



**City of Manassas, Virginia
Finance Committee Meeting**

AGENDA

**Finance Committee Meeting
9027 Center Street
Manassas, VA 20110
Second Floor Conference Room
Wednesday, June 14, 2017**

Call to Order - 5:30 p.m.

1. Action Items

- 1.1 Minutes: May 10, 2017 Finance Committee Meeting**
[Minutes: May 10, 2017 Finance Committee](#)
- 1.2 Consideration of Resolution 2017-11-R Amending the FY 2017 Budget by Budgeting and Appropriating \$22,501 of Insurance Reimbursements in the General Fund**
[Agenda Statement: Resolution 2017-11-R](#)
[Incident Report](#)
[Cost Estimate](#)
[Resolution 2017-11-R](#)
- 1.3 Revisions to General Fund Fund Balance Policies of the City of Manassas Financial Policies #P-2016-01**
[Agenda Statement: Revisions to Policy #P-2016-01](#)
[Backup: Policy Revisions to #P-2016-01](#)

City Manager's Time

Adjournment

MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, MAY 10, 2017
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA

COMMITTEE MEMBERS PRESENT: Council Member Sheryl L. Bass, Chair
Vice Mayor Marc T. Aveni
Council Member Ken D. Elston
Council Member Pamela J. Sebesky (Alternate)

COMMITTEE MEMBERS ABSENT: N/A

OTHERS PRESENT: City Manager W. Patrick Pate, Deputy City Manager Bryan Foster, Finance and Administration Director Paul York, Public Works Director Steve Burke, Police Chief Doug Keen, Fire & Rescue Chief Clemons, Assistant to the City Manager & City Clerk Andrea Madden, Patricia Richie-Folks Treasurer, Commissioner of the Revenue Doug Waldron, Communications Manager Patricia Prince, Airport Operations Specialist Richard Allabaugh and several members of the public

The meeting was called to order at 5:30 p.m. by Chair Sheryl L. Bass.

AGENDA ITEM #1 Approve Minutes of the April 12, 2017 Finance Committee Meeting

A motion was made and seconded to approve the Minutes of the April 12, 2017, Finance Committee meeting. The Committee approved (3/0).

AGENDA ITEM #2 Consideration of Resolution 2017-10-R Amending the FY 2017 Budget by Budgeting and Appropriating \$90,158 of Insurance Reimbursement for Traffic Signal Repair

Steve Burke presented Staff's recommendation to amend the FY 2017 budget by budgeting and appropriating \$90,158 of Insurance Reimbursement for Traffic Signal Repair. The Committee approved (3/0). This item will be forwarded to the May 22, 2017, City Council meeting for consideration.

AGENDA ITEM #3 Consideration of Resolution 2017-10-R Amending the FY 2017 Budget by Budgeting and Appropriating \$12,000 of State Grant Revenue and \$3,000 of the Airport Capital Projects Fund Balance for Change Order #1 of the Runway 34R Medium Intensity Approach Lighting System (MALS-F) Project

Richard Allabaugh presented Staff's recommendation to amend the FY 2017 budget by budgeting and appropriating \$12,000 of State Grant Revenue and \$3,000 of the Airport Capital Projects Fund Balance for Change Order #1 of the Runway 34R Medium Intensity Approach Lighting System (MALS-F) Project. The Committee approved (3/0). This item will be forwarded to the May 22, 2017, City Council meeting for consideration.

AGENDA ITEM #4 General Fund Status Report

Paul York presented the General Fund Status Report for the third quarter of FY 2017 (period ending March 31, 2017). A motion was made and the Committee approved (2/1) to move to the City Council, following Finance Committee meeting to further discuss the issue on BPP Tax. Mr. Elston also suggested for the next Finance Committee meeting consideration for amending the General Fund Unassigned Fund Balance Policy.

City Manager's Time

N/A

The meeting was adjourned at 6:23 p.m. by Chair Sheryl L. Bass.



