



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** February 14, 2023

**ITEM:** (First Reading 23-FIN-2) To amend the General Fund Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023, by \$464,462 consisting of 1) \$716 from DMV Select Services to General and Financial Administration; 2) \$179 from DMV Select Services to Nondepartmental; 3) \$162,151 from assigned balance for the Lakeview Dam to Public Works; 4) \$1,236 in reimbursement for the diesel fuel spill to Public Safety; 5) \$240,080 from a FEMA grant to Public Safety; 6) \$100 to Public Safety for a donation to the Sheriff's Department; and 7) \$60,000 from assigned balance for implementation of Microsoft Office 365 to General and Financial Administration.

**DEPARTMENT:** Finance

**PROPOSED ACTION:** This item is for first reading of requested budgetary changes.

**BACKGROUND:**

The Treasurer's office opened DMV select in October 2022. For shared revenue received, the Treasurer's Office receive 80% and the City receives 20%. December 2022 revenue earned (plus previous revenue not appropriated) is a total of \$895.

The assigned balance for Lakeview Dam project was \$200,000 of which \$37,849 was used in 22-FIN-5 leaving a balance of 161,151. Public works is continuing this project so the remaining of the funds in assigned balance are need to be moved for expenditures incurred and to be incurred.

The Fire Department billed for a diesel fuel spill on I-95 on April 21, 2022. The customer paid on 1/31/2023. This will reimburse the Fire Department \$1,236 for expenses incurred.

The City has been awarded \$240,080 for a FEMA flood mitigation grant. These funds are 100% federal funds.

An appropriation of \$100 in donations from the Prince George Lodge #115 is included for the Sherriff's Department

Funds were previously included in assigned fund balance in the amount of \$60,000 for an Information Technology project. Staff recommends appropriation of these funds for implementation of Microsoft Office 365.

**BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:** The Director of Finance recommends approval.

**ATTACHMENTS:**

Ordinance No. 23-FIN-2; Ordinance Recap Worksheet, Statement from DMV, Lakeview Dam assigned balance sheet, Invoice and back up for Fire Reimbursement, Information Technology assigned funds information, and Sheriff Donation information.

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*