

## Town of Windsor

### Memorandum

April 11, 2017

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

Attached you will find a memo from Chief Riddle dated March 3/16/2017 requesting a budget transfer of a transfer of \$3,000.00 from the Fuel & Tire line item 4100-31100-6008 to the Vehicle Maintenance line item 4100-31100-6005.

This transfer is needed to complete repairs on several of the police vehicles.

I recommend that Council approve this budget transfer.

#### **Recommended Motion**

Move that Council approve a transfer of \$3,000.00 from the Fuel & Tire line item 4100-31100-6008 to the Vehicle Maintenance line item 4100-31100-6005




WINDSOR POLICE DEPARTMENT  
56 EAST WINDSOR BOULEVARD, P.O. BOX 307, WINDSOR, VIRGINIA 23487  
PHONE: 757.242.6799 FAX: 757.242.0328

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**Interoffice Memorandum**

To: Michael Stallings, Town Manger

From: R.D. Riddle, Chief of Police 

Date: 3/16/2017

Ref: Line Item Transfer Request

I am requesting to move \$3000.00 from the Fuel and Tires line item Account # 100-3110-46008 to the Vehicle Maintenance line item Account # 100-31100-46005. We have three vehicles with the black and white color scheme wraps that have significant wear and fade damage on the wraps and they need to be replaced on the roof, hoods and trunks. These vehicles are highly visible and represent not only the agency but the town and look pitiful to say the least. It will cost approximately \$684.00 per vehicle to fix the wraps. The remaining money will be used to cover all vehicle repairs necessary between now and the end of the fiscal year as we have already expended over 75% of this account balance. If you have any questions or concerns please feel free to contact me.