

TOWN OF WINDSOR
P. O. Box 307
Windsor, Virginia 23487

Phone 757-242-4288 Fax 757-242-9039 E-Mail windsor@windsor-va.gov

TOWN COUNCIL WORK SESSION AGENDA
Meeting to be held at the Windsor Town Hall

April 25, 2023

5:30 PM

1. Call to order – Welcome – Mayor George Stubbs
2. Invocation – Councilman Marlin Sharp
3. Pledge of Allegiance – Councilman David Adams
4. Budget Appropriation / Invoice over \$20,000 – WPD Security System *
5. FY24 Draft Budget and Draft Capital Improvement Plan Review *
6. Adjournment

Town of Windsor

Memorandum

April 25, 2023

TO: The Honorable Mayor and Town Council

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

SUBJECT: Police Security System Upgrade Resolution

Background

The acquisition of an upgrade to the Windsor Police Department (WPD) security system through the Virginia ARPA Law Enforcement Equipment Grant Program.

Specifics

The Commonwealth of Virginia has initiated a special Law Enforcement Grant from unspent ARPA funds. The Town of Windsor qualifies for \$153,000 for the purchase of appropriate equipment that can have the effect of suppressing violent crime in the community. The equipment planned for purchase was submitted to the Commonwealth by March 24, 2023 and final approval of the plan will be received May 11, 2023.

As part of this grant opportunity, the WPD has sought a quote for a security system upgrade for the Windsor Police Department. The total cost of this upgrade is \$26,764.

The purchase of this security system upgrade is recommended to be made from unappropriated ARPA funds until such time as they are reimbursed by the grant.

Recommended Action

Move that Council adopt the resolution entitled:

A Resolution Appropriating The Sum Of \$26,764 From The American Rescue Plan Act Unappropriated Fund Balance Of The General Fund And Approving A Budget Amendment For Fiscal Year 2023 For The Acquisition Of The Security System Upgrade For The Windsor Police Department.

Resolution

A Resolution Appropriating The Sum Of \$26,764 From The American Rescue Plan Act Unappropriated Fund Balance Of The General Fund And Approving A Budget Amendment For Fiscal Year 2023 For The Acquisition Of The Security System Upgrade For The Windsor Police Department.

WHEREAS, the security system of the Windsor Police Department is due for an upgrade and a suitable replacement is currently available; and

WHEREAS, the Town qualifies for American Rescue Plan Act Police Equipment Grant funds from the Commonwealth of Virginia to upgrade the security system of the Windsor Police Department; and

WHEREAS, these funds shall be appropriated from American Rescue Plan Act Fiscal Year 2023 Unappropriated Fund Balance in the General Fund Operating Budget to purchase the upgrade to the Windsor Police Department security system.

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

Section 1. That the sum of \$26,764 be appropriated from ARPA Fiscal Year 2023 Unappropriated Fund Balance in the General Fund Operating Budget to upgrade the Windsor Police Department security system; and

Section 2. That the General Fund Operating Budget for the Fiscal Year 2023 be amended to include these funds in the Police Department expense line item Equipment.

Section 3. That these actions are being undertaken in order to qualify for reimbursement by the American Rescue Act Police Equipment Grant funds from the Commonwealth of Virginia.

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

Adopted: April 25, 2023

TESTE:

Town Clerk



WINDSOR POLICE DEPARTMENT
56 EAST WINDSOR BOULEVARD, P.O. BOX 307, WINDSOR, VIRGINIA 23487
PHONE: 757.242.6799 FAX: 757.242.0328



Internal Memo

To: William Saunders, Town Manager

From: Chief R.D. Riddle *[Signature]*

Date: 4/3/2023

Ref: Approval for Purchase of Security System Upgrade for WPD

WPD is requesting to purchase in advance the upgraded Verkada security surveillance and LPR system for the police department prior to an 18% percent price increase that will occur if we do not initiate the contract and installation prior to the end of April 2023. The total cost for the project will be approximately \$26,764.00; the installation will be completed by Nitor. These funds will be reimbursed to the town from the VADCJS ARPA Grant. This system will also establish a foundation that will allow the town to upgrade the security surveillance system at town hall and add additional cameras throughout town as needed in the future.

