



FAIRPORT MUNICIPAL COMMISSION AGENDA

Monday, March 18, 2024 at 8:00 AM
Village Hall Board Room

Roll Call

Visitors:

Unfinished Business:

1. A motion to approve the minutes of the Monday, February 26, 2024, FMC meeting. 📄

New Business:

1. MEUA Engineering/Accounting Workshop Review – March 12-13, 2024 in Syracuse, NY.
2. Liftbridge Lane E. Lighting Project Update.
3. FY 24-25 Proposed FMC Budget – Discuss at the April 15, 2024 FMC Meeting.
4. A motion to accept the January 2023 Financial Report and the estimated February 2024 Financial Forecast. 📄
5. A motion to authorize the payment of FMC Vouchers.
6. Upcoming FMC Meeting(s):
 - a. Fairport Municipal Commission Meeting – Monday, April 15, 2024 at 8 a.m.
7. A motion to adjourn.



Monthly meeting of the Fairport Municipal Commission held at the Fairport Village Hall on February 26, 2024 8:00 a.m.

Commissioners Present:

Steven Schalabba

Timothy Keef

Rachel Stuckey

Jeremy Jordan

Others Present:

Bryan White, Village Manager

Holly Evans, Chief Financial Officer

Matt Hegarty, Electric Superintendent

Lauren Nice, FMC Project Manager

Unfinished Business:

Minutes Approval

A motion was made by Commissioner Stuckey, seconded by Commissioner Schalabba. The Commission voted 3-0 to approve the meeting minutes of the January 16, 2024 Fairport Municipal Commission meeting. Commissioner Keef abstained due to his absence at the meeting.

New Business:

Declare Surplus Equipment

Superintendent Hegarty discussed the vehicles that he is recommending for surplus. The plan for these vehicles is to sell them over the course of the year as replacements become available. Village Manager White discussed the general process of declaring vehicles and equipment surplus.

MEUA Engineering/Accounting Workshop

Superintendent Hegarty discussed the upcoming Spring MEUA Engineering & Accounting Workshop on March 12th & 13th. This workshop will be a day and half and include breakout sessions on accounting and engineering and a joint session. Luke Wenschhof, Lauren Nice, and Matt Hegarty will all be representing Fairport as they present on various topics at the workshop.

Rate Case Update

CFO Evans gave an update on the rate case. The commission continues to work with PLM to submit information related to various requests as they prepare our rate case. We still do not have an estimated time of official submission, however, we are still anticipating submission to be in the 2nd quarter of 2024.

MEUA News & Views

Commissioner Keef commended the updated News & Views information provided by MEUA. Superintendent Hegarty and Village Manager White discussed the information provided and gave some further background on the MEUA processes.

Monthly Financial Report

CFO Holly Evans gave an update on the FMC Financials including the finalized December 2023 Financial Report as well as a snapshot of the January 2024 Financials. A motion to approve the financial report was made by Commissioner Schalabba, seconded by Commissioner Jordan, and unanimously approved.

Approval of Vouchers

A motion was made by Commissioner Stuckey, seconded by Commissioner Jordan, unanimously approving payment of voucher abstracts for February 2024

Upcoming Meetings

The February FMC Meeting will be held on March 18th 2024 at 8 AM

A motion to adjourn was made by Commissioner Schalabba, seconded by Commissioner Jordan, and unanimously approved at approximately 8:28 AM.

Respectfully submitted,

Holly R. Evans

FMC Chief Financial Officer



Fairport Municipal Commission

Financial Statements

For the Month Ended January 31, 2024

Prepared By:

Holly Evans, CPA

Chief Financial Officer

Fairport Municipal Commission

Electric Fund Analysis

January 2024

Overall

The following reports have been prepared in accordance with the Uniform System of Accounts for Municipal Electric Utilities as required by the State of New York Public Service Commission. These reports represent the financial status of the Commission as of January 31, 2024

The Commission continues to work through the budget process.

Balance Sheet

The Electric Fund as of the end of December has a fund balance of \$30,667,635. This fund balance includes unrestricted fund balance of \$3,084,726, restricted fund balance of \$27,582,908 related to capital assets. The net profit for the year is (\$1,051,743) including revenues of \$16,205,946 and expenses of \$17,257,689.

Revenues

Through January 31, 2024, 57.87% of budgeted revenues have been earned and recorded.

