

**FINANCE COMMITTEE  
WEDNESDAY, JUNE 6, 2012  
SECOND FLOOR CONFERENCE ROOM  
CITY HALL - MANASSAS, VIRGINIA  
AGENDA**

**5:30 PM CALL TO ORDER**

- |   |                   |               |
|---|-------------------|---------------|
| 1. Approve Minutes of the May 9, 2012, Finance Committee Meeting  | <b>1 Minute</b>   | <b>Page /</b> |
| <hr/>   |                   |               |
| 2. Resolution 2012-84-R Amending the FY 2012 Budget by Budgeting and Appropriating \$1,996,376 for Radio Replacement (Moon / Hood)  | <b>20 Minutes</b> |               |
|   | <b>Page 3</b>     |               |
| <hr/>   |                   |               |
| 3. Consideration of Ordinance O-2012-12 to Amend Uncodified Ordinance O-2011-05 Establishing a Fee Schedule for Utilities; Water Availability and Service Connection Charges by Revising Section 118-82(d) Service Connection Charge (LeRoy / Peters) | <b>10 Minutes</b> |               |
|   | <b>Page 15</b>    |               |
| <hr/>   |                   |               |
| 4. Resolution 2012-85-R Amending the FY 2012 Budget by Budgeting and Appropriating an Additional \$2,099 of Four for Life Grant Revenue (Bergeron)  | <b>2 Minutes</b>  |               |
|   | <b>Page 25</b>    |               |
| <hr/>   |                   |               |
| 5. FY 2012 to FY 2013 Carryover Process   | <b>5 Minutes</b>  |               |
|   | <b>Page 31</b>    |               |
| <hr/>   |                   |               |
| 6. <b>City Manager's Time</b>   |                   |               |

A Resolution to adopt the Pay Plan will be brought to Council on June 18<sup>th</sup>.

**ADJOURNMENT**

PAW/bgj

cc: Mayor  
Council Members  
John A. Budesky

Pat Weller  
Diane Bergeron  
Francis Denlega



**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE  
WEDNESDAY, MAY 9, 2012  
SECOND FLOOR CONFERENCE ROOM  
CITY HALL - MANASSAS, VA**

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

**COMMITTEE MEMBERS ABSENT:** Council Member J. Steven Randolph

**OTHERS PRESENT:** Mayor Harry J. Parrish II, Council Member Jonathan Way, City Manager John A. Budesky, Budget Manager Diane V. Bergeron, Police Lieutenant Tina Laguna, Community Development Director Liz Via-Gossman, Fire and Rescue Chief Brett Bowman, Police Fiscal Specialist Tamara Sturm

**GUESTS PRESENT:** None.

The meeting was called to order at 5:32 PM by Chairman Aveni.

**AGENDA ITEM #1 Approve Minutes of the April 25, 2012, Finance Committee Meeting**

A motion was made and seconded to approve the minutes of the April 25, 2012, Finance Committee Meeting. The Committee approved (2 / 0).

**AGENDA ITEM #2 Review of the 2012 Edward Byrne Memorial Justice Assistance Grant Application Being Submitted on Behalf of the Police Department**

Tina Laguna presented a review of the 2012 Edward Byrne Memorial Justice Assistance grant application that is being submitted on behalf of the Police Department. This item was for information only.

**AGENDA ITEM #3 Resolution 2012-80-R Amending the FY 2012 Budget by Budgeting and Appropriating \$95,000 from Unallocated Land Sale Revenue at Manassas Gateway Office Park for Engineering Services**

Liz Via-Gossman presented Staff's recommendation to amend the FY 2012 budget by budgeting and appropriating \$95,000 from unallocated land sale revenue at Manassas Gateway Office Park for engineering services. The Committee approved (2 / 0). This item will be forwarded to the May 21, 2012, City Council meeting.

**AGENDA ITEM #4 Resolution R-2012-44 Providing a Schedule of Rates for Emergency Medical Transport Fees**

Brett Bowman presented Staff's proposed schedule of rates for emergency medical transport fees. The Committee approved (2 / 0). This item will be forwarded to the May 21, 2012, City Council meeting.

**AGENDA ITEM #5 Resolution 2012-81-R Amending the FY 2012 Budget by Budgeting and Appropriating \$1,380,000 from the Fire Rescue Fleet Fund (Fund Balance) to Purchase a Pumper Vehicle and a Ladder Vehicle**

This item was removed from the Agenda. Council Member Way requested a purchase price and a lease price in the vehicle bids.

**AGENDA ITEM #6 Discussion of the City Manager Discretionary Account**

John A. Budesky reported that over the next 90 days he will be evaluating other communities' processes for non-profit contributions and discretionary accounts; and he will bring back to the Finance Committee a proposal for non-profit contributions and the City Manager's discretionary account.

**AGENDA ITEM #7 List of Future Finance Committee Items**

Council Member Aveni presented a list of future Finance Committee Items. This item was for information only.

**AGENDA ITEM #5 City Manager's Time**

Diane Bergeron reported that Airport Director Juan Rivera is applying for an FAA grant for the runway extension project and that, in the interest of time, he may need to bypass Finance Committee and go directly to City Council to budget and appropriate the grant when it is received. The Committee asked that Mr. Rivera meet with the Finance Committee Chairman before taking this item directly to City Council.

Diane Bergeron distributed an email from the Manassas City Public Schools reporting that the School Board has amended their FY 2013 budget categories to fund a 1% VRS increase and inquiring about the most expeditious way to request the \$250,000 in the Education Forward Contingency. The City Manager will ask the Mayor to either schedule a work session or discuss this item at the May 14<sup>th</sup> City Council Meeting. Councilmember Way requested a break down of how the \$250,000 will be used as well as a comparison of the FY 2012 and FY 2013 budgets detailing which initiatives have been funded.

John A. Budesky reported that a better process to develop the School CIP is needed.

Council Member Way requested that the City Manager and Police Chief explore whether or not the Feds have an interest in renewing the 287G agreement.

Vice Mayor Harrover stated that the City should be working with the Chamber's Economic Development Committee.