Attachments: Nitor – Verkada Quotes



We have prepared a quote for you

Verkada 10 year Expires 3/31/23

Quote # 011906
Version 1

Prepared for:

VA-Municipality-Windsor

Dan Riddle
riddle@windsor-va.gov

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Tuesday, March 21, 2023

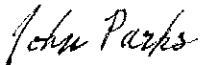
VA-Municipality-Windsor
Dan Riddle
8 East Windsor Blvd
Windsor, VA 23487
riddle@windsor-va.gov

Dear Dan,

Thank you for choosing Nitor Solutions!

Based on our conversations, we have configured a proposal to meet your needs. We feel that this is an excellent fit for you and we're looking forward to working with you and your team.

Please let me know if you have any questions. Once again, we thank you for your consideration and look forward to working with you in the years to come.



John Parks
Sales Manager
Headquarters

▶ Executive Summary

Nitor Solutions Inc. is a Service Disabled Veteran Owned Small Business focused on cutting-edge solutions. We are headquartered in Winston-Salem, NC, with elite engineers and consultants throughout the Southeast. Over the years Nitor has won several awards including Partner of the Year for Dell and Sonicwall. Nitor has been a Dell Premier Solutions provider for many years and we hold a vast list of specialty certifications. Nitor also offers a variety of professional services as well as full managed and monitoring services. Nitor can monitor a device for as little as \$5 per month.

Here at Nitor we believe that in order to be successful in today's business environment, technology needs to work for you—not against you. We are here to help you be successful. Whether that is assisting with the design of a new solution, installing and implementing your new solution, or managing your environment, Nitor has you covered.

We greatly appreciate the opportunity to partner with your organization.

Hardware

Description	Price	Qty	Ext. Price
CD62-E Outdoor Dome Camera, 512GB, 30 Days Max CD62-E Outdoor Dome Camera, 512GB, 30 Days Max	\$1,444.15	1	\$1,444.15
CM41 Indoor Mini Dome Camera, 30 Days CM41 Indoor Mini Dome Camera, 30 Days	\$679.15	6	\$4,074.90
CB62-TE Outdoor Bullet Camera, 512GB, 30 Days Max CB62-TE Outdoor Bullet Camera, 512GB, 30 Days Max	\$1,614.15	1	\$1,614.15
10 Year Camera License 10 Year Camera License	\$1,439.20	8	\$11,513.60
Subtotal:			\$18,646.80

Verkada 10 year Expires 3/31/23

Prepared by:

Prepared for:

Ship to:

Quote Information:

Headquarters

VA-Municipality-Windsor

VA-Municipality-Windsor

Quote #: 011906

John Parks
(615) 419-2499
jparks@nitorsi.com

8 East Windsor Blvd
Windsor, VA 23487
Dan Riddle

8 East Windsor Blvd
Windsor, VA 23487
Dan Riddle

Version: 1
Delivery Date: 03/21/2023
Expiration Date: 03/31/2023

riddle@windsor-va.gov

riddle@windsor-va.gov

Quote Summary

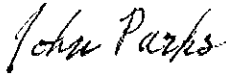
Description	Amount
Hardware	\$18,646.80
Shipping	\$136.00
Total:	\$18,782.80

