

**FINANCE COMMITTEE
WEDNESDAY, NOVEMBER 28, 2012
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA
AGENDA**

5:30 PM CALL TO ORDER

- | | |
|---|-------------------------------------|
| 1. Update on Joint City / Manassas City Public Schools capital Improvement Needs (Budesky) | 10 Minutes
Page 1 |
| 2. Approve Minutes of the November 14, 2012, Finance Committee Meetings | 1 Minute
Page 3 |
| 3. Resolution 2013-33-R Amending the FY 2013 Budget by Budgeting and Appropriating \$8,000 from the AmeriCorps VISTA Grant to Support the City's Neighborhood Revitalization Program (Wilson-Sogunro) | 2 Minutes
Page 7 |
| 4. Actual Carryover Amount for Purchase Orders (Bergeron) | 2 Minutes
Page 11 |
| 5. Actual Carryover Amount for Capital Projects (Bergeron) | 2 Minutes
Page 21 |
| 6. Consideration of Policy Statement # P-2013-01 Non-Profit Grants (Weiler) | 30 Minutes
Page 31 |
| <hr/> City Manager's Time <hr/> | |

ADJOURNMENT

PAW/bgj

cc: Mayor
Council Members
John A. Budesky

Pat Weiler
Diane Bergeron
Tamara Sturm

AGENDA STATEMENT

PAGE NO. /

ITEM NO. /

MEETING DATE: November 28, 2012 – Finance Committee

TIME ESTIMATE: 10 Minutes

AGENDA ITEM TITLE: Update on the Progress of the Manassas City and Schools Joint Staff Capital Improvement Planning Team

DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL: August 13, 2012 Resolution #R-2013-12

SUMMARY OF
ISSUE/TOPIC: As stipulated by Resolution #R-2013-12, the City Manager will update the Finance Committee on the progress of the Manassas City and Schools Joint Staff Capital Improvement Planning Team.

STAFF
RECOMMENDATION: INFORMATION ITEM ONLY. REPORT WILL BE SHARED AT THE MEETING.

BOARD/COMMISSION/
COMMITTEE:

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

CITY MANAGER: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

COMMENTS:

DISCUSSION
(IF NECESSARY): Report is attached

BUDGET/FISCAL
IMPACT: N/A

STAFF: John A. Budesky, City Manager, 703-257-8212

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, NOVEMBER 14, 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. Stephen Randolph

COMMITTEE MEMBERS ABSENT: Council Member Mark D. Wolfe (Alternate)

OTHERS PRESENT: Mayor Harry J. Parrish II, Council Member Jonathan L. Way, Council Member Ian T. Lovejoy, City Manager John A. Budesky, Finance & Administration Director Pat Weiler, Community & Economic Development Director Liz Via-Gossman, Budget Manager Diane V. Bergeron, Deputy Director Water & Sewer Tony Dawood, Development Services Manager Jamie Collins, Emergency Management Coordinator Robert J. Halsall

GUESTS PRESENT: None

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

AGENDA ITEM #1 Approve Minutes of the October 24, 2012, Finance Committee Meetings

A motion was made by Councilmember Randolph, seconded by Vice Mayor Harrover, to approve the minutes of the October 24, 2012, Finance Committee Meeting. The Committee approved (3/0).

AGENDA ITEM #2 Resolution 2013-31-R Amending the FY 2013 Budget by Budgeting and Appropriating \$6,188 from the U.S. Department of Justice – Bureau of Justice Assistance for the FY 2012 Bulletproof Vest Partnership Award

Pat Weiler presented Staff's recommendation to amend the FY 2013 Budget by budgeting and appropriating \$6,188 from the U.S. Department of Justice – Bureau of Justice Assistance for the FY 2012 Bulletproof Vest Partnership Award. The Committee approved (3/0). This item will be forwarded to the November 26, 2012, City Council meeting.

AGENDA ITEM #3 Resolution 2013-30-R Amending the FY 2013 Budget by Budgeting and Appropriating \$5,000 for 2012 Local Emergency Management Performance Grant

Bob Halsall presented Staff's recommendation to amend the FY 2013 Budget by budgeting and appropriating \$5,000 for 2012 Local Emergency Management Performance Grant. The Committee approved (3/0). This item will be forwarded to the November 26, 2012, City Council meeting.

AGENDA ITEM #4 Resolution 2013-32-R Amending the FY 2013 Budget by Budgeting and Appropriating \$35,000 of Speiden Carper House Fund Balance to Conduct Roof Repairs Necessary to Maintain the Historic House

Liz Via-Gossman presented Staff's recommendation to amend the FY 2013 Budget by budgeting and appropriating \$35,000 of Speiden Carper House Fund Balance to conduct roof repairs necessary to maintain the historic house. The Committee approved (3/0). This item will be forwarded to the November 26, 2012, City Council meeting.

AGENDA ITEM #5 Resolution 2013-16-R Amending the FY 2013 Budget by Transferring \$30,000 from General Fund Contingency to Demolish the Prescott House

Liz Via-Gossman and Jamie Collins presented Staff's recommendation to amend the FY 2013 Budget by transferring \$30,000 from General Fund Contingency to demolish the Prescott House. The Committee approved (2/1). This item will be forwarded to the December 10, 2012, City Council meeting and will not be on Consent.

AGENDA ITEM #6 Resolution R-2013-38 Authorizing the Purchase of Replacement Coagulant Pumps at the Water Treatment Plant

Tony Dawood presented Staff's recommendation to authorize the purchase of replacement coagulant pumps at the Water Treatment Plant. The Committee approved (3/0). This item will be forwarded to the November 26, 2012, City Council meeting.

