

## Shawn Alfred

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**From:** Shawn Alfred  
**Sent:** Tuesday, February 22, 2022 7:17 AM  
**To:** Adam Tegen  
**Cc:** Kim Lynch  
**Subject:** Community Development 2021 Carryover Request

Good morning Adam –

The Carryover Request for \$12,900 for 1100-61100-521600, Contracted Services from 2021 to 2022 will be approved. Community Development budget has a surplus (thank you) and this carryover request was discussed during the 2022 budget planning meetings with the Mayor.

**Shawn M. Alfred, CPA, CMA**  
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# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)

January 7, 2022

**To:** Shawn Alfred, Finance Director  
**From:** Adam Tegen, Community Development Director  
**RE:** 2021 Fiscal Year Carryover Request to 2022

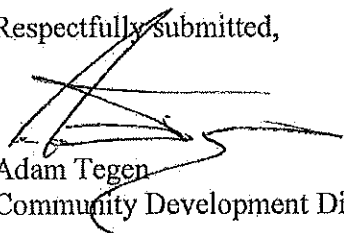
The Community Development Department is requesting a carryover of the following fund monies from the Planning Budget:

**Line:** 1100-61100-521600, Contracted Services  
**Total Amount:** \$12,900

**Justification:** The carryover amount will be used to fund a consulting contract to complete an amendment to the City of Manitowoc Comprehensive Plan which was last completed in 2009. With the development of numerous projects in the City, a review and updates to provide a clearer vision and plan are needed. During the budget process, it was contemplated to carry over funding to help supplement the \$42,500 budgeted in 2022.

A request for proposals for consulting services was sent out in early January to help establish the probable cost for the amendment.

Respectfully submitted,

  
Adam Tegen  
Community Development Director

