



# CITY OF COLONIAL HEIGHTS

## DEPARTMENT OF FINANCE

William E. Johnson  
Director

City Hall · 201 James Avenue · P.O. Box 3401  
Colonial Heights, Virginia 23834

Kathy L. Sparks  
Deputy Director

**To:** Thomas L. Mattis, City Manager  
**From:** William E. Johnson, Director of Finance  
**Date:** 2/4/2013

**RE:** Budgetary Requests

Police – DARE Program

The Police Chief received \$2,000 from the Wal-Mart Foundation that was restricted at the close of the past fiscal Year, he is requesting the reappropriation of these funds for the purchase of items for the DARE program.

Youth & Human Services – Computer Upgrades

The Director of Youth & Human Services has requested that \$1,425 in unexpended reserved grant funds be reappropriated for the use of purchasing replacement computers and updating current software.

Finance – Career Development

I am requesting the appropriation of \$28,327 be transfer from the contingencies to fund the frozen Career Development for Public Safety at this time. As reported at the December meeting, current revenue estimates supports the reestablishment of the program frozen in the budget process until this estimated could be confirmed.

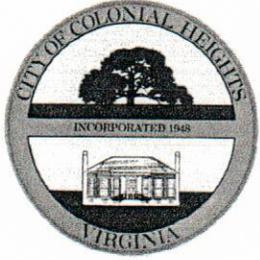
It is my recommendation that these requests for appropriations be approved as submitted.

If any additional information or clarification is needed, I am available at your convenience.

Ordinance/Resolution Recap Worksheet  
 February 2013 Meeting

**GENERAL FUND**

	Police Reserved	Youth Reserved	Career Development	Total
<b>REVENUE:</b>				
Reserve - Police	2,000			2,000
Reserve - Youth		1,425		1,425
Total	\$2,000	\$1,425	\$0	\$3,425
<b>EXPENDITURES:</b>				
Public Safety	2,000		28,327	\$30,327
Human Services		1,425		1,425
Nondepartmental			(28,327)	(\$28,327)
Total	\$2,000	\$1,425	\$0	\$3,425



# CITY OF COLONIAL HEIGHTS

## POLICE DEPARTMENT

Col. Jeffrey W. Faries  
Chief of Police

100-A Highland Avenue • P. O. Box 3401  
Colonial Heights, Virginia 23834

Babette B. Hansen  
Administrative Assistant

January 23, 2013

Mr. Thomas L. Mattis, City Manager  
201 James Avenue  
Colonial Heights, VA 23834

**RE: WALMART GRANT 2011**

Dear Tom:

The Colonial Heights Police Department was been awarded a grant in the amount of **\$2,000.00** from the **Walmart Foundation**, the transfer of which we had requested via my letter to you on January 19, 2012. We intended to direct the funds toward the purchase of D.A.R.E. and crime prevention materials in accordance with grant criteria. On January 17, 2012, we deposited these funds into the **City's Account #10-4812 (City's General Donations Account)**.

Since we did not actually spend the funds during the 2011-12 budget season, the money was moved to a reserve account with the City. We are now ordering some D.A.R.E. items and have been advised that we need to re-request that the money be

We would appreciate your placing this item on the next City Council agenda so that it may be reviewed at that time. Once the grant is approved by Council after two readings, we would ask that the funds be transferred into the Police Department's **Grant Funds Account #1401-5263**, making it available for spending.

Many thanks for your attention to this matter.

Sincerely,

Colonel Jeffrey W. Faries  
Chief of Police

JWF:bbh

Cc: Mr. William Johnson, Director of Finance  
Ms. Kathy Sparks, Assistant Director of Finance  
Capt. Wayne T. Newsome, Law Enforcement Services Division Commander  
Capt. W. Keith Early, Patrol Division Commander  
Sgt. Robert L. Ruxer, Law Enforcement Services Division  
Ms. Joy Moore, City Treasurer



# CITY OF COLONIAL HEIGHTS

## OFFICE ON YOUTH & HUMAN SERVICES

City Hall • 201 James Avenue • P.O. Box 3401  
Colonial Heights, Virginia 23834-9001

Eileen M. Brown,  
MSW, LCSW  
Director

### Memorandum

To: Thomas L. Mattis, City Manager  
William E. Johnson, Director, Finance

From: Eileen M. Brown, LCSW   
Director, Youth & Human Services

Date: January 15, 2013

Re: Use of carry over funds

I am writing to request that the unexpended funds in the amount of \$1,425 leftover from the Department of Conservation and Recreation's - Pocahontas Program (YCC) be transferred back to the Office on Youth account from reserve account where it was transferred to during the preparation of the financial statements..

These unexpended funds will be used to update computer and software needs in the Office. Thank you.