Month to Date Activity:

During the month of January, the Fairport Municipal Commission earned and recorded \$3,211,416 in revenues. Significant revenues earned in December were as follows:

- \$1,971,211 in electric revenues and PPAC revenues of \$1,040,632.

Expenses

Through January 31, 2024, 63.1% of budgeted appropriations have been spent.

Month to Date Activity:

During the month of January, the Fairport Municipal Commission incurred and recorded \$3,080,795 in expenditures. Significant expenditures were as follows:

- \$66,520 payment for the Safety & Training of our Apprentices through MEUA
- \$155,026 in depreciation expense related to capital assets

Also the following purchase orders were outstanding at the end of January:

- \$91,391 to Arnold's Tree Service for tree trimming
- \$147,332 to West Herr for two 2023 Dodge non-hybrid trucks.

Statement of Cash Flows

During the month of January, the Fairport Municipal Commission had a net decrease in cash of \$630,432. Significant cash flow items include:

- \$1,608,358 payments for electricity purchased

Fairport Municipal Commission
Electric Fund Balance Sheet
January 2024

Assets				
	<u>June 1, 2023</u>	<u>Debits</u>	<u>Credits</u>	<u>January 31, 2024</u>
Current Assets				
Jobs in Progress	\$ 116,136.17	\$ 990,490.08	\$ 972,876.01	\$ 133,750.24
Cash & Cash Equivalents	6,060,696.04	19,072,332.24	22,585,458.58	2,547,569.70
Inventory (including Adjustments)	1,366,559.60	610,494.36	416,731.78	1,560,322.18
Accounts Receivable, net	1,385,448.54	14,091,852.78	13,634,961.28	1,842,340.04
Prepaid Expenses	513,779.50	2,177,019.75	1,224,601.81	1,466,197.44
Total Current Assets:	9,442,619.85	36,942,189.21	38,834,629.46	7,550,179.60
Deferred Liabilities & Other Long Term Assets				
Miscellaneous Suspense	6,570,770.94	1,550,492.83	1,226,123.87	6,895,139.90
Deferred Outflow - Pension	2,108,360.00	-	-	2,108,360.00
Deferred Outflow - OPEB	59,251.00	-	-	59,251.00
Total Deferred Liabilities	8,738,381.94	1,550,492.83	1,226,123.87	9,062,750.90
Capital Assets				
Capitalized Assets	59,233,861.58	1,719,333.65	309,026.55	60,644,168.68
Contributed Property	(1,839,719.10)	-	456,448.34	(2,296,167.44)
Accumulated Depreciation	(29,728,806.68)	287,732.50	1,324,018.61	(30,765,092.79)
Total Capital Assets, net	27,665,335.80	2,007,066.15	2,089,493.50	27,582,908.45
Total Assets	45,846,337.59	40,499,748.19	42,150,246.83	44,195,838.95
Liabilities				
Current Liabilities				
Payroll Liabilities	2,207.71	277,095.06	279,647.38	(344.61)
Accounts Payable	996,546.00	19,709,372.54	18,263,287.12	2,442,631.42
Customer Deposits and Interest	248,304.39	40,204.17	66,458.23	222,050.33
Due to Other Governments - Sales Tax	23,983.91	228,965.16	221,309.04	31,640.03
Other Current Liabilities	2,748,517.02	1,059,707.95	3,395,969.66	412,255.31
Net Pension Liability	2,248,660.00	-	-	2,248,660.00
Bid Deposits	8,598.50	-	8,598.50	-
Clearing Accounts	-	658,409.32	658,409.32	-
Total Current Liabilities	6,276,817.53	21,973,754.20	22,893,679.25	5,356,892.48
Long Term Debt				
Bonds Payable	6,225,000.00	-	-	6,225,000.00
NYPA Interest Free Loan Payable	345,770.94	1,184,254.34	859,885.38	670,139.90
Total Long Term Debt	6,570,770.94	1,184,254.34	859,885.38	6,895,139.90
Deferred Assets				
Unamortized Premium on Debt	110,400.00	-	3,200.00	107,200.00
Deferred Inflow - Pension	900,197.00	-	-	900,197.00
Deferred Inflow - OPEB	268,775.00	-	-	268,775.00
Total Deferred Assets	1,279,372.00	-	3,200.00	1,276,172.00
Total Liabilities	14,126,960.47	23,158,008.54	23,756,764.63	13,528,204.38
Equity				
Net Position				
Restricted Fund Balance	\$ 27,665,335.80	\$ 2,007,066.15	\$ 2,089,493.50	27,582,908.45
Unrestricted Fund Balance	4,054,041.32	2,089,493.50	2,007,066.15	4,136,468.67
Current Year Income (Loss)	-	16,205,946.08	17,257,688.63	(1,051,742.55)
Total Equity	31,719,377.12	20,302,505.73	21,354,248.28	30,667,634.57