AGENDA ITEM #7 Resolution 2013-22-R Amending the FY 2013 Budget by Budgeting and Appropriating \$2,000,000 of Sewer Fund Balance/Rate Stabilization Funds for the Sanitary Sewer Infiltration & Inflow Program (CMOM Compliance Capacity Improvements Project)

Tony Dawood presented Staff's recommendation to amend the FY 2013 Budget by budgeting and appropriating \$2,000,000 of Sewer Fund Balance/Rate Stabilization Funds for the Sanitary Sewer

Infiltration & Inflow Program (CMOM Compliance Capacity Improvements Project). The Committee approved (3/0). This item will be forwarded to the November 26, 2012, City Council meeting.

AGENDA ITEM #8 Resolution 2013-34-R Amending the FY 2013 Budget by Budgeting and Appropriating the 2012 State Criminal Alien Assistance Grant in the Amount of \$78,950 from the U.S. Department of Justice

Diane Bergeron presented Staff's recommendation to amend the FY 2013 Budget by budgeting and appropriating the 2012 State Criminal Alien Assistance Grant in the amount of \$78,950 from the U.S. Department of Justice. The Committee approved (3/0). This item will be forwarded to the November 26, 2012, City Council meeting.

AGENDA ITEM #10 City Manager's Time

John A. Budesky reported that the City/Schools Joint CIP Teams will hold a Citizen Engagement meeting on December 4th. Staff will present their recommendations at a Joint City Council/School Board Meeting on January 7, 2013. The Finance Committee directed the City Manager to present Staff's recommendations to the Finance Committee.

John A. Budesky reported that the lease agreement with The Center for the Arts for the Candy Factory is up for renewal.

The meeting was adjourned at 6:35 p.m. by Chairman Aveni.

AGENDA STATEMENTPAGE NO. 7ITEM NO. 3**MEETING DATE:** November 28, 2012 – Finance Committee**TIME ESTIMATE:** 2 Minutes**AGENDA ITEM TITLE:** Resolution 2013-33-R Amending the FY 2013 Budget by Budgeting and Appropriating \$8,000 from the AmeriCorps VISTA Grant to Support the City's Neighborhood Revitalization Programs**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:**

N/A

**SUMMARY OF
ISSUE/TOPIC:**

In FY 2012, the Neighborhood Services Division applied for, and received, a federally funded grant through the Americorps VISTA program that hired four (4) people to work in City neighborhoods on youth and community engagement for three (3) years. The Staff has integrated the grant program into the City's work to revitalize neighborhoods under City Council Resolution #R-2011-48, Identifying Neighborhood Revitalization and Safety as a City Priority. The VISTA program workers spent last year in Georgetown South and will be in Point of Woods this year. Staff is working on a final report of year one of the revitalization effort in Georgetown South.

This resolution will budget and appropriate \$8,000 of Federal Grant Revenue in the General Fund.

STAFF**RECOMMENDATION:** Approve Resolution 2013-33-R**BOARD/COMMISSION/
COMMITTEE:****RECOMMENDATION:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments**CITY MANAGER:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments**COMMENTS:****DISCUSSION
(IF NECESSARY):****BUDGET/FISCAL
IMPACT:**

\$8,000 – Federal Grant Revenue

STAFF: Kisha Wilson-Sogunro, Neighborhood Services Manager, (703) 257-8240

RESOLUTION 2013-33-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 10th day of December, 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Revenue:</u>		
100-0000-334-33-66	Americorps VISTA Grant	\$ 8,000
<u>Expenditure:</u>		
100-3360-463-11-00	Neighborhood Services Manager Salary	\$ (6,000)
100-3366-463-55-60	Meeting Expenses	\$ 6,000
100-3366-463-11-00	Neighborhood Services Manager Salary	\$ 6,000
100-3366-463-39-00	Housing Expenses	\$ 2,000
	Total Expenditures	\$ 8,000

For: Americorps VISTA Grant for Neighborhood Revitalization

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

Notice of Grant Award**Corporation for National and Community Service**601 Walnut Street, Suite 876 E
Philadelphia, PA 19106-3323**VISTA State****Grantee**City of Manassas
9027 Center St Manassas VA 20110-5462

EIN: 546001411

Award Information

Agreement No.:	11VSSYA005	Project Period:	06/17/2012 - 07/27/2013
Amendment No.:	0	Budget Period:	06/17/2012 - 07/27/2013
CFDA No.:	94.013	Grant Year:	2

Award Description

This award is for a FY2012 AmeriCorps*VISTA Support Grant funding of \$8,000. The award provides for 12 months of funding.

Purpose

The purpose of this award is to assist the Project Sponsor in carrying out an AmeriCorps*VISTA project as authorized under Title I, Part A of the Domestic Volunteer Service Act of 1973, as amended (Pub. L. 93-113).

Funding Information

Year 2	Previously Awarded This Year	This Award/ Amendment	Total Current Year
Total Obligated by CNCS	\$0	\$8,000	\$8,000
Grantee's Unobligated Balance (Carryover)	\$0	\$0	\$0
Total Available	\$0	\$8,000	\$8,000

Cumulative Funding for Project Period

Total Awarded in Previous Amendments	\$5,000
Total CNCS Funds Awarded to Date	\$13,000

Funding Source and Amount

2012-OPE1-A23-COO-61200-4101	\$8,000.00
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Special Conditions

Sponsor will revise work plans within 45 days as discussed with State Program Director.

Terms of Acceptance: By accepting the terms under this Memorandum of Agreement, the Project Sponsor agrees to comply with all terms and conditions of the Memorandum of Agreement, all assurances and certifications made in the application, and all applicable federal statutes, regulations, and guidelines. The Project Sponsor agrees to administer the project in accordance with the approved project application, budget and Notice of Grant Award (if applicable), supporting documents, and other representations made in support of the approved project application. Terms and conditions for support grants are located at http://egrants.cns.gov/termsandconditions/VISTA_STC.pdf;

Costs allowed under this grant are limited to those categories contained in signed application package dated 7/16/2012.