City of Manassas
Finance Committee
9027 Center Street
Manassas, VA 20110

Meeting Date: June 14, 2017

Time Estimate: 2 Minutes

Agenda Title: Consideration of Resolution 2017-11-R Amending the FY 2017 Budget by Budgeting and Appropriating \$22,501 of Insurance Reimbursements in the General Fund

Recommendation: Approve Resolution 2017-11-R

Date Last Considered by City Council: N/A

Summary and/or Comments: A traffic collision damaged the decorative wall and fence at the Manassas Cemetery on Center Street on May 16, 2017. Insurance reimbursements for damage repair have been received for \$22,501 and will be used by Public Works to acquire new stone block, wrought iron fence, street light, and installation.

This resolution will budget and appropriate \$22,501 of Insurance Reimbursements in the General Fund.

Board – Committee – or Commission Reviewed: N/A

Fiscal Impact: \$22,501 – Public Works Insurance Reimbursements

Staff Contact: Steve Burke, Public Works Director
sburke@manassasva.gov
(703) 257-8476



Police Crash Report

Revised Report ☐

CRASH

Crash Date 04 16 2017	MILITARY Time (24 hr clock) 2139	County of Crash	City of <input type="radio"/> Town of MANASSAS	Local Case Number 17001866
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CRASH DIAGRAM

VEHICLE # **1**Fill In Impact Area(s).
Initial Impact. **11**

12	1
11	2
10	3
9	4
8	5
7	6

Veh Dir of Travel-N/S/E/W
W

VEHICLE #

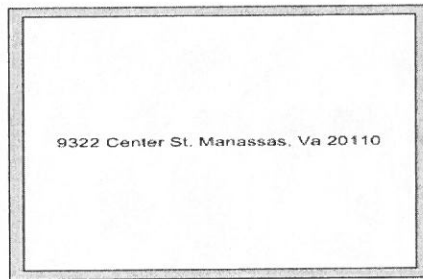
Fill In Impact Area(s).
Initial Impact.

12	1
11	2
10	3
9	4
8	5
7	6

Veh Dir of Travel-N/S/E/W



Indicate North



T12 56 Light Pole

Drawing Not To Scale.

VEHICLE #

Fill In Impact Area(s).
Initial Impact.

12	1
11	2
10	3
9	4
8	5
7	6

Veh Dir of Travel-N/S/E/W

VEHICLE #

Fill In Impact Area(s).
Initial Impact.

12	1
11	2
10	3
9	4
8	5
7	6

Veh Dir of Travel-N/S/E/W

DAMAGE TO PROPERTY OTHER THAN VEHICLES

Approx. Repair Cost \$3,500	Object Struck (Tree, Fence, etc.) LIGHT POLE	Property Owner's name (Last, First, Middle) CITY OF MANASSAS	Address 9027 CENTER ST	VDOT Property <input type="radio"/> Yes <input checked="" type="radio"/> No
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CRASH DESCRIPTION

V1 was travelling West on Center St, When it hit a median and crossed over multiple traffic lanes before striking a fence and light pole then coming to rest. The vehicle was towed and appeared to be totalled. Public Works responded and estimated damage to the light pole to be \$3500. No insurance information was obtained due to the victim being airlifted to Fairfax Hospital.

CRASH EVENTS

Vehicle #	First Event	Second Event	Third Event	Fourth Event	Most Harmful Event
1	28	04	03		04

Vehicle #	First Event	Second Event	Third Event	Fourth Event	Most Harmful Event

Vehicle #	First Event	Second Event	Third Event	Fourth Event	Most Harmful Event

First Harmful Event of Entire Crash that Results in First Injury or Damage.

