

FINANCE COMMITTEE
WEDNESDAY, NOVEMBER 18, 2015
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA
AGENDA

5:30 P.M. CALL TO ORDER

- | | |
|---|------------------|
| 1. Approve Minutes of the October 14, 2015 Finance Committee Meeting | 1 Minute |
| | Page 1 |
| 2. Resolution 2016-06-R Amending the FY 2016 Budget by Budgeting and Appropriating \$100,000 of State Grant Revenue in the School Operating Fund for the 2015-2016 School Security Equipment Grant Program (Hawkins) | 2 Minutes |
| | Page 3 |
| 3. Resolution 2016-06-R Amending the FY 2016 Budget by Budgeting and Appropriating \$3,000 from Animal Shelter Donations for Veterinary Services (Perry) | 2 Minutes |
| | Page 9 |
| 4. Resolution 2016-06-R Amending the FY 2016 Budget by Budgeting and Appropriating \$4,900 of Museum Collections Committed Fund Balance for Conservation Supplies and Exhibit Services (Dellinger) | 2 Minutes |
| | Page 11 |
| 5. Resolution 2016-06-R Amending FY 2016 Budget by Budgeting and Appropriating \$3,314 of Covington Trust Funds and \$1,186 of General Museum Sponsorship Funds for an Immersive Space Room at the Museum (Dellinger) | 2 Minutes |
| | Page 13 |
| 6. Resolution 2016-06-R Amending the FY 2016 Budget by Budgeting and Appropriating \$18,800 of Federal Grant Revenue for the Historical Data Clean-Up Project (Goudarzi) | 2 Minutes |
| | Page 17 |
| 7. Resolution 2016-06-R Amending the FY 2016 Budget by Transferring \$225,000 of Community Investment Committed Fund Balance in the General Fund to Capital Projects for the Abatement of Two Blighted Properties (Via-Gossman) | 2 Minutes |
| | Page 23 |
| 8. General Fund Status Report (York) | 5 Minutes |
| | Page 39 |
| City Manager's Time | |

ADJOURNMENT

**cc: Mayor
Council Members
W. Patrick Pate**

**Paul York
Diane Bergeron
Tamara Keesecker**

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, OCTOBER 14, 2015
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA**

COMMITTEE MEMBERS PRESENT: Council Member Marc Aveni, Chairman
Council Member Mark Wolfe
Vice Mayor Jonathan L. Way

COMMITTEE MEMBERS ABSENT: Council Member Sheryl Bass (Alternate)

OTHERS PRESENT: Finance and Administration Director Paul York, Deputy City Manager Bryan Foster, Assistant to the City Manager/City Clerk Andrea Madden, Airport Director Juan Rivera, Planning & Zoning Manager Matthew Arcieri, Ty Wellford and R.T. Taylor from Davenport & Company, and Airport Commission Members: Dan Radtke (Chairman), Richard Seraydarian, Howard Goodie, H.R. Zucker, Jim Uzzle, Theresa Coates Ellis and Harry Clark

The meeting was called to order at 5:24 p.m. by Chairman Marc Aveni.

AGENDA ITEM #1 Approve Minutes of the September 16, 2015 Finance Committee Meeting

A motion was made and seconded to approve the minutes of the September 16, 2015 Finance Committee meeting. The Committee approved (3/0).

AGENDA ITEM #2 Resolution 2016-05-R Amending the FY 2016 Budget by Budgeting and Appropriating \$20,000 for the Installation of New Downtown Parking Signage (Arcieri)

Matthew Arcieri presented Staff's recommendation to amend the FY 2016 budget by budgeting and appropriating \$20,000 for the installation of new downtown parking signage. The Committee approved (3/0). This item will be forwarded to the October 26, 2015, City Council meeting for consideration.

AGENDA ITEM #3 Presentation of the Manassas Regional Airport's Financial Plan

Juan Rivera introduced representatives from Davenport & Company who presented a portion of the Manassas Regional Airport's Financial Plan. This item will be forwarded to the October 26, 2015 City Council meeting for presentation.

AGENDA ITEM #4 Consideration of a New Joint Budget Agreement Between the City of Manassas and the Manassas City Public Schools Based on Recommendations from the Joint Finance Committee

Paul York presented a resolution with the recommendations outlined by the Joint Finance Committee for a new joint budget agreement between the City of Manassas and the Manassas City Public Schools. The Committee approved (3/0). This item will be forwarded to the October 19, 2015 City Council meeting and will not be on Consent.

City Manager's Time

N/A

The meeting was adjourned at 6:19 p.m. by Chairman Aveni.

AGENDA STATEMENT

PAGE NO. 3

ITEM NO. 2

MEETING DATE: November 18, 2015 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Consideration of Resolution 2016-06-R Amending the FY 2016 Budget by Budgeting and Appropriating \$100,000 of State Grant Revenue in the Schools Operating Fund for the 2015-2016 School Security Equipment Grant Program

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

**SUMMARY OF
ISSUE/TOPIC:** Manassas City Public Schools has been awarded a \$100,000 security equipment grant from the Virginia Department of Education for building upgrades to Haydon & Weems Elementary Schools, Metz Middle School, and Osbourn High School. The School Board approved acceptance of this grant on October 27, 2015. The local match has already been appropriated in the Schools Operating Fund.

This resolution will budget and appropriate \$100,000 of State Grant Revenue in the Schools Operating Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2016-06-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** \$100,000 – State Grant Revenue

STAFF: Andy Hawkins, Executive Director of Financial Services (MCPS), (571) 377-6035

School Security Equipment Grant Application

Manassas City Public Schools

Grant Year: 2015

Grant ID: SEG15-143

Submitted By: Russ Helton 07/28/2015

Grant Status: Final

Approved By: Catherine Magouyrk 07/28/2015

DIVISION SUMMARY

Schools Included in the Application	Estimated Equipment Cost
Grace E. Metz Middle	\$25,500.00
Osborn High	\$46,084.61
Richard C. Haydon Elementary	\$19,466.63
Weems Elementary	\$34,235.26

Estimated Total Cost of All Projects: **\$125,286.50**
(Total of all school equipment estimated costs)

Requested Grant Amount if all projects are approved and selected: **\$100,000.00**
(If approved, state funds to be applied to the grant)

Requested Local Match if all projects are approved and selected: **\$25,000.00**
(25% of the state amount)

Grant Amount Awarded: **\$100,000.00**

Required Local Match: **\$25,000.00**

School Security Equipment Grant Application

Grace E. Metz Middle
9950 Wellington Road
Manassas, VA 20110-5895

Grant Year: 2015
Grant ID: SEG15-143

Built In: 1990

Included in Award: Yes

Qualifying Questions	Answers
Is there Currently Security equipment installed in in this school, such as items listed in the instructions?	Yes
Did a previous school security audit specifically identify or recommend the need for the security equipment being request through this grant?	Yes
Does this school have an Uninterrupted Power Supply(UPS) power backup system dedicated to support the security equipment in place?	No

Equipment Description	Estimated Cost	Status
Security Lighting Systems - twenty-four (24) LED wall pack light fixtures and ten (10) LED uplight flood light fixtures at the building entrances and entrance grounds.	\$10,500.00	Qualified
Security Lighting Systems - 100 LED light fixture upgrades	\$15,000.00	Qualified

School Security Equipment Grant Application

Osbourn High
9005 Tudor Ln
Manassas, VA 20110-5756

Grant Year: 2015
Grant ID: SEG15-143

Built In: 1953

Included in Award: Yes

Qualifying Questions	Answers
Is there Currently Security equipment installed in in this school, such as items listed in the instructions?	Yes
Did a previous school security audit specifically identify or recommend the need for the security equipment being request through this grant?	Yes
Does this school have an Uninterrupted Power Supply(UPS) power backup system dedicated to support the security equipment in place?	No

Equipment Description	Estimated Cost	Status
Electronic Access Control Systems to six (6) additional doors.	\$32,724.76	Qualified
Backup Technology Equipment - Avigilon Hotstandby - Auto-Failover system to be located at the Osbourn. This system will support division-wide access control doors.	\$13,359.85	Qualified

School Security Equipment Grant Application

Richard C. Haydon Elementary
9075 Park Ave
Manassas, VA 20110-4317

Grant Year: 2015
Grant ID: SEG15-143

Built In: 1979

Included in Award: Yes

Qualifying Questions	Answers
Is there Currently Security equipment installed in in this school, such as items listed in the instructions?	Yes
Did a previous school security audit specifically identify or recommend the need for the security equipment being request through this grant?	Yes
Does this school have an Uninterrupted Power Supply(UPS) power backup system dedicated to support the security equipment in place?	No

Equipment Description	Estimated Cost	Status
Electronic Access Control Systems on four (4) additional exterior entrance doors.	\$19,466.63	Qualified

School Security Equipment Grant Application

Weems Elementary
8750 Weems Rd
Manassas, VA 20110-4999

Grant Year: 2015
Grant ID: SEG15-143

Built In: 1977

Included in Award: Yes

Qualifying Questions	Answers
Is there Currently Security equipment installed in in this school, such as items listed in the instructions?	Yes
Did a previous school security audit specifically identify or recommend the need for the security equipment being request through this grant?	Yes
Does this school have an Uninterrupted Power Supply(UPS) power backup system dedicated to support the security equipment in place?	No

Equipment Description	Estimated Cost	Status
Security Lighting Systems - 36 LED wall pack light fixtures to improve the lighting around the building and entrances.	\$12,096.00	Qualified
Electronic Access Control Systems for four (4) additional exterior entrance doors.	\$22,139.26	Qualified

AGENDA STATEMENT

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ITEM NO. 3

MEETING DATE: November 18, 2015 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Consideration of Resolution 2016-06-R Amending the FY 2016 Budget by Budgeting and Appropriating \$3,000 from Animal Shelter Donations for Veterinary Services

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

**SUMMARY OF
ISSUE/TOPIC:** The City of Manassas Animal Shelter would like to use \$3,000 from the donations received by the Shelter for veterinary services. The Shelter and Animal Control are required by law to seek emergency care for sick and injured animals. They must be taken to the Emergency Veterinary Clinic or Animal Hospital to be treated. There has been a recent increase in injured animals as well as an increase in the cost of emergency care.

