about the sunrises and sunsets in the winter months. If it were mid-June, when the sun comes up at 6am and doesn't go down until after 9pm, the same is true. She has dedicated her life to the betterment of this organization, and we will never be able to thank her enough for her service. Amby and the team inside City Hall make it possible for all our skilled labor departments to function properly – all in effort to serve our citizens, business owners, and visitors.

City Attorney Tom O'Neil, Stockert Youth Director Deborah Brockleman, and Building Code and Enforcement Officer Vincent Smith all play integral roles in taking our projects from discussions to finished products.

As you can see, once again, we have been extremely busy, but we wouldn't want it any other way! The team I reference above includes more than 100 men and women who come to work here every day – all for one goal: to best serve our community. Our City Council is extremely proud of, and thankful for each one of you! We sincerely thank you, ALL of you, for everything you do! You make us the city we are, and the city we want to be.

Over this next year, we have our work cut out for us in the Street Department. We've already begun a much-needed streetscape project to beautify sections of Ritchie Street, but once completed, we will be moving on to South Kanawha, Fayette, and Pocahontas Streets, as well as the completion of infrastructure improvements on Shawnee Drive. We also have several miles of paving work to complete on Reger Avenue, Wood and Randolph Streets, just to name a few.

Members of City Council: as we work on our 2025-2026 general fund budget, I ask that we continue prioritizing robust investments into infrastructure improvements. Our citizens and business owners deserve our attention to detail to our streets and sidewalks. We are only as smooth as our bumpiest street.

Finally tonight, we as leaders of this City as well as our citizens and business owners alike must stay informed and engaged in the discussions taking place at the State Capitol. The future of our community depends on it. I'm going to be very honest... I am very concerned about our hospital.

Currently, West Virginia has what is called a “Certificate of Need” process that healthcare providers must follow when they wish to embark on facility or service-offering expansion. This legislation acts as a checks-and-balance system, and is fair to all hospitals regardless of size or location. This law has been in effect for decades in West Virginia, and it MUST remain. The Certificate of Need process is protecting rural hospitals like ours, but out-of-state lobbying groups, along with some outspoken in-state representatives, want this legislation abolished. If it is repealed, St. Joseph’s Hospital as we know it today may cease to exist. I, along with hospital leadership – both here and at WVU, as well as fellow hospital board members have been fighting hard for several years at the State Capitol urging representatives in both houses to keep the Certificate of Need legislation alive. This year, even though the 2025 legislative session has not even officially begun, we are already seeing more opposition to this than ever.

So what we you do as a community? Write letters, make phone calls, and if able, travel to the State Capitol to meet with our representatives face-to-face. Not only is St. Joseph’s Hospital the largest private employer in Upshur County, but it also provides critical access to healthcare in our region. We CANNOT afford to lose our now more than 100-year-old hospital.

Please understand, the intention of this message is not to scare anyone, but it is intended to provide information and a call-to-action of our community. At the present time, our hospital is doing great. Skip Gjolberg is a fantastic CEO, and his team is dedicated to the well-being of not only the hospital itself, but most importantly, to the total health of everyone it serves. Our mission is to make sure we’re all doing our part to ensure that the right care stays right here, close to home.

CLOSING REMARKS:

To finish on a positive note, I want to say I am proud of my colleagues on this City Council. Each one of you brings a wealth of knowledge and unique perspective to the table. I appreciate your friendship, guidance, discussions, and even disagreements. Our community is a better place because of the conversations held here, and the diverse opinions and backgrounds that guide us forward.

And so, tonight, to the citizens and business owners of this community, I am proud to report to you tonight that the State of our City is strong. With the right decisions and strong heart and dedication, we continue to be well-positioned for the future. Let the world have no doubt, that we ARE one of the very “BEST Small Towns in America!” I want you to know that it is truly the honor of my life to serve my hometown as your Mayor, and I cannot thank all of you enough for your support, love, encouragement, guidance, advice, and prayers most importantly.

Let’s bring on 2025! We have work to do!

May God continue to bless our City of Buckhannon, State of West Virginia, and the United States of America!

Mayor Robbie Skinner

5. Approval of Previous Meeting Minutes: 01/16/2025 - Mayor Skinner recognized that the meetings of 01/16/2025 were available for consideration and asked for corrections or approval as presented.

Reger/Zuliani motioned to approve the minutes of the meetings of 01/16/2025 as presented. The motion carried.

6. Report of Events, Correspondence, and Information

- a. Zoning Board Appeals Memorandum Decision 117 Pocahontas Street

BEFORE THE ZONING BOARD OF APPEALS OF THE CITY OF BUCKHANNON, WEST VIRGINIA

IN RE: 117 POCAHONTAS STREET
BUCKHANNON, WEST VIRGINIA
ROBERT J. BARBOR

APPEAL OF DENIAL OF ZONING
PERMIT APPLICATION 1061687

MEMORANDUM DECISION – VARIANCE RECEIPT No. 1061687

On January 13, 2025, Applicant Robert J. Barbor, of 117 Pocahontas Street in the City of Buckhannon, appeared in person before the Zoning Board of Appeals of the City of Buckhannon, West Virginia ("Board") on hearing of her Application for the Zoning Variance under Ordinance No. 244 of the City of Buckhannon (hereafter "Zoning Ordinance"). Following a full hearing of its application, and due consideration of the facts of the case and applicable law, the Zoning Board of Appeals GRANTS the requested variance.

Factual Background

The property located at 117 Pocahontas Street is within the municipal boundaries of the City of Buckhannon, is within the R-2 – General Residential District A zone established by the City's Zoning Ordinance and is owned by the Applicant. The Applicant seeks to locate a building closer to the side and rear lot lines than is permissible under the Ordinance, which require side yards in that district of a minimum of 8 feet on each side and a total of 20 feet, and 40 feet for the rear yard.

The City's Zoning Officer denied the zoning application based upon the requirements of the ordinance; the Applicant has applied to the Zoning Board of Appeals for a setback variance.

No other person appeared before the Zoning Board of Appeals hearing on this matter to enter an objection; an adjoining property owner did submit a written statement, stating that reasonable variances were appropriate in certain circumstances, however they wanted to ensure that the property owner would remain obligated to provide the same amount of off-street parking. The zoning officer and applicant confirmed that the proposed construction would include the required amount of off-street parking for the residents of the dwelling.

Legal Analysis

The activities and decisions of the City's Zoning Officer and Zoning Board of Appeals are primarily governed by the City of Buckhannon's Ordinance No. 244. This ordinance establishes

the City's zoning districts and establishes the rules under which property owners may improve property within the individual zones. The Zoning Ordinance has the force of law within the City of Buckhannon, and the Zoning Board of Appeals is the final municipal administrative authority in the enforcement of the Zoning Ordinance, subject only to such changes to the ordinance as may be enacted by the City Council of the City of Buckhannon.

Sections 502(C) of the Zoning Ordinance establishes side and rear setback requirements for structures within the R-2 Zone. Setback requirements establish the minimum distance a structure must be placed from the lot lines. In the case of the R-2 Zone, those setback rules establish that accessory uses to the rear of the principal structure must be at least eight feet from interior lot lines, with the combined setback on each side totaling at least twenty feet combined. In addition, the structure must be set back from the rear lot line by at least 40 feet. In this case, the proposed structure does not comply with those setback requirements.

The Zoning Board of Appeals does possess the authority to grant variances to the strict setback requirements of the Ordinance, when doing so does not frustrate the overall purposes of the Ordinance and when it has good cause to do so. The Board agrees that such cause exists in this case.

Conclusion

It is the opinion of this Zoning Board of Appeals that sufficient justification for the granting of a zoning variance exists in this case. The Application for Variance is GRANTED.

Interested parties are notified of their right to appeal the decision of this Board to the Circuit Court of Upshur County within 30 days of the date below.

Entered this 28th day of January, 2025

ZONING BOARD OF APPEALS OF THE CITY OF BUCKHANNON

BY:

President



- b. FOIA Request from Global Zoning re; Records Request 293 N. Locust St, Building/Zoning Permits
- c. FOIA Request from American Transparency re; Records Request COB Employee Records 2024 Gross Annual Wages
- d. FOIA Request from Intertek re; Records Request 64 E. Main St. Environmental Site Assessment
- e. FOIA Request from SBA Communications re; Records Request Cell Tower Zoning Applications
- f. Reschedule City Council Meeting date of 03/06/25 due to the Chamber of Commerce Annual Dinner
- g. Notice Advertisement Human Resources Management

**CITY OF BUCKHANNON
HUMAN RESOURCE (HR) SERVICES
RFP**

BUCKHANNON, WV: The City of Buckhannon (City), will be interviewing and requesting bids from qualified human resource firms adept in developing and implementing Human Resource (HR) policies, procedures, and initiatives that support the ordinances of the city, state and federal law, and any applicable rules and regulations. This essential position is vital for the efficient and effective operations in building and maintaining a thriving and productive workforce of the City of Buckhannon, its agencies, employees, and the community. Proposals will be accepted in person or postmarked by midnight, February 14, 2025 at Buckhannon City Hall, 70 E Main St, Buckhannon, WV 26201.

Qualifications:

- License and certification to perform business in the State of West Virginia.
- Possess liability, error and omission insurance, and other practical insurances.
- In-depth knowledge of local, state, and federal employment laws and regulations.
- Experience in developing and implementing HR policies, procedures, and programs.
- Experience with HR management tools such as ADP, Workday, or similar programs.

Responsibilities/Duties:

- Develop and implement HR policies, procedures, and programs that align with the City of Buckhannon's objectives and comply with employment laws and regulations.
- Oversee the recruitment, selection, and onboarding processes to attract and retain top talent.
- Ensure job descriptions are up to date and compliant with all local, state, and federal regulations.
- Maintain employee files to ensure completeness, accuracy, and compliance with all local, state, and federal regulations.
- Manage employee relations and address any workplace concerns, including conflict resolution and disciplinary actions.
 - Investigate employee issues and conflicts and bring them to resolution.
- Develop and monitor performance management and appraisal systems to support employee growth and development.
- Ensure the administration of compensation and benefits programs, including payroll processing and benefits administration.
 - Conduct performance and salary reviews.
- Provide guidance and support to management and employees regarding HR matters, such as policies, procedures, and legal compliance.
- Plan, coordinate, and conduct training and development programs to enhance employee skills and knowledge.
- Analyze HR metrics and trends to inform strategic decisions and identify areas for improvement.
- Stay up to date with HR issues, laws, regulations, and COB initiatives.
- Other duties as assigned.

The successful Bidder must adhere to the following requirements:

1. The successful Bidder shall provide all services as described in Responsibilities/Duties.
2. The successful Bidder shall perform tasks in a professional manner in accordance with industry-standard best practices.
3. The successful Bidder shall furnish all labor, insurance, and certifications to complete the proposed work.
4. The successful Bidder shall be available to address legal and personnel issues that require IMMEDIATE attention.

The City reserves the right to reject any and all bids, to award the contract to other than the low bidder, and to waive any informality in bidding. The City reserves the right to reject any all bids that are not in the best interest of the City. In addition, the City also reserves the right to terminate the contract at any time due to noncompliance with the information contained in the Bid Package.

Honorable Robert N. Skinner, III
City of Buckhannon

**HUMAN RESOURCE MANAGER
CITY OF BUCKHANNON, WV
JOB DESCRIPTION**

The City of Buckhannon (COB) is seeking qualified applicants adept in developing and implementing Human Resource (HR) policies, procedures, and initiatives that support the ordinances of the city, state and federal law and any applicable rules and regulations. This essential position is vital for the efficient and effective operations in building and maintaining a thriving and productive workforce of the City of Buckhannon, its agencies, employees, and the community.

Applications for this position will be accepted in person or by mail postmarked by midnight, February 14, 2025, at City of Buckhannon, 70 E Main Street, Buckhannon, WV 26201.

Closing Date: 02/14/2025

Note: All applications must be submitted by the closing date or postmarked on the same date.

Qualifications:

- Minimum of 3 years' experience
- In-depth knowledge of local, state, and federal employment laws and regulations.
- Strong leadership and interpersonal skills in working with and communicating with stakeholders.
- Experience in developing and implementing HR policies, procedures, and programs.
- Experience with HR management tools such as ADP, Workday, or similar programs.
- HR Certification preferred.

Responsibilities/Duties:

- Develop and implement HR policies, procedures, and programs that align with the City of Buckhannon's objectives and comply with employment laws and regulations.
- Oversee the recruitment, selection, and onboarding processes to attract and retain top talent.
- Ensure job descriptions are up to date and compliant with all local, state, and federal regulations.
- Maintain employee files to ensure completeness, accuracy, and compliance with all local, state, and federal regulations.
- Manage employee relations and address any workplace concerns, including conflict resolution and disciplinary actions.
 - Investigate employee issues and conflicts and bring them to resolution.
- Develop and monitor performance management and appraisal systems to support employee growth and development.
- Ensure the administration of compensation and benefits programs, including payroll processing and benefits administration.
 - Conduct performance and salary reviews.
- Provide guidance and support to management and employees regarding HR matters, such as policies, procedures, and legal compliance.
- Plan, coordinate, and conduct training and development programs to enhance employee skills and knowledge.
- Analyze HR metrics and trends to inform strategic decisions and identify areas for improvement.
- Stay up to date with HR issues, laws, regulations, and COB initiatives.
- Other duties as assigned by the Director of Finance and Administration

Honorable Robert N. Skinner, III
City of Buckhannon

h. Notice Advertisement Information Technology

**CITY OF BUCKHANNON
INFORMATION TECHNOLOGY (IT) SERVICES
RFP**

The City of Buckhannon is now taking applications for an Information Technology (IT) Firm. IT Firms maintain and improve the technical systems of an organization to ensure all employees have the technology they need to complete their work and sustain the city's important files and information and ensure that all systems remain safe and intact. In this capacity, the IT Firm will be responsible for supporting network databases and systems, updating system hardware and software, troubleshooting for system errors, and assisting city workers in supporting all data security and optimizations.

Proposals will be accepted in person or postmarked by midnight, February 14, 2025 at Buckhannon City Hall, 70 E Main St, Buckhannon, WV 26201.

Qualifications:

- License and certification to perform business in the State of West Virginia.
- Possess liability, error and omission insurance, and other practical insurances.
- Industry certification (MCSE), CompTIA A+, CompTIA Net+ certification, or other related IT professional certification; must meet all state-required licensure/certification. Preference given to candidates with the following: CASP, CEH, CISCO, CISSP, GSEC, GCIH, Sec+, Net+, A+, Cloud+, CCNA, CCNP, CCDP, CCDA, MCP, MCSA, MCSE, MCITP, MTA.

- Experience working with network and server management support.
- Up-to-date knowledge of new systems, information, software, hardware, and upgrades.

Responsibilities/Duties:

- Administer network and data security, including directory, group policy, firewalls, virus protection, and email security.
- Perform data backups to ensure all company-owned work is saved.
- Install and update network system improvements.
- Install and configure wireless networking equipment.
- Monitor servers, LAN/WAN, and Wi-Fi to ensure full coverage.
- Assist with the design, implementation, and support of new software and features.
- Evaluate connectivity issues, equipment, software, and hardware.
- Respond to IT issues: hardware maintenance, software, networking, etc.
- Provide helpdesk and technical support either by phone, remote access, or site visits.
- Oversee troubleshooting for system errors.
- Set up equipment for new users and employees.
- Consult with vendors and clients to integrate and update the City’s technology.
- Ensure system optimization for all technology resources
- Other duties as assigned by the City Administrator, Mayor, and City Council.

The successful Bidder shall adhere to the following requirements:

5. The successful Bidder shall provide all services as described in Responsibilities/Duties.
6. The successful Bidder shall perform tasks in a professional manner in accordance with industry-standard best practices.
7. The successful Bidder shall furnish all labor, insurance, and certifications to complete the proposed work.
8. The successful Bidder shall be available to address legal and personnel issues that require IMMEDIATE attention.

The City reserves the right to reject any and all bids, to award the contract to other than the low bidder, and to waive any informality in bidding. The City reserves the right to reject any all bids that are not in the best interest of the City. In addition, the City also reserves the right to terminate the contract at any time due to noncompliance with the information contained in the Bid Package.

Honorable Robert N. Skinner, III
 City of Buckhannon

**CITY OF BUCKHANNON
 INFORMATION TECHNOLOGY (IT) SPECIALIST
 JOB DESCRIPTION**

The City of Buckhannon is now taking applications for an Information Technology (IT) Specialist. IT Specialists maintain and improve the technical systems of an organization to ensure all employees have the technology they need to complete their work and sustain the city’s important files and information and ensure that all systems remain safe and intact. In this position, the IT Specialist will be responsible for supporting network databases and systems, updating system hardware and software, troubleshooting for system errors, and assisting city workers in supporting all data security and optimizations.

Applications will be accepted in person or postmarked by midnight, February 14, 2025 at Buckhannon City Hall, 70 E Main St, Buckhannon, WV 26201.

Closing Date: 02/14/2025

Note: All applications must be submitted by the closing date or postmarked on the same date.

Qualifications:

- Associate’s degree, or bachelor’s degree in computer science, information systems, or related field preferred.
- Industry certification (MCSE), CompTIA A+, CompTIA Net+ certification, or other related IT professional certification; must meet all state-required licensure/certification. Preference given to candidates with the following: CASP, CEH, CISCO, CISSP, GSEC, GCIH, Sec+, Net+, A+, Cloud+, CCNA, CCNP, CCDP, CCDA, MCP, MCSA, MCSE, MCITP, MTA.
- Minimum 2 years’ experience in an information technology role.
- Experience working with network and server management support.
- Up-to-date knowledge of new systems, information, software, hardware, and upgrades.
- Excellent written and verbal communication skills.

