

# Town of Windsor

## Memorandum

May 30, 2023

**TO:** The Honorable Mayor and Town Council WGS IV  
**FROM:** William G. Saunders, IV, Town Manager  
**SUBJECT:** FY24 Budget and Capital Improvement Plan Review

### Background

Following the review of the draft FY24 Budget and Capital Improvement Plans at the May 9, 2023 Town Council meeting, further amendments have been made to the budget draft.

### Specifics

Changes since the May 9, 2023 Council meeting are outlined below.

#### General Fund Budget

Revenue – The Real Estate revenue line was adjusted to represent a \$0.13 per \$100 rate, rather than the previous \$0.14 per \$100 rate, on the 2023 reassessment numbers. The projected amount of additional real estate revenue is \$64,134.91 over the rate projected based on the 2019 numbers. This amount should be treated as gross additional revenue, as the amount received will likely be \$50,000±.

The General Fund budget is balanced at \$4,431,726.54.

#### Future Space Needs

Transfers from General Fund – General Fund transfer to Future Space Needs was increased from \$100,000 to \$150,000.

### Recommendation

For Council's review and discussion

### Enclosures

-Draft FY24 Budget slip sheets

# TOWN OF WINDSOR

## Town Elected Officials

George Stubbs – Mayor  
Randy Carr - Vice Mayor

## Councilmen

David Adams  
Walter Bernacki  
Gibbie Dowdy  
Jake Redd  
Marlin Sharp



Town Manager  
William Saunders

Town Clerk  
Terry Whitehead

Town Treasurer  
Cheryl McClanahan

Town Attorney  
Fred D. Taylor

May 24, 2023

The Honorable Mayor and Members of Council  
Town of Windsor, Virginia

Dear Sirs,

This is the fiscal year 2023-24 draft budget proposal. This document includes the proposal for the operating budgets for the General Fund, the Water Fund, the Space Needs Fund, and the Windsor Town Center Fund; as well as the proposal for the five-year Capital Improvements Plan (CIP) for the period FY24 through FY28. This document, being created with reference to current and projected economic conditions, town service provision capabilities, and input from the Town Council, is provided here for your review.

Each section of this budget is preceded by a narrative statement that further explains the goals, objectives, personnel, and details of each section of this budget. As such, each of these narratives is an integral part of this budget message.

This budget proposal comes with some uncertainty due to the current inflationary environment and potential future economic downturns in the wake of the inflationary period. Some disruption in our normal revenue streams due to the financial hardships experienced by our citizens during these uncertain times may continue. We should all continue to watch this situation closely. The budget includes a \$75,000+/- contingency due to these and other uncertainties in FY24.

This budget includes the revenues from the American Rescue Plan Act (ARPA) appropriated to the Town of Windsor, which will be rolled forward from FY23. Most of these funds are attributed to identified projects, the balance is shown as 'Other ARPA projects' until appropriated. This budget seeks to strike a balance between leaning too heavily on this funding that can only be appropriated for two years, while being mindful that it should be taken advantage of while available. As such, few ARPA funds are allocated for operations, yet most of the capital projects are to be funded by ARPA funds.

While this budget is balanced and largely complete, new revenue information, and expense information from a few vendors, may result in minor revisions as we move through May. Further, spending on ARPA projects in FY23 may necessitate adjustments in those numbers.

## **Discussion of General Fund Revenues**

### *Real Estate and Personal Property Tax Revenues*

As you know, the Isle of Wight County Commissioner of Revenue is responsible for conducting the assessment of real property values within the Town of Windsor. The County conducts these assessments approximately every four years; a new assessment has taken place in FY23, and the town has recently received those totals. This draft includes a reduction in the real estate tax rate from \$0.14 in FY23 to \$0.13 in FY24. While this is a decrease in rate, it will constitute an increase in taxes levied of approximately \$64,000 over the previous FY24 draft; however, the net increase in revenue received will likely be \$50,000±. This additional revenue is directed to the Future Space Needs Fund.

The Isle of Wight County Commissioner of Revenue also determines the value of personal property and machinery and tools in the Town of Windsor. The Commissioner has estimated a countywide decrease of 3.8% in personal property (vehicle) values, decreases at that level are not envisioned for the Town of Windsor; and a 1% increase in machinery and tools values. This budget maintains the current rates of \$0.50 and \$0.25 per \$100 of value respectively.

### *Other Local Taxes*

The largest source of revenue in this category is the meals tax, no rate increase is planned here, although its revenue is estimated to increase ±15% for FY24.