The meeting was adjourned at 7:09 PM by Chairman Aveni.

# AGENDA STATEMENT

PAGE NO. 3

ITEM NO. 2

MEETING DATE: June 6, 2012 – Finance Committee

TIME ESTIMATE: 20 Minutes

AGENDA ITEM TITLE: Resolution 2012-84-R Amending the FY 2012 Budget by Budgeting and Appropriating \$1,996,376 for Radio Replacement

DATE THIS ITEM WAS  
LAST CONSIDERED  
BY COUNCIL:

Discussed During FY 2013 Budget Work Sessions

SUMMARY OF  
ISSUE/TOPIC:

The City Police and Fire Rescue Departments interoperate on systems throughout the National Capitol Region. Fairfax and Prince William Counties are two specific systems that are interoperated with the most and are switching to P25 Systems. The Fire and Rescue Department operates solely on the Prince William County system which will be converted to P25 in January 2013. The City's radios are not P25 capable and therefore all interoperability would be lost with P25 systems. Additionally, the majority of the City's radios are no longer supported by Motorola due to age and model phase out. These radios cannot be repaired. The City's radio system will also reach its end-of-life and support in 2013. All new systems must be P25 and therefore all radios purchased must also be P25. New P25 radios meet the latest standards for interoperability and compatibility. The City can take advantage of significant discounts (31-34%) negotiated through the Prince William County contract with Motorola if radios are purchased by January 2013.

This resolution will budget an appropriate \$1,996,376 in the General Capital Projects Fund.

## STAFF

RECOMMENDATION: Approve Resolution 2012-84-R

BOARD/COMMISSION/  
COMMITTEE:

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

DISCUSSION  
(IF NECESSARY):

BUDGET/FISCAL  
IMPACT:

\$ 66,663 - Sewer Fund  
\$ 66,663 - Water Fund  
\$ 206,100 - Electric Fund  
\$ 21,950 - Airport Fund  
\$1,635,000 - Capital Reserve Fund (Police/Fire/Rescue/General Government)  
**\$1,996,376 Total Radio Replacement**

STAFF:

Michael Moon, Director Public Works & Utilities, (703) 257-8226  
Paul Hood, Electronic Systems Supervisor, (703) 257-8461

## RESOLUTION 2012-84-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 18<sup>th</sup> day of June 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
<b>SEWER FUND</b>		
<u>Revenue:</u>		
520-0000-346-04-00	Sewer Fund Retained Earnings	\$ 66,663
<u>Expenditure:</u>		
520-3599-501-92-31	Transfer to General Capital Projects Fund	\$ 66,663
<b>WATER FUND</b>		
<u>Revenue:</u>		
530-0000-346-04-00	Water Fund Retained Earnings	\$ 66,663
<u>Expenditure:</u>		
530-3599-501-92-31	Transfer to General Capital Projects Fund	\$ 66,663
<b>ELECTRIC FUND</b>		
<u>Revenue:</u>		
540-0000-346-04-00	Electric Fund Retained Earnings	\$ 206,100
<u>Expenditure:</u>		
540-3599-501-92-31	Transfer to General Capital Projects Fund	\$ 206,100
<b>AIRPORT FUND</b>		
<u>Revenue:</u>		
570-0000-346-04-00	Airport Fund Retained Earnings	\$ 21,950
<u>Expenditure:</u>		
570-3701-501-92-31	Transfer to General Capital Projects Fund	\$ 21,950
<b>GENERAL FUND</b>		
<u>Revenue:</u>		
100-0000-346-01-01	Capital Reserve Funds	\$ 1,635,000
<u>Expenditure:</u>		
100-9600-491-92-31	Transfer to General Capital Projects Fund	\$ 1,635,000
<b>GENERAL CAPITAL PROJECTS FUND</b>		
<u>Revenue:</u>		
310-0000-345-52-00	CP3687 Transfer from Sewer Fund	\$ 66,663
310-0000-345-53-00	CP3687 Transfer from Water Fund	\$ 66,663
310-0000-345-54-00	CP3687 Transfer from Electric Fund	\$ 206,100
310-0000-345-57-00	CP3687 Transfer from Airport Fund	\$ 21,950
310-0000-345-10-00	CP3687 Transfer from General Fund	\$ 1,635,000
<b>Total Revenue</b>		<b>\$ 1,996,376</b>

Expenditure:

310-3687-505-39-00      CP3687      Radio Replacement Project      \$ 1,996,376

For: Radio Replacement 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

## Budgetary Subscriber Radio Costs\*\*

Item	Price Each	Requested	Total	Non-Discount
Mobile (7500RH)	\$4,500	13	\$58,500	\$76,635
Mobile (7500DRH)	\$5,000	17	\$85,000	\$111,350
Mobile (7500DRHEnc)	\$5,800	3	\$17,400	\$22,794
Install	\$625	33	\$20,625	\$20,625
Portable (7000XE3)	\$4,600	73	\$335,800	\$449,972
Portable (7000XE3Enc)	\$5,400	3	\$16,200	\$21,708
Holster	\$75	100	\$7,500	\$9,750
Extended Mic	\$200	6	\$1,200	\$1,560
Advanced Mic	\$250	83	\$20,750	\$26,975
Battery	\$100	50	\$5,000	\$6,500
Desk Top Charger	\$100	76	\$7,600	\$9,880
Vehicle Charger	\$400	0	\$0	\$0
Bank Charger	\$1,000	5	\$5,000	\$6,500
<b>Sub Total:</b>			<b>\$580,375</b>	<b>\$764,249</b>
<b>Savings:</b>				<b>\$183,674</b>

General Fund				
Item	Price Each	Requested	Total	Non-Discount
Mobile (6500Base)	\$2,900	50	\$145,000	\$189,950
Install	\$300	50	\$15,000	\$15,000
Portable (6000Base)	\$2,800	7	\$19,600	\$26,264
Battery	\$100	0	\$0	\$0
Desk Top Charger	\$100	7	\$700	\$910
Bank Charger	\$1,000	0	\$0	\$0
Holster	\$75	0	\$0	\$0
<b>Sub Total:</b>			<b>\$180,300</b>	<b>\$232,124</b>
<b>Savings:</b>				<b>\$51,824</b>

