

**FINANCE COMMITTEE
WEDNESDAY, May 6, 2015
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA
AGENDA**

5:30 P.M. CALL TO ORDER

- | | |
|---|------------------|
| 1. Approve Minutes of the April 15, 2015, Finance Committee Meeting | 1 Minute |
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| 2. Resolution 2015-15-R Amending the FY 2015 Budget by Budgeting and Appropriating a \$35,911 Insurance Reimbursement and \$5,000 from Building Maintenance Fund Balance for Water Damage at the DMV Building (Fitzwater) | 2 Minutes |
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| 3. Resolution 2015-15-R Amending the FY 2015 Budget by Budgeting and Appropriating \$181,000 of Federal Congestion Mitigation and Air Quality Improvement (CMAQ) Revenue for a Vehicle Monitoring System (Moore) | 2 Minutes |
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| 4. Resolution R-2015-42 Authorizing Purchase of a Replacement Dry Transformer (Dawood) | 2 Minutes |
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| City Manager's Time | |
| <hr/> | |

ADJOURNMENT

cc: Mayor
Council Members
W. Patrick Pate

Paul York
Diane Bergeron
Tamara Sturm

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, APRIL 15, 2015
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA**

COMMITTEE MEMBERS PRESENT: Council Member Marc Aveni, Chairman
Vice Mayor Jonathan L. Way
Council Member Mark Wolfe

COMMITTEE MEMBERS ABSENT: Council Member Sheryl Bass (Alternate)

OTHERS PRESENT: Mayor Harry J. Parrish II, City Manager W. Patrick Pate, Finance and Administration Director Paul York, Community Development Director Liz Via-Gossman, Treasurer Robin Perkins, Airport Operations Specialist Jolene Berry, Police Fiscal Technician Nancy Hurley

GUESTS PRESENT: Oscar Ordrand

The meeting was called to order at 5:30 p.m. by Chairman Marc Aveni.

AGENDA ITEM #1 Approve Minutes of the March 18, 2015, Finance Committee Meeting

A motion was made and seconded to approve the minutes of the March 18, 2015, Finance Committee Meeting. The Committee approved (3/0).

AGENDA ITEM #2 Resolution 2015-13-R Amending the FY 2015 Budget by Budgeting and Appropriating \$2,684 from the State / Local Drug Seizure Funds for Police Department Investigations

Nancy Hurley presented Staff's recommendation to amend the FY 2015 Budget by budgeting and appropriating \$2,684 from the State / Local Drug Seizure Funds for Police Department investigations. The Committee approved (3/0). This item will be forwarded to the April 27, 2015, City Council meeting for consideration.

AGENDA ITEM #3 Resolution 2015-13-R Amending the FY 2015 Budget by Budgeting and Appropriating \$57,049 in Additional State Grant Revenue from the Virginia Department of Aviation for the Taxiway D Extension Capital Project

Jolene Berry presented Staff's recommendation to amend the FY 2015 Budget by budgeting and appropriating \$57,049 in additional State Grant Revenue from the Virginia Department of Aviation for the Taxiway D Extension Capital Project. The Committee approved (3/0). This item will be forwarded to the April 27, 2015, City Council meeting for consideration.

AGENDA ITEM #4 Resolution 2015-13-R Amending the FY 2015 Budget by Budgeting and Appropriating \$13,469 in State Grant Revenue from the Virginia Department of Aviation for an Air Service Market Assessment Study

Jolene Berry presented Staff's recommendation to amend the FY 2015 Budget by budgeting and appropriating \$13,469 in State Grant Revenue from the Virginia Department of Aviation for an Air Service Market Assessment Study. The Committee approved (3/0). This item will be forwarded to the April 27, 2015, City Council meeting for consideration.

AGENDA ITEM #5 Resolution 2015-12-R Amending the FY 2015 Budget by Budgeting and Appropriating \$2,000 of Potomac and Rappahannock Transportation Commission (PRTC) Token Revenue for Purchase of High Volume Envelope Opener for the Treasurer's Office

Robin Perkins presented Staff's recommendation to amend the FY 2015 Budget by budgeting and appropriating \$2,000 of Potomac and Rappahannock Transportation Commission (PRTC) Token Revenue for Purchase of High Volume Envelope Opener for the Treasurer's Office. The Committee approved (3/0). This item will be forwarded to the April 27, 2015, City Council meeting for consideration.

