

**FINANCE COMMITTEE
WEDNESDAY, JULY 11, 2012
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA
AGENDA**

5:30 PM CALL TO ORDER

- | | |
|--|------------------------------------|
| 1. Resolution 2013-07-R Amending the FY 2013 Budget by Budgeting and Appropriating a \$44,576 Virginia Department of Aviation Grant for the Installation of an Airport Entrance Sign at the Manassas Regional Airport and Accepting the Virginia Department of Aviation Grant and Authorizing the Mayor to Sign the Grant Agreement (Rivera) | 2 Minutes
Page / |
| 2. Resolution 2013-08-R Amending the FY 2013 Budget by Budgeting and Appropriating \$5,000 from the State / Local Drug Seizure Funds for a Donation to the Virginia Public Safety Foundation (Sturm / Lawler) | 2 Minutes
Page 9 |
| 3. Resolution 2013-09-R Amending the FY 2013 Budget by Budgeting and Appropriating a \$24,637 Contribution from the Museum Associates to Install a Wall Listing Each Individual who Purchased a Brick During the 1990s Brick Campaign (Via-Gossman / Dellinger) | 5 Minutes
Page 13 |
| 4. Resolution 2013-06-R Amending the FY 2013 Budget by Transferring \$35,000 from General Fund Contingency for the June 29, 2012, Storm (Jennings) | 5 Minutes
Page 17 |
| 5. City Manager's Time | |

ADJOURNMENT

PAW/bgj

cc: Mayor
Council Members
John A. Budesky

Pat Weller
Diane Bergeron
Francis Deniega

AGENDA STATEMENTPAGE NO. / ITEM NO. / **MEETING DATE:** July 11, 2012 – Finance Committee**TIME ESTIMATE:** 2 Minutes**AGENDA ITEM TITLE:** Resolution 2013-07-R Amending the FY 2013 Budget by Budgeting and Appropriating a \$44,576 Virginia Department of Aviation Grant for the Installation of an Airport Entrance Sign 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 \$44,576 to install an Airport Entrance Sign at the entrance to the Manassas Regional Airport at Harry J. Parrish Blvd and Wakeman Drive. This grant offer represents 80% of the total eligible project cos. The total project cost is \$55,720. The grant offer must be accepted and certified by August 11, 2012 or it may be withdrawn by the Commonwealth of Virginia.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 \$11,144 (20%) local match is required and is available in the Airport's FY 2013 Budget.

This resolution will budget and appropriate \$44,576 of State grant revenue in the Airport Capital Projects Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2013-07-R

**BOARD/COMMISSION/
COMMITTEE:** Airport Commission – June 21, 2012

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 offer has been approved by the City Attorney.

**BUDGET/FISCAL
IMPACT:** \$44,576 State Grant
\$11,144 Available in Airport's FY 2013 Budget

\$55,720 Total for Airport Entrance Sign

STAFF: Juan E. Rivera, Airport Director, (703) 361-1882

RESOLUTION 2013-07-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 23rd day of July, 2012, that the following funds be budgeted and appropriated as shown and that the Virginia Department of Aviation Grant in the amount of \$44,576 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	CP3754	State Grants	\$ 44,576
575-0000-345-57-00	CP3754	Transfer from Airport Fund	\$ 11,144
Total Revenue			\$ 55,720
<u>Expenditure:</u>			
575-3754-505-39-00	CP3754	Airport Signage Project	\$ 55,720

For: State Grant for Airport Entrance Sign

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: **CS0030-28**
Date of Approval: **May 17, 2012**
Date of Offer: **June 11, 2012**
Date of Offer Expiration: **August 11, 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 (hereafter referred to as the "Project"):

Airport Entrance Sign (Design/Construction)

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, **eighty (80) 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 **\$44,576.00**.
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 **20 years**.

Grant Agreement, Project Number CS0030-28

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

JUN 12 2012

Date _____

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, _____,
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.