This resolution will budget and appropriate \$3,000 of Animal Shelter Donations in the General Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2016-06-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 Animal Shelter Donations account is \$18,375.20

**BUDGET/FISCAL
IMPACT:** \$3,000 – Animal Shelter Donations

STAFF: Nancy Hurley, Fiscal Specialist, (703) 257-8065
Christine Perry, Sergeant, Animal Control, (703) 257-8010
Captain Tina P. Laguna, Administrative Services Division, (703) 257-8005

GM200I02
Fiscal year 2016

CITY OF MANASSAS
Account Balance Inquiry

11/09/15
09:13:45

Account number : 100-0000-221.17-23 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 : 23 Animal Shelter Donations

	<u>Debits</u>	<u>Credits</u>	<u>Account balance</u>
Current	16,674.84	33,374.68	.00
Unposted	.00	1,675.36	
Total	16,674.84	35,050.04	18,375.20

F7=Project data
F11=Account activity

F8=Misc inquiry
F12=Cancel

F16=Pending trans

F10=Detail trans
F24=More keys

AGENDA STATEMENT

PAGE NO. 11

ITEM NO. 4

MEETING DATE: November 18, 2015 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Consideration of Resolution 2016-06-R Amending the FY 2016 Budget by Budgeting and Appropriating \$4,900 of Museum Collections Committed Fund Balance for Conservation Supplies and Exhibit Services

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

N/A

**SUMMARY OF
ISSUE/TOPIC:**

The Museum would like to purchase a five drawer flat file to house the remainder of the Albert Speiden drawings in the amount of \$1,500. The Museum would like to retain a qualified appraiser for an insurance review of the museum collection in the amount of \$3,400.

This resolution will budget and appropriate \$4,900 of Museum Collections Committed Fund Balance in the General Fund.

STAFF

RECOMMENDATION: Approve Resolution 2016-06-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

DISCUSSION

(IF NECESSARY): The Museum Collections Committed Fund Balance was \$12,356.01 as of 6/30/2015

**BUDGET/FISCAL
IMPACT:**

\$4,900 – Museum Collections Committed Fund Balance

STAFF:

Elizabeth Via-Gossman, Community Development Director, (703) 257-8224
Mary Helen Dellinger, Museum Curator, (703) 257-8452

GM200I02
Fiscal year 2016

CITY OF MANASSAS
Account Balance Inquiry

10/23/15
09:37:52

Account number . . . : 100-0000-251.17-00 Db/Cr . . : C

Fund : 100 General Fund
Department : 00
Division : 00
Activity basic . . . : 25 Fund Balance
Sub activity : 1 Committed
Element : 17 Museum Collections
Object : 00

	<u>Debits</u>	<u>Credits</u>	<u>Account balance</u>
Current :	.00	12,356.01	.00
Unposted :	.00	.00	
Total :	.00	12,356.01	12,356.01

F7=Project data
F11=Account activity

F8=Misc inquiry
F12=Cancel

F16=Pending trans

F10=Detail trans
F24=More keys

AGENDA STATEMENT

PAGE NO. 13

ITEM NO. 5

MEETING DATE: November 18, 2015 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Consideration of Resolution 2016-06-R Amending the FY 2016 Budget by Budgeting and Appropriating \$3,314 of Covington Trust Funds and \$1,186 from General Museum Sponsorship Funds for an Immersive Space Room at the Museum

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

N/A

**SUMMARY OF
ISSUE/TOPIC:**

The Museum would like to hire a design firm to create a proposal for the creation of an Immersive Space area in the main gallery of the Museum. Such spaces give visitors better sensory experiences instead of the typical look/read/do not touch experiences of other museum galleries. Visitors will be able to sit down and listen to stories about Manassas history. These spaces could involve lower lighting, audio, video, temperature changes, and other features and are great areas for visitors that might have a visual impairment or have difficulty with movement.

This resolution will budget and appropriate \$3,314 of Covington Trust funds and \$1,186 of General Museum Sponsorship funds in the General Fund.

STAFF

RECOMMENDATION: Approve Resolution 2016-06-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 Covington Trust account is \$3,314.41 and the balance in the Museum General Sponsorships account is \$1,413.20.

**BUDGET/FISCAL
IMPACT:** \$3,314 – Covington Trust Available Balance
\$1,186 – Museum General Sponsorships Balance
\$4,500 – Total Cost of Proposal

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

GM200I02
Fiscal year 2016

CITY OF MANASSAS
Account Balance Inquiry

11/09/15
09:09:14

Account number : 100-0000-221.31-78 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 : 78 Covington Trust

	<u>Debits</u>	<u>Credits</u>	<u>Account balance</u>
Current	3,313.10	6,626.62	.00
Unposted	.00	.89	
Total	3,313.10	6,627.51	3,314.41

F7=Project data
F11=Account activity

F8=Misc inquiry
F12=Cancel

F16=Pending trans

F10=Detail trans
F24=More keys

GM200I02
Fiscal year 2016

CITY OF MANASSAS
Account Balance Inquiry

11/09/15
09:09:34

Account number : 100-0000-221.31-07 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 : 07 General Sponsorships

	<u>Debits</u>	<u>Credits</u>	<u>Account balance</u>
Current	912.40	1,825.35	.00
Unposted	.00	500.25	
Total	912.40	2,325.60	1,413.20

F7=Project data
F11=Account activity

F8=Misc inquiry
F12=Cancel

F16=Pending trans

F10=Detail trans
F24=More keys

AGENDA STATEMENT

PAGE NO. 17

ITEM NO. 6

MEETING DATE: November 18, 2015 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Consideration of Resolution 2016-06-R Amending the FY 2016 Budget by Budgeting and Appropriating \$18,800 of Federal Grant Revenue for the Historical Data Clean-Up Project

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

N/A

**SUMMARY OF
ISSUE/TOPIC:**

City staff applied for and received the EPA Chesapeake Bay Regulatory and Accountability Program grant to fund the Historical Data Clean-Up project. Virginia Department of Environmental Quality (DEQ) approved \$18,800 in funding for the collection and provision of Best Management Practice (BMP) implementation data to improve the Chesapeake Bay Program Phase 6 Watershed Model and meet the reporting requirement under the Chesapeake Bay Preservation Act.

This resolution will budget and appropriate \$18,800 of Federal Pass Thru Grant Revenue in the Stormwater Utility Fund.

STAFF

RECOMMENDATION: Approve Resolution 2016-06-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** \$18,800 – Federal Pass Thru Grant Revenue

STAFF: Sung Jin Chung, Stormwater Program Manager, (703) 257-8228
Bruce Goudarzi, Acting Director of Public Works, (703) 257-8251

Scope of Service

Grantee:	City of Manassas		Contact Person:	Sung Jin Chung, Engineer	
DUNS #:	03-034-2448		Phone Number:	(703) 237-8228	
Federal ID #:	54-6001411		Email:	schung@ci.manassas.va.us	
Mailing Address:	8500 Public Works Drive		Invoice Payable To:	City of Manassas	
City, State, Zip:	Manassas, VA 20110-8415		Checks Payable To:		
Project Title:	VDEQ Historical BMP Data Clean-Up Project				
Grant Period:	Start:	June 1, 2015	End:	October 1, 2015	

DEQ Project Manager:	Rebecca Shoemaker	Project Manager Email:	Rebecca.Shoemaker@deq.virginia.gov
CBRAP Funds:	\$18,800.00	Match Funds:	\$0.00

DEQ has received grants from the United States Environmental Protection Agency under the Chesapeake Bay Regulatory and Accountability (CBRAP), Catalog of Federal Domestic Assistance Number 66.466. This Agreement is a sub-grant award, from DEQ to the Grantee, of said federal grant funds. As a sub-grant award, this contract is subject to applicable EPA statutory and regulatory provisions pursuant to Title 40 CFF chapter 1 parts 1-49 and the cost principles enumerated in the appropriate code of federal regulations.

A) GENERAL PROVISIONS

The Grantee shall provide the services to DEQ set forth in the Agreement documents and, specifically, as defined in this Scope of Service and the accompanying Application. All deliverables shall conform to accepted standards and practices.

In addition to the signed contract, the Agreement documents shall consist of:

- 1) Scope of Service (this document)
- 2) Attachment A – Quarterly Progress Report Summary
- 3) Attachment B – Project Financial Report
- 4) Attachment C – Historical BMP Reporting Template

B) PROGRESS REPORTING

The Grantee shall provide DEQ with one quarterly report that details the progress of work set forth in the Agreement documents. The quarterly report will consist of a completed Quarterly Progress Report Summary (Attachment A) and will be due on **July 1, 2015**. The quarterly report should be submitted electronically to Lara Kling (lara.kling@deq.virginia.gov) and the project manager should be CC'd.

The final report Grantee will provide a detailed narrative describing the actual procedures and processes used to acquire, validate, and report the historical urban best management practice data. The final report will be due no later than the termination of the grant agreement.

C) REIMBURSEMENT REQUESTS

Reimbursement requests will be submitted according to the Payment Schedule outlined in the Application. Each request shall include the following information and adhere to the following standards:

- 1) **Project Financial Report (Attachment B):** The Grantee will summarize expenses incurred in the appropriate columns under “DEQ Funds” and Grantee contributions under “Match Funds.” This form also serves as the reimbursement request, or invoice, for the Grantee; therefore, only electronic copies with the original authorized signature will be accepted by DEQ. Original Attachment Bs must be kept on file by the Grantee for a minimum of 5 years. Reimbursement requests should be based upon actual expenditures and need to relate to the grant scope of work to be authorized. If reimbursement for staff expenditures is included, appropriate documentation of staff time is required, as described in the terms and conditions of this grant agreement.
- 2) **Financial Narrative:** The Grantee shall submit a financial narrative that includes itemized details of expenditures by budget category. This narrative may be submitted in lieu of receipts; however, DEQ may request receipts and detailed financial accounting if the financial narrative does not provide enough detail to justify expenditures. The financial narrative should include any required employee time reporting forms required to meet federal reporting rules as outlined in the available Grant Project Management Manual <http://www.deq.virginia.gov/programs/water/cleanwaterfinancingassistance/nonpointsourcefunding/grantprojectmanagementmanual.aspx>

Reimbursement requests shall:

- Be submitted for the Grantee’s actual costs
- Be submitted in accordance with the “General Terms and Conditions,” as applicable, for “Food/Refreshments” and/or “Employee Administration and Costs”
- Be for a minimum of \$1,000 (i.e. an aggregate of all applicable budget categories / line items). The DEQ will not process a reimbursement request for less than \$1,000.
- As applicable, shall not exceed the current Commonwealth of Virginia (“COVA”; refer to the “Commonwealth Accounting Policies and Procedures (CAPP) Manual”/ “Travel Regulations” at http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Alpha_Listing.cfm/ local per diem schedule;
- Relate to the grant scope of work
- Be included in the Grantee’s Financial Narrative

Submission Requirements: The Grantee shall submit all reports and reimbursement requests:

- Via email to DEQ’s Office of Financial Management at OFM@DEQ.virginia.gov with a carbon copy to the assigned DEQ project manager, **Rebecca Shoemaker** (Rebecca.Shoemaker@deq.virginia.gov) and Lara Kling (lara.kling@deq.virginia.gov); the E-mail shall include the grant agreement (contract) number in the subject line

- A cover memo shall be included, followed by the Project Financial Report (Attachment B)
- According to the schedule outlined in the Application. The final reimbursement request must be submitted with the final report. DEQ will not reimburse any requests received more than 30 days after the Agreement termination date.