The grantee shall be entitled to reimbursement for costs incurred on or after 6/17/2012 which if incurred after the signature date of this award, would have been reimbursed under the terms of this grant.

Notice of Grant Award

601 Walnut Street, Suite 876 E
Philadelphia, PA 19106-3323

VISTA State

Grantee

City of Manassas
9027 Center St Manassas VA 20110-5462

EIN: 546001411

Terms of Acceptance: By accepting the terms under this Memorandum of Agreement, the Project Sponsor agrees to comply with all terms and conditions, all assurances and certifications made in the application, and all applicable federal statutes, regulations, and guidelines. The Project Sponsor agrees to administer the project in accordance with the approved project application, budget and Notice of Grant Award (if applicable), supporting documents, and other representations made in support of the approved project application. Terms and conditions for support grants are located at https://egrants.cns.gov/termsandconditions/NGA_TC_Support_Revised20110104.pdf; terms and conditions for program grants are located at https://egrants.cns.gov/termsandconditions/NGA_TC_Program_Revised20110104.pdf.

Corporation for National and Community Service:



08/03/2012

Signature

Date

Debra Mitchell

Name (typed)

Senior Grants Officer

Title

Debra Mitchell, 215-964-6330

Grants Official

Patrice Dempsey, (787)766-5247

Program Official

AGENDA STATEMENT

PAGE NO. 11

ITEM NO. 4

MEETING DATE: November 28, 2012 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Actual Carryover Amount for Purchase Orders

**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:** June 25, 2012 – City Council Meeting

**SUMMARY OF
ISSUE/TOPIC:** Council approved Resolution 2013-02-R Purchase Order Carryover on June 25, 2012. This resolution was approved as "Not to Exceed" and the actual amount to be carried over was to be determined when the Accounting Division closed FY 2012. FY 2012 has been closed and the actual amount carried over will be presented.

**STAFF
RECOMMENDATION:** FOR INFORMATION ONLY

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

CITY MANAGER: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

COMMENTS: _____

**DISCUSSION
(IF NECESSARY):**

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

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

City of Manassas
Attachment to Resolution 2013-02-R

FY 2012 Outstanding Commitments for Purchase Orders

Fund	Estimated Balance of Purchase Orders	Actual Balance of Purchase Orders	Difference
100	\$ 374,893	\$ 157,761	\$ (217,131)
102	1,381	0	(1,381)
285	9,700	31,484	21,784
520	149,643	60,201	(89,442)
530	308,876	3,630	(305,246)
540	232,118	114,703	(117,415)
570	39,296	8,880	(30,416)
580	117,143	93,714	(23,429)
590	10,076	0	(10,076)
603	25,337	33,130	7,793
605	226,757	60,134	(166,623)
608	289,721	202,204	(87,517)
	<u>\$ 1,784,939</u>	<u>\$ 765,841</u>	<u>\$ (1,019,098)</u>
Est PO's 6/5 to 6/30	750,000	0	(750,000)
Total CO	<u>\$ 2,534,939</u>	<u>\$ 765,841</u>	<u>\$ (1,769,098)</u>

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ENCUMBRANCE MASTER

LISTING BY ACCOUNT NUMBER

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PROGRAM: GM152L

CITY OF MANASSAS REPORT INCLUDES UNPOSTED AMOUNTS

ACCOUNT NUMBER P.O. NUM ENC DATE VENDOR#	PROJECT	ENCUMBRANCE AMOUNT	LIQUIDATED AMOUNT	OUTSTANDING AMOUNT
12 100-0301-411.39-47				
120849 05/16/12 0007523 DATABANK IMX LLC		11,500.00		11,500.00
120850 05/16/12 0007523 DATABANK IMX LLC		20,000.00		20,000.00
ACCOUNT TOTAL		31,500.00		31,500.00
12 100-0501-413.39-47				
120855 05/17/12 0007523 DATABANK IMX LLC		15,580.00		15,580.00
12 100-1101-415.39-00				
120620 02/10/12 0008284 MINOR AND ASSOCIATES		17,000.00	2,510.00	14,490.00
12 100-1101-415.39-47				
120873 05/24/12 0007523 DATABANK IMX LLC		3,000.00		3,000.00
12 100-1701-421.39-00				
120887 06/04/12 0005711 ACADEMY GROUP INC, THE		4,550.00		4,550.00
12 100-1701-421.54-71				
120911 06/08/12 0005217 OCE IMAGISTICS INC		440.36		440.36
12 100-1701-421.62-00				
120910 06/08/12 0000523 LEONARD ALUMINUM UTILITY BUILDINGS		3,549.00		3,549.00
12 100-1701-421.62-14				
120857 05/17/12 0008375 AIR SCIENCE		2,987.00		2,987.00
12 100-1701-421.62-22				
120799 05/02/12 0000322 GUN SHOP, THE		3,498.11	299.81	3,198.30
12 100-1701-421.62-97				
120693 03/22/12 0002526 TOWN POLICE SUPPLY		10,030.00		10,030.00
120734 04/03/12 0002526 TOWN POLICE SUPPLY		3,840.00	1,920.00	1,920.00
ACCOUNT TOTAL		13,870.00	1,920.00	11,950.00
12 100-1701-421.64-00				
120843 05/15/12 0008370 PACA BODY ARMOR/POINT BLANK SOLUTNS		352.91		352.91
120882 05/30/12 0008370 PACA BODY ARMOR/POINT BLANK SOLUTNS		176.5		176.5
ACCOUNT TOTAL		529.41		529.41