Water/Sewer				
Item	Price Each	Requested	Total	Non-Discount
Mobile (6500Base)	\$2,900	37	\$107,300	\$140,563
Install	\$300	37	\$11,100	\$11,100
Portable (6000Base)	\$2,800	5	\$14,000	\$18,760
Battery	\$100	3	\$300	\$390
Desk Top Charger	\$125	5	\$625	\$813
Bank Charger	\$1,000	0	\$0	\$0
Holster	\$75	0	\$0	\$0
<b>Sub Total:</b>			<b>\$133,325</b>	<b>\$171,626</b>
<b>Savings:</b>				<b>\$38,301</b>

Police				
Item	Price Each	Requested	Total	Non-Discount
Mobile (6500RH)	\$3,800	68	\$258,400	\$338,504
Mobile (6500EncRH)	\$4,600	3	\$13,800	\$18,078
Install	\$500	71	\$35,500	\$35,500
Portable (6000II)	\$3,400	100	\$340,000	\$455,600
Portable (6000IIEnc)	\$4,100	0	\$0	\$0
Portable (6000IIIEnc)	\$4,300	34	\$146,200	\$195,908
Holster	\$75	130	\$9,750	\$12,675
Microphone	\$100	130	\$13,000	\$16,900
Battery	\$100	130	\$13,000	\$16,900
Desk Top Charger	\$100	130	\$13,000	\$16,900
Vehicle Charger	\$400	30	\$12,000	\$15,600
Bank Charger	\$1,000	4	\$4,000	\$5,200
<b>Sub Total:</b>			<b>\$856,650</b>	<b>\$1,127,765</b>
<b>Savings:</b>				<b>\$269,115</b>

Electric				
Item	Price Each	Requested	Total	Non-Discount
Mobile (6500Base)	\$2,900	37	\$107,300	\$140,563
Install	\$300	37	\$11,100	\$11,100
Portable (6000Base)	\$2,800	30	\$84,000	\$112,560
Battery	\$100	3	\$300	\$390
Desk Top Charger	\$100	24	\$2,400	\$3,120
Bank Charger	\$1,000	1	\$1,000	\$1,300
Holster	\$75	0	\$0	\$0
<b>Sub Total:</b>			<b>\$206,100</b>	<b>\$269,033</b>
<b>Savings:</b>				<b>\$62,933</b>

Airport				
Item	Price Each	Requested	Total	Non-Discount
Mobile (6500Base)	\$2,900	5	\$14,500	\$18,995
Install	\$300	5	\$1,500	\$1,500
Portable (6000Base)	\$2,800	2	\$5,600	\$7,504
Battery	\$100	1	\$100	\$130
Desk Top Charger	\$125	2	\$250	\$325
Bank Charger	\$1,000	0	\$0	\$0
Holster	\$75	0	\$0	\$0
<b>Sub Total:</b>			<b>\$21,950</b>	<b>\$28,454</b>
<b>Savings:</b>				<b>\$6,504</b>

Grand Total With Savings:	\$1,980,900
Grand Total Without Savings:	\$2,593,251
Total Savings:	\$612,351

\*\*The estimated costs above are based upon a discount structure by provisions included in the recent Prince William County radio system purchase contract. In order to take advantage of these discounts, the purchase of the equipment must be made by 1/1/2013.



# Radio Replacement

Portable and Mobile

## System Background Information

- ▶ Installed – 1997
- ▶ Original Total Cost – \$2,969,426
  - Price includes all infrastructure and subscriber radios
- ▶ The last debt service payment on the current system is due in FY13 and is  $\approx$  \$258,115 (P&I)
- ▶ Manassas Park paid for 16% of the infrastructure and continues to pay 12% of the annual operating expenses to maintain that infrastructure which is set in an Interlocal Agreement entered into on February 24, 1997

Slide # 2

## System Background Information (Cont.)

- The current system reaches its end of life support by Motorola in January 2013
- Current System State
  - Wireless Inc. is confident that they will be able to maintain the system through July 2013
  - Has redundant controllers so that if one fails, the other takes over while we are repairing the failed controller

Slide # 3

## System Background Information (Cont.)

- All new systems will require Project 25 standards published by the Telecommunications Industry Association (TIA)
  - "Project 25 (P25) is the standard for design and manufacture of interoperable two-way wireless communications products."
- The existing system and radios are not P25 capable

Information obtained from <http://www.project25.org>

Slide # 4

## Radios and System Replacement Phased Approach

- ▶ **Phase 1 – Radio Replacements in FY2013**
  - The City Police, Fire, and Rescue personnel interoperate routinely with Prince William and Fairfax Counties which are switching to P25 Systems
  - The Fire/Rescue Department Utilizes the PWC system full-time and this system will be P25 in January 2013
    - Radios that are not P25 will not communicate on P25 systems
    - Due to these interoperability issues, the replacement of City radios is necessary
- ▶ **Phase 2 – System Replacement in FY2014**
  - The system reaches end-of-life maintenance support from Motorola in January 2013
  - Our vendor for system support, Wireless, Inc., is confident they can support the system through July 2013

Slide # 5

## Reasons For Radio Replacements

- ▶ Our current radios are not P25 radios and will no longer communicate with systems that are P25
  - Fairfax (Currently Converting)
  - Alexandria (Currently Converting)
  - District of Columbia (Currently Converting)
  - Prince William County (Expected to be online Jan 2013)
  - Arlington County (Done)
  - Loudon County (Done)
- ▶ All new radios ordered will be P25 and will also remain compatible with our existing non-P25 Radio System
- ▶ 90% or more of the current Manassas radios in use are no longer supported by Motorola and cannot be repaired

Slide # 6

## Reasons For Selecting Motorola Radios

- The recent Prince William County radio system procurement allows Manassas to ride that contract and provides an opportunity for substantial discounts through January 2013
  - 34% Discount on all Portable Radios
  - 31% Discount on all Mobile Radios
  - 30% Discount on all Motorola Accessories purchased at the time of the radios
- The savings based on these discounts, shown on the next slide, are \$617,000 plus the reduction in the amount of radios required result in a net savings of approximately \$957,000
- Motorola radios guarantee us complete feature compatibility across the COG interoperability group (all members currently own Motorola systems) as well as our own Motorola system

