Town Council
Regular Meeting
March 11, 2025, 6:00 PM

Agenda

1. Call to Order

   1.1. Call to Order

   Attendees, please use meeting courtesy. Virtual attendees are asked to mute microphones when joining the meeting. Participants may be muted by the Town Clerk and meetings will be recorded.

   In accordance with the Open Meetings Act, the public has the right to view/listen to the discussion only. At their discretion, the Town Council may allow participants to voice questions or provide comments on the topics under discussion. Written comments may be submitted via email to Legislative@townoflaplata.org. Individuals wishing to address the Town Council may sign up in advance on the Town's website (Public Communications) or on the meeting sign-up sheet.

   Join on your computer, mobile app, or room device.
   Join the meeting now
   Meeting ID: 240 806 147 692
   Passcode: 2T5Bm6FQ

   In accordance with the Code of Maryland, General Provisions, Section 3-302 (Open Meetings Act), notice is hereby given that a portion of this meeting will be held in closed session.

   1.2. Roll Call

   1.3. Pledge of Allegiance

   1.4. Approval of the Meeting Agenda

2. Approval of Minutes

   2.1. Approval of minutes from February 25, 2025, Special Meeting, Closed Session, and Regular Meeting.

3. Petitions, Communications, Appearances and Public Comment

   3.1. Public Comment

4. Matters of Council Discussion

   4.1. Direct Services Proposal: Woodvalley Community Strategies (Miner)

4.2. Auditors' Presentation (Larsen)

4.3. Fiscal Year 2024 Financial Statement Overview (Larsen)

4.4. AmRet Presentation (Kennedy)

5. Legislation

5.1. Resolution 25-02 Professional Services Agreement -- Woodvalley Community Strategies (For Introduction and Consideration of Adoption)

A RESOLUTION concerning

Professional Services Agreement – Woodvalley Community Strategies

FOR the purpose of authorizing the Town Manager to enter into a contract agreement for Professional Services for the management of various planning and capital projects in the Town of La Plata; and all matters generally relating thereto.

6. New Business

6.1. Reports from the Mayor and Town Council

7. Adjourn

7.1. Adjournment

PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT") UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)

This Certification Must Be Completed Before a Closed Session May Be Held

Date: **02/25/2025** Time: **5:02 PM** Location: **La Plata Town Hall** at this meeting, a motion was made by **David Winkler** and seconded by **David Jenkins** to conduct a closed session of the Council of the Town of La Plata.

Recorded vote to close the meeting:

Members	IN FAVOR	OPPOSED	ABSTAINING	ABSENT
Mayor Jeannine E. James	☑	☐	☐	☐
Councilman David Winkler	☑	☐	☐	☐
Councilman Matthew D. Trollinger	☑	☐	☐	☐
Councilwoman Evalyne L. Bryant-Ward	☑	☐	☐	☐
Councilman David M. Jenkins	☑	☐	☐	☐

(Note: If any member of the public objects to conducting the closed session, a copy of this certification must be sent to the Maryland Open Meetings Law Compliance Board.)

STATUTORY AUTHORITY TO CLOSE SESSION, State Government Article §3-305(b) (check all that apply):

☐ **(1)** To discuss:
- ☐ **(i)** the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or
- ☐ **(ii)** any other personnel matter that affects one or more specific individuals;

☐ **(2)** protect the privacy or reputation of an individual with respect to a matter that is not related to public business;

☐ **(3)** consider the acquisition of real property for a public purpose and matters directly related to the acquisition;

☐ **(4)** consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;

☐ **(5)** consider the investment of public funds;

☐ **(6)** consider the marketing of public securities;

☑ **(7)** consult with counsel to obtain legal advice;

☐ **(8)** consult with staff, consultants, or other individuals about pending or potential litigation;

☐ **(9)** conduct collective bargaining negotiations or consider matters that relate to the negotiations;

☐ **(10)** discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:
- ☐ **(i)** the deployment of fire and police services and staff; and
- ☐ **(ii)** the development and implementation of emergency plans;

☐ **(11)** prepare, administer, or grade a scholastic, licensing, or qualifying examination;

☐ **(12)** conduct or discuss an investigative proceeding on actual or possible criminal conduct;

☐ **(13)** comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;

☐ **(14)** discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process; or

☐ **(15)** discuss cybersecurity, if the public body determines that public discussion would constitute a risk to:
- ☐ **(i)** security assessments or deployments relating to information resources technology;
- ☐ **(ii)** network security information, including information that is:
  - ☐ **1.** related to passwords, personal identification numbers, access codes, encryption, or other components of the security system of a governmental entity;
  - ☐ **2.** collected, assembled, or maintained by or for a governmental entity to prevent, detect, or investigate criminal activity; or
  - ☐ **3.** related to an assessment, made by or for a governmental entity or maintained by a governmental entity, of the vulnerability of a network to criminal activity; or
- ☐ **(iii)** deployments or implementation of security personnel, critical infrastructure, or security devices.

PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT") UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)

This Certification Must Be Completed Before a Closed Session May Be Held

For each citation checked the reasons for closing and topics to be discussed:

(1) Mediation on March 4, 2025

(2) Lease of Town property with Charles County

Persons attending closed session:

Jeannine James, Mayor	Jay Gullo, Town Attorney	
David Winkler, Councilman	Michelle Miner, Assistant Town Manager	
Matthew Trollinger, Councilman	Kelly Phipps, Interim Town Clerk	
Evalyne Bryant-Ward, Councilwoman		
David Jenkins, Councilman		

Action(s) Taken:

(1) Discussion and authorization to enter mediation, initiate legal action, and the settlement of pending lawsuit under specified terms and conditions

(2) By consensus (4-1) it was determined not to seek an amendment to the existing lease with Charles County

Time closed session adjourned: **5:55 PM**

This statement is made by Mayor Jeannine E. James, Presiding Officer: ________________________________

Mead
&Hunt

February 26, 2025

The Honorable Jeanine James
Mayor/CEO
Town of La Plata
305 Queen Anne Street
P.O. Box 2268
La Plata, MD 20646

Dear Mayor James:

This letter is to confirm that Mead & Hunt supports Woodvalley Community Strategies' continued work with the Town of La Plata. Although WCS' Principal Jamie Kendrick is a former Mead & Hunt employee, Mead & Hunt has partnered with his firm on many projects over the past year and will continue to do so where it does not pose a conflict of interest.

Thank you for considering Mead & Hunt's views in this matter.

Kind Regards,

Paul Silberman
Business Unit Leader

February 26, 2025

The Honorable Jeanine James
Mayor/CEO
Town of La Plata
305 Queen Anne Street
P.O. Box 2268
La Plata, MD 20646

Dear Mayor James:

This letter is to confirm that Mead & Hunt supports Woodvalley Community Strategies' continued work with the Town of La Plata. Although WCS' Principal Jamie Kendrick is a former Mead & Hunt employee, Mead & Hunt has partnered with his firm on many projects over the past year and will continue to do so where it does not pose a conflict of interest.

Thank you for considering Mead & Hunt's views in this matter.

Kind Regards,

Paul Silberman
Business Unit Leader

MH Project # 4664442-212787.01

Town of La Plata, Maryland 2024 audit results

Presentation to the Honorable Members of the Town Council

January 31, 2025

MITCHELL TITUS
ACHIEVING EXCELLENCE TOGETHER

MITCHELL TITUS

January 31, 2025

The Honorable Members of the Town Council
La Plata, Maryland

Dear Members of Town Council,

We have audited the basic financial statements of the Town of La Plata, Maryland (the Town) as of and for the year ended June 30, 2024. Professional standards require that we advise you of audit matters that are, in our professional judgment, significant and relevant to those charged with governance in overseeing the financial reporting process. This communication is intended to provide you with these required communications as well as other findings and information regarding our audit.

This communication is intended solely for the information and use of the Members of Town Council and management of the Town, and is not intended to be, and should not be, used by anyone other than these specified parties.

We are pleased to work with you and the Town and appreciate the opportunity to present our audit findings to you. Should you have any questions or are interested in further discussing matters reflected in our presentation or other items pertaining to the audit, please contact Daniel Kenney, Engagement Partner, at 202 466 0169.

Very truly yours,

Mitchell & Titus, LLP

200 East Pratt Street
Baltimore, MD 21202
T +1 410 385 5200
F +1 410 385 5201
mitchelltitus.com

Table of contents

Audit highlights

An overview

Scope of services summary:

- Express opinions on, and report to the Town of La Plata, Maryland (the Town), the results of our audit of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town, as of and for the year ended June 30, 2024, and the related notes to the basic financial statements, which collectively comprise the Town's basic financial statements, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Engagement status:

- The 2024 basic financial statement audit has been completed and we issued unmodified opinions on the basic financial statements.

Comments on recorded and unrecorded misstatements:

- No recorded and/or unrecorded misstatements were identified during the current year.

Comments on the Town’s internal controls:

- We considered internal controls for the purpose of determining our audit procedures but not to express an opinion on internal controls. We did not identify any deficiencies in internal controls that we consider to be significant deficiencies or material weaknesses.

Nonattest services:

- We have prepared the basic financial statements of the Town in conformity with U.S. GAAP based upon information provided by the Town. However, we did not assume management’s responsibilities on behalf of the Town regarding those services.

