

## Town of Windsor

### Memorandum

November 13, 2018

**TO:** The Honorable Mayor and Town Council  
**FROM:** Michael Stallings, Town Manager *MS*  
**SUBJECT:** Funding For Police Officer Position

At the October Town Council meeting Town Council authorized the creation of a new police officer position. I was directed to prepare a funding package for this position for the remainder of this fiscal year as well as a projected funding package for upcoming fiscal years.

The annual cost of this position is projected to be \$61,500.60. This fiscal year we anticipate the position costing us no more than \$30,750.30 based off an anticipated January 1, 2019 start date.

Chief Riddle has evaluated his budget and identified \$7,000 that can be allocated to fund this position. That is made up of \$3,000 from overtime and \$4,000 from vehicle fuel and tires. That leaves \$23,750.30 of required funding.

When we developed the current operating budget we were under the assumption that we would be receiving no bank franchise tax from Citizens National Bank due to it being sold to Old Point National Bank. I have received word from the President of Old Point that they are currently estimating a payment of \$25,000 being made to the Town of Windsor for bank franchise taxes.

The combination of the additional bank franchise tax and reallocated money within the Police Department budget will cover the cost of the position for this fiscal year.

We will need to adopt a budget transfer as well as the attached appropriation resolution to put this funding in place.

For future years, we can continue to anticipate the \$25,000 from Old Point as well reallocating the \$7,000 with the PD budget. This leaves funding in the amount of \$29,500.60 to be identified. One area we are looking at for savings in the upcoming budget is the purchase of police cars. This year we have \$60,000 budgeted to complete the payment for the three cars we purchased last year. We anticipate only purchasing two cars next fiscal year. We will realize a reduction of approximately \$24,000 in the budgeted amount due to purchasing one less car.

Once the savings mentioned above is added, we only have a funding gap of \$5,500.60. We will continue to evaluate both revenues and expenditures to identify areas that we can pull this funding from.

I am confident that we will be able to fully fund the position in future budgets.

**Recommended Motion**

Move that Council adopt the enclosed resolution entitled:

A Resolution Appropriating The Sum Of  
\$25,000 In Additional Bank Franchise Tax  
Revenue Into The General Fund Operating  
Budget And Approving A Budget Amendment  
And Transfer For Fiscal Year 2018-19

**Resolution**

A Resolution Appropriating The Sum Of \$25,000 In Additional Bank Franchise Tax Revenue Into The General Fund Operating Budget And Approving A Budget Amendment And Transfer For Fiscal Year 2018-19

**WHEREAS**, the 2018-19 General Fund Operating Budget anticipated that the Town of Windsor would not receive bank franchise tax from Citizen's National Bank due to its impending sale to Old Point National Bank, and;

**WHEREAS**, the Town has recently been informed by Old Point National Bank to anticipate receiving approximately \$25,000 in bank franchise tax, and;

**WHEREAS**, these funds must be appropriated into the 2018-2019 General Fund operating budget to help fund the recently approved Police Officer Position, and;

**WHEREAS**, \$7,000 within the Police Department Budget needs to be transferred as part of the funding for the Police Officer Position, and;

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

Section 1. That the sum of \$25,000 in bank franchise tax revenue be appropriated into the 2018-19 General Fund Operating Budget.

Section 2. That the General Fund Operating Budget for the Fiscal Year 2017-2018 be amended to include these funds in the Bank Franchise Tax revenue line item, and an equal amount included in the Police Department Salaries expense line item.

Section 3. Budget transfers in the following amounts be approved:

1. \$3,000 from line item – Police Overtime be transferred to Police Salaries
2. \$4,000 from line item – Police Vehicle Fuel and Tires be transferred to Police Salaries

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

Adopted: November 13, 2018

TESTE: