

FINANCE COMMITTEE
WEDNESDAY, FEBRUARY 12, 2014
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA
AGENDA

5:30 PM CALL TO ORDER

- | | |
|---|-------------------|
| 1. Approve Minutes of the January 29, 2014, Finance Committee Meeting | 1 Minute |
| | Page / |
| 2. Resolution 2014-43-R Transferring \$120,561 from City Hall Improvements Project, Tennis Courts Improvements Project, and City Hall Locks/Re-Keying Project to the H.J. Parrish Town Hall Improvements Project (Fitzwater/Moon) | 5 Minutes |
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| 3. Presentation of the FY 2013 Comprehensive Annual Financial Report (CAFR) and Auditor's Findings for the Year Ended June 30, 2013 (Bergeron) | 15 Minutes |
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-

City Manager's Time

ADJOURNMENT

cc: Mayor
Council Members
W. Patrick Pate

Diane Bergeron
Tamara Sturm

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, JANUARY 29, 2014
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA**

COMMITTEE MEMBERS PRESENT: Council Member Marc Aveni, Chairman
Council Member J. Steven Randolph

COMMITTEE MEMBERS ABSENT: Vice Mayor Andrew L. Harrover
Council Member Mark Wolfe (Alternate)

OTHERS PRESENT: City Manager W. Patrick Pate, Budget Analyst Tamara Sturm,
Commissioner of the Revenue Doug Waldron

GUESTS PRESENT: None

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

AGENDA ITEM #1 Approve Minutes of the January 15, 2014, Finance Committee Meeting

A motion was made and seconded to approve the minutes of the November 20, 2013, Finance Committee Meeting. The Committee approved (2/0).

AGENDA ITEM #2 Ordinance O-2014-08 Amending the Code Relating to Real Estate Tax Relief for the Elderly and Handicapped

Doug Waldron presented Staff's recommendation to amend the Code relating to Real Estate Tax Relief for the elderly and handicapped. No vote was taken on this item. This item will be forwarded to the February 10, 2014, City Council meeting and will not be on consent.

AGENDA ITEM #3 Update on Bond Issuance

Pat Pate provided the Committee with an update on bond issuance. This item was for information only.

City Manager's Time – No Items

The meeting was adjourned at 6:06 p.m. by Chairman Marc Aveni.

AGENDA STATEMENT

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ITEM NO. 2

MEETING DATE: February 12, 2014 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Resolution 2014-43-R Transferring \$120,561 from City Hall Improvements Project, Tennis Courts Improvements Project, and City Hall Locks/Re-Keying Project to the H.J. Parrish Town Hall Improvements Project

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

SUMMARY OF ISSUE/TOPIC: The Harry J. Parrish Town Hall Improvements project involves removing existing hazardous building materials and then renovating the interior structure to include new mechanical, electrical, life safety systems, and interior finishes.

This project was originally budgeted and appropriated in 2004 with \$255,000. The current project cost is \$372,000 based on sealed bids and fixed pricing from contract vendors. There are three existing projects with surplus funds available to transfer to this project: City Hall Improvements, Tennis Courts Improvements and City Hall Lock/Re-Keying.

This resolution will transfer \$120,561 between projects within the General Capital Projects Fund.

STAFF RECOMMENDATION: Approve Resolution 2014-43-R

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS: _____

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT: \$120,561 – Transfer Between Projects in General Capital Projects Fund

STAFF: Tim Fitzwater, Buildings & Grounds Manager, (703) 257-8372
Mike Moon, Director of Public Works & Utilities, (703) 257-8226

RESOLUTION 2014-43-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 24th day of February, 2014, that the following funds be transferred as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
GENERAL CAPITAL PROJECTS FUND			
<u>City Hall Improvements</u>			
310-0000-345-10-00	CP2666	Transfer from General Fund	\$ (13,173)
310-2666-505-39-00	CP2666	City Hall Improvements	\$ (13,173)
 <u>Tennis Courts - Dean School</u>			
310-0000-345-10-00	CP2669	Transfer from General Fund	\$ (29,888)
310-2669-505-39-00	CP2669	Tennis Court Improvements	\$ (29,889)
 <u>City Hall Locks/Re-Keying</u>			
310-0000-345-63-00	CP5118	Transfer from Building Maintenance Fund	\$ (77,500)
310-5118-505-39-00	CP5118	City Hall Locks/Re-keying	\$ (77,500)
 <u>HJ Parrish Town Hall Improvements</u>			
310-0000-345-10-00	CP2699	Transfer from General Fund	\$ 43,061
310-0000-345-10-00	CP2699	Transfer from Building Maintenance Fund	\$ 77,500
			<hr/> \$ 120,561
 310-2699-505-39-00	 CP2699	 HJ Parrish Town Hall Improvements	 \$ 120,561