This budget maintains the cigarette tax of \$0.40 per pack.

### *Payments (Reimbursements) from Other Funds*

Included in the FY24 General Fund revenue is a payment from the Water Fund for indirect services that the General Fund provides this fund. This payment reimburses the General Fund for services that it provides to the Water Fund. The Water Fund also pays the General Fund to cover a portion of the salaries and benefits of the employees that spend time working for both Funds.

The Water Fund's indirect payments to the General Fund are adequate, and the General Fund does not subsidize Water Fund operations. However, ARPA funds will be used for the funding of capital projects in the Water Fund.

The payments from the Water Fund for indirect costs and salaries total \$392,879.63 for FY24.

## **Discussion of General Fund Expenditures**

### *Operations*

This document reflects reasonable expectations regarding the increasing costs of operations, although the potential for future inflation is hard to predict. What is known is that the town is not immune from the effects of the inflationary environment, a couple of examples are a

health care increase of 8.9% and an increase in ‘Payments to Other Governments’ of 18% for our share of the IOWC Emergency Communications Center, for FY24.

### *Salaries*

Town staff have performed admirably through the challenging environment faced during the 2022-23 fiscal year.

The salaries for employees that provide services to both funds are split-funded between the two Funds. The total salary cost appears in the General Fund with the Water Fund making a payment to the General Fund to cover its portion of the salary cost for those employees that spend time working for both Funds. This budget includes a 5% cost of living adjustment for town staff, with the exception of field positions in the Police Department, who receive a 7% cost of living adjustment and compression adjustments. The FY24 total salary cost for the Town is \$ 959,137.04. The General Fund portion of the salaries is \$745,242.80, and the remaining \$213,894.24 appears in the Water Fund.

### *Capital Projects*

Included in this document is the Capital Improvement Plan for FY24-28. Most capital items therein are designated for funding from ARPA funds. This budget also includes \$150,000 of funding for the Future Space Needs Fund.

## **Discussion of the Water Fund Budget**

We operate our Water Fund as an “enterprise fund” in which revenues from the operation of the Town’s water system should be sufficient to cover system expenditures without funding assistance from the General Fund. This Water Fund budget proposal does not contain any financial assistance from the General Fund for operations.

### *Water Fund Revenues and Expenditures*

The sale of water to our customers is the fund’s only consistent source of revenue, although connection/tap fees for new services contribute varying amounts of miscellaneous revenue.

The water rate is routinely evaluated, and revisions must be made as necessary. This budget maintains the current water rate of \$8.25 per 1,000 gallons with a minimum bill of \$28.88.

### *Depreciation*

Accounting principles require governmental enterprise operations, such as our Water Fund operation, to not only show depreciation as an expense, but also to fund the same. This process provides the owner of the enterprise operation with a method to fund the replacement of the physical assets of the system as these assets wear out or become obsolete. Even if the owner of the enterprise system does not fully fund depreciation, the owner (or the owner’s auditor) must show the full amount of the annual depreciation as an expense in the

comprehensive annual financial report for the operation. In a case in which the owner does not fully fund depreciation in a given budget year, even though operating revenues may equal operating expenses, the owner must show that the operation operated at a deficit because the owner did not fully fund depreciation. We have made great strides in recent years to fund an appreciable portion of depreciation. This year's budget funds depreciation at 76%.

### *Capital Projects*

The major capital project included in the Water Fund this year is a water main upgrade/replacement for Duke Street and Virginia Avenue. In addition to routine replacement of water meters and mains, it also includes engineering for other future projects. All capital projects in the Water Fund for FY24 are to be funded with ARPA funds.

### **Five-Year Capital Improvements Plan (CIP)**

This document includes the proposed Capital Improvements Plan for the five-year period from FY24 through FY28. The CIP should be a realistic program of projects that the Town intends to undertake within the next five years. As such, in developing the CIP, consideration should be given to the Town's ability to finance these projects. Included is a CIP that fits within the Town's financial capabilities for the next five years.

### **Summary**

This proposal is balanced in both the General Fund and Water Fund, without cutting services, and exceeds the revised FY23 budget by 5.2%.

This budget was thoughtfully considered and the balance of the use of American Rescue Plan Act funds was a large part of that; however, a case can be made to use more ARPA funding in the short term to ensure its use while available.

This budget is hereby offered for your review and consideration.

