

FINANCE COMMITTEE
WEDNESDAY, JANUARY 30, 2013
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA
AGENDA

5:30 PM CALL TO ORDER

- | | |
|--|-------------------|
| 1. Approve Minutes of the January 16, 2013, Finance Committee Meeting | 1 Minute |
| | Page 1 |
| <hr/> | |
| 2. Resolution R-2013-28 Authorizing the Purchase of a Meter Vault for the Water Treatment Plant and Meters for the University and Wellington Metering Stations (Dawood) | 5 Minutes |
| | Page 3 |
| <hr/> | |
| 3. Resolution 2013-41-R Amending the FY 2013 Budget by Budgeting and Appropriating a \$1,200 Donation from the Museum Associates for the Purchase of a Replacement Laptop for the Museum (Via-Gossman) | 2 Minutes |
| | Page 7 |
| <hr/> | |
| 4. Resolution 2013-42-R Amending the FY 2013 Budget by Unbudgeting and Unappropriating \$75,000 of Capital Reserve Funds for the Dean Park Master Plan (Bergeron) | 2 Minutes |
| | Page 11 |
| <hr/> | |
| 5. Discussion of the FY 2012 Comprehensive Annual Financial Report (CAFR), the Single Audit, and the Management Letter (Weiler) | 60 Minutes |
| | Page 17 |

City Manager's Time

ADJOURNMENT

PAW/bgj

cc: Mayor
Council Members
John A. Budesky

Pat Weller
Diane Bergeron
Tamara Sturm

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, JANUARY 16, 2013
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 Ian T. Lovejoy, City Manager John A. Budesky, Finance and Administration Director Pat Weiler, Budget Manager Diane V. Bergeron, City Treasurer Robin Perkins, Police Captain Trey Lawler, Deputy Water and Sewer Director Tony Dawood, IT Manager Randy Buzzard, IT Midrange Administrator Rick Mason

GUESTS PRESENT: None

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

AGENDA ITEM #1 Approve Minutes of the January 9, 2013, Finance Committee Meeting

A motion was made and seconded to approve the minutes of the January 9, 2013, Finance Committee Meeting after a correction is made to the spelling of Chairman Aveni's name. The Committee approved (3/0).

AGENDA ITEM #2 Treasurer's Investment Reports as of July 31, 2012, and October 31, 2012

Robin Perkins presented the Treasurer's Investment Reports as of July 31, 2012, and October 31, 2012. This item is for information only.

DVB

AGENDA ITEM #3 Resolution 2013-40-R Amending the FY 2013 Budget by Budgeting and Appropriating \$4,058 from the State / Local Drug Seizure Funds for Police Department Investigations

Trey Lawler presented Staff's recommendation to amend the FY 2013 Budget by budgeting and appropriating \$4,058 from the State / Local Drug Seizure Funds for Police Department investigations. The Committee approved (3/0). This item will be forwarded to the January 28, 2013, City Council meeting.

AGENDA ITEM #4 Resolution R-2013-35 Authorizing the Purchase of Replacement Pressure Sustaining Valve (PSV) at Dean Tank

Tony Dawood presented Staff's recommendation to authorize the purchase of a replacement Pressure Sustaining Valve (PSV) at Dean Tank. The Committee approved (3/0). This item will be forwarded to the January 28, 2013, City Council meeting.

AGENDA ITEM #5 Resolution R-2013-36 Authorizing the Purchase of Replacement AS400 Midrange Server

Pat Weiler presented Staff's recommendation to authorize the purchase of a replacement AS400 midrange server. The Committee approved (3/0). This item will be forwarded to the January 28, 2013, City Council meeting.

City Manager's Time – No Items

The meeting was adjourned at 5:48 p.m. Chairman Aveni.

DVB

AGENDA STATEMENT

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ITEM NO. 2

MEETING DATE: January 30, 2013 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Resolution R-2013-28 Authorizing the Purchase of a Meter Vault for the Water Treatment Plant and Meters for the University and Wellington Metering Stations

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

SUMMARY OF ISSUE/TOPIC: In accordance with the recently executed Water Capacity and Service Agreement between the Prince William County Sewer Authority (PWCSA) and the City of Manassas, water usage by each party is required to be metered on a daily basis. In order to meet this requirement, a new metering vault must be constructed at the City's Water Treatment Plant. In addition, new AMI water meters must also be installed at the University and Wellington meter vaults. The cost is approximately \$78,000 for the meter vault and meters.

