City of Manassas, Virginia
Finance Committee Meeting

AGENDA

Finance Committee Meeting
Public Works & Utilities Facility
Conference Room
8500 Public Works Drive
Manassas, VA 20110
Wednesday, April 11, 2018

Call to Order - 5:30 p.m.

1. Action Items

   1.1 Minutes: March 14, 2018 Finance Committee Meeting

   1.2 Consideration of Resolution 2018-07-R Amending the FY 2018 Budget by Budget and Appropriating $175,000 of NVTA 30% Funding for the Development of the City Transportation Master Plan (Arcieri)

   1.3 Consideration of Resolution 2018-07-R Amending the FY 2018 Budget by Transferring $14,250 from General Fund Contingency to the Voter Registrar Budget for a June Dual Primary and Voting Machines Maintenance Fees (Reed)

2. Presentations

   2.1 Investment Presentation by PFM (Richie-Folks)

City Manager's Time
Adjournment
MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, MARCH 14, 2018
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA

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

COMMITTEE MEMBERS ABSENT: None

OTHERS PRESENT: Council Member Ian Lovejoy, Council Member Mark D. Wolfe, Commissioner of Revenue Doug Waldron, City Manager Pat Pate, Deputy City Manager Bryan Foster, City Attorney Craig Brown, City Clerk Andrea Madden, Finance Director Diane Bergeron, Community Development Director Elizabeth Via-Gossman, Chief of Police Doug Keen, Budget Analyst Amanda Hamm, Community Development Planning and Zoning Manager Matt Arcieri, Community Development Planner Chloe Delhomme

The meeting was called to order at 5:38 p.m. by Council Member Marc T. Aveni, Chair.

AGENDA ITEM #1 Approve Minutes of the February 14, 2018 Finance Committee Meeting

A motion was made and seconded to approve the minutes of the February 14, 2018 Finance Committee meeting. The Committee approved (3/0).

AGENDA ITEM #2 Consideration of Resolution 2018-06-R Amending the FY 2018 Budget by Budget and Appropriating $2,200,000 of Bond Proceeds from a Future Bond Issue for Architect and Engineering Design Services of the Public Safety Facility Capital Project AND Consideration of Resolution of Official Intent to Reimburse Expenditures with Proceeds of a Borrowing

Diane Bergeron presented Staff’s recommendation to amend the FY 2018 Budget by budget and appropriating $2,200,000 of bond proceeds from a future bond issue for architect and engineering design services of the Public Safety Facility Capital Project and Consideration of Resolution of Official Intent to reimburse expenditures with proceeds of a borrowing. The Committee approved (3/0). This item will be forwarded to the March 26, 2018 City Council meeting for consideration.

City Manager’s Time
N/A

The meeting was adjourned at 5:40 p.m. by Council Member Marc T. Aveni, Chair.
Meeting Date: April 11, 2018

Time Estimate: 5 Minutes

Agenda Title: Consideration of Resolution 2018-07-R Amending the FY 2018 Budget by Budget and Appropriating $175,000 of NVTA 30% Funding for the Development of the City Transportation Master Plan

Recommendation: Approve Resolution 2018-07-R

Date Last Considered by City Council: March 22, 2018 (Comprehensive Plan Update Worksession)

Summary and/or Comments:
The City is preparing its first Transportation Master Plan to address mobility planning in a comprehensive document. This plan will be used to update the Comprehensive Plan, revise development standards, create a comprehensive transportation GIS layer/database, and provide guidance and prioritize future capital funding for transportation capital projects.

The document is expected to focus on improving the ease of getting around the City through recommendations to improve intersection operations and traffic signal timing and pedestrian and bicycle infill and connections.

This resolution will budget and appropriate $175,000 of NVTA 30% Funds in the NVTA Fund for the Transportation Master Plan.

