

Town of Windsor

Memorandum

January 23, 2018

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.

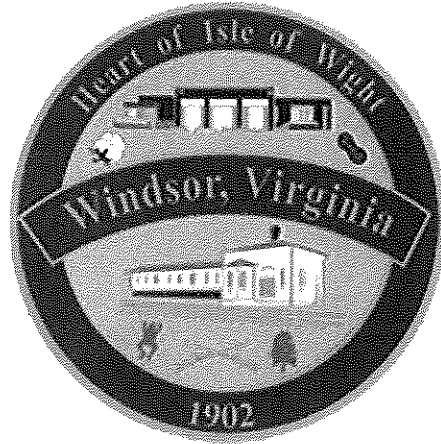
Mr. Mitchell is requesting a budget transfer in the amount of \$1,130 from Travel and Training, Budget Line Item 100-81100-45500 to Supplies, Budget Line Item 100-81100-46001. This transfer is needed to purchase equipment for storming plats, maps, and other large documents.

I recommend that Council approve this budget transfer.

Recommended Motion

Move that Council approve a budget transfer in the amount of \$1,130 from Travel and Training, Budget Line Item 100-81100-45500 to Supplies, Budget Line Item 100-81100-46001

Town of Windsor
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Memo

To: Michael Stallings, Town Manager

CC: Christy Jernigan, Treasurer

From: Gary Mitchell, AICP Director of Planning

A handwritten signature in dark ink, appearing to be "GM", is written to the right of the "From:" line.

Date: 12-22-2017

RE: Budget Transfer Request

The department has invested in ordering a map and plat rack system to hold our maps and plats. This system allows us to hang maps and plats as opposed to having them rolled or folded in file drawers and makes the objects more accessible for use. It also frees up space in our file cabinets. Staff is requesting a budget transfer of \$1,130 dollars from education/convention category to the equipment line item to cover these expenses. Thanks.

100-81100-46001-0000-0000