

FINANCE COMMITTEE
WEDNESDAY, FEBRUARY 22, 2012
PUBLIC WORKS & UTILITIES CONFERENCE ROOM
8500 PUBLIC WORKS DRIVE
MANASSAS, VIRGINIA
AGENDA

5:30 PM CALL TO ORDER

- | | |
|--|-------------------|
| 1. Approve Minutes of the February 8, 2012 Finance Committee Meeting | 1 Minute |
| | Page 1 |
| <hr/> | |
| 2. Resolution 2012-62-R Amending the FY 2012 Budget by Budgeting and Appropriating a \$16,850 State Grant for the Replacement of the Access Control System at the Manassas Regional Airport and Accepting the Virginia Department of Aviation Grant and Authorizing the Mayor to Sign the Grant Agreement (Berry) | 2 Minutes |
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| 3. Resolution 2012-63-R Amending the FY 2012 Budget by Budgeting and Appropriating \$2,475 of Additional State Grant Funds for Rehabilitation and Maintenance of Portions of the West Ramps as Part of the Airport Paving Program at the Manassas Regional Airport and Accepting the Virginia Department of Aviation Grant and Authorizing the Mayor to Sign the Grant Agreement (Berry) | 2 Minutes |
| | Page 9 |
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| 4. Delinquent Real Estate Tax List (Perkins) | 30 Minutes |
| | Page 17 |
| <hr/> | |
| 5. City Manager's Time | |

ADJOURNMENT

PAW/sjt

cc: Mayor
Council Members
City Manager

Pat Weller
Diane Bergeron
Francis Denlega



2/17/2012

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, FEBRUARY 8, 2012
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA**

COMMITTEE MEMBERS PRESENT: Council Member Marc Aveni, Chairman
Vice Mayor Andrew Harrover
Council Member J. Steven Randolph
Council Member Sheryl L. Bass (alternate) (5:38 PM – 6:45 PM)

COMMITTEE MEMBERS ABSENT: None

OTHERS PRESENT: Mayor Harry J. Parrish II, Council Member Jonathan Way, Commissioner of the Revenue John Grzejka, Police Caption Trey Lawler, Budget Manager Diane V. Bergeron and Interim City Manager Director Pat Weiler.

Guests:

President of the Manassas Volunteer Fire Company James Stokely
Manassas Volunteer Fire Department Treasurer Jason Lesnick

The meeting was called to order at 5:31 PM by Chairman Aveni.

The Finance Committee agenda was amended by removing Item #3 at the request of Staff.

AGENDA ITEM #1 Approve Minutes of the January 25, 2011 Finance Committee Meetings

A motion was made by Council Member Randolph seconded by Vice Mayor Harrover to approve the minutes of the January 25, 2012 Finance Committee Meeting. The Committee approved (3 / 0).

AGENDA ITEM #2 Resolution 2012-59-R Amending the FY 2012 Budget by Budgeting and Appropriating \$1,386 from the Local Drug Seizure Funds for Police Department Investigations

Trey Lawler presented Staff's recommendation to amend the FY 2012 Budget by budgeting and appropriating \$1,386 from the Local Drug Seizure Funds for Police Department investigations. The Committee approved (3 / 0). This item will be forwarded to the February 27, 2012 City Council meeting.

AGENDA ITEM #3 Ordinance O-2012-08 to Amend Code Relating to Tax Due Dates

John Grzejka presented Staff's recommendation to amend the City Code relating to tax due dates. The Committee approved (3 / 0). This item will be forwarded to the February 13, 2012 City Council meeting.

AGENDA ITEM #4 Resolution R-2012-31 Amending the FY 2012 Adopted Staffing Plan by Changing the Part Time Social Worker I (Day Care Position) (0.50 FTE) to a Full Time Social Worker I (Day Care Position) (1.00 FTE)

Staff requested that this item be removed from the agenda. It will be presented in the City Manager's FY 2013 Budget.