Audit highlights *(continued)*

Our audit approach was based on the following phases:

- **Planning** — We established our understanding of management's audit needs, expectations and service delivery requirements, including communication protocols, to help us define the scope of our services.
- **Strategy and risk assessment** — We gained an understanding of the current and emerging developments that may affect your business risks and internal control environment, as well as financial reporting requirements. Our goal was to identify business risks and to link those risks to financial statement implications. We documented our understanding over the Town's significant financial processes using narratives and confirmed our understanding of the processes by performing walkthroughs.
- **Execution of a customized approach** — Our approach to performing the audit was collaborative. We believe that leading practices in conducting an efficient and effective audit result from management's active participation in the audit planning process. The insights gained through our risk assessment procedures enabled us to establish customized procedures based on your significant accounts, disclosures and classes of transactions, as well as our assessment of risk of error or fraud. Our procedures included tests of internal controls, substantive tests of details of significant account balances and transactions and analytical procedures.
- **Continuous communication** — We worked hard to provide frequent, transparent communication regarding the planned effort, scope and any audit findings, making every possible effort to avoid surprises. Our reporting to management was based on the requirements of your financial calendar and the financial statement close process.
- **Conclusion and reporting** — The conclusion of our audit consists of the quality control procedures that we have instituted before issuing the basic financial statements and the related independent auditor's report. We worked with you to produce the basic financial statements so that they were issued by the mutually agreed-upon date. Upon completion of the audit, we issued our opinions on the Town's basic financial statements. This document provides the formal required communications to the Honorable Members of the Town Council and management.

Core team members

Name	Title	Phone	Email
Daniel Kenney	Engagement Partner	202 466 0169	DKenney@mitchelltitus.com
Brent Baccus	Concurring Reviewer	312 325 7415	BBaccus@mitchelltitus.com
Scott Shoop	Supervisor	215 825 8068	SShoop@mitchelltitus.com
Kristina Pasteur	Senior	212 709 4562	KPasteur@mitchelltitus.com

Summary of audit results

Critical accounting policies, estimates and areas of audit emphasis
Basic financial statement accounts and disclosures

Financial statement account or area of emphasis	Summary of procedures and findings
Revenue recognition	We confirmed revenue, performed tests of details and performed analytical procedures over revenue. No revenue recognition issues were identified.
Cash and investments	We confirmed cash and investments with the financial institutions and tested internal controls over bank reconciliations. We tested investment income and reviewed disclosures in accordance with Governmental Accounting Standards Board (GASB) Statement No. 40. No exceptions were identified.
Receivables, net	We tested individually significant receivable balances and amounts due from other governments; confirmed certain receivable balances; and evaluated the Town's allowance for uncollectible accounts, as applicable. No exceptions were identified.

Summary of audit results *(continued)*

Critical accounting policies, estimates and areas of audit emphasis
Basic financial statement accounts and disclosures *(continued)*

Financial statement account or area of emphasis	Summary of procedures and findings
Capital assets and depreciation expense	We performed substantive audit procedures surrounding capital assets, including detail testing of significant additions during the year, recalculated depreciation expense, and performed analytical procedures over account balances. No exceptions were identified.
Accounts payable, accrued expenses and related expenditures/expenses	We tested the Town's internal controls over the cash disbursements process. We also performed substantive tests of details and performed a search for unrecorded liabilities. No exceptions were identified.
Accrued wages and related payroll expenditures/expenses	We tested the Town's internal controls over the payroll process. We also recalculated accrued wages. No exceptions were identified.
Long-term liabilities	We confirmed bonds and notes outstanding balances, activity and terms with the financial institution; and recalculated the Town's compensated absence liability, using employee leave balances and wages, and applicable leave policies. No exceptions were identified.

Summary of audit results *(continued)*

Critical accounting policies, estimates and areas of audit emphasis
Basic financial statement accounts and disclosures *(continued)*

Financial statement account or area of emphasis	Summary of procedures and findings
Pension liability and related deferred inflows/outflows and pension expense	We obtained and reviewed the actuarial report information and agreed amounts recorded by the Town to that report and determined that amounts recorded, and disclosures made, were in accordance with GASB Statement No. 68. No exceptions were identified.
Net position/fund balance	We rolled forward net position/fund balance from the prior year, recalculated the components of net position and fund balance, and traced each component to supporting documentation, as applicable. No exceptions were identified.

Required communications and other matters

Communication topic	Team response
Planned scope and timing of the audit The auditor is required to communicate with those charged with governance an overview of the planned scope and timing of the audit.	We conducted our audit consistent with the planned scope and timing previously communicated to you.
Compliance with all ethics requirements regarding independence	The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.
Qualitative aspects of the entity's significant accounting practices ▪ Significant accounting policies Management has the responsibility to select and use appropriate accounting policies.	A summary of the significant accounting policies adopted by the Town is included in Note 1 to the basic financial statements. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions other than the Special Obligation bond issue noted below and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Required communications and other matters *(continued)*

Communication topic	Team response
Qualitative aspects of the entity's significant accounting practices *(continued)* ▪ Significant accounting estimates Accounting estimates are an integral part of the basic financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.	Other than the pension obligation, no significant accounting estimates were identified.
▪ Financial statement disclosures Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users.	Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and their susceptibility to change. As described above, there were no key or sensitive accounting estimates affecting the basic financial statements.
Identified or suspected fraud	We did not identify any actual or suspected instances of fraud.

Required communications and other matters *(continued)*

Communication topic	Team response
Significant difficulties encountered during the audit	We encountered no significant difficulties in dealing with management during the performance of the audit.
Uncorrected and corrected misstatements Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the basic financial statements as a whole.	We did not identify any uncorrected and/or corrected misstatements during the course of the audit.
Qualitative aspects of accounting practices ▪ Significant unusual transactions	We reviewed executed bond and funding agreements for the issuance of the Special Obligation bonds, noting that all related expenditures are recorded in the current fiscal year and that proceeds are recorded as Other Financing Sources. The long-term liability is recorded in Governmental Activities at the face value of the bonds and related discount. No other matters have come to our attention that would require us to inform you about the methods used for significant unusual transactions.

Required communications and other matters *(continued)*

Communication topic	Team response
Disagreements with management For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Town's basic financial statements or the auditor's report.	No such disagreements arose during the course of the audit.
Representations requested from management	We obtained a signed representation letter from management. A copy of this letter can be obtained from the Town's management.
Management's consultations with other accountants In some cases, management may decide to consult with other accountants about auditing and accounting matters.	Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.
Other significant matters, findings or issues	In the normal course of our professional association with the Town, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating conditions affecting the entity, and operating plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition impacting our retention as the Town's auditors.

Required communications and other matters *(continued)*

Communication topic	Team response
Noncompliance with laws and regulations	We did not identify any matters involving noncompliance with laws and regulations that came to our attention during the course of the audit.
Other information in documents containing audited basic financial statements	Pursuant to professional standards, our responsibility as auditors for other information in documents containing the Town's audited basic financial statements did not extend beyond the financial information identified in the audit report, and we were not required to perform any procedures to corroborate such other information. We reviewed the unaudited Required Supplementary Information, noting that information was consistent with that reflected in the audited basic financial statements. The Supplementary Information (the Detail Schedule of Revenues - Budget and Actual - General Fund and the Detail Schedule of Expenditures - Budget and Actual - General Fund) has been subjected to the auditing procedures applied in the audit of the basic financial statements and is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Required communications and other matters *(continued)*

Communication topic	Team response
Substantial doubt on the entity's ability to continue as a going concern	Management noted no events or conditions that would indicate substantial doubt on the entity's ability to continue as a going concern for one year from when the basic financial statements will be issued or are available to be issued, as appropriate. We concur with management's assessment.

Appendix –
About Mitchell Titus

MITCHELL TITUS
ACHIEVING EXCELLENCE TOGETHER

About Mitchell Titus
…Achieving excellence together

- As the largest minority-controlled accounting firm in the U.S., Mitchell Titus provides assurance, tax and advisory services to Fortune 1000 organizations, financial service firms, not-for-profit organizations, real estate entities, government and public sector entities and middle-market companies. Our inclusive culture and diverse talent bring unique and varied points of view and innovative ideas that enhance business outcomes for our clients. Mitchell Titus' mission is to be recognized for quality, integrity and value and for the continued commitment to our people and the communities in which they serve.
- For over 51 years, our deep commitment to excellence and to a collaborative approach have provided clients with high-touch service and quality solutions across many key industries. Mitchell Titus brings extensive knowledge to our clients through a well-trained, diverse and experienced staff.

Office locations

New York	Illinois
80 Pine Street, 32nd Floor New York, NY 10005	141 West Jackson Blvd., Suite 2030 Chicago, IL 60604
Pennsylvania	**Washington, DC**
2000 Market Street, Suite 620 Philadelphia, PA 19103	1625 K Street, NW, Suite 775 Washington, DC 20006
New Jersey	**Maryland**
One Gateway Center, Suite 2600 Newark, NJ 07102	200 East Pratt Street, Suite 4100 Baltimore, MD 21202

Government and Public Sector Market Group

Mitchell Titus has built a strong and active practice performing accounting, auditing, financial control and financial compliance support services for clients in the federal, state and local government arenas. Our Government and Public Sector Market Group provides audit and accounting services to many government entities annually, much of which are conducted in accordance with *Generally Accepted Government Auditing Standards*. These engagements require an extensive knowledge of legislative and accounting requirements for Federal, state and local government entities.