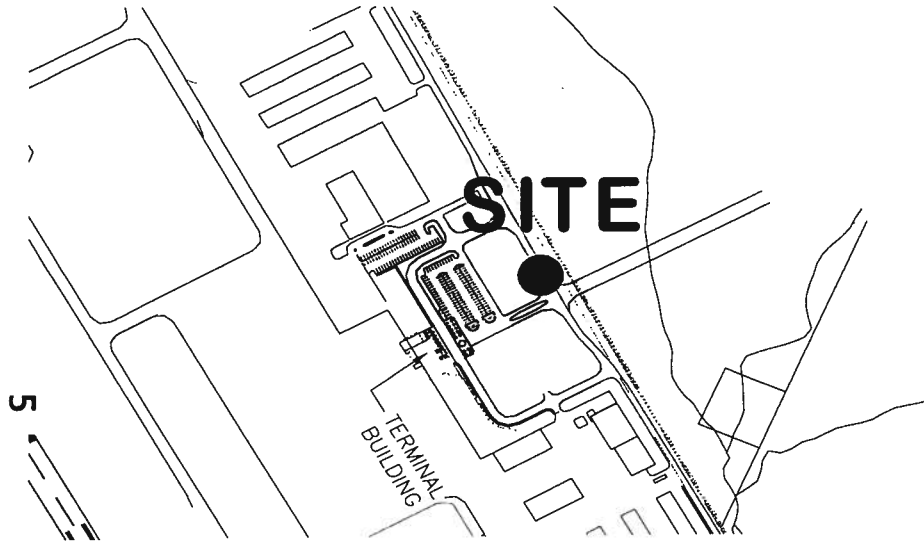
Dated at _____, Virginia this _____ day of _____, 20____

By _____

Title _____

PROJECT: A-49 New Airport Signage**DEPARTMENT: Airport****Site:**

East Side of the Airport

**Project Description:**

This project involves the development of a Signage Master Plan study and the construction of a new airport entrance sign at the new airport access road as recommended in the new Signage Master Plan.

Service Impact Narrative:

The new airport entrance road was completed in April of 2006. The new road is the main entrance into the airport and will be utilized by most of the airport customers. The airport staff will give directions to the airport by using the new entrance road, Harry Parrish Blvd. Since this will be the main entrance to the airport, it is appropriate that a new sign be installed to create a positive and favorable impression of the City of Manassas and the airport based on the signage master plan. Due to the estimated cost of implementing the Signage Master Plan, this project has been expanded to include multi-years in order to reduce the budget impact.

Comprehensive Plan Conformance:

The project conforms to the Comprehensive Plan.

Year Introduced in CIP: 2007

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

575-3754

Net Revenue (Subsidy) Required

City of Manassas	State Grant Number						
Airport Capital Project Fund (Fund 575)							
New Airport Entrance Sign at Access Rd CP3754							
Project to Date							
As of 5/31/2012							
CIP# A-49	Revenues				Expenditures		
			Airport	Total		Total	
	State	Federal	Operating Fund	Revenues		Expenditures	
BUDGET							
FY 2007 RES# 2007-07-R	-	-	10,000.00	10,000.00		10,000.00	
Project to Date Budget	-	-	10,000.00	10,000.00		10,000.00	
ACTUAL							Cash Balance
FY 2007	-		10,000.00	10,000.00		-	10,000.00
Project to Date Actual	-	-	10,000.00	10,000.00		-	10,000.00
7 Remaining Budget Balance	-	-	-	-		10,000.00	-
				Encumbrances		-	
				Budget Balance		10,000.00	
				Budget Balance per HTE		10,000.00	
				Difference		-	

AGENDA STATEMENT

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ITEM NO. 2

MEETING DATE: July 11, 2012 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2013-08-R Amending the FY 2013 Budget by Budgeting and Appropriating \$5,000 from the State / Local Drug Seizure Funds for a Donation to the Virginia Public Safety Foundation