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Headquarters

VA-Municipality-Windsor

Signature: _____



Signature: _____

Name: John Parks

Name: Dan Riddle

Title: Sales Manager

Date: _____

Date: 03/21/2023

► Terms and Conditions

Terms

Customer acknowledges and agrees that payment of all fees shall be made in accordance with Nitor's terms and conditions. Nitor shall invoice Customer and payment of fees shall be due on the "Due Date". Any amount not received by the Due Date will be past due and subject to a \$50 late fee and 1.5% finance charge per month or the highest rate permitted by applicable law. All orders exceeding \$25,000 require 50% down payment and 50% due upon receipt. Customer agrees to accept partial shipments and pay for Products comprising a partial shipment on the terms set forth above; provided, however, that Nitor shall only submit an invoice for Products that have shipped, unless otherwise agreed to. If an invoice is referred for collection, Customer will pay reasonable attorneys' fees to Nitor. Customer shall also be responsible for paying all applicable federal, state and local taxes and any third-party charges pre-approved by Customer (e.g., installation, equipment, local access, utilities). All payments will be made in U.S. Dollars This Agreement shall be governed by and construed in accordance with the internal laws of the State of North Carolina excluding that body of law known as choice of law. Any legal suit, action or proceeding arising out of or related to this Agreement or the Services provided hereunder shall be instituted in the state or federal courts located in Winston- Salem, Forsyth County, North Carolina, and each party irrevocably submits to the exclusive jurisdiction and venue of such courts in any such suit, action or proceeding. Service of process, summons, notice or other document by mail to such party's address set forth herein shall be effective service of process for any suit, action or other proceeding brought in any such court. All Sales are Final Unless the product is defective or the return is a direct result of a Nitor error, for Non-Nitor errors, can be classified as:

Customer changed mind (too big, too small etc.)

Customer duplicated order

Customer sent wrong quote or purchase order

Price matching/competitive issues

Customer not disclosing reason

Any professional services required or requested that are not specifically noted in the quote will be billed as time and materials unless otherwise noted via a Statement of work



We have prepared a quote for you

Verkada - Installation Expires 4.16.23

Quote # 011905
Version 1

Prepared for:

VA-Municipality-Windsor

Dan Riddle
riddle@windsor-va.gov

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Tuesday, March 21, 2023

VA-Municipality-Windsor
Dan Riddle
8 East Windsor Blvd
Windsor, VA 23487
riddle@windsor-va.gov

Dear Dan,

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Based on our conversations, we have configured a proposal to meet your needs. We feel that this is an excellent fit for you and we're looking forward to working with you and your team.

Please let me know if you have any questions. Once again, we thank you for your consideration and look forward to working with you in the years to come.

Tyler Shealey
Sales
Headquarters

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We greatly appreciate the opportunity to partner with your organization.

Verkada Installation

Product Description	Price	Qty	Ext. Price
Installation of a Camera with CAT6 Networking, Camera Added to Command, and Pointed to Desired Location	\$845.00	8	\$6,760.00
Drilling Through an Exterior Wall for CAT6 Networking	\$130.00	2	\$260.00
Up to 4 Hours of Training in Verkada Command System	\$962.00	1	\$962.00
		Subtotal:	\$7,982.00

Verkada - Installation Expires 4.16.23

Prepared by:

Prepared for:

Ship to:

Quote Information:

Headquarters

VA-Municipality-Windsor

VA-Municipality-Windsor

Quote #: 011905

Tyler Shealey
(336) 4914759
tshealey@nitorsi.com

8 East Windsor Blvd
Windsor, VA 23487
Dan Riddle

8 East Windsor Blvd
Windsor, VA 23487
Dan Riddle

Version: 1
Delivery Date: 03/21/2023
Expiration Date: 04/16/2023

rriddle@windsor-va.gov

rriddle@windsor-va.gov

Quote Summary

Description	Amount
Verkada Installation	\$7,982.00
Total:	\$7,982.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Headquarters

VA-Municipality-Windsor

Signature: _____

Signature: _____

Name: Tyler Shealey

Name: Dan Riddle

Title: Sales

Date: _____

Date: 03/21/2023

► Assumptions

This is a high-level budgetary quote and could change after required walk through. If any issues are noticed, they will be brought to attention of client.

