

**FINANCE COMMITTEE
WEDNESDAY, JUNE 27, 2012
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA
AGENDA**

5:30 PM CALL TO ORDER

- | | |
|--|-------------------------------------|
| 1. Approve minutes of June 6, 2012, and June 13, 2012, Finance Committee Meetings | 1 Minute
Page 1 |
| 2. Resolution R-2013-07 Accepting an EMS Equipped, Patient Transport Capable Utility Terrain Vehicle Acquired through a Regional Grant (Bowman) | 5 Minutes
Page 5 |
| 3. Resolution 2012-90-R Amending the FY 2012 Budget by Budgeting and Appropriating \$35,678 Fire and Rescue Fund Balance for the Manassas Volunteer Fire Company's Apparatus Repair Expenses (Lesnick) | 5 Minutes
Page 7 |
| 4. Treasurer's Investment Reports as of January 31, 2012, and April 30, 2012 (Perkins) | 10 Minutes
Page 11 |
| 5. Resolution 2013-04-R Amending the FY 2013 Budget by Budgeting and Appropriating Funds from the FY 2012 Budget for Operations and Grants (Bergeron) | 5 Minutes
Page 13 |
| 6. City Manager's Time | |

ADJOURNMENT

PAW/bgj

cc: Mayor
Council Members
John A. Budesky

Pat Weller
Diane Bergeron
Francis Deniega

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, JUNE 6, 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

COMMITTEE MEMBERS ABSENT: None

OTHERS PRESENT: Council Member Jonathan Way, City Manager John A. Budesky, Budget Manager Diane V. Bergeron, Public Works and Utilities Director Mike Moon, Electronics Systems Supervisor Paul Hood, Fire and Rescue Chief Brett Bowman, Police Captain Trey Lawler, Police Lieutenant William Hutchinson, Utilities Finance Manager Mark LeRoy

GUESTS PRESENT: None.

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

AGENDA ITEM #1 Approve Minutes of the May 9, 2012, Finance Committee Meeting

A motion was made and seconded to approve the minutes of the May 9, 2012, Finance Committee Meeting. The Committee approved (3 / 0).

AGENDA ITEM #2 Resolution 2012-84-R Amending the FY 2012 Budget by Budgeting and Appropriating \$1,996,376 for Radio Replacement

Mike Moon and Paul Hood presented Staff's recommendation to amend the FY 2012 budget by budgeting and appropriating \$1,996,376 for radio replacement. The Committee approved (3 / 0). This item will be forwarded to the June 18, 2012, City Council meeting.

AGENDA ITEM #3 Consideration of Ordinance O-2012-12 to Amend Uncodified Ordinance O-2011-05 Establishing a Fee Schedule for Utilities; Water Availability and Service Connection Charges by Revising Section 118-82(d) Service Connection Charge

Mark LeRoy presented Staff's proposed ordinance to amend uncodified ordinance O-2011-05 establishing a fee schedule for Utilities; Water Availability and Service Connection Charges. The Committee approved (2 / 1). This item will be forwarded to the June 18, 2012, City Council meeting.

AGENDA ITEM #4 Resolution 2012-85-R Amending the FY 2012 Budget by Budgeting and Appropriating an Additional \$2,099 of Four for Life Grant Revenue

Diane Bergeron presented Staff's recommendation to amend the FY 2012 budget by budgeting and appropriating an additional \$2,099 of Four for Life Grant revenue. The Committee approved (3 / 0). This item will be forwarded to the June 18, 2012, City Council meeting.

AGENDA ITEM #5 FY 2012 to FY 2013 Carryover Process

Diane Bergeron presented the FY 2012 to FY 2013 carryover process. This item was for information only.

AGENDA ITEM #6 City Manager's Time

John A. Budesky reported that the Airport Director is hoping to receive a grant for the runway extension any day now and will call the Finance Committee Chair and put an item on the City Council Agenda. Vice Mayor Harrover would like the Airport Director to report at the City Council meeting if there is a match required and, if so, is retained earnings being used and what is the balance in retained earnings.