Slide # 7

## Funding for Radios

- Funding has been set aside in Capital Reserves for the General Fund portion of radios
- Utility Commission and Airport Commission approved funding for Airport, Electric, Water, and Sewer radios from fund balances for FY2012
- The initial cost estimate for radios was based on the current inventory
  - A refined inventory has been taken and has reduced the overall number of radios the City currently requires
    - Previous Requirements: 265 Mobiles, 296 Portables
    - Current Requirements: 232 Mobiles, 254 Portables
    - The savings based on the differences is approximately \$340,000

Slide # 8

## Subscriber Radios & Accessories Cost Breakdown

- ▶ Fire/Rescue
  - \$596,050
- ▶ Police
  - \$858,650
- ▶ General Government
  - \$180,300
- ▶ Airport
  - \$21,950
- ▶ Electric
  - \$206,100
- ▶ Water/Sewer
  - \$133,325

Slide #

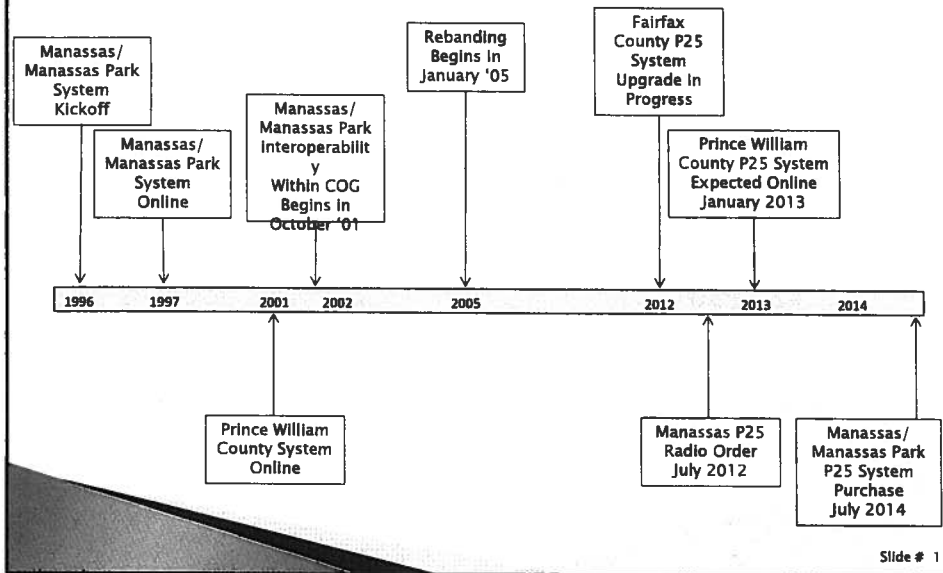
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## Future Radio System Options

- ▶ Manassas and Manassas Park currently have two options available for a system:
  - Both cities can utilize the new Prince William County system
  - OR
  - Both cities can purchase a new system as a combined effort through an amended or new Interlocal Agreement
- ▶ Initial estimates for either option are between \$2M and \$2.5M
- ▶ Staff will work on system options and make recommendations on the system to Finance Committee in Fall 2012

Slide # 10

# Historical Timeline



**City of Manassas  
Capital Reserve Fund  
FY 2012**

<b>Date</b>	<b>Action</b>	<b>Description</b>	<b>Amount</b>	<b>Balance</b>
7/1/2009		Balance	\$ -	
9/14/2009	2010-23-R	Close capital projects	920,136	
10/26/2009	2010-46-R	Close capital projects	1,149,412	2,069,548
		Reallocate Transportation		
12/21/2009	2010-65-R	Projects Funding	2,100,000	4,169,548
12/21/2009	2010-65-R	DMV Land Purchase	(2,100,000)	2,069,548
1/25/2010	2010-66-R	GIS Implementation Plan Phase	(73,795)	1,995,753
4/12/2010	2010-83-R	Brinkley Lane Traffic Signal	(30,000)	1,965,753
4/26/2010	2010-86-R	City Hall Generator Relocation	(24,800)	1,940,953
4/26/2010	2010-90-R	Bike Trails	(51,651)	1,889,302
6/30/2010		Fund Balance in excess of 13%	1,450,761	3,340,063
7/1/2010	2011-08-R	Community Development Software	(192,000)	3,148,063
		Additional 2007 UASI Grant Funds for Computer Aided		
9/13/2010	2011-26-R	Dispatch & Livescan	100,021	3,248,084
2/28/2011	2011-73-R	Sesquicentennial	(409,800)	2,838,284
3/28/2011	2011-86-R	911 Calling System	(367,000)	2,471,284
6/30/2011		Fund Balance in excess of 13%	2,244,828	4,716,112
7/1/2011	2012-01-R	Byrd Park Restrooms (R-23)	(240,000)	4,476,112
		Stonewall Park Restrooms (R-		
7/1/2011	2012-01-R	29)	(260,000)	4,216,112
		Park Maintenance &		
7/1/2011	2012-01-R	Improvements (R-31)	(74,000)	4,142,112
		Tennis Court Improvements (R-		
7/1/2011	2012-01-R	32)	(150,000)	3,992,112
7/1/2011	2012-01-R	Calvary Run Parking Lot (R-33)	(50,000)	3,942,112
12/12/2011	2012-40-R	Centerville Road and Route 28	234,076	4,176,188
12/12/2011	2012-45-R	Debt Service - 2005 B Interest	147,000	4,323,188
12/12/2011	2012-45-R	Cockrell Road - 2010 D Bonds	1,458	4,324,646
12/12/2011	2012-48-R	Capital Projects - 2010 D Bonds	268,881	4,593,527
4/9/2012	2012-71-R	PWH Pond Design	(120,000)	4,473,527
6/18/2012	2012-84-R	<b>Radio Replacement</b>	<b>(1,635,000)</b>	<b>2,838,527</b>