Board – Committee – or Commission Reviewed: N/A

Fiscal Impact: $175,000 – From NVTA 30% Funds

Staff Contact: Matthew D. Arcieri, AICP, Planning & Zoning Manager
marcieri@manassasva.gov
(703) 257-8232
RESOLUTION 2018-07-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 23rd day of April, 2018, that the following funds be budgeted and appropriated as shown.

**NVTA FUND**

*Revenue:*

39997700-318100 C2502 NVTA 30% Funds 175,000

*Expenditure:*

39945300-439000 C2502 Transportation Master Plan 175,000

For: NVTA 30% Funds for Transportation Master Plan

**GENERAL FUND**

*Expenditure:*

10010081-495001 General Fund Contingency (14,250)

10010701-439000 Voter Registrar Purchased Services 14,250

For: June Dual Primary & Voting Machine Maintenance

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
Meeting Date: April 11, 2018
Time Estimate: 5 Minutes
Agenda Title: Consideration of Resolution 2018-07-R Amending the FY 2018 Budget by Transferring $14,250 from General Fund Contingency to the Voter Registrar Budget for a June Dual Primary and Voting Machines Maintenance Fees
Recommendation: Approve Resolution 2018-07-R
Date Last Considered by City Council: N/A
Summary and/or Comments: The Voter Registration Department is requesting $9,800 to cover the June 12, 2018 Dual Primary costs and $4,450 for the annual payment of the license and warranty maintenance fees for 17 voting machines. Dual Primary costs include, but are not limited to, copies, programing, paper ballots, training, wages, L & A testing, and office supplies.

This resolution will transfer $14,250 from General Fund Contingency to the Voter Registrar budget in the General Fund.

Board – Committee – or Commission Reviewed: N/A
Fiscal Impact: $ 9,800 Dual Primary Costs
$ 4,450 Annual License Fee
$14,250 Total From General Fund Contingency
Staff Contact: Susan N. Reed, General Registrar, Director of Elections
sreed@manassasva.gov
(703) 257-8230
RESOLUTION 2018-07-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 23rd day of April, 2018, that the following funds be budgeted and appropriated as shown.

### NVTA FUND

**Revenue:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>39997700-318100</td>
<td>C2502 NVTA 30% Funds</td>
<td>175,000</td>
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</table>

**Expenditure:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>39945300-439000</td>
<td>C2502 Transportation Master Plan</td>
<td>175,000</td>
</tr>
</tbody>
</table>

For: NVTA 30% Funds for Transportation Master Plan

### GENERAL FUND

**Expenditure:**

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<th>Code</th>
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<tbody>
<tr>
<td>10010081-495001</td>
<td>General Fund Contingency</td>
<td>(14,250)</td>
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<tr>
<td>10010701-439000</td>
<td>Voter Registrar Purchased Services</td>
<td>14,250</td>
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For: June Dual Primary & Voting Machine Maintenance

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

<table>
<thead>
<tr>
<th><strong>Meeting Date:</strong></th>
<th>April 11, 2018</th>
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<tbody>
<tr>
<td><strong>Time Estimate:</strong></td>
<td>20 Minutes</td>
</tr>
<tr>
<td><strong>Agenda Title:</strong></td>
<td>Investment Presentation by PFM</td>
</tr>
<tr>
<td><strong>Recommendation:</strong></td>
<td>Information Only</td>
</tr>
<tr>
<td><strong>Date Last Considered by City Council:</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Summary and/or Comments:</strong></td>
<td>Craig Robinson from PFM will present information regarding City investments.</td>
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<tr>
<td><strong>Board – Committee – or Commission Reviewed:</strong></td>
<td>N/A</td>
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<tr>
<td><strong>Fiscal Impact:</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Staff Contact:</strong></td>
<td>Patricia Richie-Folks, Treasurer&lt;br&gt;<a href="mailto:Prichie-folks@manassasva.gov">Prichie-folks@manassasva.gov</a>&lt;br&gt;(703) 257-8246</td>
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