Responsibilities/Duties:

- Administer network and data security, including directory, group policy, firewalls, virus protection, and email security.
- Establish a data backup strategy that protects the organization from both internal and external threats, including ransomware attacks and insider attacks. Regularly monitor the successful execution of the backup strategy, and periodically validate the integrity of the backed up data to ensure data restoration availability in time of need.

- Ensure regular and timely updating of PC, server, and network component operating systems and firmware elements to minimize vulnerabilities.
- Install and update network system improvements, and coordinate with the City’s IT vendors to accomplish the network performance, access, security and reliability objectives of the City.
- Install and configure wireless networking equipment.
- Monitor servers, LAN/WAN, and Wi-Fi to ensure full coverage and identify needed improvements to address capacity or performance bottlenecks.
- Assist with the design, implementation, and support of new application software and features.
- Evaluate connectivity issues, equipment, software, and hardware.
- Respond to IT issues: hardware maintenance, software, networking, etc.
- Provide user helpdesk and technical support either by phone, remote access, or site visits.
- Oversee troubleshooting for system errors.
- Set up equipment for new users and employees.
- Consult with vendors and clients to integrate and update the City’s technology.
- Ensure system optimization for all technology resources
- Other duties as assigned by the Director of Finance and Administration

Honorable Robert N. Skinner, III
City of Buckhannon

i. **Mayor Skinner Issues Statement on Flooding**

BUCKHANNON, WV: The Buckhannon River has crested—officially at 25.15’—the highest since 2016. Although the flood waters have begun to recede, it will be a slow drain-out process. Many streets in the southern half of our Downtown are impassable. Later today, please use caution when driving through the areas once flooded. High waters leave behind debris that can harm you and your vehicle. Our Public Works Departments will be cleaning streets once the waters recede.

Please be patient as you travel around the city today. To access Main Street, the northern half of Downtown, and Corridor H, use College Avenue to East Main Street.

Some Downtown businesses may not be open today. For example, First Community Bank’s drive-thru cannot operate due to the flood waters around it. Please call ahead to any businesses you wish to visit before traveling.

City Hall extends sincere thanks to the Upshur County Office of Emergency Management, the West Virginia Department of Highways, and, of course, all of our City’s Public Works and Public Safety Departments. This Winter has certainly been a challenge for our city and cities across the state.

Randy Sanders
City Recorder & Information Coordinator
City of Buckhannon, WV
Cell - 304/472-4026
City Hall - 304/472-1651

Upcoming Events at the Event Center at Brushy Fork

- February 8, 2025, Buckhannon Police Department Probationary Police Office Testing
- February 14, 2025, WVU Medicine, St. Joseph’s Hospital Blood Drive
- February 15, 2025, Upshur County Livestock Association Elimination Dinner
- March 6, 2025, Buckhannon-Upshur Chamber of Commerce Annual Dinner
- March 22, 2025, Central WV Friends of NRA Elimination Dinner
- April 12, 2025, The SETH Project Gala
- April 26, 2025, Buckhannon-Upshur High School Prom

7. Public Comment—Motion to Open & Close Requested - Without objection, Mayor Skinner recognized Rhett Dusenbury, representing US Congressman Riley Moore of the 2nd Congressional District, who delivered a greeting on behalf of the Congressman.

8. Recognition of Guests – Mayor Skinner recognized Mon Power representative James Connor thanking him for the close working relationship he has with our City.

a. West Virginia Wesleyan College Student Senate Wyatt Burns – The Mayor recognized Mr. Burns who delivered the following remarks:

Happy New Year! I am excited to be back on campus and in Buckhannon. We started on January 12th and have been very busy despite the snow, cold weather, and recent high waters.

- *A prom was held for the Special Olympics athletes in our community on January 25th. The prom was led by Macy Menefee but engaged several college and community volunteers. The college will also support upcoming Special Olympics events like the Polar Plunge and a basketball tournament, which are happening this weekend.*
- *Students will assist with the Parish House’s annual fundraiser dinner on February 7th at First UMC.*
- *Student-athletes will celebrate Division II Day and their commitment to community engagement this month by packaging treats bags and writing cards to Head Start students in the county.*
- *There has been an increased demand for community service placement sites related to criminal justice and information technology. If anyone knows of education, non-profit, or government-related opportunities that would be interested in a student volunteer for about five a week, especially within walking distance from the college, please contact Jessica Vincent.*

Without objection, **14.New Business Discussions: b. Event Request Mountaineer Area Council Scouting Food Drive – Door to Door** was moved to the table for action.

Sanders/Zuliani motion to approve the Event Request from the Mountaineer Area Council for the Scouting Door-to-Door Food Drive as presented. The motion carried.

9. Financial Report – Director of Finance Amberle Jenkins – Mrs. Jenkins presented the current financial reports and provided an overview of several topics.

Amby report 2-6-25

Balances *January 2025*

General Fund mm checking	\$946,563	CD \$86,576
Historic Landmark savings	\$3,037	
Coal Tax	\$67,703	
Municipal Stabilization Fund	\$924,215	
Flood Control Acct	\$78,354	
Consolidated Public Works Board	\$114,928	Cem CD \$235,407
Sales Tax	\$1,397,159.	
American Rescue Plan Acct	\$176,741	
Opioid Account	\$151,758	

November 2024 General Fund – revenues \$436T

and Expenditures were \$696T

Invoices to note—see attached

Stockert activities report in packet list 3224 attendees for activities the month of January.

CAC Board authorized the use of CAC Building once per month this fiscal year to local musicians that play original music. Admission will be free to the public. Bryce O’Loughlin is organizing those events.

Jan. 2025					
	Start	End			#
Start Date	Time	Time	Event	Location	Attende d
1/02/202	5	5:00 PM	7:00 PM Yoga	Upstairs	2
1/02/202	5	6:00 PM	8:00 PM Youth League Basketball Practice	Gym	9
1/02/202	5	9:00 AM	6:00 PM Visitors	Whole Building	3
1/03/202	5	5:00 PM	6:00 PM Youth League Basketball Practice	Gym	14
1/03/202	5	9:00 AM	6:00 PM Visitors	Whole Building	4
1/05/202	5	9:00 AM	9:00 PM Private Party Rental	Gym, Lounge, Game Room	15
1/06/202	5	9:30 AM	5:30 PM Visitors	Whole Building	2
1/07/202	5	12:00 PM	4:00 PM Open Gym	Gym, Game Room	2
1/07/202	5	9:00 AM	6:00 PM Visitors	Whole Building	1
1/10/202	5	4:00 PM	5:00 PM Youth League Basketball Practice	Gym	25
1/10/202	5	5:00 PM	6:00 PM Youth League Basketball Practice	Gym	22
1/10/202	5	6:00 PM	7:00 PM Youth League Basketball Practice	Gym	36
1/10/202	5	7:00 PM	8:30 PM Youth League Basketball Practice	Gym	7
1/10/202	5	9:00 AM	5:00 PM Visitors	Whole Building	14
1/13/202	5	2:30 PM	5:30 PM SYCC After-School Program	Whole Building	49
1/13/202	5	3:30 PM	5:30 PM After School Parent Pickup	Lobby	36
1/13/202	5	5:30 PM	8:30 PM Karate	Gym	20
1/13/202	5	9:00 AM	6:00 PM Visitors	Whole Building	14
1/14/202	5	2:30 PM	5:30 PM SYCC After-School Program	Whole Building	50
1/14/202	5	5:00 PM	7:00 PM Yoga	Upstairs	5
1/14/202	5	5:30 PM	6:30 PM Kickboxing	Gym	11

1/14/202	5	6:30 PM	7:30 PM Youth League Basketball Practice	Gym	22
1/14/202	5	9:00 AM	5:00 PM Visitors	Whole Building	5
1/14/202	5	3:30 PM	5:30 PM After School Parent Pickup	Lobby	38
1/15/202	5	2:30 PM	5:30 PM SYCC After-School Program	Whole Building	47
1/15/202	5	3:30 PM	5:30 PM After School Parent Pickup	Lobby	38
1/15/202	5	5:30 PM	6:30 PM Kangoo	Gym	8
1/15/202	5	6:30 PM	8:30 PM Youth League Basketball Practice	Gym	9
1/15/202	5	9:00 AM	5:00 PM Visitors	Whole Building	5
1/16/202	5	5:30 PM	6:30 PM Youth League Basketball Practice	Gym	29
1/16/202	5	9:00 AM	5:00 PM Visitors	Whole Building	7
1/17/202	5	2:30 PM	5:30 PM SYCC After-School Program	Whole Building	39
1/17/202	5	3:30 PM	5:30 PM After School Parent Pickup	Lobby	37
1/17/202	5	5:00 PM	6:30 PM Youth League Basketball Practice	Gym	28
1/17/202	5	6:00 PM	8:00 PM Yoga	Upstairs	9
1/17/202	5	6:30 PM	8:30 PM Youth League Basketball Practice	Gym	11
1/17/202	5	9:00 AM	5:00 PM Visitors	Whole Building	4
1/18/202	5	8:00 AM	2:00 PM Basketball (High School)	BUHS	360
1/18/202	5	8:00 AM	3:00 PM Basketball	Gym, Lounge, Lobby	378
1/18/202	5	9:00 AM	12:00 PM Yoga	Upstairs	6
1/18/202	5	4:00 PM	6:00 PM Private Party Rental	Gym, Lounge, Game Room	39
1/19/202	5	1:00 PM	4:00 PM Private Party Rental	Gym, Lounge, Game Room	25
1/21/202	5	4:00 PM	5:00 PM Youth League Basketball Practice	Gym	20
1/21/202	5	5:30 PM	6:30 PM Kickboxing	Gym	9
1/21/202	5	6:30 PM	7:30 PM Youth League	Gym	15

1/21/202	5		PM Basketball Practice		
1/22/202	5	9:00 AM	5:00 PM Visitors	Whole Building	5
1/22/202	5	5:30 PM	6:30 PM Kangoo	Gym	10
1/22/202	5	5:30 PM	7:00 PM Youth League Cheer Practice	Upstairs	11
1/22/202	5	6:30 PM	8:30 PM Youth League Basketball Practice	Gym	8
1/22/202	5	9:00 AM	5:00 PM Visitors	Whole Building	4
1/23/202	5	5:00 PM	7:00 PM Yoga	Upstairs	9
1/23/202	5	6:30 PM	8:30 PM Karate	Gym	10
1/23/202	5	9:00 AM	5:00 PM Visitors	Whole Building	4
1/24/202	5	2:30 PM	5:30 PM SYCC After-School Program	Whole Building	32
1/24/202	5	3:30 PM	5:30 PM After School Parent Pickup	Lobby	21
1/24/202	5	5:00 PM	6:30 PM Youth League Basketball Practice	Gym	19
1/24/202	5	6:30 PM	8:30 AM Youth League Basketball Practice	Gym	10
1/24/202	5	9:00 AM	5:00 PM Visitors	Whole Building	8
1/25/202	5	8:00 AM	3:00 PM Basketball	Gym, Lounge, Lobby	319
1/25/202	5	9:00 AM	3:00 PM Basketball (High School)	BUHS	615
1/25/202	5	9:00 AM	10:00 PM Yoga	Upstairs	6
1/25/202	5	4:00 PM	6:00 PM Private Party Rental	Gym, Lounge, Game Room	30
1/26/202	5	1:00 PM	3:00 PM Private Party Rental	Gym, Lounge, Game Room	16
1/26/202	5	4:00 PM	6:00 PM Private Party Rental	Gym, Lounge, Game Room	12
1/27/202	5	12:00 PM	2:30 PM Homeschool Group	Lounge	19
1/27/202	5	2:30 PM	5:30 PM SYCC After-School Program	Whole Building	52
1/27/202	5	3:30 PM	5:30 PM After School Parent Pickup	Lobby	33
1/27/202	5	5:30 PM	8:30 PM Karate	Gym	18

1/27/202	5	9:00 AM	5:00 PM Visitors	Whole Building	5
1/28/202	5	2:30 PM	5:30 PM SYCC After-School Program	Whole Building	53
1/28/202	5	3:30 PM	5:30 PM After School Parent Pickup	Lobby	44
1/28/202	5	5:00 PM	7:00 PM Yoga	Upstairs	8
1/28/202	5	5:30 PM	6:30 PM Kickboxing	Gym	11
1/28/202	5	6:30 PM	7:30 PM Youth League Basketball Practice	Gym	13
1/28/202	5	9:00 AM	5:00 PM Visitors	Whole Building	20
1/29/202	5	2:30 PM	5:30 PM SYCC After-School Program	Whole Building	50
1/29/202	5	3:30 PM	5:30 PM After School Parent Pickup	Lobby	38
1/29/202	5	5:30 PM	6:30 PM Kangoo	Gym	12
1/29/202	5	5:30 PM	7:00 PM Youth League Cheer Practice	Upstairs	14
1/29/202	5	6:30 PM	8:30 PM Youth League Basketball Practice	Gym	9
1/29/202	5	9:00 AM	5:00 PM Visitors	Whole Building	11
1/30/202	5	2:30 PM	5:30 PM SYCC After-School Program	Whole Building	52
1/30/202	5	3:30 PM	5:30 PM After School Parent Pickup	Lobby	30
1/30/202	5	4:00 PM	6:00 PM FB Garden Club	Cafeteria	6
1/30/202	5	5:00 PM	7:00 PM Yoga	Upstairs	4
1/30/202	5	6:30 PM	8:30 PM Karate	Gym	10
1/30/202	5	9:00 AM	5:00 PM Visitors	Whole Building	15
1/31/202	5	9:00 AM	5:00 PM Visitors	Whole Building	7
1/31/202	5	5:00 PM	6:30 PM Youth League Basketball Practice	Gym	12

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TAXES						
001-301-000-01 AD VALOREM TAXES	942,006	17,200.46	653,306.28	0.00	288,699.72	69.35
001-301-000-02 PRIOR YEAR TAXES	25,000	583.64	23,515.96	0.00	1,484.04	94.06
001-303-000-00 GAS & OIL SEVERANCE TAX	10,000	0.00	19,090.83	0.00 (9,090.83)	190.91
001-304-000-00 2% UTILITY TAX	230,000	23,028.86	154,531.05	0.00	75,468.95	67.19
001-305-000-00 B & O TAX	1,400,000	188,714.07	897,909.63	0.00	502,090.37	64.14
001-305-000-01 B&O CONTRACTORS	90,000	93,114.12	273,117.07	0.00 (183,117.07)	303.46
001-306-000-00 LIQUOR TAX	75,000	0.00	43,427.70	0.00	31,572.30	57.90
001-307-000-00 ANIMAL CONTROL TAXES	1,100	64.80	926.10	0.00	173.90	84.19
001-308-000-00 HOTEL MOTEL TAX	120,000	7,872.78	85,113.34	0.00	34,886.66	70.93
001-310-000-00 Auditor Taxes Accrued	0	0.00	0.00	0.00	0.00	0.00
TOTAL TAXES	2,893,106	330,578.73	2,150,937.96	0.00	742,168.04	74.35
FINES AND FEES						
001-320-000-00 COURT COSTS, FEES & CHARG	10,000	830.00	4,087.00	0.00	5,913.00	40.87
001-320-000-01 BASIC FEE (POLICE DEPT.)	0	0.00	0.00	0.00	0.00	0.00
001-320-000-02 POLICE FEE -CITATION	3,000	300.00	1,759.00	0.00	1,241.00	58.63
001-320-000-03 POLICE/FINGERPRINT REVENU	0	15.00	15.00	0.00 (15.00)	0.00
001-320-000-04 SUMMONS FEE FOR PARKING T	0	40.00	40.00	0.00 (40.00)	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	13,000	1,185.00	5,901.00	0.00	7,099.00	45.39
LIC PERMITS & FRANCHISE						
001-325-000-00 CITY BUSINESS LICENSE	17,000	15.00	9,951.50	0.00	7,048.50	58.54
001-326-000-00 BUILDING PERMIT FEES	40,000	1,761.65	25,067.80	0.00	14,932.20	62.67
001-326-000-10 PROPERTY REGIST -VACANT	0	200.00	3,200.00	0.00 (3,200.00)	0.00
001-328-000-00 FRANCHISE FEES	55,000	0.00	18,303.14	0.00	36,696.86	33.28
001-330-000-00 IRP TRUCK FEE	30,000	20.44	7,756.35	0.00	22,243.65	25.85
TOTAL LIC PERMITS & FRANCHISE	142,000	1,997.09	64,278.79	0.00	77,721.21	45.27
OTHER FEES						
001-340-000-00 DONATIONS THEATRE	20,000	10.00	5,070.00	0.00	14,930.00	25.35
001-340-345-00 CAC REV, CONCESSIONS, MERCH	2,000	0.00	367.85	0.00	1,632.15	18.39
001-340-345-01 CAC REVENUE RENTALS	1,000	0.00	0.00	0.00	1,000.00	0.00
001-340-345-02 CAC REVENUE TICKETS	25,000	377.43	5,099.93	0.00	19,900.07	20.40
001-340-345-03 CAC CLASSROOM REV	500	0.00	1,903.07	0.00 (1,403.07)	380.61
001-340-345-04 CAC CONTRIBUTIONS FROM O	0	100.00	720.00	0.00 (720.00)	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	30,000	0.00	0.00	0.00	30,000.00	0.00
TOTAL OTHER FEES	78,500	487.43	13,160.85	0.00	65,339.15	16.77
HEALTH AND SAFETY						
001-351-000-00 POLICE PROTECTION FEES	200,000	22,247.26	139,814.39	0.00	60,185.61	69.91
001-352-000-00 FIRE PROTECTION FEES	300,000	31,073.88	199,074.60	0.00	100,925.40	66.36
TOTAL HEALTH AND SAFETY	500,000	53,321.14	338,888.99	0.00	161,111.01	67.78