The meeting was adjourned at 6:12 PM by Chairman Aveni.

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, JUNE 13, 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

COMMITTEE MEMBERS ABSENT: Vice Mayor Andrew L. Harrover

OTHERS PRESENT: Budget Manager Diane V. Bergeron, Police Captain Trey Lawler, Neighborhood Services Manager Kisha Wilson-Sogunro, Development Services Manager Jamie Collins

GUESTS PRESENT: None.

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

AGENDA ITEM #1 Resolution 2012-86-R Amending the FY 2012 Budget by Budgeting and Appropriating \$2,320 of Sponsorship Revenue for the Community Cleanup in Bristoe Station

Kisha Wilson-Sogunro presented Staff's recommendation to amend the FY 2012 budget by budgeting and appropriating \$2,320 of sponsorship revenue for the Community Cleanup in Bristoe Station. The Committee approved (3/0). This item will be forwarded to the June 25, 2012, City Council meeting.

AGENDA ITEM #2 Resolution 2012-87-R Amending the FY 2012 Budget by Budgeting and Appropriating \$6,746 of State Reimbursement Revenue for Extradition Expenditures

Trey Lawler presented Staff's recommendation to amend the FY 2012 budget by budgeting and appropriating \$6,746 of State Reimbursement Revenue for extradition expenditures. The Committee approved (3/0). This item will be forwarded to the June 25, 2012, City Council meeting.

AGENDA ITEM #3 Resolution 2012-88-R Amending the FY 2012 Budget by Transferring \$1,200 from General Fund Contingency to Conduct an Asbestos Inspection Prior to Obtaining Bids to Demolish the Prescott House Structure

Jamie Collins presented Staff's recommendation to amend the FY 2012 budget by transferring \$1,200 from General Fund Contingency to conduct an asbestos inspection prior to obtaining bids to demolish the Prescott House structure. The Committee approved (3/0). This item will be forwarded to the June 25, 2012, City Council meeting.

AGENDA ITEM #4 Resolution 2013-02-R Amending the FY 2013 Budget by Budgeting and Appropriating \$2,534,939 from the FY 2012 Budget for FY 2012 Outstanding Commitments (Purchase Orders)

Diane Bergeron presented Staff's recommendation to amend the FY 2012 budget by budgeting and appropriating \$2,534,939 from the FY 2012 budget for FY 2012 outstanding commitments (purchase orders). The Committee approved (3/0). This item will be forwarded to the June 25, 2012, City Council meeting.

AGENDA ITEM #5 Resolution 2013-03-R Amending the FY 2013 Budget by Budgeting and Appropriating Funds in an Amount Not to Exceed \$28,177,061 from the FY 2012 Budget for Capital Projects

Diane Bergeron presented Staff's recommendation to amend the FY 2012 budget by budgeting and appropriating funds in an amount not to exceed \$28,177,061 from the FY 2012 budget for Capital Projects. The Committee approved (3/0). This item will be forwarded to the June 25, 2012, City Council meeting.

The Committee requested that Nick Gardner, Assistant Public Works Director, attend the June 25, 2012, City Council meeting to explain the purpose of the \$83,000 balance in the Winters Branch Trail Project.

AGENDA ITEM #6 City Manager's Time

No report.

The meeting was adjourned at 5:45 PM by Chairman Aveni.

AGENDA STATEMENT

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ITEM NO. 2

MEETING DATE: June 27, 2012 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Resolution R-2013-07 Accepting an EMS Equipped, Patient Transport Capable Utility Terrain Vehicle Acquired through a Regional Grant

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

SUMMARY OF ISSUE/TOPIC: The Manassas Fire and Rescue Department has acquired, through a regional grant process, an EMS equipped, patient transport capable Utility Terrain Vehicle (UTV). There was no exchange of funds through this grant process; it was an equipment only grant. The City is responsible for annual maintenance and insurance on the UTV. All supplies are the responsibility of the City. There is a requirement within the grant for the City to transport the unit to other regional jurisdictions for their use, if needed.

