



City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414

Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

FROM: Daryl Hennessy, City Manager

SUBJECT: City Manager's Report

DATE: May 20, 2019

This report provides updates for projects and issues of importance to the mayor and city council.

COMMUNITY AND ECONOMIC DEVELOPMENT

Main Street Program. Liz Cook has developed a new marketing piece for the Main Street program that highlights the major activities occurring in or near downtown for the rest of the year. It has been a city priority to develop such a piece, so we can cross promote future events. Increasing the number of residents, visitors, and spending occurring in the downtown is a key economic development objective of the Main Street program. Attached is a printed copy of the two-sided promotional piece. This document has been widely distributed to businesses through the downtown and other stakeholders. The next major event in downtown Charles Town will be WV Fest 2019, which will be held on June 15.

PUBLIC WORKS AND UTILITIES

ADA- Compliant Ramps. Todd Wilt recently met with the DOH contractor that will be installing approximately 50 ADA-compliant ramps in Charles Town later this year. The contractor expects to begin the project in mid-June and finish before the end of summer. The contractor is currently installing ramps in Martinsburg and will begin work in Charles Town after completing that project. The contractor has confirmed they will not be installing any bump-outs as part of this project. As a reminder, the ADA-compliant ramps will be primarily installed along George Street, Washington Street, and Martin Luther King Boulevard. The affected intersections have already been marked with paint.

Charles Town Utility Board (Board). The Board met on May 9, 2019 for a regular meeting. Action items at the meeting included: (1) an amendment to a lease agreement for the replacement of wireless communications equipment on one of the city's water tower (Shentel); (2) approval of water and sewer budgets for FY 2020 (attached); and (3) approval of an odor control design task order for the Route 9 sewer project. Requests to purchase two pieces of equipment (compact loader and mini excavator) were tabled pending the receipt of additional quotes. The Board did go into executive session to discuss a real estate issue related to the construction of the Route 9 sewer project. No action was taken.

EVENTS

2019

WV FEST 6.15

AFRICAN AMERICAN
HERITAGE FESTIVAL 8.17

CAR SHOW 8.31

HAPPY RETREAT
BEER & MUSIC
FESTIVAL 9.7

3rd THURSDAYS
5PM-8PM

summerNIGHTS 7.18
superHERO & PRINCESS 9.19

TRICKorTREAT
HALLOWEEN bash 10.26

small biz SATURDAY

CHRISTMAS MARKETPLACE
11.30-12.1 cwHALL

CHRISTMAS PARADE
& TREE LIGHTING 12.7

experience **CT**
A MAIN STREET COMMUNITY

TAKE YOUR SELFIES @ THE
CHARLES STREET MOSAIC
and
LAWRENCE STREET MURAL

GET YOUR HISTORY LESSON AT THE
JEFFERSON COUNTY
MUSEUM
200 E. WASHINGTON ST

discover DOWNTOWN
merchants all YEAR ROUND

farmers MARKET
SATURDAYS 8-12
APRIL-OCTOBER
south samuel street



STAY connected

CHARLES TOWN NOW





Charles Town Utility Board

661 S. George Street, Suite 101, Charles Town, WV 25414
Phone: (304) 725-2316 • Fax: (304) 725-7150 • Web: www.charlestown.com

RESOLUTION NO. 2019-03 CHARLES TOWN UTILITY BOARD

WHEREAS there is need for the Charles Town Utility Board by and for Water and Sewer operations to adopt Water and Sewer Budgets for Fiscal Year 2020;

UTILITY
BOARD

WHEREAS it has been determined that certain CITY OF CHARLES TOWN (WEST VIRGINIA) Combined Waterworks and Sewerage System Refunding Revenue Bonds, primarily the 2015 B Bond require the following:

CHAIRMAN
*Daryl
Hennessy*

Section 6.15. Operating Budget. The Issuer shall annually, at least 30 days preceding the beginning of each Fiscal Year, or at such earlier date required by its charter or the ordinance of the Board, prepare and adopt by resolution a detailed budget of the estimated revenues and expenditures for operation and maintenance of the System during the succeeding Fiscal Year. The Issuer shall mail copies of such annual budget and all resolutions authorizing increased expenditures for operation and maintenance to the Original Purchaser and shall make available such budgets and all resolutions authorizing increased expenditures for operation and maintenance of the System at all reasonable times to the Original Purchaser and to any Holder of Bonds or anyone acting for and in behalf of such Holder who requests the same and;

VICE
CHAIRMAN
*Peck
Kubic*

SECRETARY
TREASURER
*Karin
Tester*

*Michael
Sherr*

*City of Barron
Mayor
Dwight
Pierone*

WHEREAS certain Prior Bonds meaning, collectively, the Series 1987 B Bonds, the Series 1988 B-1 Bonds, the Series 1988 B-2 Bonds, the Series 1989 B Bonds and the Series 1998 Design Bonds contain similar requirements;

UTILITY
MANAGER
*Jane E.
Arnutt*

NOW, THEREFORE, BE IT RESOLVED, that the Charles Town Utility Board hereby adopts Water and Sewer Budgets for Fiscal Year 2020, dated May 9, 2019.