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

**SUMMARY OF
ISSUE/TOPIC:** The Virginia Public Safety Foundation is in the process of constructing a memorial in Richmond in recognition of lives lost in the line of duty. According to the foundation, Virginia is one of only six states in the nation that does not have a monument honoring public safety heroes who have given their lives in the line of duty. Taking effect July 1, 2012, new language in the Code of Virginia allows agencies to contribute funds to the construction of this Memorial Fund using state seized / asset forfeiture funds. This \$5,000 donation will provide the Police Department with a memorial plaque for the office and an engraved brick at the memorial in Darden Garden.

As we approach the 24th anniversary of the death of Sergeant John D. Conner, III, who was killed in the line of duty, the Department feels that this is a great opportunity to show their respect for him and others like him who have made the ultimate sacrifice for the communities they served.

The Department has determined that this contribution will not negatively impact law-enforcement training or operations.

This resolution will budget and appropriate \$5,000 of State / Local Drug Seizure Funds in the General Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2013-08-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):** The balance in the State / Local Drug Seizure Revenue Account is \$99,708.89

**BUDGET/FISCAL
IMPACT:** \$5,000 – State / Local Drug Seizure Revenue

STAFF: Tamara Sturm, Fiscal Specialist, (703) 257-8065
Captain Quentin F. Lawler, Administrative Services Division, (703) 257-8003

RESOLUTION 2013-08-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 23rd day of July, 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Revenues:</u>		
100-0000-318-16-00	State / Local Drug Seizure Funds	\$ 5,000
<u>Expenditures:</u>		
100-1701-421-39-00	Darden Garden Donation	\$ 5,000
<u>Actual Transfers</u>		
100-0000-221-17-32	\$5,000.00	

For: Drug Seizure Funds for Darden Garden Donation

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

Account number . . : 100-0000-221.17-32 Db/Cr . : C

Fund : 100 General Fund
Department : 00
Division : 00
Activity basic . . : 22 Current Liability
Sub activity . . . : 1 Other Deposits
Element : 17 Police Department
Object : 32 State/Local Drug Seizure

	<u>Debits</u>	<u>Credits</u>	<u>Account balance</u>
			115,260.37
Current :	18,770.00	3,641.27	
Unposted :	1,691.00	1,268.25	
Total :	20,461.00	4,909.52	99,708.89

F7=Project data
F11=Account activity

F8=Misc inquiry
F12=Cancel

F9=Misc update
F16=Pending trans

F10=Detail trans
F24=More keys

AGENDA STATEMENT

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ITEM NO. 3

MEETING DATE: July 11, 2012 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Resolution 2013-09-R Amending the FY 2013 Budget by Budgeting and Appropriating a \$24,637 Contribution from the Museum Associates to Install a Wall Listing Each Individual that Purchased a Brick During the 1990's Brick Campaign

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

**SUMMARY OF
ISSUE/TOPIC:**

The Museum Associates have donated funds to install a wall with the names of the individuals that purchased a brick during the 1990s brick campaign and for future fundraising efforts. This project is to replace the original bricks that were purchased and have deteriorated due to time and weather with a permanent display that is designed to withstand the elements. The Associates will be continuing to sell names for this project.

This resolution will budget and appropriate \$24,637 of donation revenue in the General Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2013-09-R

**BOARD/COMMISSION/
COMMITTEE:** Manassas Museum Associates Board - June 19, 2012

RECOMMENDATION: X Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** \$24,637- Museum Associates Donation

STAFF: Elizabeth S. Via-Gossman, Community Development Director, (703) 257-8224
Mary Helen Dellinger, Curator, (703) 257-8452

RESOLUTION 2013-09-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 23rd day of July, 2012, 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 Donations	\$ 24,637
<u>Expenditures:</u>		
100-3101-453-39-00	Brick Wall Installation	\$ 24,637
<u>Actual Transfers</u>		
100-0000-221-31-83	\$24,637.00	