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ENCUMBRANCE MASTER

LISTING BY ACCOUNT NUMBER

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CITY OF MANASSAS

REPORT INCLUDES UNPOSTED AMOUNTS

ACCOUNT NUMBER P.O. NUM ENC DATE VENDOR#	PROJECT	ENCUMBRANCE AMOUNT	LIQUIDATED AMOUNT	OUTSTANDING AMOUNT
12 100-1730-421.71-00				
120864 05/23/12 0008381 GLOBAL		13,378.77		13,378.77
12 100-1740-421.52-09				
120406 10/25/11 0005518 VERIZON EQUIP SALES & SVC		21,501.89		21,501.89
12 100-1820-421.64-06				
120801 05/02/12 0005150 P T ARMOR INC		525.15		525.15
120843 05/15/12 0008370 PACA BODY ARMOR/POINT BLANK SOLUTNS		2,970.09		2,970.09
120882 05/30/12 0008370 PACA BODY ARMOR/POINT BLANK SOLUTNS		1,485.00		1,485.00
ACCOUNT TOTAL		4,980.24		4,980.24
12 100-2551-431.39-00				
120273 09/01/11 0001536 MICHAEL BAKER JR INC	S4	021 36,915.00	18,457.50	18,457.50
12 100-2567-452.62-05				
120903 06/05/12 0000910 SHEMIN NURSERIES INC		4,500.00		4,500.00
12 100-3336-465.35-00				
110831 07/01/11 0008049 DAY AND NIGHT PRINTING		1,994.00		1,994.00
12 100-3371-424.39-00				
120950 06/26/12 0006594 APEX COMPANIES LLC		1,175.00		1,175.00
FUND TOTAL		180,948.78	23,187.31	157,761.47
12 285-2001-422.39-00				
120004 07/05/11 0007046 A S G SECURITY		385.6		385.6
12 285-2003-422.64-00				
120500 12/14/11 0007548 AWARD EXCELLENCE CO LLC		4,878.08		4,878.08
12 285-2003-422.64-53				
120411 10/26/11 0006048 BLUE RIDGE RESCUE SUPPLIERS		32,000.16	31,287.66	712.5
120909 06/07/12 0007350 WITMER PUBLIC SAFETY GROUP INC		9,876.50		9,876.50
120931 06/20/12 0008404 ABSOLUTE SCREEN PRINTING		15,630.95		15,630.95
ACCOUNT TOTAL		57,507.61	31,287.66	26,219.95
FUND TOTAL		62,771.29	31,287.66	31,483.63

General Fund

Fire Rescue Fund

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ENCUMBRANCE MASTER

LISTING BY ACCOUNT NUMBER

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PROGRAM: GM152L

CITY OF MANASSAS

REPORT INCLUDES UNPOSTED AMOUNTS

ACCOUNT NUMBER P.O. NUM ENC DATE VENDOR#	PROJECT	ENCUMBRANCE AMOUNT	LIQUIDATED AMOUNT	OUTSTANDING AMOUNT
12 310-1798-505.33-37				
120406 10/25/11 0005518 VERIZON EQUIP SALES & SVC	CP	1798 34,957.47		34,957.47
12 310-1798-505.33-39				
120406 10/25/11 0005518 VERIZON EQUIP SALES & SVC	CP	1798 46,729.05		46,729.05
12 310-1798-505.39-00				
120406 10/25/11 0005518 VERIZON EQUIP SALES & SVC	CP	1798 249,295.67		249,295.67
12 310-2666-505.62-00				
120908 06/07/12 0000711 OFFICE DEPOT INC	CP	2666 2,069.98		2,069.98
12 310-5115-505.31-00				
120863 05/22/12 0000869 ROSS FRANCE & RATLIFF LTD	CP	5115 13,200.00		13,200.00
12 310-5116-505.31-00				
120863 05/22/12 0000869 ROSS FRANCE & RATLIFF LTD	CP	5116 14,900.00		14,900.00
FUND TOTAL				361,152.17
12 340-2639-505.39-00				
110209 07/01/11 0002645 MARTIN & GASS INC	CP	2639 3,198,284.53	787,297.88	410,986.65
12 340-2650-505.39-00				
120760 04/12/12 0004394 FINLEY ASPHALT AND SEALING INC	CP	2650 287,491.77		287,491.77
12 340-5108-505.39-00				
120631 02/15/12 0007729 STADLER GARDEN CENTERS INC	CP	5108 33,200.00		33,200.00
12 340-5114-505.66-09				
120610 02/09/12 0007114 GLOBAL TRAFFIC TECHNOLOGIES LLC	CP	5114 13,071.00		13,071.00
FUND TOTAL			3,532,047.30	2,787,297.88
12 350-2617-505.31-00				
120929 06/18/12 0000142 DEWBERRY & DAVIS LLC	CP	2617 194,892.00	13,037.95	181,854.05
FUND TOTAL			194,892.00	13,037.95
12 520-3510-501.31-00				
120667 03/07/12 0001536 MICHAEL BAKER JR INC				20,000.00
12 520-3514-501.39-20				
120119 07/18/11 0005194 TRI-STATE UTILITIES CO			175,000.00	134,798.54
FUND TOTAL			195,000.00	134,798.54