While a significant amount of our work involves financial statement audits and single audits, we also provide a broad range of audit-related services to public sector clients. Included among our clients are federal, state, and local governments, their departments, special districts and authorities.

The value of Mitchell Titus

- ***Focused government experience*** — Governmental organizations select Mitchell Titus because of our significant industry experience and focus on providing exceptional client service. This market leadership, combined with our understanding of the intricacies of auditing these organizations, means that we can address your present needs and anticipate changes that may impact you in the future.
- ***Responsive team, ready to hit the ground running*** — We know that a responsive team is important to the Town. The Mitchell Titus team selected to serve you consists of top performers who have a solid track record of serving their clients with passion and excellence. We offer an excellent service delivery approach and a commitment to providing high-quality service to the Town.
- ***Industry thought leadership*** — Our insights and perspectives, together with the thought leadership we offer our clients, differentiate Mitchell Titus from other professional service firms in the marketplace. We bring timely and consistent thought leadership for exempt organizations and will be committed to delivering relevant ideas, leading practices and industry knowledge to the Town.

About Mitchell Titus

Mitchell & Titus, LLP is the largest minority-controlled accounting firm offering Assurance, Tax and Advisory services in the US.

Our inclusive environment and diverse talent result in creative thinking and innovative approaches for our clients. Mitchell Titus' tenured team of quality and seasoned professionals bring varied insight to every engagement.

For more information about our organization, please visit **mitchelltitus.com**.

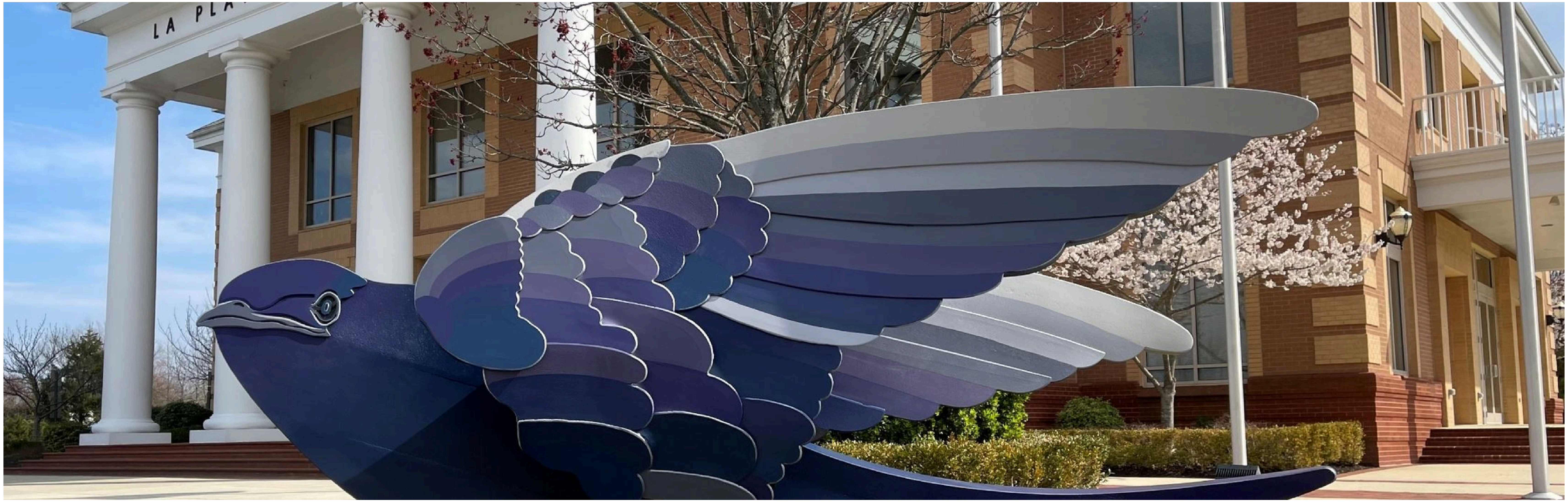
Financial Statement Overview

Fiscal Year: 2024

Prepared and Presented by: Karina Larsen, Treasurer

The Audited Financial Statements for Fiscal Year 2024 are available on the Town website at:
https://www.townoflaplata.org/Archive.aspx?AMID=37

General Fund Overview



Net Position *Assets - Liabilities*

	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020
Total Net Position	**$20,142,386**	$27,195,029	$25,203,540	$24,750,385	$23,532,021
Change in Net Position	**-$7,052,643***	$1,991,489	$453,155	$1,218,364	$463,955

Breakdown of Total Net Position	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020
Invested in Capital Assets	**$14,346,974**	$12,734,766	$12,386,679	$12,765,274	$11,707,009
Unrestricted	**$5,795,412**	$14,460,263	$12,816,861	$11,985,111	$11,825,012

*Decrease in Net Position is due to the increase in long-term liabilities from the 2023 Series Bond issuance, offset by a decrease in other liabilities from the use of ARPA funds.

Fund Balance *Financial Resources Available*

	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020
General Fund Balance	**$23,637,843**	$17,013,778	$15,163,757	$14,339,943	$14,101,212
Change in General Fund Balance	**$6,624,065**	$1,850,021	$823,814	$238,731	$465,936

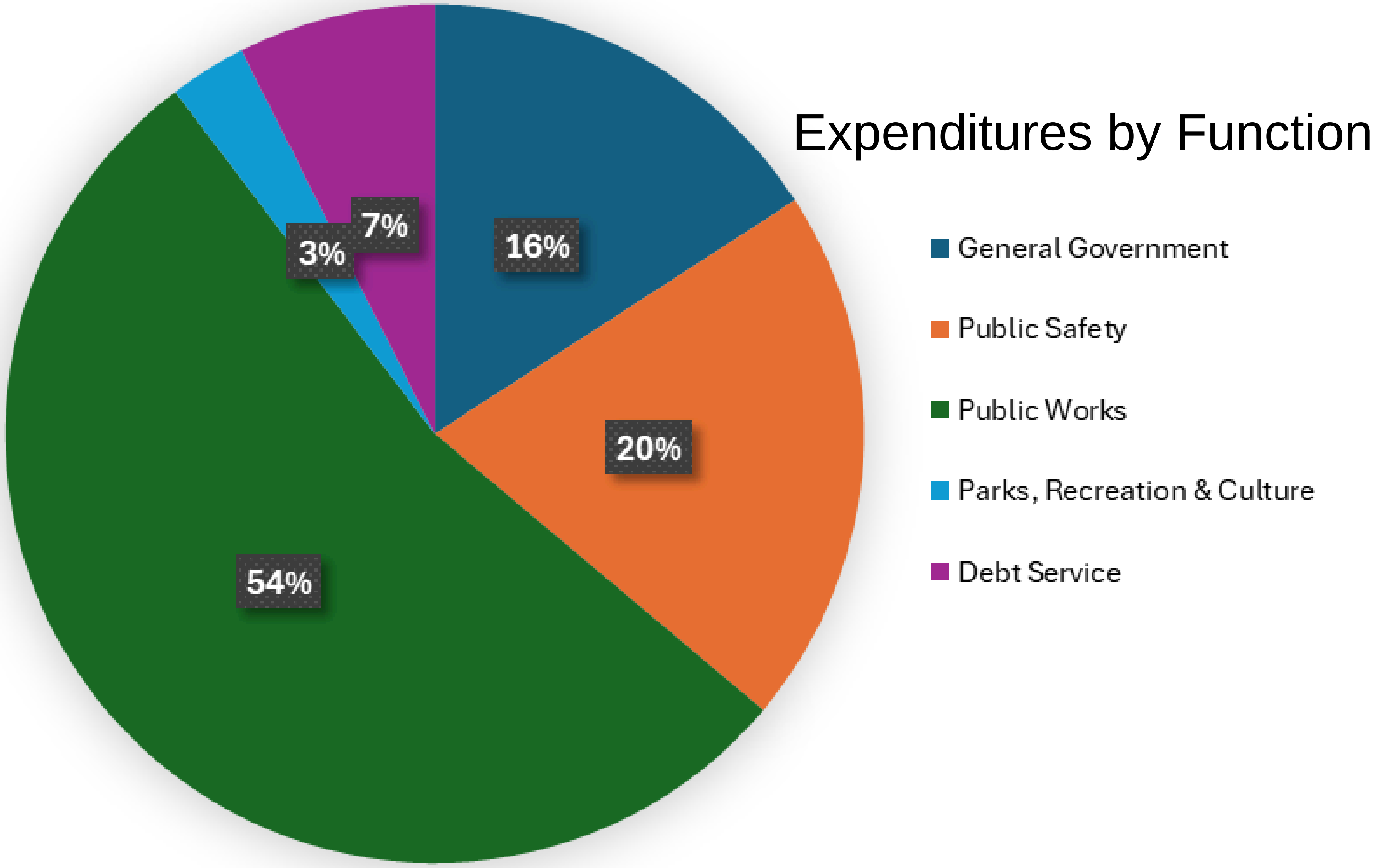
Breakdown of General Fund Balance	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020
Non-spendable	**$351,619**	$232,449	$199,908	$149,964	$155,104
Assigned	**$11,761,614****	$5,708,609	$5,216,735	$5,269,346	$5,004,557
Unassigned	**$11,524,610**	$11,072,720^	$9,747,114	$8,920,633	$8,941,551