Incomplete or inaccurate reports may result in reimbursement delays. These reports shall be certified by an authorized agent of the Grantee as being true and accurate to the best of the Grantee's knowledge, as indicated by their signature on Financial Report (Attachment B). The DEQ will not reimburse the Grantee for any unauthorized expense.

D) COMPENSATION:

DEQ shall release the grant award to the Grantee on a cost-reimbursement basis upon receipt and approval of the Grantee's quarterly and final reports and deliverables as required by this Agreement and in the associated Milestone Table (Attachment C), or at other times agreed to by DEQ.

This agreement provides a grand total of **\$18,800.00** in Chesapeake Bay Implementation Grant funding (*matched by \$0.00 in other funds*) to the Grantee through **October 1, 2015**. All expenditures and reimbursement requests should follow the budget narrative included in Section G (Budget Narrative) of this Scope of Service and should utilize the Project Financial Report (Attachment B) included in this contract. Shifts of the funds among budget line items and categories by the Grantee must be approved in writing by DEQ.

Any unspent funding remaining on **October 1, 2015** will **revert to DEQ**. *All projects, practices and activities must be installed, completed, and paid by October 1, 2015.* Any cost overruns incurred by the Grantee during the time of performance shall be the responsibility of the district.

E) MATCHING FUNDS:

If this Agreement is contingent upon cash and in-kind contributions by the Grantee to the project, the required amount of matching funds will be indicated on the Project Financial Report Form, Attachment B. Matching contributions, if applicable, must reflect expenses directly related to the implementation of this project and incurred only during the time of performance listed in this Agreement. The decision of DEQ with respect to approval of matching funds shall be final. Matching funds must be tracked and reported to DEQ in the quarterly and final reports described above.

F) PROGRAM OBJECTIVES, DELIVERABLES, AND TIMELINE

See Attached "Scope of Services and Fee Proposal", *Pages 1-3*

G) PROJECT BUDGET NARRATIVE

See Attached "Scope of Services and Fee Proposal", *Page 4 and "City of Manassas 2015 DEQ Historical Data Cleanup Grant Budget"*

Attachmnet B - Project Financial Report Form

COMMONWEALTH OF VIRGINIA - DEPARTMENT OF ENVIRONMENTAL QUALITY

DEQ Grant Agreement # 16088

Chesapeake Bay Regulatory and Accountability Program (CBRAP)

Grantee:	City of Manassas	Contact Person:	Sung Jin Chung, Engineer
DUNS #:	03-034-2448	Phone Number:	(703) 237-8228
Federal ID #:	54-6001411	Email:	schung@ci.manassas.va.us
Mailing Address:	8500 Public Works Drive	Invoice Payable To:	City of Manassas
City, State, Zip:	Manassas, VA 20110-8415	Checks Payable To:	
Project Title:	VDEQ Historical BMP Data Clean-Up Project		
Grant Period:	Start:	6/1/2015	End: 10/1/2015

Narrative Summary of
Reimbursement
Request:

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DEQ Funds (Federal)	Project Budget	Current Expenditures	Cumulative Expenditures	Unexpended Project Balance
Personnel	\$ -			\$ -
Fringe	\$ -			\$ -
Travel	\$ -			\$ -
Equipment	\$ -			\$ -
Supplies	\$ -			\$ -
Contractual	\$ 18,800.00			\$ 18,800.00
Construction	\$ -			\$ -
Other Direct	\$ -			\$ -
TOTAL	\$ 18,800.00	\$ -	\$ -	\$ 18,800.00

Total Reimbursement Request: \$ -

MATCH Funds	Project Match Budget	Current Match Expenditures	Cumulative Match Expenditures	Unexpended Match Balance
Personnel	\$ -			\$ -
Fringe	\$ -			\$ -
Travel	\$ -			\$ -
Equipment	\$ -			\$ -
Supplies	\$ -			\$ -
Contractual	\$ -			\$ -
Construction	\$ -			\$ -
Other Direct	\$ -			\$ -
Indirect	\$ -			\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

Authorized Signature: _____
Date: _____

Attachmnet B - Project Financial Report Form

FOR DEQ PURPOSES ONLY:

INVOICE NUMBER: _____

CFDA	Fund/Detail	Cost Code	FY(State)	Amount
66.466	1000	609	15	\$ 18,800.00
Object	Program	Project/Task/Phase		
1441	51502	61800 / 20 / 12		
<u>Fund Type</u>	<u>Budget</u>	<u>Total Request</u>	<u>Balance</u>	
	\$ 18,800.00	\$ -	\$ 18,800.00	

AGENDA STATEMENT

PAGE NO. 23

ITEM NO. 7

MEETING DATE: November 18, 2015 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Consideration of Resolution 2016-06-R Amending the FY 2016 Budget by Transferring \$225,000 of Community Investment Committed Fund Balance to Capital Projects for the Abatement of Two Blighted Properties

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

N/A

**SUMMARY OF
ISSUE/TOPIC:**

The Georgetown South Community has asked the City Council to consider the acquisition of two blighted properties under Virginia Code Section 36-49.1:1, Spot Blight Abatement. The properties are located at 9615 Aspen Place and 9710 Pickett Lane in Georgetown South. Staff is requesting appropriation of \$225,000 for court fees, expert witnesses (appraisers), legal fees to acquire the blighted property under eminent domain. The properties are currently appraised at \$105,000 each. A portion of these funds may be replaced upon sale of the properties.

This resolution will transfer \$225,000 of Community Investment Committed Fund Balance in the General Fund to the General Capital Projects Fund.

STAFF

RECOMMENDATION: Approve Resolution 2016-06-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

DISCUSSION

(IF NECESSARY):

The FY 2016 Adopted Budget included an appropriation of \$374,000 to Community Investment Committed Fund Balance. This resolution would reduce that amount to \$149,000.

**BUDGET/FISCAL
IMPACT:**

\$225,000 – Community Investment Committed Fund Balance

STAFF:

Elizabeth S. Via-Gossman, AICP, Community Development Director, (703) 257-8224



CITY OF MANASSAS, VIRGINIA

Elizabeth S. Via-Gossman, AICP
Director, Community Development

COMMUNITY DEVELOPMENT

9027 Center Street
Manassas, VA 20110

Facsimile: 703/257-5117
Telephone: 703/257-8223

MAYOR
Harry J. Parrish II

CITY COUNCIL
Jonathan L. Way, Vice Mayor
Marc T. Aveni
Sheryl L. Bass
Ken D. Elston
Ian T. Lovejoy
Mark D. Wolfe

CITY MANAGER
W. Patrick Pate

MEMORANDUM TO FINANCE COMMITTEE

DATE: November 4, 2015

TO: The Hon. Marc Aveni, Chairman
The Hon. Jonathan Way, Vice Mayor
The Hon. Mark Wolfe, Councilmember
The Hon. Sheryl L. Bass, Councilmember, Alternate

THRU: W. Patrick Pate, City Manager
Paul York, Director, Finance and Administration

FROM: Elizabeth S. Via-Gossman, AICP, Director

COPIES: Mayor and City Council
City Attorney
Development Services Manager
Property Code Enforcement Supervisor

RE: Acquisition of Blighted Property by Eminent Domain

At an upcoming regular meeting, the City Council will be asked to declare the properties at 9615 Aspen Place and 9710 Pickett Lane in Georgetown South as blighted under Chapter 1 of Title 36 of the Code of Virginia and to consider abating that blight by acquiring the properties. The Staff is proposing a budget of \$225,000 to acquire the blighted structures under the City's condemnation powers. The process is expected to take 12 months.

Background

Earlier this spring, the Mayor was approached by representatives of the Georgetown South Community Association and the non-profit, VOICE, to consider the acquisition of blighted properties under Virginia Code Section 36-49.1:1. The GTS Community Association and VOICE

identified the following three (3) properties that they considered blighted and a detriment to the health, welfare and safety of the GTS community. Each of the properties are vacant and have no utilities but are current on their real estate taxes. They are in varying degrees of disrepair. Two of them have been boarded up by the City.

- 9787 Bragg Lane (Wade)
- 9615 Aspen Place (King)
- 9710 Pickett Lane (King)

At the Mayor's request, the Staff reviewed the case files on the 3 properties identified by the GTS Community Association and VOICE. The property at 9787 Bragg Lane (Wade) is currently vacant (4 years), boarded up and disconnected from utilities. The taxes are paid. Mr. Wade has not been notified by the City of the condition of his property nor has he been issued any type of order to remediate the condition of the property. At this time the property is secured and Staff is in the process of following up with Mr. Wade on a corrective work order and notice of violation under the Property Maintenance Code provisions of the Uniform Statewide Building Code.

The properties at 9615 Aspen and 9710 Pickett (King Properties) have been vacant for more than 10 years and have been disconnected from utilities. The one at 9710 Pickett Lane has been boarded up by the City. The other is not fully secured. Both properties are current on their taxes. The City has issued several corrective work orders and notices of violation which have not resulted in any response from Mr. King. Most recently, the City attempted to prosecute Mr. King for failing to comply with our property maintenance codes and the Fairfax Sheriff's Department made several attempts at service but were unable to find him at home. Both properties were inspected on July 24th and both properties were determined to meet the standards for blight under the State code as determined by the City's Building Official and Property Maintenance Official.

Staff initiated the first step under the code by notifying Mr. King in August of the City's preliminary determination that the properties are blighted. The code provides 30 days for Mr. King to respond. As of the writing of this memorandum Mr. King had not replied.