Due to the current economic conditions beyond our control with materials, Nitor has the right to increase or decrease the installation price. If there is any change in materials this will be brought to the attention of the customer immediately for customer approval or rejection.

- Nitor is not responsible for any wall repair where new camera footprint is smaller than the original camera if applicable.
- Nitor will seal exterior walls during camera installation.
- Nitor assumes all network cabling that is existing, is in good working condition and can be plugged into Verkada cameras.
- Work performed during business hours, M-F, 8-5 excluding Holidays.
- This does not include a lift unless specifically mentioned in the Statement of work as included.
- Any Camera installations over 10 feet for both interior and exterior installations requires the use of a lift
- If a lift is required and not mentioned in the Statement of Work a change order will be initiated and the customer will be charged for the lift. Lift Rental Cost varies location to location and is subject to change based on availability
- Nitor assumes that if we are replacing the door access with Verkada and reusing the existing door wiring that this door access wiring is in good working order. If an issue is found, intermittent, incorrect gauge of wire etc this will be brought to the customers attention. Then Nitor will work with the customer on a change order to resolve / fix the issue.
- Milestone Billing – Due to unforeseen circumstances that the customer and Nitor cannot control. Nitor invokes the right to perform Milestone Billing on the installation part of the project when the project is delayed for an extended time. Nitor will work with customer and agree on a percentage that is acceptable to both parties.
- Travel Charges – The customer shall be responsible for additional travel required by Nitor. This is due to Nitor having to wait on other contractors, having to engage other contractors for unforeseen circumstances, change orders, additional items requested by customer, items not being completed prior to the project starting or items not completed that Nitor is reliant on for the project.

Technical Assumptions -

- POE (Power Over Ethernet) switching is powering all cameras and will be able to support the new Verkada Cameras
- NTP Protocol and Port 443 is able to be outbound through the network to access the internet.
- Nitor assumes that there are enough POE ports available on networking infrastructure.
- Nitor assumes that wireless coverage is sufficient at the areas where the Verkada technologies will be deployed.

► Terms and Conditions

Terms

THIS AGREEMENT is entered into on the date hereinafter written by and between:

Nitor, (hereinafter called "Nitor") and Customer, (hereinafter called "Customer") to furnish certain computer-related services as provided in this Managed Services Agreement.

1. GENERAL: These terms and conditions constitute the complete agreement of the parties. It supersedes all previous agreements. Unless Customer and Nitor have entered into a master contract which specifically alters these terms and conditions, the parties agree that no other previous agreement of any kind and in any form will supersede, alter or clarify these terms and conditions. Any changes in these terms and

conditions must be accepted in writing by an authorized officer of Nitor to be valid. A waiver by Nitor of any of these terms and conditions or defaults does not constitute a waiver of the remaining terms and conditions or of any future defaults. A failure or delay by Nitor or Customer in exercising or enforcing any part of this agreement will not constitute a waiver of the remaining terms and conditions or of any future defaults. A failure or delay by Nitor or Customer in exercising or enforcing any right will constitute a waiver or preclude any other exercise or enforcement of rights under this agreement. Any provision herein that is prohibited or unenforceable under the laws of the State of North Carolina shall be considered ineffective only to the extent of the prohibition or unenforceability and will not invalidate the remaining provisions of these terms and conditions. All sales agreement shall be deemed made in and be governed by the laws of the State of North Carolina. The venue for any disputes arising out of any of these terms and conditions shall be Forsyth County, North Carolina.

2. ACCEPTANCE: Customer acceptance of these terms and conditions shall be indicated by whichever of these occurs first: (a) Customer written acknowledgement or (b) Customer acceptance of a full or partial Product shipment. The sale of the Products is expressly subject to these terms and conditions as they are in their entirety. Any change to this agreement submitted by Customer in any form that is inconsistent with or in addition to this agreement terms and conditions is objected to and rejected by Nitor.