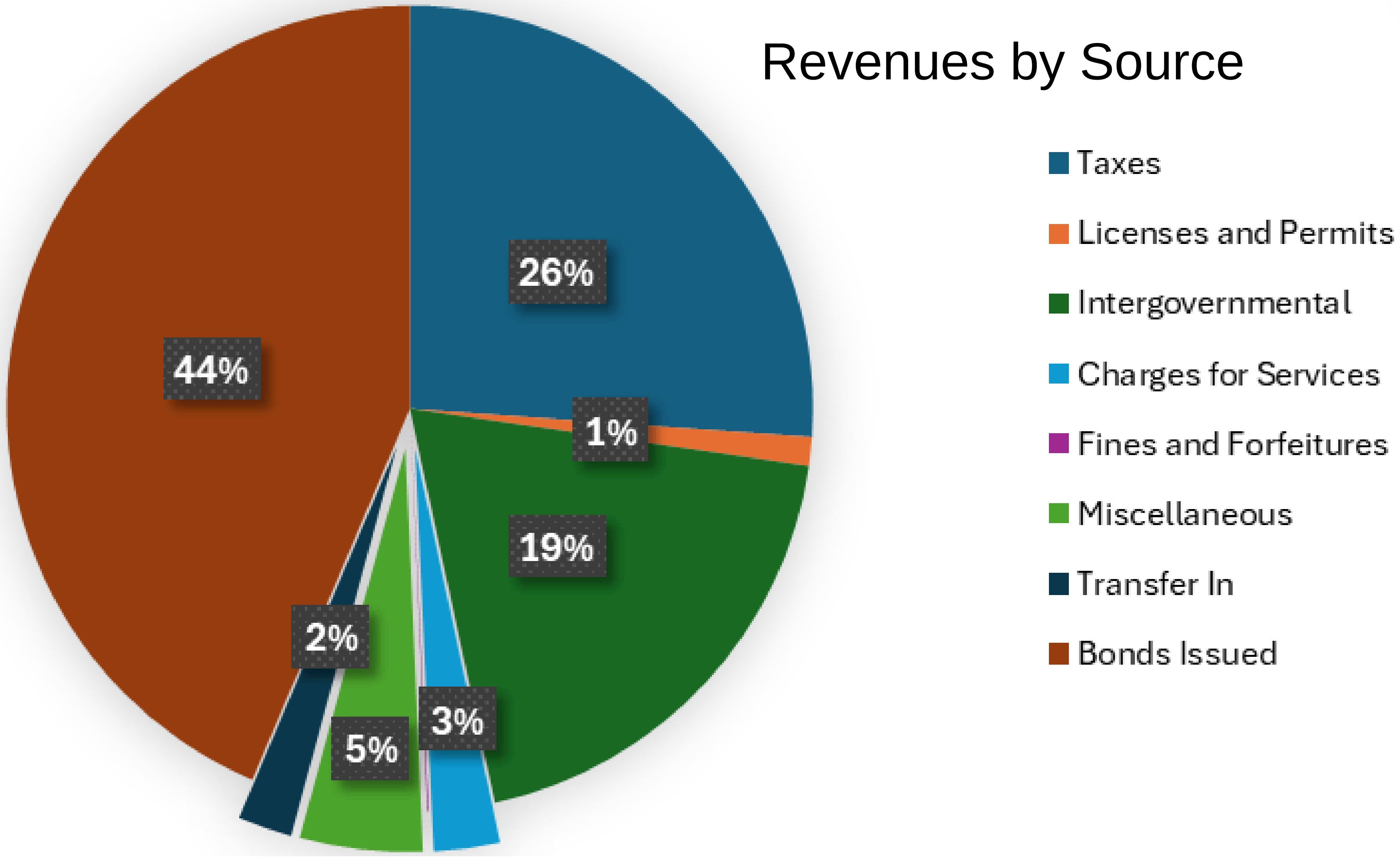
**Increase in Assigned Fund Balance is due to the establishment of a project encumbrance account for the original ARPA projects. as well as the escrow deposit paid for the 2023 Series Bonds.

^Increase in Unassigned Fund Balance is supported by $1.45M in interest revenue.

Revenues & Expenditures

Total Revenues (+)	$36,054,153
Total Expenditures (-)	$29,430,088
Net Revenue	$6,624,065





Favorable position is a result of interest earned on investment income and ARPA revenue recognized during the period.

Revenue Detail	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020
Taxes	**$9,416,873**	$7,907,023	$7,384,467	$7,333,784	$6,389,229
Licenses and Permits	**$414,759**	$439,585	$341,504	$358,026	$282,558
Intergovernmental	**$6,973,798**	$1,268,384	$592,309	$747,392	$672,483
Charges for Services	**$956,408**	$824,806	$191,557	$275,404	$156,496
Fines and Forfeitures	**$15,712**	$10,540	$3,464	$2,494	$1,741
Miscellaneous	**$1,773,031**	$992,520	$233,239	$308,477	$458,062
Transfer In	**$782,837**	$723,454	$679,670	$628,508	$587,676
Bonds Issued	**$15,720,735**				
	$36,054,153	$12,166,312	$9,426,210	$9,654,085	$8,548,245
Year-over-year Change $ (%)	**$23,887,841 (196%)**	$2,740,102 (29%)	-$227,875 (-2%)	$1,105,840 (13%)	$346,868 (4%)

Expenditure Detail	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020
General Government	**$4,663,416**	$2,489,110	$2,170,494	$3,682,036	$1,895,718
Public Safety	**$5,970,238**	$4,669,517	$3,611,581	$3,439,349	$3,365,136
Public Works	**$15,754,952**	$2,341,709	$2,309,676	$1,886,687	$2,373,941
Parks, Recreation & Culture	**$854,938**	$813,955	$508,645	$403,282	$447,514
Debt Service	**$2,186,544**	$2,000	$2,000	$4,000	$0
	$29,430,088	$10,316,291	$8,602,396	$9,415,354	$8,082,309
Year-over-year Change $ (%)	**$19,113,797 (185%)**	$1,713,895 (20%)	-$812,958 (-9%)	$1,333,045 (16%)	$646,476

Budget vs. Actual

	Original Budget	Amended Budget	Actual	Variance with Amended Budget Positive (Negative)
REVENUE				
Taxes	$ 7,670,197	$ 8,843,001	$ 9,416,873	$ 573,872
Licenses and permits	361,690	361,690	414,759	53,069
Intergovernmental	2,610,982	3,302,603	6,973,798	3,671,195
Service charges	225,200	728,890	956,408	227,518
Fines and forfeitures	4,000	4,000	15,712	11,712
Miscellaneous	695,921	783,813	1,773,031	989,218
Total revenue	11,567,990	14,023,997	19,550,581	5,526,584
EXPENDITURES				
Current				
General government	3,372,617	5,037,772	4,663,416	374,356
Public safety	5,391,567	6,136,282	5,970,238	166,044
Public works	4,462,246	16,649,516	15,754,952	894,564
Parks, recreation and culture	824,585	915,464	854,938	60,526
Debt service	-	2,204,303	2,186,544	17,759
Total expenditures	14,051,015	30,943,337	29,430,088	1,513,249
Other financing sources (uses)				
Transfers in	1,010,080	1,010,080	1,010,082	2
Transfers out	(227,245)	(227,245)	(227,245)	-
Bond proceeds, net of discounts	-	15,720,735	15,720,735	-
Total other financing sources (uses)	782,835	16,503,570	16,503,572	2
Net change in fund balance	$ (1,700,190)	$ (415,770)	6,624,065	$ 7,039,835
Fund balance, at beginning of year			17,013,778	
Fund balance, at end of year			$ 23,637,843	

Revenues

- **Taxes** – Income taxes account for much of the variance at 21% higher than expected.
- **Intergovernmental** – Change in use of ARPA funds for salaries and benefits and underbudgeted land purchase.
- **Service Charges** – Increase in inspection charges.
- **Miscellaneous** – Higher rate of return from investment then expected.

Expenditures

- **General Government** – Variance is caused by unfilled or underfilled positions.
- **Public Safety** – Variance is due to capital outlay budgeted but not purchased (license plate readers).
- **Public Works** – Variance is due to capital outlay budgeted but not done (Public Works facility upgrades).

Capital Assets

Asset Class	Balance June 30, 2023	Additions and Transfers	Disposals and Transfers	Balance June 30, 2024
Capital assets not being depreciated				
Land	$ 5,130,572	1,614,616	$ -	$ 6,745,188
Construction-in-progress	868,940	148,745	(101,992)	915,693
Total capital assets not being depreciated	5,999,512	1,763,361	(101,992)	7,660,881
Capital assets being depreciated				
Buildings	8,123,909	-	-	8,123,909
Improvements other than buildings	1,191,944	12,546	-	1,204,490
Infrastructure	3,789,986	-	-	3,789,986
Other equipment	1,365,243	107,108	(8,762)	1,463,589
Vehicles and mobile equipment	2,403,196	562,145	(36,001)	2,929,340
Total capital assets being depreciated	16,874,278	681,799	(44,763)	17,511,314
Accumulated depreciation for				
Buildings	(3,408,393)	(212,358)	-	(3,620,751)
Improvements other than buildings	(874,421)	(47,236)	-	(921,657)
Infrastructure	(3,050,950)	(160,782)	-	(3,211,732)
Other equipment	(1,022,369)	(87,260)	8,763	(1,100,866)
Vehicles and mobile equipment	(1,782,893)	(221,526)	34,203	(1,970,216)
Total accumulated depreciation	(10,139,026)	(729,162)	42,966	(10,825,222)
Total capital assets, being depreciated, net	6,735,253	(47,363)	(1,797)	6,686,093
Governmental capital assets, net	**$ 12,734,765**	**$ 1,715,998**	**(103,789)**	**$ 14,346,973**

Additions:

- 22.7 acres of land
  (proposed site, PD Station)
- 8 Vehicles
  (PD - Dodge Durango Cruisers)
- 20% allocation of a Ford F-550
  for Public Works

Disposed:

- Obsolete software – Energov and TimeClock Plus
- Totaled Police Cruiser

Long-term Liabilities (Debt)

Total Long-term Liabilities	$18,781,269
Change in Long-term Liabilities	$15,340,138

Increase is due to the issuance of the 2023 Bond Series for development.