Sewer Fund

40,201.46

60,201.46

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ENCUMBRANCE MASTER

LISTING BY ACCOUNT NUMBER

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PROGRAM: GM152L

CITY OF MANASSAS

REPORT INCLUDES UNPOSTED AMOUNTS

ACCOUNT NUMBER P.O. NUM ENC DATE VENDOR#	PROJECT	ENCUMBRANCE AMOUNT	UIDATED AMOUNT	OUTSTANDING AMOUNT
12 530-3521-501.62-40				
120906 06/07/12 0005792 ELSTER AMCO WATER INC		3,630.00		3,630.00
FUND TOTAL		3,630.00		3,630.00
12 535-3630-505.31-00				
090578 07/01/11 0007091 GANNETT FLEMING INC	CP	3630 30,853.46	6,626.86	24,226.60
12 535-3634-505.39-00				
110374 07/01/11 0004728 U R S CORPORATION	CP	3634 524,600.00	434,708.12	89,891.88
110904 07/01/11 0006027 N O V E C	CP	3634 96,918.00		96,918.00
110845 07/01/11 0008053 A S I CONSTRUCTORS INC	CP	3634 7,120,214.14	,984,469.96	135,744.18
ACCOUNT TOTAL		7,741,732.14	,419,178.08	322,554.06
12 535-3656-505.39-00				
110453 07/01/11 0000914 SHERWOOD-LOGAN & ASSOC INC	CP	3656 17,250.00	6,600.00	10,650.00
12 535-3661-505.39-00				
110439 07/01/11 0002546 TENCARVA MACHINERY CO INC	CP	3661 77,776.00	75,276.00	2,500.00
110379 07/01/11 0007849 DISE LLC	CP	3661 11,773.68	8,830.30	2,943.38
ACCOUNT TOTAL		89,549.68	84,106.30	5,443.38
12 535-3678-505.31-00				
120918 06/13/12 0007091 GANNETT FLEMING INC	CP	3678 16,100.00		16,100.00
FUND TOTAL		7,895,485.28	,516,511.24	378,974.04
12 540-3505-501.62-40				
120906 06/07/12 0005792 ELSTER AMCO WATER INC	F9	03 1,320.00		1,320.00
12 540-3551-501.31-00				
120547 01/23/12 0007934 TRINITY CONSULTANTS INC	F5	49 7,000.00	2,900.00	4,100.00
12 540-3551-501.39-00				
120547 01/18/12 0007934 TRINITY CONSULTANTS INC	F5	49 3,974.00	3,601.19	372.81
12 540-3553-501.39-00				
120547 01/18/12 0007934 TRINITY CONSULTANTS INC	F5	49 1,353.00	1,226.67	126.33
12 540-3554-501.39-00				
120547 01/18/12 0007934 TRINITY CONSULTANTS INC	F5	49 1,224.00	1,109.23	114.77

Water
Fund

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ENCUMBRANCE MASTER

LISTING BY ACCOUNT NUMBER

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PROGRAM: GM152L

CITY OF MANASSAS

REPORT INCLUDES UNPOSTED AMOUNTS

ACCOUNT NUMBER P.O. NUM ENC DATE VENDOR#	PROJECT	ENCUMBRANCE AMOUNT	LIQUIDATED AMOUNT	OUTSTANDING AMOUNT
12 540-3555-501.39-00				
120547 01/18/12 0007934 TRINITY CONSULTANTS INC	F5	49 2,324.00	2,106.66	217.34
12 540-3560-501.55-40				
120589 02/03/12 0001729 LEARNING TREE INT'L INC	F6	00 21,588.00		21,588.00
12 540-3563-501.62-00				
120912 06/11/12 0001518 MOTOROLA SOLUTIONS INC	F6	00 7,771.12		7,771.12
12 540-3564-501.39-00				
120069 07/07/11 0007549 ORACLE AMERICA INC	F6	00 179.10	134.34	44.76
12 540-3572-501.39-00				
120486 12/05/11 0007972 POWER SYSTEMS SOLUTIONS INC	F6	00 43,164.00		43,164.00
12 540-3580-501.62-00				
120322 09/20/11 0006927 E-MERGE SYSTEMS INC	F6	00 2,284.00		2,284.00
12 540-3590-501.39-69				
110500 07/01/11 0006470 INSTITUTE FOR BUILDING TECH & SFTY EE		C1 34,399.49	800	33,599.49
FUND TOTAL		126,580.71	11,878.09	114,702.62
12 545-3611-505.39-00				
120904 06/06/12 0000854 RINKER DESIGN ASSOC PC	CP	3611 12,850.00		12,850.00
12 545-3665-505.39-00				
120859 05/18/12 0007634 UTILIWORKS CONSULTING LLC	CP	3665 54,060.00	32,488.97	21,571.03
12 545-3667-505.39-00				
120840 05/15/12 0000715 OLDE TOWNE LANDSCAPING	CP	3667 12,352.00	3,781.44	8,570.56
FUND TOTAL		79,262.00	36,270.41	42,991.59
12 570-3711-501.39-00				
110707 07/01/11 0006563 KEN WEEDEN & ASSOC INC		5,000.00		5,000.00
12 570-3715-501.39-04				
120766 04/16/12 0001292 BRANSCOME, JULIUS INC		3,880.00		3,880.00
FUND TOTAL		8,880.00		8,880.00
12 575-3755-505.39-00				
120723 03/29/12 0006934 REYNOLDS SMITH & HILLS INC	CP	3755 53,633.00	13,408.25	40,224.75