AGENDA ITEM #5 Resolution 2012-61-R Amending the FY 2012 Budget by Budgeting and Appropriating \$90,000 of Fire and Rescue Fund Balance for the Manassas Volunteer Fire Company's Apparatus Repair Expenses

Jason Lesnick presented the Manassas Volunteer Fire Company's (MVFC) request to amend the FY 2012 Budget by budgeting and appropriating \$90,000 of Fire and Rescue Fund Balance for the MVFC's apparatus repair expenses. The Committee approved (3 / 0) budgeting and appropriating \$75,000; \$47,078 to be reimbursed to MVFC and \$27,922 to be paid upon receipt of invoices by the Finance and Administration Director. This item will be forwarded to the February 27, 2012 City Council meeting.

AGENDA ITEM #6 Resolution 2012-60-R Amending the FY 2012 Budget by Budgeting and Appropriating \$21,000 from General Fund Fund Balance to Carryover a FY 2011 Donation Made to SERVE for Expansion Permit and Inspection Fees

Diane Bergeron presented Staff's recommendation to amend the FY 2012 Budget by budgeting and appropriating \$21,000 from General Fund Fund Balance to Carryover a FY 2011 Donation Made to SERVE for Permit and Inspection Fees. The Committee approved (3 / 0). This item will be forwarded to the February 27, 2012 City Council meeting.

AGENDA ITEM #7 City Manager's Time

Council Member Way asked to discuss the implementation of the Fleet Plan coming to Council on Monday, February 13, 2012.

The Finance Committee directed Interim City Manager Patricia Weiler to draft an ordinance with the following points:

- The Fire and Rescue Committee (FRC) will have 90 days to create recommendations for acquisition of the vehicles in the first year of the fleet plan.
- The FRC is to look at options for each vehicle to include the development of specifications, the purchase of existing units, the use of existing specifications and contracts.
- The FRC is to consider the most efficient and economical options with the most prudent use of tax payer funds while assuring the safety of the emergency service providers and citizens of the City of Manassas, and
- The FRC will approve recommendations on or before their May meeting.
- If the FRC does not approve recommendations on or before their May meeting, the Fire and Rescue Chief, will create recommendations.

Chairman Aveni asked for the status of the Joint School Board / City Council worksession on the purchase of an administration building. Mayor Parrish is going to contact the Chair of the School Board. The Committee directed Staff to schedule a tour of Baldwin Elementary School and the MCPS Administration Buildings.

The meeting was adjourned at 7:02 PM by Chairman Aveni.



AGENDA STATEMENT

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ITEM NO. 2

MEETING DATE: February 22, 2012 - Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2012-62-R Amending the FY 2012 Budget by Budgeting and Appropriating a \$16,850 State Grant for the Replacement of the Access Control System at the Manassas Regional Airport and Accepting the Virginia Department of Aviation Grant and Authorizing the Mayor to Sign the Grant Agreement

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

SUMMARY OF ISSUE/TOPIC: The Virginia Department of Aviation has offered the City of Manassas a grant in the amount of \$16,850 to replace the access control system at the Manassas Regional Airport. This grant offer represents 56% of the total eligible project cost. The grant offer must be accepted and certified by April 30, 2012 or it may be withdrawn by the Commonwealth of Virginia. The grant will expire on June 30, 2013 unless otherwise extended by the Virginia Department of Aviation. A \$13,150 (44%) local match is required and is available in the Airport's FY 2012 Budget.

This resolution will budget and appropriate \$16,850 of State grant revenue in the Airport Capital Projects Fund.

STAFF RECOMMENDATION: Approve Resolution 2012-62-R

BOARD/COMMISSION/ COMMITTEE: Airport Commission – December 15, 2011

RECOMMENDATION: X Approve ___ Disapprove ___ Reviewed ___ See Comments

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

COMMENTS: _____

DISCUSSION (IF NECESSARY): The format and content of this Grant Agreement has been reviewed and approved by the City Attorney.