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

STAFF RECOMMENDATION: Approve Resolution R-2013-28

BOARD/COMMISSION/ COMMITTEE: Utility Commission - January 10, 2013

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS: _____

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT: \$78,000 is available in the Water Fund's-FY 2013 Budget

STAFF: Tony Dawood, Deputy Director of Water & Sewer, (703) 257-8382

If Council Members have questions, you are urged to call the staff person who prepared this agenda statement prior to meeting.

MOTION: _____

**February 11, 2013
Regular Meeting
Resolution #R-2013-28**

SECOND: _____

**RE: PROCUREMENT OF METER VAULT FOR WATER TREATMENT PLANT
AND METERS FOR UNIVERSITY AND WELLINGTON METERING
STATIONS**

WHEREAS, in accordance with the agreement between the Prince William County Sewer Authority and the City of Manassas, water usage daily metering is required by each party; and

WHEREAS, a new meter vault at the Water Treatment Plant and new meters for the University and Wellington metering stations are needed; and

WHEREAS, the cost of the meter vault and meters is approximately \$78,000;
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.

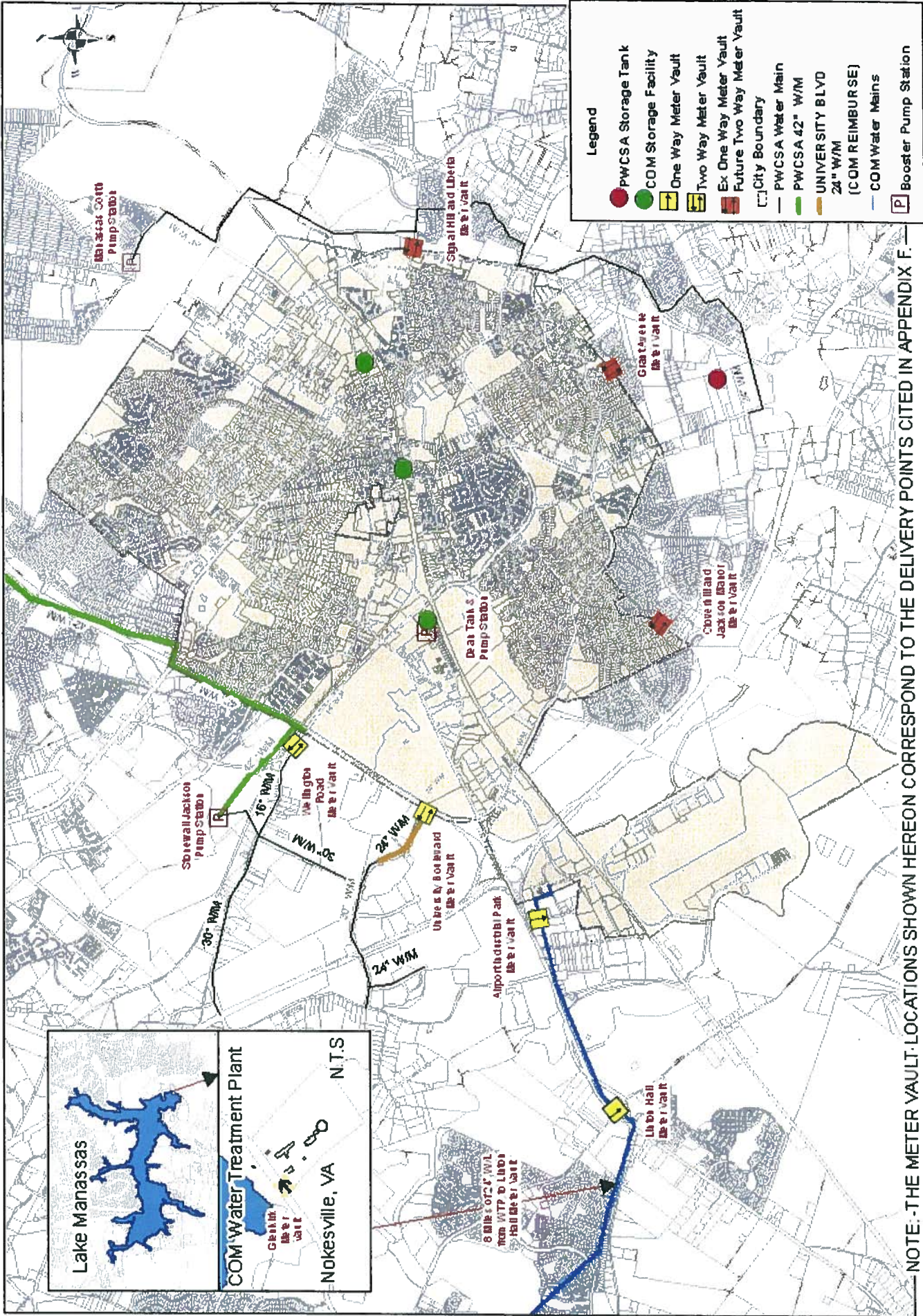
NOW, THEREFORE, BE IT RESOLVED that the Manassas City Council does hereby approve the purchase of a meter vault for the Water Treatment Plant and meters for the University and Wellington Metering Stations.