Current Situation

The City Council's Land Use Committee took up the matter on September 24th and October 22nd. On September 24th the Committee directed the Staff to undertake an appraisal of both the properties. On October 1st a second letter was sent to Mr. King requesting access to the interior of the units. As of the writing of this memorandum Mr. King has not replied. The appraisals were conducted based on visual inspection of the exterior only. The appraisal on each unit was \$105,000. The Staff presented this information to the Land Use Committee on October 22nd and by 2/0 vote (Lovejoy absent) was directed to move forward to the City Council Finance Committee for a recommendation to the Council on appropriating \$225, 000 which includes additional funds for court fees, expert witnesses (appraiser) and legal fees to acquire the blighted properties under eminent domain.

November 4, 2015

Page 3

Next Steps

Staff asks the Finance Committee to recommend to Council appropriating \$225,000 to acquire the blighted properties under eminent domain.

Following action by the Finance Committee, the Staff will present to the City Council an ordinance finding that the properties are blighted, that they endanger public health and safety, that they are unfit for human occupancy or use, and that they are currently unoccupied. In the proposed ordinance, the City Council would approve a plan for the City to abate the blight by acquiring the property under eminent domain and effectuating the rehabilitation of the properties through sale of the properties.

Attachments:

1. Spot Blight Abatement Process under Chapter 1, Title 36 of the Code of Virginia
2. Letters dated August 1, 2015 and October 1, 2015 to Mr. Samuel King
3. Damage Reports of the City of Manassas Department of Community Development, Division of Development Services (9615 Aspen and 9710 Pickett Lane)
4. Draft Ordinance and Abatement Plan

Attachment 1 – Spot Blight Abatement Process

Step 1: Initial Notice

Required Findings: The City Manager makes a preliminary determination of blight as defined in Virginia Code Section 36-3: Endangers public health, safety, or welfare because the structure is dilapidated, is deteriorated, or violates minimum health and safety standards.

Action by: City Manager letter notice

Notice to: Owners, based on tax records, by regular mail

Time frame: Owner has 30 days to respond in writing with a plan to address the blight

Note: If the owner proposes a plan, the City Manager may either accept it or reject it. The rejection must be reasonable and the reasons communicated to the owner to allow them to correct the plan and resubmit it.

Step 2: Upon Failure to Provide an Acceptable Plan, in order to acquire by condemnation

Required Findings Before Eminent Domain Can Be Exercised:

- A. Under Section 36-49.1:1 (C) and (D), the property is blighted (“endangers the public's health, safety, or welfare because the structure or improvement upon the property is dilapidated, deteriorated, or violates minimum health and safety standards; and
- B. Under Section 1-219.1, the property endangers public health or safety and is (i) a public nuisance or (ii) beyond repair or unfit for human occupancy or use; and
- C. Under Section 36-49.1:1 (F) the condemnation will not displace any person living on the premises or the property has been condemned for human habitation for one year.

Action by: City Council ordinance

Notice to: Property owners of record by regular mail, with a copy of the City’s plan to remediate the blight by acquiring the property. Note that the trustee on the deed of trust needs to be notified of the plan to abate the blight by acquisition **before** the City Council approves the ordinance.

Time frame: A year or longer for the condemnation process (title report and appraisal, offer to purchase at 100% of appraisal, bona fide effort to purchase, filing suit, setting court date, jury trial on valuation, followed by court order conveying title).

Note that if the City exercises the option to repair the property and placing a lien on it for its repair costs, the only required finding is that the property is blighted. The action would be either by City Council ordinance adopting a blight abatement plan or by City Council declaration of a nuisance after notice to the property owner. The lien would remain on the property until it is paid, and the City could initiate the court process for sale if the lien remained unpaid after the first anniversary of the lien. As noted, staff does not recommend this approach.



CITY OF MANASSAS, VIRGINIA

9027 Center Street
Manassas, VA 20110

Facsimile: 703/ 335-0042
Telephone: 703/ 257-8212

MAYOR
Harry J. Parrish II

CITY COUNCIL
Jonathan L. Way, Vice Mayor
Marc T. Aveni
Sheryl L. Bass
Ken D. Elston
Ian T. Lovejoy
Mark D. Wolfe

CITY MANAGER
W. Patrick Pate

August 3, 2015

Mr. Samuel H. King
3000 Sherwood Hall Lane
Alexandria, VA 22306-3150

Re: Requiring a Plan to Abate the Blighted Condition of the Properties Located at 9615 Aspen Place and 9710 Pickett Lane

Dear Mr. King:

On July 24, 2015, City officials did inspect the above referenced properties and found that the properties meet the definition of "Blighted Property" as defined in Virginia Code Section 36-3 for the reasons stated in the attached report. Under Virginia Code Section 36-49.1:1 (B) I am therefore writing to inform you that I have made a preliminary determination that the properties identified above are blighted as per this chapter.

You are hereby required to submit to me, at 9027 Center Street, Manassas, VA 20110, a plan to address the deficiencies listed in the attached reports. This plan must include reasonable time frames for addressing the blight and must be received no later than 30 days from the date this notice was sent (postmarked).

If you do not provide an acceptable blight abatement plan within those 30 days, the City may exercise such remedies as provided by law including acquiring the properties by purchase or through the exercise of the power of eminent domain. If you provide a plan the City will, at your request, meet with you or your agent and provide information on land use permitting requirements for removing, repairing or securing the house.

Should you have questions regarding this notice, please contact the Director of Community Development, Elizabeth S. Via-Gossman, AICP, at (703)257-8224.

Sincerely yours,

W. Patrick Pate, City Manager

cc: City Attorney
Director, Community Development



CITY OF MANASSAS, VIRGINIA

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Manassas, VA 20110

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MAYOR
Harry J. Parrish II

CITY COUNCIL
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Ian T. Lovejoy
Mark D. Wolfe

CITY MANAGER
W. Patrick Pate

October 1, 2015

Mr. Samuel H. King
3000 Sherwood Hall Lane
Alexandria, VA 22306-3150

Re: Requiring a Plan to Abate the Blighted Condition of the Properties Located at 9615 Aspen Place and 9710 Pickett Lane

Dear Mr. King:

On July 24, 2015, City officials did inspect the above referenced properties and found that the properties meet the definition of "Blighted Property" as defined in Virginia Code Section 36-3 and in early August you were notified that under Virginia Code Section 36-49.1:1 (B) I had made a preliminary determination that the properties identified above are blighted as per this chapter. As of the writing of this letter the City of Manassas has received no response from you.

Consequently, City Staff is proceeding with the preparation of a blight abatement plan which may include acquiring the properties by purchase or through the exercise of the power of eminent domain. As part of that plan we will be undertaking a market appraisal of both properties. Attached please find a consent form for our appraiser to inspect the interior of the property. Please sign and return to Ms. Elizabeth S. Via-Gossman at 9027 Center St, Room 202, Manassas, VA 20110. If you have any questions or wish to still submit your plan to abate the blight, please call Ms. Via-Gossman at (703) 257-8224.

Sincerely,

W. Patrick Pate, City Manager

Cc: City Attorney
Director, Community Development

**CITY OF MANASSAS DEPARTMENT OF COMMUNITY DEVELOPMENT
DIVISION OF DEVELOPMENT SERVICES
DAMAGE REPORT**

Property Address: 9615 Aspen
Type of Building: Residential Townhouse
Owner's Name: Samuel H. King
Owner's Address: 3000 Sherwood Hall Lane
Alexandria, VA 22306-3150

Nature of Request: Standards for blight
Condemned Structure – no
Rate and Rodent Infestation – No exterior evidence
Previous Citations- yes
Inadequate Facilities – not documented
Potential Trespass – yes -
Nuisance to children - yes
Fire Hazard – not documented
Substantial dilapidation - yes

Person Taking Initial Report: Tracey O'Connor Jamie Collins

Date/Time: 7/24/15 8:30 AM

Name of Requestor: Elizabeth Via Gossman

Description of Disrepair:

Exterior deterioration of gutters and fascia

Exterior inspection only

Exterior deterioration of gutters and fascia

Yard maintenance being performed by City of Manassas

Rear shed unsecure and missing siding

Deterioration of wood framing

Unresolved PCE cases December 2014 and July 2015

Sent To City Attorney in March for PCE

**CITY OF MANASSAS DEPARTMENT OF COMMUNITY DEVELOPMENT
DIVISION OF DEVELOPMENT SERVICES
DAMAGE REPORT**

Property Address: 9710 Pickett Lane
Type of Building: Residential Townhouse
Owner's Name: Samuel H. King
Owner's Address: 3000 Sherwood Hall Lane
Alexandria, VA 22306-3150

Nature of Request: Standards for blight
Condemned Structure – no
Rate and Rodent Infestation - yes
Previous Citations- yes
Inadequate Facilities – not documented
Potential Trespass - yes
Nuisance to children - yes
Fire Hazard – not documented
Substantial dilapidation - yes

Person Taking Initial Report: Tracey O'Connor Jamie Collins

Date/Time: 7/24/15 9 AM

Name of Requestor: Elizabeth Via Gossman

Description of Disrepair:

Exterior deterioration of gutters and fascia

Yard maintenance being performed by City of Manassas

Rear shed unsecure and missing siding

Roof damage, shingles missing, roof framing exposed

Evidence of rodent infestation

Criminal complaint June 2014, December 2014, May 2015

Unresolved PCE cases June 2014, July 2014, Jan. 2015, and July 2015

Fire Department entered structure 2015 due to a fire in neighboring address

DRAFT

ORDINANCE #O-2016-XX

First Reading October XX, 2015
Second Reading _____
Enacted _____
Effective _____

DRAFT

**AN ORDINANCE
DECLARING PROPERTIES AT 9615 ASPEN PLACE AND 9710 PICKETT LANE AS
BLIGHTED**

WHEREAS, The City Council is granted power by City Charter and the Code of Virginia to protect the health, safety and welfare of the community, including by the abatement of blight, and

WHEREAS, In 1994 the City Council designated the Georgetown South Community as a conservation and rehabilitation district, and in 2002 the City Council redesignated Georgetown South as a rehabilitation district; and

WHEREAS, The Georgetown South Community has made great strides in reducing blight and increasing owner occupancy, despite the nationwide collapse of the housing market in 2008-09, but requires City intervention if it is to avoid the recurrence of blighted properties; and

WHEREAS, The City Manager of Manassas has made a preliminary determination that the properties at 9615 Aspen Place and 9710 Pickett Lane (hereinafter, "the Properties") are blighted in accordance with Chapter 1 of Title 36, Code of Virginia, and on August 3, 2015 sent notice to the owner of record giving him 30 days from the date the notice was sent in which to respond in writing with a spot blight abatement plan to address the blight within a reasonable time; and

WHEREAS, the owner of record has not responded to the City Manager's August 3, 2015 letter and has not provided the City with an acceptable spot blight abatement plan, and the City Manager has accordingly developed a spot blight abatement plan for the Properties and requested the City Council to declare the Properties as blighted; and

WHEREAS, the City Council finds, based on the report of the City Manager, that

1. The Properties are blighted as that term is defined in Virginia Code Section 36-49.1:1 (C) and (D) and in City Code § 70-93 (c); and
2. The Properties are unfit for human occupancy or use and endanger public health or safety, per Virginia Code Section 1-219.1; and
3. The Properties are currently unoccupied, so that condemnation of the Properties will not displace any person living on the premises, per Virginia Code Section 36-49.1:1 (F).