3. DELIVERY: Unless otherwise agreed to, delivery will comply with Nitor shipping policy as it was on the day of shipment. Title to, and all risk, loss or damage of products is the Buyer's once Nitor completes product. Delivery is subject to the agreed upon payment provisions and to Buyer delivering to Nitor all necessary information and documentation required for export of the product. Buyer shall notify Nitor, in writing, no later than five (5) business days after delivery, of any claimed shortages or rejected deliveries. This notice must be reasonably detailed as to the grounds for rejection. The absence of this notice will be considered acceptance in full of any such delivery. Nitor will not be liable for any shipment delays beyond its reasonable control which affect Nitor or any of its suppliers, including but not limited to delays caused by Force Majeure as set forth in Section 14.

4. PRICE AND PAYMENT: Customer shall under all circumstance bear all applicable government taxes (such as sales, use, and similar taxes), as well as import or customs duties, license fees, and similar charges, however those charges are levied. Customer acknowledges that price and availability for computer hardware, software and components can change without notice. Customer understands that Nitor cannot control the availability of items specified in this proposal and that, in the event of item unavailability at the time this agreement is executed, substitute items may be specified. Price is subject to change at any time prior to acceptance of this proposal. Any valid exemption certificates must be presented before shipment to be honored. Unless otherwise specified, payment terms are 100% deposit on all software, hardware, or other tangible items plus 50% of professional services, 50% due upon delivery or completion of project. Nitor, at its discretion, may ask for assurances of payment through irrevocable bank letters of credit or otherwise. Customer failure to make timely payment may result in proceedings for collection, revocation of credit, shipment suspension, delay or suspension of future deliveries, repossession of unpaid delivered Product and termination of sales agreements. Despite any "net" payment provisions on an invoice, Nitor has no continuing obligation to deliver products on credit, and any credit approval may be withdrawn by Nitor without prior notice. Nitor retains (and Customer grants to Nitor by submitting a purchase order or signed agreement) a security interest in the products to secure full payment and compliance with all sales agreements. Customer agrees to execute any documents required for this security interest. Should attorneys become involved in receiving payment, Customer will pay all costs associated with such collection, including, without limitation, attorney fees and costs incurred prior to, during, or subsequent trial, and including, without limitation, collection, bankruptcy, or other creditor's rights proceedings. All payments, no matter where the product is sold or shipped, will be in US dollars.

5. PRODUCT RETURNS: The exclusive remedy of customer and the sole liability of Nitor, in connection with any claim of any kind relating to the quality, condition or performance of the Products, is limited to the return of defective products for replacement or refund, at the discretion of Nitor.

6. NO HIRING OF Nitor PERSONNEL OR SUBCONTRACTORS: Customer agrees that it will neither recruit, directly or indirectly, nor hire Nitor personnel who are or have been assigned to perform work for Customer until one (1) year after this agreement ends. In the event that Customer violates this provision, Customer will pay Nitor an amount equal to fifty percent (50%) of the total first 12 months compensation Customer for those personnel.

7. PRE-EXISTING EQUIPMENT AND CONDITIONS: Nitor assumes no responsibility for the proper functioning of any pre-existing data network cabling. This includes whether that cabling is certified to handle the data networking speeds proposed. Nitor assumes no responsibility for diagnosis or correcting any defects or configuration errors in pre-existing or Customer -supplied hardware or software. Customer agrees that

this diagnosis and correction shall be billable at Nitor standard support rates. Nitor assumes no liability for any loss of any kind because of inadequate surge or power protection. 8. 8. **MANUFACTURER'S WARRANTIES:** Customer agrees that manufacturer's warranties never cover labor costs related to "restoration of service." These are all billable services, even if the determined cause of the service call was a failure covered by the manufacturer's warranty.

9. SOLUTIONS ENGINEERING: All solutions engineering provided by Nitor is a professional service provided in advance of the implementation of the proposed solution. Nitor reserves the right to charge clients for future solution design requests if the proposed solution is procured from a different vendor. Nitor cannot guarantee the quality or effectiveness of any equipment that is not directly procured from Nitor.