AGENDA ITEM #6 Resolution 2015-13-R Amending the FY 2015 Budget by Budgeting and Appropriating \$125,000 from General Fund Fund Balance for the Relocation of Old Town Skate Park to Dean Park

Liz Via-Gossman presented Staff's recommendation to amend the FY 2015 Budget by budgeting and appropriating \$125,000 from General Fund Fund Balance for the relocation of the Old Town Skate Park to Dean Park. This item will be forwarded to the April 27, 2015, City Council meeting, and will not be on Consent. Liz Via-Gossman will make a presentation during the meeting.

AGENDA ITEM #7 General Fund Status Report

Paul York presented the General Fund Status Report. This item was for information only and will not be forwarded to Council.

City Manager's Time

W. Patrick Pate discussed the new ethics bill regarding travel expenses that was passed by the General Assembly.

Paul York announced that the Audit contract for FY 2015 – 2019 was awarded to Brown Edwards

The meeting was adjourned at 6:21 p.m. by Chairman Aveni.

AGENDA STATEMENT

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ITEM NO. 2

MEETING DATE: May 6, 2015 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2015-15-R Amending the FY 2015 Budget by Budgeting and Appropriating a \$35,911 Insurance Reimbursement and \$5,000 From Building Maintenance Fund Balance for Water Damage at the DMV Building

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

**SUMMARY OF
ISSUE/TOPIC:**

The City has received an insurance claim reimbursement to cover the water damage from frozen pipe at the DMV building. The building was flooded from the frozen line during extremely cold temperatures. The insurance reimbursement of \$35,911 covers the cost of the damage with the exception of the \$5,000 deductible.

This resolution will budget and appropriate \$35,911 of Insurance Reimbursement Revenue and \$5,000 of Fund Balance in the Building Maintenance Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2015-15-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** \$35,911 – Insurance Reimbursement
\$ 5,000 – Fund Balance for Deductible
\$40,911 – Total Repair Cost

STAFF: Tim Fitzwater, Buildings and Grounds (703) 257-8372

Group number : 8853 CR CASH RECEIPTS
Accounting period . . . : 10/2015 mm/yyyy
Posting date : 04/08/2015 mm/dd/yyyy

Transaction information:

Transaction date : 04/07/2015 mm/dd/yyyy
Receipt number : 0149985
Account number : 603-0000-318.15-16 Insurance Reimbursements
Project number :
Transaction amount . . . : 35,911.38
Description 1 : VML/DMV BUILDING/DAMAGE
Description 2 : HCAHILL 04/07/15 00
Transaction type code . :
Bank code : 0

Press Enter to continue.

F3=Exit F12=Cancel F15=Group Inquiry

F20=Imaging

AGENDA STATEMENTPAGE NO. 7ITEM NO. 3**MEETING DATE:** May 6, 2015 – Finance Committee**TIME ESTIMATE:** 2 Minutes**AGENDA ITEM TITLE:** Resolution 2015-15-R Amending the FY 2015 Budget by Budgeting and Appropriating \$181,000 of Federal Congestion Mitigation and Air Quality Improvement (CMAQ) Revenue for a Vehicle Monitoring System**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:** N/A**SUMMARY OF
ISSUE/TOPIC:**

The Public Works department has received a notice of approval of CMAQ Federal Revenues for a vehicle monitoring system. This system would encompass the installation of monitors in the radio system for fleet management purposes. It would allow monitoring of the vehicles and relay information on whether the vehicle was idling, the plow was up or down, and other helpful information. The goal of the program is to reduce emissions.

This resolution will budget and appropriate \$181,000 in the General Capital Projects Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2015-15-R**BOARD/COMMISSION/
COMMITTEE:****RECOMMENDATION:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments**CITY MANAGER:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments**COMMENTS:****DISCUSSION
(IF NECESSARY):****BUDGET/FISCAL
IMPACT:** \$181,000 – Federal CMAQ Funds**STAFF:** Patrick Moore, Assistant Director Public Works, (703) 257-8266



Six-Year Improvement Program

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Line Item Details

Project Summary

UPC 102904
 Project VEHICLE MONITORING SYSTEM
 Scope of Work Other
 Description ()
 Report Note MPO Project. Revised schedule & estimate required. Locally Administered
 Fund Source CM/RSTP

Project Location

District Northern Virginia Jurisdiction Manassas
 Road System Urban Length
 Route 9999 Street
 MPO Area Northern Virginia

Estimates & Schedule

	Estimated Cost (Thousands)	Schedule
Prelim. Eng. (PE)	\$2	Complete
Right of Way (RW)	\$0	N/A
Construction (CN)	\$179	Complete
Total Estimate	\$181	

