

## Town of Windsor

### Memorandum

June 10, 2014

**TO:** The Honorable Mayor and Town Council  
**FROM:** Michael Stallings, Town Manager *MS*  
**SUBJECT:** Appropriation of Funds for Comprehensive Plan Update

As you are aware, the Hampton Roads Planning District Commission (HRPDC) has been working on our Comprehensive Plan Update for quite some time now. As we near the completion of this project, we have received the final invoice for their services on this project.

In August of 2012, Council appropriated \$15,000 for the update of our Comprehensive Plan. At the end of the 2012-13 fiscal year, we had only received invoices for \$3,892.43 of the \$15,000. As such, the remaining \$11,107.57 was added to the General Fund's Fund balance at the close of the 2012-13 fiscal year.

I am enclosing a resolution that will appropriate the \$11,107.57 from the unappropriated Fund Balance of the General Fund so that the remaining balance of our contract with the HRPDC can be paid.

I recommend that Council adopt the enclosed resolution.

#### **Recommended Motion**

Move that Council adopt the enclosed resolution entitled:

A Resolution Appropriating The Sum Of \$11,107.57 From The Unappropriated Portion Of The General Fund Balance Into The General Fund Operating Budget And Approving A Budget Amendment For Fiscal Year 2013-14

**Resolution**

A Resolution Appropriating The Sum Of \$11,107.57 From The Unappropriated Portion Of The General Fund Balance Into The General Fund Operating Budget And Approving A Budget Amendment For Fiscal Year 2013-14.

**WHEREAS**, Virginia State Code requires that a locality adopt a Comprehensive Plan, and;

**WHEREAS**, the locality is required to review and update its Comprehensive Plan every five years, and;

**WHEREAS**, the Town Council of the Town of Windsor hired the Hampton Roads Planning District Commission to complete the required Comprehensive Plan Update in 2012, and the remaining portion of the contract is nearing completion, and;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the Town of Windsor, Virginia as follows:

Section 1. That the sum of \$11,107.57 from the unappropriated portion of the General Fund Balance, be, and the same hereby is, appropriated to the Town's General Fund Operating Budget for Fiscal Year 2013-2014:

Section 2. That the Professional Services line item within the Planning & Community Development portion of the 2013-14 operating budget be amended to include these additional funds.

Section 3. This resolution shall be in effect on and after its adoption.

Adopted: \_\_\_\_\_

TESTE:

\_\_\_\_\_  
Town Clerk