NOW, THEREFORE,

BE IT ORDAINED by the Council of the City of Manassas, Virginia, meeting in _____ session this _____ day of _____, 20__:

1. That the City Council hereby declares the Properties as blighted and approves the City Manager's spot blight abatement plan for the Properties. The City Manager shall cause a lien to be recorded to recover the cost of (i) improvements made by the City to bring the blighted property into compliance with applicable building codes and (ii) disposal, if any. In addition, the City Manager may direct other collection efforts to recover such costs from the owner or owners of record.

2. That the City Council hereby authorizes the City Manager to take all steps necessary to acquire the Properties, including by eminent domain if reasonable efforts to purchase the Properties (or either of them) is unsuccessful. The City Manager shall thereafter market the Properties for sale under such terms as will recoup the City's expenses and ensure that the blight is remediated. The City Manager shall bring to the Council for its approval any proposed sale of the Properties after their acquisition by the City.

This ordinance shall take effect upon second reading.

Harry J. Parrish II MAYOR
On behalf of the City Council of
Manassas, Virginia

Attest:

Andrea Madden City Clerk

MOTION:

SECOND:

RE:

ACTION:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

DRAFT

Spot Blight Abatement Plan
9615 Aspen Place
9710 Pickett Lane

DRAFT October 28, 2015

DRAFT

Owner: Samuel H. King
3000 Sherwood Hall Lane
Alexandria, VA 22306-3150

On July 24, 2015, City officials did inspect the above referenced properties and found that the properties meet the definition of "Blighted Property" as defined in Virginia Code Section 36-3. See the Damage Reports for the listed properties, prepared by the City Department of Community Development, Division of Development Services. The property owner was notified by letter mailed on August 3, 2015. The property owner failed to provide an acceptable blight abatement plan within 30 days as prescribed by law.

Therefore the City proposes a spot blight abatement plan whereas the City will acquire the properties by purchase or through the exercise of the power of eminent domain. The City shall then offer the properties for sale under the condition that the properties be rehabilitated to meet minimum building code within 90 days or such time as may be reasonable based upon the repairs that need to be effectuated. As an alternative the City may itself effectuate the repairs prior to the sale of the property.

R E S O L U T I O N 2016-06-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 23rd day of November, 2015, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
SCHOOL OPERATING FUND			
<u>Revenue:</u>			
900-0000-324-00-00	State Grant	\$	100,000
<u>Expenditure:</u>			
900-4066-406-90-00	School Security Equipment Grant	\$	100,000
For: School Security Equipment Grant Program			

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
GENERAL FUND			
<u>Revenue:</u>			
100-0000-318-17-17	Police Donations	\$	3,000
<u>Expenditure:</u>			
100-1745-41-31-00	Veterinary Services	\$	3,000
<u>Actual Transfers:</u>			
100-0000-221-17-23	\$3,000.00 Animal Shelter Donations		
For: Animal Shelter Donations for Veterinary Services			

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Revenue:</u>		
100-0000-346-01-01	Committed Fund Balance	\$ 4,900
<u>Expenditures:</u>		
100-3101-453-39-12	Exhibit Services	\$ 3,400
100-3101-453-62-10	Conservation Supplies	\$ 1,500
		<u>\$ 4,900</u>

Actual Transfers:

100-0000-251-17-00 \$4,900.00 Museum Collections Committed Fund Balance

For: Museum Collection Committed Fund Balance for Exhibit Services/Conservation Supplies

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Revenue:</u>		
100-0000-318-31-02	Museum Donations	\$ 4,500
<u>Expenditure:</u>		
100-3101-453-39-12	Exhibit Services	\$ 4,500
<u>Actual Transfers:</u>		
100-0000-221-31-78	\$3,314.41 Covington Trust Funds	
100-0000-221-31-07	<u>\$1,185.59 General Museum Sponsorships</u>	
	\$4,500.00	

For: Trust Funds for Immersive Space in Main Gallery at Museum

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
STORMWATER UTILITY FUND			
<u>Revenue:</u>			
550-0000-333-25-71	Federal Pass Thru Grant (CFDA 66.466)	\$	18,800
<u>Expenditure:</u>			
550-2571-431-39-00	Purchased Services	\$	18,800
For: VDEQ Historical BMP Data Clean-up Project			

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
GENERAL FUND			
<u>Expenditures:</u>			
100-9600-491-96-03	To Community Investment Fund Balance	\$	(225,000)
100-9600-491-92-31	Transfer to Capital Projects	\$	225,000

GENERAL CAPITAL PROJECTS FUND

<u>Revenue:</u>			
310-0000-345-10-00 CP5159	Transfer from General Fund	\$	225,000
<u>Expenditure:</u>			
310-5159-505-39-00 CP5159	Property Abatement Georgetown South	\$	225,000

For: Community Investment Committed Fund Balance for Property Abatement

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

AGENDA STATEMENT

PAGE NO. 39

ITEM NO. 8

MEETING DATE: November 18, 2015 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: General Fund Status Report

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

**SUMMARY OF
ISSUE/TOPIC:** Staff will present the FY 2016 General Fund Status Report as of September 30, 2015.

**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: Paul E. York, Finance & Administration Director, (703) 257-8234

GENERAL FUND STATUS REPORTS

Activity Thru September 30, 2015

General Fund Revenue Summary

	YTD Status	
Property Taxes	Positive	
Other Taxes	Positive	
• Sales Tax	Positive	Positive
• Vehicle Licenses	Positive	<2% Negative
• Cigarette Tax	Warning	Variance
• Communications Tax	Warning	
• Business License Tax (BPOL)	Positive	Warning
• Meal Tax	Positive	2-5% Negative
Permits, Fees, & Licenses	Positive	Variance
Fines & Forfeitures	Warning	
Interest & Use of Property	Positive	Negative
Charges for Service	Positive	<5% Negative
Other Local Revenue	Positive	Variance
State	Positive	
Federal	Positive	
Other Financing Sources	Positive	

	FY 2015 Amended Budget	FY 2015 Actual Thru Period 03	FY 2016 Amended Budget	FY 2016 Actual Thru Period 03	FY 2016 Projected	Projected % Surplus or (Deficit)
Property Taxes	63,918,760	8,468,196	67,303,780	8,456,500	67,303,780	0.0%
Other Taxes	21,248,000	2,578,322	20,301,000	2,686,934	20,736,000	2.1%
Permit, License, Fee	839,450	375,493	768,600	195,709	768,600	0.0%
Fines & Forfeitures	667,050	135,546	700,000	95,052	676,000	-3.4%
Interest & Use of Property	45,000	7,165	286,480	81,221	310,500	8.4%
Charges for Service	546,150	88,875	562,900	93,787	562,900	0.0%
Other Local Revenue	2,775,020	969,173	2,998,130	770,205	2,998,130	0.0%
PIL Debt Service	5,060,070	-	-	-	-	N/A
State	8,838,050	1,542,971	9,065,530	1,573,679	9,155,000	1.0%
Federal	49,705	955	156,128	1,767	156,003	-0.1%
Other Financing Sources	1,908,360	457,177	1,762,630	440,665	1,762,030	0.0%
Total Revenues	105,895,615	14,623,874	103,905,178	14,395,518	104,428,943	0.5%
Contribution from Surplus	2,902,405	-	763,992	-	-	
Total Budget	108,798,020	14,623,874	104,669,170	14,395,518	104,428,943	

As you can see above, permit revenues for FY 2016 are down compared to FY 2015. Fines & Forfeitures appear to be down but it believed that this is due to a missed payment from Prince William County for August Court Fines. Under Other Local Revenue, there appears to be less revenue due to an FY 2015 entry for \$250,000 for Museum Donations for the CIP. The FY 2016 CIP also includes the use of Museum Donations (\$300,000) which has not yet posted.

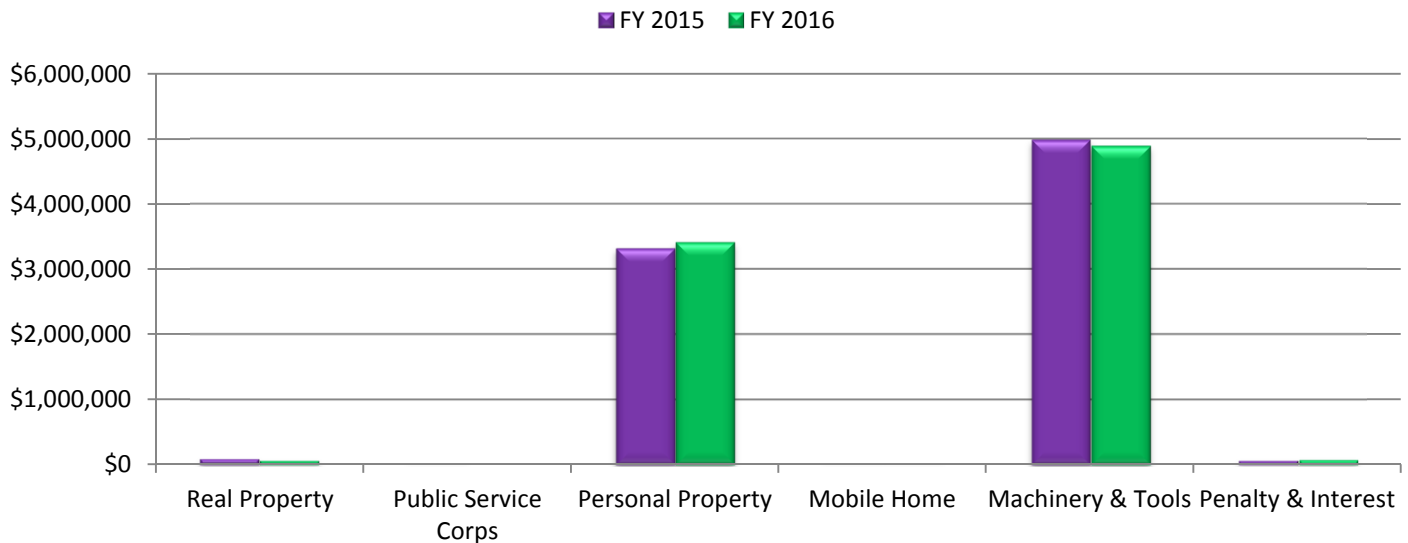
Revenues are anticipated to be very close to the FY 2016 Amended Budget.