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OUTSIDE DISTRICTS						
001-358-000-00 EVENT CENTER REVENUE	9,000	250.00	1,912.00	0.00	7,088.00	21.24
001-358-000-05 EVENT CENTER RENTAL	0	0.00	7,001.25	0.00 (7,001.25)	0.00
001-358-000-99 EVENT CENTER ALCOHOL	0	0.00	1,657.00	0.00 (1,657.00)	0.00
TOTAL OUTSIDE DISTRICTS	9,000	250.00	10,570.25	0.00 (1,570.25)	117.45
CHARGES FOR SERVICES						
001-362-000-00 SYC CONTRIB. UCC AND BOE	45,000	0.00	0.00	0.00	45,000.00	0.00
001-362-000-01 SYC UTILITY REVENUE	2,000	151.00	1,070.00	0.00	930.00	53.50
001-362-000-02 SYC CAMP BUCANNEER FEES	30,000	0.00	39,279.50	0.00 (9,279.50)	130.93
001-362-000-03 SYC DRILL TEAM FEES	1,000	70.00	905.00	0.00	95.00	90.50
001-362-000-04 SYC BASKETBALL FEES	18,000	3,582.00	18,557.00	0.00 (557.00)	103.09
001-362-000-05 SYC ROOM RENTAL FEES	6,000	680.00	3,167.00	0.00	2,833.00	52.78
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	40,000	20,065.53	69,652.87	0.00 (29,652.87)	174.13
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	15,000.00	15,010.00	0.00 (13,010.00)	750.50
001-362-000-10 SYC KARATE FEES	2,000	250.00	2,640.00	0.00 (640.00)	132.00
001-362-000-11 RED RIBBON WEEK	0	0.00	0.00	0.00	0.00	0.00
001-362-000-12 SYC GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-362-000-13 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-362-000-14 SYC BINGO FUND RAISER	0	0.00	0.00	0.00	0.00	0.00
001-362-000-15 SYC CHILDRENS FESTIVAL DO	0	0.00	250.00	0.00 (250.00)	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	500	310.00	1,000.00	0.00 (500.00)	200.00
001-362-000-18 YOGA FITNESS CLASS REVENU	0	275.00	1,157.00	0.00 (1,157.00)	0.00
001-362-000-19 GUITAR LESSONS REVENUE	0	0.00	33.00	0.00 (33.00)	0.00
001-362-000-20 SYC MISC ACTV REVENUE ITI	500	0.00	0.00	0.00	500.00	0.00
001-362-000-21 DONATIONS-SYCC CAPITAL/EQ	30,000	0.00	4,196.86	0.00	25,803.14	13.99
001-362-000-99 SYC BEQUEST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	177,000	40,383.53	156,918.23	0.00	20,081.77	88.65
GRANTS						
001-365-000-00 POLICE DEPT.- RECOVERY GR	0	0.00	0.00	0.00	0.00	0.00
001-365-000-01 USDA GRANT-FARMERS MARKET	0	0.00	0.00	0.00	0.00	0.00
001-365-000-02 LWCF GRANT/ NB PARK	0	0.00	0.00	0.00	0.00	0.00
001-365-000-35 FEMA GRANT #2 GENERATOR	0	1,555.66	1,555.66	0.00 (1,555.66)	0.00
001-365-000-36 FEMA GRANT #1 GENERATOR	0	0.00	0.00	0.00	0.00	0.00
001-366-000-00 POLICE DEPT. - GRANTS	0	3,152.14	6,427.02	0.00 (6,427.02)	0.00
001-366-000-01 SYCC GRANTS	0	0.00	0.00	0.00	0.00	0.00
001-366-000-02 RIVER WALK TRAIL GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-04 SAFE WAYS TO SCHOOL GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-05 HISTORIC LAND MARK GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-06 STREET DEPT. GRANTS	0	0.00	0.00	0.00	0.00	0.00
001-366-000-07 POLICE HMLAND GRANT TRAIN	0	0.00	0.00	0.00	0.00	0.00
001-366-000-08 NEA GRANT (WAMSB)	0	0.00	0.00	0.00	0.00	0.00
001-366-000-09 VOLUNTEER COORDINATOR GRA	0	0.00	0.00	0.00	0.00	0.00
001-366-000-10 Reclassify grant/donation	0	0.00	0.00	0.00	0.00	0.00
001-366-000-11 Reclassify grant/donation	0	0.00	0.00	0.00	0.00	0.00

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
001-366-000-12 GATEWAY WEST GRANT REV	20,000	0.00	6,596.06	0.00	13,403.94	32.98
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	0	0.00	0.00	0.00	0.00	0.00
001-366-000-15 REAP-CLEAN UP GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-16 CULTURE ARTS GRNT(ADA THE	0	0.00	0.00	0.00	0.00	0.00
001-366-000-99 FIRE GRANT	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	20,000	4,707.80	14,578.74	0.00	5,421.26	72.89
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	2,172,194	0.00	500,000.00	0.00	1,672,194.00	23.02
001-370-000-00 LATE CHARGES - GEN FUND	200	148.46	800.89	0.00	(600.89)	400.45
TOTAL INTRAFUND CONTR/CHARGES	2,172,394	148.46	500,800.89	0.00	1,671,593.11	23.05
OTHER REVENUE						
001-376-000-00 GAMING TAX INCOME	10,000	939.15	6,025.74	0.00	3,974.26	60.26
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	1,163.66	0.00	(763.66)	290.92
001-381-000-00 STREET DEPT. BILLING/PCAR	4,000	0.00	6,575.00	0.00	(2,575.00)	164.38
001-382-000-00 REBATES-REFUNDS PCARD	3,500	0.00	2,256.87	0.00	1,243.13	64.48
001-394-000-00 POLICE FORFEITURE CONFISC	0	0.00	1,240.65	0.00	(1,240.65)	0.00
001-397-000-00 VIDEO LOTTERY	20,000	1,812.99	10,700.77	0.00	9,299.23	53.50
001-399-000-00 MISCELLANEOUS REVENUE	20,000	331.00	69,657.79	0.00	(49,657.79)	348.29
001-399-000-01 CAT TAG REGISTRATION	0	0.00	0.00	0.00	0.00	0.00
001-399-000-02 HISTORIC LANDMARKS REV	0	0.00	0.00	0.00	0.00	0.00
001-399-000-05 EVENT/FIREWORK REVENUE	0	0.00	4,000.00	0.00	(4,000.00)	0.00
TOTAL OTHER REVENUE	57,900	3,083.14	101,620.48	0.00	(43,720.48)	175.51
TOTAL REVENUE	6,062,900	436,142.32	3,357,656.18	0.00	2,705,243.82	55.38

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
ECONOMIC DEVELOPMENT						
=====						
CONTRIBUTIONS						
001-402-567-00 ECONOMIC DEVELOPMENT	60,000	30,000.00	60,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	60,000	30,000.00	60,000.00	0.00	0.00	100.00
TOTAL ECONOMIC DEVELOPMENT	60,000	30,000.00	60,000.00	0.00	0.00	100.00
MAYOR'S OFFICE						
=====						
SALARIES & BENEFITS						
001-409-101-00 MAYOR'S ELECTED SALARY	3,000	250.00	1,750.00	0.00	1,250.00	58.33
001-409-103-00 MAYOR'S ASSISTANT SALARY	31,000	2,956.96	17,210.29	0.00	13,789.71	55.52
001-409-104-00 MAYOR'S F.I.C.A.	2,650	243.55	1,438.04	0.00	1,211.96	54.27
001-409-105-00 MAYOR'S INSURANCE	27,000	1,873.20	17,539.88	0.00	9,460.12	64.96
001-409-106-00 MAYOR'S RETIREMENT	2,500	210.48	1,320.09	0.00	1,179.91	52.80
001-409-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	66,150	5,534.19	39,258.30	0.00	26,891.70	59.35
CONTRACTUAL SERVICES						
001-409-211-00 MAYOR'S TELEPHONE	2,100	172.29	1,117.05	0.00	982.95	53.19
001-409-214-00 MAYOR'S TRAVEL	1,000	0.00	0.00	0.00	1,000.00	0.00
001-409-218-00 MAYOR'S POSTAGE	14,000	1,094.31	8,514.87	0.00	5,485.13	60.82
001-409-220-00 MAYOR'S LEGAL PUBLICATION	2,700	0.00	101.06	0.00	2,598.94	3.74
001-409-222-00 MAYOR'S DUES	3,600	0.00	1,866.96	0.00	1,733.04	51.86
001-409-223-00 PROFESSIONAL SERVICES	9,000	0.00	3,350.00	0.00	5,650.00	37.22
001-409-223-01 PROFESSIONAL (surveys)	0	6,750.00	6,750.00	0.00	(6,750.00)	0.00
001-409-226-00 MAYOR'S INSURANCE & BONDS	1,500	10,298.00	10,320.81	0.00	(8,820.81)	688.05
TOTAL CONTRACTUAL SERVICES	33,900	18,314.60	32,020.75	0.00	1,879.25	94.46
COMMODITIES						
001-409-341-00 MAYOR'S SUPPLIES & MATERI	68,143	3,546.78	49,901.15	56.43	18,185.42	73.31
001-409-341-05 EVENT/FIREWORK EXPENSE	65,000	35,000.00	45,804.60	0.00	19,195.40	70.47
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	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	133,143	38,546.78	95,705.75	56.43	37,380.82	71.92
CAPITAL OUTLAY						
001-409-457-00 MAYOR'S CAPITAL OUTLAY MI	0	0.00	0.00	0.00	0.00	0.00
001-409-458-00 MAYOR'S REPAY SANITARY/WA	0	0.00	0.00	0.00	0.00	0.00
001-409-458-01 TRANSFER TO SANITARY FUND	0	0.00	0.00	0.00	0.00	0.00
001-409-460-00 SANITARY BD (BRUSHY FOR)L	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00

001-GENERAL FUND		% OF YEAR COMPLETED: 58.33				
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
001-409-568-00 CONRIBUTIONS	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	233,193	62,395.57	166,984.80	56.43	66,151.77	71.63
COUNCIL						
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SALARIES & BENEFITS						
001-410-101-00 COUNCIL'S ELECTED SALARIE	12,000	1,000.00	6,600.00	0.00	5,400.00	55.00
001-410-103-00 CAT CONTROL SALARY	0	0.00	0.00	0.00	0.00	0.00
001-410-104-00 COUNCIL'S F.I.C.A.	1,000	76.50	504.90	0.00	495.10	50.49
001-410-106-00 COUNCIL'S RETIREMENT	225	18.00	126.00	0.00	99.00	56.00
TOTAL SALARIES & BENEFITS	13,225	1,094.50	7,230.90	0.00	5,994.10	54.68
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)	15,000	1,250.00	8,750.00	0.00	6,250.00	58.33
001-410-226-00 COUNCIL INSURANCE (PROPER	11,000	0.00	7,106.62	0.00	3,893.38	64.61
TOTAL CONTRACTUAL SERVICES	26,000	1,250.00	15,856.62	0.00	10,143.38	60.99
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	3,000	0.00	600.00	0.00	2,400.00	20.00
TOTAL CAPITAL OUTLAY	3,000	0.00	600.00	0.00	2,400.00	20.00
CONTRIBUTIONS						
001-410-568-00 CONTRIBUTIONS(facade)	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00

001-GENERAL FUND		% OF YEAR COMPLETED: 58.33				
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	42,225	2,344.50	23,687.52	0.00	18,537.48	56.10
RECORDER						
=====						
SALARIES & BENEFITS						
001-411-101-00 RECORDER'S ELECTED SALARY	6,000	500.00	3,500.00	0.00	2,500.00	58.33
001-411-104-00 RECORDER'S F.I.C.A.	460	38.25	267.75	0.00	192.25	58.21
001-411-106-00 RECORDER'S RETIREMENT	540	17.29	121.03	0.00	418.97	22.41
TOTAL SALARIES & BENEFITS	7,000	555.54	3,888.78	0.00	3,111.22	55.55
CONTRACTUAL SERVICES						
001-411-214-00 RECORDER TRAVEL	600	0.00	0.00	0.00	600.00	0.00
001-411-222-00 RECORDER DUES	50	0.00	35.00	0.00	15.00	70.00
001-411-226-00 INSURANCE/COMPENSATION/bo	1,000	0.00	192.05	0.00	807.95	19.21
TOTAL CONTRACTUAL SERVICES	1,650	0.00	227.05	0.00	1,422.95	13.76
TOTAL RECORDER	8,650	555.54	4,115.83	0.00	4,534.17	47.58
TREASURER						
=====						
SALARIES & BENEFITS						
001-413-101-00 TREASURER'S SALARY	8,200	939.54	5,010.95	0.00	3,189.05	61.11
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.	630	71.88	383.36	0.00	246.64	60.85
001-413-105-00 TREASURER'S GROUP INSURAN	2,400	39.23	321.36	0.00	2,078.64	13.39
001-413-106-00 TREASURER'S RETIREMENT	750	84.57	451.03	0.00	298.97	60.14
001-413-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	11,980	1,135.22	6,166.70	0.00	5,813.30	51.47
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	9,000	2,097.50	6,661.75	0.00	2,338.25	74.02
001-413-226-00 TREASURER'S INSURANCE & B	500	0.00	18.77	0.00	481.23	3.75
TOTAL CONTRACTUAL SERVICES	9,500	2,097.50	6,680.52	0.00	2,819.48	70.32
TOTAL TREASURER	21,480	3,232.72	12,847.22	0.00	8,632.78	59.81

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COURT						
=====						
SALARIES & BENEFITS						
001-416-103-00 POLICE JUDGE SALARY	8,500	708.33	4,958.31	0.00	3,541.69	58.33
001-416-104-00 POLICE JUDGE FICA	651	54.19	379.33	0.00	271.67	58.27
001-416-105-00 POLICE JUDGE INSURANCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	9,151	762.52	5,337.64	0.00	3,813.36	58.33
CONTRACTUAL SERVICES						
001-416-221-00 POLICE JUDGE TRAINING	300	0.00	120.00	0.00	180.00	40.00
001-416-226-00 POLICE JUDGE INS BONDS	300	0.00	98.30	0.00	201.70	32.77
TOTAL CONTRACTUAL SERVICES	600	0.00	218.30	0.00	381.70	36.38
TOTAL COURT	9,751	762.52	5,555.94	0.00	4,195.06	56.98
CITY ATTORNEY						
=====						
SALARIES & BENEFITS						
001-417-101-00 CITY ATTORNEY	0	0.00	0.00	0.00	0.00	0.00
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	0	0.00	0.00	0.00	0.00	0.00
001-417-105-00 CITY ATTORNEY INSURANCE	0 (14.74)	0.00	0.00	0.00	0.00
001-417-106-00 CITY ATTORNEY RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
001-417-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0 (14.74)	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES						
001-417-221-00 CITY ATTORNEY TRAINING	0	0.00	0.00	0.00	0.00	0.00
001-417-222-00 CITY ATTORNEY DUES	0	0.00	0.00	0.00	0.00	0.00
001-417-226-00 CITY ATTORNEY INS UNEMPL	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 CITY ATTORNEY	0 (14.74)	0.00	0.00	0.00	0.00
CITY ENGINEER						
=====						
SALARIES & BENEFITS						
001-420-103-00 CITY ENGINEER SALARY	21,500	2,469.90	13,172.80	0.00	8,327.20	61.27
001-420-104-00 CITY ENGINEER FICA TAX	1,650	190.68	1,016.96	0.00	633.04	61.63
001-420-106-00 CITY ENGINEER RETIREMENT	1,940	222.30	1,185.60	0.00	754.40	61.11
TOTAL SALARIES & BENEFITS	25,090	2,882.88	15,375.36	0.00	9,714.64	61.28

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
001-420-221-00 ENGINEER TRAINING	500	0.00	0.00	0.00	500.00	0.00
001-420-223-00 CITY ARCHITECT	0	0.00	0.00	0.00	0.00	0.00
001-420-223-01 ENGINEERING SERVICES (POT	0	0.00	0.00	0.00	0.00	0.00
001-420-226-00 CITY ENGINEER INS & BONDS	600	0.00	152.66	0.00	447.34	25.44
TOTAL CONTRACTUAL SERVICES	1,100	0.00	152.66	0.00	947.34	13.88
TOTAL CITY ENGINEER	26,190	2,882.88	15,528.02	0.00	10,661.98	59.29
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	0.00	0.00	5,000.00	0.00
001-436-354-00 HOUSING ENFORCEMENT	30,000	0.00	0.00	0.00	30,000.00	0.00
TOTAL COMMODITIES	35,000	0.00	0.00	0.00	35,000.00	0.00
TOTAL HOUSING	35,000	0.00	0.00	0.00	35,000.00	0.00
ZONING						
=====						
SALARIES & BENEFITS						
001-437-103-00 ZONING SALARY	39,000	4,500.00	24,000.00	0.00	15,000.00	61.54
001-437-104-00 ZONING F.I.C.A.	2,985	344.25	1,836.00	0.00	1,149.00	61.51
001-437-105-00 ZONING HEALTH INS	6,700	451.23	4,379.72	0.00	2,320.28	65.37
001-437-106-00 ZONING RETIREMENT	3,900	405.00	2,160.00	0.00	1,740.00	55.38
001-437-109-00 COMPENSATED ABSENCE ZONIN	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	52,585	5,700.48	32,375.72	0.00	20,209.28	61.57
CONTRACTUAL SERVICES						
001-437-214-00 TRAVEL EXPENSE	1,800	188.19	757.02	0.00	1,042.98	42.06
001-437-221-00 ZONING TRAINING	1,000	0.00	0.00	0.00	1,000.00	0.00
001-437-226-00 ZONING INSURANCE & BONDS	1,750	0.00	448.29	0.00	1,301.71	25.62
TOTAL CONTRACTUAL SERVICES	4,550	188.19	1,205.31	0.00	3,344.69	26.49