BUDGET/FISCAL IMPACT: *AK*
\$16,850 State Grant
\$13,150 Available in Airport's FY 2012 Budget
\$30,000 Total for Access Control System Replacement

STAFF: Jolene Berry, Acting Airport Director, (703) 257-8279

RESOLUTION 2012-62-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 12th day of March 2012, that the following funds be budgeted and appropriated as shown and that the Virginia Department of Aviation Grant in the amount of \$16,850 be accepted with the Mayor authorized to sign the Grant Agreement.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
AIRPORT CAPITAL PROJECTS FUND			
<u>Revenue:</u>			
575-0000-322-21-00	CP3772	State Grants	\$ 16,850
575-0000-345-57-00	CP3772	Transfer from Airport Fund	\$ 13,150
		Total Revenue	\$ 30,000
 <u>Expenditure:</u>			
575-3772-505-39-00	CP3772	Replace Security Access System	\$ 30,000

For: State Grant for Airport Access Control System

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



Commonwealth of Virginia
Department of Aviation
5702 Gulfstream Road
Richmond, Virginia 23250-2422

Grant Agreement

Part I - Offer

Project Number: **VS0030-14**
Date of Approval: **January 23, 2012**
Date of Offer: **January 23, 2012**
Date of Offer Expiration: **April 30, 2012**

WHEREAS, by executing a *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* (hereinafter referred to as the "Master Agreement"), effective on October 6, 2010, the **City of Manassas** (hereinafter referred to as the "Sponsor") agreed to the terms and conditions for accepting state aviation funding from the Commonwealth of Virginia (hereinafter referred to as the "Commonwealth"); and

WHEREAS, the Sponsor has submitted a request for a grant of state funds to assist in the development of **Manassas Regional Airport** (hereinafter referred to as the "Airport") together with the appropriate supporting documentation; and

WHEREAS, the Commonwealth acting by and through the Virginia Aviation Board (hereinafter referred to as the "Board") and/or the Department of Aviation (hereinafter referred to as the "Department"), has approved a project for development of the Airport which consists of the following (hereinafter referred to as the "Project"):

Assess, Design, Bid & Oversee Installation of Replacement Access Control System


NOW, THEREFORE, pursuant to the authority granted to the Department by §5.1-2.2 of the *Code of Virginia* (1950), as amended, and in consideration of: (a) the authority granted to the Sponsor to operate and maintain the Airport, (b) the Sponsor's adoption and ratification of the assurances provided in the Master Agreement, and (c) the benefits to accrue to the Commonwealth and the public from the accomplishment of this Project, the Department offers to pay, as the Commonwealth's share, **fifty-six (56) percent** of all eligible Project costs.

This offer is made on and subject to the following terms and conditions:

1. The Master Agreement is incorporated by reference herein, and this offer is subject to the terms and conditions of said Master Agreement.
2. The maximum obligation of the Commonwealth payable under this Grant Agreement shall not exceed **\$16,850.00**.
3. If the Federal Aviation Administration (hereinafter referred to as the "FAA") will be participating in the funding of this Project, the Sponsor has, at the time of the execution of this Grant Agreement, a commitment from FAA for federal funds in the amount of \$ NA.
4. This Grant Payment Term will expire on **June 30, 2013**.
5. The Grant Obligation Term is **10 years**.

Grant Agreement, Project Number VS0030-14

The Sponsor's acceptance of this Grant Offer with its terms and conditions shall be evidenced by execution of this Grant Offer by, or on behalf of, the Sponsor, as hereinafter provided, and said Grant Offer and acceptance shall comprise a Grant Agreement for the distribution of funds by the Department as authorized under §5.1-2.2 Code of Virginia (1950), as amended. This Grant Agreement shall become effective upon the Sponsor's acceptance and shall remain in full force as provided herein.

Commonwealth of Virginia
Department of Aviation


Randall P Burdette
Director

Date FEB 3 2012

Part II - Acceptance

The **City of Manassas** does hereby accept and agree all the terms, conditions and assurances contained in this Grant Agreement.