04

COLLISION WITH FIXED OBJECT

- | | |
|---|---------------------------|
| 1. Bank or Ledge | 10. Other |
| 2. Trees | 11. Jersey Wall |
| 3. Utility Pole | 12. Building/Structure |
| 4. Fence or Post | 13. Curb |
| 5. Guard Rail | 14. Ditch |
| 6. Parked Vehicle | 15. Other Fixed Object |
| 7. Tunnel, Bridge, Underpass, Culvert, etc. | 16. Other Traffic Barrier |
| 8. Sign, Traffic Signal | 17. Traffic Sign Support |
| 9. Impact Cushioning Device | 18. Mailbox |

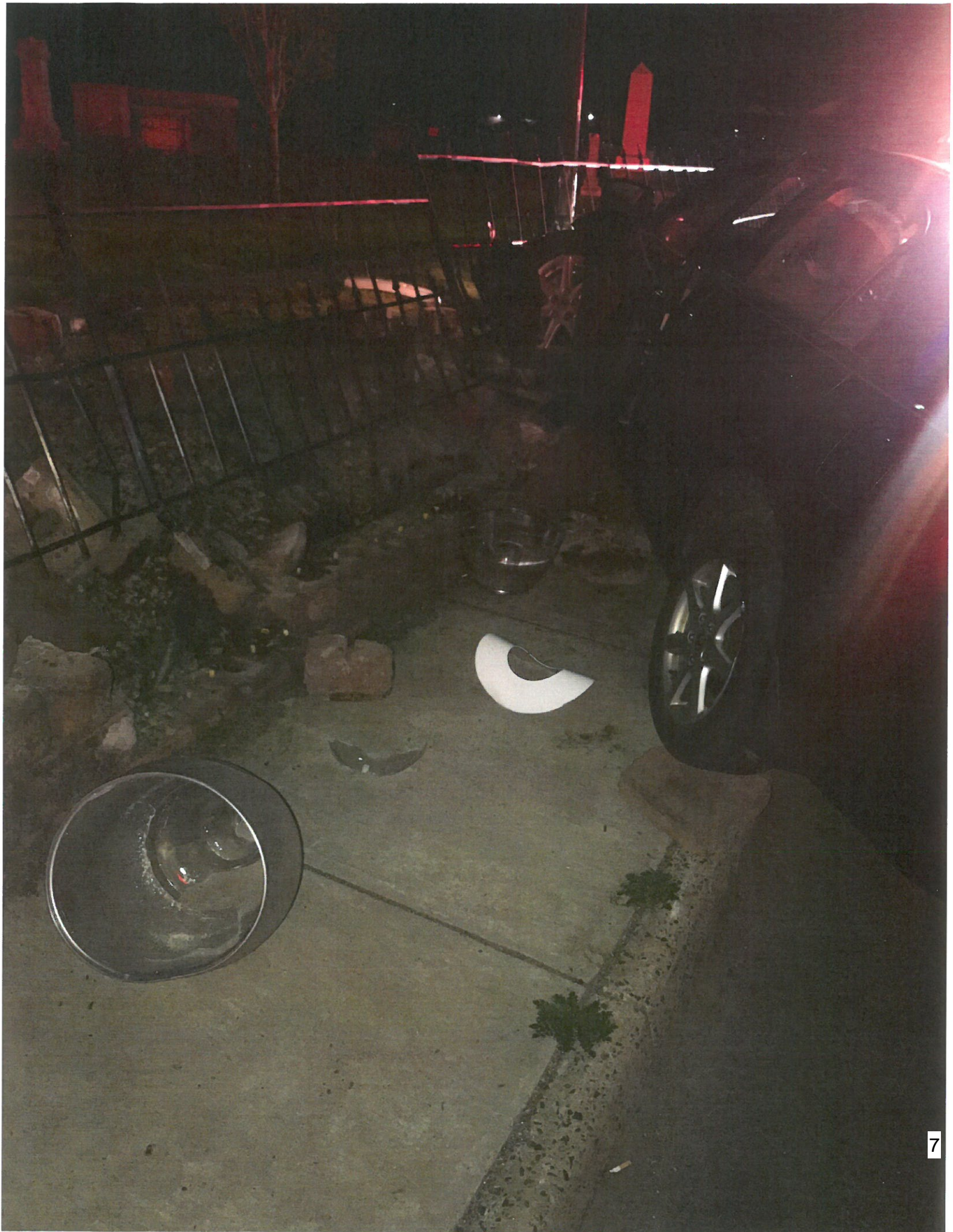
COLLISION WITH PERSON, MOTOR VEHICLE OR NON-FIXED OBJECT

- | | |
|--------------------------------|----------------------------|
| 19. Pedestrian | 24. Work Zone |
| 20. Motor Vehicle in Transport | 25. Maintenance Equipment |
| 21. Train | 26. Other Movable Object |
| 22. Bicycle | 27. Unknown Movable Object |
| 23. Animal | 27. Other |