Respectfully submitted,



William Saunders  
Town Manager

**2023-24 Budget**  
**Revenue and Expenditure Summary - All Funds**

***Revenues***

**Fund**

<b>General Fund</b>	\$ 4,431,726.54	
Less Transfer from Other Funds	<u>392,879.63</u>	
		<u>\$ 4,038,846.91</u>

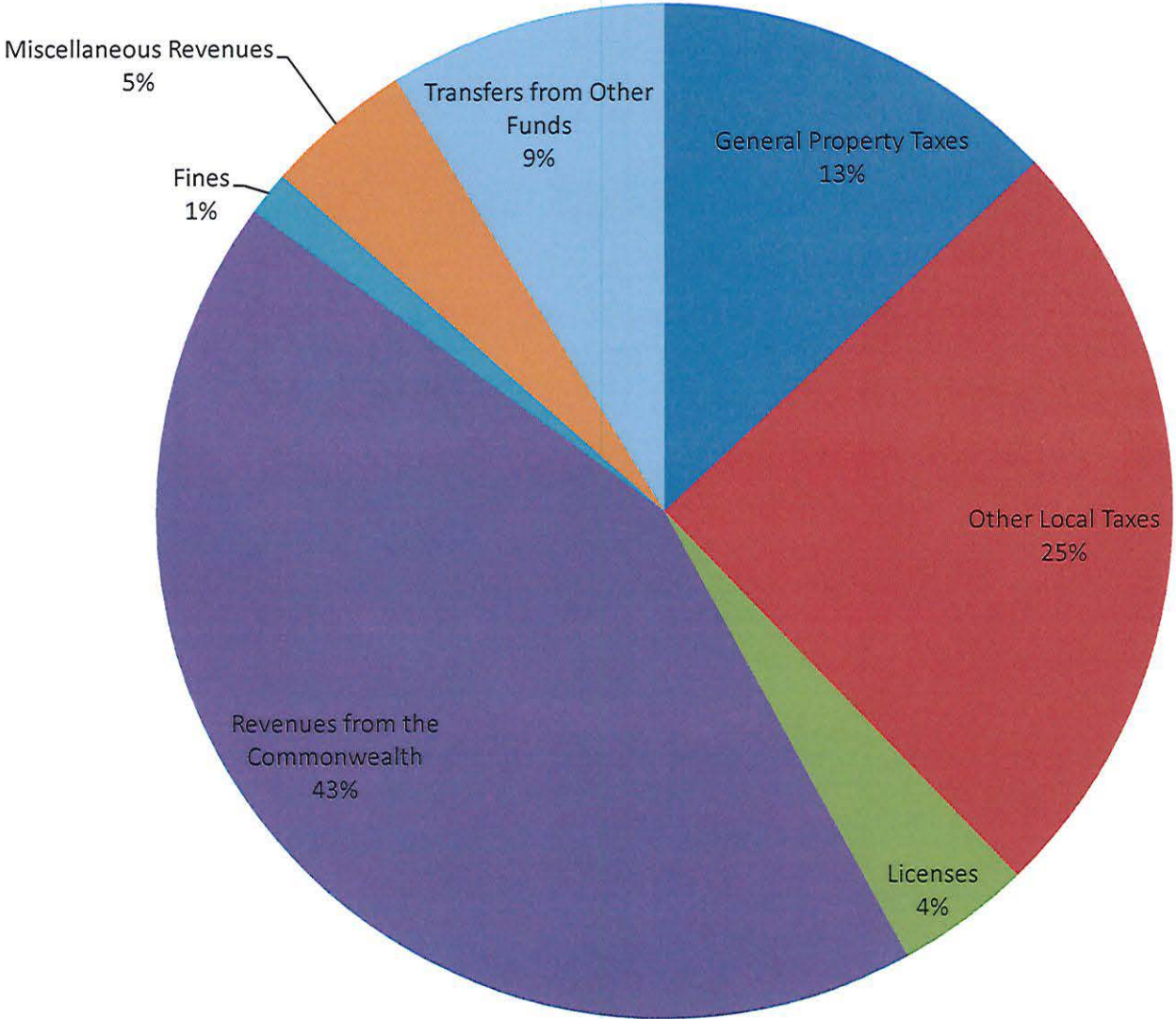
<b>Water</b>	<u>\$ 1,696,000.00</u>	<u>\$ 1,696,000.00</u>
--------------	------------------------	------------------------

***Expenditures***

<b>General Fund</b>	\$ 4,431,726.54	
Less Transfers to Other Funds	<u>392,879.63</u>	
		<u>\$ 4,038,846.91</u>