	Balance June 30, 2023	Additions	Deductions	Balance June 30, 2024	Due Within One Year
Governmental activities					
Special obligation bonds	$ -	$ 16,039,045	$ (909,045)	$ 15,130,000	$ -
Discount	-	(318,310)	6,241	(312,069)	-
Total bonds payable	-	15,720,735	(902,804)	14,817,931	-
Compensated absences	470,733	142,998	-	613,731	58,562
Net pension liability	2,970,398	379,209	-	3,349,607	-
	$ 3,441,131	$ 16,242,942	$ (902,804)	$ 18,781,269	$ 58,562

Enterprise Funds Overview

Net Position

	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020
Total Net Position	**$50,843,562**	$39,097,935	$31,100,786	$30,571,672	$29,632,316
Change in Net Position	**$11,745,627**	$7,997,149	$529,114	$939,356	$1,270,360
Breakdown:					
Invested in Capital Assets	**$26,556,543**	$23,098,227	$20,154,941	$20,808,232	$19,483,391
Restricted - Major Facility	**$11,496,745**	$6,477,402	$3,248,361	$2,283,296	$2,069,402
Unrestricted	**$12,790,274**	$9,522,306	$7,697,484	$7,480,144	$8,079,523

Increase in Net Position is a result of revenue from Major Facility Fees and and an increase in Sewer Infrastructure (Capital Asset)

Fund Balance

Sewer & Water	**FY 2024**	FY 2023	FY 2022	FY 2021	FY 2020
Fund Balance	**$21,967,157**	$14,208,393	$8,977,175	$7,856,199	$8,395,217
Change in Fund Balance	**$7,758,764**	$5,231,218	$1,120,976	-$539,018	$1,248,089
Breakdown:					
Restricted - Major Facility	**$11,496,745**	$6,477,402	$3,248,361	$2,283,296	$2,069,402
Unrestricted	**$10,470,412**	$7,730,991	$5,728,814	$5,572,903	$6,325,815
Sanitation					
Fund Balance	**$838,572**	$783,247	$1,286,003	$1,329,702	$1,194,390
Change in Fund Balance	**$55,325**	-$502,756	-$43,699	$135,312	$105,350
Stormwater					
Fund Balance	**$1,481,290**	$1,008,068	$682,667	$577,539	$559,318
Change in Fund Balance	**$473,222**	$325,401	$105,128	$18,221	-$647,134

Revenue and Expenditure Overview

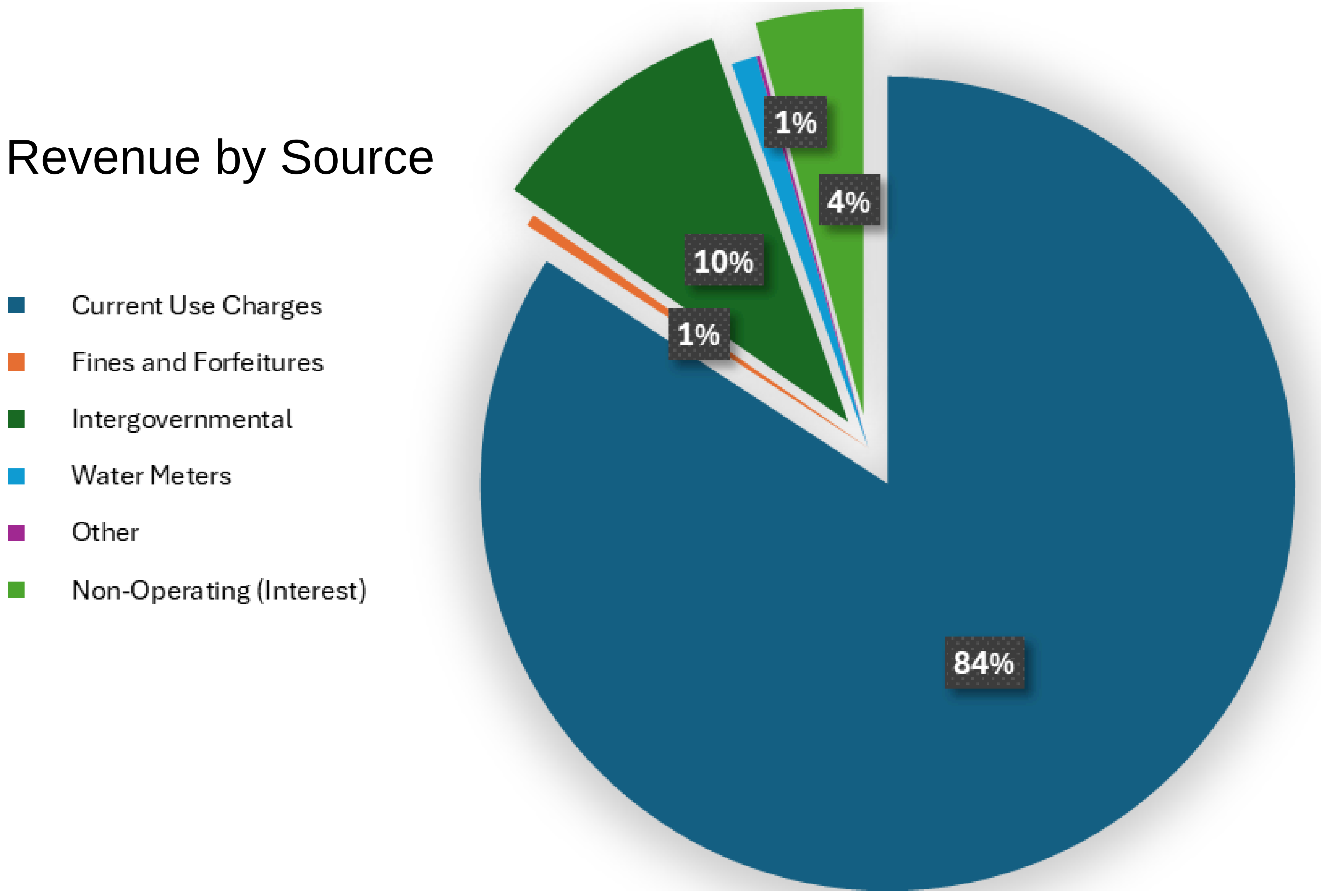
	Water & Sewer	Sanitation	Stormwater
Total Revenues	$16,224,866	$1,737,773	$1,478,459
Total Expenditures	$5,326,427	$1,705,185	$663,859
Net Revenue	$10,898,439	$32,588	$814,600

