

Town of Windsor

Memorandum

February 9, 2016

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Budget Transfer – Planning & Zoning

We have the need for a budget transfer within Planning & Zoning Department as you can see from the attached memo.

Mr. Carney is requesting a budget transfer in the amount of \$2,000 from Professional Services, Budget Line Item 4-100-81100-3100 to Travel and Training, Budget Line Item 4-100-081100-5500. This transfer is needed to provide training for newly appointed officials as well as additional training for staff to become a certified flood plain manager.

I recommend that Council approve this budget transfer.

Recommended Motion

Move that Council approve a budget transfer in the amount of \$2,000 from Professional Services, Budget Line Item 4-100-81100-3100 to Travel and Training, Budget Line Item 4-100-081100-5500.

TOWN OF WINDSOR

Town Elected Officials
Carita J. Richardson, Mayor
Clint Bryant-Vice Mayor
Durwood V. Scott
Greg Willis
N. Macon Edwards, III
Patty Fleming
Tony Ambrose



Established 1902

January 27, 2016

Town Manager
Michael R. Stallings, Jr.

Town Clerk
Terry Whitehead

Town Treasurer
Christy Jernigan

Town Attorney
Wallace W. Brittle, Jr.

Memorandum

To: Mr. Michael Stallings, Town Manager
Honorable Mayor Richardson and Town Council

From: Dennis W. Carney, Planning and Zoning Administrator

Subject: Budget Transfer- \$2,000 from Professional Services to Travel and Training to Advertising under Planning and Community Development

Our new Planning Commission member, Mr. Ed Lynch, will be attending the Certified Planning Commissioner Training (this training will cost \$500 with additional fees for lodging and meals for the first session and \$350 estimated for the second). I will also be attending a four day training session for Flood Plain certification (\$240 membership and test fees and approximately \$400 lodging/meals). These two occurrences will cause the Travel and Training line item to go into a deficit - it is currently at a balance of \$939. Professional Services has been untouched so far this year (\$2,600) and there are no costs foreseen for this line item between now and June 30th.

Therefore it is requested that under the Planning and Community Development program area, two thousand dollars (\$2,000) be transferred from Professional Services, Budget Line Item 4-100-81100-3100 to "Travel and Training", Budget Line Item 4-100-081100-5500.

With this action, the Department can pay the additional expenses from the aforementioned activities and have contingency for any other travel and training activities that may arise this Spring for the Planning Commission, Board of Zoning Appeals and Staff.