

**FINANCE COMMITTEE
WEDNESDAY, JULY 25, 2012
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA
AGENDA**

5:30 PM CALL TO ORDER

- | | |
|---|-------------------------------------|
| 1. Approve Minutes of the June 27, 2012, and July 11, 2012, Finance Committee Meetings | 1 Minute
Page 1 |
| 2. Resolution 2013-10-R Amending the FY 2013 Budget by Budgeting and Appropriating a \$40,978 State Rescue Squad Assistance Fund Grant for the Purchase of Extrication Tools and Equipment (Bowman) | 2 Minutes
Page 5 |
| 3. Resolution 2013-11-R Amending the FY 2013 Budget by Budgeting and Appropriating \$9,460 from Water Fund Retained Earnings for the State Waterworks Connection Fee Increase | 3 Minutes
Page 9 |
| 4. Resolution 2013-12-R Amending the FY 2013 Budget by Budgeting and Appropriating \$1,800,000 from the Fire Rescue Fleet Fund (Fund Balance) to Purchase a Pumper Vehicle and a Ladder Vehicle | 30 Minutes
Page 13 |
| 5. City Manager's Time | |

ADJOURNMENT

PAW/bgj

cc: Mayor
Council Members
John A. Budesky

Pat Weller
Diane Bergeron
Francis Denlega

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, JUNE 27, 2012
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 Sheryl L. Bass (Alternate)

OTHERS PRESENT: Mayor Harry J. Parrish II, City Manager John A. Budesky, Finance & Administration Director Pat Weiler, Budget Manager Diane V. Bergeron, Fire & Rescue Chief Brett Bowman, Community & Economic Development Director Liz Via-Gossman, Treasurer Robin Perkins, Neighborhood Services Manager Kisha Wilson-Sogunro

GUESTS PRESENT: President of Historic Manassas, Inc., Mark Olson, Treasurer of Manassas Volunteer Fire Company Jason Lesnick.

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

AGENDA ITEM #1 Approve Minutes of June 6, 2012, and June 13, 2012, Finance Committee Meetings

A motion was made and seconded to approve the minutes of the June 6, 2012, and June 13, 2012, Finance Committee meetings. The Committee approved (2/0).

AGENDA ITEM #2 Resolution R-2013-07 Accepting an EMS Equipped, Patient Transport Capable Utility Terrain Vehicle through a Regional Grant

Brett Bowman presented Staff's recommendation to accept an EMS equipped, patient transport capable utility terrain vehicle through a regional grant. The Committee approved (2/0). This item will be forwarded to the July 9, 2012, City Council meeting and will not be on the Consent Agenda.

AGENDA ITEM #3 Resolution 2012-90-R Amending the FY 2012 Budget by Budgeting and Appropriating \$40,000 Fire and Rescue Fund Balance for the Manassas Volunteer Fire Company's Apparatus Repair Expenses

Jason Lesnick and Pat Weiler presented Staff's recommendation to amend the FY 2012 budget by budgeting and appropriating \$40,000 Fire and Rescue Fund Balance for the Manassas Volunteer Fire Company's apparatus repair expenses. The Committee approved (2/0). This item will be forwarded to the July 9, 2012, City Council meeting.

AGENDA ITEM #4 Treasurer's Investment Reports as of January 31, 2012, and April 30, 2012

Robin Perkins presented the Treasurer's Investment Reports as of January 31, 2012, and April 30, 2012. This item was for information only.

The Treasurer will come to a Finance Committee meeting in September with a proposed delinquent tax collection policy.

AGENDA ITEM #5 Resolution 2013-04-R Amending the FY 2013 Budget by Budgeting and Appropriating Funds from the FY 2012 Budget for Operations and Grants

Pat Weiler presented Staff's recommendation to amend the FY 2013 budget by budgeting and appropriating funds from the FY 2012 budget for Operations and Grants. The Committee approved (2/0). This item will be forwarded to the July 9, 2012, City Council meeting for action after a Public Hearing.

