

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

April 23, 2024

6 PM

1. Call to order – Welcome – Mayor George Stubbs
2. Invocation – Councilman Marlin Sharp
3. Pledge of Allegiance – Councilman David Adams
4. FY25 Draft Budget and Draft Capital Improvement Plan Review *
5. Adjournment

Town of Windsor

Memorandum

April 23, 2024

TO: The Honorable Mayor and Town Council
FROM: William G. Saunders, IV, Town Manager
SUBJECT: FY25 Budget and Capital Improvement Plan Review

Background

With the end of April approaching, the drafts of the FY25 Budget and Capital Improvement Plan (CIP) are nearing completion. Much of the relevant revenue and expense information for FY25 has been received; however, some has not. Also, at the beginning of May, we will have another month of revenue data to aid in our forecasts. 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, the Water Fund, the Town Center Fund, and the Future Space Needs Fund.

General Fund Budget

Revenue – While 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 personal property figures. This FY25 draft includes a \$0.02 increase in the Real Estate tax rate, which is an increase in revenue of \$57,026.14. [\$0.02 on a \$250,000 home equals \$50]

Operations – Overall, operations expenses are expected to increase due to inflation. In the current draft, all operations expenses are supported by projected current year revenue, none by ARPA funds or fund balance.

Personnel – The current draft includes a 3.5% COLA for town staff, except for field officers in the Police Department. Most other localities in the region are moving forward with 3-4% COLA; however, a few are planning for 4-5% COLA. Field officers in the Police Department were adjusted by means of the holiday pay plan requested by Chief Riddle in his attached memo; this adjustment is the equivalent of 5.38%. This budget also includes a new part-time, certified patrol officer position as requested by Chief Riddle in his attached memo.

Health Insurance – Local Choice (Cardinal) health care premium rates will increase 10% for FY25 with an increase of 6.3% 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 5.9% (Payments to Other Governments line item). The primary drivers of this increase are inflation, salary/benefits increase for dispatchers, and the new CAD/RMS system. Due to the true-ups being favorable to the town in FY23 and FY24, the budget amount was not adjusted.

Virginia Risk Sharing Association Insurance – We have not yet received the insurance premium amount for FY24; the amount currently programmed for FY25 is an estimate.

Water Fund

Rates – Prior to FY21 Council 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. A \$0.25 increase is shown in the FY25 budget.

Personnel – The FY25 budget reflects the conversion of a part-time maintenance technician position to a full-time position.

Depreciation – The current draft shows depreciation as 89.5% funded at \$73,585.08.

Capital Improvement Plan

The CIP dated 03/19/2024 was recommended for approval by the Planning Commission, it is enclosed here. Also find enclosed, versions dated 04/18/2024 that have minor revisions. Primarily, the changes are to adjust prices or to roll projects forward to FY25 and FY26 that were not completed or undertaken in FY24.

General Fund – At this time, none of the projects are to be funded by ARPA funds but funded with fund balance (primarily from converted ARPA funds), and the rest from new revenue.

Water Fund – As shown, \$75,000 of water projects are funded with ARPA funds, the rest with fund balance (primarily from converted ARPA funds).

Space Needs Fund

Revenues – A transfer of \$100,000 is shown from the General Fund, as in prior years, excepting FY24, when it was \$150,000 (\$52,022 of ARPA funds will be included in the FY24 transfer to cover the architectural design work contracted for the New Municipal Building)

Expenditures – Professional Services of \$40,000 is shown for that portion of the New Municipal Building design work expected to be invoiced in FY25.

Town Center

Revenues – Expected rental fees are increased, General Fund infusion is increased, and fund balance is flat. The general fund contribution for FY25 is from ARPA funds as in FY23.

Expenses – More usage has increased operations costs. An increase in utilities, supplies, and staffing is included for FY25.

Recommendation

For Council's review and discussion

Enclosures

- Draft FY25 Budget
- Draft FY25-29 CIP (Versions 03/19/2024 and 04/18/2024)
- Revenue memo from IOWC Commissioner of Revenue
- Memo from Chief Riddle



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Office of the Chief of Police

To: William Saunders, Town Manager

From: Chief R.D. Riddle 

Date: 3/28/2024

Ref: WPD Budget Requests - FY 24/25

WPD enters this budget cycle working with several challenges to include the VLEPSC Accreditation process and growing administrative responsibilities while still maintaining an operational law enforcement function. While the Town of Windsor continues to enjoy a relatively low crime rate, we are seeing an uptick in offenses, especially violent criminal activity and an influx of bad actors bleeding over into our community from the surrounding jurisdictions. Continued growth inside of Isle of Wight County will strain our resources and add to our workload and recent projects indicate that the growth will continue.

WPD understands that they must provide excellent law enforcement services to the community and remain good stewards of taxpayer funds. WPD is currently pursuing a JAG Public Safety Programs Grant through the Virginia DCJS in the amount of \$48,600 to help offset the cost of the accreditation process. This grant requires a 25% match from the locality however, E911 true up funds set aside by the town for the accreditation process should cover the match. Generally, in this year's budget we are striving to remain flat, however there is some need for additional funding to continue to maintain current service levels.

1. **Part Time Officer Funding:** WPD is requesting funding for the addition of a part time police officer. This position will cover and enhance the evening shift working primarily from 1600-2400 three days a week. The officer will be scheduled for 24 hours of shift coverage a week with 6 hours of additional time built into the budget for court and other related duties. The pay rate would be between \$25.00 and \$27.00 per hour based on qualifications. The annual cost at 30 hours per week at the max rate would be \$42,120 not including FICA and other tax related costs on the back end.

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2. **Elimination of Floating Holidays:** Currently WPD Officers can use floating holidays within one year of the date of occurrence. Most WPD officers carry annual, or vacation leave more than the administrative cap throughout the fiscal year. This increases this town's liability in the event of retirements and or resignations. It would be proposed to pay 8 hours straight time holiday pay to each of the 5 patrol officers per holiday regardless of if they are working or off. This will help eliminate the large number of vacation hours carried by WPD employees. Administrative employees generally take all holidays off and there would be no impact on their pay. Unknown cost at this time.

These are the only proposals for increased costs in this year's budget outside of pay raises proposed by the manager and authorized by the council. The WPD operational budget should remain the same.