

FINANCE COMMITTEE
WEDNESDAY, JANUARY 13, 2016
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA
AGENDA

5:30 P.M. CALL TO ORDER

- | | |
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| 1. Approve Minutes of the November 18, 2015 Finance Committee Meeting | 1 Minute |
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| 2. Resolution 2016-08-R Amending the FY 2016 Budget by Budgeting and Appropriating the Use of \$28,000 of General Fund Contingency for the Upgrade of the Vision CAMA Real Estate Assessment Software (Waldren) | 2 Minutes |
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| 3. Resolution 2016-08-R Amending the FY 2016 Budget by Budgeting and Appropriating \$200,000 of Electric Fund Fund Balance for the Purchase of Two (2) Micron CAT Diesel Generators and \$650,000 of Equipment Sale Proceeds for the Micron Gas Turbine (G.T.) Engine (Dawood) | 2 Minutes |
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City Manager's Time

ADJOURNMENT

cc: Mayor
Council Members
W. Patrick Pate

Paul York
Diane Bergeron
Tamara Keesecker

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, NOVEMBER 18, 2015
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA**

COMMITTEE MEMBERS PRESENT: Council Member Marc Aveni, Chairman
Council Member Mark Wolfe
Vice Mayor Jonathan L. Way
Council Member Sheryl Bass (Alternate)

COMMITTEE MEMBERS ABSENT: N/A

OTHERS PRESENT: Finance and Administration Director Paul York, City Manager Pat Pate, Deputy City Manager Bryan Foster, Community Development Director Liz Via-Gossman, Manassas City Public Schools Executive Director for Financial Services Andy Hawkins, Sergeant Christine Perry, Fiscal Specialist Nancy Hurley, Museum Curator Mary Helen Dellinger, Acting Director of Public Works Bruce Goudarzi, Stormwater Program Manager Sung Jin Chung and Development Services Manager Jamie Collins

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

AGENDA ITEM #1 Approve Minutes of the October 14, 2015 Finance Committee Meeting

A motion was made and seconded to approve the minutes of the October 14, 2015 Finance Committee meeting. The Committee approved (2/0).

AGENDA ITEM #2 Resolution 2016-06-R Amending the FY 2016 Budget by Budgeting and Appropriating \$100,000 of State Grant Revenue in the School Operating Fund for the 2015-2016 School Security Equipment Grant Program

Andy Hawkins presented MCPS recommendation to amend the FY 2016 budget by budgeting and appropriating \$100,000 of State Grant Revenue in the School Operating Fund for the 2015-2016 School Security Equipment Grant Program. The Committee approved (3/0). This item will be forwarded to the December 14, 2015, City Council meeting for consideration.

AGENDA ITEM #3 Resolution 2016-06-R Amending the FY 2016 Budget by Budgeting and Appropriating \$3,000 from Animal Shelter Donations for Veterinary Services

Sergeant Christine Perry of MCPD presented Staff's recommendation to amend the FY 2016 budget by budgeting and appropriating \$3,000 from Animal Shelter Donations for Veterinary Services. The Committee approved (3/0). This item will be forwarded to the December 14, 2015, City Council meeting for consideration.

AGENDA ITEM #4 Resolution 2016-06-R Amending the FY 2016 Budget by Budgeting and Appropriating \$4,900 of Museum Collections Committed Fund Balance for Conservation Supplies and Exhibit Services

Mary Helen Dellinger presented Staff's recommendation to amend the FY 2016 budget by budgeting and appropriating \$4,900 of Museum Collections Committed Fund Balance for Conservation Supplies and Exhibit Services. The Committee approved (3/0). This item will be forwarded to the December 14, 2015, City Council meeting for consideration.

AGENDA ITEM #5 Resolution 2016-06-R Amending FY 2016 Budget by Budgeting and Appropriating \$3,314 of Covington Trust Funds and \$1,186 of General Museum Sponsorship Funds for an Immersive Space Room at the Museum

Mary Helen Dellinger presented Staff's recommendation to amend the FY 2016 budget by budgeting and appropriating \$3,314 of Covington Trust Funds and \$1,186 of General Museum Sponsorship Funds for an Immersive Space Room at the Museum. The Committee approved (3/0). This item will be forwarded to the December 14, 2015, City Council meeting for consideration.

AGENDA ITEM #6 Resolution 2016-06-R Amending the FY 2016 Budget by Budgeting and Appropriating \$18,800 of Federal Grant Revenue for the Historical Data Clean-Up Project

Bruce Goudarzi presented Staff's recommendation to amend the FY 2016 budget by budgeting and appropriating \$18,800 of Federal Grant Revenue for the Historical Data Clean-Up Project. The Committee approved (3/0). This item will be forwarded to the December 14, 2015, City Council meeting for consideration.

AGENDA ITEM #7 Resolution 2016-06-R Amending the FY 2016 Budget by Transferring \$225,000 of Community Investment Committed Fund Balance in the General Fund to Capital Projects for the Abatement of Two Blighted Properties

Liz Via-Gossman presented Staff's recommendations to amend the FY 2016 budget by transferring \$225,000 of Community Investment Committed Fund Balance in the General Fund to Capital Projects for the Abatement of Two Blighted Properties. The Committee approved (2/1). This item will be forwarded to the December 14, 2015, City Council meeting for consideration. This item will not be on the consent agenda.

AGENDA ITEM #8 General Fund Status Report

Paul York presented the FY 2016 General Fund Status Report as of September 30, 2015.