GENERAL FUND STATUS REPORTS

Activity Thru September 30, 2015

General Fund Property Tax Revenue (311)

	FY 2015 Amended Budget	FY 2015 Actual Thru Period 03	FY 2016 Amended Budget	FY 2016 Actual Thru Period 03	FY 2016 Projected	Projected % Surplus or (Deficit)
Real Property	51,388,760	93,019	54,519,780	66,411	54,519,780	0.0%
Public Service Corps	880,000	2,900	989,000	-	989,000	0.0%
Personal Property	6,200,000	3,320,791	6,200,000	3,414,451	6,200,000	0.0%
Mobile Home	10,000	3,370	10,000	3,736	10,000	0.0%
Machinery & Tools	4,900,000	4,982,645	5,000,000	4,890,819	5,000,000	0.0%
Penalty & Interest	540,000	65,471	585,000	81,084	585,000	0.0%
Total Property Tax Revenues	63,918,760	8,468,196	67,303,780	8,456,500	67,303,780	0.0%
Projected Surplus/(Shortfall)					-	



Real Estate Taxes are Due December 5th and June 5th. Personal Property taxes were due October 5th and so far are slightly above the revenue seen in FY 2015 (2.8%). Machinery & Tools tax revenue is slightly below the FY 2015 amount (1.8%). For the time being, revenues for property taxes are projected at the FY 2016 Adopted Budget amount - \$67,303,780.

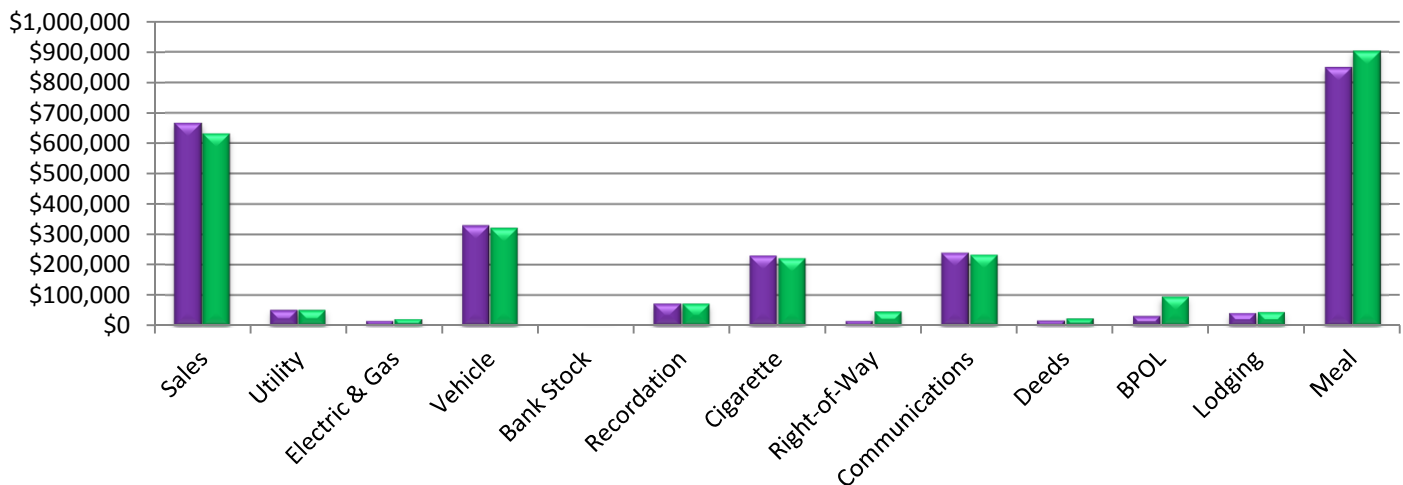
GENERAL FUND STATUS REPORTS

Activity Thru September 30, 2015

General Fund Other Tax Revenue (312)

	FY 2015 Amended Budget	FY 2015 Actual Thru Period 03	FY 2016 Amended Budget	FY 2016 Actual Thru Period 03	FY 2016 Projected	Projected % Surplus or (Deficit)
Sales Tax	8,240,000	668,665	7,350,000	634,382	7,600,000	3.4%
Utility Tax	410,000	52,268	424,000	52,382	425,000	0.2%
Business License Tax	3,000,000	32,639	3,100,000	97,409	3,100,000	0.0%
Electric Local Consumption	188,000	15,434	180,000	22,319	189,000	5.0%
Gas Local Consumption	25,000	1,100	25,000	1,101	25,000	0.0%
Vehicle License Tax	730,000	331,248	760,000	322,875	800,000	5.3%
Bank Stock/Franchise Tax	480,000	-	500,000	339	500,000	0.0%
Recordation Tax	449,000	73,889	340,000	73,648	400,000	17.6%
Cigarette Tax	880,000	232,581	835,000	223,496	810,000	-3.0%
Lodging/Motel Tax	146,000	42,758	140,000	46,660	150,000	7.1%
Meal Tax	3,400,000	851,735	3,383,000	904,992	3,480,000	2.9%
Right-of-Way User Fees	147,000	16,412	227,000	47,585	250,000	10.1%
Fiber Use	80,000	-	77,000	-	77,000	0.0%
Communications Tax	2,950,000	241,296	2,875,000	235,473	2,800,000	-2.6%
Deeds of Conveyance	123,000	18,298	85,000	24,273	130,000	52.9%
Total Other Tax Revenues	21,248,000	2,578,322	20,301,000	2,686,934	20,736,000	2.1%
Projected Surplus/(Shortfall)					435,000	

■ FY 2015 ■ FY 2016



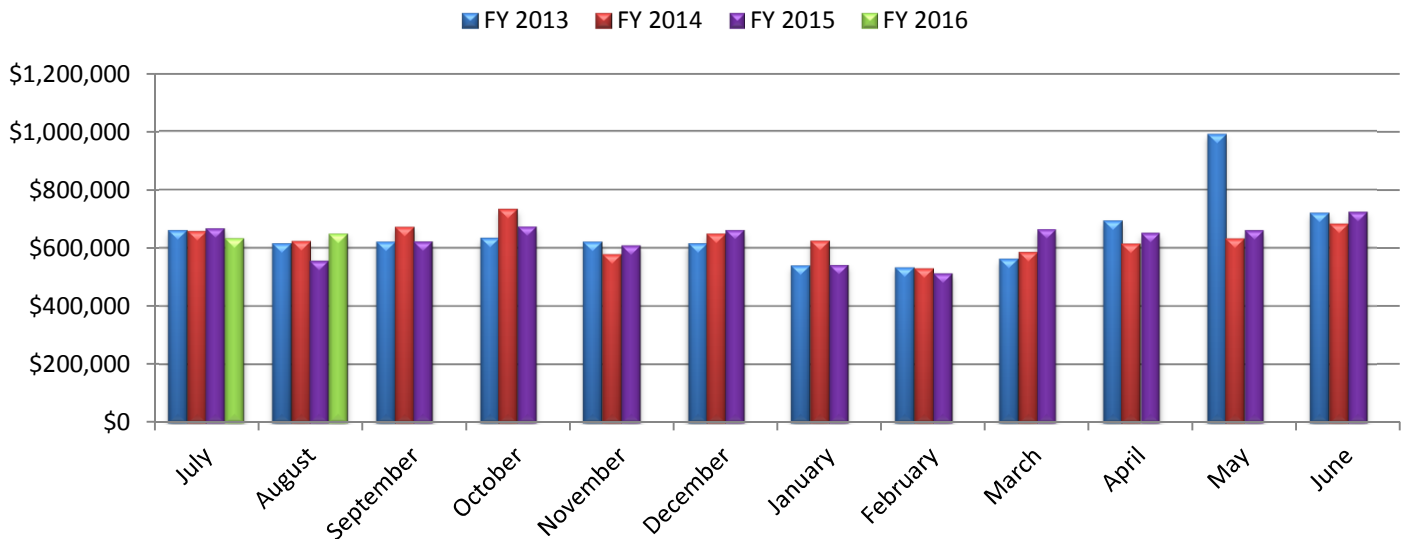
Sales Tax, Vehicle Licenses, Cigarette Tax, and Communications Tax revenue streams are slightly down compared to FY 2015. Sales Tax and Vehicle Licenses revenue streams, however, are still expected to meet the FY 2016 Adopted Budget. A more in-depth look at these revenue streams can be found on the next few pages. Deeds of Conveyance, Meal Tax, and BPOL tax, are trending up compared to FY 2015. Meal Tax and BPOL tax are discussed in more detail on the next few pages.

GENERAL FUND STATUS REPORTS

Activity Thru September 30, 2015

A Closer Look at Sales Tax....

