

FINANCE COMMITTEE AGENDA

Friday, October 21, 2022

11:00 a.m.

Town Hall

1. Call to order
2. Reading/approval of minutes
3. Unfinished Business
 - a. Inventory List
4. New Business
 - a. Cullison Park Walking Path Funding
 - b. American Rescue Plan Act (ARPA) Funding
 - c. Town Administrator Salary Range
5. Mayor's Report

DRAFT
FINANCE COMMITTEE
MINUTES
Friday, September 23, 2022
11:00 a.m.
Town Hall

1. Call to order
2. Members present – Mayor Jim Auxer, Cheryl Roberts, Chris Stroeck
3. Reading/approval of minutes- moved by C. Stroeck, second by C. Roberts.
Unanimous
4. Unfinished Business
 - a. Shepherdstown Public Library Funding Request – moved by C. Roberts, second by C. Stroeck, recommend to Town Council to increase the monthly donation by an additional \$900 beginning September 2022. The total donation will be \$1,800 per month.
5. New Business
 - a. Inventory List – reviewed. No action.
6. Mayor’s Report

Corporation of Shepherdstown - Sewer Department
PRELIMINARY CASH FLOW ANALYSIS (10/05/22)

For the year ended June 30, 2022

	6/30/2022 Per Books <u>UNADJUSTED</u>	Accounting Adjustments	6/30/2022 Per Books Adjusted	Proforma Adjustments	Proforma
<u>Available Cash</u>					
Metered sewer revenue	\$ 1,199,131	-	\$ 1,199,131	\$ 269,804	\$ 1,468,935
Miscellaneous service revenue	-	-	-	-	-
Other sewer revenues	18,353	-	18,353	-	18,353
Interest income	38,314	-	38,314	-	38,314
Total available cash	<u>1,255,798</u>	-	<u>1,255,798</u>	<u>269,804</u>	<u>1,525,602</u>
<u>Cash Requirements</u>					
Operation and maintenance expenses	969,058	-	969,058	-	969,058
Taxes other than income taxes	25,107	-	25,107	-	25,107
Total cash requirements	<u>994,165</u>	-	<u>994,165</u>	-	<u>994,165</u>
Cash available for debt service	(A) <u>261,633</u>	-	<u>261,633</u>	<u>269,804</u>	<u>531,437</u>
<u>Debt Service Requirements</u>					
Bonds - interest expense	-	-	-	-	-
Bonds - principal retirement	207,140	-	207,140	-	207,140
Subtotal	(B) <u>207,140</u>	-	<u>207,140</u>	-	<u>207,140</u>
Debt service reserve requirement	-	-	-	-	-
Total debt service requirements	<u>207,140</u>	-	<u>207,140</u>	-	<u>207,140</u>
Remaining cash surplus	\$ <u>54,493</u>	\$ -	\$ <u>54,493</u>	\$ <u>269,804</u>	\$ <u>324,297</u>
Cash surplus avail for capital additions					
Renewal and replacement reserve	29,978	-	29,978	6,745	36,723
Membrane replacement cost reserve	68,571	88,572	157,143	-	157,143
Cash working capital reserve	-	-	-	124,271	124,271
Remaining surplus	<u>(44,056)</u>	-	<u>(132,628)</u>	<u>124,271</u>	<u>6,160</u>
Total available for capital additions			<u>54,493</u>		<u>324,297</u>
Debt service coverage factor (A)/(B)	<u>126.3%</u>		<u>126.3%</u>		<u>256.6%</u>

\$269,804 is a 22.5% rate increase to have cash surplus after membrane replacement and CWCR funding. This is BEFORE any new project.