Required Allocations

	Previous Allocations	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Required After FY2021
Fund Sources								
Values in Thousands of Dollars								
CMAQ: MPO - Federal	\$149	\$53	\$54	\$0	\$0	\$0	\$0	
CMAQ: MPO - State Match	\$37	\$13	\$14	\$0	\$0	\$0	\$0	
RSTP (STP Regional): Federal	\$16	\$0	\$0	\$0	\$0	\$0	\$0	
RSTP (STP Regional): State Match	\$4	\$0	\$0	\$0	\$0	\$0	\$0	
Total Funding	\$206	\$66	\$68	\$0	\$0	\$0	\$0	(\$159)

VDOT Six-Year Improvement Program v1.0

RESOLUTION 2015-15-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 18th day of May, 2015, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
BUILDING MAINTENANCE FUND			
<u>Revenue:</u>			
603-0000-318-15-16	Insurance Reimbursements	\$	35,911
603-0000-346-04-00	From Fund Balance	\$	5,000
		\$	<u>40,911</u>
<u>Expenditure:</u>			
603-2430-419-39-00	Manassas Landing Building Repairs	\$	40,911

For: Insurance Reimbursement for Water Damage at DMV Building

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
GENERAL TRANSPORTATION CAPITAL PROJECTS FUND			
<u>Revenue:</u>			
310-0000-333-25-21	CP5153	CMAQ Federal Fund	\$ 181,000
<u>Expenditure:</u>			
310-5153-505-62-00	CP5153	Vehicle Monitoring System	\$ 181,000

For: CMAQ Funds for Vehicle Monitoring System

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

ATTEST:

Andrea P. Madden City Clerk

AGENDA STATEMENT

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ITEM NO. 4

MEETING DATE: May 6, 2015 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution R-2015-42 Authorizing Purchase of a Replacement Dry Transformer

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

**SUMMARY OF
ISSUE/TOPIC:**

The control power transformer for switchgear failed in service. This transformer provides AC power to open/close breakers servicing generation switchgear at the Church Street generation facility.

Funding was available in the FY 2015 Budget for the Electric Fund and via an emergency purchase order, the City has contracted the manufacturer. Lead time is approximately 6 weeks after approval of drawings.

This resolution will authorize the purchase of equipment/machinery capital items as required by City Council Policy Statement #P-2009-02.

**STAFF
RECOMMENDATION:** Approve Resolution R-2015-42

**BOARD/COMMISSION/
COMMITTEE:** April 9, 2015 – Utility Commission

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

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

STAFF: Tony H. Dawood, P.E., Acting Utilities Director (703) 257-8382

MOTION: _____

**May 18, 2015
Regular Meeting
Res. No. R-2015-42**

SECOND: _____

**RE: PROCUREMENT OF REPLACEMENT DRY TRANSFORMER AT THE
CHURCH STREET GENERATION FACILITY**

WHEREAS, a dry transformer at the Church Street generation facility is in need of replacement; and

WHEREAS, the cost of the dry transformer is approximately \$7,200; and

WHEREAS, City Council Policy #P-2009-02 requires City Council approval for the purchase of any capital asset not specially identified in the budget process.

NOW, THEREFORE, BE IT RESOLVED that the Manassas City Council does hereby approve the purchase of a replacement dry transformer at the Church Street generation facility.

Harry J. Parrish, II Mayor
On behalf of the City Council
Of Manassas, Virginia

ATTEST:

Andrea P. Madden City Clerk

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:



When it's on the line.

April 6, 2015

Manassas Electric Department
Manassas, VA
Attn: Steve Bartee

Solomon Corporation offers the following quotation for your consideration:

- 1) NEW 25 KVA Single Phase Dry Transformer
60 Hertz, 80°C Rise
Primary: 12000 (95KV BIL)
With (4) 2.5% Taps, 2 Above & 2 Below
Secondary: 120/240
Core & Coil only NO enclosure
Approximate dimensions: 36" High x 22" Wide x 20" Deep
UL Component recognized

Price: \$5,700.00

Shipment: Approximately 6 weeks after order entry and/or return of approval drawings with release to manufacture. Approval drawings will be provided approximately 2 weeks after order entry.
FOB Factory LTL Freight prepaid & allowed to Virginia.

ALTERNATE:

Same description as above except all copper wound.

Price: \$7,200.00

Shipment: Approximately 6 weeks after order entry and/or return of approval drawings with release to manufacture. Approval drawings will be provided approximately 2 weeks after order entry.
FOB Factory LTL Freight prepaid & allowed to Virginia

ALUMINUM NOT SUFFICIENT FOR
REQUIRED TEMPERATURE RISE 90°C
PER ANSI C57.12

Please call me at 785-822-4429 if you have any questions.

Thank you,

Keith Kenney - Sales Manager
Southern Region
kkenney@solomoncorp.com

KK/dd