10. SOFTWARE LICENSING: Customer understands that it must possess valid, compliant software licenses for all client-supplied software that Nitor installs or configures. This encompasses licenses for software programs, network server software, and client access licenses that cover the number of clients accessing such network software. Customer further asserts that Nitor has communicated this to the client and that Nitor has no responsibility or liability with regard to software ownership or licensing.

11. LIMITATION OF LIABILITY: Nitor SHALL NOT BE LIABLE UNDER ANY CIRCUMSTANCES FOR ANY SPECIAL CONSEQUENTIAL, INCIDENTAL OR EXEMPLARY DAMAGES ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE AGREEMENT TO SELL PRODUCT TO Customer OR THE PRODUCT, INCLUDING BUT NOT LIMITED TO DAMAGES FOR LOST PROFITS, LOSS OF USE, LOST DATA OR FOR ANY DAMAGES OR SUMS PAID BY Customer TO THIRD PARTIES, EVEN IF Nitor HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE FOREGOING LIMITATION OF LIABILITY SHALL APPLY WHETHER ANY CLAIM IS BASED UPON PRINCIPLES OF CONTRACT, WARRANTY, NEGLIGENCE OR OTHER TORT, BREACH OF ANY STATUTORY DUTY, PRINCIPLES OF INDEMNITY OR CONTRIBUTION, THE FAILURE OF ANY LIMITED OR EXCLUSIVE REMEDY TO ACHIEVE ITS ESSENTIAL PURPOSE, OR OTHERWISE.

12. DISCLAIMER: EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, Nitor DOES NOT MAKE ANY WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE SERVICES RENDERED BY ITS PERSONNEL OR THE RESULTS OBTAINED FROM THEIR WORK, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANT LIABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

13. TOTAL LIABILITY: Customer agrees that Nitor any liability for damages, no matter how the action is brought, shall not exceed the total amount paid for services under the relevant estimate or the authorization for service.

14. FORCE MAJEURE: Nitor shall not be held liable for any shipment delays beyond the reasonable control of Nitor which affect Nitor or any of Nitor' suppliers, including but not limited to delays caused by unavailability or shortages of Products from Nitor' suppliers; natural disasters, acts of war, fire, flood, strike, riot, or governmental interference; unavailability or shortage of materials, labor, fuel or power through normal commercial channels at customary and reasonable rates; failure or destruction of plant or equipment arising from any cause whatsoever; or transportation failures.

15. CREDIT CARD PAYMENT: If customer desires to pay with a credit card, which they can however upon doing so they will be responsible for the processing fee that is associated with processing of the applicable credit card payment and this fee will be passed to the customer for payment.

16. INSTALLATION SERVICES: By accepting this agreement customer is purchasing installation services and still be required to pay for those services even in the event if the installed product does not meet their needs or expectations.

17. MATERIALS PRICE INCREASE: In the event that there are significant increases in the prices that Nitor pays for materials and supplies for the work to be performed between the date the Agreement is signed and the date that materials are purchased for the work to be performed, Nitor shall be entitled to additional compensation from Customer as described herein. A significant increase in price is defined herein as an increase as to any specific items of materials of three percent (3%) or more. In such a case, Customer shall pay to Nitor, on request, all sums by which the cost to Contractor for any such items of materials has increased beyond 3%. This would apply, but not be limited to price increases in materials required for the project, fuel, manufactured products, travel, lodging and equipment. Contractor is entitled to demonstrate this price increase through the use of quotes, supplier list prices, invoices or receipts, when requested. Nitor shall not be responsible for increased prices of materials when caused by delays, shortages, or unavailability of materials due to conditions not caused by Nitor.

18. Nitor and Customer also both agree that dissemination of this quote and proprietary information included therein to Nitor's competitors would cause damage to Nitor in lost profits and lost opportunities on this and future projects, and the damages would be difficult to calculate on a case-by-case basis. As such, both Nitor and Customer agree that if the Customer disseminates this quote, it will owe Nitor damages of \$10,000 for each dissemination. This figure represents time invested to generate the quote and future lost profit.