For: H.J. Parrish Town Hall Improvements Project

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

M-7 Old Town Hall 310-2699-505-3900	
Original Budget	\$ 255,000.00
Transfer from 2666,2669 and 5118	\$ 120,561.00
new project budget total	\$ 375,561.00

M-7 Project Cost Breakdown	
Loveless	\$ 28,500.00
APEX Survey	\$ 2,753.43
WACO Abatement	\$ 55,812.00
APEX Abatement PM	\$ 12,660.00
Sumner Base Bid	\$ 212,000.00
Contingency	\$ 40,000.00
Temporary Relocation Cost	\$ 20,000.00
projected estimated total	\$ 371,725.43

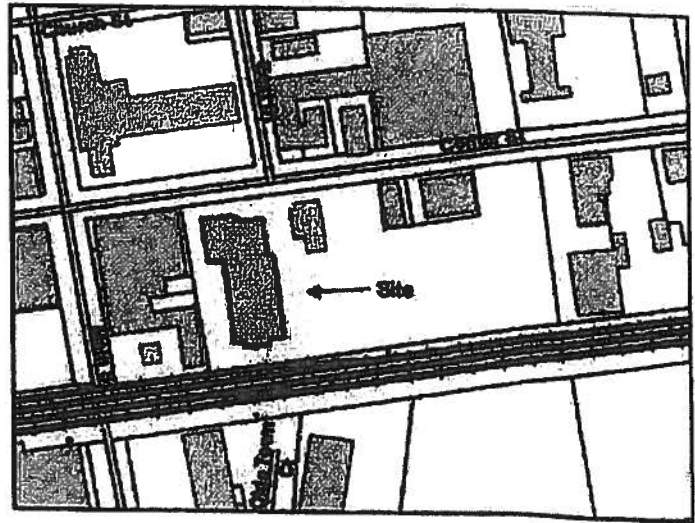
City of Manassas	General Capital Projects Fund - Fund 310	City Hall Improvements CP2666	Project to Date	As of 01/14/2014	Revenues	Expenditures
	Building	Maintenance	General Fund	Total	Total	Total
					Revenues	Expenditures
BUDGET						
FY 2005 ORD# 2005-03-0	-	53,000.00	53,000.00	53,000.00	53,000.00	53,000.00
FY 2006 RES# 2006-05-R		20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
FY 2007 ORD# 2007-03-O		38,000.00	38,000.00	38,000.00	38,000.00	38,000.00
FY 2010 RES# 2010-86-R		24,800.00	24,800.00	24,800.00	24,800.00	24,800.00
FY 2011 RES# 2011-79-R		14,171.00	14,171.00	14,171.00	14,171.00	14,171.00
FY 2012 RES# 2012-04-R	25,000.00	20,000.00	20,000.00	25,000.00	45,000.00	45,000.00
Project to Date Budget	25,000.00	169,971.00	194,971.00	194,971.00	194,971.00	194,971.00
ACTUAL						
FY 2005		53,000.00	53,000.00	53,000.00	53,000.00	22,095.38
FY 2006	-	20,000.00	20,000.00	20,000.00	20,000.00	18,762.00
FY 2007	-	38,000.00	38,000.00	38,000.00	38,000.00	44,611.20
FY 2008		-	-	-	-	17,115.00
FY 2009		-	-	-	-	1,900.00
FY 2010		24,800.00	24,800.00	24,800.00	24,800.00	10,213.18
FY 2011		14,171.00	14,171.00	14,171.00	14,171.00	25,634.56
FY 2012	25,000.00	20,000.00	20,000.00	25,000.00	45,000.00	20,898.60
FY 2013					-	15,567.74
FY 2014					-	296.62
Project to Date Actual	25,000.00	169,971.00	194,971.00	194,971.00	194,971.00	177,094.28
Remaining Budget Balance						17,876.72