CHARLES TOWN UTILITY BOARD

Chairman Daryl Hennessy

Attest:

Dated: May 9, 2019

Charles Town Utility Board		WATER	
Revenue & Expense Budget			
For the Period 6/30/20 Budget			
Acct. No.	Title of Account	Re-Budget Ending 6/30/19 Approved April 11, 2019	Budget Ending 6/30/20 For Approval May 9, 2019
REVENUE			
50-46110	Metered Sales - Residential	\$2,510,000	\$2,515,000
50-46120	Metered Sales - Commercial	\$1,250,000	\$1,250,000
50-46140	Metered Sales - GH/CAV	\$44,000	\$98,000
50-46610	Sale for Resale - Bulk Water	\$10,000	\$10,000
50-47010	Forfeited Discounts	\$75,000	\$75,000
50-47110	Misc Service Rev - Reconnection / Tap Fe	\$15,000	\$15,000
50-41720	Ransom Bill & Collect	\$40,000	\$20,000
50-41802	Rents Tank Lot Fee	\$450,000	\$475,500
50-41900	Interest & Dividend Income	\$25,000	\$25,000
50-42100	Misc Non-Op Rev & R&R	\$150,000	\$50,000
	TOTAL REVENUE	\$4,569,000	\$4,533,500
EXPENSES			
50-5-60110	Operation Labor Water Source	\$72,600	\$92,000
50-5-60120	Supplies & Expense	\$25,000	\$25,000
50-5-60130	Maint of Water Source Plant	\$10,000	\$10,000
50-5-62010	Operation Labor Pumping	\$145,200	\$184,500
50-5-62020	Fuel or Power for Pumping	\$150,000	\$140,000
50-5-62030	Operation Expenses Pumping	\$10,000	\$10,000
50-5-63010	Operation Labor Treatment	\$72,600	\$92,000
50-5-63020	Chemicals	\$135,000	\$125,000
50-5-63030	Operation Expenses Treatment	\$20,000	\$15,000
50-5-63040	Maint Water Treatment Plant	\$75,000	\$75,000
50-5-63050	Operation Labor GH/CAV	\$10,000	
50-5-63060	Maintenance and Supplies GH/CAV	\$25,000	\$12,500
50-5-63070	Power GH/CAV	\$2,500	\$5,600
50-5-64020	Operation Expenses Maintenance	\$10,000	\$10,000
50-5-64030	Maint Dist Reservoir & Standpipes	\$85,000	\$85,000
50-5-64040	Maint of Mains	\$300,000	\$292,000
50-5-64050	Maint of Services	\$300,000	\$300,000
50-5-64060	Maint of Meters	\$240,000	\$200,000
50-5-64070	Maint of Hydrants	\$32,500	\$32,500
50-5-65010	Meter Reading	\$5,000	\$5,000
50-5-65020	Accounting & Collecting Labor	\$90,543	\$93,000
50-5-65030	Supplies & Expense Accting & Collect	\$30,000	\$30,000
50-5-65040	Uncollectible Accounts	\$20,000	\$20,000
50-5-66010	Admin & General Salaries	\$158,000	\$187,000
50-5-66020	Office Supplies & Exp City Bank	\$130,000	\$100,200
50-5-66030	Outside Services	\$75,000	\$75,000
50-5-66040	Property Insurance	\$75,000	\$75,000
50-5-66050	Injuries & Damages	\$23,982	\$30,000
50-5-66060	Employee Pension & Benefits RHBT	\$259,474	\$288,701
50-5-66080	Regulatory Commission Expense	\$25,000	\$22,000
50-5-66100	Transportation Expense	\$75,000	\$50,000
50-5-66110	Maintenance of General Plant	\$60,000	\$50,000
50-5-66120	Payroll Taxes	\$73,345	\$83,000
50-5-50010	Depreciation Expense	\$1,090,000	\$1,090,000
50-5-50030	Interest on LT Debt	\$568,256	\$548,500
50-5-50040	Amortization Debt Discount	\$85,000	\$78,000
	TOTAL EXPENSES	\$4,564,000	\$4,531,500
	REVENUE - EXPENSES	\$5,000	\$2,000
Monthly Debt Service Principal & Interest \$124,855 Annual Debt Service Principal & Interest \$1,498,263 Leases Principal Outstanding \$191,525 (at March 2019) Note: FY19 Working Capital Reserve fully funded			