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

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	0.00	0.00	1,500.00	0.00
TOTAL COMMODITIES	1,500	0.00	0.00	0.00	1,500.00	0.00
TOTAL ZONING	58,635	5,888.67	33,581.03	0.00	25,053.97	57.27
<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	9,500	0.00	0.00	0.00	9,500.00	0.00
TOTAL CONTRACTUAL SERVICES	9,500	0.00	0.00	0.00	9,500.00	0.00
TOTAL ELECTION	9,500	0.00	0.00	0.00	9,500.00	0.00
<u>DATA PROCESSING</u>						
=====						
<u>CONTRACTUAL SERVICES</u>						
001-439-230-00 DATA PROCESSING	30,000	4,618.92	27,709.94	0.00	2,290.06	92.37
TOTAL CONTRACTUAL SERVICES	30,000	4,618.92	27,709.94	0.00	2,290.06	92.37
<u>CAPITAL OUTLAY</u>						
001-439-459-00 DATA PROCESSING CAPITAL O	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL CAPITAL OUTLAY	5,000	0.00	0.00	0.00	5,000.00	0.00
<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	35,000	4,618.92	27,709.94	0.00	7,290.06	79.17
<u>CITY HALL</u>						
=====						
<u>SALARIES & BENEFITS</u>						
001-440-103-00 CITY HALL JANITOR SALARY	39,400	4,071.38	22,279.15	0.00	17,120.85	56.55
001-440-104-00 CITY HALL FICA	3,014	309.22	1,688.59	0.00	1,325.41	56.02
001-440-105-00 CITY HALL JANITOR INSURAN	1,400	39.23	321.36	0.00	1,078.64	22.95
001-440-106-00 GROUP RETIREMENT	3,560	366.43	2,005.13	0.00	1,554.87	56.32
001-440-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	47,374	4,786.26	26,294.23	0.00	21,079.77	55.50

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CONTRACTUAL SERVICES</u>						
001-440-213-00 CITY HALL UTILITIES	21,000	1,890.59	11,243.03	0.00	9,756.97	53.54
001-440-216-00 CITY HALL MAINTENANCE & R	5,000	1,689.23	3,740.66	0.00	1,259.34	74.81
001-440-226-00 CITY HALL INSURANCE & BON	1,500	0.00	498.66	0.00	1,001.34	33.24
TOTAL CONTRACTUAL SERVICES	27,500	3,579.82	15,482.35	0.00	12,017.65	56.30
<u>COMMODITIES</u>						
001-440-341-00 CITY HALL SUPPLIES	1,000	326.41	1,130.36	0.00	(130.36)	113.04
TOTAL COMMODITIES	1,000	326.41	1,130.36	0.00	(130.36)	113.04
<u>CAPITAL OUTLAY</u>						
001-440-459-00 CITY HALL CAPITAL	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL CAPITAL OUTLAY	10,000	0.00	0.00	0.00	10,000.00	0.00
<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	85,874	8,692.49	42,906.94	0.00	42,967.06	49.96
<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

001-GENERAL FUND
% OF YEAR COMPLETED: 58.33

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	234,426	0.00	0.00	0.00	234,426.00	0.00
TOTAL CONTRIBUTIONS	234,426	0.00	0.00	0.00	234,426.00	0.00
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TOTAL CONTINGENCY	234,426	0.00	0.00	0.00	234,426.00	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	939,375	94,800.35	520,344.14	0.00	419,030.86	55.39
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	72,000	7,309.92	39,700.74	0.00	32,299.26	55.14
001-700-105-00 POLICE DEPT. GROUP INSURA	139,000	7,792.80	76,771.97	0.00	62,228.03	55.23
001-700-106-00 POLICE DEPT. RETIREMENT	85,000	8,374.99	45,343.83	0.00	39,656.17	53.35
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	1,235,375	118,278.06	682,160.68	0.00	553,214.32	55.22
<u>CONTRACTUAL SERVICES</u>						
001-700-211-00 POLICE DEPT. TELEPHONES	16,000	1,516.54	9,269.33	0.00	6,730.67	57.93
001-700-213-00 POLICE DEPT UTILITIES	0	0.00	0.00	0.00	0.00	0.00
001-700-214-00 POLICE DEPT. TRAVEL EXPEN	3,000	0.00	1,573.07	0.00	1,426.93	52.44
001-700-221-00 POLICE DEPT. TRAINING	22,000	0.00	6,745.16	0.00	15,254.84	30.66
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 &	50,000	0.00	28,775.26	0.00	21,224.74	57.55
001-700-233-00 POLICE DEPT. CRIMINAL INV	4,000	0.00	629.00	0.00	3,371.00	15.73
TOTAL CONTRACTUAL SERVICES	95,000	1,516.54	46,991.82	0.00	48,008.18	49.47
<u>COMMODITIES</u>						
001-700-341-00 POLICE DEPT. MAT & SUPPLI	34,700	4,645.21	27,513.19	951.14	6,235.67	82.03
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	3,000	134.00	426.00	0.00	2,574.00	14.20

001-GENERAL FUND
% OF YEAR COMPLETED: 58.33

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	113.45	1,223.61	0.00	2,276.39	34.96
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	2,464.76	22,158.62	1,137.02	13,704.36	62.96
001-700-344-00 POLICE DEPT. FEEDING PRIS	0	0.00	0.00	0.00	0.00	0.00
001-700-345-00 POLICE DEPT. UNIFORMS	8,000	553.96	2,107.95	805.51	5,086.54	36.42
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	86,200	7,911.38	53,429.37	2,893.67	29,876.96	65.34
<u>CAPITAL OUTLAY</u>						
001-700-459-00 POLICE DEPT. NEW EQUIP.	228,947	19,605.96	133,542.83	0.00	95,404.17	58.33
TOTAL CAPITAL OUTLAY	228,947	19,605.96	133,542.83	0.00	95,404.17	58.33
<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	1,645,522	147,311.94	916,124.70	2,893.67	726,503.63	55.85
<u>REGIONAL JAIL</u> =====						
<u>CONTRACTUAL SERVICES</u>						
001-705-234-00 REGIONAL FEES	1,500	120.00	640.00	0.00	860.00	42.67
TOTAL CONTRACTUAL SERVICES	1,500	120.00	640.00	0.00	860.00	42.67
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TOTAL REGIONAL JAIL	1,500	120.00	640.00	0.00	860.00	42.67
<u>FIRE</u> =====						
<u>SALARIES & BENEFITS</u>						
001-706-103-00 FIRE DEPT. SALARIES	693,000	77,156.19	388,626.73	0.00	304,373.27	56.08
001-706-104-00 FIRE DEPT. FICA TAX	53,310	5,976.75	29,899.20	0.00	23,410.80	56.09
001-706-105-00 FIRE DEPT. GROUP INSURANC	95,000	6,045.07	57,957.36	0.00	37,042.64	61.01
001-706-106-00 FIRE DEPT. GROUP RETIREME	63,000	6,654.59	33,696.77	0.00	29,303.23	53.49
001-706-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	904,310	95,832.60	510,180.06	0.00	394,129.94	56.42

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
001-706-211-00 FIRE DEPT. TELEPHONES	4,600	321.71	2,010.92	0.00	2,589.08	43.72
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	4,500	0.00	659.84	0.00	3,840.16	14.66
001-706-216-00 FIRE DEPT. MAINTENANCE	13,000	1,672.32	5,369.29	0.00	7,630.71	41.30
001-706-221-00 FIRE DEPT. TRAINING	37,500	4,432.27	8,920.23	0.00	28,579.77	23.79
001-706-226-00 FIRE DEPT. INSURANCE & BO	60,000	7,835.68	30,566.83	0.00	29,433.17	50.94
TOTAL CONTRACTUAL SERVICES	119,600	14,261.98	47,527.11	0.00	72,072.89	39.74
COMMODITIES						
001-706-341-00 FIRE DEPT. MATERIAL & SUP	33,500	453.13	12,134.54	14.32	21,351.14	36.27
001-706-341-01 VOLUNTEER FIREFIGHTER EXP	30,000	308.00	2,236.90	0.00	27,763.10	7.46
001-706-343-00 FIRE DEPT. AUTO SUPPLIES	52,500	921.07	19,691.37	0.00	32,808.63	37.51
001-706-345-00 FIRE DEPT. UNIFORMS	5,000	998.57	2,083.97	0.00	2,916.03	41.68
001-706-348-00 FIRE DEPT HAZARDOUS MAT R	500	0.00	0.00	0.00	500.00	0.00
TOTAL COMMODITIES	121,500	2,680.77	36,146.78	14.32	85,338.90	29.76
CAPITAL OUTLAY						
001-706-459-00 FIRE DEPT. CAPITAL OUTLAY	207,142	9,184.89	67,972.43	0.00	139,169.57	32.81
001-706-461-00 FIRE GRANT EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	207,142	9,184.89	67,972.43	0.00	139,169.57	32.81
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	1,352,552	121,960.24	661,826.38	14.32	690,711.30	48.93

DOG WARDEN - CONTRACTED
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CONTRACTUAL SERVICES						
001-707-230-00 DOG WARDEN CONTRACTED SER	1,100	0.00	0.00	0.00	1,100.00	0.00
TOTAL CONTRACTUAL SERVICES	1,100	0.00	0.00	0.00	1,100.00	0.00
TOTAL DOG WARDEN - CONTRACTED	1,100	0.00	0.00	0.00	1,100.00	0.00

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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
FIRE - CONTRACTED =====						
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	535,000	56,257.98	311,578.91	0.00	223,421.09	58.24
001-750-104-00 STREET DEPT. FICA TAX	41,000	4,308.51	23,847.24	0.00	17,152.76	58.16
001-750-105-00 STREET DEPT. GROUP INSURA	94,000	6,501.07	61,016.24	0.00	32,983.76	64.91
001-750-106-00 STREET DEPT. GROUP RETIRE	47,000	5,063.30	27,057.19	0.00	19,942.81	57.57
001-750-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	717,000	72,130.86	423,499.58	0.00	293,500.42	59.07
CONTRACTUAL SERVICES						
001-750-211-00 STREET DEPT. TELEPHONES	6,500	572.39	3,855.42	0.00	2,644.58	59.31
001-750-213-00 STREET DEPT. UTILITIES	40,000	4,787.99	18,309.18	0.00	21,690.82	45.77
001-750-215-00 CONTRIBUTION TO CPWB	100,000	0.00	100,000.00	0.00	0.00	100.00
001-750-226-00 STREET DEPT. INSURANCE &	51,400	0.00	26,256.33	0.00	25,143.67	51.08
TOTAL CONTRACTUAL SERVICES	197,900	5,360.38	148,420.93	0.00	49,479.07	75.00
COMMODITIES						
001-750-341-00 STREET DEPT. MAT & SUPPLI	123,000	1,976.25	82,320.81	110.16	40,569.03	67.02
001-750-343-00 STREET DEPT. AUTO SUPPLIE	60,000	2,976.28	50,272.62	0.00	9,727.38	83.79
001-750-345-00 STREET DEPT. UNIFORMS	6,800	1,839.31	9,006.88	0.00	2,206.88	132.45
001-750-379-00 DISPOSAL/SALE ASSETS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	189,800	6,791.84	141,600.31	110.16	48,089.53	74.66
CAPITAL OUTLAY						
001-750-458-00 WALK TRAIL	0	0.00	4,249.34	0.00	4,249.34	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 CITY PARK PROJECTS	0	0.00	0.00	0.00	0.00	0.00

001-GENERAL FUND % OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
001-750-458-05 STREET DEPT PROJECTS	165,000	5,240.00	45,087.94	0.00	119,912.06	27.33
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	20,000	0.00	0.00	0.00	20,000.00	0.00
001-750-459-00 STREET DEPT. CAPITAL OUTL	113,400	7,159.93	70,729.12	0.00	42,670.88	62.37
001-750-459-22 PROPERY PAYMENT MUDLICK	117,300	9,774.80	68,423.60	0.00	48,876.40	58.33
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	665,186	0.00	221,386.64	0.00	443,799.11	33.28
TOTAL CAPITAL OUTLAY	1,080,886	22,174.73	409,876.64	0.00	671,009.11	37.92
CONTRIBUTIONS						
001-750-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES						
001-750-670-00 NOTE PAYABLE INT EXP	0	0.00	0.00	0.00	0.00	0.00
001-750-670-03 RDT LEASE RAM TRK	0	0.00	0.00	0.00	0.00	0.00
001-750-670-04 RDT RECORD LEASE PMNT RAM	0	0.00	0.00	0.00	0.00	0.00
001-750-670-05 NOTE PAYABLE INT EXP CONC	0	0.00	0.00	0.00	0.00	0.00
001-750-670-06 M/P INT EXP ENTERPRISE RA	0	0.00	0.00	0.00	0.00	0.00
001-750-672-00 M/P INT 2020 BOND MUDLICK	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 STREET	2,185,586	106,457.81	1,123,397.46	110.16	1,062,078.13	51.41
STREET LIGHTS =====						
CONTRACTUAL SERVICES						
001-751-213-00 STREET LIGHTS	80,000	7,537.41	51,043.33	0.00	28,956.67	63.80
TOTAL CONTRACTUAL SERVICES	80,000	7,537.41	51,043.33	0.00	28,956.67	63.80
TOTAL STREET LIGHTS	80,000	7,537.41	51,043.33	0.00	28,956.67	63.80
TRAFFIC SIGNALS & SIGNS =====						
CONTRACTUAL SERVICES						
001-752-213-00 TRAFFIC SIGNALS POWER	5,000	439.41	2,537.89	0.00	2,462.11	50.76
001-752-230-00 SIGNS & SIGNALS	5,000	0.00	5,072.10	0.00	72.10	101.44
TOTAL CONTRACTUAL SERVICES	10,000	439.41	7,609.99	0.00	2,390.01	76.10
TOTAL TRAFFIC SIGNALS & SIGNS	10,000	439.41	7,609.99	0.00	2,390.01	76.10

001-GENERAL FUND % OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
001-753-341-00 SNOW REMOVAL	20,000	1,065.73	8,969.44	0.00	11,030.56	44.85
TOTAL COMMODITIES	20,000	1,065.73	8,969.44	0.00	11,030.56	44.85
TOTAL SNOW REMOVAL	20,000	1,065.73	8,969.44	0.00	11,030.56	44.85
AIRPORT =====						
CONTRIBUTIONS						
001-758-567-00 AIRPORT	20,000	0.00	20,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	20,000	0.00	20,000.00	0.00	0.00	100.00
TOTAL AIRPORT	20,000	0.00	20,000.00	0.00	0.00	100.00
PUBLIC TRANSIT =====						
CONTRIBUTIONS						
001-759-568-00 PUBLIC TRANSIT	15,000	7,500.00	15,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	15,000	7,500.00	15,000.00	0.00	0.00	100.00
TOTAL PUBLIC TRANSIT	15,000	7,500.00	15,000.00	0.00	0.00	100.00
HEALTH DEPT =====						
CONTRIBUTIONS						
001-803-568-00 BUCKHAMNON-UPSHUR HEALTH	5,000	2,500.00	5,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	5,000	2,500.00	5,000.00	0.00	0.00	100.00
TOTAL HEALTH DEPT	5,000	2,500.00	5,000.00	0.00	0.00	100.00
STORM WATER =====						
COMMODITIES						
001-805-348-00 STORM WATER TO SANITARY	100,000	50,000.00	100,000.00	0.00	0.00	100.00
TOTAL COMMODITIES	100,000	50,000.00	100,000.00	0.00	0.00	100.00
TOTAL STORM WATER	100,000	50,000.00	100,000.00	0.00	0.00	100.00