**City of Manassas  
FY 2013 Adopted Budget  
Proposed Uses  
Capital Reserve Fund**

**Current Balance \$4,473,527**

<b>Description</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
<b><i>Radio Replacement</i></b>	<b><i>(1,635,000)</i></b>					
Roof Replacements (G-10)		(405,000)				
Park Maintenance & Improvements (R-31)		(51,000)	(167,000)			
Jackson Avenue Drainage (D-19)			(320,000)			
Sumner Lake Pond Bank Restoration (D-22)				(490,000)		
Fort Place Drainage (D-20)					(190,000)	
Hazel Drive Channel (D-21)					(45,000)	
Peabody Street/Early Street Drainage (D-11)						(372,000)
Public Safety Facility Study (G-15)		(95,000)				
School Playground Equipment (R-7)		(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
Dean Park Master Plan (R-17)		(75,000)				
Park Playground Equipment (R-25)				(30,000)	(30,000)	(30,000)
<b>Total Use</b>	<b><u>(1,635,000)</u></b>	<b><u>(656,000)</u></b>	<b><u>(517,000)</u></b>	<b><u>(550,000)</u></b>	<b><u>(295,000)</u></b>	<b><u>(432,000)</u></b>
<b>Estimated Balance</b>	<b><u>2,838,527</u></b>	<b><u>2,182,527</u></b>	<b><u>1,665,527</u></b>	<b><u>1,115,527</u></b>	<b><u>820,527</u></b>	<b><u>388,527</u></b>



## AGENDA STATEMENT

PAGE NO. 15

ITEM NO. 3

**MEETING DATE:** June 6, 2012 – Finance Committee

**TIME ESTIMATE:** 10 Minutes

**AGENDA ITEM TITLE:** Consideration of Ordinance O-2012-12 to Amend Uncodified Ordinance O-2011-05 Establishing a Fee Schedule for Utilities; Water Availability and Service Connection Charges By Revising Section 118-82 (d) Service Connection Charge

**DATE THIS ITEM WAS  
LAST CONSIDERED  
BY COUNCIL:**

July 12, 2010 – Approve Ordinance O-2011-05 Establishing a Fee Schedule for Utilities; Water Availability and Service Connection Charges

**SUMMARY OF  
ISSUE/TOPIC:**

The Utilities Department Water Fund is seeking approval to amend Uncodified Ordinance O-2010-25 and revise Section 118-82 (d) Service Connection Charge and change the charge for connection of a 5/8<sup>th</sup> water meter to \$957 as amended. Also, to revise Section 118-171 (6) (a) to place the charge for water used through a hydrant meter to be in accordance with a fee schedule established by an uncodified ordinance enacted by the City Council.

The water connection charge has not been changed since FY 2006. A review of the current charge indicates cost of materials, especially copper and equipment costs, are substantially below the actual cost of a connection. Adoption of this Ordinance will increase the connection fee from \$541 (FY 2006 cost) to \$957.

Also, a house-keeping item to remove the charge per thousand gallons of water used through a hydrant is necessary as the charges for commodity are listed and established by City Council in an uncodified ordinance for all commodity fees during normal budget process.

### STAFF

**RECOMMENDATION:** Approve Ordinance O-2012-12

**BOARD/COMMISSION/  
COMMITTEE:** Utility Commission - May 10, 2012

**RECOMMENDATION:**  X  **Approve**      **Disapprove**      **Reviewed**      **See Comments**

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

**COMMENTS:**

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**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

Increases water connection charge to cover actual cost.

**STAFF:**

Mark LeRoy, Utilities Finance Manager, (703) 257-8356  
Tammy Peters, Utilities Fiscal Specialist, (703) 257-8341

**ORDINANCE #0-2012-12**

First Reading: \_\_\_\_\_  
Second Reading: \_\_\_\_\_  
Enacted: \_\_\_\_\_  
Effective: \_\_\_\_\_

**AN UNCODIFIED ORDINANCE ESTABLISHING  
A FEE SCHEDULE FOR UTILITIES; WATER AVAILABILITY  
AND SERVICE CONNECTION CHARGES**

BE IT ORDAINED by the Council of the City of Manassas, Virginia, meeting in Regular session this \_\_\_\_ day of \_\_\_\_, 2012, that the following fees, charges, deposits and penalties are established.

1. The following fees, charges, deposits and penalties for late payment are established:

Sec. 118-82. Availability charge and service connection charge.

*(b) Availability charge for new residential dwellings.*

Four thousand two hundred dollars (\$4,200) for up to and including three bedrooms based on twenty four (24) fixture units.

Four thousand seven hundred twenty five dollars (\$4,725) for four bedrooms based on twenty seven (27) fixture units.

Five thousand seven hundred seventy five dollars (\$5,775) for five bedrooms or more based on thirty three (33) fixture units.

For the purposes of this section, the term "residential dwelling" means single-family detached dwellings, townhouses, duplexes, triplexes, multi-family units, trailers or mobile homes.

Also, for this section, the number of bedrooms is determined by decision of permitting officials based on final inspection.

*(c) Availability charge for other occupancies and modifications and additions.*

Non-Residential:

Four thousand two hundred dollars (\$4,200) for up to and including twenty four (24) fixtures units.

One hundred seventy-five dollars (\$175) for each additional fixture unit.

Residential:

Five hundred twenty five dollars (\$525) for an addition of one bedroom above existing three bedrooms for a residential dwelling unit.

One thousand fifty dollars (\$1,050) for the addition of one bedroom above

four bedrooms for a residential dwelling unit.

No more than one thousand five hundred seventy five dollars (\$1,575) for the addition of any number of bedrooms to an existing residential dwelling building.

(d) *Service connection charge.*

The service connection charge for the type occupancies described in this section shall be nine hundred fifty seven dollars (\$957) for a five-eighths-inch meter. For larger meters, the service connection charge shall be an amount equal to the actual cost, plus twenty five percent (25%) but in no case shall such charge be less than nine hundred fifty seven dollars (\$957).

(g) *Service outside city.*

The availability charges and water service connection charges for connections made to the city's water system outside the corporate limits of the city shall be one and one-half (1 ½) times the availability charges and service connection charges for inside the city.