Executed this _____ day of _____, 20_____

City of Manassas

By _____

Title _____

Attest _____

Title _____

Certification of Sponsor's Attorney

I, Martin R. Crim,
acting as Attorney for the Sponsor do hereby certify that I have examined the foregoing Grant Agreement and find that the Sponsor has been duly authorized and is fully capable under the laws of the Commonwealth of Virginia of fulfilling all obligations under this Grant Agreement and that this Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms and conditions thereof.

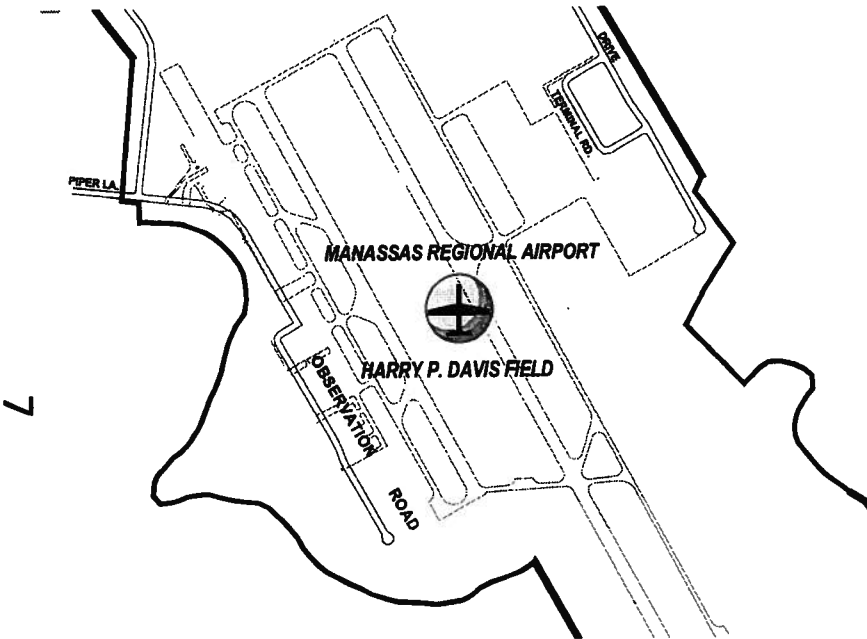
Dated at _____, Virginia this _____ day of _____, 20_____

By Martin R. Crim

Title City Attorney

Site:

Various locations around the Airport.



Project Description:

This project involves replacing the existing Security Access System that allows the Airport to use security cards at the pedestrian and automobile access gates.

Service Impact Narrative:

The project would involve replacing the existing Security Access System. The existing system requires a monthly fee to be paid to the provider. This system was state of the art when purchased almost 10 years ago. Since that time, very few systems require a monthly fee and today's Systems have enhanced abilities. The Airport will save the monthly fees and have a system that uses the latest technology. This project is eligible for Virginia Department of Aviation funding.

Comprehensive Plan Conformance:

The project conforms to the Comprehensive Plan.

Year Introduced in CIP: 2012

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

AGENDA STATEMENT

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ITEM NO. 3

MEETING DATE: February 22, 2012 - Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2012-63-R Amending the FY 2012 Budget by Budgeting and Appropriating \$2,475 of Additional State Grant Funds for Rehabilitation and Maintenance of Portions of the West Ramps as Part of the Airport Paving Program at the Manassas Regional Airport and Accepting the Virginia Department of Aviation Grant and Authorizing the Mayor to Sign the Grant Agreement

DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL: December 13, 2010 – City Council (Approved Resolution 2011-59-R - \$84,870 State and \$21,218 Airport)

SUMMARY OF ISSUE/TOPIC: The Virginia Department of Aviation has offered the City of Manassas additional grant funds in the amount of \$2,475 to for rehabilitation and maintenance of portions of the West Ramps at the Manassas Regional Airport. The original grant amount was \$84,870 and the new amount will be \$87,345. The grant offer must be accepted and certified by March 19, 2012 or it may be withdrawn by the Commonwealth of Virginia. The grant expiration has been extended to March 31, 2012 unless otherwise extended by the Virginia Department of Aviation.