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:



NOTE: THE METER VAULT LOCATIONS SHOWN HEREON CORRESPOND TO THE DELIVERY POINTS CITED IN APPENDIX F.



CITY OF MANASSAS & PRINCE WILLIAM COUNTY SERVICE AUTHORITY INTERCONNECTS

APPENDIX G



1 inch = 4,000 feet

AGENDA STATEMENT

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ITEM NO. 3

MEETING DATE: January 30, 2013 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2013-41-R Amending the FY 2013 Budget by Budgeting and Appropriating a \$1,200 Donation from the Museum Associates for the Purchase of a Replacement Laptop for the Museum

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

SUMMARY OF ISSUE/TOPIC: The Museum laptop is five years old and does not function properly. The IT department recommended purchasing a new laptop. The Museum Associates agreed to donate the funds to purchase a new laptop for use with the projector and other special projects.

This resolution will budget and appropriate \$1,200 of Donation Revenue in the General Fund.

STAFF RECOMMENDATION: Approve Resolution 2013-41-R

BOARD/COMMISSION/ COMMITTEE: Manassas Museum Associates Board

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS: _____

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT: \$1,200 – Donation Revenue

STAFF: Elizabeth S. Via-Gossman, Community Development Director, (703) 257-8224

If Council Members have questions, you are urged to call the staff person who prepared this agenda statement prior to meeting

RESOLUTION 2013-41-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 11th day of February, 2013, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Revenues:</u>		
100-0000-316-31-08	Museum Associates Donation	\$ 1,200
<u>Expenditures:</u>		
100-3101-453-62-00	Museum Supplies	\$ 1,200

For: Museum Associates Donation for Replacement Laptop

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
Cash Receipts Transaction

Group number : 6055 CR CASH RECEIPTS
Accounting period : 07/2013 mm/yyyy
Posting date : 01/23/2013 mm/dd/yyyy

Transaction information:

Transaction date : 01/18/2013 mm/dd/yyyy
Receipt number : 0075779
Account number : 100-0000-316.31-08 Associates Contributions
Project number :
Transaction amount : 1,200.00
Description 1 : ASSOCIATE DONATION FOR
Description 2 : HCAHILL 01/18/13 00
Transaction type code . . . :
Bank code : 0

Press Enter to continue.

F3=Exit F12=Cancel F15=Group Inquiry F20=Imaging

AGENDA STATEMENT

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ITEM NO. 4

MEETING DATE: January 30, 2013 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2013-42-R Amending the FY 2013 Budget by Unbudgeting and Unappropriating \$75,000 of Capital Reserve Funds for the Dean Park Master Plan

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

SUMMARY OF ISSUE/TOPIC: The FY 2013 Adopted CIP includes \$75,000 for a Master Plan for Dean Park. Staff has recommends cancelling the project and doing a study for all City parks in the future. A project for an all City parks study is included in the City Manager Proposed FY 2014 CIP for \$75,000 in FY 2016.

This resolution will unbudget and unappropriate \$75,000 of Capital Reserve Funds in the General Capital Projects Fund.