Electric Fund

Airport Fund

PROGRAM: GM152L

CITY OF MANASSAS REPORT INCLUDES UNPOSTED AMOUNTS

ACCOUNT NUMBER	PROJECT	ENCUMBRANCE AMOUNT	LIQUIDATED AMOUNT	OUTSTANDING AMOUNT
P.O. NUM ENC DATE VENDOR#				
12 575-3757-505.31-00				
090543 07/01/11 0001185 WHITLOCK DALRYMPLE POSTON INC CP		3757 65,381.75	46,145.00	19,236.75
090544 07/01/11 0006606 L R KIMBALL CP		3757 20,923.34	12,013.09	8,910.25
ACCOUNT TOTAL		86,305.09	58,158.09	28,147.00
12 575-3757-505.39-00				
090545 07/06/11 0007441 DIVISION 2 LLC CP		3757 442,025.90	183,240.50	258,785.40
12 575-3769-505.31-00				
110609 07/01/11 0007981 DELTA AIRPORT CONSULTANTS INC CP		3769 115,291.20	57,645.60	57,645.60
110610 07/01/11 0007981 DELTA AIRPORT CONSULTANTS INC CP		3769 113,400.80	56,700.40	56,700.40
ACCOUNT TOTAL		228,692.00	114,346.00	114,346.00
12 575-3770-505.31-00				
110608 07/01/11 0006934 REYNOLDS SMITH & HILLS INC CP		3770 756,899.37	656,318.26	100,581.11
120933 06/20/12 0006934 REYNOLDS SMITH & HILLS INC CP		3770 341,219.00		341,219.00
120934 06/20/12 0006934 REYNOLDS SMITH & HILLS INC CP		3770 75,735.00	26,339.00	49,396.00
ACCOUNT TOTAL		1,173,853.37	682,657.26	491,196.11
12 575-3770-505.39-00				
120932 06/20/12 0008405 SARGENT CORPORATION CP		3770 3,991,405.55	47,428.40	3,943,977.15
12 575-3772-505.39-00				
120714 03/28/12 0008312 C T I CONSULTING CP		3772 30,015.76		30,015.76
FUND TOTAL		6,005,930.67	1,099,238.50	4,906,692.17
12 580-3292-465.39-00				
120822 05/08/12 0005466 RINK MANAGEMENT SVC CORP				
FUND TOTAL		163,999.99	70,285.71	93,714.28
12 603-2432-419.39-00				
120952 06/27/12 0005864 SIMPLEXGRINNELL LP		163,999.99	70,285.71	93,714.28
120842 05/15/12 0008371 EASTERN CONSTRUCTION SERVICES INC		163,999.99	70,285.71	93,714.28
ACCOUNT TOTAL		26,230.00		26,230.00
12 603-2464-419.39-00				
120907 06/07/12 0008371 EASTERN CONSTRUCTION SERVICES INC		2,900.00		2,900.00

Revised
93,714.28

PREPARED 07/27/2012, 16:48:48

ENCUMBRANCE MASTER

LISTING BY ACCOUNT NUMBER

PAGE 7

PROGRAM: GM152L

CITY OF MANASSAS

REPORT INCLUDES UNPOSTED AMOUNTS

ACCOUNT NUMBER P.O. NUM ENC DATE VENDOR#	PROJECT	ENCUMBRANCE AMOUNT	LIQUIDATED AMOUNT	OUTSTANDING AMOUNT
FUND TOTAL		33,130.00		33,130.00
12 605-2555-419.73-00				
120443 11/09/11 0008208	INT'L TRUCK SALES OF RICHMOND	48,452.00		48,452.00
120533 01/13/12 0008240	LAWRENCE TRANSPORTATION SYSTEM	11,682.00		11,682.00
ACCOUNT TOTAL		60,134.00		60,134.00
FUND TOTAL		60,134.00		60,134.00
12 608-1418-419.33-39				
120919 06/13/12 0008393	FACILITYDUDE.COM	4,143.81		4,143.81
12 608-1418-419.62-39				
120925 06/18/12 0005879	P C MALL GOV	3,569.00		3,569.00
120926 06/18/12 0007194	S H I INTERNATIONAL CORP	4,023.80		4,023.80
120919 06/13/12 0008393	FACILITYDUDE.COM	3,157.07		3,157.07
ACCOUNT TOTAL		10,749.87		10,749.87
12 608-1422-419.62-39				
120957 06/28/12 0000388	SUNGARD PUBLIC SECTOR INC	4,088.25		4,088.25
12 608-1422-419.62-96				
120943 06/25/12 0002810	C D W GOVERNMENT INC	66,370.00	24,655.00	41,715.00
12 608-1425-419.39-00				
090915 07/01/11 0000995	SYSTEMS MANAGEMENT ASSOC INC	5,400.00		5,400.00
12 608-1433-419.39-00				
100775 07/01/11 0007521	TIMMONS GROUP	5,360.00	3,660.00	1,700.00
12 608-1443-419.33-39				
120648 02/27/12 0006399	BLACK BOX NETWORK SERVICES	5,628.32		5,628.32
12 608-1443-419.39-00				
120648 02/27/12 0006399	BLACK BOX NETWORK SERVICES	49,484.57		49,484.57
12 608-1443-419.62-39				
120648 02/27/12 0006399	BLACK BOX NETWORK SERVICES	22,209.36		22,209.36
12 608-1443-419.71-00				
120648 02/27/12 0006399	BLACK BOX NETWORK SERVICES	57,084.72		57,084.72
FUND TOTAL		230,518.90	28,315.00	202,203.90

Building
maint.
FundVehicle
maint.
FundIT
Fund

AGENDA STATEMENT

PAGE NO. 21

ITEM NO. 5

MEETING DATE: November 28, 2012 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Actual Carryover Amount for Capital Projects

**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:** June 25, 2012 – City Council Meeting

**SUMMARY OF
ISSUE/TOPIC:** Council approved Resolution 2013-03-R Capital Projects Carryover on June 25, 2012. This resolution was approved as "Not to Exceed" and the actual amount to be carried over was to be determined when the Accounting Division closed FY 2012. FY 2012 has been closed and the actual amount carried over will be presented.

