

## Town of Windsor

### Memorandum

August 11, 2020

**TO:** The Honorable Mayor and Town Council  
**FROM:** Christy Newsome, Treasurer *CN*  
**SUBJECT:** Replacement Meter Reading Equipment

Back in August of 2018 Town Council authorized the purchase of new meter reading equipment in the amount of \$21,763. Only \$4,458 of these funds were spent before the end of the 2018-19 Fiscal Year. No funds were spent of the appropriated \$17,305 in fiscal year 2019-20.

In order to finalize this equipment replacement, Council must appropriate the remaining \$17,305 that remained unspent at the end of last Fiscal Year. This will allow us to pay the final invoice associated with this upgrade. The vendor is continuing its research into the software problem and payment will not be made until equipment is completely functional.

I am recommending that Council approve the enclosed resolution to appropriate \$17,305 from the unappropriated portion of the Water Funds' Fund Balance to complete this purchase.

#### Recommended Motion

Move that Council adopt the resolution entitled:

A Resolution Appropriating The Sum Of  
\$17,305 From The Unappropriated Fund Balance  
Of The Water Fund To The 2020-21 Water Fund  
Operating Budget

**Resolution**

A Resolution Appropriating The Sum Of \$17,305 From The Unappropriated Fund Balance Of The Water Fund To The 2020-21 Water Fund Operating Budget

**WHEREAS**, the Town Council appropriated \$21,763 in fiscal year 2018-19 for the purchase of new meter reading equipment, and;

**WHEREAS**, only \$4,458 of those funds were expended before the end of the fiscal year, no funds were expended in fiscal year 2019-20 and;

**WHEREAS**, the Town Council must re-appropriate the remaining \$17,305 from the Unappropriated Fund Balance of the Water Fund.

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

Section 1. That the sum of \$17,305 from the Unappropriated Fund Balance of the Water Fund, be, and the same hereby is, appropriated to the Equipment line item within the Water Fund 2020-21 Operating Budget:

Section 2. The Interim Town Manager is authorized and directed to do all things necessary to ensure that the new meter reading equipment is acquired and installed.

Section 3. This resolution shall be effective on and after its adoption.

Adopted: August 11, 2020

TESTE:

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