City of Manassas			
General Capital Projects Fund - Fund 310			
Tennis Courts-Dean School CP2669			
Project to Date			
As of 01/14/2014			
CIP #R-32			
	Revenues	Expenditures	
Total			
General Fund	Revenues	Expenditures	
BUDGET			
FY 2005 ORD# 2005-03-O	168,000.00	168,000.00	
FY 2006 ORD# 2006-03-O	54,380.00	54,380.00	
FY 2006 RES# 2006-05-R	(3,738.00)	(3,738.00)	
FY 2007 ORD# 2007-03-O	45,000.00	45,000.00	
FY 2008 RES# 2008-20-R	(6,380.00)	(6,380.00)	
FY 2012 RES# 2012-01-R	150,000.00	150,000.00	
Project to Date Budget			407,262.00
			407,262.00
ACTUAL			
FY 2005	168,000.00	168,000.00	164,258.76
FY 2006	50,641.51	50,641.51	54,382.75
FY 2007	45,000.00	45,000.00	38,620.46
FY 2008	(6,379.54)	(6,379.54)	-
FY 2012	150,000.00	150,000.00	111,361.20
FY 2013	-	-	3,750.00
Project to Date Actual			372,373.17
			407,261.97
Remaining Budget Balance			(0.03)
			(0.03)

City of Manassas				
General Capital Projects Fund - Fund 310				
City Hall Locks / Re-keying - CP5118				
Project to Date				
As of 01/14/2014				
		Revenues		Expenditures
		Building	Total	Total
		Maintenance	Revenues	Expenditures
<u>BUDGET</u>				
FY 2012 RES# 2012-04-R		77,500.00	77,500.00	77,500.00
Project to Date Budget		77,500.00	77,500.00	77,500.00
<u>ACTUAL</u>				
FY 2012		77,500.00	77,500.00	-
Project to Date Actual		77,500.00	77,500.00	-
Remaining Budget Balance		-	-	77,500.00

M-007 - Harry J. Parrish Town Hall Improvements

Change from Prior: No Change
Year Introduced: 2004
Associated Project: N/A
Project Type: Museum System
Managing Dept: Public Works
Account Number: 310-2699
Conforms With: Comprehensive Plan



Project Description:

Replace the HVAC systems as well as the electrical wiring to support the required upgrade.

Project Justification:

Adequate systems will assure that the building infrastructure lasts longer and is protected from potential fire or other hazards associated with outdated wiring systems.

Financial Summary (dollars in thousands):

Funding Source	5 Year	Total	FY 2013						Future Years
	CIP Total	Project	& Prior	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	
General Fund	-	255	255	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-	-	-
MCPS Fund	-	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-	-
Other Local Government	-	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-	-
Gas Taxes	-	-	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-	-	-
Storm Water Mgmt Fees	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
Total	-	255	255	-	-	-	-	-	-

Operating Budget Impacts (dollars in thousands):

FTE's	-	-	-	-	-	-	-	-	-
Revenue Offset	-	-	-	-	-	-	-	-	-
Facility Costs	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Net Impact	-	-	-	-	-	-	-	-	-

City of Manassas					
General Capital Projects Fund - Fund 310					
HJ Parrish Town Hall CP2699					
Project to Date					
As of 01/14/2014					
CIP # M-7	Revenues			Expenditures	
			Total		Total
	State	General Fund	Revenues		Expenditures
<u>BUDGET</u>					
FY2009 RES #2009-01-R		255,000.00	255,000.00		255,000.00
Project to Date Budget	-	255,000.00	255,000.00		255,000.00
<u>ACTUAL</u>					
FY 2009		255,000.00	255,000.00		-
FY 2013			-		23,173.96
FY 2014			-		2,491.41
Project to Date Actual	-	255,000.00	255,000.00		25,665.37
Remaining Budget Balance					
	-	-	-		229,334.63

AGENDA STATEMENT

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ITEM NO. 3

MEETING DATE: February 12, 2014 – Finance Committee

TIME ESTIMATE: 15 Minutes

AGENDA ITEM TITLE: Presentation of the FY 2013 Comprehensive Annual Financial Report (CAFR) and Auditor's Findings for the Year Ended June 30, 2013

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

SUMMARY OF ISSUE/TOPIC: The Auditors, Robinson, Farmer, Cox Associates, will present their findings for the year ended June 30, 2013.

STAFF RECOMMENDATION: INFORMATION ONLY

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS: _____

DISCUSSION (IF NECESSARY): **PLEASE BRING YOUR FY 2013 CAFR TO THE MEETING**

BUDGET/FISCAL IMPACT: N/A

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