

Town of Windsor

Memorandum

April 9, 2019

TO: The Honorable Mayor and Town Council

FROM: Michael Stallings, Town Manager *MS*

SUBJECT: Budget Transfer – Police Department

Attached you will find an email from Chief Riddle requesting a budget transfer of \$3,000.00 from the Vehicle Maintenance line item 100-31100-46005 to his Office Operations/Supplies line item 100-31100-46001 to allow for the purchase of replacement office furniture.

This transfer is needed to allow the Police Department (PD) to replace hand me down furniture that was obtained when the PD moved into their building that is now falling apart.

I recommend that Council approve this budget transfer.

Recommended Motion

Move that Council approve a budget transfer of \$3,000.00 from the Vehicle Maintenance line item 100-31100-46005 Office Operations/Supplies line item 100-31100-46001.

Michael Stallings

From: Rodney Riddle <rriddle@windsor-va.gov>
Sent: Thursday, March 28, 2019 9:22 AM
To: Michael Stallings
Subject: WPD Office Furniture
Attachments: TBS-Furniture Quote.pdf

Sir,

We have been utilizing used furniture in the Lieutenants office since we moved into the new PD approximately 6 years ago. In addition we have had several of the office chairs break and we have patched them together to continue to make them serviceable. These items are in need of replacement. Subsequently we have received a quote from our vendor Total Business Solutions to replace the the desk in the Lieutenants office, replace 3 office chairs and purchase a podium for the conference room. The quote is attached. I am requesting that we transfer \$2000.00 from the Vehicle Maintenance line to the Office Operations/Supplies line to facilitate this purchase. Thank you.

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R.D. "Dan" Riddle
Chief of Police
Windsor Police Department
56 E. Windsor Blvd.
Windsor, VA 23487
Office#: 757-242-6799
Cell#: 757-777-4012
rriddle@windsor-va.gov



TOTAL BUSINESS SOLUTIONS, INC.

3413 Griffin Street

Portsmouth, Virginia 23707

Phone 757-398-8312 Fax 757-398-8314

TO:

Town of Windsor - Police Department

56 East Windsor Blvd.

Windsor VA 23487

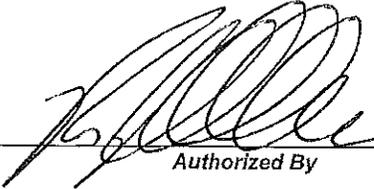
ATTN: Chief R.D. Riddle

DATE	QUOTED BY	SHIPPED VIA	IN HAND DATE	TERMS	
3/27/2019	A.Campbell	TBS		Account	
QTY	UNIT	DESCRIPTION		UNIT PRICE	TOTAL
		HON 10500 Series:			
1	Each	HON-105896LNN - 36" x 72" left-full pedestal desk		\$862.60	\$862.60
1	Each	HON-105905RNN - 24" x 48" right-full pedestal return		\$609.75	\$609.75
		Tag: Lieutenant Jernigan			
1	Each	SAF-8915MH - Stand-up lectern, mahogany		\$293.10	\$293.10
2	Each	LLR-60115 - Executive chair, black leather		\$239.00	\$478.00
1	Each	LLR-20018 - Executive chair, black leather		\$245.60	\$245.60
		Delivery, installation, set-up is included.			

SUBTOTAL: \$2,489.05

Option 2

TOTAL: \$2,489.05



 Authorized By



 Date