Fairport Municipal Commission

Electric Fund Revenues

January 2024

<u>Revenue Account</u>	<u>Current Budget</u>	<u>Current Month Revenues</u>	<u>Year to Date Revenues</u>	<u>Estimated YTD Revenues</u>	<u>Est. Budget Variance EOY</u>
Electricity Sales	20,201,558.00	1,971,211.13	11,786,361.74	20,201,558.00	-
PPAC Recoveries					
Zero Emission Credit (ZEC's)	1,507,446.00	157,638.00	951,597.80	1,507,446.00	-
Excess Power Cost	1,774,483.00	566,453.75	33,128.42	1,774,483.00	-
Transmission Congestion Contracts (TCC's)	487,244.00	108,311.25	527,952.20	527,952.20	40,708.20
Energy Efficiency Contributions	448,645.00	46,447.00	283,470.00	448,645.00	-
NYPA Loan Payments	304,699.00	24,428.28	132,079.38	304,699.00	-
Renewable Energy Credit (REC's)	900,026.00	137,354.00	607,672.00	900,026.00	-
Total PPAC Recoveries	5,422,543.00	1,040,632.28	2,535,899.80	5,463,251.20	40,708.20
Financing from Debt Service					
Proceeds from Bond Issuance	-	-	-	-	-
Release of Bond Premium Asset	-	400.00	3,200.00	3,200.00	3,200.00
Total Financing from Debt Service	-	400.00	3,200.00	3,200.00	3,200.00
Transfer from Depreciation Reserve	1,109,362.00		-	1,109,362.00	-
Other Income					
IT Service Reimbursements	290,402.00	24,204.20	229,557.60	290,402.00	-
Fleet Service Reimbursements	175,136.00	31,613.18	250,534.79	250,534.79	75,398.79
Mutual Aid Related Reimbursements	100,000.00	-	1,775.93	100,000.00	-
Tree Trimming Reimbursements	60,000.00	-	24,289.00	60,000.00	-
Pole Attachment Revenues	80,000.00	1,309.75	2,948.85	80,000.00	-
Other Reimbursed Expenses	75,000.00	1,695.63	34,653.47	75,000.00	-
Late Charges & Fees	30,000.00	2,716.80	17,415.43	30,000.00	-
Vehicle Auction Results	10,000.00	27,360.00	40,800.00	40,800.00	30,800.00
Miscellaneous Electric Revenues	10,000.00	11,492.08	34,917.06	34,917.06	24,917.06
Disconnect Fees	3,000.00		2,475.00	3,000.00	-
Returned Payment Fees	4,000.00	600.00	3,666.05	4,000.00	-
Interest Revenues	-	3,503.46	38,034.86	38,034.86	38,034.86
Joint Pole Agreements	-		31,038.03	31,038.03	31,038.03
Worker's Compensation Refund	34,000.00		425.22	34,000.00	-
Total Other Income	871,538.00	104,495.10	712,531.29	1,071,726.74	200,188.74
Pass-through Collections					
Purchased Capital Assets	-	61,964.74	958,730.00	958,730.00	958,730.00
Sales Tax Collected	383,584.00	31,640.03	200,981.02	383,584.00	-
Retiree Health Insurance Premiums	13,240.00	1,072.61	8,242.23	13,240.00	-
Total Pass-through collections	396,824.00	94,677.38	1,167,953.25	1,355,554.00	958,730.00
Total Revenues	28,001,825.00	3,211,415.89	16,205,946.08	29,204,651.94	2,405,653.88