Sec. 118-85. Reconnection charge.

Twenty – five dollars (\$25.00)

Sec. 118-103. Testing, adjustment, repair and replacement.

Meter tested - twenty dollars (\$20.00).

Sec. 118-121. Deposit.

(a) The deposit for residential service shall be fifty dollars (\$50.00). The deposit for commercial and industrial service shall be equal to the two highest consecutive previous months of service.

Sec. 118-123. Billing; due date for payment; penalty for late payment; discontinuation of service for failure to pay charges.

(a) *Penalty* - five dollars (\$5.00) or five percent (5%) of the outstanding balance greater than nine dollars and ninety-nine cents (\$9.99) whichever is greater.

(b) *Reconnection charge* - fifty dollars (\$50.00). Should reconnection of service be required other than during normal working hours (8:30 a.m. to 5:00 p.m.), the reconnection charge shall be seventy-five dollars (\$75.00).

Sec. 118-149. Permits and fees.

- (b) Permit fees for backflow preventers shall be twenty-five dollars (\$25.00) for the first three (3) devices; and ten dollars (\$10.00) for each additional device.
- (c) Annual inspections shall be made at the consumer's expense. Yearly inspection shall be made by the city's water superintendent or his designee. The fee for such inspection shall be seventy-five dollars (\$75.00).

Sec. 118-171. Issuance; fees and charges; conditions for use of hydrants.

- (1) A deposit in the amount of two and one half (2 ½) times the purchase cost of the meter and accessories, or one thousand dollars (\$1,000.00), whichever is greater.
  - (6) Water service rates and conditions are as follows:
    - (a) The charge for water used through a hydrant meter shall be in accordance with a fee schedule established by an uncodified ordinance enacted by the City Council per one thousand (1,000) gallons, in additional to the basic monthly charge of thirty-five dollars (\$35.00).
    - (c) Failure to make hydrant meters available to city personnel as required will result in cessation of service, forfeiture of the deposit for water consumed and a bill in the amount of one hundred dollars (\$100.00).
2. This ordinance shall become effective upon second reading.

BY ORDER OF THE COUNCIL

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Harry J. Parrish, II, Mayor  
On Behalf of the City Council of  
Manassas, Virginia

ATTEST:

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Andrea P. Madden, City Clerk

MOTION:

Date: SECOND:  
Regular Meeting  
Ord. No:

RE:

ACTION:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY

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Andrea P. Madden, City Clerk

**ORDINANCE #0- 2011-05**

First Reading: June 28, 2010  
Second Reading: July 12, 2010  
Enacted: July 12, 2010  
Effective: July 12, 2010

**AN UNCODIFIED ORDINANCE ESTABLISHING  
A FEE SCHEDULE FOR UTILITIES; WATER AVAILABILITY  
AND SERVICE CONNECTION CHARGES**

BE IT ORDAINED by the Council of the City of Manassas, Virginia, meeting in Regular session this 12 day of July, 2010, that the following fees, charges, deposits and penalties are established.

1. The following fees, charges, deposits and penalties for late payment are established:

Sec. 118-82. Availability charge and service connection charge.

(b) *Availability charge for new residential dwellings.*

Four thousand two hundred dollars (\$4,200) for up to and including three bedrooms based on twenty four (24) fixture units.

Four thousand seven hundred twenty five dollars (\$4,725) for four bedrooms based on twenty seven (27) fixture units.

Five thousand seven hundred seventy five dollars (\$5,775) for five bedrooms or more based on thirty three (33) fixture units.

For the purposes of this section, the term "residential dwelling" means single-family detached dwellings, townhouses, duplexes, triplexes, multi-family units, trailers or mobile homes.

Also, for this section, the number of bedrooms is determined by decision of permitting officials based on final inspection.

(c) *Availability charge for other occupancies and modifications and additions.*

Non-Residential:

Four thousand two hundred dollars (\$4,200) for up to and including twenty four (24) fixtures units.

One hundred seventy-five dollars (\$175) for each additional fixture unit.

Residential:

Five hundred twenty five dollars (\$525) for an addition of one bedroom above existing three bedrooms for a residential dwelling unit.

One thousand fifty dollars (\$1,050) for the addition of one bedroom above

four bedrooms for a residential dwelling unit.

No more than one thousand five hundred seventy five dollars (\$1,575) for the addition of any number of bedrooms to an existing residential dwelling building.

(d) *Service connection charge.*

The service connection charge for the type occupancies described in this section shall be five hundred forty one dollars (\$541) for a five-eighths-inch meter. For larger meters, the service connection charge shall be an amount equal to the actual cost, plus twenty five percent (25%) but in no case shall such charge be less than five hundred forty one dollars (\$541).

(g) *Service outside city.*

The availability charges and water service connection charges for connections made to the city's water system outside the corporate limits of the city shall be one and one-half (1 ½) times the availability charges and service connection charges for inside the city.

Sec. 118-85. Reconnection charge.

Twenty – five dollars (\$25.00)

Sec. 118-103. Testing, adjustment, repair and replacement.

Meter tested - twenty dollars (\$20.00).

Sec. 118-121. Deposit.

(a) The deposit for residential service shall be fifty dollars (\$50.00). The deposit for commercial and industrial service shall be equal to the two highest consecutive previous months of service.

Sec. 118-123. Billing; due date for payment; penalty for late payment; discontinuation of service for failure to pay charges.

(a) *Penalty* - five dollars (\$5.00) or five percent (5%) of the outstanding balance greater than nine dollars and ninety-nine cents (\$9.99) whichever is greater.

(b) *Reconnection charge* - fifty dollars (\$50.00). Should reconnection of service be required other than during normal working hours (8:30 a.m. to 5:00 p.m.), the reconnection charge shall be seventy-five dollars (\$75.00).


Sec. 118-149. Permits and fees.

- (b) Permit fees for backflow preventers shall be twenty-five dollars (\$25.00) for the first three (3) devices; and ten dollars (\$10.00) for each additional device.
- (c) Annual inspections shall be made at the consumer's expense. Yearly inspection shall be made by the city's water superintendent or his designee. The fee for such inspection shall be seventy-five dollars (\$75.00).