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	YOY Change	MOM Change
July	661,089	657,166	668,665	634,382	-5%	-12%
August	615,503	623,689	556,707	649,151	17%	2%
September	621,294	671,517	623,177			
October	634,730	733,739	674,395			
November	621,718	577,749	610,187			
December	615,795	648,345	662,394			
January	539,552	624,104	542,498			
February	533,397	529,669	513,694			
March	563,090	585,889	665,545			
April	693,956	614,405	652,423			
May	990,891	632,417	661,397			
June	720,484	683,139	724,261			
	7,811,499	7,581,829	7,555,344	1,283,532	4.7%	
Adopted Budget	7,500,000	7,650,000	8,240,000	7,350,000		
				7,600,000	FY 2016 Projection	
Actual Over (Under) Budget	311,499	(68,171)	(684,656)	250,000		



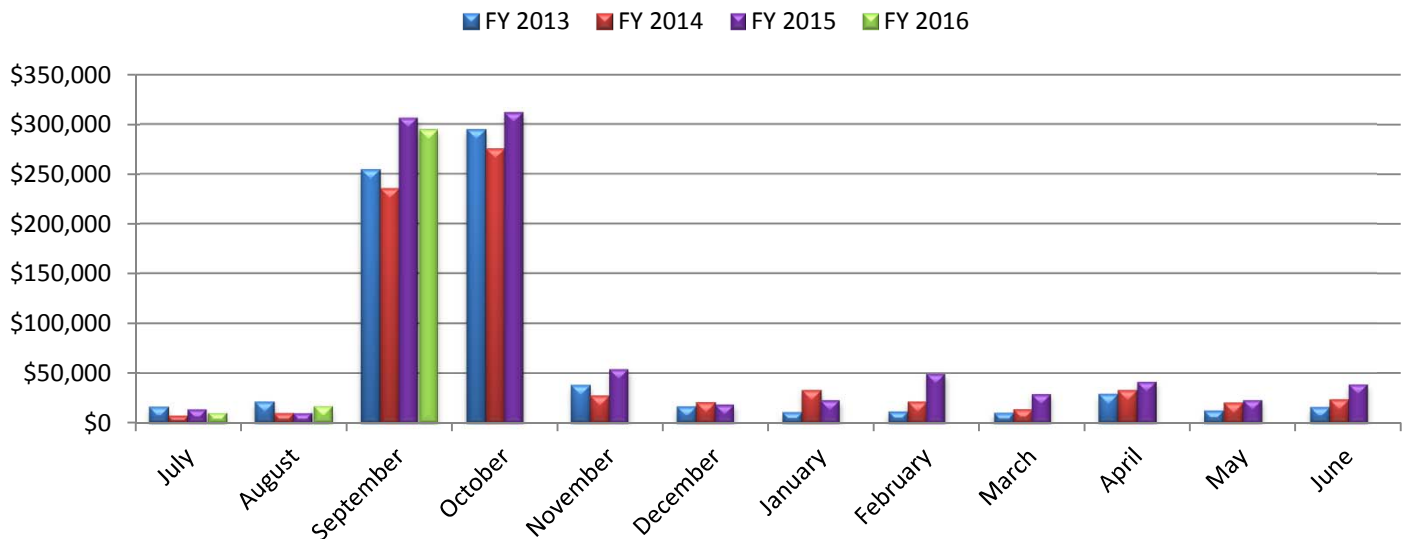
While FY 2016 revenue for July was the lowest July payment received in 4 years, the combined revenue of the first two months of the fiscal year represent the highest first 2 months for the past 6 fiscal years. It's too early in the fiscal year to make bold predictions on this revenue stream, but sales tax revenue is trending upward. The current projection represents an amount 3.4% above the FY 2016 Adopted Budget and close to the total revenue received for FY 2014 and FY 2015.

GENERAL FUND STATUS REPORTS

Activity Thru September 30, 2015

A Closer Look at Vehicle License Tax Revenue....

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	YOY Change	MOM Change
July	16,310	7,332	14,162	10,522	-26%	-73%
August	21,465	9,870	10,492	17,408	66%	65%
September	254,501	235,578	306,594	294,944	-4%	1594%
October	294,785	275,405	312,144			
November	38,166	27,519	54,658			
December	16,610	20,810	18,899			
January	10,834	33,097	23,248			
February	11,415	21,545	49,888			
March	10,327	13,869	29,423			
April	29,197	33,006	41,988			
May	12,479	20,475	23,526			
June	15,977	23,785	39,325			
	732,067	722,290	924,347	322,875	-2.5%	
Adopted Budget	730,000	785,400	730,000	760,000		
				800,000	FY 2016 Projection	
Actual Over (Under) Budget	2,067	(63,110)	194,347	40,000		



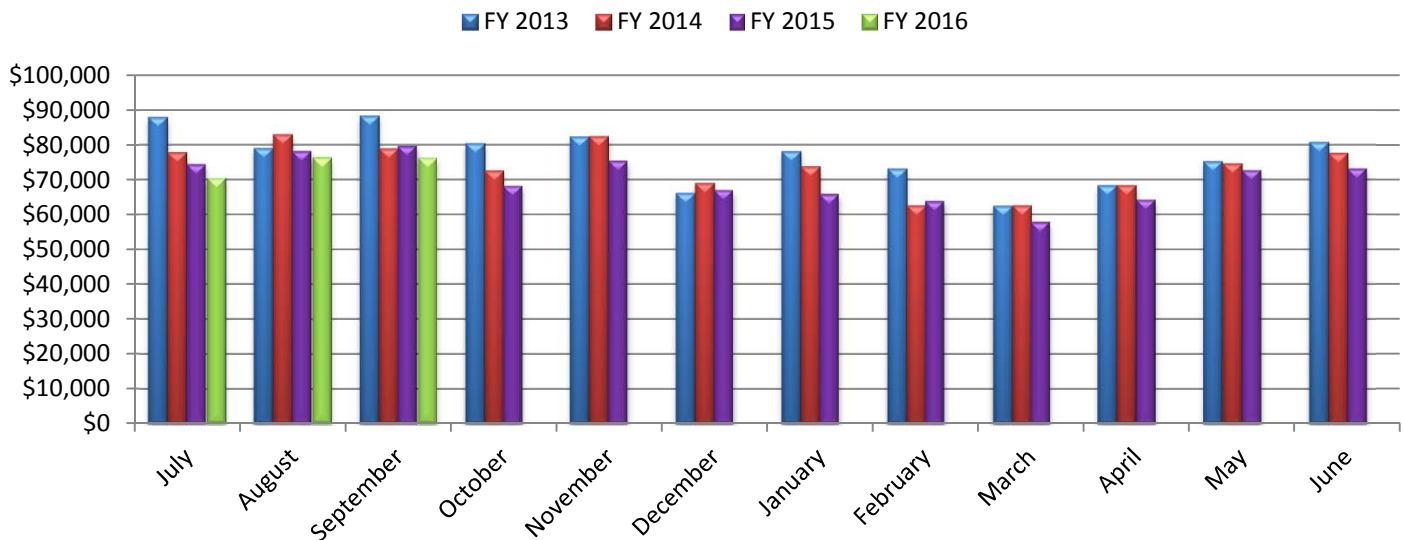
Revenues for vehicle licenses are slightly lower than they were at this time in FY 2015. Current revenue is much higher though than it was at this same point in FY 2013 and FY 2014. It is expected that FY 2016 revenue will be less than the amount received for FY 2015 but still about 5% more than the FY 2016 Adopted Budget.

GENERAL FUND STATUS REPORTS

Activity Thru September 30, 2015

A Closer Look at Cigarette Tax Revenue....

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	YOY Change	MOM Change
July	88,000	77,886	74,510	70,601	-5%	-4%
August	79,114	83,040	78,267	76,492	-2%	8%
September	88,376	79,020	79,804	76,403	-4%	0%
October	80,453	72,628	68,354			
November	82,424	82,503	75,543			
December	66,242	69,093	67,180			
January	78,138	73,883	66,000			
February	73,180	62,602	63,995			
March	62,549	62,643	57,966			
April	68,429	68,450	64,427			
May	75,358	74,643	72,884			
June	80,874	77,701	73,353			
	923,138	884,092	842,283	223,496	-3.9%	
Adopted Budget	1,050,000	987,360	880,000	835,000		
				810,000	FY 2016 Projection	
Actual Over (Under) Budget	(126,862)	(103,268)	(37,717)	(25,000)		



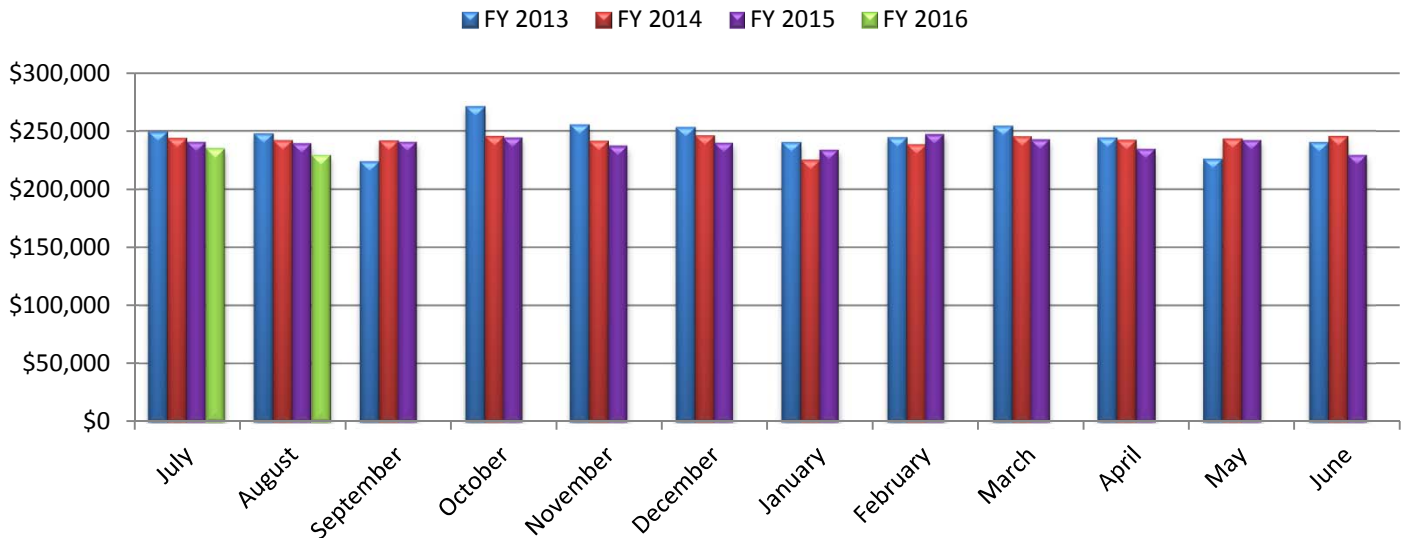
Cigarette Tax revenue continues to see the steady decline that has been in place for the past several years. There is no indication that this trend will change. Annual cigarette tax revenue is projected to be 3% below the FY 2016 Adopted Budget.

GENERAL FUND STATUS REPORTS

Activity Thru September 30, 2015

A Closer Look at Communications Tax Revenue....