STAFF RECOMMENDATION: Approve Resolution 2013-42-R

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS:

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT: (\$75,000) – Capital Reserve Funds

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

RESOLUTION 2013-42-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 11th day of February, 2013, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Revenues:</u>		
100-0000-346-01-01	Capital Reserve Fund	\$ (75,000)
<u>Expenditures:</u>		
100-9600-491-92-31	Transfer to General Capital Projects Fund	\$ (75,000)
GENERAL CAPITAL PROJECTS FUND		
<u>Revenues:</u>		
310-0000-345-10-00	CP2986 Transfer from General Fund	\$ (75,000)
<u>Expenditures:</u>		
310-2986-505-39-00	CP2986 Dean Park Master Plan	\$ (75,000)

For: Unbudget and Unappropriate Dean Park Master Plan Funds

This resolution shall take effect upon its passage.

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

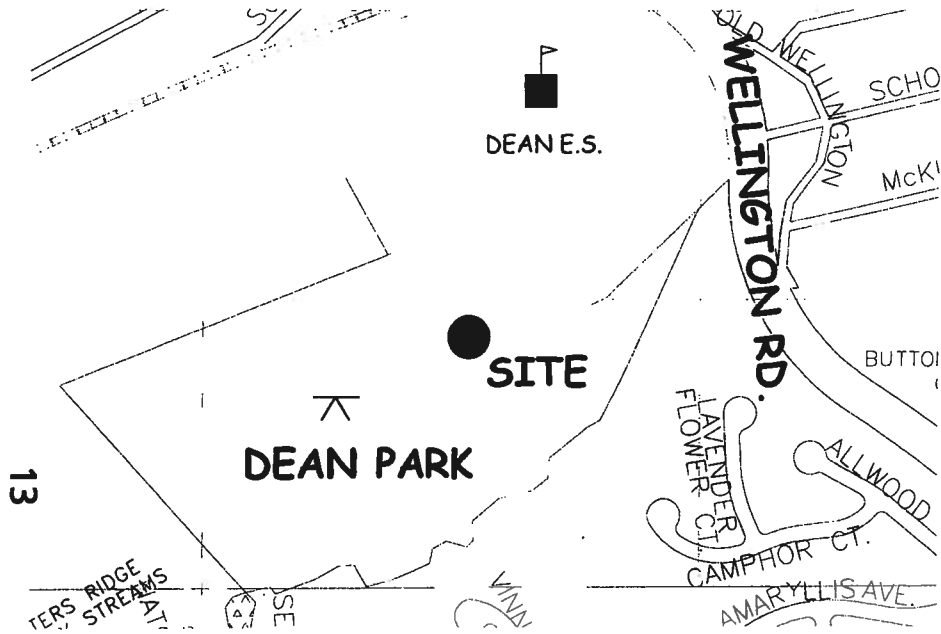
ATTEST:

Andrea P. Madden City Clerk

PROJECT: R-17 Dean Park

DEPARTMENT: Public Works

Site:



Project Description:

Purchase innovative playground equipment and add a multi-station fitness course along Winters Branch Trail.

Service Impact Narrative:

Public restrooms, the Boys and Girls Club, tennis courts, a recreation trail, lighted softball fields, and a basketball facility have all made Dean Park one of the City's most popular and largest recreation destinations. Placing innovative playground equipment such as climbing rocks in the park and a fitness trail along the popular and heavily used Winters Branch Trail would attract public usage year-round and draw more families into the park. There is a fee to use the lighted softball fields.

Comprehensive Plan Conformance:

The project is in conformance with the Comprehensive Plan.

Year Introduced in CIP: 2001

Project Timeline	FY 12 Prior	FY 13	FY 14	FY 15	FY 16	FY 17	Future
Planning/Design		•					•
Land Acquisition							
Construction							•

Associated / Coordinated Projects:

N/A

City of Manassas					
General Capital Projects Fund - Fund 310					
Dean Park Master Plan CP2986					
Project to Date					
As of 12/31/2012					
CIP # R-17	Revenues			Expenditures	
			Total		Total
	State	General Fund	Revenues		Expenditures
<u>BUDGET</u>					
FY2013 RES #2013-01-R		75,000.00	75,000.00		75,000.00
Project to Date Budget	-	75,000.00	75,000.00		75,000.00
<u>ACTUAL</u>					
FY 2013		75,000.00	75,000.00		-
Project to Date Actual	-	75,000.00	75,000.00		-
15 Remaining Budget Balance	-	-	-		75,000.00