Fairport Municipal Commission

Electric Fund Expenditures

January 2024

<u>Expenditure Account</u>	<u>Current Budget & Open P.O.s</u>	<u>Year to Date</u>	<u>Open P.O.s</u>	<u>Available Budget</u>
Purchased Power				
Electricity Purchases	11,465,572.00	7,246,915.83	-	4,218,656.17
Total Purchased Power	11,465,572.00	7,246,915.83	-	4,218,656.17
Personnel				
Payroll Wages - Regular Time	3,246,182.00	1,797,672.48	-	1,448,509.52
Payroll Wages - Overtime	162,168.00	78,070.14	-	84,097.86
Payroll Wages - On Call	49,967.00	22,016.13	-	27,950.87
Total Personnel	3,458,317.00	1,897,758.75	-	1,560,558.25
PPAC Expenditures				
Zero Emission Credit (ZEC's)	1,507,446.00	951,597.80	-	555,848.20
Excess Power Cost	1,774,483.00	33,128.42	-	1,741,354.58
Transmission Congestion Contracts	487,244.00	527,952.20	-	(40,708.20)
Energy Efficiency Contributions	448,645.00	283,470.00	-	165,175.00
NYPA Loan Payments	304,699.00	132,079.38	-	172,619.62
Renewable Energy Credit (REC's)	900,026.00	607,672.00	-	292,354.00
Total PPAC Expenditures	5,422,543.00	2,535,899.80	-	2,886,643.20
Employee Benefits				
Health Insurance	517,755.00	273,481.05	-	244,273.95
Retirement	379,912.00	371,057.75	-	8,854.25
Social Security & Medicare	264,561.00	159,369.68	-	105,191.32
Staff Development	71,195.00	47,468.85	-	23,726.15
Safety & Training	6,900.00	66,981.45	-	(60,081.45)
Workers Compensation Insurance	39,327.00	21,777.75	-	17,549.25
HSA Contributions	45,200.00	34,633.66	-	10,566.34
Dental Insurance	14,559.00	9,325.07	-	5,233.93
Sick & Vacation Buyback	5,500.00	5,200.00	-	300.00
Employee Wellness Program	4,000.00	-	-	4,000.00
Employee Assistance Programs	960.00	1,333.00	-	(373.00)
Cafeteria Plan Contributions	400.00	-	-	400.00
Unemployment	-	2,906.90	-	(2,906.90)
Total Employee Benefits	1,350,269.00	993,535.16	-	356,733.84
Taxes				
School Taxes	513,167.00	343,494.33	-	169,672.67
New York State Sales Tax	383,584.00	200,981.02	-	182,602.98
Town Taxes	244,905.00	163,831.35	-	81,073.65
PILOT - Village of Fairport	69,513.00	-	-	69,513.00
Total Taxes	1,211,169.00	708,306.70	-	502,862.30

Non-Operating Expenses

Bad Debt Expense	23.08	23.08	-	-
Miscellaneous Non-Operating Exp.	113,747.27	113,747.27	-	-
Total Non-Operating Expenses	113,770.35	113,770.35	-	-

Operating

Tree Trimming Services	350,000.00	138,395.10	91,390.50	120,214.40
IT Services	739,990.00	511,467.14		228,522.86
Fleet Services	226,925.00	151,396.66	10,320.91	65,207.43
Materials & Supplies	338,769.10	166,636.12	2,800.00	169,332.98
Contractual Services	170,170.00	134,310.60	29,020.00	6,839.40
Management Services	116,650.00	-	-	116,650.00
Mutual Aid Related Expenditures	100,000.00	-	-	100,000.00
Underground Utility Location Services	122,430.00	74,550.04	-	47,879.96
Membership Dues	56,000.00	36,006.23	-	19,993.77
General Liability Insurance	69,031.00	62,879.44	-	6,151.56
PSC Assessment	86,951.00	33,291.68	-	53,659.32
Rent Expense	14,305.00	-	-	14,305.00
Economic Development Services	11,000.00	-	-	11,000.00
Total Operating	2,402,221.10	1,308,933.01	133,531.41	959,756.68

Debt Service

Bond Principal	375,000.00	-	-	375,000.00
Bond Interest	208,238.00	104,118.75	-	104,119.25
Total Debt Service	583,238.00	104,118.75	-	479,119.25

Capital Expenditures

Depreciation Expense	-	1,322,137.74	-	(1,322,137.74)
Underground Cable Injection	324,857.00	266,382.83	-	58,474.17
Transformers	476,357.00	72,810.00	107,362.00	296,185.00
Transportation Equipment	634,059.00	497,572.43	147,331.93	(10,845.36)
Distribution Infrastructure	137,955.00	121,964.74	-	15,990.26
Communication Equipment	60,960.00	-	-	60,960.00
General Tools & Implements	-	-	-	-
Substation Infrastructure	36,360.00	-	27,822.00	8,538.00
Meters & Meter Equipment	-	-	-	-
Operations Center	-	-	-	-
Total Capital Expenditures	1,670,548.00	2,280,867.74	282,515.93	(892,835.67)