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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
COMMODITIES						
001-900-341-00 PARK-30% HOT/MOT PD TO CP	36,000	2,350.09	18,458.60	0.00	17,541.40	51.27
TOTAL COMMODITIES	36,000	2,350.09	18,458.60	0.00	17,541.40	51.27
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	2,350.09	18,458.60	0.00	17,541.40	51.27
CVB 75% TO CVB =====						
CONTRACTUAL SERVICES						
001-901-235-00 HOTEL/MOTEL 70% PAID TO C	84,000	5,483.53	42,990.06	0.00	41,009.94	51.18
TOTAL CONTRACTUAL SERVICES	84,000	5,483.53	42,990.06	0.00	41,009.94	51.18
TOTAL CVB 75% TO CVB	84,000	5,483.53	42,990.06	0.00	41,009.94	51.18
ARTS & HUMANITIES =====						
SALARIES & BENEFITS						
001-906-101-00 CAC SALARIES	45,000	227.89	7,658.18	0.00	37,341.82	17.02
001-906-104-00 CAC FICA	3,500	17.42	585.86	0.00	2,914.14	16.74
001-906-105-00 CAC HEALTH INS	7,700	0.00	2,619.69	0.00	5,080.31	34.02
001-906-106-00 CAC RETIREMENT	3,200	11.07	526.00	0.00	2,674.00	16.44
TOTAL SALARIES & BENEFITS	59,400	256.38	11,389.73	0.00	48,010.27	19.17
CONTRACTUAL SERVICES						
001-906-213-00 CAC UTILITIES	8,000	744.35	4,165.44	0.00	3,834.56	52.07
001-906-216-00 THEATRE MAINTENANCE/UTILI	9,000	340.08	4,460.53	0.00	4,539.47	49.56
001-906-223-00 CAC PROFESSIONAL SERVICES	1,000	0.00	1,632.00	0.00	632.00	163.20
001-906-226-00 CAC INSURANCE & BONDS	3,000	0.00	3,570.55	0.00	570.55	119.02
TOTAL CONTRACTUAL SERVICES	21,000	1,084.43	13,828.52	0.00	7,171.48	65.85
COMMODITIES						
001-906-341-00 CAC SUPPLIES & EXPENSES	15,000	0.00	1,289.25	0.00	13,710.75	8.60
001-906-341-01 CAC BOOKINGS	25,000	0.00	1,898.69	0.00	23,101.31	7.59
001-906-341-04 CAC GALLERY MANAGEMENT	6,000	0.00	6,000.00	0.00	0.00	100.00
TOTAL COMMODITIES	46,000	0.00	9,187.94	0.00	36,812.06	19.97

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CAPITAL OUTLAY						
001-906-450-01 THEATRE BLDG	13,421	1.13	3,965.92	0.00	9,455.08	29.55
001-906-459-00 THEATRE CAPITAL	64,000	5,220.65	37,544.55	0.00	26,455.45	58.66
001-906-459-01 CULTURE ARTS GRANT (ADA T	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	77,421	5,221.78	41,510.47	0.00	35,910.53	53.62
TOTAL ARTS & HUMANITIES	203,821	6,562.59	75,916.66	0.00	127,904.34	37.25
STOCKERT YOUTH CENTER =====						
SALARIES & BENEFITS						
001-907-101-00 STOCKERT YOUTH CENTER SAL	169,000	17,978.26	132,657.92	0.00	36,342.08	78.50
001-907-103-00 CAMP BUCANNEER SALARIES	87,200	1,289.57	5,493.00	0.00	81,707.00	6.30
001-907-103-01 SYC BUS DRIVERS	0	0.00	0.00	0.00	0.00	0.00
001-907-104-00 FICA TAX	19,600	1,474.04	10,568.69	0.00	9,031.31	53.92
001-907-105-00 GROUP INSURANCE	51,000	3,413.17	31,486.54	0.00	19,513.46	61.74
001-907-106-00 GROUP RETIREMENT	15,210	1,280.22	8,136.71	0.00	7,073.29	53.50
001-907-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	342,010	25,435.26	188,342.86	0.00	153,667.14	55.07
CONTRACTUAL SERVICES						
001-907-211-00 TELEPHONES	3,400	469.54	2,865.08	0.00	534.92	84.27
001-907-213-00 UTILITIES	17,000	2,320.63	10,207.53	0.00	6,792.47	60.04
001-907-214-00 TRAVEL EXPENSE	500	0.00	0.00	0.00	500.00	0.00
001-907-216-00 MAINTENANCE	7,000	1,013.52	5,397.03	450.00	1,152.97	93.53
001-907-218-00 POSTAGE	250	0.00	0.00	0.00	250.00	0.00
001-907-221-00 TRAINING	275	0.00	200.00	0.00	75.00	72.73
001-907-223-00 PROFESSIONAL SERVICES ENG	47,500	0.00	0.00	0.00	47,500.00	0.00
001-907-226-00 INSURANCE & BONDS	13,000	0.00	6,814.71	0.00	6,185.29	52.42
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	88,925	3,803.69	25,484.35	450.00	62,990.65	29.16
COMMODITIES						
001-907-341-00 MATERIALS & SUPPLIES EXPE	7,200	398.79	3,275.26	264.00	3,660.74	49.16
001-907-341-01 OPERATING EXPENSES	3,000	0.00	1,002.32	0.00	1,997.68	33.41
001-907-343-00 SYC AUTO SUPPLIES	5,900	449.54	6,487.85	0.00	587.85	109.96
001-907-354-00 DRILL TEAM	1,000	0.00	463.59	0.00	536.41	46.36
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	3,644.08	3,859.08	0.00	14,140.92	21.44
001-907-357-00 TUTORING	0	0.00	0.00	0.00	0.00	0.00
001-907-358-00 MISC. DANCE/PARTIES	0	0.00	0.00	0.00	0.00	0.00
001-907-359-00 ART/DRAMA PROGRAM	0	50.52	50.52	0.00	50.52	0.00
001-907-360-00 CAMP BUCANNEER SUPPLIES	13,000	0.00	1,291.13	0.00	11,708.87	9.93
001-907-361-00 AFTER SCHOOL SUPPLIES	6,000	886.87	4,816.55	87.61	1,095.84	81.74
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	2,600	268.00	2,144.00	0.00	456.00	82.46

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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	1,000	44.00	636.00	0.00	364.00	63.60
001-907-368-02 YOGA FITNESS CLASS	0	375.20	701.60	0.00	701.60)	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	1,000	0.00	914.23	0.00	85.77	91.42
001-907-368-05 GRANT EXP SYCC	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	58,700	6,117.00	25,642.13	351.61	32,706.26	44.28
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	2,000	0.00	397.33	0.00	1,602.67	19.87
001-907-458-02 SYCC BUILDING	225,600	0.00	46,573.30	3,599.98	175,426.72	22.24
001-907-459-00 CAPITAL OUTLAY	39,900	29,372.00	43,515.26	0.00	3,615.26)	109.06
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	267,500	29,372.00	90,485.89	3,599.98	173,414.13	35.17
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						
	757,135	64,727.95	329,955.23	4,401.59	422,778.18	44.16
CONVENTION CENTER						
=====						
SALARIES & BENEFITS						
001-910-101-00 CONFERENCE CENTER SALARIE	40,000	1,339.68	3,465.03	0.00	36,534.97	8.66
001-910-104-00 FICA TAX	3,060	102.49	265.08	0.00	2,794.92	8.66
001-910-105-00 EVENT HEALTH INS	10,400	0.00	1,000.00	0.00	9,400.00	9.62
001-910-106-00 EVENT CENTER RETIREMENT	3,100	5.82	30.71	0.00	3,069.29	0.99
TOTAL SALARIES & BENEFITS	56,560	1,447.99	4,760.82	0.00	51,799.18	8.42
CONTRACTUAL SERVICES						
001-910-213-00 UTILITIES-ADJUTANT GENERA	15,600	50.75	7,612.29	0.00	7,987.71	48.80
001-910-226-00 INSURANCE & BONDS	500	0.00	44.60	0.00	455.40	8.92
TOTAL CONTRACTUAL SERVICES	16,100	50.75	7,656.89	0.00	8,443.11	47.56
COMMODITIES						
001-910-341-00 EVENT CENTER SUPPLIES	8,500	244.39	2,503.49	0.00	5,996.51	29.45
TOTAL COMMODITIES	8,500	244.39	2,503.49	0.00	5,996.51	29.45
CAPITAL OUTLAY						
001-910-457-00 CONFERENCE CENTER PAYMENT	40,212	3,351.00	26,808.00	0.00	13,404.00	66.67
TOTAL CAPITAL OUTLAY	40,212	3,351.00	26,808.00	0.00	13,404.00	66.67

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL CONVENTION CENTER						
	121,372	5,094.13	41,729.20	0.00	79,642.80	34.38
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	2,961.12	13,085.24	0.00	6,914.76	65.43
001-976-216-00 SAFETY COMPLEX MAINT	7,000	3,557.05	8,641.05	0.00	1,641.05)	123.44
001-976-226-00 SAFETY COMPLEX INSURANCE	9,000	0.00	4,431.62	0.00	4,568.38	49.24
TOTAL CONTRACTUAL SERVICES	36,000	6,518.17	26,157.91	0.00	9,842.09	72.66
CAPITAL OUTLAY						
001-976-459-00 SAFETY COMPLEX CAPITAL IM	0	0.00	0.00	0.00	0.00	0.00
001-976-459-01 PUBLIC SAFETY TRAINING FA	50,000	0.00	26,500.00	0.00	23,500.00	53.00
001-976-459-35 FEMA GRANT#2 GENERATOR EX	0	5,039.28	5,039.28	0.00	5,039.28)	0.00
001-976-459-36 FEMA GRANT#1 GENERATOR EX	0	34,096.66	34,096.66	0.00	34,096.66)	0.00
001-976-461-00 SAFETY COMPLEX POLICE DEP	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	50,000	39,135.94	65,635.94	0.00	15,635.94)	131.27
TOTAL PUBLIC SAFETY						
	86,000	45,654.11	91,793.85	0.00	5,793.85)	106.74
TOTAL EXPENDITURES						
	7,590,476	696,124.01	3,909,336.14	7,476.17	3,673,663.44	51.60
REVENUE OVER/(UNDER) EXPENDITURES	(1,527,576)	(259,981.69)	(551,679.96)	(7,476.17)	(968,419.62)	36.60

a. Approval of Bill Payments – Mrs. Jenkins presented the following bills for payment approval by the City Council.

January 16-31, 2025 GENERAL FUND PAYMENT OF BILLS

\$25,000.00– WV STRAWBERRY FESTIVAL – FY 2024-25 BUDGET

\$10,000.00 – CREATE BUCKHANNON – FY 2024-25 BUDGET

\$6,785.00 – MOTOROLA SOLUTIONS – VIDEO MANAGER FOR IN CAR/BODY CAMS PD

\$3,644.08 – CASEYEARL’S – SYCC YOUTH BASKETBALL T-SHIRTS

\$5,039.28 – MOUNTAIN STATE ELECTRICAL CO – MADISON ST SECURITY FENCE REPLACEMENT PER SCOPE REQUEST #2 FEMA GENERATOR GRANT #2

\$34,096.66 – MOUNTAIN STATE ELECTRICAL CO – 6’ SECURITY FENCE AT PSC FEMA GENERATOR GRANT #1

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Cintas	MATS, TOWELS, UNIFORMS, 1 ST AID CAB	431.88
Randy Sanders	REIMB. EVENT CENTER SUPPLIES	138.75
Guardian Data Solutions, Inc	BIT DEFENDER ENDPOINT SECURITY	48.13
Lynx	ADVANCED IT SERV, & PD FIBER FEB 25	600.00
Rachael Mercardo	REIMB. BDAY PARTY CANCELLED	30.00
Cordell Nicola	REFEREE 15 BBALL GAMES	300.00
St. Joseph’s Hospital	RANDOM DRUG SCREENINGS	353.00
Kimberly D. Gifford	KANGOO INSTRUCTOR	112.00
Leaf	SYCC COPIER LEASE	193.67
NRS	WATER RESCUE EQUIPMENT	907.68
April E. Small	KICKBOXING INSTRUCTOR	136.00
Wal-Mart	AFTER SCHOOL SUPPLIES	87.61
Dawn Webb	KARATE INSTRUCTOR	200.00
Helen Ashley White	YOGA INSTRUCTOR	220.00
Worldwide-Jane Lew	KNOW HEATER, AIR TANK BRACKET	106.04
Galls	UNIFORMS – SPOTLOE	497.11
Hart Office Solutions	PD COPIER OVERAGE	3.76
Quick Slick	OIL CHANGE CAR #2	83.90
Staples	BINDERS, SORTKWIK	67.38
10-42 Tactical LLC	SERVICE PATCHES	308.40
Encova Insurance	INSURANCE	3483.98

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DISBURSEMENTS 01-16-25 TO 1-31-25

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FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
MAYOR'S OFFICE	LEAF	409-341-00	MAYOR'S SUPPLIES & M	CITY HALL COPIER LEASE FEB	178.58
	WV STRAWBERRY FESTIVAL ASSOC	409-341-05	EVENT/FIREWORK EXPEN	FY 2024-25 BUDGET	25,000.00
	WV PUBLIC EMPLOYEES RETIREME	409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	59.33
		409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	64.17
		409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	68.97
		409-106-00	MAYOR'S RETIREMENT	WV RETIRE TIER2 CONTRIBUTION	18.01
	BUCKHANNON POSTMASTER	409-218-00	MAYOR'S POSTAGE	PERMIT #10 POSTAGE	1,000.00
	CREATE BUCKHANNON	409-341-05	EVENT/FIREWORK EXPEN	FY 2004-25 BUDGET	10,000.00
	WVNET	409-341-00	MAYOR'S SUPPLIES & M	WEB HOSTING 3RD QTR 2021	26.25
	WV STATE BD PROFESSIONAL ENG	409-341-00	MAYOR'S SUPPLIES & M	PCRD-RENEW PE LICENSE	63.00
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	87.94

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DISBURSEMENTS 01-16-25 TO 1-31-25

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FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	47.51
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	20.57
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	11.11
	AMAZON.COM	409-341-00	MAYOR'S SUPPLIES & M	PCRD-COLOR PAPER	26.25
		409-341-00	MAYOR'S SUPPLIES & M	PCRD- 2 SHARP CALCULATORS	40.49
		409-341-00	MAYOR'S SUPPLIES & M	PCRD-PAPER CLIPS FILE FOLD	28.47
		409-341-00	MAYOR'S SUPPLIES & M	PCRD-COPY PAPER	19.49
	AT&T MOBILITY	409-211-00	MAYOR'S TELEPHONE	PCRD-DEC CELL PHN & GEOTAB	49.41
	FP FINANCE PROGRAM	409-218-00	MAYOR'S POSTAGE	JAN 25 MAILER & INSERT PYM	94.31
	AUTHORIZE.NET	409-341-00	MAYOR'S SUPPLIES & M	PCRD-RECDESK DEC CC FEES	14.45
	FRONTIER	409-211-00	MAYOR'S TELEPHONE	472-1651-101515-4 CITY HAL	98.70
		409-211-00	MAYOR'S TELEPHONE	304-003-2273-060600-4	24.18
	TYLER UNIVERSITY	409-341-00	MAYOR'S SUPPLIES & M	PCRD-TRAINING CLASSES FOR	137.50
	**PAYROLL EXPENSES			1/16/2025 - 1/31/2025	2,196.40
				TOTAL:	39,375.09
COUNCIL	WV PUBLIC EMPLOYEES RETIREME	410-106-00	COUNCIL'S RETIREMENT	WV RETIREMENT CONTRIBUTION	18.00
	THOMAS J O'NEILL	410-223-00	PROFESSIONAL (LEGAL)	FEB 25 ATTORNEY FEES	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			1/16/2025 - 1/31/2025	1,000.00
				TOTAL:	2,344.50
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			1/16/2025 - 1/31/2025	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
	**PAYROLL EXPENSES			1/16/2025 - 1/31/2025	626.36
				TOTAL:	758.85
COURT	INTERNAL REVENUE SERVICE	416-104-00	POLICE JUDGE FICA	FICA WITHHELD AND MATCHED	43.92
		416-104-00	POLICE JUDGE FICA	MEDICARE WITHHELD & MATCHE	10.27
	**PAYROLL EXPENSES			1/16/2025 - 1/31/2025	708.33
				TOTAL:	762.52
CITY ENGINEER	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
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FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			1/16/2025 - 1/31/2025	1,646.60
				TOTAL:	1,996.02
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
		437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	135.00
	INTERNAL REVENUE SERVICE	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
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	21.75
	**PAYROLL EXPENSES			1/16/2025 - 1/31/2025	3,000.00
				TOTAL:	3,634.50
CITY HALL	MON POWER	440-213-00	CITY HALL UTILITIES	110 088 782 062 CITY HALL	1,558.50
	MOUNTAINEER GAS COMPANY	440-213-00	CITY HALL UTILITIES	GF GAS 1-30-25	332.09
	DODSON BROS EXTERMINATING CO	440-216-00	CITY HALL MAINTENANC	CITY HALL PEST CONT JAN 20	33.00
	WV PUBLIC EMPLOYEES RETIREME	440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	121.03
		440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	121.03
		440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	124.37
	WALMART STORES INC -BUCKHANN	440-341-00	CITY HALL SUPPLIES	CLEANING SUPPLIES	48.53
		440-341-00	CITY HALL SUPPLIES	CLEANING SUPPLIES	14.50
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	82.46
		440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	85.68
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	19.29
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	20.04
	CINTAS	440-216-00	CITY HALL MAINTENANC	CH THEATRE PSC 1-20-25	45.32
		440-216-00	CITY HALL MAINTENANC	CH THEATRE PSC RUGS	45.32
	**PAYROLL EXPENSES			1/16/2025 - 1/31/2025	2,726.63
				TOTAL:	5,377.79
POLICE	WV PUBLIC EMPLOYEES RETIREME	700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,848.76
		700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,869.87
		700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,986.24
	BUCKHANNON POSTMASTER	700-341-00	POLICE DEPT. MAT & S	PCRD-POSTAGE TO SHIP EVIDE	14.45
		700-341-00	POLICE DEPT. MAT & S	PCRD-POSTAGE TO SHIP EVIDE	6.20
		700-341-00	POLICE DEPT. MAT & S	PCRD-POSTAGE TO SHIP EVIDE	14.95
	MOTOROLA SOLUTIONS, INC.	700-459-00	POLICE DEPT. NEW EQU	VIDEO MANAGER	6,785.00
	WV CONSOLIDATED PUBLIC RETIR	700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	824.91
		700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	916.62
		700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	928.59
	INDEED.COM	700-341-00	POLICE DEPT. MAT & S	PCRD-POLICE OFFICER AD	487.18
		700-341-00	POLICE DEPT. MAT & S	PCRD-POLICE OFFICER AD	501.29
		700-341-00	POLICE DEPT. MAT & S	PCRD-POLICE OFFICER AD	500.97
	WV LAW ENFORCEMENT DISTRIBU	700-341-00	POLICE DEPT. MAT & S	PISTOL AMMUNITION	870.00
	PRESIDENTS VOLUNTEER SERVICE	700-341-05	POLICE VIPS EXPENSES	PCRD-CERTIFICATE & COIN FO	113.45
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,874.14
		700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	2,053.31
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	438.31
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	480.22
	AMAZON.COM	700-341-00	POLICE DEPT. MAT & S	PCRD-STREAMLIGHT FOR RIFLE	110.91
		700-341-00	POLICE DEPT. MAT & S	PCRD-PEPPER SPRAY	354.12
		700-345-00	POLICE DEPT. UNIFORM	PCRD-WATERPROOF BOOTS WADE	124.00
		700-345-00	POLICE DEPT. UNIFORM	PCRD-UNIFORM SHIRTS WARNER	239.97
		700-345-00	POLICE DEPT. UNIFORM	PCRD-UNIFORM SHIRT WILLIAM	84.95