Sec. 118-171. Issuance; fees and charges; conditions for use of hydrants.

- (1) A deposit in the amount of two and one half (2 ½) times the purchase cost of the meter and accessories, or one thousand dollars (\$1,000.00), whichever is greater.
  - (6) Water service rates and conditions are as follows:
    - (c) Failure to make hydrant meters available to city personnel as required will result in cessation of service, forfeiture of the deposit for water consumed and a bill in the amount of one hundred dollars (\$100.00).
2. This ordinance shall become effective upon second reading.

BY ORDER OF THE COUNCIL

  
Harry J. Parrish, II, Mayor  
On Behalf of the City Council of  
Manassas, Virginia

ATTEST:

  
Andrea P. Madden, City Clerk



MOTION: Wolfe

SECOND: Aveni

Date: July 12, 2010  
Regular Meeting  
Ord. No: O-2011-05

RE: Uncodified Ordinance Establishing a Fee Schedule  
For Utilities; Water Availability and Service Connection Charges

ACTION: Adopted

Votes:

Ayes: Aveni, Bass, Harrover, Randolph, Way, Wolfe

Nays: None

Absent from Vote: None

Absent from Meeting: None

CERTIFIED COPY \_\_\_\_\_

Andrea P. Madden, City Clerk



## AGENDA STATEMENT

PAGE NO. 25

ITEM NO. 4

**MEETING DATE:** June 6, 2012 – Finance Committee

**TIME ESTIMATE:** 2 Minutes

**AGENDA ITEM TITLE:** Resolution 2012-85-R Amending the FY 2012 Budget by Budgeting and Appropriating an Additional \$2,099 of Four for Life Grant Revenue

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

**SUMMARY OF  
ISSUE/TOPIC:** The City receives an annual Four for Life Grant from the Commonwealth. The FY 2012 Budget includes an estimate of \$31,000. The actual grant revenue received was \$33,099.04. The additional \$2,099 needs to be budgeted and appropriated.

This resolution will budget and appropriate \$2,099 of State Grant revenue in the Fire Rescue Fund.

**STAFF  
RECOMMENDATION:** Approve Resolution 2012-85-R

**BOARD/COMMISSION/  
COMMITTEE:**

**RECOMMENDATION:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

**COMMENTS:**

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**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:** \$2,099 – State Grant Revenue

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

## **RESOLUTION 2012-85-R**

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 18<sup>th</sup> day of June 2012, that the following funds be budgeted and appropriated as shown.

<b><u>ACCOUNT NO.</u></b>		<b><u>AMOUNT</u></b>
<b>FIRE AND RESCUE FUND</b>		
<b><u>Revenues:</u></b>		
285-0000-324-23-05	Four for Life State Grant Revenue	\$ 2,099
<b><u>Expenditure:</u></b>		
285-2033-428-56-60	Four for Life Grant	\$ 2,099

For: Additional Revenue from Four for Life Grant

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 . . . : 285-0000-324.23-05

Fund . . . . . : 285 Fire Rescue  
Department . . . . . : 00  
Division . . . . . : 00  
Activity basic . . . . . : 32 Commonwealth of Virginia  
Sub activity . . . . . : 4 State Categorical Aid  
Element . . . . . : 23 Rescue  
Object . . . . . : 05 Four for Life Funds

Estimated revenue . . . . . :	31,000	Budget
Actual receipts - current . . . :	33,099.04	Actual
Actual receipts - ytd . . . . . :	.00	
Unposted receipts . . . . . :	.00	
Total receipts . . . . . :	33,099.04	106.8 %
Unrealized revenue . . . . . :	2,099.04-	6.8- %

F7=Project data  
F11=Acct activity list

F8=Misc inquiry  
F12=Cancel

F9=Misc update  
F13=Misc Budget

F10=Detail trans  
F24=More keys



## COMMONWEALTH OF VIRGINIA

### Department of Health

#### Office of Emergency Medical Services

1041 Technology Park Drive

Glen Allen, VA 23059-4500

1-800-523-6019 (VA only)

804-888-9100

FAX: 804-371-3108

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

Gary R. Brown  
Director

P. Scott Winston  
Assistant Director

March 20, 2012

CITY OF MANASSAS  
Post Office Box 560  
9027 Center Street  
Manassas VA 22110

Dear City/County Administrator:

#### **IMMEDIATE ATTENTION REQUIRED**

**Please return this report within 30 days**

Your locality will be receiving the Fiscal Year 2012 "Four-For-Life" payment for Emergency Medical Services (EMS) in the amount of **\$33,099.04**. *These funds are for the collection period March 1, 2011 through February 29, 2012.*

Guidelines for the use of these funds are attached. Prior to distribution of these funds to the local government, this office must receive your Report of Expenditures on last year's distribution. The total amount that must be reported for last year's distribution is annotated on the enclosed report.

The Four-For-Life program, as amended in 2000, stipulates that four additional dollars be charged and collected at the time of registration of each passenger vehicle, pickup and panel truck. The funds collected, pursuant to Section 46.2-694, Code of Virginia, shall be used only for emergency medical services. The law further states that the Department of Health shall return twenty-six percent (26%) of the registration fees collected to the locality wherein such vehicle is registered to provide funding for:

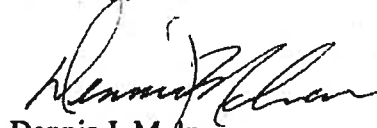
- (1) Training of volunteer or salaried emergency medical service personnel of licensed, nonprofit emergency medical service agencies; or
- (2) for the purchase of necessary equipment and supplies for licensed, nonprofit emergency medical service agencies.

It is important to recognize two clauses in the Four-For-Life legislation: (1) non-supplanting funds and (2) failure to report the use of funds by any local governing body will result in funds being retained. The Assistant Attorney General, at our request has offered the following interpretation for use of the funds. "Any funds received from Section 46.2-694 by a non-state agency cannot be used to match any other funds derived from Section 46.2-694 by that same non-state agency" Simply put, funds returned to localities cannot be used as the matching share of any grants offered using Four-For-Life funds.