Inventory Purchases & Usage

	408,064.00	67,582.54	47,010.50	293,470.96
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Total Expenditures

	28,085,711.45	17,257,688.63	463,057.84	10,364,964.98
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Percentage of Budget expended to date

61.45% 63.10%

Fairport Municipal Commission

Electric Fund Change in Fund Balance

January 2024

Beginning Fund Balance as of June 1, 2023:		
Net Assets - Restricted for Capital Assets	27,665,335.80	
Net Assets - Unrestricted	4,054,041.32	
Total Beginning Fund Balance as of June 1, 2023:	<u>31,719,377.12</u>	
Current Revenues:	<u>16,205,946.08</u>	57.87%
Current Expenses:	<u>17,257,688.63</u>	61.45%
Change in Fund Balance on Modified Accrual Basis	<u><u>(1,051,742.55)</u></u>	
Net Assets - General Fixed Assets	27,582,908.45	
Net Assets - Unrestricted	3,084,726.12	
Total Ending Fund Balance	<u><u>30,667,634.57</u></u>	-

Fairport Municipal Commission

Electric Fund Statement of Cash Flows

January 2024

	<u>Monthly</u>	<u>Year to Date</u>
<u>Net Cash Provided (Used) by Operating Activities</u>		
Cash received from providing services	\$ 1,903,743.60	11,689,525.50
Cash payments for contractual expenses & supplies	(2,217,435.33)	(13,067,621.64)
Cash payments for personal services	(252,779.80)	(2,184,060.44)
Cash payments for employee benefits	(157,911.21)	(1,001,381.48)
	<u>(724,382.74)</u>	<u>(4,563,538.06)</u>
<u>Net Cash Provided by Non-Capital and Related Financing Activities</u>		
Other Revenue	88,440.89	1,111,438.43
	<u>176,881.78</u>	<u>1,111,438.43</u>
<u>Net Cash Provided (Used) by Capital and Related Financing Activities</u>		
Proceeds from Debt Issuance	-	363,903.00
Proceeds from notes	-	(104,118.75)
Interest Paid	-	(363,049.16)
	<u>-</u>	<u>(103,264.91)</u>
<u>Net Cash Provided by Investing Activities</u>		
Interest Income	<u>5,509.60</u>	<u>42,238.20</u>
Net increase (decrease) in cash and equivalents	(630,432.25)	(3,513,126.34)
Cash and Cash Equivalents, beginning	3,178,001.95	6,060,696.04
Cash and Cash Equivalents, ending	<u>2,547,569.70</u>	<u>2,547,569.70</u>
<u>Reconciliation of Current Year Income (Loss) to Net Cash Provided (Used)</u>		
Net Income (Loss)	130,620.97	(1,051,742.55)
Adjustments to reconcile operating income to net cash		
Depreciation	128,838.37	1,036,286.11
Change in Assets and Liabilities		
Prepaid Expenses	(119,080.33)	(952,417.94)
Accounts Receivable	(266,666.40)	(456,891.50)
Inventory	(111,870.00)	(193,762.58)
Deferred Outflow of Resources	(68,117.06)	(324,368.96)
Accounts Payable and Accrued Expenses	(255,364.18)	(901,327.11)
Accrued Other Postemployment Benefits	-	-
Work in Progress	(39,796.12)	(17,614.07)
Customer Deposits	100.79	(26,254.06)
Clearing Accounts	-	-
Due to other governments	5,217.00	7,656.12
Long Term Debt	(24,428.28)	324,368.96
Capital Assets	(9,487.01)	(953,858.76)
Deferred Inflow of resources	(400.00)	(3,200.00)
	<u>(630,432.25)</u>	<u>(3,513,126.34)</u>

Fairport Municipal Commission

Electric Fund Bank Reconciliations

January 2024

	Beginning Book Balance	Receipts	Disbursements	Ending Book Balance
Operating Account (131.10)	1,889,482.40	2,020,547.73	2,788,706.22	1,121,323.91
Bid Deposits Reserve (131.11)	8,598.50	-	8,598.50	-
Total Operating Accounts	1,898,080.90	2,020,547.73	2,797,304.72	1,121,323.91
Operating Accounts Bank Balance				1,107,100.32
Reconciling Items				
Checks & Wires Outstanding			(144,269.90)	
Deposits in Transit			157,796.54	
Outstanding Transfers			696.95	
Total Reconciling Items				14,223.59
Adjusted Bank Balance - Operating Accounts				1,121,323.91