Eligible Uses of the Coronavirus State and Local Fiscal Recovery Funds

<p>support government services, up to the amount of lost revenue.</p>		<p>4.1%, the national average state and local revenue growth rate from 2015-18 (the latest available data).</p>	<p>lagged impact of the crisis on revenues.</p>
Providing premium pay for essential workers			
<p>Recipients may use this funding to provide premium pay directly, or through grants to private employers, to a broad range of essential workers who must be physically present</p>	<p>Examples:</p> <ul style="list-style-type: none"> Staff at nursing homes, hospitals, and home-care settings Workers at farms, food production facilities, grocery stores, and restaurants Childcare workers, educators, and school staff 	<ul style="list-style-type: none"> Janitors and sanitation workers Public health and safety staff Truck drivers, transit staff, and warehouse workers Third-party contractors Social service and human services staff Priority for low-income workers Includes retrospective pay 	
<p>Increases of 150% of total pay requires specific justification.</p>			
Investing in water and sewer infrastructure			
<p>Allows recipients flexibility to identify projects that are the highest priority for their own communities.</p>	<p>Eligible projects under the EPA's Clean Water State Revolving Fund:</p> <ul style="list-style-type: none"> Construction of publicly owned treatment works Nonpoint source National estuary projects Decentralized wastewater treatment systems Stormwater 	<ul style="list-style-type: none"> Water conservation, efficiency, and reuse Watershed pilot projects Energy efficiency Water reuse Security measures at publicly owned treatment works Technical assistance 	<p>Eligible projects under the EPA's Drinking Water State Revolving Fund:</p> <ul style="list-style-type: none"> Treatment Transmission and distribution Source Storage Consolidation Creation of new systems
<p>Encourages strong labor standards</p>			
Investing in broadband infrastructure			
<p>Focus on unserved areas households and businesses.</p>	<p>Unserved areas include:</p> <ul style="list-style-type: none"> Areas lacking 25 Mbps download and 3 Mbps upload. 	<p>Strong network standards:</p> <ul style="list-style-type: none"> Encourages recipients to build networks with reliable 100 Mbps download and 100 Mbps upload, including fiber, unless impracticable due to topography, geography, or financial cost. 	<p>Eligible uses:</p> <ul style="list-style-type: none"> Deployment of broadband infrastructure Assistance to households to support internet access Digital literacy efforts
<p>Prioritizes projects that achieve last-mile connections</p>			
<p>Prioritizes projects with strong download/upload speeds</p>			
Ineligible Uses			
<p>May not use funding to directly or indirectly offset a reduction in net tax revenue</p>	<p>Additional background:</p> <ul style="list-style-type: none"> If cutting taxes, recipients must demonstrate how they paid for the tax cuts from other sources Other sources include revenue-raising, spending cuts, or higher revenue due to economic growth 	<ul style="list-style-type: none"> Deposit is defined as an extraordinary contribution to a pension fund for the purpose of reducing accrued, unfunded liability While recipients may not deposit funds to pension funds, funds may be used for routine payroll contributions 	<ul style="list-style-type: none"> Other ineligible uses include debt service, legal settlements, and deposits to rainy day funds or financial reserves, and general infrastructure spending beyond water, sewer, & broadband
<p>May not use funding to make a deposit to a pension fund.</p>			
<p>Other ineligible uses</p>			



Jeff Ekstrom Add keywords Advanced

Home

Why is the piano... Three Secrets of... CD with us for... Region 9 Fall Co... Chaucer W... In...

Compose Back Archive Move Delete Spam 12

Sludge Dewatering Equipment Bid Results Yahoo/Inbox

Jeff Ekstrom <jeffe@ghost> To: Frank Welch (fwelch@shepherdstown.us), Kenny Shipley Cc: Arthur Auxer III Fri, Jul 15 at 1:24 PM

Frank and Kenny,

Bids were opened at 1 PM for the Sludge Dewatering Equipment and the results are as follows:

1. Huber Technology - \$362,863.00

Huber is the only bid that we received and the proposal includes:

- Huber Q-Press 620.2
Velodyne Polymer Feed System
Sludge Feed Pump
Polymer Injection Ring
Polymer Mixing Device
Sludge Flow Meter
Air Compressor
Control Panel
Screw Press Base Support (21" Base Extension to Match Existing Sludge Conveyor)
Freight
Start Up Services (6 days, 2 trips)

Please review and let me know if you have any questions. If acceptable, please let me know and we can get a PO issued to Huber to begin the ordering process.



Jeff Ekstrom jeffe@ghosheng.com (204) 345-5300 + Add to contacts

DODGE 2022 DODGE DURANGO CAPABILITY An SUV that's ready for a challenge with Best-in-Class available V8 towing of 8,700 lbs!

Eligible Uses of the Coronavirus State and Local Fiscal Recovery Funds

Supporting the public health response	
<p>Services and programs to contain and mitigate the spread of COVID-19</p> <p>Services to address behavioral needs exacerbated by the pandemic</p> <p>Payroll and benefits for public health, healthcare, human services, public safety and similar employees.</p>	<p>Examples:</p> <ul style="list-style-type: none"> Vaccination programs Medical expenses Testing Contact tracing PPE purchases Enforcement of public health orders Support for vulnerable populations to access health services
<p>Addressing the negative economic impacts caused by the public health emergency</p> <p>Assistance to individuals and households, small businesses, and impacted industries, and</p> <p>Enabling governments to rehire public sector staff and rebuild capacity.</p> <p>Loan, grant, and in-kind assistance</p>	<p>Examples:</p> <ul style="list-style-type: none"> Assistance to workers and families, including aid to unemployed workers and job training Replenishing unemployment insurance (UI) trust funds up to pre-pandemic levels. Survivor's benefits for family members of COVID-19 victims Support for small businesses, including investments in COVID-19 prevention and mitigation tactics Technical assistance and counseling programs to enable small businesses to rebound from the downturn. Investments in data analysis, targeted outreach, technology infrastructure, and impact evaluations Economic relief programs, including Aid to households facing food, housing, or other financial insecurity. Recovery of tourism, travel, and hospitality sectors, as well as similarly impacted sectors Rehiring public sector staff
<p>Serving the hardest-hit communities and families</p> <p>Addressing disproportionate public health and economic impacts of the crisis on the hardest-hit communities, including health disparities.</p> <p>Must be within a Qualified Census Tract (low income area designated by HUD) impacted by the pandemic</p>	<p>Examples:</p> <ul style="list-style-type: none"> Services to address homelessness, including affordable housing development, housing vouchers, and residential counseling and housing navigation assistance Funding for community health workers and public benefits navigators New or expanded early learning services including new or expanded high quality childcare Additional resources to high-poverty school districts Tutoring or afterschool programs as well as services to address social, emotional, and mental health needs Promoting healthy childhood environments Home visiting programs for families with young children Enhanced services for child welfare-involved families and foster youth. Remediation of lead hazards Community violence intervention programs
<p>Replacing lost public sector revenue</p> <p>Recipients may calculate the reduction in revenue that occurred in 2020 and deploy funds to address any shortfall.</p> <p>Recipients will have broad latitude to use this funding to</p>	<p>Additional background</p> <ul style="list-style-type: none"> Recipients may presume that any decrease in actual revenue relative to the expected trend is due to the COVID-19 public health emergency. Analysis begins with the last full fiscal year prior to the public health emergency and projects forward at either the recipient's average annual revenue growth over the 3 full fiscal years prior to the emergency or Recipients will have the opportunity to re-calculate revenue loss at several points through the program, supporting those entities that experience a

