

**FINANCE COMMITTEE
WEDNESDAY, APRIL 25, 2012
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA
AGENDA**

5:45 PM CALL TO ORDER

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| 1. Approve Minutes of the March 28, 2012, and April 11, 2012, Finance Committee Meeting | 1 Minute
Page 1 |
| 2. Resolution 2012-77-R Amending the FY 2012 Budget by Budgeting and Appropriating \$2,270 from the Local Drug Seizure Funds for Police Department Investigations (Sturm / Lawler) | 2 Minutes
Page 5 |
| 3. Resolution 2012-78-R Amending the FY 2012 Budget by Budgeting and Appropriating \$3,000 from the State / Local Drug Seizure Funds for an Evidence Processing Work Table (Sturm / Lawler) | 2 Minutes
Page 11 |
| 4. Resolution 2012-79-R Amending the FY 2012 Budget by Budgeting and Appropriating \$13,500 from the Local / State Drug Seizure Funds for the Purchase of Office Furniture (Sturm / Lawler) | 2 Minutes
Page 15 |
| 5. City Manager's Time | |

ADJOURNMENT

PAW/bgj

cc: Mayor
Council Members
John A. Budesky

Pat Weller
Diane Bergeron
Francis Denlega

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, MARCH 28, 2012
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA**

COMMITTEE MEMBERS PRESENT: Council Member Marc Aveni, Chairman
Council Member J. Steven Randolph
Council Member Sheryl L. Bass (alternate)

COMMITTEE MEMBERS ABSENT: Vice Mayor Andrew Harrover

OTHERS PRESENT: Mayor Harry J. Parrish II, Council Member Jonathan Way, City Manager John A. Budesky, Finance and Administration Director Pat Weiler, Family Services Director Ron King, Public Works Director Mike Moon, Budget Manager Diane V. Bergeron, Risk Manager Brenda Cogdell, Police Captain Quentin F. Lawler, Assistant Public Works Director Nick Gardner.

The meeting was called to order at 5:31 PM by Chairman Aveni.

AGENDA ITEM #1 Approve Minutes of the March 14, 2012, Finance Committee Meeting

A motion was made by Council Member Randolph, seconded by Council Member Bass, to approve the minutes of the March 14, 2012, Finance Committee Meeting. The Committee approved (3 / 0).

AGENDA ITEM #2 Resolution R-2012-41 Authorizing the Purchase of a Spacesaver High Density Movable Shelving System for Human Resources and an Add On to the Existing System Purchased by Family Services

Pat Weiler and Ron King presented Staff's recommendation to authorize the purchase of a Spacesaver high density movable shelving system for Human Resources and an add on to the existing system purchased by Family Services. The Committee approved (3 / 0). This item will be forwarded to the April 9, 2012, City Council meeting.

AGENDA ITEM #3 Resolution 2012-71-R Amending the FY 2012 Budget by Budgeting and Appropriating \$200,000 for the Design Costs of the Prince William Hospital Regional Storm Water Management Pond

Mike Moon presented Staff's recommendation to amend the FY12 Budget by budgeting and appropriating \$200,000 for the design costs of the Prince William Hospital Regional Storm Water Management Pond. The Committee approved (3 / 0). This item will be forwarded to the April 9, 2012, City Council meeting.

Mayor Parrish requests that the City Manager speak with the Commissioner of the Revenue on the Hospital's future plans.

Council Member Bass requests a report on burms between the pond/parking lot and houses to the west (back) of the property.

Council Member Aveni requests a report on the Hospital owning the pond or having the Hospital maintain it. Council Member Aveni also requests a report on "uncontrolled stormwater" without the pond.

AGENDA ITEM #4 Resolution 2012-69-R Amending the FY 2012 Transferring a \$148,182 Budget Balance in the Health Department Payment to the General Fund Contingency

Pat Weiler presented Staff's recommendation to amend the FY12 Budget by transferring a \$148,182 budget balance in the Health Department payment to the General Fund Contingency. The Committee approved (3 / 0). This item will be forwarded to the April 9, 2012, City Council meeting.

AGENDA ITEM #5 Resolution 2012-70-R Amending the FY 2012 Budget by Budgeting and Appropriating a \$35,000 Donation for Fireworks for the 4th of July Celebration

Diane Bergeron presented Staff's recommendation to amend the FY12 Budget by budgeting and appropriating a \$35,000 donation for fireworks for the 4th of July celebration. The Committee approved (3 / 0). This item will be forwarded to the April 9, 2012, City Council meeting.