Town of Windsor

Memorandum

April 25, 2023

TO: The Honorable Mayor and Town Council

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

SUBJECT: FY24 Budget and Capital Improvement Plan Review

Background

With the end of April approaching, we have been working on the drafts of the FY24 Budget and Capital Improvement Plan (CIP). While into the budget cycle, much of the relevant expense information for FY24 has been received; however, we are still waiting on some. Also, we will have one more month of revenue data at the beginning of May to aid in our forecasts in that realm. At this work session, information about the current status of the budget and CIP drafts will be shared and discussed.

Specifics

The budget drafts enclosed here are balanced in the General Fund, but not yet balanced in the Water Fund. Options to close the gap will be discussed for Council's consideration.

General Fund Budget

Revenue – While personal property and meals taxes are expected to increase, some other revenue sources will remain flat or decrease at the current tax rates. Isle of Wight County does not yet have the real estate reassessment figures. This FY24 draft includes a 1% increase over the FY23 revenue (At the same 14% tax rate); however, a 15-25% increase from the reassessment is expected.

Operations – In the current draft, overall operations expenses are expected to increase due to inflation; however, the only operations expenses currently shown funded by ARPA funds are essential employee/public safety employee bonuses, Law Enforcement Enhanced Retirement, and the General Fund subsidy to the Windsor Town Center.

Personnel – The current draft includes a 5% COLA for town staff. Currently, the General Assembly has a 5% increase in their budget for state employees; however, there is an expectation that it will go to 7% when they reconvene. Most other localities in the region are moving forward with 5%; however, a few are planning for the expected 7% of the state budget.

Retirement – Virginia Retirement System (VRS) rates shown are estimates based upon last year's costs; we have not yet received any updated rates.

Health Insurance – Local Choice (Cardinal) health costs will increase 11% +/- for FY24 individual employees with an increase of 8.9% +/- overall. The same ratio of employee/employer costs from previous years has been maintained.

Emergency Communications Center (ECC) – The cost of the ECC has increased by 16% +/- (Payments to Other Governments line item). The primary drivers of this increase are salary/benefits increases for dispatchers and the new CAD/RMS system.

Virginia Risk Sharing Association Insurance – We have not received the insurance premium amount for FY24; the amount currently programmed for FY24 is an estimate.

Water

Rates – Prior to FY21 Council had instituted a plan to increase water rates by \$0.25 per 1,000 gallons every other year (Odd fiscal years), until such time as the revenue/cost balance was appropriate. The FY21 budget did not include an increase during the pandemic, one was instituted in FY22 and another in FY23 to get us back on the prior schedule. At this time no increase is shown for FY24.

Depreciation – The current draft shows depreciation as fully funded at \$80,735.72.

Capital Improvement Plan

The CIP dated 03/15/2023 was recommended for approval by the Planning Commission, it is enclosed here. Also find enclosed, versions dated 04/20/2023 that have minor revisions. Most of the changes are to roll projects forward to FY24 that were not completed or undertaken in FY23.

General Fund – At this time, most of the projects are to be funded by ARPA funds, with \$100,000 from proffers, and the balance from new revenue.

Water Fund – As shown, no water capital projects are to be funded by FY24 water revenue, all with ARPA funds.

Town Center

Revenues – Expected rental fees are increased, General Fund infusion is flat, and fund balance is flat. The general fund contribution for FY24 is from ARPA funds as in FY23.

Expenses – More usage increases operations costs. An increase in staffing costs is included for FY24.

Recommendation

For Council's review and discussion

Enclosures

- Draft FY24 Budget
- Draft FY24-28 CIP (Versions 03/15/2023 and 04/20/2023)
- Revenue memo from IOWC Commissioner of Revenue
- Memo from Chief Riddle