



WILLIAMSBURG AREA TRANSIT AUTHORITY

MEMORANDUM

TO: The Board of Directors

DATE: May 12, 2021

SUBJECT: FY 2021 Budget Amendment – CWF Vehicle Maintenance, *Proposed Resolution #R21- 34*

Staff is requesting an amendment to the FY 2021 budget to allow The Colonial Williamsburg Foundation (CWF) to receive eligible reimbursement for vehicle maintenance services for the period ending June 30, 2021. CWF is in need of additional funding since some funds (\$85,000) that were initially intended for vehicle maintenance were transferred around August 2020 to fund emergency repairs on the CNG fueling system and the standby generator that serves it. At that time, operations were still reduced, and it was not clear whether the funds that were transferred would be needed for vehicle maintenance. Activity since that time has increased and vehicle maintenance costs have gone up as a result. Staff is proposing an increase of \$150,000 to the CWF vehicle maintenance account.

Funds are also needed because of a delay in processing payment requests due to staffing dislocation during the pandemic in summer 2020. This has resulted in two months from Fiscal Year 2020 (May 2020 and June 2020) being charged to Fiscal Year 2021, in addition to the normal twelve months. This will not be an issue moving forward since staff has begun returning as restrictions ease. The revenue for this amendment is available from existing section 5307 funds. The amendment would increase the amount of the total annual budget to \$19,447,348.

Recommendation: The Board of Directors approve the Resolution #R21-34 amending the Fiscal Year 2021 Budget in the amount of \$150,000.



Zachary Trogon
Executive Director