Council Member Randolph requests the total cost of the 4th of July Celebration.

AGENDA ITEM #6 City Manager's Time – No Items

The meeting was adjourned at 6:14 PM by Chairman Aveni.

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, APRIL 11, 2012
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA**

COMMITTEE MEMBERS PRESENT: Council Member Marc Aveni, Chairman
Vice Mayor Andrew L. Harrover
Council Member J. Steven Randolph
Council Member Sheryl L. Bass (alternate)

COMMITTEE MEMBERS ABSENT: None

OTHERS PRESENT: Mayor Harry J. Parrish II, City Manager John A. Budesky, Finance and Administration Director Pat Weiler, Treasurer Robin Perkins, Police Chief Doug Keen, Airport Director Juan Rivera, Family Services Director Ron King, Fiscal Services Manager LaTanya Bell, Commissioner of the Revenue John Grzejka, Budget Manager Diane V. Bergeron, Deputy Public Works Director Gene Jennings, Fire & Rescue Chief Brett Bowman

GUESTS PRESENT: Manassas City School Board Member Pamela Sebesky.

The meeting was called to order at 5:30 PM by Chairman Aveni.

AGENDA ITEM #1 Resolution 2012-72-R Amending the FY 2012 Budget by Budgeting and Appropriating a \$15,320 Insurance Claim Reimbursement for Repairs to an Animal Control Vehicle

Gene Jennings presented Staff's recommendation to amend the FY 2012 budget by budgeting and appropriating a \$15,320 insurance claim reimbursement for repairs to an Animal Control vehicle. The Committee approved (3 / 0). This item will be forwarded to the April 23, 2012, City Council meeting.

AGENDA ITEM #2 Resolution 2012-74-R Amending the FY 2012 Budget by Budgeting and Appropriating \$3,560 from Manassas City Public Schools for Damages to the Vehicle Maintenance Shop

Gene Jennings presented Staff's recommendation to amend the FY 2012 budget by budgeting and appropriating \$3,560 from Manassas City Public Schools for damages to the Vehicle Maintenance Shop. The Committee approved (3 / 0). This item will be forwarded to the April 23, 2012, City Council meeting.

AGENDA ITEM #3 Resolution 2012-73-R Amending the FY 2012 Budget by Budgeting and Appropriating \$115,190 for increased fuel costs

Gene Jennings presented Staff's recommendation to amend the FY 2012 budget by budgeting and appropriating \$115,190 for increased fuel costs. The Committee approved (3 / 0). This item will be forwarded to the April 23, 2012, City Council meeting.

AGENDA ITEM #4 Resolution 2012-75-R Amending the FY 2012 Budget by Budgeting and Appropriating a \$63,636 State Grant for the Airport Runway and Taxiway Restriping Program

Juan Rivera presented Staff's recommendation to amend the FY 2012 budget by budgeting and appropriating a \$63,636 State Grant for the Airport Runway and Taxiway Restriping Program. The Committee approved (3 / 0). This item will be forwarded to the April 23, 2012, City Council meeting.

AGENDA ITEM #5 Resolution 2012-76-R Amending the FY 2012 Budget by Transferring \$60,000 of Family Services Salary Savings to Cover Legal Fees

Ron King and LaTanya Bell presented Staff's recommendation to amend the FY 2012 budget by transferring \$60,000 of Family Services salary savings to cover legal fees. The Committee approved (3 / 0). This item will be forwarded to the April 23, 2012, City Council meeting.

AGENDA ITEM #6 City Manager's Time

John A. Budesky reported that the City has requested a review of all attorney's costs and a report of the findings and recommendations will be presented to City Council.

The meeting was adjourned at 5:44 PM by Chairman Aveni.

RA

AGENDA STATEMENT

PAGE NO. 5

ITEM NO. 2

MEETING DATE: April 25, 2012 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2012-77-R Amending the FY 2012 Budget by Budgeting and Appropriating \$2,270 from the Local Drug Seizure Funds for Police Department Investigations

DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL: N/A

SUMMARY OF ISSUE/TOPIC: The Prince William County / Manassas City Police Department Joint Narcotics Task Force investigates narcotic cases for both Prince William County (PWC) and the City of Manassas. As a result of these investigations, the City receives a portion of all task force related seizures. PWC currently funds the costs of the City's cases and later invoices the City for these costs. With reduced funding available at the local level, the Department would like to use seizure revenue to reimburse the County for narcotic investigation expenditures. This payment will cover expenditures for the period of January 1, 2012 – March 31, 2012.