This resolution will budget and appropriate \$2,475 of State grant revenue in the Airport Capital Projects Fund.

STAFF RECOMMENDATION: Approve Resolution 2012-63-R

BOARD/COMMISSION/ COMMITTEE: Airport Commission – February 16, 2012

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS:

DISCUSSION (IF NECESSARY): The format and content of this Grant Agreement has been reviewed and approved by the City Attorney.

BUDGET/FISCAL IMPACT: *PAW* \$2,475 – State Grant Revenue

STAFF: Jolene Berry, Acting Airport Director, (703) 257-8279



Commonwealth of Virginia
 Department of Aviation
 5702 Gulfstream Road
 Richmond, Virginia 23250-2422

Grant Amendment

Part I - Offer

Project Number: **CS0030-25**
 Amendment Number: **1**
 Date of Offer: **January 19, 2012**
 Date of Offer Expiration: **March 19, 2012**

WHEREAS, the Commonwealth of Virginia (hereinafter referred to as the "Commonwealth"), acting by and through the Virginia Aviation Board (hereinafter referred to as the "Board") and/or the Department of Aviation (hereinafter referred to as the "Department"), has determined that, in the interests of the Commonwealth, the Grant Agreement relating to the following Project at **Manassas Regional Airport**

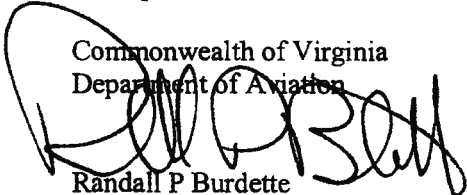
West Apron Rehabilitation (Design-Construction)

and entered into by and between the Commonwealth, acting by and through the Board and/or the Department, and the **City of Manassas** (hereinafter called "Sponsor"), and effective on **December 20, 2010**, shall be amended as hereinafter provided,

NOW, THEREFORE, WITNESSETH: That in consideration of the benefits to accrue to the parties hereto, the Board and/or the Department, acting for and on behalf of the Commonwealth, on the one part, and the Sponsor, on the other part, do hereby agree that the said Grant Agreement be, and the same hereby is, amended as follows:

Increase the maximum obligation of the Commonwealth of Virginia as provided in Part I from \$84,870.00 to \$87,344.90 (\$2,474.90 increase); and
Extend the Grant Payment Term as provided in Part I from September 30, 2011 to March 31, 2012.

The Sponsor's acceptance of this offer of Grant Amendment, with its terms and conditions, shall be evidenced by execution of this offer of Grant Amendment by, or on behalf of, the Sponsor, as hereinafter provided, and said offer of Grant Amendment and acceptance along with the Grant Agreement shall comprise the total Grant Amendment for the distribution of funds by the Department as authorized under §5.1-2.2 of the *Code of Virginia* (1950), as amended. This Grant Amendment shall become effective upon the Sponsor's acceptance and shall remain in full force as provided herein.

Commonwealth of Virginia
 Department of Aviation

 Randall P Burdette
 Director

Date JAN 19 2012

Part II – Acceptance

The City of Manassas does hereby accept and agree to all the terms, conditions and assurances contained in this Grant Amendment.

Executed this _____ day of _____, 20 _____

City of Manassas

By _____

Title _____

Attest _____

Title _____

Certification of Sponsor's Attorney

I, Martin R. Crim

Acting as Attorney for the Sponsor do hereby certify that I have examined the foregoing Grant Amendment and find that the Sponsor has been duly authorized and is fully capable under the laws of the Commonwealth of Virginia of fulfilling all obligations under this Grant Amendment and that this Grant Amendment constitutes a legal and binding obligation of the Sponsor in accordance with the terms and conditions thereof.