**STAFF
RECOMMENDATION:** FOR INFORMATION ONLY

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

CITY MANAGER: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

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

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

City of Manassas	Capital Projects Funds	Attachment to Resolution 2013-03-R	All Amounts are NTFE (Not to Exceed)
Project-To-Date (PTD) Summary of Projects			
As of 06/30/2012			
Fund #	Description	Balance	Difference
		Estimated	Actual
310	General Capital Projects Fund	1,865,376	3,714,552
320	Gateway Business Park Projects Fund	95,000	95,000
340	Transportation Capital Projects Fund	2,821,479	2,385,335
350	Storm Water Management Capital Projects Fund	201,803	186,962
525	Sewer Capital Projects Fund	206,200	206,191
535	Water Capital Projects Fund	6,438,903	6,042,755
545	Electric Capital Projects Fund	8,015,290	7,321,476
575	Airport Capital Projects Fund	1,205,191	5,336,741
902	School Bond Capital Projects Fund	500,000	-
904	School CIP Fund	332,000	234,385
Total		21,681,242	25,523,398
			3,842,156
Resolutions after 5/31/12			
310	Resolution 2012-84-R (now under Fund 310 above)	1,996,376	-
575	Resolution 2012-89-R (now under Fund 575 above)	4,416,360	-
		6,412,736	-
			(6,412,736)
Total		28,093,978	25,523,398
			(2,570,580)

City of Manassas					
General Capital Projects Fund - Fund 310					
Project-To-Date (PTD) Summary of Projects					
As of 6/30/2012 - Period 13					
Project #	Description	CIP#	Estimated Balance	Actual Balance	Difference
CP1798	911 Calling System - PD		362,151	362,151	-
CP2620	Bike Trails	R-8, T-53	30,973	30,970	(3)
CP2652	HVAC Systems - T.F.		9,419	9,420	1
CP2665	Roofs- City Buldings - T.F.	G-10	210,435	210,435	-
CP2666	City Hall Improvement - T.F.		34,186	33,741	(445)
CP2669	Tennis Courts Dean School - T.F.	R-32	150,000	38,639	(111,361)
CP2685	Police Facility Improvements - T.F.		21,694	11,425	(10,269)
CP2697	Warehouse PW&U Facility - T.F.-CLOSED	G-16	6,731	-	(6,731)
CP2699	HJ Parrish Town Hall - T.F.	M-7	255,000	255,000	-
CP3103	Historic Forts - LVG-CLOSED	M-1	7,865	-	(7,865)
CP3122	Liberia Plantation - LVG	M-4	54,089	54,089	-
CP3687	Radio Replacement		-	1,996,376	1,996,376
CP3701	Alterations of PW&U Build D - T.F.-CLOSED		3,827	-	(3,827)
CP5115	Byrd Park Restroom - T.F.	R-23	240,000	237,200	(2,800)
CP5116	Stonewall Park Restroom - T.F.	R-29	260,000	256,100	(3,900)
CP5117	Calvary Run Park Lot - R.G.	R-33	50,000	50,000	-
CP5118	City Hall Locks / Re-Keying - T.F.		77,500	77,500	-
CP5119	PW&U Facility Paving - R.G.		24,414	24,414	-
CP5121	Park Improvements - T.F.	R-31	67,091	67,091	-
	Total		1,865,376	3,714,552	1,849,176

City of Manassas					
Gateway Business Park Capital Projects Fund - Fund 320					
Project-To-Date Summary					
As of 6/30/2012 - Period 13					
Project #	Description	CIP#	Estimated Balance	Actual Balance	Difference
CP3348	Gateway Roads FY12-13		95,000.00	95,000.00	-
	Unallocated Land Sale Revenue				
	Total		95,000.00	95,000.00	-

City of Manassas					
Transportation Capital Projects Fund (Fund 340)					
Project-To-Date (PTD) Summary of Projects					
As of 6/30/2012 - Period 13					
Project	Description	CIP#	Estimated Balance	Actual Balance	Difference
CP2575	Dumfries Road /234 - NG - CLOSED	T-1	1,331	-	(1,331)
CP2603	Route 28 Grade Separation (Phase II) - NG	T-12	100,113	100,013	(100)
CP2626	Centreville Road Fifth Lane-NG- CLOSED	T-2	71,415	-	(71,415)
CP2627	Sudley Road Third Lane - NG	T-15	40,673	40,673	-
CP2639	Wellington Road - NG	T-6	56,784	58,352	1,569
CP2650	Cockrell Road - NG	T-13	719,350	358,720	(360,630)
CP2651	Prince William Street (Grant/Wellington) - NG	T-19	234,394	229,608	(4,786)
CP5108	Tree Relocation on Godwin - NG		52,045	52,045	-
CP5110	Sidewalk Infill - NG	T-58	208,000	208,000	-
CP5112	Old Town Signage-NG- CLOSED		5,020	-	(5,020)
CP5113	Liberia Ave 3rd Lane - NG	T-60	170,000	170,000	-
CP5114	Traffic Signals - GM	T-49	389,319	398,419	9,100
CP5122	Regulatory Signage - NG		120,000	120,000	-
CP5123	Maple St - Portner to Rt 28	T-57	449,505	449,505	-
CP5124	Variable Message Signs		200,000	200,000	-
					-
	Total		2,817,948	2,385,335	(432,613)

City of Manassas					
Storm Water Management Capital Projects Fund (Fund 350)					
Project-To-Date Summary					
As of 6/30/2012 - Period 13					
Project	Description	CIP#	Estimated Balance	Actual Balance	Difference
CP2617	Hospital Pond	D-13	200,000	186,962	(13,038)
CP5111	Owens Brooke Ponds-CLOSED		1,803	-	(1,803)
	Total		201,803	186,962	(14,841)

City of Manassas					
Sewer Construction Fund (Fund 525)					
Project-To-Date Summary					
As of 6/30/2012 - Period 13					
Project #	Description	CIP#	Estimated Balance	Actual Balance	Difference
CP3633	CMOM Compliance Capacity Improv - PM	S-12	6,343	6,343	(0)
CP3669	Upper Flat Branch Intercep - PM	S-16	170,294	170,293	1
CP3681	MICRONPond Bioxide		29,564	29,555	9
	Total		206,200	206,191	9