This resolution will budget and appropriate \$2,270 of State / Local Drug Seizure Funds in the General Fund.

STAFF RECOMMENDATION: Approve Resolution 2012-77-R

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS: _____

DISCUSSION (IF NECESSARY): The balance in the State / Local Drug Seizure Revenue Account is \$115,260.37.

BUDGET/FISCAL IMPACT: \$2,270 – State / Local Drug Seizure Revenue

STAFF: Tamara Sturm, Fiscal Specialist, (703) 257-8065
Captain Quentin F. Lawler, Administrative Services Division, (703) 257-8003

RESOLUTION 2012-77-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 14th day of May 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Revenues:</u>		
100-0000-318-16-00	State / Local Drug Seizure Funds	\$ 2,270
<u>Expenditures:</u>		
100-1730-421-62-00	PWC Reimbursement	\$ 2,270
<u>Actual Transfers</u>		
100-0000-221-17-32	\$2,270.00	

For: Prince William County Drug Seizure Funds Reimbursement

This resolution shall take effect upon its passage.

Harry J. Parrish II MAYOR
On Behalf of the City Council
of Manassas, Virginia

ATTEST:

Andrea P. Madden City Clerk




COUNTY OF PRINCE WILLIAM
15948 Donald Curtis Drive, Woodbridge, Virginia 22192-9201
(703) 792-7200 Metro 631-1703 FAX: (703) 792-4077

POLICE DEPARTMENT

Charlie T. Deane
Chief of Police

April 5, 2012

TO: Captain Steve Bamford
Commander, Investigative Services Bureau
Manassas City Police Department

FROM: Lieutenant Andrew J. Sentipal 
Special Investigations Bureau Commander

RE: Reimbursement of Criminal Investigation Fund for Manassas City Criminal
Investigations

The expenditures listed on the table on the following pages were reported to the PWC/MCPD Narcotics Task Force between January 1, 2012 and March 31, 2012. These expenses were directly related to investigation of Manassas City cases.

Please direct a check for the total amount of **\$2270.00** to "PW Director of Finance", to:

Katherine Gaskins
Prince William County Police Department
1 County Complex Court
Prince William, Virginia 22192-9201

Thank you for your attention to this matter and continued support of the Narcotics Task Force.

Attachment: Copies of Criminal Investigation Fund Expense Reports

CC: Katherine Gaskins
Anne Sargent



Detective	Case Number	Amount	Reason
K. Morin	11-224914	\$200	Narcotics Purchase
	11-229817	\$300	Narcotics Purchase
S. Loving	12-2826	\$150	Narcotics Purchase
	12-2826	\$100	CI Payment
K. Reynolds	12-48086	\$1200	Narcotics Purchase
N. Flick	12-27636	\$13	Narcotics Purchase
	12-27131	\$5	Narcotics Purchase
	12-27131	\$3	Investigative Exp.
	12-27132	\$20	Narcotics Purchase
	12-27132	\$9	Investigative Exp.
M. Hittle	MC 12-495	\$20	Bar Operation
	MC 12-495	\$100	CI Payment
	MC 12-495	\$50	CI Payment
	MC 11-6076	\$100	CI Payment

TOTAL AMOUNT OF REIMBURSEMENT \$ 2,270.00

CITY OF MANASSAS
Account Balance Inquiry

Account number . . : 100-0000-221.17-32 Db/Cr . : C
 Fund : 100 General Fund
 Department : 00
 Division : 00
 Activity basic . . . : 22 Current Liability
 Sub activity : 1 Other Deposits
 Element : 17 Police Department
 Object : 32 State/Local Drug Seizure

	<u>Debits</u>	<u>Credits</u>	<u>Account balance</u>
Current :	2,854.00	3,447.28	114,667.09
Unposted :	1,863.91	1,863.91	
Total :	4,717.91	5,311.19	115,260.37

F7=Project data
F11=Account activity

F8=Misc inquiry
F12=Cancel

F9=Misc update
F16=Pending trans

F10=Detail trans
F24=More keys

AGENDA STATEMENT

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ITEM NO. 3

MEETING DATE: April 25, 2012 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2012-78-R Amending the FY 2012 Budget by Budgeting and Appropriating \$3,000 from the State / Local Drug Seizure Funds for an Evidence Processing Work Table

DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL: N/A

SUMMARY OF ISSUE/TOPIC: In an effort to more effectively investigate crimes and gather potential evidence that may lead to arrests and convictions, the Police Department is renovating an existing office for use as an evidence processing lab. Officers currently process evidence on a large wooden table that also serves as a lunch table and report writing station. The Department would like to use State/Local Drug Seizure Funds to purchase a work table and the included accessories (telescoping, magnifying light, and packaging paper rack) to be used in this lab. It will give officers a clean and purposeful work area, specifically designed for processing forensic evidence, allowing for the collection of fingerprints, tool marks, and other evidence that will assist in the investigative process. This lab and the equipment going in it will greatly improve the Department's evidence gathering capabilities.