Corporation of Shepherdstown Sewer

<u>Month</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>		
July	123,568.06	106,113.96	99,854.26		
August	91,486.02	108,599.57	103,460.27		
Sept	120,773.52	115,812.53	107,751.33		
Oct	118,581.23	114,716.74	104,409.50		
Nov	(1,176.72)	107,437.94	104,625.77		
Dec	207,425.08	108,745.52	92,397.18		
Jan	95,890.31	94,906.07	91,219.51		
Feb	102,778.56	100,610.92	97,564.50		
Mar	(5,215.67)	105,709.11	92,657.14		
April	104,508.14	87,942.42	93,682.58		
May	219,061.96	89,268.37	94,383.64		
June	100,184.54	136,404.44			
<u>Total</u>	1,277,865.03	1,276,267.59	1,082,005.68	FY 2020 Loss	FY 2021 Loss
				(1,597.44)	(195,859.35)

(197.35)

Corporation of Shepherdstown
Balance Sheet
As of June 30, 2022

	Total
	As of Jun 30, 2022
ASSETS	
Current Assets	
Bank Accounts	
GENERAL FUNDS BANKING	2,509,659.19
RESERVED FUNDS BANKING 6209	3,851,136.03
RESTRICTED FUNDS BANKING	250,763.38
Special Fund	427,573.96 #73
Total Bank Accounts	\$ 7,039,132.56
Accounts Receivable	
General Funds A/R	281,538.06
Total Accounts Receivable	\$ 281,538.06
Other Current Assets	
Other Current Assets	63,654.20
Undeposited Funds	1,513.95
Total Other Current Assets	\$ 65,168.15
Total Current Assets	\$ 7,385,838.77
Fixed Assets	
General Fixed Assets (Gov-Wide)	5,443,487.51
Total Fixed Assets	\$ 5,443,487.51
TOTAL ASSETS	\$ 12,829,326.28
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
244.01 General Fund Payable - Payroll	0.00
General Funds A/P	356,821.04
Total Accounts Payable	\$ 356,821.04
Credit Cards	
213 Purchase Card Payable	69,616.78
Total Credit Cards	\$ 69,616.78
Other Current Liabilities	
140.01 DO-RHBT Payments Subsequer	-24,060.26
140.02 DO - Change in Proportionate	-16,430.00
200.02 EVCF Endowment Fund	0.00
2105 MD Withholding Payable	0.00
250.1 Net OPEB Liability	262,044.00
260 Accrued Compensated Absences	45,929.73
280.1 DI-Different Expected/Actual I	3,813.00
280.2 DI-Difference Proj/Actual Earn	4,911.00
280.3 DI-Changes/Differences Prop. S	15,979.00
280.4 DI - Changes in Assuptions	25,685.00

290.5 Restricted for Equipment	3,731.48
292.2 PPA-Beginning OPEB Liability	-276,168.79
292.3 PPA-2017 RHBT Payment	-34,989.00
292.4 PPA-Beginning Net OPEB Obligati	313,932.00
Due to/from Sewer	565,232.72
Due to/from Water	-10,771.50
Gen Fund Other Current Liab.	25,268.50
Payroll Liabilities (FBMC)	11,530.14
Total Other Current Liabilities	\$ 915,637.02
Total Current Liabilities	\$ 1,342,074.84
Total Liabilities	\$ 1,342,074.84
Equity	
Fund Balance	5,466,470.38
Net Assets (GL#298)	4,680,644.52
Net Income	1,340,136.54
Total Equity	\$ 11,487,251.44
TOTAL LIABILITIES AND EQUITY	\$ 12,829,326.28

Note

These financial statements have not been subjected to an audit, review, or compilation engagement, and no assurance is provided on them.

Monday, Sep 26, 2022 12:02:29 PM GMT-7 - Accrual Basis

To: Amy Boyd, Town Clerk

From: Lori Robertson, Chair of Personnel Committee

RE: Finance Agenda

Hi Amy,

Can you please place on the Finance Committee Agenda for Friday, October 21, 2022:
Salary Range for Town Administrator

Thank you!

Lori