

Town of Windsor

Memorandum

June 8, 2021

TO: The Honorable Mayor and Town Council

FROM: William G. Saunders, IV, Town Manager *WGS IV*

SUBJECT: FY2020-21 Budget Amendments

Due to circumstances that availed themselves following the adoption of the FY2020-21 Budget, amendments to the budget are necessary.

1. Windsor Town Center Roof Project

Background

The Board of Supervisors of Isle of Wight County has decided to partner with the Town of Windsor on the replacement of the roof of the Windsor Town Center and other costs associated with the issues caused by the leaking roof. The result of this partnership is the Board's determination to appropriate funds to the Town of Windsor for this effort. The resulting fund transfer of \$358,663 was approved by the Board at their May 20, 2021 meeting.

Specifics

A budget amendment is required to appropriate the \$358,663 of funding from Isle of Wight County into the FY2020-21 General Fund operating budget to facilitate the Windsor Town Center Roof Project and to reimburse expenses already paid toward the project in the Windsor Town Center Fund.

Attached is a resolution accepting these funds and appropriating the funds into the General Fund portion of our operating budget. I recommend that Council adopt the enclosed resolution.

Enclosures

Isle of Wight County Resolution on Budget Amendment for Roof Project
Resolution

Recommended Motion

Move that Council adopt the resolutions entitled:

A Resolution Accepting Funds From Isle of Wight County for the Windsor Town Center Roof Project And Appropriating The Funds To The General Fund Of The Town's Operating Budget For Fiscal Year 2020/21.

2. Cares Act Funding

Background

In 2020, due to the negative impacts of the COVID-19 pandemic, the Cares Act distributed funds to localities to support their ongoing efforts. In the case of the Town of Windsor, these funds were distributed directly to Isle of Wight County, from whom we have been reimbursed for expenses that are legitimate uses of this funding. It is expected that the entirety of the Town's Cares Act funds will be obtained within the FY2020-21 budget year through the reimbursement of numerous expenses. The Town's portion of the Cares Act Funds distributed to the County, based upon population, is \$479,156.

Specifics

A budget amendment is required to appropriate the \$479,156 of Cares Act funding into the FY2020-21 General Fund operating budget.

Attached is a resolution accepting these funds and appropriating the funds into the General Fund portion of our operating budget. I recommend that Council adopt the enclosed resolution.

Enclosures

Resolution

Recommended Motion

Move that Council adopt the resolutions entitled:

A Resolution Accepting Cares Act Funds From Isle of Wight County And Appropriating The Funds To The General Fund Of The Town's Operating Budget For Fiscal Year 2020/21.

3. Real Estate Tax Year Change

Background

The Town Council's changing of the real estate tax billing period from a calendar year (As it currently is in the Town) to a fiscal year (As it currently is in the County) was necessary, but requires a budget amendment.

Specifics

A budget amendment is required to appropriate the \$105,000 of additional Real Estate Tax revenue into the FY2020-21 General Fund operating budget. The switch from a calendar year to a fiscal year, created the potential of receiving eighteen (18) months' worth of real estate revenue in one fiscal year; the entire 2020 calendar year's revenue, plus the period from January 2021 through June 2021 of that fiscal year's revenue.

Attached is a resolution accepting these funds and appropriating the funds into the General Fund portion of our operating budget. I recommend that Council adopt the enclosed resolution.

Enclosures
Resolution

Recommended Motion

Move that Council adopt the resolutions entitled:

A Resolution Amending the Real Estate Revenue
And Appropriating The Funds To The General
Fund Of The Town's Operating Budget For Fiscal
Year 2020/21.

Resolution

A Resolution Accepting Funds From Isle of Wight County for the Windsor Town Center Roof Project And Appropriating The Funds To The General Fund Of The Town's Operating Budget For Fiscal Year 2020/21.

BE IT RESOLVED by the Council of the Town of Windsor Virginia as follows:

Section 1. That the Town hereby accepts funds from Isle of Wight County, in the amount of \$358,663 for the Windsor Town Center Roof Project.

Section 2. That the sum of \$358,663 from Isle of Wight County is hereby appropriated into the General Fund portion of the Town's Operating Budget for Fiscal Year 2020/21.

Section 3. That the Town Manager and the Treasurer are hereby authorized and directed to do all things necessary to implement transaction for the funding of the Windsor Town Center Roof Project and to reimburse expenses already paid toward the project in the Windsor Town Center Fund.

Section 4. This resolution shall be in effect on and after its adoption.