Charles Town Utility Board Revenue & Expense Budget For the Period 6/30/20 Budget			With RA/PSD	
Acct. No.	Title of Account (b)	Re-Budget Ending 6/30/19 approved April 11, 201	Budget Ending 6/30/20 For May 9, 2019	
60-40100	Domestic Service Revenue	\$2,110,000	\$2,110,000	
61-40100 - 11C	Ranson	\$1,130,000	\$1,078,000	
62-40810	JCPSD	\$485,105		
62-40810	JCPSD \$215,000 / month	\$1,200,000	\$2,536,000	
60-41200	Customer Forfeited Discounts	\$40,000	\$36,400	
61-41200	Customer Forfeited Discounts - RA	\$17,000	\$19,600	
62-41200	Customer Forfeited Discounts - PSD \$4,000 / mo	\$28,200	\$48,000	
60-41500	Misc. Sewer Revenues (Tsf R&R)	\$30,000	\$15,000	
60-42500	Sinking Fund Income	\$25,000	\$25,000	
	TOTAL REVENUE	\$5,065,305	\$5,868,000	
	EXPENSES			
60-6-70510	Maint of Service Connections	\$5,000	\$5,000	
60-6-70520	Maint of Collecting & Trans Mains CT/RA	\$183,525	\$89,000	
60-6-70520	Maint of Collecting & Trans Mains PSD		\$87,500	
60-6-74200	Collecting / Pumping Labor	\$48,900	\$168,000	
60-6-72300	Power & Fuel Pumping	\$100,000	\$95,000	
60-6-72400	Pumping Supplies & Expense	\$25,000	\$15,000	
60-6-72600	Maint Structures & Improvements Pump Station	\$40,000	\$125,000	
60-6-72700	Maint Pumping Equipment CT	\$50,000	\$50,000	
60-6-72710	Maint Pumping Equipment TUI	\$75,000	\$50,000	
60-6-72900	Collecting Contra Acct			
60-6-73900	Pumping Contra Acct			
60-6-74200	Operation Labor Treatment	\$360,000	\$377,000	
60-6-74310	Operation Supplies & Expense WA	\$50,000	\$75,000	
60-6-74320	Chemical Treatment Expense	\$170,000	\$170,000	
60-6-74325	Chemical Treatment Expense TUI	\$55,000	\$60,000	
60-6-74330	Laboratory Supplies & Expense	\$45,000	\$45,000	
60-6-74335	Laboratory Supplies & Expense TUI	\$10,000	\$10,000	
60-6-74400	Maint Supervision & Engineering Burns	\$115,000	\$125,000	
60-6-74600	Maint Treatment & Disposal Equipment	\$205,000	\$225,000	
60-6-74610	Maint Treatment & Disposal Equipment TUI	\$150,000	\$150,000	
60-6-74800	Power	\$165,000	\$165,000	
60-6-74810	Power TUI	\$120,000	\$120,000	
60-6-74900	Treatment Contra Acct			
60-6-78300	Billing & Collecting & Accounting	\$130,000	\$170,000	
60-6-78400	Uncollectible Accounts	\$15,000	\$35,000	
60-6-78900	Customer Contra Acct			
60-6-79100	Admin & General Salaries	\$193,000	\$240,000	
60-6-79200	Billing Fees Expense	\$22,155	\$44,000	
60-6-79300	General Office Supplies & Expense	\$75,000	\$145,000	
60-6-79500	Special Services (Legal/Rates)	\$350,000	\$300,000	
60-6-79700	Regulatory Commission Expense	\$104,550	\$101,000	
60-6-79800	Insurance (Property)	\$75,000	\$100,000	
60-6-79900	G&A Contra Acct to RA			
60-6-79900	Injuries & Damages (Workers' Comp)	\$24,365	\$20,000	
60-6-80010	Employee Insurance (Health)	\$122,000	\$130,460	
60-6-80020	Pension / FICA / Benefits	\$143,810	\$185,000	
60-6-80900	Benefits Contra Acct			
60-6-80100	Misc. General Expense (Uniforms)	\$10,000	\$10,000	
60-6-80200	Maintenance of General Plant	\$35,000	\$35,000	
60-6-90300	Transportation	\$60,000	\$100,000	
60-6-93000	Interest Long Term Debt *	\$345,000	\$498,000	
60-6-93901	Debt Service Contra Acct			
60-6-93100	Amort. of Debt Discount & Expense	\$57,000	\$57,000	
60-6-93900	Depreciation Expense	\$1,200,000	\$1,441,041	
	TOTAL EXPENSES	\$4,934,305	\$5,818,000	
	REVENUE - EXPENSES	\$131,000	\$80,000	
	Monthly Debt Service Principal & Interest \$155,432 (Includes PSD)			
	Annual Debt Service Principal & Interest \$1,865,186			
	Lease Principals Outstanding \$0			
	Note: Working Capital Reserve Fund fully funded			