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	CHEWY.COM	700-341-00	POLICE DEPT. MAT & S	PCRD-K9 UNIT FLEA & TICK C	258.40
	AT&T MOBILITY	700-211-00	POLICE DEPT. TELEPHO	PCRD-DEC CELL PHN & GEOTAB	1,273.37
	FRONTIER	700-211-00	POLICE DEPT. TELEPHO	304-001-6194-111398-4 POL	133.42
		700-211-00	POLICE DEPT. TELEPHO	473-7911-073014-4 POL FAX	109.75
	JONATHAN WARNER	700-343-00	POLICE DEPT. AUTO SU	FUEL REIMB/PD FUEL CARD BR	44.00
	**PAYROLL EXPENSES			1/16/2025 - 1/31/2025	63,240.40
				TOTAL:	88,486.89
FIRE	JP MORGAN EQUIPMENT FINANCE	706-459-00	FIRE DEPT. CAPITAL O	FEB 25 FIRE TRK PYMT	3,678.20
	LEAF	706-341-01	VOLUNTEER FIREFIGHTE	LEXMARK XM7355	308.00
	BREATHING AIR SYSTEMS CORP	706-216-00	FIRE DEPT. MAINTENAN	SEMI ANNUAL PREV. MAINT	1,365.16
	DODSON BROS EXTERMINATING CO	706-341-00	FIRE DEPT. MATERIAL	FIRE PEST INSPECTION JAN 2	44.00
	WV PUBLIC EMPLOYEES RETIREME	706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	828.10
		706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	785.58
		706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	854.32
	WV CONSOLIDATED PUBLIC RETIR	706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTUTI	1,396.27
		706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTUTI	1,416.84
		706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTUTI	1,373.48
	CASEYEARL'S	706-345-00	FIRE DEPT. UNIFORMS	PCRD-T SHIRTS HOODED SWEAT	200.66
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,628.86
		706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,641.24
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	380.95
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	383.84
	AMAZON.COM	706-341-00	FIRE DEPT. MATERIAL	PCRD-CPR SAVE CITATION BAR	94.64
		706-345-00	FIRE DEPT. UNIFORMS	PCRD- DUTY SHOE LINN BAXA	139.95
	SAFE RESPONSE LLC	706-221-00	FIRE DEPT. TRAINING	PCRD-15 USER ANNUAL TRAINI	12.27
		706-221-00	FIRE DEPT. TRAINING	PCRD-15 USER SUBSCRIPTION	341.99
	AT&T MOBILITY	706-211-00	FIRE DEPT. TELEPHONE	PCRD-DEC GEOTAB BILL	190.28
	FRONTIER	706-211-00	FIRE DEPT. TELEPHONE	472-2868-101915-4 FIRE	131.43
	MAYDAY MINDSET CONSULTING LL	706-221-00	FIRE DEPT. TRAINING	INSTRUCTOR FOR TRAMINS	1,519.39
	FD TACTICS TRAINING	706-221-00	FIRE DEPT. TRAINING	INSTR RENTAL CAR AIRFARE	2,558.62
	PENN RADIANT	706-216-00	FIRE DEPT. MAINTENAN	INDUCER MOTOR	300.00
	**PAYROLL EXPENSES			1/16/2025 - 1/31/2025	51,758.76
				TOTAL:	73,332.83
STREET	MON POWER	750-213-00	STREET DEPT. UTILITI	110 148 156 588 RT 6 395	705.90
		750-213-00	STREET DEPT. UTILITI	110 148 255 778 395 MUDLIC	833.69
	MONT LEVINE INC.	750-458-05	STREET DEPT PROJECTS	STEEL	1,197.00
	NAPA-AMTOWER AUTO SUPPLY	750-343-00	STREET DEPT. AUTO SU	TOOTH FOR MINI EXCAV	52.24
		750-343-00	STREET DEPT. AUTO SU	15W40 OIL FOR S-10	97.40
	HART OFFICE SOLUTIONS INC	750-341-00	STREET DEPT. MAT & S	230 COLOR COPY OVERAGES	13.69
	LOWES BUSINESS ACCOUNTS/SYNC	750-341-00	STREET DEPT. MAT & S	BOTTLED WATER & SHARPIES	408.00
		750-341-00	STREET DEPT. MAT & S	2 HEATERS AND FAUCET	255.51
		750-341-00	STREET DEPT. MAT & S	6- SHOVELS HEATER	159.48
	FIRST COMMUNITY BANK	750-459-00	STREET DEPT. CAPITAL	FEB 25 CONCRETE TRK PYMT	2,753.09
	WV PUBLIC EMPLOYEES RETIREME	750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,137.49
		750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	980.39
		750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,125.23
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	620.60
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	596.53
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	603.06
	TRACTOR SUPPLY CREDIT PLAN	750-343-00	STREET DEPT. AUTO SU	PCRD-TUBE FOR EQUIP TRAILE	12.99
	CITIZENS BANK OF WV	750-459-00	STREET DEPT. CAPITAL	STR DEPT EXCAVATOR PYMT FE	2,736.13
	CRITES ELECTRICAL SUPPLY INC	750-458-05	STREET DEPT PROJECTS	WASHERS FOR FORMING SIDEW	23.00
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FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	WALMART STORES INC -BUCKHANN	750-341-00	STREET DEPT. MAT & S	PCRD-PENS TOILET PAPER PAP	224.96
	BENNYS BOOT HILL	750-345-00	STREET DEPT. UNIFORM	BOOTS FOR MARK W.	206.96
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,211.99
		750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,192.65
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	283.46
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	278.95
	AMAZON.COM	750-341-00	STREET DEPT. MAT & S	PCRD-200W 20V MAX POWER IN	41.64
		750-345-00	STREET DEPT. UNIFORM	PCRD-HI-VIS HOODIE JACKETS	71.72
		750-341-00	STREET DEPT. MAT & S	PCRD-WALL VACATION SCHEDUL	30.41
		750-341-00	STREET DEPT. MAT & S	PCARD-PRIME ANNUAL MEMBERS	179.00
	EBAY	750-341-00	STREET DEPT. MAT & S	PCRD-LED INTA BALLEST SURG	281.74
	AT&T MOBILITY	750-211-00	STREET DEPT. TELEPHO	PCRD-DEC CELL PHN & GEOTAB	442.38
	FREEDOM AG & ENGERY COOPERAT	750-345-00	STREET DEPT. UNIFORM	BIBS W/ STRIPES FOR CALEB	98.88
	FRONTIER	750-211-00	STREET DEPT. TELEPHO	472-5755-101615-4 STREET	130.01
	CINTAS	750-345-00	STREET DEPT. UNIFORM	STREET UNIFORMS	233.93
		750-345-00	STREET DEPT. UNIFORM	STREET UNIFORMS	245.60
	MOONLIGHT DESIGNS LLC	750-341-00	STREET DEPT. MAT & S	PCRD-RETIREMENT CLOCK MARK	50.00
	HOPE GAS	750-213-00	STREET DEPT. UTILITI	GF GAS 1-30-25	3,129.56
	CITYNET LLC	750-213-00	STREET DEPT. UTILITI	PCRD-STREET FIBER 12-2-24	100.00
	**PAYROLL EXPENSES			1/16/2025 - 1/31/2025	38,736.85
				TOTAL:	61,482.11
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110 158 087 939 MAIN ST CA	13.23
		751-213-00	STREET LIGHTS	110 160 309 701 31 S KANAW	39.02
		751-213-00	STREET LIGHTS	110 088 782 484 STR LTS W/	186.57
		751-213-00	STREET LIGHTS	110 100 156 733 107 E. MAI	208.32
				TOTAL:	447.14
TRAFFIC SIGNALS & SIGN	MON POWER	752-213-00	TRAFFIC SIGNALS	POWE 110 088 985 459 RT 119	74.84
		752-213-00	TRAFFIC SIGNALS	POWE 110 087 174 485 S KANAWHA	38.44
		752-213-00	TRAFFIC SIGNALS	POWE 110 088 235 830 REGER ST	74.39
				TOTAL:	187.67
SNOW REMOVAL	VALLEY STEEL SERVICE	753-341-00	SNOW REMOVAL	3" ANGLE FOR SREADER BOXE	103.49
				TOTAL:	103.49
PARK 30% TO CPWB	CONSOLIDATED PUBLIC WORKS BD	900-341-00	PARK-30% HOT/MOT PD	CONSOLIDATED PUBLIC WORKS	2,350.09
				TOTAL:	2,350.09
CVB 70% TO CVB	UPSHUR COUNTY CVB	901-235-00	HOTEL/MOTEL 70% PAID	DEC 24 HOTEL-MOTEL TAX	5,483.53
				TOTAL:	5,483.53
ARTS-THEATRE	MOUNTAINEER GAS COMPANY	906-213-00	CAC UTILITIES	GF GAS 1-30-25	397.26
	DODSON BROS EXTERMINATING CO	906-216-00	THEATRE MAINTENANCE/	THEATRE PEST CONTROL JAN 2	100.00
	WV PUBLIC EMPLOYEES RETIREME	906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	3.56
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	4.56
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	2.95
	CRITES ELECTRICAL SUPPLY INC	906-450-01	THEATRE BLDG	FUSE FOR LIFT	1.13
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	3.07
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	7.30
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	0.72
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	1.70
	CINTAS	906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC 1-20-25	28.84
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	28.84

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FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			1/16/2025 - 1/31/2025	167.25
				TOTAL:	747.18
STOCKERT YOUTH CENTER	MON POWER	907-213-00	UTILITIES	110 084 592 119 E. MAIN SC	804.79
		907-213-00	UTILITIES	110 084 767 208 79 E MAIN	15.18
	A F WENDLING INC	907-341-00	MATERIALS & SUPPLIES	ICE MELT	63.36
	MOUNTAINEER GAS COMPANY	907-213-00	UTILITIES	GF GAS 1-30-25	1,130.72
	NAPA-AMTOWER AUTO SUPPLY	907-343-00	SYC AUTO SUPPLIES	AUTO-OIL FOR BUS	56.97
	HART OFFICE SOLUTIONS INC	907-216-00	MAINTENANCE	COPIER ISSUES REPAIR	55.00
	LOWES BUSINESS ACCOUNTS/SYNC	907-341-00	MATERIALS & SUPPLIES	ICE MELT	41.68
	WV PUBLIC EMPLOYEES RETIREME	907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	214.18
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	222.48
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	237.46
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	188.97
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	194.94
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	222.19
	CASEYEARL'S	907-356-00	YOUTH BASKETBALL	PCRD-YOUTH BASKETBALL T-SH	3,644.08
	WALMART STORES INC -BUCKHANN	907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL	61.19
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL	12.42
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	58.04
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	209.26
		907-359-00	ART/DRAMA PROGRAM	AFTER SCHOOL SUPPLIES	50.52
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	300.74
		907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	502.83
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	70.35
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	117.60
	AT&T MOBILITY	907-211-00	TELEPHONES	PCRD-DEC GEOTAB BILL	38.85
	SAMS CLUB	907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SUPPLIES	391.68
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SUPPLIES	104.68
	FRONTIER	907-211-00	TELEPHONES	473-0145-042701-4 SYC	430.69
	CINTAS	907-216-00	MAINTENANCE	SYC RUGS & MOPS 12-30-24	45.84
		907-216-00	MAINTENANCE	SYC RUGS & MOPS 1-07-25	73.84
		907-216-00	MAINTENANCE	SYCC RUGS 1-13-25	45.84
		907-216-00	MAINTENANCE	SYC RUGS & MOPS 1-20-25	45.84
		907-216-00	MAINTENANCE	SYC MOPS & RUGS 1-27-25	45.84
	CHARLES RODNEY SMITH JR	907-459-00	CAPITAL OUTLAY	CLEAN AIR TEST	800.00
	MCAFFEE	907-341-00	MATERIALS & SUPPLIES	PCRD-ANNUAL ANIT VIRUS REN	117.69
	COMFORTECH LLC	907-216-00	MAINTENANCE	FURNACE REPAIR	701.32
	**PAYROLL EXPENSES			1/16/2025 - 1/31/2025	12,960.68
				TOTAL:	24,277.74
CONVENTION CENTER	USDA, RURAL DEVLEOPMENT	910-457-00	CONFERENCE CENTER PA	CONF CENTER FEB 25	3,351.00
	WV PUBLIC EMPLOYEES RETIREME	910-106-00	EVENT CENTER RETIREM	WV RETIRE TIER2 CONTRIBUTI	1.87
		910-106-00	EVENT CENTER RETIREM	WV RETIRE TIER2 CONTRIBUTI	2.40
		910-106-00	EVENT CENTER RETIREM	WV RETIRE TIER2 CONTRIBUTI	1.55
	INTERNAL REVENUE SERVICE	910-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1.29
		910-104-00	FICA TAX	FICA WITHHELD AND MATCHED	6.65
		910-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	0.30
		910-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	1.56
	AMAZON.COM	910-341-00	EVENT CENTER SUPPLIE	PCRD-BLACK TABLE CLOTHS FO	52.99
		910-341-00	EVENT CENTER SUPPLIE	PCRD-BATTERY FOR EVENT CEN	28.81
	AT&T MOBILITY	910-213-00	UTILITIES-ADJUTANT G	PCRD-DEC CELL PHN BILL	50.75
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FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			1/16/2025 - 1/31/2025	128.03
				TOTAL:	3,627.20
PUBLIC SAFETY	MON POWER	976-213-00	SAFETY COMPLEX UTILI	110 088 783 078 22 S. FLOR	1,512.66
	MOUNTAINEER GAS COMPANY	976-213-00	SAFETY COMPLEX UTILI	GF GAS 1-30-25	1,298.46
	MOUNTAIN STATE ELECTRICAL CO	976-216-00	SAFETY COMPLEX MAINT	CITY PUB SAFETY GROUNDING	2,791.16
		976-459-35	FEMA GRANT#2 GENERAT	MADISON ST FENCING REPLAC	5,039.28
		976-459-36	FEMA GRANT#1 GENERAT	PSC GENERATOR SEC FENCE	34,096.66
	DODSON BROS EXTERMINATING CO	976-216-00	SAFETY COMPLEX MAINT	POLICE PEST INSPECTION JAN	47.00
	LYNX WV INC	976-213-00	SAFETY COMPLEX UTILI	COMMERCIAL WIRELESS FIBER	150.00
	CUMMINS SALES & SERVICE FAIR	976-216-00	SAFETY COMPLEX MAINT	QTRLY MAINT PSC GENERATOR	526.66
	CINTAS	976-216-00	SAFETY COMPLEX MAINT	CH THEATRE PSC 1-20-25	29.87
		976-216-00	SAFETY COMPLEX MAINT	CH THEATRE PSC RUGS	29.87
				TOTAL:	45,521.62

Randall/Zuliani motioned to approve the payment of bills. The motion carried unanimously.

10. Public Works Report – Directors of Public Works Ethan Crosten – Ethan Crosten presented the following:

Street:

- Work has stalled on Ritchie Street, Island Avenue, and the Jawbone Park Stage with the winter weather over the previous weeks. Crews have primarily been working on snow and ice removal and have done a great job keeping up with the conditions.
- The department performed a cleanup of the streets after this past weekend’s flooding events.
- Work has resumed on Island Avenue and Jawbone Park stage after the wintery weather slowed the projects.
- Christmas decorations were removed for the season.
- Working on implementing a new application of IWorqs.

Waste:

- The SWF permit renewal and NPDES modification to that permit has been submitted to the WVDEP.
- The final new garage truck is preparing to go into service after receiving the title.
- The department have been dealing with reduced employees due to the flu.
- Working on implementing a new application of IWorqs.

Sewer:

- Had significant issues at Elias Street pump station during the high-water event.
- They have been repairing a sinkhole along Cleveland Avenue.
- Working on implementing a new application of IWorqs.
- Surface restoration at the Lower Drive Project.
- Began work at the CMH development along Vicksburg Road.
- Tim Wilson received his Class 2 Wastewater Operator License.

Water:

- Working on implementing a new application of IWorqs.
- Have been working on issues with the water intake.
- Dealing with several leaks throughout the system.