*"Each local governing body shall report to the Board of Health on the use of **Four-For-Life** funds, which were returned to it. In any case in which the local governing body grants the funds to a regional emergency medical council to be distributed the licensed, nonprofit emergency medical and rescue services, the local governing body shall remain responsible for the proper use of the funds. If, at the end of any fiscal year, a report on the use of **Four-For-Life** funds for that year has not been received from a local governing body, any funds due to that local governing body for the next fiscal year shall be retained until such time as the report has been submitted to the Board."*

If you have any questions or need additional information, please do not hesitate to contact Brenda Carroll, OEMS Accountant, at (804) 888-9100.

Sincerely,



Dennis J. Molnar  
Business Manager

Encl.:

Guidelines for Expenditures of EMS Funds  
Four-For-Life Report of Expenditures Form

**GUIDELINES FOR THE EXPENDITURE OF THE 26% RETURN TO LOCALITY  
SHARE OF EMS FOUR-FOR-LIFE FUNDS § 46.2-694 of the Code of Virginia**

**Purpose of the Fund**

To provide funding for **training** of volunteer or salaried emergency medical service (EMS) personnel of licensed, nonprofit emergency medical services agencies and for the purchase of necessary **equipment and supplies** for use in such locality by licensed, non-profit emergency medical and rescue services.

Such funds shall be in addition to any local appropriations and local governing bodies shall not use these funds to supplant local funds.

In any case in which the local governing body grants the funds to a designated regional emergency medical services council to be distributed to the licensed, nonprofit emergency medical service agencies and rescue squads, the local governing body shall remain responsible for the proper use of the funds. If a report on the use of these funds has not been received from a local governing body, any funds due to that local governing body for the next fiscal year shall be retained until such time as the report has been submitted.

Expenses associated with training programs include:

- EMS textbooks, workbooks and periodicals/magazines
- Supplies (used in training programs), such as disposable gloves, bandages, syringes, needles, etc.
- Equipment (manikins, films, videotapes, etc.)
- Expenses associated with state certification and recertification programs to include but not limited to course tuition, state test site fees, and travel expenses (mileage, lodging and per diem) not to exceed the state or local government rates.
- Expenses associated with specialty training programs to include but not limited to course tuition and travel expenses (mileage, lodging and per diem) not to exceed the state or local government rates.
- Regional training activities such as disaster response drills or other field exercises. Expenses associated with these activities include but not limited to course tuition and travel expenses (mileage, lodging and per diem) not to exceed the state or local government rates.

Purchase of necessary equipment and supplies needed to:

- Gain access to a patient
- Assess the patient's medical condition
- Provide immediate medical care
- Transport the patient to a medical facility
- Communicate with the dispatcher and medical facility
- Personal Protective Equipment (PPE) for EMT personnel
- Maintenance and service contracts for medical equipment utilized in the direct provision of patient care or training of EMS personnel. Note: When entering into these contracts, ensure the agreement form is closely examined for clauses that would void the agreement and/or for items not covered under the agreement.
  - o What are the clauses in the maintenance contract that would make it null and void? For example, if the equipment was dropped or mishandled, would that be enough to void the agreement.
  - o Is the cost of the agreement reasonable for the services being provided? If so, is the cost of replacement significant enough to warrant the agreement cost?

Items that do NOT conform to the intent:

- Items funded and purchased with RSAF Grant Funds (see below note)
- Furnishings or appliances for squad building
- Vehicle or building maintenance items



**AGENDA STATEMENT**

**PAGE NO.** 31

**ITEM NO.** 5

**MEETING DATE:** June 6, 2012 – Finance Committee

**TIME ESTIMATE:** 5 Minutes

**AGENDA ITEM TITLE:** FY 2012 to FY 2013 Carryover Process

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

**SUMMARY OF  
ISSUE/TOPIC:** Staff will review the carryover process.

**STAFF  
RECOMMENDATION:** INFORMATION ITEM ONLY

**BOARD/COMMISSION/  
COMMITTEE:**

**RECOMMENDATION:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

**COMMENTS:** \_\_\_\_\_

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:** N/A

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

**City of Manassas**  
**FY 2012 to FY 2013 Carryover Process**

**Wednesday June 6, 2012 - Finance Committee Meeting**

Review Carryover Schedule

**Wednesday June 13, 2012 - Finance Committee Meeting**

Review Carryover Resolutions

RES # 2013-02-R	Purchase Order Carryover - NOT TO EXCEED
RES # 2013-03-R	Capital Project Carryover - NOT TO EXCEED

**Saturday June 16, 2012 - Ad in Newspaper for Public Hearing on June 25, 2012**  
**(NOT TO EXCEED AMOUNT)**

**Monday June 25, 2012 - Public Hearing**

Public Hearing on Amending the FY 2013 Budget

**Monday June 25, 2012 - Regular City Council Meeting**

Action Items

RES # 2013-02-R	Purchase Order Carryover - NOT TO EXCEED
RES # 2013-03-R	Capital Project Carryover - NOT TO EXCEED

**Wednesday June 27, 2012 - Finance Committee Meeting**

Review Carryover Resolutions

RES # 2013-04-R	Operations/Grants Carryover - NOT TO EXCEED
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**Sunday July 1, 2012 - Effective Date**

RES # 2013-01-R	Local Share of FY 2013 CIP
RES # 2013-02-R	Purchase Order Carryover - NOT TO EXCEED
RES # 2013-03-R	Capital Project Carryover - NOT TO EXCEED

**Monday July 9, 2012 - Regular City Council Meeting**

Action Items

RES # 2013-04-R	Operations/Grants Carryover - NOT TO EXCEED
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**Wednesday October 10, 2012 - Finance Committee Meeting**

Report on Actual Amount of Carryovers

RES # 2013-02-R	Purchase Order Carryover - NOT TO EXCEED
RES # 2013-03-R	Capital Project Carryover - NOT TO EXCEED
RES # 2013-04-R	Operations/Grants Carryover - NOT TO EXCEED