

FINANCE COMMITTEE
WEDNESDAY, SEPTEMBER 18, 2013
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA

AGENDA

5:30 PM CALL TO ORDER

- | | |
|---|-------------------|
| 1. Approve Minutes of the September 4, 2013, Finance Committee Meeting | 1 Minute |
| | Page 1 |
| 2. Resolution 2014-17-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$22,680 Virginia Department of Aviation Grant Amendment for the Connector Road Capital Project and Accepting the Virginia Department of Aviation Grant and Authorizing the Mayor to Sign the Grant Agreement (Rivera) | 2 Minutes |
| | Page 5 |
| 3. FY 2015 Budget Calendar (Bergeron) | 15 Minutes |
| | Page 11 |
| 4. FY 2015 Five Year Forecast (Bergeron) | 60 Minutes |
| | Page 13 |

City Manager's Time

ADJOURNMENT

cc: Mayor
Council Members
Lawrence D. Hughes

Diane Bergeron
Tamara Sturm

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, SEPTEMBER 4, 2013
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA**

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

COMMITTEE MEMBERS ABSENT: Council Member Mark Wolfe (Alternate)

OTHERS PRESENT: Mayor Harry J. Parrish II, Council Member Jonathan Way, Interim City Manager Lawrence D. Hughes, Budget Manager Diane V. Bergeron, Director of Public Works and Utilities Mike Moon, Director of Community Development Liz Via-Gossman, Deputy Director of Water & Sewer Tony Dawood, Risk Manager Brenda Cogdell, Museum Curator Mary Helen Dellinger, Police Captain Tina Laguna

GUESTS PRESENT: Allen Guy

The meeting was called to order at 5:30 p.m. by Chairman Marc Aveni.

AGENDA ITEM #1 Approve Minutes of the August 7, 2013, Finance Committee Meeting

A motion was made and seconded to approve the minutes of the August 7, 2013, Finance Committee Meeting. The Committee approved (3/0).

AGENDA ITEM #2 Resolution 2014-16-R Amending the FY 2014 Budget by Budgeting and Appropriating \$70,000 of Capital Reserve Funds to Paint a Historic Civil War Mural on the Prince William Water Tank

Tony Dawood presented Staff's recommendation to amend the FY 2014 Budget by budgeting and appropriating \$70,000 of Capital Reserve Funds to paint a historic Civil War mural on the Prince William Water Tank. The Committee did not approve this recommendation (0/3). This item will not be going forward to City Council.

AGENDA ITEM #3 Resolution 2014-15-R Amending the FY 2014 Budget by Budgeting and Appropriating \$20,000 from the Federal Government Passed Through the Virginia State Police for the Internet Crimes Against Children Task Force

Tina Laguna presented Staff's recommendation to amend the FY 2014 Budget by budgeting and appropriating \$20,000 from the Federal Government passed through the Virginia State Police for the Internet Crimes Against Children Task Force. The Committee approved (3/0). This item will be forwarded to the September 23, 2013, City Council meeting.

AGENDA ITEM #4 Resolution 2014-13-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$4,600 Donation from the Manassas Museum Associates to Fund a Collections Management Internship

Mary Helen Dellinger presented Staff's recommendation to amend the FY 2014 Budget by budgeting and appropriating a \$4,600 donation from the Manassas Museum Associates to fund a Collections Management Internship. The Committee approved (3/0). This item will be forwarded to the September 23, 2013, City Council meeting.

AGENDA ITEM #5 Resolution 2014-12-R Amending the FY 2014 Budget by Budgeting and Appropriating \$20,844 from the McBryde Library Donation Account to Install a Mobile Filing System

Mary Helen Dellinger presented Staff's recommendation to amend the FY 2014 Budget by budgeting and appropriating \$20,844 from the McBryde Library Donation Account to install a Mobile Filing System. The Committee approved (3/0). This item will be forwarded to the September 23, 2013, City Council meeting.