Engineering: (“I” refers to the City Engineer, Jay Hollen)

- No report

Mayor Skinner reported on a cooperative Water Department project with the City of Elkins. Mrs. Bucklew asked about the barricade protocol for flooding, and Mr. Crosten explained the process.

a. Announcement of Selection of the Waste Department Superintendent, Sanitary Department Superintendent & Water Department Superintendent, Designee

Mr. Crosten announced the selections of new City of Buckhannon Department Superintendents as follows:

Water Department Superintendent Tommy Rolenson – Mr. Rolenson has 23 years of experience with the department. He has worked in distribution, as a plant operator, and eventually became a crew chief. Tommy is already a Class 2 Operator and has an electrical license. This past weekend, he had an issue with the raw water intake but resolved it quickly, while dealing with a few leaks.

Sanitary Department Superintendent Cody Tenney – Mr. Tenney has 11 years of experience with the department and has worked as a pipe layer, in mapping, procurement, and as the Assistant Superintendent. He has a Class 3 Wastewater License and a Class A CDL license. This past weekend, he dealt with a pump station going down but was able to get it back up and running within hours; a major sinkhole developed due to the same storm. He has also dealt with high water at the sewer plant, which is never easy.

Waste Collection Department Superintendent Dakota Arnold—Mr. Arnold has 10 years of experience with the department, working from truck helper to mechanic and eventually becoming a route foreman. He also has his Cass A CDL license. A few things he has been dealing with this week include having ¾ of the department out with the flu AND having every truck in his department in the garage at some point this week.

b. Approval of the 2025 Spring Street Paving Projects Priority List – Mayor Skinner asked that we table this item until our next meeting.

12. City Attorney’s Report – Thomas J. O’Neill – Mr. O’Neill reported that he has received the Platt from Potesta concerning Ordinance #469 – Vacating 3 Alleyways; Property Swap with W.V.W.C. He recommended that the Council take up the second and final reading of Ordinance #469.

13. Old Business Discussions:

a. Ordinance #469 – Vacating 3 Alleyways; Property Swap with W.V.W.C. – Mr. O’Neill read the Ordinance by caption, noting that this was the second of two readings.

ORDINANCE NO. 469 OF THE CITY OF BUCKHANNON, AN ORDINANCE VACATING THREE (3) CERTAIN ALLEYS SITUATED WITHIN THE CORPORATE LIMITS OF THE CITY OF BUCKHANNON

WHEREAS, by Ordinance No. 463, the City of Buckhannon authorized the exchange of certain properties between the City and West Virginia Wesleyan College, Inc., a West Virginia non-profit corporation; and,

WHEREAS, in addition to the exchange of properties as contemplated in said Ordinance, which has been fully enacted and has taken effect as of June 15, 2023, the City agreed to vacate three certain alleys which abut property owned by West Virginia Wesleyan College; and,

WHEREAS, it is now ripe for the Council of the City of Buckhannon to consider vacating said alleys; and,

WHEREAS, pursuant to the statutory provisions of Chapter 8, Article 12, Section 5(1) of the West Virginia Code, as amended, the City is specifically authorized and empowered to vacate, discontinue and close streets, avenues, roads, alleys, ways, and sidewalks; and,

WHEREAS, when a public street, way, or alley is closed, discontinued, or vacated, title thereto is vested in the adjoining property owners in equal portions divided by the center line thereof; and,

WHEREAS, the Council of the City of Buckhannon desires in all respects to comply with the statutes of the State of West Virginia and particularly with the immediately hereinbefore referenced state statutes insofar as the closing of alleys is concerned.

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

ARTICLE I - FINDINGS OF COUNCIL: The Council of the City of Buckhannon hereby makes the following findings:

(1) The Council has previously adopted Ordinance No. 463, which provides – in part – for the vacating of all or part of three alleys within the corporate limits of the City of Buckhannon, which abut properties currently owned by West Virginia Wesleyan College;

(2) The subject alleys are described in Ordinance No. 463 as follows:

a) Silverbells Lane, from its origination point at the railroad tracks south of the walk trail to a point 178 feet south of its intersection with Braxton Street.

b) Snowgoose Lane, from its origination point at the walk trail to a point 178 feet south of its intersection with Braxton Street.

c) Stewart Lane

ARTICLE II – DISCONTINUANCE, CLOSING, AND VACATION OF ALLEYS:

The Council of the City of Buckhannon, pursuant to its authority under West Virginia Code Chapter 8, Article 12, Section 5(1), does hereby vacate, discontinue, and close the following roads, alleys, and ways situate and located within the corporate limits of the City of Buckhannon:

a) Silverbells Lane, from its origination point at the railroad tracks south of the walk trail to a point 178 feet south of its intersection with Braxton Street.

b) Snowgoose Lane, from its origination point at the walk trail to a point 178 feet south of its intersection with Braxton Street.

c) Stewart Lane

ARTICLE III - EFFECTIVE DATE: This Ordinance shall be deemed effective thirty (30) days following the second (2nd) reading, passage and adoption by the Council of the City of Buckhannon, i.e., March 8, 2025

FIRST READING:

January 16, 2025

SECOND READING, PASSAGE AND ADOPTION:

February 6, 2025

Robert N. Skinner, III, Mayor

CERTIFICATE OF ENACTMENT

I, Randall H. Sanders, City Recorder, do hereby certify that the foregoing Ordinance No. 469 was lawfully ordained and enacted by the Council of the City of Buckhannon at a regular session of the said Council assembled on February 6, 2025.

Randall H. Sanders, City Recorder

Zuliani/Sanders motioned to approve Ordinance #469 – Vacating 3 Alleyways; Property Swap with W.V.W.C. on its second and final reading. The motion carried.

11. City Fire Report – Chief JB Kimble – Mayor Skinner recognized Chief Kimble, who provided the following reports with these subjects being highlighted:

- 2024-Year End Response Totals including Personnel Response Totals
- Cooper Street Fire Analysis: *At 16:55:47, the Upshur County 911 center received a call reporting a structure fire at 5 ½ Cooper Street in the corporate limits of Buckhannon. The following is a timeline of events.*
 - *Upshur 911 dispatched the incident at 16:57:09*
 - *Engine 11 responded at 16:59:10 with (2). Due to being at minimum staffing*
 - *Engine 11 arrived on the scene at 17:01:04; the scene size up was a working basement fire.*
 - *Unit (Chief) 1150 responded (1) at 16:59:54 and arrived on the scene at 17:03:55 to assume Cooper St Command*
 - *Unit 1150 advised alert the next department on the 2nd alarm to respond at 17:05:33*
 - *At 17:06:22, an Urgent-Urgent-Urgent was transmitted on the radio for firefighters down at the rear of the house*
 - *At 17:06:55, Cooper St Command advised to alert a full 2nd alarm*
 - *Engine 1 responded at 17:07:57 with (3) firefighters and arrived on the scene at 17:13:34. One operator pumped Engine 1 and Engine 11. (2) Firefighters came forward to assist with evacuation, search and suppression.*
 - *Engine 6 (Warren District) arrived on the scene at 17:19:18 with (3) members. Two members assisted with the water supply, and one member came forward to assist in fire operations.*
 - *Buckhannon Engine 1102 arrived on the scene at 17:20:07 with (2) firefighters assigned to fire operations.*
 - *Washington District unit 1201 arrived on scene at 17:22:52 with (2) firefighters who were assigned to relief*
 - *At 17:26, unit 1121 arrived with (1), and unit 1620 arrived with (1). At this point, the Effective Response Force (ERF) was reached*
 - *Additional units assisting included:*
 - *Upshur EMS (2) units*
 - *Upshur OEMS*
 - *Elkins FD (4) members*
 - *Weston FD (4 Members)*
 - *Buckhannon PD*
 - *WV State Police*

Special Notes:

- *(2) firefighter injured, electrocuted (1) treated at the scene, (1) transported to St Josephs and later released*
- *Total BFD members (12)*
- *Total mutual aid members (18)*

Other topics in the report included:

- Budget talks
- Gap report should be ready by the March meeting
- Firefighter opening/testing
- Not requiring FF 1 completion to test

- Fire Conference
- CPSE/Annual forms approval

Chief Kimble provided an overview of requests a, b, and c with a Q & A, followed by a request for approval:

a. Approval Annual CFAI Accreditation CPSE Services Offered Policy

Services Offered

The Buckhannon Fire Department (BFD) offers a variety of emergency and non-emergency services. The fire service in general has become involved in much more than fire mitigation. This organization is no exception. However, it is difficult to find why and how these services came to be offered. Many do not have a formal adoption or acknowledgement by the Authority Having Jurisdiction (AHJ).

For the Buckhannon Fire Department, the City of Buckhannon’s governing body will be considered the Authority Having Jurisdiction. This may appear confusing since the Buckhannon Fire Department provides services to a first due area that spans a great deal further than the incorporation boundaries for the City of Buckhannon. This position is being taken in part because the Buckhannon Volunteer Fire Department’s by-laws state that they automatically accept the Fire Chief hired by the City of Buckhannon as their Fire Chief. The City of Buckhannon also provides an operational budget in excess of \$1,200,000 which includes paid personnel, worker’s compensation insurance, and the fire station itself. No other governing body has this level of investment in the Buckhannon Fire Department. However, it may be necessary at times to consult with the Upshur County Commission as they are the main governing body for those areas lying outside of the corporation limits.

Below is an outline of each emergency service the Buckhannon Fire Department offers. The outline will include a description of the service and the extent to which the service is provided. Following the emergency services section is a section containing a list of the non-emergency responses the Buckhannon Fire Department is dispatched to.

Emergency

Fire

Fire suppression is the most obvious service to be provided by the Buckhannon Fire Department. It is the reason for the creation of the fire service in general. The fire department responds to all different types of fires. This includes but is not limited to structural, vehicle, machinery, wildland, and utility. The department is committed to suppression, rescue, exposure protection, and salvage efforts in response to a fire emergency. The BFD’s efforts end once the threats of life safety and property destruction have been mitigated. The department currently has nobody certified to make a conclusive fire cause determination.

Technical Rescue

Technical rescue has largely become a part of the fire service in general. The Buckhannon Fire Department has provided technical rescue services for many years. These services include responses to the following incident types: vehicle extrication, confined space rescues, rope rescues, water rescues, and wilderness search and rescue. The BFD’s involvement in each of these varies. The department is capable of handling extrication from any vehicle type. The water rescue, confined space, specialized trench rescue and collapse services offered are all at the operations level. We are currently planning and developing plans for the completion of the training facility located at Mud Lick Road that will enhance the opportunity to provide advanced training in each of these disciplines.

Examples of incidents within scope:

- Motor vehicle accident with entrapment

- ATV accident over an embankment
- Vehicle stalled out in standing floodwater
- Witnessed drowning with visible victim
- Occupants stuck in an elevator
- Child locked in a vehicle

Examples of incidents not within scope:

- Building collapse
- Utility worker stuck in a hole from collapsing soil

Emergency Medical Service (EMS)

Medical incidents have increased across the United States and the fire service has been identified as a solution to response inadequacies. The BFD’s role has changed dramatically over the course of the last decade. This began when the AHJ decided all career firefighters employed by the City of Buckhannon would become Emergency Medical Technicians (EMT). During this time the department responded only at the request of Upshur County EMS. When the department moved to two personnel per shift they began responding to cardiac arrests as part of the initial dispatch inside the city. In 2018 this was expanded to include all emergency medical call types which the other Upshur County fire departments respond to automatically. Outside of the city limits the BFD responds only at the request of Upshur County EMS. The department is capable of providing in field assessment and most treatment capabilities at the EMT level in the state of West Virginia but has no transport capabilities.

Hazardous Materials (HazMat)

Hazardous materials incidents vary greatly in magnitude. The department responds to all potential hazardous materials incidents within the first due response area. The goals for this response are the immediate rescue of victims, evacuation of potential victims, containment of the substance, and notifying the appropriate resources. The department is not involved in the cleanup of hazardous materials. The department is also not trained or equipped to identify unknown chemicals. Majority of the department’s responses to hazardous materials involves natural gas, carbon monoxide, and flammable liquid spills of less than 5 gallons. The biggest identified hazard in this category within our community is the chlorine storage at the water treatment facility.

Non-Emergency Response List

- Patient lifting assistance
- Animal rescue
- Vehicle accidents with no injuries
- Traffic control
- Water in basements (when staffing allows)
- Utility line down

b. Approval Annual CFAI Accreditation Personnel Response Policy

Personnel Response Policy

Objective:

The purpose of this document is to ensure effective service delivery while managing the limited personnel resources of the Buckhannon Fire Department.

Definitions:

“First Due” - This is the geographical area defined by the WV State Fire Commission as the response area a fire department shall provide firefighting services to.

“Second Due” – This is the geographical areas assigned to other fire departments immediately surrounding the Buckhannon Fire Department.

“On Duty” – Personnel that are dedicated to the daily operations of the Buckhannon Fire Department for a period of time.

“Off Duty” – Personnel that are not dedicated to the daily operations of the Buckhannon Fire Department for a period of time.

Policy:

- A. While recognizing that the Buckhannon Fire Department is a single organization comprised of career and volunteer members, the following incidents shall be responded to immediately by all required on duty staffing and supplemented by off duty personnel in accordance with the department’s apparatus response guideline:
 - Any incident in the first due response area.
 - Any incident on Route 33.
 - Any dispatch to a fire with entrapment in Upshur County or the Weston Fire Department’s response area.
 - Any dispatch to a fire with a Mayday.
 - Any dispatch to a swiftwater, confined space, or rope rescue.
 - Any dispatch for Truck 11.
- B. The following incidents shall be responded to while leaving one on duty career officer in station:
 - Any incident in the second due which does not meet the criteria of a full on duty response.
 - Any request for apparatus or manpower by the City of Elkins.

c. Approval Annual CFAI Accreditation Fire Response Standards of Cover

Fire Response Standards of Cover

Risk Analysis

The Buckhannon Fire Department’s (BFD) response area is comprised largely of three-family or less residential dwellings and single-story commercial occupancies. The predominant construction type for structures is type V wood frame construction. The majority of structure fire responses are to buildings that fit these descriptors.

The fire risk analysis for the response area describes the level of overall risk to the citizens by considering the probability and consequences for each event type. The level of consequences was created by considering potential life hazards, economic impact, and overall impact on the quality of life. By utilizing this method, the following levels for fire related hazards have been established:

Low Risk: Fire related hazards involving utility distribution poles, trash/rubbish, small vegetation areas, and buildings that are detached from residential structures and used for storage. Examples of events posing this risk level are: transformer fires, dumpster fires, mulch fires, and storage shed fires.

Moderate Risk: These hazard areas are going to have an impact on a specific area or limited amount of residents within the community. This includes residential dwellings of less than three-family occupancies and less than 5,000 square feet. Commercial occupancies of less than 5,000 square feet will also be in this risk level. Examples of events within this category are: house fires, restaurant fires, and mobile home fires.

High Risk: Occupancies that fall into this category will have significant impact on the community but generally have a lower probability of occurring. Residential structures that are greater than three-family and/or 5,000 square feet will be in the high-risk category. This level also includes fires in commercial occupancies greater than 5,000 square feet, hotels/motels, strip malls, nursing facilities, educational institutions, and industrial facilities.

Special Risks: The response area also includes some buildings that pose severe consequences, are rare in existence, and require special site-specific planning. The areas identified in this level are the college dormitories, hospital, and high rise.

Reger/Bucklew motioned to approve the annual CFAI Accreditation CPSE Services Offered Policy, the annual CFAI Accreditation Personnel Response Policy, and the annual CFAI Accreditation Fire Response Standards of Cover. The motion carried.

Chief Kimble noted that a part of the report in the meeting packet was a vehicle maintenance log showing the yearly total of \$38,000 for the BFD fleet.

A brief Q&A took place.

14. New Business Discussions:

a. **Approval Building and Wiring Permits** – Mayor Skinner asked if there was a motion to approve the Building and Wiring Permits.