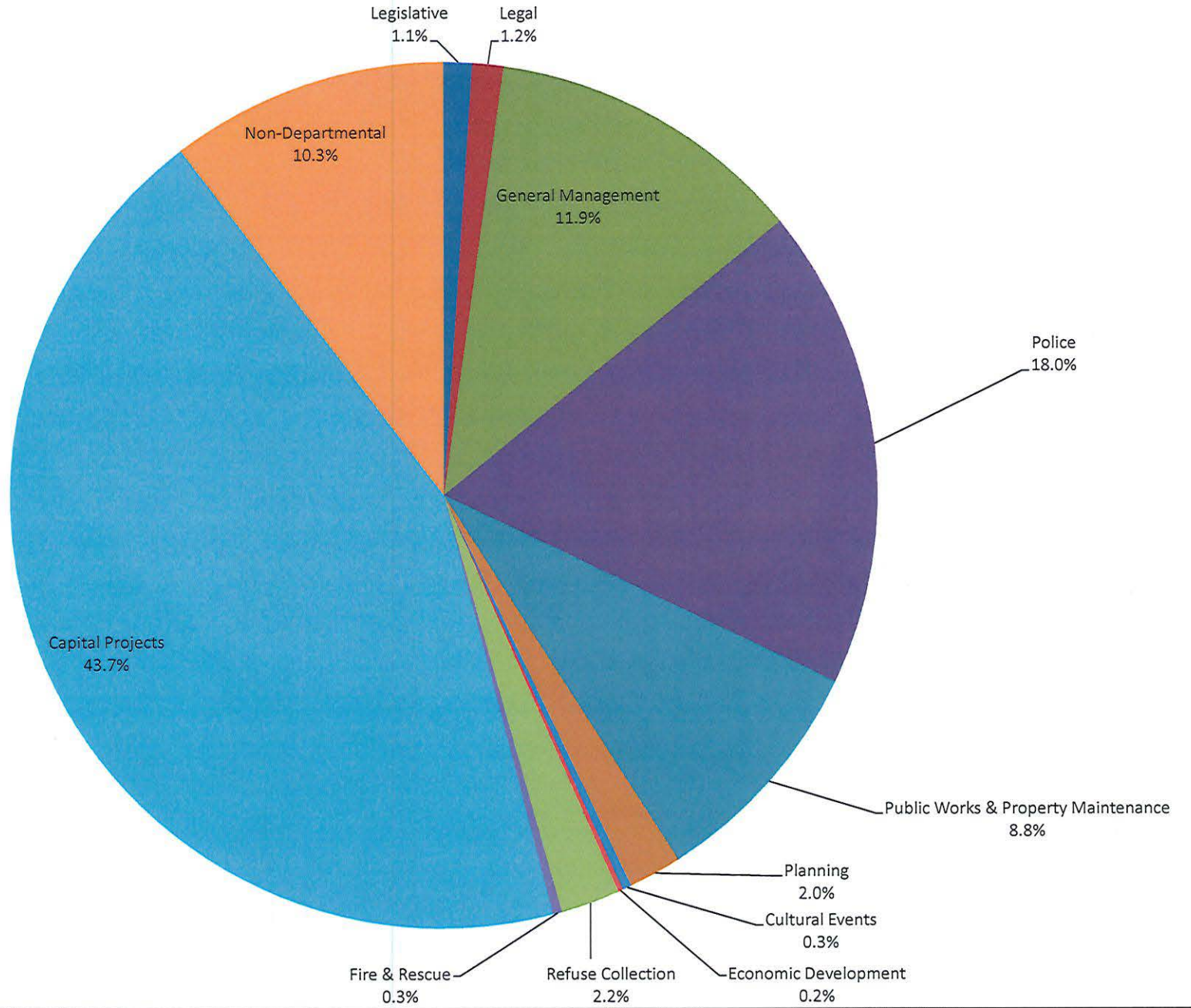
<b>Water</b>	<u>\$ 1,696,000.00</u>	<u>\$ 1,696,000.00</u>
--------------	------------------------	------------------------

# Where The Money Comes From





### Where The Money Goes





# The General Fund

## Introduction

The major difference in local government budgeting and accounting versus private sector budgeting and accounting is that the local government budgets and accounts for its monies by utilizing a variety of “funds.” The Town of Windsor has the following funds:

- The General Fund
- The Water Fund
- The Town Center/Future Development and Space Needs Fund

The Town’s largest fund is the General Fund. The 2023-24 General Fund portion of the budget totals \$ \$4,431,726.54. and it is balanced.