Liz Via-Gossman will make a presentation on the Sesquicentennial and Brett Bowman will make a presentation on the trailer at the July 9, 2012, City Council meeting.

AGENDA ITEM #6 City Manager's Time

John A. Budesky had no report.

Pat Weiler reported that Moody's has lifted the negative outlook on the City's bond rating.

Council Member Randolph reported that the Train Depot has water damage and peeling paint on exterior underside of the roof.

Mayor Parrish thanked Staff for their work on Sudley Road.

Mayor Parrish reported that there are several lights out at the Harris Pavilion.

Chairman Aveni reported that he recently saw a large group of people digging holes and pouring concrete at 9500 Liberty Street and asked Staff to have an Inspector investigate. Chairman Aveni also reported that the flags at 9500 Liberty Street are deteriorated.

The meeting was adjourned at 5:45 PM by Chairman Aveni.

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, JULY 11, 2012
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA**

COMMITTEE MEMBERS PRESENT: Council Member Marc Aveni, Chairman
Council Member J. Steven Randolph
Vice Mayor Andrew L. Harrover

COMMITTEE MEMBERS ABSENT: Council Member Mark D. Wolfe (Alternate)

OTHERS PRESENT: Mayor Harry J. Parrish II, City Manager John A. Budesky, Budget Manager Diane V. Bergeron, Community & Economic Development Director Liz Via-Gossman, Museum Curator Mary Helen Dellinger, Airport Director Juan Rivera, Deputy Public Works Director Gene Jennings, Police Captain Trey Lawler

GUESTS PRESENT: None.

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

AGENDA ITEM #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

Juan Rivera presented Staff's recommendation to amend 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. The Committee approved (3/0). This item will be forwarded to the July 23, 2012, City Council meeting.

AGENDA ITEM #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

Trey Lawler presented Staff's recommendation to amend 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. The Committee approved (3/0). This item will be forwarded to the July 23, 2012, City Council meeting.

AGENDA ITEM #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

Liz Via-Gossman and Mary Helen Dellinger presented Staff's recommendation to amend 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. The Committee approved (3/0). This item will be forwarded to the July 23, 2012, City Council meeting.

AGENDA ITEM #4 Resolution 2013-06-R Amending the FY 2013 Budget by Transferring \$29,160 from the General Fund Contingency for the June 29, 2012, Storm

Gene Jennings presented Staff's recommendation to amend the FY 2013 Budget by transferring \$29,160 from the General Fund Contingency for the June 29, 2012, storm. The Committee approved (3/0). This item will be forwarded to the July 23, 2012, City Council meeting.

AGENDA ITEM #5 City Manager's Time

John A. Budesky reported that he will be working with the Finance & Administration Director on non-profit budget process research, capital planning efforts, and debt policy planning efforts.

John A. Budesky reported that the Council Retreat will be August 10 and 11.

The meeting was adjourned at 6:02 PM by Chairman Aveni.

AGENDA STATEMENT

PAGE NO. 5

ITEM NO. 2

MEETING DATE: July 25, 2012 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2013-10-R Amending the FY 2013 Budget by Budgeting and Appropriating a \$40,978 State Rescue Squad Assistance Fund Grant for the Purchase of Extrication Tools and Equipment

DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL: City Council – July 9, 2012 (2013-04-R Carryover for Operations and Grants – Budget and Appropriate 50% Match of \$40,978)

SUMMARY OF ISSUE/TOPIC: Each year the Virginia Office of Emergency Medical Services (VA OEMS) awards funding, through an application and award process for the Rescue Squad Assistance Fund (RSAF) grant. Through this grant process, the City of Manassas was awarded \$40,977.50 for rescue equipment – extrication tools (hydraulic rescue tools). The RSAF grant is a 50/50 matching grant. The \$40,978 match was budgeted and appropriated as part of the Carryover Resolution 2013-10-R.

This resolution will budget and appropriate a \$40,978 State Grant in the Fire Rescue Fund.

STAFF RECOMMENDATION: Approve Resolution 2013-10-R


BOARD/COMMISSION/ COMMITTEE: Fire and Rescue Committee - February 16, 2012

RECOMMENDATION: X Approve ___ Disapprove ___ Reviewed ___ See Comments

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

COMMENTS: _____

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT:  \$40,978 – State Grant
\$40,978 – Approved in FY 2013 Carryover
\$81,956 Total for Extrication Equipment

STAFF: Brett Bowman, Fire and Rescue Chief, (703) 257-8458

RESOLUTION 2013-10-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 13th day of August, 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
FIRE RESCUE FUND		
<u>Revenues:</u>		
285-0000-324-22-15	State Grant for Extrication Equipment	\$ 40,978
<u>Expenditures:</u>		
285-2215-422-71-00	Extrication Equipment	\$ 40,978

For: State Grant for Extrication Equipment

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 Health

Karen Remley, M.D., MBA FAAP
State Health Commissioner

Gary R. Brown
Director

P. Scott Winston
Assistant Director

Office of Emergency Medical Services
1041 Technology Park Drive
Glen Allen, VA 23059-4500

1-800-523-6019 (VA only)
804-888-9100 (Main Office)
804-888-9120 (Training Office)
FAX: 804-371-3108

July 1, 2012

Brett Bowman
City Of Manassas Fire And Rescue
9324 West Street Suite 204
Manassas, VA 20110

Dear Grant Administrator: *Brett*

The Office of Emergency Medical Services (OEMS) is pleased to announce that your agency has been awarded funding from the Financial Assistance for Emergency Medical Services Grant Program, known as the Rescue Squad Assistance Fund (RSAF). The attached Award Page itemizes the actual dollar value, quantity, funding level and item(s) your agency has been awarded under this program. The following documents have been included in your grant award package:

- **Memorandum of Agreement:** All three (3) pages of this document must be signed and returned by **September 1, 2012**. Original or faxed copies will be accepted.
- **Instructions for Grant Reimbursement:** All items must be submitted in order to process your reimbursement.
- **Equipment Status/Final Report Form:** This form must be submitted sixty (60) days after the grant cycle deadline.

If your agency has had special conditions placed on your grant award, any and all conditions must be met in order to receive reimbursement. All vehicles that are awarded under the RSAF Grant Program must be available for service 24 hours a day – 7 days a week. *Any agency that is not fully compliant with EMS data submission through OEMS will not be reimbursed for their grant award until compliance has been fully met.*

Items awarded may be available by state contract, www.eva.virginia.gov, OEMS recommends your agency purchase under state contract if applicable. For radio equipment purchases, OEMS recommends you check the Virginia Technologies Information Agency (VITA) contract for pricing at the following website <http://www.vita.virginia.gov/services/default.aspx?id=3361>.

If you have any questions, please contact Amanda Davis, OEMS Grant Program Manager at (804) 888-9106, Amanda.Davis@vdh.virginia.gov or Linwood P. Pulling, Grant Specialist at (804) 888-9105, Linwood.Pulling@vdh.virginia.gov or 1-800-523-6019 for additional grant information.

Congratulations,
Gary
Gary R. Brown
Director

Enclosures



Office of Emergency Medical Services
Consolidated Grant Program

AWARD PAGE

July 1, 2012 - June 30, 2013 Grant Period

Agency Name: CITY OF MANASSAS FIRE AND RESCUE

Grant Number: NV-C06/06-12

<u>Item Type (Item)</u>	<u>Status</u>	<u>Quantity Funded</u>	<u>Funding % Level</u>	<u>Amount Funded</u>
Rescue Equipment - Extrication(Hydraulic Rescue Tools)	FUNDED	1	50	\$40,977.50
				<u>\$40,977.50</u>

AGENDA STATEMENT

PAGE NO. 9

ITEM NO. 3

MEETING DATE: July 25, 2012 – Finance Committee

TIME ESTIMATE: 3 Minutes

AGENDA ITEM TITLE: Resolution 2013-11-R Amending the FY 2013 Budget by Budgeting and Appropriating \$9,460 from Water Fund Retained Earnings for the State Waterworks Connection Fee Increase