City Manager's Time

The Budget Forecast Meeting of 12/7/15 @ 5:30pm was discussed.

The meeting was adjourned at 6:33 p.m. by Chairman Aveni.

AGENDA STATEMENT

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ITEM NO. 2

MEETING DATE: January 13, 2016 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Consideration of Resolution 2016-08-R Amending the FY 2016 Budget by Budgeting and Appropriating the Use of \$28,000 of General Fund Contingency for the Upgrade of the Vision CAMA Real Estate Assessment Software

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

SUMMARY OF ISSUE/TOPIC: The Real Estate Division is requesting an upgrade of the Vision CAMA real estate assessment program from v. 6.5 to v. 7.4 as it has been several years since the last upgrade to the CAMA software. The vendor advised there is approximately 25 months left before the end of 2017 on the version of Vision being used. The vendor is also migrating Vision from an Oracle based application to a Windows SQL based application which is the reason for the need of a new server and Windows software. In order to remain current with our CAMA software, accommodate scheduling and meet the required completion date. This project should begin by April 2016. As this is a software program, the Information Technology Department will be responsible for making the purchase.

This resolution will budget and appropriate the use of \$28,000 of General Fund Contingency in the General Fund and a \$28,000 IT Mid-Year Purchase in the General Fund.

STAFF RECOMMENDATION: Approve Resolution 2016-08-R

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS:

DISCUSSION (IF NECESSARY): The current balance in General Fund Contingency is \$311,940.

BUDGET/FISCAL IMPACT: \$15,000 – Migration of data and setup
\$ 1,420 – SQL server license, 6 CALs
\$ 7,580 – Server Hardware
\$ 4,000 - Server Software
\$28,000 – Total Upgrade Cost

STAFF: Douglas Waldron, Commissioner of the Revenue, (703) 257-8220



CITY OF MANASSAS

FINANCE & ADMINISTRATION DEPARTMENT

December 9, 2015

TO: W. Patrick Pate, City Manager
FROM: Tamara Keesecker, Budget Analyst
SUBJECT: Current Status of General Fund Contingency

The following is a list of the transfers from the General Fund contingency account during Fiscal Year 2016:

BEGINNING / CURRENT BALANCE	\$311,940
Upgrade of Vision CAMA Real Estate Assessment Software	(28,000)
REMAINING BALANCE	<u>\$283,940</u>

AGENDA STATEMENT

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ITEM NO. 3

MEETING DATE: January 13, 2016 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2016-08-R Amending the FY 2016 Budget by Budgeting and Appropriating \$200,000 of Electric Fund Fund Balance for the Purchase of Two (2) Micron CAT Diesel Generators and \$650,000 of Equipment Sale Proceeds for the Micron Gas Turbine (G.T.) Engine

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

SUMMARY OF ISSUE/TOPIC: Since 1996 the City has owned and operated a gas turbine (G.T.) engine and two (2) CAT diesel generators for the benefit of Micron. Micron has reimbursed the City for all expenditures related to these facilities since its inception. The City and Micron have agreed to the decommissioning and selling of the G.T. engine and two (2) CAT diesel generators. Micron has offered to transfer the assets of the two diesel generators to the City for \$200,000 in reimbursement. Staff believes this is reasonable and recommends accepting these facilities to ensure the City meets our nominated PJM capacity. In addition, the City and Micron are actively seeking a purchaser for the gas turbine engine. Although a sale has not been finalized, the sale price is expected to be in the proximity of \$600,000 - \$650,000. After all related City expenses are reimbursed; we propose that the remaining proceeds be reimbursed to Micron.

This resolution will budget and appropriate \$200,000 of Electric Fund Fund Balance and \$650,000 of Equipment Sale Proceeds in the Electric Fund.

STAFF RECOMMENDATION: Approve Resolution 2016-08-R

BOARD/COMMISSION/ COMMITTEE: Utility Commission – October 8, 2015

RECOMMENDATION: **Approve** **Disapprove** **Reviewed** **See Comments**

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

COMMENTS:

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT: \$200,000 – Fund Balance for CAT Diesel Generators
\$650,000 – Sale Proceeds for Micron Gas Turbine Engine
\$850,000 – Total

STAFF: Tony Dawood, Acting Director of Utilities (703) 257-8382

RESOLUTION 2016-08-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 25th day of January, 2016, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
GENERAL FUND			
<u>Expenditure:</u>			
100-9600-411-95-01	General Fund Contingency	\$	(28,000)
100-0901-415-41-19	IT Mid-Year Purchases	\$	28,000

INFORMATION TECHNOLOGY FUND

<u>Revenue:</u>			
608-0000-319-41-19	Mid-Year Purchases	\$	28,000
<u>Expenditure:</u>			
608-1432-419-71-00	Capital Purchase – CAMA Upgrade	\$	28,000

For: General Fund Contingency for the Upgrade of Vision CAMA Real Estate Assessment Software

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
ELECTRIC FUND			
<u>Revenue:</u>			
540-0000-346-04-00	Electric Fund Fund Balance	\$	200,000
540-0000-318-71-00	Sale of Equipment	\$	650,000
		\$	<u>850,000</u>
<u>Expenditure:</u>			
540-3552-501-71-00	F549 CAT Diesel Generators	\$	200,000
540-3552-501-71-00	F549 Transfer to Micron	\$	650,000
		\$	<u>850,000</u>

For: Purchase of 2 CAT Generators & GT Engine from Micron

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