## Presentation of Salary Information

Some employees of the Town do work for both the General Fund and the Water Fund. As such, the Water Fund reimburses the General Fund for the portion of time these employees spend working for the Water Fund. The General Fund also provides some non-personnel services to the Water Fund. For example, for making and mailing of water bills, the General Fund pays for both the purchase of the paper to run the bill and the mailing of the same. The General Fund reclaims this expense by charging the Water Fund an “indirect expense.” This shows up as an expense in the Water Fund, and it shows up as revenue in the General Fund.

## **Net General Fund Revenues and Expenditures**

The indirect expenses, including salaries, that the General Fund charges the Water Fund total \$392,879.63; therefore, the General Fund's net revenues and expenditures total \$ \$4,038,846.91.

## **General Fund Revenues**

Town Management has taken a conservative approach in forecasting revenues for 2023-24. There are new revenue sources proposed as a part of the budget. However, based upon the 2023 reassessment numbers, this budget includes a reduction in the real estate tax rate from \$0.14 in FY23 to \$0.13 in FY24. While this is a decrease in rate, it will constitute an increase in taxes levied of approximately \$64,000 over the previous FY24 draft, but the net increase in revenue received will likely be \$50,000+. This additional revenue is directed to the Future Space Needs Fund. It also projects a 15% increase in meals tax revenue.

The tab "GF-Revenues" provides you with a line-item presentation of the General Fund Revenues.

## **General Fund Expenditures**

Town Management has taken a realistic approach in developing the General Fund operating expenses. The 2023-24 budget maintains the existing levels of service. Operations are largely covered by FY24 revenue, a few exceptions being the transfer to the Town Center, essential worker bonuses, and enhanced retirement benefits for law enforcement, coming from American Rescue Plan Act (ARPA) funds. Many of the 2023-24 capital expenses are funded with ARPA funds, in addition to \$100,000 in proffers from Holland Meadows.

The tab "GF-Expenditures" provides you with a line-item presentation by department of General Fund Expenditures.

## **Line Item Descriptions**

Included in the budget is a description of the line items contained within the expenses portion of our operating budget. These descriptions are found on the pages immediately following this page. Line items that are generic throughout departments are listed together, and any line item that is specific to a given department is listed under that department. This was done in an effort to help the reader better understand the items contained within each line item.

*Operating Budget*  
*2023-24 DRAFT*  
*General Fund Revenues*

	2021-22 Budget	2021-22 Actual	2022-23 Budget	2023-24 Recommended	2023-24 Adopted
<b>General Property Taxes</b>					
Taxes on Real Property	\$ 215,000.00	\$ 220,496.04	\$ 303,500.00	\$ 370,669.91	
Taxes on Mobile Homes	6,000.00	7,803.91	6,000.00	6,000.00	
Taxes on Personal Property	110,000.00	124,194.98	150,000.00	155,000.00	
PPTRA Funding	19,525.00	19,527.44	19,525.00	19,525.00	
Public Service Corporation Taxes	11,500.00	21,861.30	17,000.00	20,000.00	
Penalties & Interest on Delinquent Taxes	5,000.00	20,826.81	5,000.00	5,000.00	
<b>Total</b>	<u>\$ 367,025.00</u>	<u>\$ 414,710.48</u>	<u>\$ 501,025.00</u>	<u>\$ 576,194.91</u>	<u>\$ -</u>
<b>Other Local Taxes</b>					
Bank Franchise Tax	\$ 140,500.00	\$ 174,217.00	\$ 155,600.00	\$ 150,000.00	
Communication Tax/Cable Franchise Tax	50,000.00	47,744.02	45,000.00	42,500.00	
Cigarette Tax	71,250.00	85,500.00	100,000.00	100,000.00	
Local Sales Tax	130,000.00	163,868.65	140,000.00	160,000.00	
Meals Tax	420,000.00	529,763.87	480,000.00	550,000.00	
Utility Taxes	90,000.00	99,117.06	90,000.00	95,000.00	
<b>Total</b>	<u>\$ 901,750.00</u>	<u>\$ 1,100,210.60</u>	<u>\$ 1,010,600.00</u>	<u>\$ 1,097,500.00</u>	<u>\$ -</u>
<b>Licenses</b>					
Merchants & Other Licenses	\$ 120,000.00	\$ 140,619.73	\$ 130,000.00	\$ 140,000.00	
Motor Vehicle Licenses	43,000.00	60,089.77	45,000.00	50,000.00	
<b>Total</b>	<u>\$ 163,000.00</u>	<u>\$ 200,709.50</u>	<u>\$ 175,000.00</u>	<u>\$ 190,000.00</u>	<u>\$ -</u>