Adopted: June 8, 2021

TESTE:

Town Clerk

ISSUE:

Resolution to Amend the Budget and Appropriate Funding from the Fund Balance for the Windsor Town Center Roof Project (\$358,663)

BACKGROUND:

Isle of Wight County and the Town of Windsor have recently negotiated a Memorandum of Understanding (“MOU”) governing the operation and maintenance of the Windsor Town Center. The MOU provides that the Parties agree that all capital repairs, replacements and all future capital improvements, which shall not include ordinary maintenance and repairs to the facility, which costs exceed \$25,000, shall be shared by both Parties equally, providing that a separate agreement and negotiation for such items are done in advance.

The Town identified a need to repair/replace the Windsor Town Center roof and has secured a bid totaling \$358,663. The County agreed to share the Cost equally with the Town. The County also agreed that it will provide up front funding for the Cost without interest to the Town to facilitate payment of the repair/replacement. The Town agrees to reimburse the County its share of the Cost, specifically \$179,331, with such share to be paid in 5 equal annual payments of \$35,866, beginning June 2021.

BUDGETARY IMPACT:

The FY 2021 budget will increase by \$358,663.

RECOMMENDATION:

Adopt a resolution to amend the budget and appropriate funding from the fund balance for the Windsor Town Center roof replacement project.

ATTACHMENTS:

Description	Type	Upload Date
<u>Resolution</u>	Resolution Letter	5/11/2021

**RESOLUTION TO AMEND THE FY2020-2021 BUDGET
AND APPROPRIATE FUND BALANCE
FOR WINDSOR TOWN CENTER ROOF PROJECT**

WHEREAS, the Board of Supervisors has negotiated a Memorandum of Understanding with the Town of Windsor governing the operation and maintenance of the Windsor Town Center; and,

WHEREAS, the Parties previously negotiated and agreed as to the terms of a capital repair/replacement of the roof of the Windsor Town Center; and,

WHEREAS, the Town of Windsor has secured a bid for such repairs totaling \$358,663 that is to be equally shared by both parties; and,

WHEREAS, the County has agreed to make payment for such repairs to the Town of Windsor totaling \$358,663 with the provision that \$179,331 is to be reimbursed to the County by the Town of Windsor in five annual installments in the amount of \$35,863; and,

WHEREAS, the Board of Supervisors needs to amend the FY 2020-2021 budget using unassigned fund balance and appropriate funds in the amount of \$358,663, for the Windsor Town Center roof project.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Supervisors of Isle of Wight County, Virginia that the FY 2020-2021 Budget is hereby amended and funds in the amount of three hundred fifty eight thousand six hundred sixty three dollars (\$358,663) are appropriated for the repair/replacement of the roof of the Windsor Town Center.

BE IT FURTHER RESOLVED that the County Administrator of Isle of Wight County, Virginia is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

Adopted this 20th day of May, 2021.



Carey Mills Storm, Clerk



Richard L. Grice, Chairman

Resolution

A Resolution Accepting Cares Act Funds From Isle of Wight County And Appropriating The Funds To The General Fund Of The Town's Operating Budget For Fiscal Year 2020/21.

BE IT RESOLVED by the Council of the Town of Windsor Virginia as follows:

Section 1. That the Town hereby accepts the Cares Act Funds from Isle of Wight County, in the amount of \$479,156 for the reimbursement of legitimate municipal efforts during the COVID-19 pandemic.

Section 2. That the sum of \$479,156 from Isle of Wight County is hereby appropriated into the General Fund portion of the Town's Operating Budget for Fiscal Year 2020/21.

Section 3. That the Town Manager and the Treasurer are hereby authorized and directed to do all things necessary to implement this transaction.

Section 4. This resolution shall be in effect on and after its adoption.

Adopted: June 8, 2021

TESTE:

Town Clerk

Resolution

A Resolution Amending the Real Estate Revenue
And Appropriating The Funds To The General
Fund Of The Town's Operating Budget For Fiscal
Year 2020/21.

BE IT RESOLVED by the Council of the Town of Windsor Virginia as follows:

Section 1. That the Town hereby amends the Real Estate Tax revenue amount, due to changes in the Real Estate tax year garnering additional revenues.

Section 2. That the sum of \$105,000 of additional Real Estate Tax revenue is hereby appropriated into the General Fund portion of the Town's Operating Budget for Fiscal Year 2020/21.

Section 3. That the Town Manager and the Treasurer are hereby authorized and directed to do all things necessary to implement this action.

Section 4. This resolution shall be in effect on and after its adoption.

Adopted: June 8, 2021

TESTE:

Town Clerk