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

SUMMARY OF ISSUE/TOPIC: The Virginia Department of Health (VDH), Office of Drinking Water has advised that, due to a reduction in State funding, the Waterworks Connection Fee will increase from \$2.05 to \$2.95 per connection effective July 1, 2012. As of June 30, 2012, 10,918 customers were billed. In order to maintain the current level of service, along with a reduction in funding under The Appropriation Act for the 2012-2014 biennium, VDH has been authorized to increase the Community Waterworks fees associated with the Waterworks Technical Assistance Fund to a level not to exceed \$3.00 per connection. This budget amendment is designed for VDH to more proportionally align fees to service costs, thus ensuring the longevity of the program and the services provided. The City's Waterworks Connection Fee for FY 2013 will increase from \$22,750 to \$32,208.10.

This resolution will budget and appropriate \$9,460 of Retained Earnings in the Water Fund.

STAFF RECOMMENDATION: Approve Resolution 2013-11-R

BOARD/COMMISSION/ COMMITTEE: Utility Commission - July 12, 2012

RECOMMENDATION: X Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS: _____

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT: *DAW* \$9,460 – Water Fund Retained Earnings

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

RESOLUTION 2013-11-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 13th day of August, 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
WATER FUND		
<u>Revenues:</u>		
530-3599-501-96-04	Water Fund Retained Earnings	\$ 9,460
<u>Expenditures:</u>		
530-3531-501-39-24	Waterworks Connection Fee	\$ 9,460

For: Waterworks Connection Fee Increase

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

Raw



COMMONWEALTH of VIRGINIA

DEPARTMENT OF HEALTH OFFICE OF DRINKING WATER

Karen Remley, MD, MBA, FAAP
State Health Commissioner

J. Wesley Kleene, PhD, PE
Director, Office of Drinking Water

Madison Building
109 Governor Street, 6th Floor
Richmond, VA 23219
Phone: 804-864-7500
Fax: 804-864-7521

June 14, 2012

Dear Waterworks Owner/Operator:

Over the past several years, the Commonwealth of Virginia has faced challenging fiscal circumstances that have required very difficult decisions. This has included establishment of some new fees for certain services that had previously been support by state general funds.

The Office of Drinking Water (ODW) within the Virginia Department of Health (VDH) has been very fortunate over the last several years to avoid budgetary reductions that would have impacted the level of services provided, or that would have required new fees. Throughout the preceding fiscal years, ODW has been able to absorb the imposed budget reductions through internal cost-savings initiatives and/or optimization of specific program activities supported by alternative funding sources.

The Appropriation Act for the 2012-2014 biennium, which takes effect July 1, 2012, reduces water program state funding by \$841,163 and authorizes VDH to increase the community waterworks fees associated with the Waterworks Technical Assistance Fund to a level *not to exceed \$3.00 per connection*. This budget amendment is designed to more proportionally align fees to service costs, thus ensuring the longevity of the program and services provided.

To maintain our current level of service to waterworks ODW believes it must increase fees. Beginning with the July 1 billing cycle, ODW will increase the Technical Assistance Fee to community waterworks to \$2.95 per connection. Therefore we encourage you to adjust your budgets as necessary in preparation for the increased fee. The \$160,000 maximum fee for the very large waterworks has not been changed.

VDH understands the challenge this may present to individual community waterworks and have made every effort to limit the impact. Through our combined efforts and cooperation, we can all continue to ensure that Virginia is able to provide safe and sufficient drinking water to all consumers.

Thank you for your continued support of the Technical Assistance Fee.