**Operating Budget  
2023-24 DRAFT  
General Fund Revenues**

	<b>2021-22 Budget</b>	<b>2021-22 Actual</b>	<b>2022-23 Budget</b>	<b>2023-24 Recommended</b>	<b>2023-24 Adopted</b>
<b>Revenues from the Commonwealth</b>					
Police HB 599 Funding	\$ 63,713.00	\$ 63,719.00	\$ 70,500.00	\$ 70,500.00	
Litter Control Grant	1,200.00	2,054.00	2,463.00	2,400.00	
Fire Program Grant	15,000.00	15,000.00	15,000.00	15,000.00	
American Rescue Plan Act (ARPA) Funds*		1,033,658.63	2,010,368.10	1,816,852.00	
<i>Noncategorical aid:</i>					
Mobile Home Titling Taxes	4,500.00	4,107.00	4,500.00	1,500.00	
<b>Total</b>	<b>\$ 84,413.00</b>	<b>\$ 1,118,538.63</b>	<b>\$ 2,102,831.10</b>	<b>\$ 1,906,252.00</b>	<b>\$ -</b>
<b>Fines</b>					
Traffic Fines	90,000.00	59,647.97	\$ 60,000.00	\$ 60,000.00	
E-Summons				\$ 2,400.00	
<b>Total</b>	<b>\$ 90,000.00</b>	<b>\$ 59,647.97</b>	<b>\$ 60,000.00</b>	<b>\$ 62,400.00</b>	<b>\$ -</b>
<b>Miscellaneous Revenues</b>					
Administrative Collection Fee	\$ 5,000.00	\$ 15,354.64	\$ 10,000.00	\$ 15,000.00	
Cemetery Plot Sales	1,000.00	10,000.00	2,000.00	2,000.00	
Credit Card Convenience Fee	1,000.00	1,834.17	1,000.00	1,500.00	
Grants			-		
Interest Earned	13,000.00	5,963.26	6,000.00	75,000.00	
Other Miscellaneous Revenues	8,000.00	59,777.43	8,000.00	10,000.00	
Reimbursement from Water Fund - Indirect Costs	82,790.00	82,790.00	82,250.00	85,700.00	
Reimbursement from Water Fund - Salaries	235,241.19	235,241.00	279,243.06	307,179.63	
Fund Balance (Proffers**)	428,000.00	428,000.00	114,000.00	100,000.00	
Zoning Fees	4,000.00	3,050.00	3,000.00	3,000.00	
<b>Total</b>	<b>\$ 778,031.19</b>	<b>\$ 842,010.50</b>	<b>\$ 505,493.06</b>	<b>\$ 599,379.63</b>	<b>\$ -</b>
<b>Total All Revenues</b>	<b>\$ 2,384,219.19</b>	<b>\$ 3,735,827.68</b>	<b>\$ 4,354,949.16</b>	<b>\$ 4,431,726.54</b>	<b>\$ -</b>

