



MEMORANDUM

TO: Marion Sofield, Treasurer and Adrian Oei, Assistant Treasurer
FROM: Katie H. Nunez, Planning Director & Zoning Administrator
DATE: January 8, 2026
RE: FY2026 Mid-Year Budget Request

I am submitting the following requests for increased funding to the Planning Department Budget to supplement the current Fiscal Year 2026 funding for the following items:

- 1) Account #100-4811-5200 (Mileage, Parking, Tolls): \$1,000
- 2) Account #100-4811-5210 (Lodging & Meals): \$500
- 3) Account #100-4811-5230 (Education): \$2,000
- 4) Account #100-4811-5260 (Employee Testing & Certification): \$500
- 5) Account #100-4811-5250 (Dues & Memberships): \$500

TOTAL: \$4,500

The first 4 accounts were arbitrarily reduced during the adoption of the Fiscal Year 2026 budget, as part of a Town wide reduction in these accounts under the position that these line items were generally budgeted too high and not always needed during the Fiscal Year. Town Council indicated that if training, education, and conferences along with the associated expenses of mileage and lodging/meals was needed, then it would be addressed through a mid-year budget request.

For the Planning Department, these funds cover required training not only for staff but also for the 4 Boards/Commissions that we staff (Planning Commission, Board of Zoning Appeals, Wetlands Board and Historic District Review Board) that also require training.

For FY26, it was planned to send three Planning Commissioners (Libby Wright – Summer Program 2025; Ian McDonald – Spring Program 2026; and Clayton Newman – Spring Program 2026) to get certified in the Certified Planning Commissioner Program run by VCU as well as one staff member (Jack Steinmayer – Spring Program 2026). Additionally, one staff member has attended the Certified Zoning Administrative (CZA) course (Tracy Outten) and will be sitting for that exam later this spring.

Lastly, the annual dues for my membership with the American Planning Association was increased.