Dated at _____, Virginia this _____ day of _____, 20 _____

By Martin R. Crim

Title City Attorney

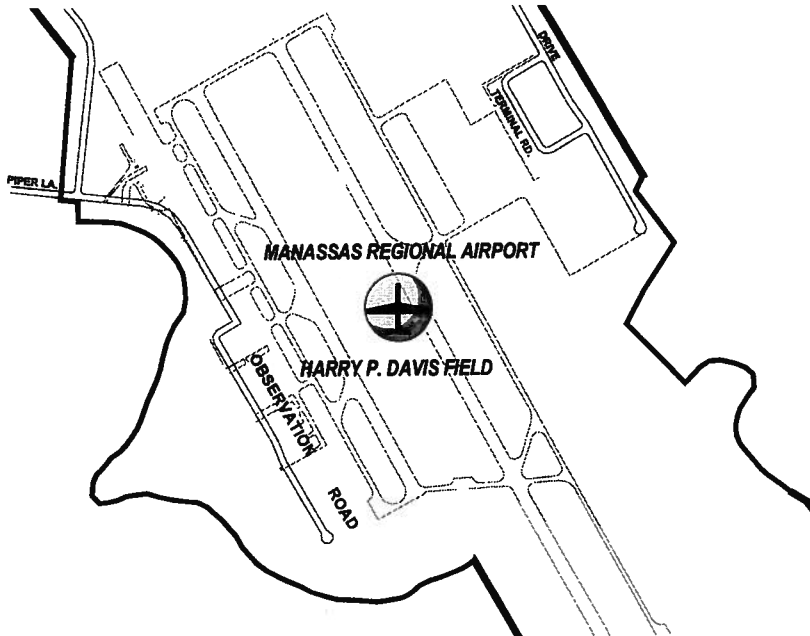
PROJECT: A-58 Airport Paving Program

DEPARTMENT: Airport

Site:

Multiple areas of airport.

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Project Description:

This project involves paving taxiways, taxilanes, ramps and parking lots, and roads around the Airport as part of a maintenance program.

Service Impact Narrative:

The projects would entail milling approximately 2 to 3 inches of asphalt and replacing it with a FAA or State approved asphalt mix, overlays, patch work and sealing. These projects would also include striping the pavement section once it has been rehabilitated. These projects are relatively small and considered to be pavement maintenance and not pavement restoration or replacement that would be considered as a stand alone CIP project.

Comprehensive Plan Conformance:

The project conforms to the Comprehensive Plan.

Year Introduced in CIP: 2010

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	State Grant Number					
Airport Capital Project Fund (Fund 575)						
Airport Paving CP3766						
Project to Date						
As of 1/30/2012						
CIP # A-58	Revenues			Expenditures		
			Airport	Total		Total
	State	Federal	Operating Fund	Revenues		Expenditures
BUDGET						
FY 2010 RES #2010-29-R	67,112.00	-	16,778.00	83,890.00		83,890.00
FY 2010 RES #2010-101-R			(897.00)	(897.00)		(897.00)
FY 2011 RES #2011-59-R	84,870.00			84,870.00		84,870.00
FY 2011 RES #2011-59-R			21,218.00	21,218.00		21,218.00
Project to Date Budget	151,982.00	-	37,099.00	189,081.00		189,081.00
ACTUAL						
✓ 2010	63,522.32	-	15,880.58	79,402.90		79,402.90
✓ 2011			21,218.00	21,218.00		109,181.13
Project to Date Actual	63,522.32	-	37,098.58	100,620.90		188,584.03
Remaining Budget Balance	(88,459.68)	-	(0.42)	(88,460.10)		496.97

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AGENDA STATEMENT

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ITEM NO. 4

MEETING DATE: February 22, 2012 – Finance Committee

TIME ESTIMATE: 30 Minutes

AGENDA ITEM TITLE: Delinquent Real Estate Tax List

DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL: April 13, 2011 – Finance Committee

SUMMARY OF ISSUE/TOPIC: Treasurer will present the delinquent tax list and discuss the Bill in Equity process.

STAFF RECOMMENDATION: INFORMATION ONLY

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS: _____

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT: *PKW* N/A

STAFF: Robin R. Perkins, City Treasurer, (703) 257-8246