\* American Rescue Plan Act Funds

\*\* Proffers from Holland Meadows Sidewalk

**Operating Budget  
2023-24 DRAFT  
General Fund Expenditures**

	<b>2021-22 Budget</b>	<b>2021-22 Actual</b>	<b>2022-23 Budget</b>	<b>2023-24 Recommended</b>	<b>2023-24 Adopted</b>
<b>Capital Projects</b>					
Outfitted Police Vehicles	\$ 45,000.00	\$ 48,025.67	\$ 45,000.00	\$ -	
Streetlight Extensions	-	-	-	-	
Information Technology Upgrades*	5,000.00	-	5,000.00	5,000.00	
GIS System Improvements*	5,000.00	-	5,000.00	5,000.00	
Comprehensive Plan Update*	25,000.00	-	25,000.00	35,000.00	
Backhoe** / *	-	-	100,000.00	125,064.65	
Stormwater Projects*	-	-	50,000.00	250,000.00	
Police Department Technology*	10,000.00	21,799.16	10,000.00	10,000.00	
Body Worn Camera Replacement	5,250.00	5,250.00	5,250.00	5,250.00	
Sidewalk Construction	10,000.00	-	-	25,000.00	
Town Center Roof Replacement	300,000.00	302,274.34	-	-	
Town Center Roof Debt Service	36,000.00	35,866.00	36,000.00	36,000.00	
Town Center Gym Window Replacement*	-	-	-	35,000.00	
Windsor Woods Sewer Grant Match*	-	-	-	100,000.00	
Broadband Expansion Grant Match*	-	-	-	60,000.00	
Public Works Truck (3/4 ton)*	-	-	-	70,000.00	
Water System ARPA Projects*	-	-	1,768,242.10	1,025,000.00	
Space Needs Sinking Fund Expense	100,000.00	-	100,000.00	150,000.00	
<b>Total Capital Projects</b>	<b>\$ 541,250.00</b>	<b>\$ 413,215.17</b>	<b>\$ 2,149,492.10</b>	<b>\$ 1,936,314.65</b>	<b>\$ -</b>
<b>Non-departmental</b>					
Contingency	\$ 50,000.00	\$ 130.40	\$ 25,000.00	\$ 76,723.38	
Vacation Buy Back	12,500.00	11,278.92	12,832.08	12,500.00	
Public Safety / Essential Worker Bonuses*	-	17,500.00	55,000.00	27,500.00	
Enhanced Benefits for LEOs (1.85% mult.)*	-	-	72,126.00	72,126.00	
Contribution to Library	1,200.00	1,200.00	1,200.00	1,200.00	
Contribution to W. Tidewater Free Clinic	-	-	-	2,400.00	
Contribution to TRIAD	1,000.00	1,000.00	1,000.00	1,000.00	
Contributions to Town Center*	20,500.00	20,500.00	20,000.00	20,000.00	
Insurance	60,000.00	59,574.00	62,500.00	75,000.00	
Other ARPA Projects*	-	-	-	77,161.35	
Payments to Other Governments	110,000.00	113,091.88	140,000.00	165,000.00	
<b>Total Non-departmental</b>	<b>\$ 255,200.00</b>	<b>\$ 224,275.20</b>	<b>\$ 389,658.08</b>	<b>\$ 458,484.73</b>	<b>\$ -</b>
<b>Total All Expenditures</b>	<b>\$ 2,484,219.19</b>	<b>\$ 2,113,026.48</b>	<b>\$ 4,346,899.16</b>	<b>\$ 4,431,726.54</b>	<b>\$ -</b>

*Operating Budget  
2023-24 DRAFT  
Space Needs Fund*

	<b>2021-22 Budget</b>	<b>2021-22 Actual</b>	<b>2022-23 Budget</b>	<b>2023-24 Recommended</b>	<b>2023-24 Adopted</b>
<b>Revenues</b>					
Transfer from General Fund	\$ -	\$ -	\$ 100,000.00	\$ 150,000.00	
Interest Earned	500.00	6.60	100.00	5,000.00	
Fund Balance	24,500.00	-	-	-	
<b><i>Total Revenues</i></b>	<b><u>\$ 25,000.00</u></b>	<b><u>\$ 6.60</u></b>	<b><u>\$ 100,100.00</u></b>	<b><u>\$ 155,000.00</u></b>	<b><u>\$ -</u></b>

	<b>2021-22 Budget</b>	<b>2021-22 Actual</b>	<b>2022-23 Budget</b>	<b>2023-24 Recommended</b>	<b>2023-24 Adopted</b>
<b>Expenditures</b>					
Professional Services	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 25,000.00	
Future Needs	-	-	75,100.00	130,000.00	
<b><i>Total All Expenditures</i></b>	<b><u>\$ 25,000.00</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 100,100.00</u></b>	<b><u>\$ 155,000.00</u></b>	<b><u>\$ -</u></b>

**RESOLUTION**

A Resolution Approving And Adopting The Fiscal Year 2023-24 Operating Budget For The Town Of Windsor, Virginia And Appropriating The Requisite Funds For Said Budget

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

Section 1. That the Town Council hereby approves and adopts the document entitled "*Town of Windsor, 2023-24 Operating Budget.*"

Section 2. In order to provide the requisite funds for said operating budget, the following sums are hereby appropriated from the following revenue sources to the following fund categories for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

A. Sums appropriated from:

<b>Fund</b>	<b>Amount</b>
General Fund Revenues	\$4,431,726.54
Water Fund Revenues	\$1,696,000.00
Space Needs Revenues	\$155,000.00
Town Center Revenues	\$50,500.00

B. Sums appropriated to:

<b>Fund</b>	<b>Amount</b>
General Fund Expenditures	\$4,431,726.54
Water Fund Expenditures	\$1,696,000.00
Space Needs Expenditures	\$155,000.00
Town Center Expenditures	\$50,500.00

Section 3. Said appropriations shall be in effect beginning July 1, 2023.