NON-COLLISION

- | | |
|-------------------------|-----------------------------------|
| 28. Ran Off Road | 35. Cross Median |
| 29. Jack Knife | 36. Cross Centerline |
| 30. Overturn (Rollover) | 37. Equipment Failure (Tire, etc) |
| 31. Downhill Runaway | 38. Immersion |
| 32. Cargo Loss or Shift | 39. Fell/Jumped From Vehicle |
| 33. Explosion or Fire | 40. Thrown or Falling Object |
| 34. Separation of Units | 41. Non-Collision Unknown |
| | 42. Other Non-Collision |

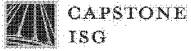












Capstone ISG

PO Box 19772
Washington, DC 20036
(703) 590-5911
fax (703) 5905922

Insured: City of Manassas
Property: 9322 CENTER STREET
Manassas, VA 20110
Home: 9027 CENTER STREET
Manassas, VA 20110

Home: (703) 257-8236

Claim Rep.: Dawn J. Mulkey, AIC
Business: 2180 McComas Way, Ste 107
Virginia Beach, VA 23456

Business: (757) 420-9555
E-mail: dmulkey@capstoneisg.com

Claimant: City of Manassas
Business: 9027 CENTER STREET
MANASSAS, VA 20110

Business: (571) 238-4853

Estimator: Ian Haney

Reference:
Company: VML Insurance
Business: PO Box 71420
Richmond, VA 23255

Business: (804) 273-0038

Claim Number: 02PC16-28491-01PR

Policy Number: VMLPPR000088

Type of Loss: Vehicle

Date Contacted: 4/18/2017

Date of Loss: 4/16/2017 2:00 AM

Date Inspected: 4/25/2017

Date Received: 4/18/2017 8:55 AM

Date Entered: 4/19/2017 9:34 AM

Date Est. Completed: 4/28/2017 1:36 AM

Price List: VADC8X_APR17
Restoration/Service/Remodel
Estimate: CITY_OF_MANASSAS

This is a repair estimate only. The insurance policy may contain provisions that will reduce any payments that might be made. This is not an authorization to repair. Authorization to repair or guarantee of payment must come from the owner of the property. No adjuster or appraiser has the authority to authorize repair or guarantee payment. The insurer assumes no responsibility for the quality of repairs that might be made.

A copy of this document does not constitute a settlement of this claim. The figures enclosed herein are subject to insurance company approval.

It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

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CITY_OF_MANASSAS

Safety Equipment

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
Temporary fencing and other safety equipment to run the span of the work area. Approx 160 lineal feet. As the work area is adjacent to the Street, safety is a major concern. The Temporary fence will ensure that workmen do not accidentally walk into or back into the street. The collection of other safety EQ is to keep the area apparent and well marked for traffic.						
1. Temporary fencing	180.00 LF	5.32	0.00	957.60	(0.00)	957.60
2. Traffic cones (per unit, per day)	168.00 DA	0.70	0.00	117.60	(0.00)	117.60
3. Caution tape	400.00 LF	0.07	0.48	28.48	(0.00)	28.48
4. Flasher barricade (per day)	14.00 DA	0.79	0.00	11.06	(0.00)	11.06
5. Warning sign, 4' x 4' on a 6' post (per day)	140.00 DA	2.36	0.00	330.40	(0.00)	330.40
6. Temporary toilet (per month)	1.00 MO	132.63	0.00	132.63	(0.00)	132.63
Totals: Safety Equipment			0.48	1,577.77	0.00	1,577.77

