

Town of Windsor

Memorandum

September 13, 2016

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Budget Amendment – Water Fund

As you know, we placed \$10,000 in our Capital Improvements Plan (CIP) for the purchase of a new utility cart for the Public Works Department. At the August Council meeting, Council authorized us to proceed with the purchase of the new cart.

It has come to our attention that while we placed this purchase in our CIP, it did not make it into the operating budget for the Water Fund. As such, we need to amend the Water Fund's operating budget to include this purchase. I am recommending that we move \$10,000 from the depreciation line item into a New Utility Cart line item under the Capital section of the Water Fund's operating budget. This will result in no increase to the overall Water Fund budget.

I recommend that Council authorize a budget amendment to create a New Utility Cart line item in the Capital portion of the 2016-17 Water Fund Operating Budget and move \$10,000 from the Depreciation line item into the New Utility Cart line item.

Recommended Motion

Move that Council authorize a budget amendment to create a New Utility Cart line item in the Capital portion of the 2016-17 Water Fund Operating Budget and move \$10,000 from the Depreciation line item into the New Utility Cart line item.