Section 4. The Town Manager is hereby directed and authorized to do all things necessary to implement said budget.

Section 5. This resolution shall be in effect on and after its adoption.



Adopted: June 13, 2023

A TRUE COPY, ATTEST:

---

Town Clerk

Approved as to form:

---

Town Attorney

**ORDINANCE**

An Ordinance Imposing And Levying Taxes Within The Town Of Windsor, Virginia Upon Real Property, And Upon Public Service Corporation Real Property For The Fiscal Year Beginning July 1, 2023, And Ending June 30, 2024; And Upon Personal Property, Upon Public Service Corporation Personal Property, Upon Machinery and Tools, And Upon Mobile Homes For The Calendar Year Beginning January 1, 2023, And Ending December 31, 2023.

**BE IT ORDAINED** by the Council of the Town of Windsor that for the support and operations of the Town government, the tax rate on all real property and all tangible personal property shall be as follows:

**Section 1. Tax Rates**

A. Real Estate

For the fiscal year beginning July 1, 2023 and ending June 30, 2024, upon all real estate and improvements thereon, not exempt from local taxation, there shall be a tax of No Dollars and Fourteen Cents (\$0.13) for every One Hundred Dollars (\$100.00) of the assessed value.

B. Public Service Corporations

For the fiscal year beginning July 1, 2023 and ending June 30, 2024, upon all real estate and improvements thereon of public service corporations not exempt from local taxation, there shall be a tax of No Dollars and Fourteen Cents (\$0.13) for every One Hundred Dollars (\$100.00) of assessed value; and for the calendar year beginning January 1, 2023 and ending December 31, 2023, upon all tangible personal property of every kind and description of public service corporations not exempt from local taxation, there shall be a tax of No Dollars and Fifty Cents (\$0.50) for every One Hundred Dollars (\$100.00) of assessed value.

C. Tangible Personal Property

For the calendar year beginning January 1, 2023 and ending December 31, 2023, upon all tangible personal property of every kind and description, not exempt from local taxation, there shall be a tax of No Dollars and Fifty Cents (\$0.50) for every One Hundred Dollars (\$100.00) of assessed value. This tax shall not apply to household goods and personal effects as set forth in Section 58.1-3504, *Code of Virginia*, if such goods and effects are owned and used by an individual or family or household incident to maintaining an abode.

#### D. Machinery and Tools

For the calendar year beginning January 1, 2023 and ending December 31, 2023, upon all machinery and tools used or employed by any person, firm or corporation in any trade or business, not exempt from local taxation, there shall be a tax of No Dollars and Twenty-Five Cents (\$0.25) for every One Hundred Dollars (\$100.00) of assessed value which shall be based upon the fair market value thereof.

#### E. Mobile Homes

For the calendar year beginning January 1, 2023 and ending December 31, 2023, upon all mobile homes, not exempt from local taxation, there shall be a tax of No Dollars and Fourteen Cents (\$0.13) for every One Hundred Dollars (\$100.00) of the assessed value.

#### F. Cigarette Tax

For the fiscal year beginning July 1, 2023 and ending June 30, 2024, upon the sale of all cigarettes in the Town of Windsor shall be tax of No Dollars and Forty Cents (\$0.40) per pack.

#### G. Meals Tax

For the fiscal year beginning July 1, 2023 and ending June 30, 2024, the meals tax rate shall be Six Percent (6.0%).

### **Section 2. Tax Payments**

The above mentioned taxes, with the exception of the cigarette tax, meals tax, and real estate tax shall be due and payable on December 5, 2023; real estate tax shall be due and payable on June 5, 2024. A penalty of ten percent (10.0%) of the late payments of such tax shall be imposed for balances in arrears over One Hundred Dollars (\$100.00), a penalty of Ten Dollars (\$10.00) for those balances in arrears between Ten Dollars (\$10.00) and One Hundred Dollars (\$100.00), and a penalty equal to the balance in arrears for those balances in arrears under Ten Dollars (\$10.00). In addition to the penalty, the Town shall collect interest at the rate of ten percent (10.0%) per annum upon the principal and penalties of all such taxes not paid by the date due.

### **Section 3. Severance Clause**

In the event that a court of competent jurisdiction declares any portion of this Ordinance invalid, then all remaining provisions shall remain in full force and effect.

**Section 4. Effective Date**

This ordinance shall be in effect on and after its adoption.

Adopted: \_\_\_\_\_

A TRUE COPY, ATTEST:

\_\_\_\_\_  
Town Clerk

Approved as to form:

\_\_\_\_\_  
Town Attorney