Debt

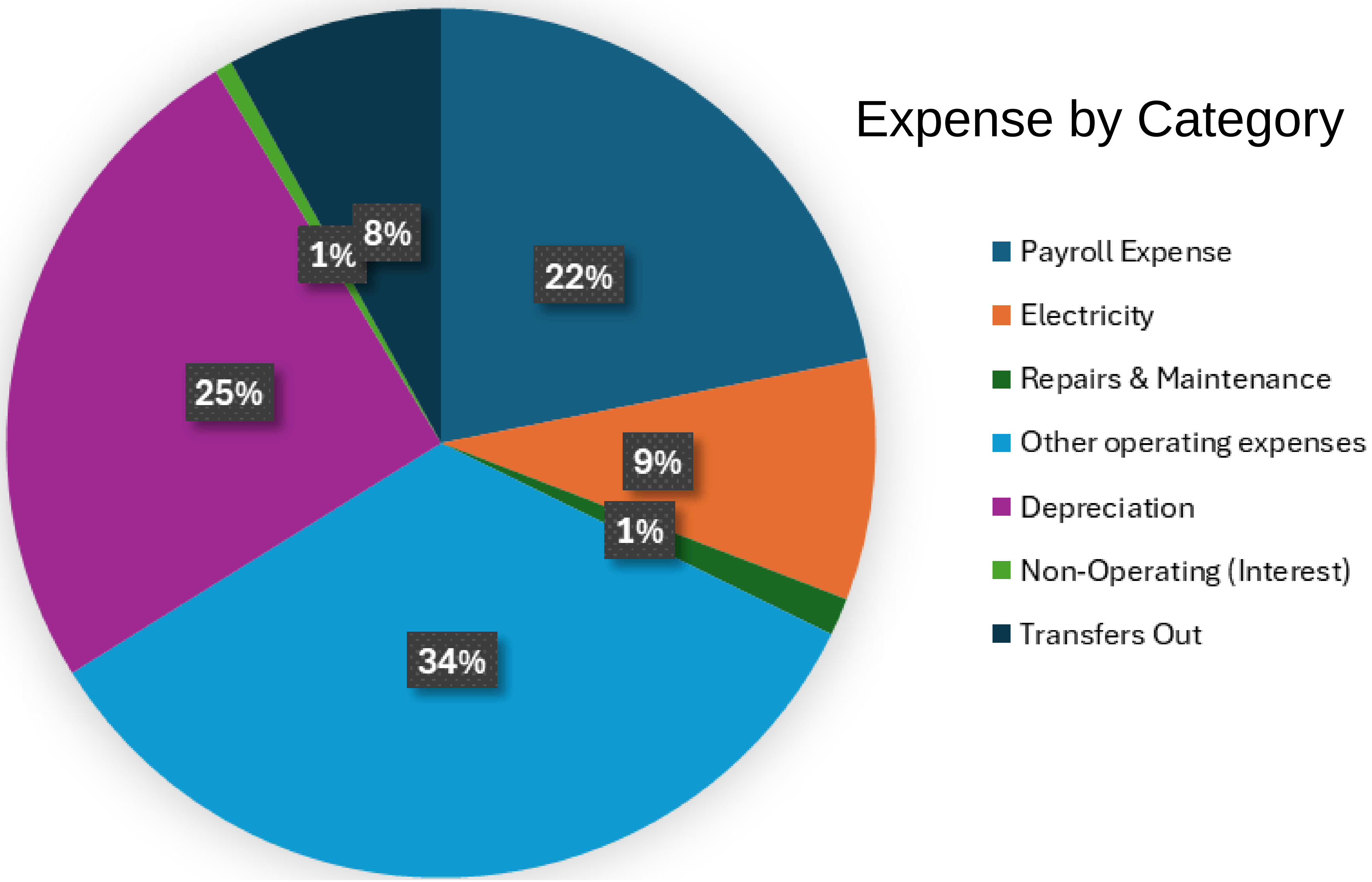
Total Long-term Liabilities	$3,101,002
Change in Long-term Liabilities	-$103,833

Water & Sewer

Revenue by Source



Expense by Category

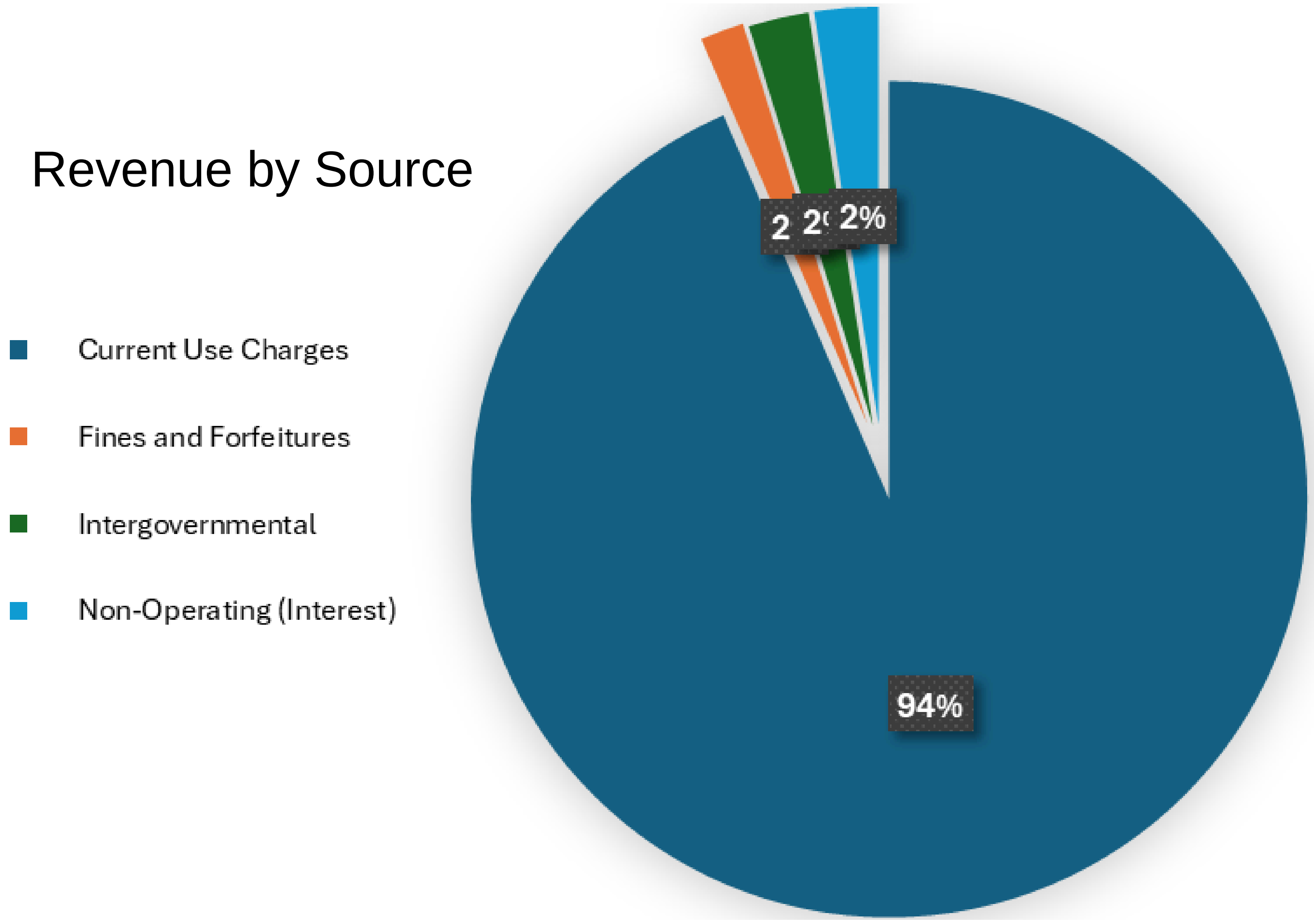


Water & Sewer

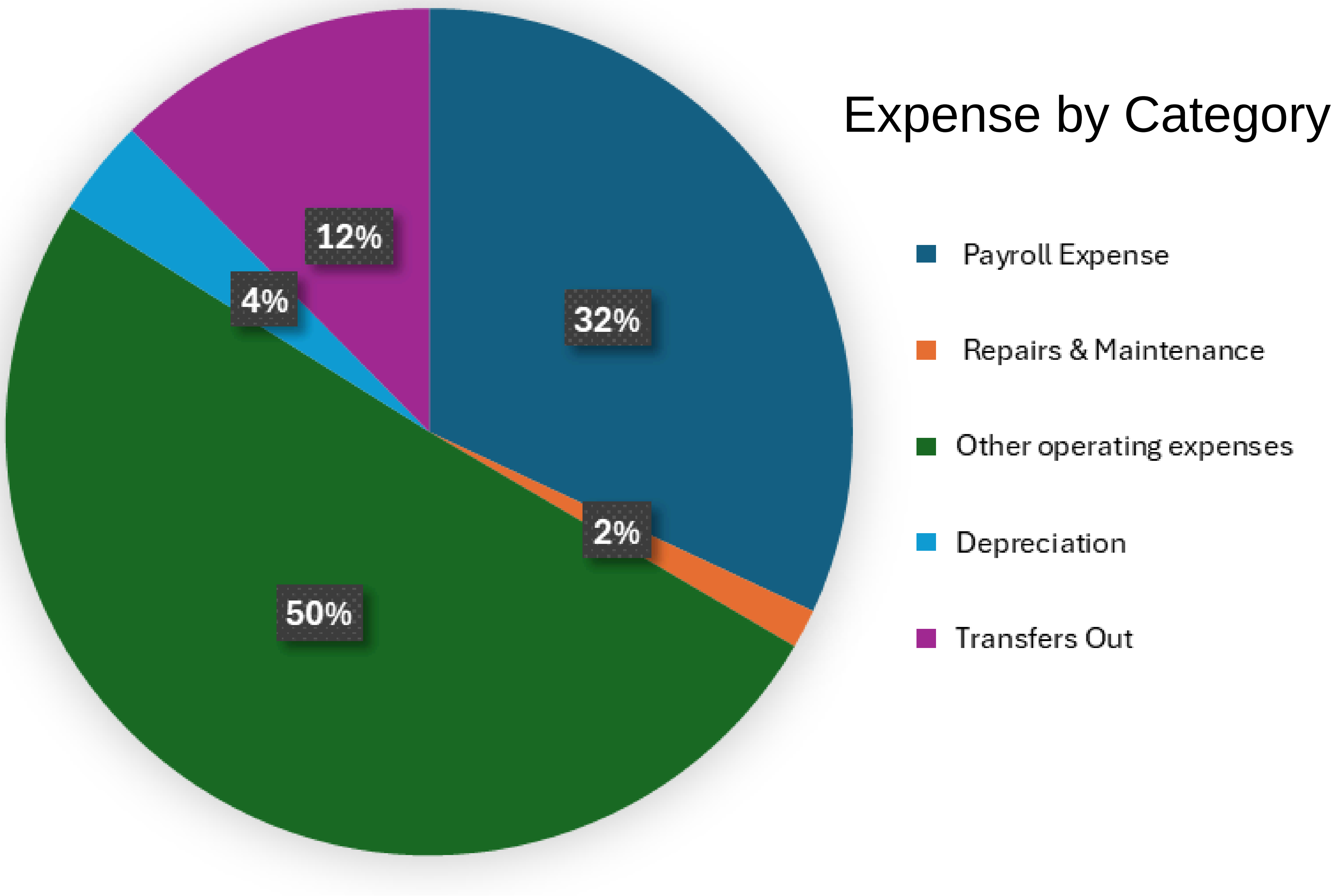
Revenue by Source	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020
Current Use Charges	**$13,690,925**	$12,290,399	$5,840,119	$4,966,498	$5,024,985
Fines and Forfeitures	**$74,939**	$70,726	$82,063		$42,700
Intergovernmental	**$1,609,939**	$138,508	$78,761	$67,394	$74,672
Water Meters	**$163,643**	$99,332	$36,903	$63,800	$33,750
Bulk Water	**$0**	$410	$164	$771	$1,762
Other	**$23,194**	$24,070	$12,464	$31,132	$27,023
Non-Operating (Interest)	**$697,050**	$336,249	$6,399	$23,093	$97,885
	$16,259,690	$12,959,694	$6,056,873	$5,152,688	$5,302,777
Year-over-year Change $ (%)	**$3,299,996 (25%)**	$6,902,821 (114%)	$904,185 (18%)	-$150,089 (-3%)	$165,204 (3%)