	Beginning Book Balance	Receipts	Disbursements	Ending Book Balance
Depreciation Account (116.00)	1,054,126.33	4,711.86	-	1,058,838.19
Depreciation Account Bank Balance				1,058,838.19

	Beginning Book Balance	Receipts	Disbursements	Ending Book Balance
Consumer Deposits Account (114.00)	221,949.54	797.74	696.95	222,050.33
Consumer Deposits Bank Balances				
Bank Balance - Checking Account				43,478.82
Bank Balance - Savings Account				179,268.46
Total Bank Balance				222,747.28
Reconciling Items				
Outstanding Transfers			(696.95)	
Total Reconciling Items				(696.95)
Adjusted Bank Balance - Consumer Deposits				222,050.33

	Beginning Book Balance	Receipts	Disbursements	Ending Book Balance
Payroll Account (131.09)	3,245.18	657,495.84	515,983.75	144,757.27
Payroll Account Bank Balance				15,300.02
Reconciling Items				
2/1 Payroll held in Escrow by Complete Payroll			129,457.25	
Outstanding Transfers				
Total Reconciling Items				129,457.25

Adjusted Bank Balance - Payroll Account

144,757.27

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Fairport Municipal Commission
Electric Fund Financial Snapshot
February 2024

Executive Summary

This is a brief snapshot into the current month financials. The final more comprehensive report related to this month will follow at the subsequent Commission Meeting.

Cash Flow Statement

Monthly

Year to Date

Operating Cash Flow

Cash Received from providing services	\$ 2,319,962.48	14,009,487.98
Cash payments for contractual expenses & supplies	(2,593,868.38)	(15,661,490.02)
Cash payments for personal services	(391,614.66)	(2,575,675.10)
Cash payments for employee benefits	(66,227.98)	(1,067,609.46)
Net Cash Provided (Used) by Operating Activities	(731,748.54)	(5,295,286.60)

Non-Operating Cash Flow

Other Revenue	67,740.90	1,179,179.33
Net Cash Provided by Non-Operating Activities	67,740.90	1,179,179.33

Financing Cash Flow

Proceeds from NYPA Loan	-	363,903.00
Bond Interest Paid	-	(104,118.75)
Acquisition of Capital Assets	-	(363,049.16)
Net Cash Provided (Used) by Capital & Financing Activities	-	(103,264.91)

Investing Cash Flow

Interest Income	5,157.74	47,395.94
Net Cash Provided by Investing Activities	5,157.74	47,395.94

Net increase (decrease) in cash and equivalents

(658,849.90) (4,171,976.24)

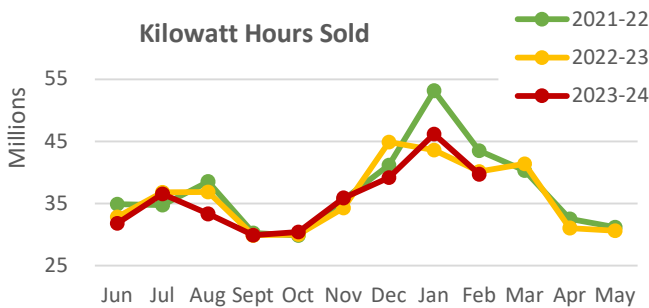
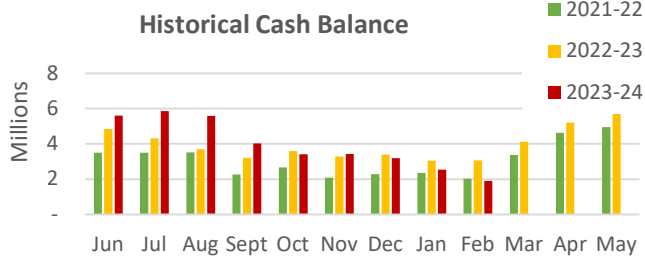
Cash and Cash Equivalents, beginning

2,547,569.70 6,060,696.04

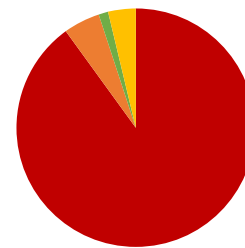
Cash and Cash Equivalents, ending

1,888,719.80 1,888,719.80

Key Performance Indicators



Electric Receivables Billed as of
 1/31/24 \$1,455,208



■ Current \$1,309,508 ■ 30+ Days \$72,123
 ■ 60+ Days \$19,017 ■ 90+ Days \$54,560