AGENDA ITEM #6 Resolution 2014-14-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$3,243 VML Insurance Program Risk Management Grant for a Portable AED (Automated External Defibrillator) Unit for Fire and Rescue and to Equip Three Property Code Enforcement Vehicles with Emergency Lights for Community Development

Liz Via-Gossman presented Staff's recommendation to amend the FY 2014 Budget by budgeting and appropriating a \$3,243 VML Insurance Program Risk Management Grant for a portable AED (Automated External Defibrillator) unit for Fire and Rescue and to equip three Property Code Enforcement vehicles with emergency lights for Community Development. The Committee approved (3/0). This item will be forwarded to the September 23, 2013, City Council meeting.

City Manager's Time –

Standard & Poor's affirmed the City's Bond Rating.

Staff is working on a financial advisor contract with PFM.

Mayor:

The Manassas Volunteer Fire Company is returning CDs to City for apparatus purchase.

The Manassas City Public Schools Bond Reimbursement Resolution will be on the September 9, 2013, City Council Agenda.

A Memorandum of Understanding with Manassas City Public Schools regarding the CIP has not yet been signed.

There is a joint School Board / City Council Meeting on October 7, 2013.

The meeting was adjourned at 6:30 p.m. by Chairman Marc Aveni.

AGENDA STATEMENT

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ITEM NO. 2

MEETING DATE: September 18, 2013 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2014-17-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$22,680 Virginia Department of Aviation Grant Amendment for the Connector Road Capital Project 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 amended grant #CF0030-32 to change the project description from Interior Service Connector Road (Construction) to Interior Service Road (Construction) & Runway 16L Localizer Relocation (Reimbursable Agreement)(Design/Construction); and increase the maximum obligation of the Commonwealth of Virginia from \$25,460.58 to \$48,140.58 (\$22,680 increase); and extend the grant payment term from March 31, 2014 to September 30, 2014. The grant amendment offer must be accepted and certified by October 12, 2013 or it may otherwise be withdrawn.

This resolution will budget and appropriate \$22,680 of State Grant revenue in the Airport Capital Projects Fund.

STAFF RECOMMENDATION: Approve Resolution 2014-17-R

BOARD/COMMISSION/ COMMITTEE: Airport Commission

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

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

COMMENTS: The format and content of this Grant Amendment will be approved by the City Attorney.

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT: \$22,680 – State Grant Revenue

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

R E S O L U T I O N 2014-17-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 23rd day of September, 2013, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
AIRPORT CAPITAL PROJECTS FUND			
<u>Revenues:</u>			
575-0000-322-21-00	CP3758	State Grant	\$ 22,680
<u>Expenditures:</u>			
575-3758-505-39-00	CP3758	Connector Road Project	\$ 22,680

For: Increased State Grant Revenue for Connector Road Capital 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



COMMONWEALTH of VIRGINIA

Randall P Burdette
Director

Department of Aviation
5702 Gulfstream Road
Richmond, Virginia 23250-2422
August 12, 2013

V/TDD • (804) 236-3624
FAX • (804) 236-3635

Mr. Juan E. Rivera, Director
Manassas Regional Airport
10600 Harry J. Parrish Blvd.
Manassas, VA 20110

**Re: Manassas Regional Airport
Interior Service Connector Road (Construction) and Runway 16L Localizer Relocation (Reimbursable Agreement)
(Design/Construction) CF0030-32**

Dear Mr. Rivera:

Enclosed you will find three originals of Amendment No. 1 to your Grant Agreement with the Commonwealth. The amendment will change the project description from Interior Service Connector Road (Construction) to Interior Service Connector Road (Construction) & Runway 16L Localizer Relocation (Reimbursable Agreement)(Design/Construction); and increase the maximum obligation of the Commonwealth of Virginia from \$25,460.58 to \$48,140.58 (\$22,680.00 increase); and extend the Grant Payment Term from March 31, 2014 to September 30, 2014.

Please have an official, who is authorized to do so, properly execute these documents, have them attested and return two originals to this office.