Expense by Category	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020
Payroll Expense	**$1,172,606**	$992,026	$741,439	$936,055	$830,387
Electricity	**$481,690**	$520,224	$422,997	$389,306	$387,233
Repairs & Maintenance	**$74,615**	$5,450	$18,320	$946	$1,070
Other operating expenses	**$1,816,725**	$1,793,126	$2,449,385	$1,490,094	$1,323,065
Depreciation	**$1,350,506**	$1,359,523	$1,371,404	$1,291,340	$1,281,867
Non-Operating (Interest)	**$34,824**	$43,320	$50,086	$60,915	$71,492
Transfers Out	**$430,285**	$409,900	$412,185	$399,495	$418,805
	$5,361,251	$5,123,569	$5,465,816	$4,568,151	$4,313,919
Year-over-year Change $ (%)	**$237,682 (5%)**	-$342,247 (-6%)	$897,665 (20%)	$254,232 (6%)	-$247,625 (-5%)

Sanitation



Revenue by Source
Current Use Charges
Fines and Forfeitures
Intergovernmental
Non-Operating (Interest)
2%
94%



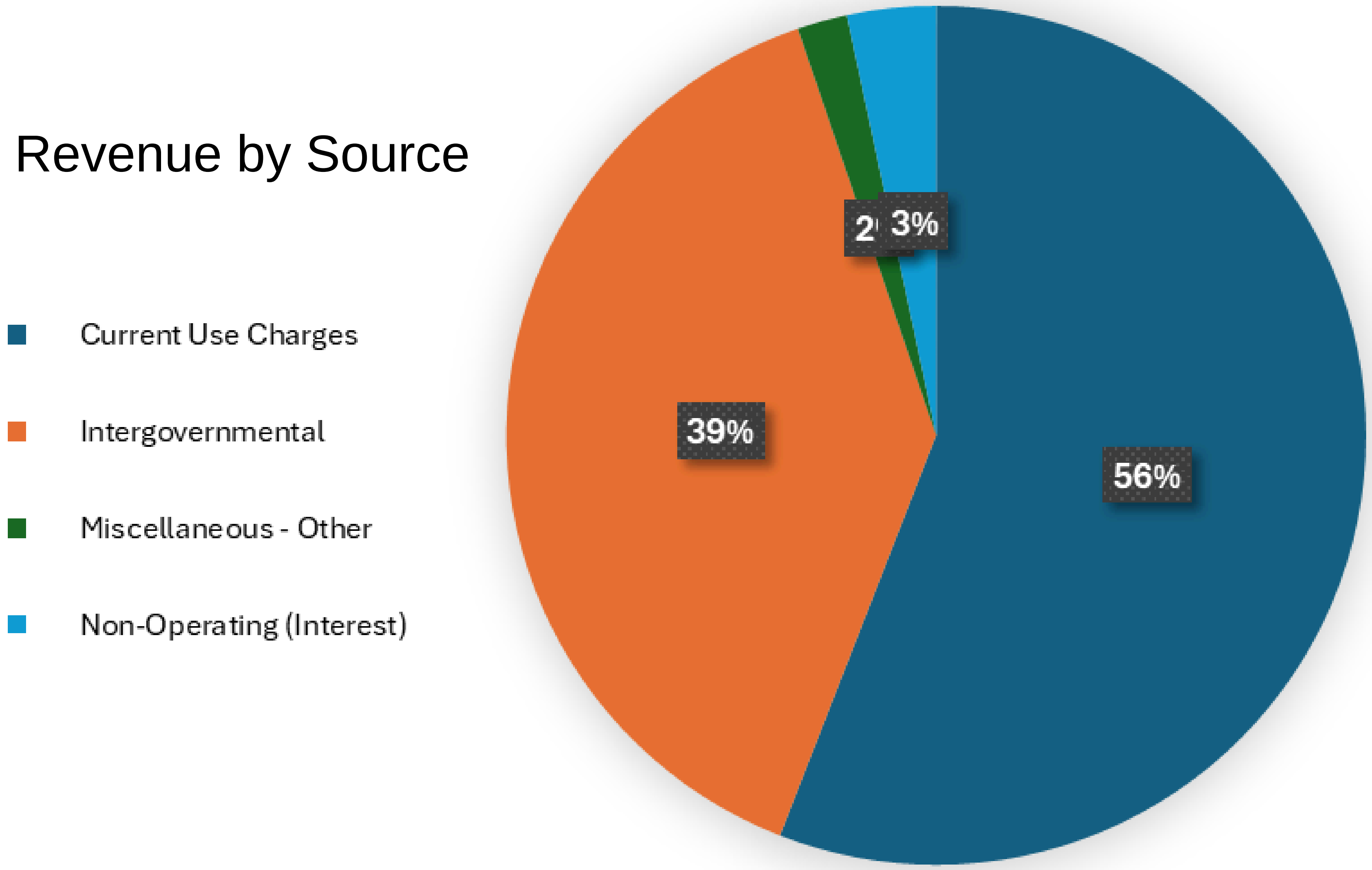
Expense by Category
Payroll Expense
Repairs & Maintenance
Other operating expenses
Depreciation
Transfers Out
12%
4%
32%
2%
50%

Sanitation

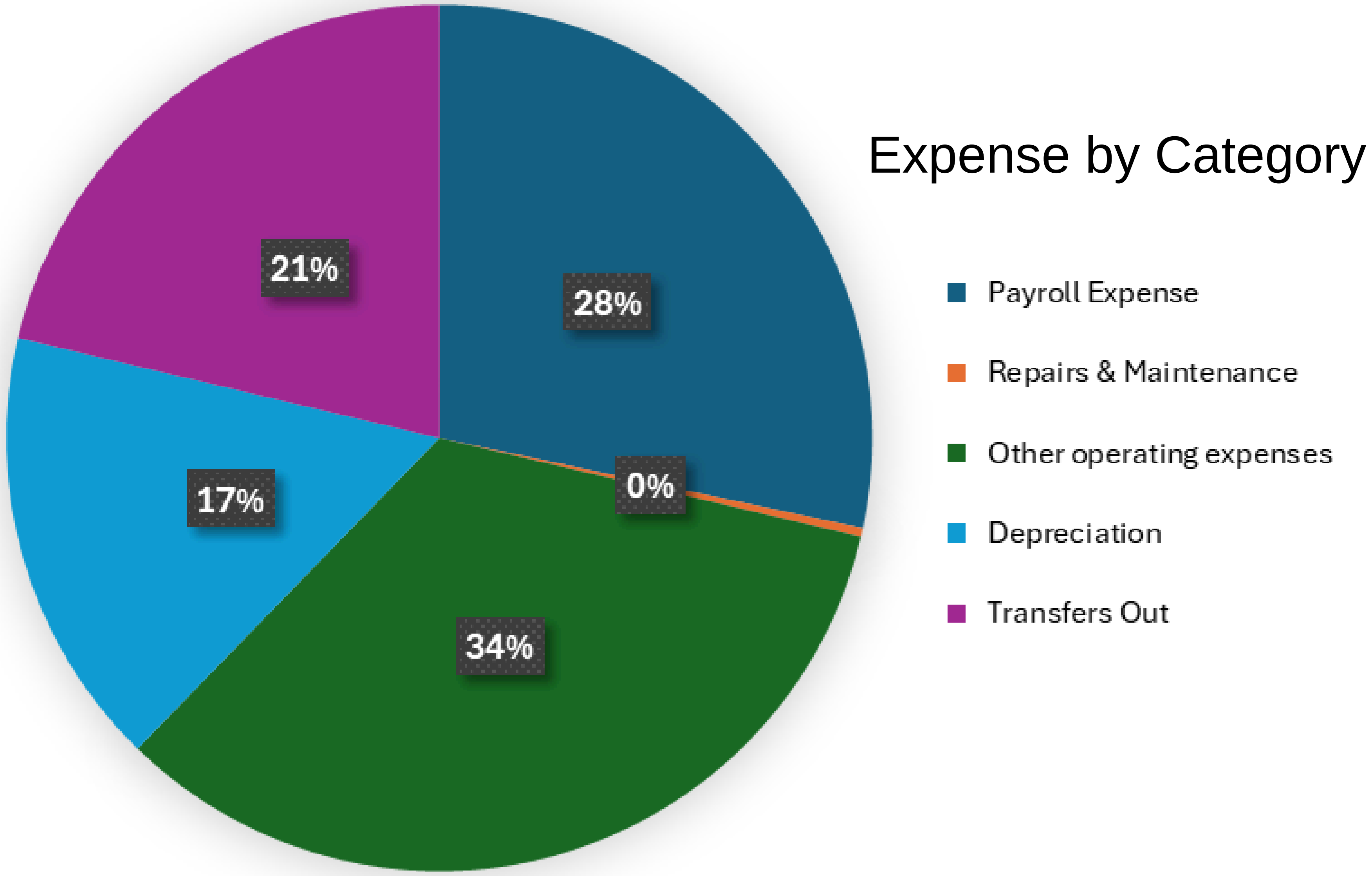
Revenue Sources	**FY 2024**	FY 2023	FY 2022	FY 2021	FY 2020
Current Use Charges	**$1,625,156**	$1,314,277	$1,237,643	$1,153,444	$1,118,656
Fines and Forfeitures	**$29,330**	$24,738	$22,858	$9,184	$15,205
Intergovernmental	**$40,527**	$0	$0	$0	$10,180
Miscellaneous - Other	**$0**	$1,456	$0	$0	$462
Non-Operating (Interest)	**$42,760**	$52,305	$1,406	$4,837	$21,359
	$1,737,773	$1,392,776	$1,261,907	$1,167,465	$1,165,862
Year-over-year Change $ (%)	**$344,997 (25%)**	$130,869 (10%)	$94,442 (8%)	$1,603 (0%)	$64,951 (6%)