Sincerely,

Steve Pellei, P.E.
Acting Director
Office of Drinking Water

109 Governor Street, 6th Floor, Richmond, VA 23219
Phone: (804) 864-7501 Fax: (804) 864-7521

WATERWORKS OPERATION FEE

Bill To: MANASSAS, CITY OF
ATTN: W/S SUPERINTENDENT
P O BOX 512
MANASSAS, VA 20108

Payment To: Office of Drinking Water
Virginia Department of Health
109 Governor Street, 6th Floor
Richmond, Virginia 23219-3635

VDH Federal Identification Number: 546001775

Payment Terms:

All checks should be made payable to: VDH - Waterworks Technical Assistance Fund. All payments received will be applied to the oldest outstanding amount due.

For questions or payment arrangements: Leigh Estes, ODW Business Manager, (804) 864-7505

Check/money orders: Return this invoice/data verification notice with your payment in the enclosed envelope. There will be a \$50 charge applied for checks returned due to insufficient funds, stale dates, account closure, and dishonored credit/debit card payments.

EFT/State Agencies: Indicate the invoice Bill ID number on remittance/documentation.

PWS Type C: Annual billings of \$400 or greater are automatically eligible for quarterly installment payments. The first installment is due August 1. Annual billings less than \$400 are due in full August 1. The annual charge is \$2.08 per connection.

PWS Type P: The annual charge is a flat fee of \$90 and is due November 1.

If your invoice is \$400.00 or greater, you have the option to pay in a lump sum or four equal quarterly payments as shown below. Please retain a copy of this invoice and RETURN A COPY with each payment to ensure that your account is properly credited.

08-01 Lump Sum or First Installment

02-01 Third Installment

11-01 Second Installment

05-01 Fourth Installment

Bill ID	Account ID	Billing Period
120770	1410	July 1, 2011 - June 30, 2012

Make corrections in the shaded areas provided and pay the corrected amount.

PWS ID	PWS Name	PWS Type	Connections	Extended Price
6685100	CITY OF MANASSAS-WATER PLANT	C	10887 [2]	\$22,318.35

The information on this invoice is true, accurate, and correct to the best of my knowledge, and I will clarify or supplement information pertaining to this invoice upon request. Any corrections are made in the shaded areas provided.

Subtotal:	\$22,318.35	55
Other: No fees are to exceed \$100,000		55
Total:	\$22,318.35	110.55

PO 120117
entered
8-17-11
[Signature]

AGENDA STATEMENT

PAGE NO. 13

ITEM NO. 4

MEETING DATE: July 25, 2012 – Finance Committee

TIME ESTIMATE: 30 Minutes

AGENDA ITEM TITLE: Resolution 2013-12-R Amending the FY 2013 Budget by Budgeting and Appropriating \$1,800,000 from the Fire Rescue Fleet Fund (Fund Balance) to Purchase a Pumper Vehicle and a Ladder Vehicle

DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL: February 27, 2012 – Adoption of #O-2012-10

SUMMARY OF ISSUE/TOPIC: On February 27, 2012 the City Council adopted the Manassas City Fire and Rescue System Fleet Plan with Ordinance #O-2012-10. This ordinance stipulated that the FRC shall present to City Council their recommendation (specifications of new a vehicle, purchase of existing vehicle, or use of existing specifications and contracts) for the purchase of a pumper vehicle and a ladder vehicle.

The FRC created a Specifications Ad Hoc Committee which has developed specifications. The FRC reviewed the specifications on July 19, 2012; and the City Purchasing Staff are preparing the bid documents.

STAFF RECOMMENDATION: Approve Resolution 2013-12-R
BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS: _____

DISCUSSION:

BUDGET/FISCAL IMPACT: *PK* \$1,800,000 from Fire Rescue Fleet Fund (Fund Balance)

STAFF: Chief Brett R. Bowman, Fire and Rescue Department (703) 257-8458

RESOLUTION 2013-12-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 13th day of August 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
FIRE RESCUE FUND		
<u>Revenues:</u>		
285-0000-346-01-00	Fire Rescue Fund Fund Balance	\$ 1,800,000
<u>Expenditures:</u>		
285-2093-422-73-00	Vehicle / Equipment	\$ 1,800,000

For: Pumper and Ladder Vehicles

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

Handwritten initials