

## Town of Windsor

### Memorandum

May 8, 2018

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

Mrs. Jernigan has requested a budget transfer to move the \$1,000 in General Management overtime into the General Management part time line item. This will allow us to hire part time staff for the front office. This part time help will allow us to provide better service to our citizens when we are short staffed or when extra help is needed.

I recommend that Council approve a budget transfer to move these funds from the line item General Management – Overtime (100-12100-41211) into the General Management – Part Time (100-12100-41117) line.

#### **Recommended Motion**

Move that Council approve a budget transfer to move \$1,000 from the line item General Management – Overtime (100-12100-41211) into the General Management – Part Time (100-12100-41117) line.