Expense by Category	**FY 2024**	FY 2023	FY 2022	FY 2021	FY 2020
Payroll Expense	**$544,889**	$404,163	$396,622	$228,455	$371,712
Repairs & Maintenance	**$25,529**	$61,648	$1,666	$28,778	$32,539
Other operating expenses	**$860,261**	$760,678	$710,563	$636,857	$526,700
Depreciation	**$63,264**	$50,070	$33,161	$33,014	$32,866
Transfers Out	**$211,242**	$244,244	$196,755	$136,003	$129,561
	$1,705,185	$1,520,803	$1,338,767	$1,063,107	$1,093,378
Year-over-year Change $ (%)	**$184,382 (12%)**	$182,036 (14%)	$275,660 (26%)	-$30,271 (-3%)	$39,887 (4%)

Stormwater



Revenue by Source
Current Use Charges
Intergovernmental
Miscellaneous - Other
Non-Operating (Interest)
3%
39%
56%



Expense by Category
Payroll Expense
Repairs & Maintenance
Other operating expenses
Depreciation
Transfers Out
21%
28%
0%
17%
34%

Stormwater

Revenue Sources	**FY 2024**	FY 2023	FY 2022	FY 2021	FY 2020
Current Use Charges	**$826,735**	$690,430	$682,473	$622,350	$521,211
Fines and Forfeitures	**$0**	$0	$0	$494	$0
Intergovernmental	**$574,638**	$94,439	$0	$0	$418
Miscellaneous - Other	**$27,712**	$21,813	$23,559	$3,881	$8,333
Non-Operating (Interest)	**$49,374**	$27,263	$887	$3,200	$13,565
	$1,478,459	$833,945	$706,919	$629,925	$543,527
Year-over-year Change $ (%)	**$644,514 (77%)**	$127,026 (18%)	$76,994 (12%)	$86,398 (16%)	$123,678 (29%)

Expense Category	**FY 2024**	FY 2023	FY 2022	FY 2021	FY 2020
Payroll Expense	**$188,088**	$147,763	$118,800	$113,290	$121,545
Repairs & Maintenance	**$2,166**		$2,098	$647	$319
Other operating expenses	**$223,171**	$212,963	$389,163	$68,984	$77,259
Depreciation	**$109,124**	$114,858	$111,211	$103,533	$96,076
Transfers Out	**$141,310**	$69,310	$70,730	$93,010	$39,310
	$663,859	$544,894	$692,002	$379,464	$334,509
Year-over-year Change $ (%)	**$118,965 (22%)**	-$147,108 (-21%)	$312,538 (82%)	$44,955 (13%)	-$51,154 (-51%)

Capital Assets

Asset Class	Balance June 30, 2023	Additions and Transfers	Disposals and Transfers	Balance June 30, 2024
Capital assets not being depreciated				
Land	$ 405,495	$ -	$ -	$ 405,495
Construction-in-progress	4,010,599	4,009,001	(108,965)	7,910,635
Total capital assets not being depreciated	4,416,094	4,009,001	(108,965)	8,316,130
Capital assets being depreciated				
Buildings	13,224,908	8,388	(489)	13,232,807
Improvements other than buildings	1,460,655	-	-	1,460,655
Infrastructure	29,900,558	15,280	-	29,915,838
Other equipment	2,233,718	4,867	(9,331)	2,229,254
Vehicles and mobile equipment	1,674,636	730,839	(12,638)	2,392,837
Total capital assets being depreciated	48,494,475	759,374	(22,458)	49,231,391
Accumulated depreciation for				
Buildings	(8,357,410)	(316,647)	-	(8,674,057)
Improvements other than buildings	(235,905)	(82,519)	9,049	(309,375)
Infrastructure	(15,976,329)	(968,943)	-	(16,945,272)
Other equipment	(1,904,035)	(50,535)	3,831	(1,950,739)
Vehicles and mobile equipment	(815,105)	(104,250)	1,018	(918,337)
Total accumulated depreciation	(27,297,344)	(1,522,894)	13,898	(28,797,780)
Total capital assets, being depreciated, net	21,197,131	(763,520)	(8,560)	20,433,611
Business-type capital assets, net	**$ 25,613,225**	**$ 3,245,481**	**$ (117,525)**	**$ 28,749,741**

Asset Additions

Jetter/Vactor Truck

- Allocated to all ENT Fund Departments

Construction in Progress:

- WWTP Mod 1
- SW Quadrant

Both projects were near completion at the beginning of FY2025.

Start-up actions and estimated costs:

Legal: $100,000

1. Create plan document
2. IRS determination letter

Administration: $20,000

1. Establish record keeping function
2. Actuarial valuation for contributions

Investment: $20,000

1. Engage Custodial Bank-WesBanco may not offer Pension Trust services
2. Establish Investment program

Initial Funding: $200,000

On-going activity and estimated costs:

Legal: $30,000/year

1. Legal challenges
2. Domestic Orders

Administration: $37,00/year

1. Recordkeeping
2. Actuarial
3. Audit/GASB reporting

Investment: $20,000-$30,000/year

1. Custody
2. Investment management
3. Performance monitoring

Additional Annual Funding: $200,000 X CPI

COUNCIL OF THE TOWN OF LA PLATA
Resolution 25-02

Introduced By:	**Mayor Jeannine E. James**
Date Introduced:	**February 25, 2025**
Date Adopted:	
Date Effective:	

A RESOLUTION concerning

Professional Services Agreement – Woodvalley Community Strategies

FOR the purpose of authorizing the Town Manager to enter into a contract agreement for Professional Services for the management of various planning and capital projects in the Town of La Plata; and all matters generally relating thereto.

* * * * * * * * * * * * * * * *

WHEREAS, the Council of the Town of La Plata desires to support collaborative relationships in the State and throughout Town; and

WHEREAS, the Town also desires to explore opportunities to work with partners to achieve project goals for the benefit of the Town; and

WHEREAS, Woodvalley Community Strategies has demonstrated that they are qualified to provide community planning, development, and policymaking services; and

WHEREAS, Town Charter § C8-23 and Town Code Chapter 43 requires that all expenditures in excess of twenty thousand dollars ($20,000), be advertised for sealed bids, except for expenditures which the Town Council, by ordinance, has determined are not subject to the sealed bid requirements; and

WHEREAS, Town Code, Chapter 43, Section 43-4, provides for provisions in the case of contracts for professional services, these shall only require the publication of notice of intent of the Town to secure said professional services in a newspaper of general circulation; and

WHEREAS, Town Code, Chapter 43, Section 43-5 provides that the Town Council may, by a two-thirds majority, authorize the bypassing of any or all bid procedure steps in cases which warrant such approval. By the same two-thirds majority, it may allow the Chief Executive Officer to directly negotiate with any supplier if it is in the best interest of the town to do so.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF LA PLATA that Jeannine E. James, Chief Executive Officer, is hereby authorized to execute and deliver, on behalf of the Town of La Plata, a Professional Services Agreement, in accordance with the Woodvalley Community Strategies proposal dated February 3, 2025, for an amount not to exceed two thousand six hundred fifty dollars ($2,650.00) per month, for a minimum term of four months beginning the date of execution of the agreement.

ADOPTED AND APPROVED by the Council of the Town of La Plata this ____ day of _______________, 2025.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

____
Jeannine E. James, Mayor

____
David L. Winkler, Councilman

____
Matthew D. Trollinger, Councilman

____
Evalyne L. Bryant-Ward, Councilwoman

____
David M. Jenkins, Councilman

ATTEST:

____
Kelly Phipps
Interim Town Clerk

Date: ______________, 2025