STAFF RECOMMENDATION: Approve Resolution R-2013-07

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS: _____

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT: This City is responsible for maintenance, insurance and supplies.

STAFF: Brett Bowman, Fire and Rescue Chief, (703) 257-8458

AGENDA STATEMENT

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ITEM NO. 3

MEETING DATE: June 27, 2012

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Resolution 2012-90-R Amending the FY 2012 Budget by Budgeting and Appropriating \$35,678 Fire and Rescue Fund Balance for the Manassas Volunteer Fire Company's Apparatus Repair Expenses

DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL: February 27, 2012 – City Council (2012-61-R Budget and Appropriate \$75,000 for MVFC Apparatus Repair Expenses)

SUMMARY OF ISSUE/TOPIC: At the February 8, 2012 Finance Committee meeting, the Manassas Volunteer Fire Company (MVFC) requested to be reimbursed \$47,078 for apparatus repair expenses and an additional \$40,000 for future maintenance. On February 27, 2012, Council approved Resolution 2012-62-R to budget and appropriate \$75,000 from the Fire Rescue Fund Fund Balance for apparatus repair expenses - \$47,078 to reimburse MVFC and \$27,922 to be held by the Finance and Administration Director to pay future invoices. The \$75,000 has been spent and MVFC has additional expenses totaling \$35,678 as of June 22, 2012. Another invoice is expected for the tower.

This resolution will budget and appropriate \$35,678 of Fund Balance in the Fire Rescue Fund.

STAFF RECOMMENDATION: Approve Resolution 2012-90-R

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS: _____

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT:  \$35,678 Fire Rescue Fund Fund Balance

STAFF: Jason Lesnick, Treasurer, The Manassas Volunteer Fire Company, (703) 368-6211

RESOLUTION 2012-90-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 9th day of July 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
FIRE AND RESCUE FUND		
<u>Revenues:</u>		
285-0000-346-01-00	Fire Rescue Fund Fund Balance	\$35,678
<u>Expenditures:</u>		
285-2093-422-33-20	Apparatus Maintenance	\$35,678
	Total Expenditures	<hr/> \$ -

For: Volunteer Fire Apparatus Repair Expenses

This resolution shall take effect on June 30, 2012.

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

ATTEST:

Andrea P. Madden City Clerk

GROUP NBR	PO NBR	ACCTG PER	CD	TRANSACTION DATE	NUMBER	DESCRIPTION	YTD/CURRENT ESTIM/APPROP	YTD/CURRENT ENCUMBRANCE	TRANSACTION AMOUNT	CURRENT BALANCE
FUND 285 Fire Rescue										
285	2093	422	33	20		Maintenance Services / Vehicles/Apparatu	27,922	.00	46,100.30	18,178.3
10820				12/12	AP 05/31/12 0416015	ATLANTIC EMERGENCY			55.01	
						HAVIS SHEILDS LIGHT BRCKT				
10074				11/12	AP 04/24/12 0415521	ATLANTIC EMERGENCY			196.00	
						2002 PIERCE DASH-2000 CHS				
10820				12/12	AP 04/24/12 0416015	ATLANTIC EMERGENCY			19.60	
						2002 PIERCE DASH-2000 CHS				
10619				12/12	AP 04/18/12 0415936	MOBILE ALIGNMENT S			1,919.00	
						SOLID AXLE TRCK /LABOR				
9319				10/12	AP 03/30/12 0414933	CLARKS AUTOMOTIVE			16.00	
						VIN#6667/STATE INS				
9319				10/12	AP 03/29/12 0414933	CLARKS AUTOMOTIVE			35.76	
						VIN#6664/WIPER B/VA INS				
9319				10/12	AP 03/25/12 0000170	MCCARTHY TIRE SERV			2.30	
						CUST#10010078				
8577				09/12	AP 03/23/12 0414459	MCCARTHY TIRE SERV			.01	
						PRENOTE TEST				
8626				09/12	AP 03/23/12 0414459	MCCARTHY TIRE SERV			.01	
						PRENOTE TEST				
9319				10/12	AP 03/07/12 0414916	ATLANTIC EMERGENCY			161.70	
						1993 E-ONE HUR PLT/REPAIR				
9319				10/12	AP 03/07/12 0414935	CURRY'S AUTO PARTS			540.38	
						PRT#27250C & 96630				
8466				09/12	AP 02/29/12 0414436	ATLANTIC EMERGENCY			1,582.96	
						R C#16623 NO START/CRANK				
466				09/12	AP 02/28/12 0414436	ATLANTIC EMERGENCY			4,502.38	
						R C#16623 INTAKE VALVE				
319				10/12	AP 02/28/12 0000170	MCCARTHY TIRE SERV			341.75	
						CUST#10010078				
9319				10/12	AP 02/28/12 0000170	MCCARTHY TIRE SERV			205.60	
						CUST#10010078				
8355				08/12	BA 02/27/12 2012-61-R	Volunteer Fire App	27,922			
						Repair Expenses				
10074				11/12	AP 02/27/12 0415521	ATLANTIC EMERGENCY			6,624.86	
						LABR PRTS/SHPPNG'91E1PMPR				
8466				09/12	AP 02/25/12 0414436	ATLANTIC EMERGENCY			785.05	
						R C#16623 UNIT SHUTOFF				
9319				10/12	AP 02/25/12 0000170	MCCARTHY TIRE SERV			6.11	
						CUST#10010078				
8466				09/12	AP 02/20/12 0414436	ATLANTIC EMERGENCY			2,780.38	
						R C#16623 CENTER JACKS				
9319				10/12	AP 02/17/12 0414935	CURRY'S AUTO PARTS			3.99	
						ARM ALL PRT#25024 2/17/12				
9319				10/12	AP 02/17/12 0414935	CURRY'S AUTO PARTS			29.22	
						BRUSH PRT#7601428 2/17/12				
10074				11/12	AP 02/14/12 0415521	ATLANTIC EMERGENCY			599.83	
						LABR PRTS/SHPPNG'98PQNTM				
9319				10/12	AP 02/13/12 0000170	MCCARTHY TIRE SERV			102.45	
						CUST#10010078				
8466				09/12	AP 02/11/12 0414436	ATLANTIC EMERGENCY			3,343.83	

2012-12-R Expenses

\$	16.00
\$	35.76
\$	2.30
\$	161.70
\$	540.38
\$	1,582.96
\$	4,502.38
\$	341.75
\$	205.60
\$	6,624.86
\$	785.05
\$	6.11
\$	2,780.38
\$	3.99
\$	29.22
\$	599.83
\$	102.45
\$	3,343.83
\$	306.77
\$	51.00
\$	5,711.09
\$	107.80
\$	561.77
\$	303.34
\$	280.00
\$	150.00
\$	85.00
\$	42.50
\$	29,263.82