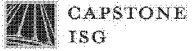
Demolition

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
7. Commercial Supervision / Project Management - per hour	20.00 HR	59.23	0.00	1,184.60	(0.00)	1,184.60
On site supervisor for the demoltion process.						
8. General Demolition - per hour	96.00 HR	38.88	0.00	3,732.48	(0.00)	3,732.48
A crew of 3 Men, 4 day work week to set up the safety EQ, place the plywood on the sidewalk and remove the fencing and brick work, then haul away with a dump truck.						
9. Single axle dump truck - per load - including dump fees	1.00 EA	258.69	0.00	258.69	(0.00)	258.69
10. Material Only Sheathing - plywood - 1/2" CDX	576.00 SF	0.69	23.85	421.29	(0.00)	421.29
Material only. To be placed on the sidewalk the entire length of the project to protect the sidewalk from damages.						
Totals: Demolition			23.85	5,597.06	0.00	5,597.06

Brickwork

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
11. R&R Brick - structural (Giant brick), 10"	240.00 SF	41.22	107.42	10,000.22	(1,122.75)	8,877.47
Totals: Brickwork			107.42	10,000.22	1,122.75	8,877.47

Steel Railing



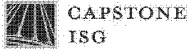
Capstone ISG

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DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
12. Handrail - Steel material - Floor mounted - 1 rail*	150.00 LF	45.05	351.72	7,109.22	(236.97)	6,872.25
13. Prime & paint ext. railing - 2 coats primer, 2 coats paint	160.00 LF	9.25	6.05	1,486.05	(495.35)	990.70
Totals: Steel Railing			357.77	8,595.27	732.32	7,862.95

Light pole

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
14. LIGHT FIXTURES - street light with pole	1.00 EA	5,000.00	123.00	5,123.00	(1,536.90)	3,586.10
Totals: Light pole			123.00	5,123.00	1,536.90	3,586.10
Line Item Totals: CITY_OF_MANASSAS			612.52	30,893.32	3,391.97	27,501.35



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Summary for Dwelling

Line Item Total	30,280.80
Material Sales Tax	612.52
Replacement Cost Value	\$30,893.32
Less Depreciation	(3,391.97)
Actual Cash Value	\$27,501.35
Net Claim	\$27,501.35
Total Recoverable Depreciation	3,391.97
Net Claim if Depreciation is Recovered	\$30,893.32

Ian Haney

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Recap by Category with Depreciation

Items	RCV	Deprec.	ACV
GENERAL DEMOLITION	6,506.37		6,506.37
FRAMING & ROUGH CARPENTRY	397.44		397.44
LABOR ONLY	1,184.60		1,184.60
LIGHT FIXTURES	5,000.00	1,500.00	3,500.00
MASONRY	7,377.60	1,106.64	6,270.96
METAL STRUCTURES & COMPONENTS	6,757.50	225.25	6,532.25
PAINTING	1,480.00	493.33	986.67
TEMPORARY REPAIRS	1,577.29		1,577.29
Subtotal	30,280.80	3,325.22	26,955.58
Material Sales Tax	612.52	66.75	545.77
Total	30,893.32	3,391.97	27,501.35

RESOLUTION 2017-11-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 26th day of June, 2017, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
GENERAL FUND			
<u>Revenue:</u>			
10098825-318435	Insurance Reimbursements - Public Works	\$	22,501
<u>Expenditure:</u>			
10042507-462000	PW - Jobs for Others - Supplies	\$	22,501