Should you have any questions or require further information, you have only to call upon us.

Sincerely,

Amy Wells, Engineer
Airport Engineering Section
Airport Services Division

/pas
Enclosures





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

Grant Amendment

Part I - Offer

Project Number: CF0030-32
 Amendment Number: 1
 Date of Offer: August 12, 2013
 Date of Offer Expiration: October 12, 2013

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**

Interior Service Connector Road (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 **April 13, 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 provided in Part I as follows:

- **Change the project description from Interior Service Connector Road (Construction) to Interior Service Connector Road (Construction) & Runway 16L Localizer Relocation (Reimbursable Agreement)(Design/Construction); and**
- **Increase the maximum obligation of the Commonwealth of Virginia from \$25,460.58 to \$48,140.58 (\$22,680.00 increase); and**
- **Extend the Grant Payment Term from March 31, 2014 to September 30, 2014.**

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

12 AUG 2013

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, Vanderpool, Frischel & Muhammed, PC, 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 Manassas, Virginia this _____ day of _____, 20_____

By [Signature]

Title President

City of Manassas	State Grant Number					
Airport Capital Project Fund (Fund 575)						
Connector Road CP3758						
Project to Date						
As of 6/30/13 - Period 12						
CIP # A-25	Revenues					Expenditures
		State	Federal	Airport Operating Fund	Total Revenues	Total Expenditures
BUDGET						
FY 2008 RES#2008-01-R	-	-	-	2,000.00	2,000.00	2,000.00
FY 2008 ORD#2008-51-O	3,000.00	144,685.00		2,615.00	150,300.00	150,300.00
FY 2009 ORD#2009-20-O	1,569.00			(1,569.00)	-	-
FY 2010 RES#2010-33-R	42,643.00	1,350,364.00		28,429.00	1,421,436.00	1,421,436.00
FY 2010 RES#2010-94-R	(17,182.00)	(544,113.00)		(11,455.00)	(572,750.00)	(572,750.00)
Project to Date Budget	30,030.00	950,936.00		20,020.00	1,000,986.00	1,000,986.00
ACTUAL						
FY 2008				4,615.00	4,615.00	1,200.00
FY 2009	3,914.66	125,383.00		(1,569.00)	127,728.66	130,782.41
FY 2010	600.34	17,592.00		16,974.00	35,166.34	23,942.10
FY 2011	5,613.28	177,753.00			183,366.28	785,263.82
FY 2012	17,609.98	557,650.00			575,259.98	1,792.42
FY 2013		479,923.91			479,923.91	-
Project to Date Actual	27,738.26	1,358,301.91		20,020.00	1,406,060.17	942,980.75
Remaining Budget Balance	(2,291.74)	407,365.91		-	405,074.17	58,005.25

AGENDA STATEMENT

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ITEM NO. 3

MEETING DATE: September 18, 2013 – Finance Committee

TIME ESTIMATE: 15 Minutes

AGENDA ITEM TITLE: FY 2015 Budget Calendar

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

**SUMMARY OF
ISSUE/TOPIC:** Consideration of the FY 2015 Budget Calendar.

**STAFF
RECOMMENDATION:** Approve the FY 2015 Budget Calendar

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS: _____

**DISCUSSION
(IF NECESSARY):** **CALENDAR WILL BE DISTRIBUTED AT THE MEETING**

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

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

AGENDA STATEMENT

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ITEM NO. 4

MEETING DATE: September 18, 2013 – Finance Committee

TIME ESTIMATE: 60 Minutes

AGENDA ITEM TITLE: FY 2015 Five Year Forecast

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

**SUMMARY OF
ISSUE/TOPIC:** Staff will present the FY 2015 Five Year Forecast for discussion and direction.

**STAFF
RECOMMENDATION:**

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS: _____

**DISCUSSION
(IF NECESSARY):** **FORECAST WILL BE DISTRIBUTED AT THE MEETING**

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

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