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GROUP NBR	PO NBR	ACCTG PER.	CD	TRANSACTION DATE	NUMBER	DESCRIPTION	YTD/CURRENT ESTIM/APPROP	YTD/CURRENT ENCUMBRANCE	TRANSACTION AMOUNT	CURRENT BALANCE
FUND 285 Fire Rescue										
285-2093-422 33 20 Maintenance Services / Vehicles/Apparatus continued										
8466				09/12 AP 02/01/12	0414436	R C#16623 WATER TANK LT ATLANTIC EMERGENCY	2012-61-R VOLUNTEER FIRE		306.77	
9319				10/12 AP 02/01/12	0000170	R C#16623 VPS CNTL VALVE MCCARTHY TIRE SERV	2012-61-R VOLUNTEER FIRE		51.00	
8466				09/12 AP 01/28/12	0414436	CUST#10010078 ATLANTIC EMERGENCY	2012-61-R VOLUNTEER FIRE		5,711.09	
8466				09/12 AP 01/28/12	0414436	R C#16623 ENGINE/HORN ATLANTIC EMERGENCY	2012-61-R VOLUNTEER FIRE		107.80	
9498				11/12 AP 01/26/12	0000194	R C#16623 HUMPHREY VALVE ATLANTIC EMERGENCY	2012-61-R VOLUNTEER FIRE		55.01	
8466				09/12 AP 01/14/12	0414436	HAVIS SHIELD LGT BRACKET ATLANTIC EMERGENCY	HAV-CD-BS-2		561.77	
8466				09/12 AP 01/14/12	0414436	R C#16623 BELTS MISSING ATLANTIC EMERGENCY	2012-61-R VOLUNTEER FIRE		303.34	
8466				09/12 AP 01/13/12	0414440	R C#16623 VALVE ASSY MCCARTHY TIRE SERV	2012-61-R VOLUNTEER FIRE		280.00	
8466				09/12 AP 01/13/12	0414436	R C#10010078 TIRE ROTATE ATLANTIC EMERGENCY	2012-61-R VOLUNTEER FIRE		150.00	
8466				09/12 AP 12/30/11	0414440	R C#16623 POWERCALL SIREN MCCARTHY TIRE SERV	2012-61-R VOLUNTEER FIRE		85.00	
8466				09/12 AP 12/30/11	0414440	R C#10010078 CHK BRAKES MCCARTHY TIRE SERV	2012-61-R VOLUNTEER FIRE		42.50	
363				08/12 AJ 11/03/11	0411875	R C#10010078 OIL LEVEL Atlantic Emergency	2012-61-R VOLUNTEER FIRE		40.11	
363				08/12 AJ 10/03/11	0411199	C#15558 Marker Light Atlantic Emergency			8,917.73	
8363				08/12 AJ 09/13/11	0410632	CK#15558 Repl Valve Assbl Atlantic Emergency			1,711.30	
8363				08/12 AJ 08/31/11	0410632	97 Spartan/Spdmtr,Belt Atlantic Emergency			3,019.80	
8363				08/12 AJ 08/20/11	0411648	Alternator/Nevill Remand Atlantic Emergency			525.62	
8363				08/12 AJ 08/16/11	0411648	Repair 2001 Pierce Dash Atlantic Emergency			377.30	
						Repair 2004 Pierce Dash				
						ACCOUNT TOTAL	27,922	.00	46,100.30	18,178.30-
						FUND TOTAL	27,922	.00	46,100.30	18,178.30-
						GRAND TOTAL	27,922	.00	46,100.30	18,178.30-

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AGENDA STATEMENT

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ITEM NO. 4

MEETING DATE: June 27, 2012 – Finance Committee

TIME ESTIMATE: 10 Minutes

AGENDA ITEM TITLE: Treasurer's Investment Reports as of January 31, 2012 and April 30, 2012

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

**SUMMARY OF
ISSUE/TOPIC:** Treasurer will present the January 31, 2012 and April 30, 2012 Investment Reports.

**STAFF
RECOMMENDATION:** INFORMATION ONLY

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS:

**DISCUSSION
(IF NECESSARY):** REPORTS WILL BE DISTRIBUTED AT THE MEETING.

**BUDGET/FISCAL
IMPACT:** *don* N/A

STAFF: Robin R. Perkins, City Treasurer, (703) 257-8246

AGENDA STATEMENT

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ITEM NO. 5

MEETING DATE: June 27, 2012 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Resolution 2013-04-R Amending the FY 2013 Budget by Budgeting and Appropriating Funds from the FY 2012 Budget for Operations and Grants

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

SUMMARY OF ISSUE/TOPIC: All budget and appropriations lapse at the year-end (June 30). The City has outstanding balances in grants. The balances will carryover into FY 2013.

In addition, the City Manager recommends the use of FY 2012 unexpended funds for the projects and activities listed in the attachment. The balances will carryover into FY 2013.

STAFF RECOMMENDATION: Approve Resolution 2013-04-R

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS: _____

DISCUSSION (IF NECESSARY): ATTACHMENT WILL BE DISTRIBUTED AT THE MEETING.

BUDGET/FISCAL IMPACT:  Carryovers are funded from June 30, 2012 Committed Fund Balance/Net Assets

STAFF: Diane V. Bergeron, Budget Manager, (703) 257-8272