For: Insurance Reimbursement for Traffic Collison Damage to Cemetery

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

Finance Committee

9027 Center Street
Manassas, VA 20110

Meeting Date:	June 14, 2017
Time Estimate:	15 Minutes
Agenda Title:	Revisions to General Fund Fund Balance Policies of the City of Manassas Financial Policies #P-2016-01
Recommendation:	Revise City of Manassas Financial Policies #P-2016-01
Date Last Considered by City Council:	City Council Meeting – August 10, 2015 (Adopted City of Manassas Financial Policies #P-2016-01)
Summary and/or Comments:	<p>On August 10, 2015, City Council adopted financial policies including policies related to revenue, budget, capital improvement planning, debt, general fund fund balance, cash management, investment, and reporting. At its May 10, 2017 meeting, the Finance Committee requested that Staff bring the portion of the larger policy document related to general fund fund balance back to the Committee for review.</p> <p>Staff has reviewed GFOA best practices and discussed the proposed changes with the City's auditors and financial advisors. Staff believes the changes below will be viewed favorably by the credit rating agencies.</p> <ul style="list-style-type: none">• <u>level of general fund unassigned fund balance</u> – change level from 13% to 15% range to <u>15%</u>• <u>calculation of general fund unassigned fund balance</u> – change from using actual operating revenues of same year to <u>using the higher of actual operating revenues of the same year or budgeted operating revenues of the next year</u>
Board – Committee – or Commission Reviewed:	N/A
Fiscal Impact:	\$0
Staff Contact:	Diane V. Bergeron, Acting Finance Director dbergeron@manassasva.gov (703) 257-8272

CITY OF MANASSAS

Financial Policies P-2016-01



Adopted: August 10, 2015

Revised: June 26, 2017

Finance Committee Review:

July 15, 2015 ~~and,~~ August 5, 2015, June 14, 2017

GENERAL FUND FUND BALANCE

6.01 Assigned or Committed Fund Balance ~~Level~~

The City Council may assign or commit fund balance by way of a Resolution. Assigned or committed fund balance may be unassigned or uncommitted by City Council by way of a Resolution.

6.02 Unassigned ~~General~~ Fund Balance

After evaluating the City's operating characteristics, its emergency and disaster risks, its overall financial health, the diversity and flexibility of its tax base, the reliability of non-property tax revenue sources, the City's working capital needs, the impact of the Commonwealth of Virginia policies and budgets, and other contingent issues, the City Council hereby establishes that the unassigned fund balance of the City's general fund will be maintained ~~between thirteen percent (13%) and~~ at fifteen percent (15%) of general fund operating revenues of either the actual operating revenues of the same fiscal year or the budgeted operating revenues of the next fiscal year, whichever is higher. For purposes of this policy, operating revenues are all revenues excluding other financing sources.

6.03 Maintenance of Unassigned ~~General~~ Fund Balance ~~Level~~

At the end of each fiscal year, all general fund revenues in excess of budget will first go into the unassigned fund balance, until the City eCouncil approved unassigned general fund balance ~~reserve~~ level for the current fiscal year is met. After the fund balance level is met, ~~the Manassas City School Board will receive a percent of the remaining excess of general tax revenue as identified in the most current Joint Budget Agreement. A~~all other excess revenues over expenditures which have not been assigned or committed by the City Council will be committed to the Capital Reserve Fund Balance.

6.04 Use of Unassigned ~~General~~ Fund Balance

It is the policy of the City Council to limit the use of the general fund unassigned fund balance to address unanticipated, non-recurring needs or known and planned future obligations. General fund unassigned fund balance shall not normally be applied to recurring annual operating expenditures. General fund unassigned fund balance may, however, be used to allow time for the City to restructure its operations in a deliberate manner. Such use will only take place in the context of long-term fiscal planning.

6.05 Replenishment of Unassigned ~~General~~ Fund Balance

In the event the City Council authorizes the use of general fund unassigned fund balance, the authorization must be accompanied by a plan to replenish the unassigned fund balance. The City shall restore the unassigned ~~gGeneral Fund-fund Balance-balance~~ to the minimum level established by City eCouncil policy from general fund operating revenues within two (2) fiscal

years following the fiscal year in which the event occurred. If necessary, the plan to restore the unassigned ~~g~~General ~~f~~Fund ~~b~~Balance shall be included and highlighted in the City's Adopted Five-Year Forecast.

6.06 Capital Reserve Fund Balance Level

The Capital Reserve Fund Balance is to be used for non-reoccurring needs of the City as determined by the City Council. Only the City Council may authorize the use of the Capital Reserve Fund Balance by way of a Resolution budgeting and appropriating the funds.