Permit Fee Report #76406-#76417
01/16/2025 - 02/05/2025

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

76409	BB RANGE PROPERTIES-ERASMORIZO	96 E MAIN ST	TWISTED WIRE	EXTERNAL SERVICE UPGRADE - 200 AMP (2-100 SERVICE DISCONNECTS)	1,900.00	100.00	A Commercial Property	No		Yes	Zone AE	Yes-Elevation Cert. Not Required	No
					1,900.00	100.00							

Group Total: 1

Group: Commercial-Industrial (nonresidential)

76416	FISHER AUTO	19 N LOCUST ST	K&Z CONSTRUCTION LLC	REPLACE METAL ON FRONT SIDE BLDG, PAINT EXTERIOR	3,500.00	33.25		No		No	N/A	No	No
76408	WRENCH KING AUTO REPAIR-JENNIFER LEE	110 ISLAND AVE		4'X6' (24 SQ FT) SIGN ON EXISTING 8FT HIGH POLE	500.00	15.00		No	1/24/2025	Yes	N/A	No	No
76406	Davis Health System-Bkn Medical Center	11 N Locust St	THE SIGN GUY	106.8 SQ FT SIGNAGE ON EXISTING PILLARS & EXISTING PYLON, SIGNAGE ON FRONT DOOR FACING PARKING LOT	8,300.00	78.85		No	1/22/2025	No		No	No
76407	SAM BAXA	22 N KANAWHA ST		OVERLAY OF VINYL FLOORING	2,000.00	19.00		No		Yes	N/A	No	No
					14,300.00	146.10							

Group Total: 4

Group: Residential (non-commercial)

76417	ANGIE SUDER	182 POCAHONTAS ST	K&Z CONSTRUCTION LLC	REPLACE FRONT DOOR	750.00	10.00		No		No	N/A	No	No
76414	Suelinn Ross	21 College Ave	LEAFGUARD HOLDING	Replacement of Gutter & Downspouts	14,922.00	164.14				Yes	N/A	No	
76415	SARA WILKE	135 CAMDEN	KELLEY BROTHERS LLP	BATHROOM REMODEL- TUB TO SHOWER CONVERSION	3,000.00	33.00		No		No	N/A	No	No

76413	CAROLYN BLEND	129 FAYETTE ST	RAVEN CONTRACTING	EXTENSION OF BACK PORCH WITH SCREEN-IN ENCLOSURE 20X12	3,500.00	38.50			1/30/2025	No	N/A	No	
76412	CAROLYN BROWN	4 AMBROS E ST	JES BASEMENT SYSTEMS JES CONTRUCTION LLC	CRAWLSPACE DEWATERING SYSTEM WITH FLOOR SUPPORT SYSTEM	15,451.81	169.97	B2 Single Family Residential (500 sq ft)	No	1/30/2025	No	N/A	No	No
76411	IDA NORRIS	20 REGER AVE	Crites Electric, Inc.	GENERATOR INSTALL ON 2'X4' CONCRETE PAD	8,958.33	98.54	B2 Single Family Residential (500 sq ft)	No	1/22/2025	No	N/A	No	No
76410	JASON FEALY	166 POCAHONTAS	ALFORD FOUNDATION & CRAWLSPACE	CRAWLSPACE REPAIR & ELECTRICAL	21,654.66	94.89	B2 Single Family Residential (500 sq ft)	No		No	N/A	No	No
					68,236.80	609.04							

Group Total: 7

Group: Residential Electrical Fee

76411	IDA NORRIS	20 REGER AVE	Crites Electric, Inc.	GENERATOR INSTALL ON 2'X4' CONCRETE PAD	8,958.33	100.00	B2 Single Family Residential (500 sq ft)	No	1/22/2025	No	N/A	No	No
76412	CAROLYN BROWN	4 AMBROS E ST	JES BASEMENT SYSTEMS JES CONTRUCTION LLC	CRAWLSPACE DEWATERING SYSTEM WITH FLOOR SUPPORT SYSTEM	15,451.81	100.00	B2 Single Family Residential (500 sq ft)	No	1/30/2025	No	N/A	No	No
76410	JASON FEALY	166 POCAHONTAS	ALFORD FOUNDATION & CRAWLSPACE	CRAWLSPACE REPAIR & ELECTRICAL	21,654.66	100.00	B2 Single Family Residential (500 sq ft)	No		No	N/A	No	No
					46,064.80	300.00							

Group Total: 3

Group: Zoning Application Fee

76413	CAROLYN BLEND	129 FAYETTE ST	RAVEN CONTRACTING	EXTENSION OF BACK PORCH WITH SCREEN-IN ENCLOSURE 20X12	3,500.00	20.00			1/30/2025	No	N/A	No	
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76412	CAROLYN BROWN	4 AMBROS E ST	JES BASEMENT SYSTEMS JES CONTRUCTION LLC	CRAWLSPACE DEWATERING SYSTEM WITH FLOOR SUPPORT SYSTEM	15,451.81	20.00	B2 Single Family Residential (500 sq ft)	No	1/30/2025	No	N/A	No	No
76411	IDA NORRIS	20 REGER AVE	Crites Electric, Inc.	GENERATOR INSTALL ON 2'X4' CONCRETE PAD	8,958.33	20.00	B2 Single Family Residential (500 sq ft)	No	1/22/2025	No	N/A	No	No
76408	WRENCH KING AUTO REPAIR-JENNIFER LEE	110 ISLAND AVE		4'X6' (24 SQ FT) SIGN ON EXISTING 8FT HIGH POLE	500.00	20.00		No	1/24/2025	Yes	N/A	No	No
76406	Davis Health System-Bkn Medical Center	11 N Locust St	THE SIGN GUY	106.8 SQ FT SIGNAGE ON EXISTING PILLARS & EXISTING PYLON, SIGNAGE ON FRONT DOOR FACING PARKING LOT	8,300.00	20.00		No	1/22/2025	No		No	No
					36,710.14	100.00							
Group Total: 5													
					167,211.74	1,255.14							

- Randall/Zuliani motioned to approve the Building and Wiring Permits as presented. The motion carried.
- b. **Event Request Mountaineer Area Council Scouting Food Drive – Door to Door** – Action was taken earlier in the meeting.
- c. **Recommendation from CPWB to RFP Towing Services during Special Events/Parades** – Mayor Skinner provided an overview of why this item should be considered. The current rules through the 911 call center place the companies on a rotation per state code, and if a company is called out to tow a vehicle from a parade route and the owner moves it before the truck arrives, that towing company loses its place in the rotation. Discussion took place.
- Sanders/Thomas motioned to approve the recommendation from CPWB to RFP Towing Services during Special Events/Parades. The motion carried.
- d. **Authorization for the BPD Peer Liaison to use COB Vehicle for Official Duties** – This item was tabled until the next meeting.
- e. **Implementation of Proposed City Hall Employee Classification System** – Mayor Skinner and Amby Jenkins provided an overview of the proposed City Hall Employee Classification System.

City Hall Administration
Job Classifications

Classifications
Class 1- Entry Level - Must immediately learn Incode and Iworq software modules that are pertinent to the assigned job. Must have knowledge of how to operate Microsoft Word and Excel programs. Perform other office tasks as directed.
Class 2- Class 2 is for the employee(s) with at least 1 to 2 years of service and must have gained confidence in using all software programs expected at the entry level. Judgment and level of mistakes must have greatly reduced; shown to have gained more knowledge and understanding of operations within the city functions and can assist customers and answer commonly asked questions pertinent to the job assigned; learn the operation of equipment and be able to troubleshoot issues; effectively communicate with other staff members regarding office operations; makes use of downtime. Perform other office tasks as directed.
Class 3— This classification is for employees who have developed, earned, or have a skill that will immediately contribute to the department or a full-time employee with 3-4 years of service; limited supervision on trained skills; gained and broadened their knowledge and understanding of operations within city functions; able to answer questions or know where to find answers that citizens may have; has minimal downtime and performs other office tasks as directed.
Class 4— This classification is for employees with 5 to 6 years of experience who can demonstrate efficiency, confidence, good communication, and improved skills related to their primary job and have successfully completed training on needed software pertinent to job duties. They also have the ability to effectively train incoming staff.
Class 5— This classification is for employees with 7 to 10 years of experience who can demonstrate a very high skill level of understanding and accuracy in their primary job with minimal supervision and who can effectively train incoming staff.
Class 6— This classification is for employees with 10+ years of experience who obtain high-level skills outside their primary job and are cross-trained on other duties within city hall. They can perform multiple high-level functions, must have organizational skills, can identify problem areas, and effectively communicate with superiors. This will require very little supervision.

City Hall Administration
Job Descriptions

<i>Job Descriptions</i>			<i>Minimum Salary</i>	<i>Maximum Salary</i>
Office Manager (City Hall) - Under limited supervision, performs highly responsible advanced-level administrative support work in providing assistance to the Office Director (supervisor). Work involves independent responsibility for making limited policy interpretations in dealing with the public and acting with authority on office management and administrative functions in the absence of the supervisor. Responsibilities include high-level secretarial, clerical, office management, and general administrative duties with a primary emphasis on relieving the supervisor of administrative details. Work is performed in strict confidence and accordance with modern professional secretarial principles and techniques. Supervision may be exercised over subordinate office personnel. The Office Manager also evaluates office staff and develops office policies that follow the principles and techniques that comply with the Council, Boards, Public Service Commission, and WV State Code mandates. Other miscellaneous office tasks as directed.				
Governmentjobs.com Executive Secretary Salary	closest match to duties of this description		37000	65000
ZipRecruiter Executive Secretary Salary	closest match to duties of this description		37500	63000
Executive Secretary - Under limited supervision, performs highly responsible advanced-level administrative support work in providing assistance to the Office Director (supervisor). Work involves independent responsibility for making limited policy interpretations in dealing with the public and acting with authority on administrative functions in the absence of the supervisor. Responsibilities include high-level secretarial, clerical, and general administrative duties, primarily relieving the supervisor of administrative details. Work is performed in strict confidence and accordance with modern professional secretarial principles and techniques. Other miscellaneous office tasks as directed. Staff in this position are encouraged to cross-train in areas of office operations within the Utility Department and the General Governmental Administration Office.				
Governmentjobs.com Executive Secretary Salary	closest match to duties of this description		37000	65000
ZipRecruiter Executive Secretary Salary	closest match to duties of this description		37500	63000

City Hall Administration
Job Descriptions

General Governmental Administration Office Clerk - The General Governmental Administration Office Clerk is responsible for collecting, recording, and processing customer payments in a timely and accurate manner. This position manages the processing, reconciling, and recording cash receipts and credit card payments, providing customer service, and resolving customer inquiries or disputes. Typically reports to a supervisor and primarily works with the General Governmental Administration Office. The General Governmental Office Clerk also works closely with the Code Enforcement Officer, Finance Department, Police Department, Fire Department, Street Department, Stockert Youth and Community Center, Colonial Theatre, The Event Center at Brushy Fork, Cemetery, City Parks, and Municipal Court functions. This includes but is not limited to scheduling, work orders, permitting, record keeping, and other miscellaneous office tasks as directed. Staff in this position are encouraged to cross-train in both areas of office operations within the Utility Department and the General Governmental Administration Office.				
ZipRecruiter Utility Clerk Salary	closest match to duties of this description		22800	51800
Indeed Utility Clerk Salary	closest match to duties of this description		38118	61444
Accounts Payable Clerk - The Accounts Payable Clerk reviews purchase orders, statements, and invoices to verify amounts owed. They support the day-to-day operational activities of the accounts payable department. Accounts Payable Clerk maintains and reconciles accounts payable ledger to validate charges and ensure accurate and timely payments. Records and processes payments for vendor invoices in accordance with internal accounting policies, and they oversee payment schedules. In addition, the Accounts Payable Clerk responds to vendor inquiries and assists with researching discrepancies in billings and payments. They will utilize accounting software and systems to manage invoices and payments. Requires a high school diploma. Typically reports to a supervisor. Accounts Payable Clerk works under the direct direction of senior personnel in the functional area. They must possess an understanding of the general aspects of the job. Other miscellaneous office tasks as directed. Staff in this position are to cross-train in areas of office operations within the Utility Department and the General Governmental Administration Office.				
Salary.com Accounts Payable Clerk Salary	closest match to duties of this description		38000	56000
ZipRecruiter Accounts Payable Clerk Salary	closest match to duties of this description		29800	41400

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Billing Clerk - Performs various clerical activities and administrative duties in the billing department, including data entry, information verification, and invoice generation. Identifies, flags, and monitors overdue or unpaid accounts for further action and analysis. They gather pertinent account information to assist with researching invoice discrepancies and errors. Manages follow-up notifications and may respond to standard billing inquiries. Follows policies, procedures, and controls to validate customer billing information, invoice amount, and order details. Requires a high school diploma. Typically reports to a supervisor. Independently performs a wide range of complex duties under general guidance from supervisors. Must have full proficiency in a broad range of activities related to the job. Other miscellaneous office tasks as directed. Staff in this position are encouraged to cross-train in areas of operations within the Utility Department and the General Governmental Administration Office.				
Salary.com Billing Clerk Salary	closest match to duties of this description		35500	55500
Salaryexpert.com Billing Clerk Salary	closest match to duties of this description		32100	51900
Utility Clerk 1 - The Utility Clerk 1 is responsible for collecting, recording, and processing payments from customers in a timely and accurate manner. This position manages the processing, reconciling, and recording cash receipts and credit card payments, providing customer service, and resolving customer inquiries or disputes. Typically reports to a supervisor and primarily works with utility operations. Other miscellaneous office tasks as directed. Staff in this position are encouraged to cross-train in both areas of office operations within the Utility Department and the General Governmental Administration Office.				
ZipRecruiter Utility Clerk Salary	closest match to duties of this description		22800	51800
Indeed Utility Clerk Salary	closest match to duties of this description		38118	61444

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Utility Clerk 2 - The Utility Clerk 2 is responsible for collecting, recording, and processing payments from customers in a timely and accurate manner. This position manages the processing, reconciling, and recording cash receipts and credit card payments, providing customer service, and resolving customer inquiries or disputes. Typically reports to a supervisor. A Utility Clerk 2 will also prepare utility shutoff notices and coordinate shutoff tasks with the service department. Other duties will also include waste and miscellaneous billings and collection of delinquent accounts. Other miscellaneous office tasks as directed. Typically reports to a supervisor. Staff in this position are encouraged to cross-train in both areas of office operations within the Utility Department and the General Governmental Administration Office.				
ZipRecruiter Utility Clerk Salary	closest match to duties of this description		22800	51800
Indeed Utility Clerk Salary	closest match to duties of this description		38118	61444
Parking Enforcement Officer - This person monitors and enforces parking ordinances, rules, and regulations. This class works under close supervision according to set procedures. Other miscellaneous office tasks as directed. Staff in this position are encouraged to cross-train in both areas of office operations within the Utility Department and the General Governmental Administration Office.				
ZipRecruiter Parking Enforcemnt Salary	closest match to duties of this description		17000	47000
Indeed Parking Enforcement Salary	closest match to duties of this description		23400	52900
Custodian - Under general supervision, performs routine manual work at the full-performance level cleaning in and around buildings. Work involves maintaining cleanliness and orderliness in an assigned area. Performs related work as required. Responsible for shopping for cleaning supplies.				
Governmentjobs.com Custodian Salary	closest match to duties of this description		20000	37000
Indeed Custodian Salary	closest match to duties of this description		18300	32500

Bucklew/Zuliani motioned to approve the proposed City Hall Employee Classification System. The motion carried.

- f. Approval Salary for Randy Sanders to continue as the Manager of The Event Center at Brushy Fork** – Mayor Skinner reviewed the history of Mr. Sanders’ work overseeing The Event Center at Brushy Fork since April of 2023. Mr. Sanders has agreed to continue in this position for at least one year for a proposed annual salary of \$25,000 retroactive to January 1, 2025. Since this is a part-time position, no benefits are required.

Thomas/Bucklew motioned to approve a \$25,000 salary for Randy Sanders to continue as the Manager of The Event Center at Brushy Fork. The motion carried with Sanders abstaining.

- g. Recommendation from the Planning Commission to Explore a Comprehensive Sidewalk Program to Expand Pedestrian Traffic Inside City Limits & Additional Mapping to be considered for these purposes** - A discussion took place, and the President of the Planning Commission will be invited to attend a budget session to discuss this further. No action was necessary at this time.
- h. Recommendation from Planning Commission to Explore Working with Upshur County in Developing a Cooperative Effort to Establish & Find Appropriate Funding for the Non-Vehicular Lanes** - A discussion took place, and the President of the Planning Commission will be invited to attend a budget session to discuss this further. No action was necessary at this time.

15. Council Members’ Remarks and Announcements

Scott Randall: Mr. Randall thanked the new department heads for attending the meeting and wished them well in their new positions. He cautioned everyone to take extra care with the extreme weather and invited everyone to attend the upcoming Upshur County Special Olympics Polar Plunge this Saturday.

Pamela Bucklew: Mrs. Bucklew noted that several street lights are out within the City. She also stated that people were complaining about the drain cover near Speedway. Mayor Skinner pointed out that the drain cover is a WVDOT matter and that they were aware of it. They recently worked on it. Recorder Sanders reminded her that the lights being out was the type of issue that citizens needed to report to City Hall to be put into the IWorq system and tracked until there was a

resolution. Citizens will need the pole number for the light that is out. She invited everyone to the Upshur County Special Olympics Polar Plunge this Saturday as she, Dave Thomas, and Scott Randall plan to plunge to raise money for the Special Olympics. She will have another Downtown Décor meeting at City Hall on Monday, February 10th, at 5:30 pm.

Jack Reger: Mr. Reger thanked Mayor Skinner for the State of the City Address, congratulated the new department heads, and wished them well.

Dave Thomas: Mr. Thomas mentioned that Ron Pugh recently had a mild heart attack and asked that all keep him in their thoughts and prayers. He spoke of the several scams through phone calls, particularly to older people concerning Medicare plans. He cautioned people never to say the word “yes.” He noted there are also scams concerning power companies and potential refunds for a percentage. He wished the new department heads well.

Robert Zuliani: Mr. Zuliani expressed his disappointment that he would not be in town Saturday for the polar plunge. He wished everyone great success raising money for the Upshur County Special Olympics and congratulated the new department heads.

Randall Sanders: Mr. Sanders thanked the Council for its confidence in his management of The Event Center at Brushy Fork. He congratulated the new department heads and Ethan Crosten for his leadership in the public works departments and noted that he is now building his team. He was thrilled with the action taken concerning the City Hall and the classification system for the City Hall staff. He thanked Mayor Skinner for a great State of the City Address.

16. Mayor’s Remarks and Announcements

Mayor Robbie Skinner: Mayor Skinner echoed what the others had said and reminded the Council that he needed a brief executive session.

At 8:45 p.m., Thomas/Zuliani motioned to move into an Executive Session – Personnel Matters per WV Code § 6-9A-4. The motion carried.

At 9:55 p.m., Thomas/Zuliani motioned to leave the Executive Session. The motion carried.

Mayor Skinner announced that at 9:55 p.m., the Council had left the Executive Session.

17. Declaration of Adjournment

At 9:56 p.m., Thomas made a motion to adjourn.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____