City of Manassas					
Water Construction Fund (Fund 535)					
Project-To-Date Summary (PTD)					
As of 6/30/2012 - Period 13					
Project #	Description	CIP#	Estimated Balance	Actual Balance	Difference
CP3629	Main/Battle/Beauguad Line - TD - CLOSED	W-24	11,721	-	(11,721)
CP3630	Water Plant Improvement - TD	W-26	32,765	32,765	(0)
CP3634	Dam Reinforcement - TD	W-28	3,185,885	3,028,772	(157,113)
CP3645	Wellington Rd Wtr Main Replacmnt - TD	W-27	359,576	149,926	(209,650)
CP3655	Water Systems Security - TD	W-31	24,953	24,953	-
CP3656	Water Plant Process - TD	W-33	20,650	3,690	(16,960)
CP3660	Meter Upgrades AMI - TD	W-44	1,964,008	1,963,967	(41)
CP3661	Raw Water Pump Station - TD	W-45	48,698	39,868	(8,830)
CP3663	Main Replacement Looping - TD	W-50	195,845	205,822	9,977
CP3664	Pump Station Improvement - TD	W-51	58,000	58,000	-
CP3666	5th High Service Pump - TD	W-52	13,018	13,018	-
CP3672	WTP Roof Replacement - TD	W-53	21,603	21,603	-
CP3673	Nokesville Rd Water Line - TD	W-62	40,982	40,982	-
CP3674	WTP Clear Well - TD	W-64	20,045	20,045	-
CP3676	Weir Place Water Main Imp - TD - Closed		17,257	17,257	0
CP3678	Recycle Decant WTP - TD	W-54	250,000	250,000	-
CP3679	Filter Controllers - TD	W-55	23,897	22,087	(1,810)
CP3680	Floc Paddles/Bearings - TD	W-57	150,000	150,000	-
Total			6,438,903	6,042,755	(396,148)

City of Manassas					
Electric Construction Fund (Fund 545)					
Project-To-Date Summary					
As of 6/30/2012 - Period 13					
Project #	Description	CIP#	Estimated Balance	Actual Balance	Difference
CP3608	Replace Fuse Cabinets - TA	E-4	94,037	64,350	(29,688)
CP3611	Overhead Lines Underground - TA	E-1	443,282	350,350	(92,932)
CP3624	Dumfries Road - TA	E-10	153,898	153,898	-
CP3627	Sudley Road 3rd Lane - TA	E-12	15,000	-	(15,000)
CP3635	Prince William Street - TA	E-14	300,000	300,000	-
CP3637	Rt 28 Grade Separate - TA	E-17	50,000	50,000	-
CP3640	West Side Substaion - TA	E-21	567,092	567,092	-
CP3642	Circuit 404 Tie-In Centerville Rd.-TA- CLOSED	E-23	68,021	-	(68,021)
CP3650	Stonewall Rd 3 Phase Distrib Line - TA	E-22	600,000	600,000	-
CP3653	Cockrell Rd(Zimbrow Ave to Ashton) - TA	E-18	63,829	26,356	(37,473)
CP3654	Maple Street Undergrounding - CLOSED	E-25	21,962	21,962	-
CP3665	AMI Advanced Meter - TA	E-29	4,706,937	4,673,974	(32,963)
CP3667	UG Cable/Term Replc - TA	E-30	640,437	513,494	(126,943)
CP3675	Airport Distribution-TA-CLOSED	E-27	290,794	-	(290,794)
	Total		8,015,290	7,321,476	(693,813)

City of Manassas				
Airport Capital Projects Fund (Fund 575)				
Project-To-Date Summary				
As of 6/30/2012 - Period 13				
Project #	Description	CIP#	Estimated Balance	Actual Balance
Difference				
CP3746	Utility/Access Rd NE Quadrant - JR - CLOSED	A-48	254	-
CP3754	New Airport Entrance Sign/Access Rd - JR	A-49	10,000	10,000
CP3755	Southeast and Westside Airport Dev. Plan	A-50	40,225	40,225
CP3756	Environmentl Assessment Runway Extens - JR - CLOSED	A-37	9,414	9,414
CP3757	SE Corporate Hanger Site Development - JR	A-51	224,769	85,448
CP3758	Connector Road - JR	A-25	58,005	58,005
CP3760	East Ramp Rehabilitation - JR - CLOSED	A-55	297,396	297,397
CP3764	Taxiway D Construct - JR	A-54	8,328	8,328
CP3766	Airport Paving - JR - CLOSED	A-58	2,972	2,972
CP3767	Airport HVAC Upgrade - JR - CLOSED		2,434	2,434
CP3768	Dulles Aviation Building - JR - CLOSED		144	-
CP3769	Design Taxiway K&B - JR	A-66	336,678	308,091
CP3770	Runway Extension 16L/34R - JR	A-9	105,026	4,450,617
CP3772	Replace Security Access System - JR	A-65	30,000	30,000
CP3773	Runway & Taxiway Re-Striping Program - JR		79,546	33,810
	Total		1,205,191	5,336,741
				4,131,550

AGENDA STATEMENT

PAGE NO. 31

ITEM NO. 6

MEETING DATE: November 28, 2012 – Finance Committee

TIME ESTIMATE: 30 Minutes

AGENDA ITEM TITLE: Consideration of Policy Statement #P-2013-01 Non-Profit Grants

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

**SUMMARY OF
ISSUE/TOPIC:**

**STAFF
RECOMMENDATION:** Discussion Only. No action is being requested at this time.


**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

CITY MANAGER: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

COMMENTS:

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

**BUDGET/FISCAL
IMPACT:**  Funds are budgeted annually for non-profit contributions. Current funding levels are attached.

STAFF: Patricia A. Weiler, Finance & Administration Director, (703) 257-8234