This resolution will budget and appropriate \$3,000 of State / Local Drug Seizure Funds in the General Fund.

STAFF RECOMMENDATION: Approve Resolution 2012-78-R

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS: _____

DISCUSSION (IF NECESSARY): The balance in the State / Local Drug Seizure Revenue Account is \$115,260.37

BUDGET/FISCAL IMPACT: \$3,000 – State / Local Drug Seizure Revenue

PAW

STAFF: Tamara Sturm, Fiscal Specialist, (703) 257-8065
Captain Quentin F. Lawler, Administrative Services Division, (703) 257-8003

RESOLUTION 2012-78-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 14th day of May 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Revenues:</u>		
100-0000-318-16-00	State / Local Drug Seizure Funds	\$ 3,000
<u>Expenditures:</u>		
100-1701-421-62-14	Evidence Collection Supplies	\$ 3,000
<u>Actual Transfers</u>		
100-0000-221-17-32	\$3,000.00	

For: Drug Seizure Funds for Evidence Processing Work Table

This resolution shall take effect upon its passage.

Harry J. Parrish II MAYOR
On Behalf of the City Council
of Manassas, Virginia

ATTEST:

Andrea P. Madden City Clerk

CITY OF MANASSAS
Account Balance Inquiry

Account number . . : 100-0000-221.17-32 Db/Cr . : C
 Fund : 100 General Fund
 Department : 00
 Division : 00
 Activity basic . . : 22 Current Liability
 Sub activity . . . : 1 Other Deposits
 Element : 17 Police Department
 Object : 32 State/Local Drug Seizure

	<u>Debits</u>	<u>Credits</u>	<u>Account balance</u>
			114,667.09
Current :	2,854.00	3,447.28	
Unposted :	1,863.91	1,863.91	
Total :	4,717.91	5,311.19	115,260.37

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AGENDA STATEMENT

PAGE NO. 15

ITEM NO. 4

MEETING DATE: April 25, 2012 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2012-79-R Amending the FY 2012 Budget by Budgeting and Appropriating \$13,500 from the Local / State Drug Seizure Funds for the Purchase of Office Furniture

DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL: n/a

SUMMARY OF ISSUE/TOPIC: The Police Department would like to replace office furniture in the Investigative Services Division. The current desks and office furniture to be replaced are approximately 15-17 years old. The new workstations will maximize existing office space for detectives and allow the Department to turn an existing office into a forensic interview room used for interviewing children and other victims of crimes that require a comfortable and reassuring environment.

This resolution will budget and appropriate \$13,500 of Local / State Drug Seizure Funds in the General Fund.

STAFF RECOMMENDATION: Approve Resolution 2012-79-R

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS: _____

DISCUSSION (IF NECESSARY): The balance in the Local / State Drug Seizure Liability Account is \$115,260.37

BUDGET/FISCAL IMPACT: *pm* \$13,500 – State / Local Drug Seizure Revenue

STAFF: Tamara Sturm, Fiscal Specialist, (703) 257-8065
Captain Quentin F. Lawler, Administrative Services Division, (703) 257-8003

RESOLUTION 2012-79-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 14th day of May 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Revenues:</u>		
100-0000-318-16-00	State / Local Drug Seizure Funds	\$ 13,500
<u>Expenditures:</u>		
100-1730-421-71-00	ISD Capital	\$ 13,500
<u>Actual Transfers</u>		
100-0000-221-17-32	\$13,500.00	

For: Drug Seizure Funds for ISD Office Furniture

This resolution shall take effect upon its passage.

Harry J. Parrish II MAYOR
On Behalf of the City Council
of Manassas, Virginia

ATTEST:

Andrea P. Madden City Clerk

CITY OF MANASSAS
Account Balance Inquiry

Account number . . : 100-0000-221.17-32 Db/Cr . : C
 Fund : 100 General Fund
 Department : 00
 Division : 00
 Activity basic . . . : 22 Current Liability
 Sub activity : 1 Other Deposits
 Element : 17 Police Department
 Object : 32 State/Local Drug Seizure

	<u>Debits</u>	<u>Credits</u>	<u>Account balance</u>
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