For: Museum Associates Brick Campaign Donation

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

Account number . . : 100-0000-221.31-83 Db/Cr . : C

Fund : 100 General Fund
Department : 00
Division : 00
Activity basic . . . : 22 Current Liability
Sub activity : 1 Other Deposits
Element : 31 Museum System
Object : 83 Museum Brick Project

	<u>Debits</u>	<u>Credits</u>	<u>Account balance</u>
			8,377.97
Current :	.00	1.19	
Unposted :	.00	.00	
Total :	.00	1.19	8,379.16

F7=Project data
F11=Account activity

F8=Misc inquiry
F12=Cancel

F9=Misc update
F16=Pending trans

F10=Detail trans
F24=More keys

Diane Bergeron

From: Francis Deniega
Sent: Thursday, July 05, 2012 4:58 PM
To: Diane Bergeron
Subject: 100-0000-221-3183

Session A - [24 x 80]

File Edit View Communication Actions Window Help

CR401I04 City of Manassas Treasurer's Office
Payment Inquiry 1

Operator ID: HCAHILL Date: 7/05/12 Number: 00 Receipt number:

Customer	Location	Amount	Pay Type	Sub Type	Svc Cd	Lien
		16257.64	M			

G/L credit account : 10000002213183
G/L debit account :
Bank code :
Project number :

F12=Cancel

01/001

002 - Session successfully started

Francis Deniega | Accountant
City of Manassas | 9027 Center Street Manassas, VA 20110
☎: 703.257.8239 | 📠: 703.257.5060 | ✉: fdeniega@manassasva.gov

AGENDA STATEMENT

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ITEM NO. 4

MEETING DATE: July 11, 2012 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Resolution 2013-06-R Amending the FY 2013 Budget by Transferring \$35,000 from General Fund Contingency for the June 29, 2012 Storm Damage

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

SUMMARY OF ISSUE/TOPIC:

Last Friday's "Derecho" storm on June 29, 2012, produced winds throughout Northern Virginia in excess of 70 mph. As a result of this storm, significant tree damage occurred throughout the City. Public Works crews have been cleaning up storm debris since last Friday and will continue through July 6, 2012. Staff is requesting funding for the removal of a tree on Greengate Court on City property which fell during the storm onto a citizen's rear yard. Due to the size of the tree, removal will require the use of a crane. A portion of the tree still stands and poses a safety hazard to the citizen's house. In addition, the collection of tree debris by Public Works crews has created the need to grind the debris into mulch. Staff is requesting approval to transfer \$35,000 from general fund contingency for tree removal on Greengate Court - \$15,000 and tub grinder rental for debris removal - \$20,000.

This resolution will transfer \$35,000 from Contingency in the General Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2013-06-R

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

DISCUSSION (IF NECESSARY):

**BUDGET/FISCAL
IMPACT:** \$35,000 - General Fund Contingency

STAFF: Gene Jennings, Deputy Director of Public Works, (703) 257-8251

RESOLUTION 2013-06-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 23rd day of July, 2012, that the following funds be transferred as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Expenditures:</u>		
100-9600-411-95-01	General Fund Contingency	\$ (35,000)
100-2553-431-39-00	Tree & Debris Removal	\$ 35,000

For: June 29, 2012 Storm Damage

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 & ADMINISTRATION DEPARTMENT

July 6, 2012

TO: John A. Budesky, City Manager

FROM: Diane V. Bergeron, Budget Manager

SUBJECT: Current Status of Miscellaneous Contingency - Account #100-9600-411-9501

The following is a list of the transfers from the Miscellaneous Contingency account during Fiscal Year 2013 and the current status of that account:

BEGINNING BALANCE	\$250,750
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<u>Ordinance/Resolution #</u>	
<i>2013-06-R June 29, 2012 Storm Damage</i>	<i>(35,000)</i>

CURRENT BALANCE	<u>\$ 215,750</u>
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DVB/dvb