City of Manassas
Capital Reserve Fund
FY 2013

Date	Action	Description	Amount	Balance
7/1/2009		Balance	\$ -	
9/14/2009	2010-23-R	Close capital projects	920,136	
10/26/2009	2010-46-R	Close capital projects	1,149,412	2,069,548
		Reallocate Transportation Projects		
12/21/2009	2010-65-R	Funding	2,100,000	4,169,548
12/21/2009	2010-65-R	DMV Land Purchase	(2,100,000)	2,069,548
1/25/2010	2010-66-R	GIS Implementation Plan Phase I	(73,795)	1,995,753
4/12/2010	2010-83-R	Brinkley Lane Traffic Signal	(30,000)	1,965,753
4/26/2010	2010-86-R	City Hall Generator Relocation	(24,800)	1,940,953
4/26/2010	2010-90-R	Bike Trails	(51,651)	1,889,302
6/30/2010		Fund Balance in excess of 13%	1,450,761	3,340,063
7/1/2010	2011-08-R	Community Development Software Additional 2007 UASI Grant Funds for	(192,000)	3,148,063
9/13/2010	2011-26-R	Computer Aided Dispatch & Livescan	100,021	3,248,084
2/28/2011	2011-73-R	Sesquicentennial	(409,800)	2,838,284
3/28/2011	2011-86-R	911 Calling System	(367,000)	2,471,284
6/30/2011		Fund Balance in excess of 13%	2,244,828	4,716,112
7/1/2011	2012-01-R	Byrd Park Restrooms (R-23)	(240,000)	4,476,112
7/1/2011	2012-01-R	Stonewall Park Restrooms (R-29)	(260,000)	4,216,112
7/1/2011	2012-01-R	Park Maintenance & Improvements (R-	(74,000)	4,142,112
7/1/2011	2012-01-R	Tennis Court Improvements (R-32)	(150,000)	3,992,112
7/1/2011	2012-01-R	Calvary Run Parking Lot (R-33)	(50,000)	3,942,112
7/1/2011	2012-04-R	Close Capital Projects	216,948	4,159,060
12/12/2011	2012-40-R	Centerville Road and Route 28	234,076	4,393,136
12/12/2011	2012-45-R	Close Capital Projects	36,806	4,429,942
12/12/2011	2012-45-R	Close Capital Projects	1,458	4,431,400
12/12/2011	2012-48-R	Close Capital Projects	268,881	4,700,281
4/9/2012	2012-71-R	PWH Pond Design	(120,000)	4,580,281
6/18/2012	2012-84-R	Radio Replacement	(1,635,000)	2,945,281
6/30/2012	2012-92-R	Close Capital Projects	94,774	3,040,055
6/30/2012	2012-94-R	Close Capital Projects	121,503	3,161,558
6/30/2012	2012-94-R	Close Capital Projects	327,114	3,488,672
6/30/2012	2012-94-R	Close Capital Projects	105,518	3,594,190
6/30/2012		Fund Balance in excess of 13%	735,700	4,329,890
7/1/2012	2013-01-R	Roof Replacements (G-10)	(405,000)	3,924,890
7/1/2012	2013-01-R	31)	(51,000)	3,873,890
7/1/2012	2013-01-R	Public Safety Facility Study (G-15)	(95,000)	3,778,890
7/1/2012	2013-01-R	School Playground Equipment (R-7)	(30,000)	3,748,890
7/3/2012	2013-01-R	Dean Park Master Plan (R-17)	(75,000)	3,673,890
11/19/2012	2013-28-R	Portner/Battle/Main Storm Sewer Design	(60,000)	3,613,890
2/11/2013	2013-42-R	Dean Park Master Plan (R-17)	75,000	3,688,890

AGENDA STATEMENT

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ITEM NO. 5

MEETING DATE: January 30, 2013 – Finance Committee

TIME ESTIMATE: 60 Minutes

AGENDA ITEM TITLE: Discussion of the FY 2012 Comprehensive Annual Financial Report (CAFR), the Single Audit and the Management Letter

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

SUMMARY OF ISSUE/TOPIC: Pat Weiler, Finance & Administration Director, will present a detailed overview of the FY 2012 Comprehensive Annual Financial Report (CAFR).

STAFF RECOMMENDATION: NO COUNCIL ACTION REQUIRED

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS: _____

DISCUSSION (IF NECESSARY): **Please bring your copy of the FY 2012 CAFR to the meeting.**

BUDGET/FISCAL IMPACT:

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