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	YOY Change	MOM Change
July	249,604	244,194	241,296	235,473	-2%	2%
August	248,074	242,230	239,903	229,762	-4%	-2%
September	224,025	241,854	241,166			
October	271,431	245,752	244,791			
November	255,821	241,791	237,763			
December	253,430	246,513	240,358			
January	240,467	225,442	234,291			
February	244,840	238,647	247,756			
March	254,688	245,470	243,319			
April	244,570	242,537	235,238			
May	226,355	243,495	242,538			
June	240,683	245,804	229,939			
	2,953,989	2,903,730	2,878,359	465,235	-3.3%	
Adopted Budget	3,150,000	3,060,000	2,950,000	2,875,000		
				2,800,000	FY 2016 Projection	
Actual Over (Under) Budget	(196,011)	(156,270)	(71,641)	(75,000)		



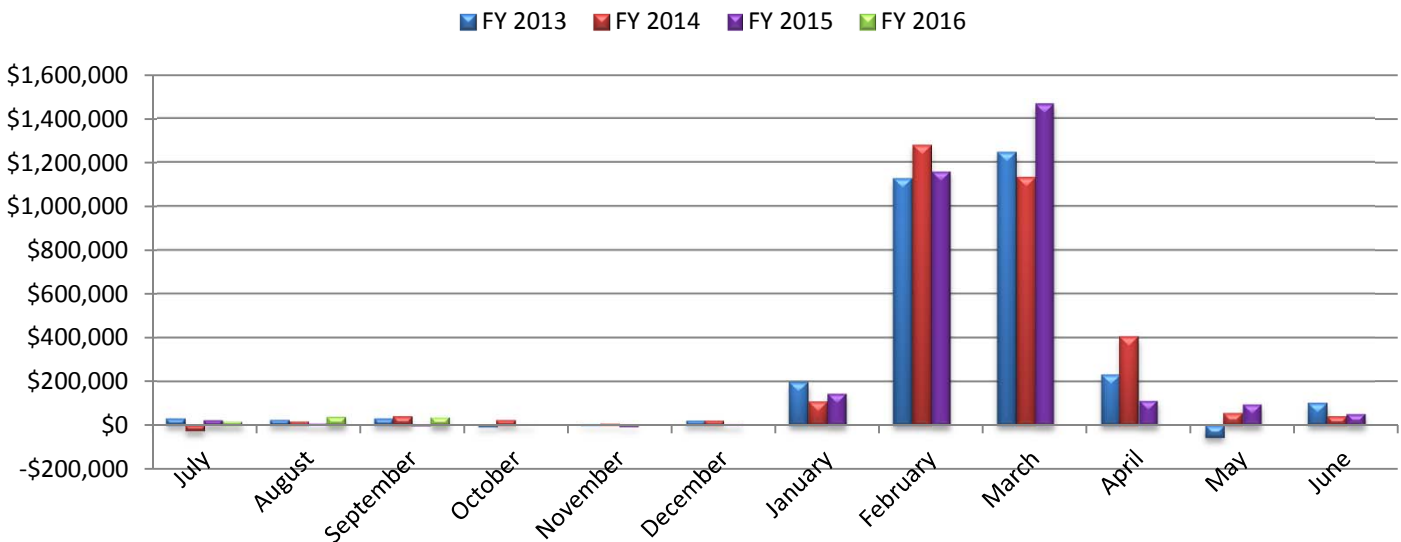
Communications Tax revenue continues to see the steady decline that has been in place for the past several years. There is no indication that this trend will change. Annual communications tax revenue is projected to be 2.6% below the FY 2016 Adopted Budget.

GENERAL FUND STATUS REPORTS

Activity Thru September 30, 2015

A Closer Look at Business License Tax Revenue....

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	YOY Change	MOM Change
July	30,980	(24,898)	25,208	19,291	-23%	-64%
August	24,920	16,132	10,356	39,967	286%	107%
September	31,426	42,235	(2,926)	38,151	1404%	-5%
October	(7,156)	23,638	2,334			
November	4,144	7,641	(5,855)			
December	20,851	21,364	5,125			
January	198,413	109,309	146,962			
February	1,126,618	1,278,537	1,160,000			
March	1,246,855	1,133,125	1,467,867			
April	231,384	406,213	113,888			
May	(54,920)	55,734	97,756			
June	103,602	41,165	54,317			
	<u>2,957,117</u>	<u>3,110,196</u>	<u>3,075,033</u>	<u>97,409</u>	<u>198.4%</u>	
Adopted Budget	2,800,000	2,998,800	3,000,000	3,100,000		
				3,100,000	FY 2016 Projection	
Actual Over (Under) Budget	157,117	111,396	75,033	-		



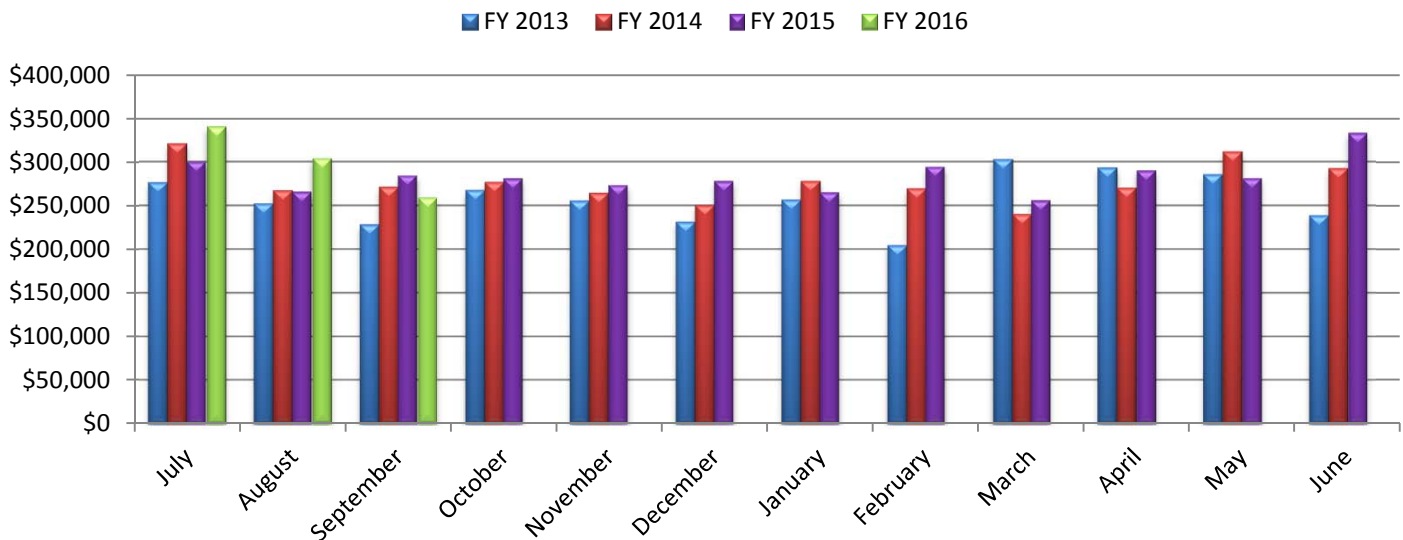
Business, Professional, Occupational Licenses revenue (BPOL) are due annually by March 1st. At this point, it is too early in the fiscal year to project revenues for FY 2016. However, a calendar year comparison of BPOL revenue, shows that revenue for CY 2015 is up 1.5% compared to CY 2014. Revenue for FY 2016 is up compared to FY 2015.

GENERAL FUND STATUS REPORTS

Activity Thru September 30, 2015

A Closer Look at Meal Tax Revenue....

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	YOY Change	MOM Change
July	276,563	321,245	300,869	340,995	13%	2%
August	252,268	267,466	266,122	304,552	14%	-11%
September	228,511	271,346	284,744	259,445	-9%	-15%
October	267,738	277,034	281,285			
November	255,819	264,542	273,860			
December	231,370	250,469	278,135			
January	256,589	278,019	265,237			
February	204,663	269,669	294,952			
March	302,984	240,190	256,326			
April	293,638	270,493	290,335			
May	285,976	311,934	281,490			
June	238,845	292,674	333,538			
	3,094,965	3,315,080	3,406,893	904,992	6.3%	
Adopted Budget	2,800,000	3,060,000	3,400,000	3,383,000		
				3,480,000	FY 2016 Projection	
Actual Over (Under) Budget	294,965	255,080	6,893	97,000		



Meal Tax revenue is on the rise. The first quarter in FY 2016 represents the highest 1st quarter revenue in over 5 years. It should be noted that there was a sharp decline in revenue, however, for the month of September. The current projection for Meal Tax revenue is 2.8% above the FY 2016 Adopted Budget.

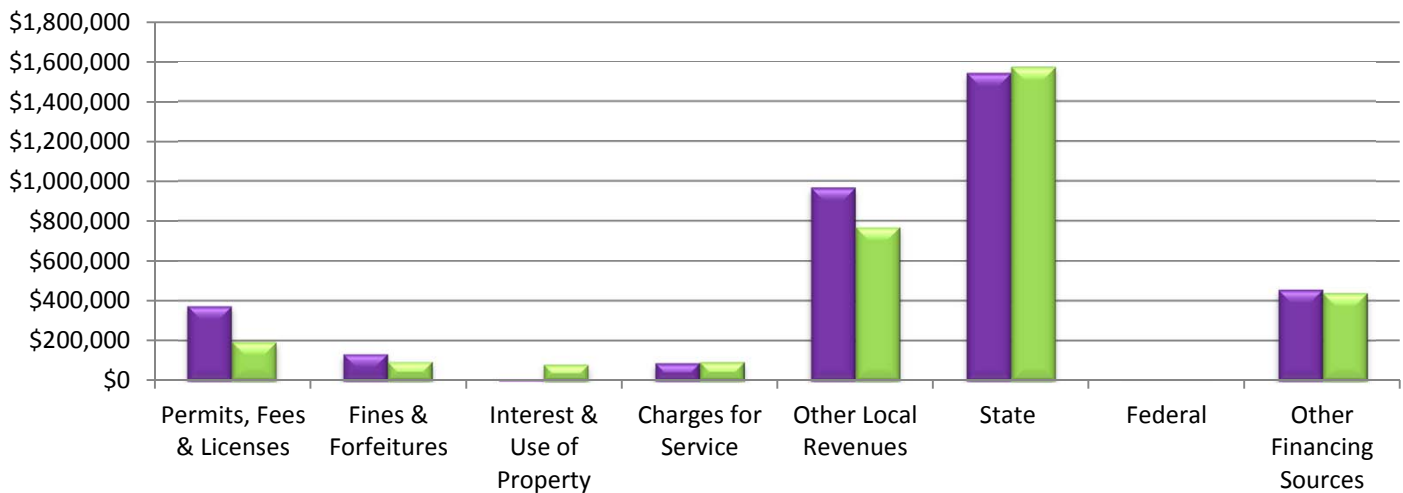
GENERAL FUND STATUS REPORTS

Activity Thru September 30, 2015

General Fund: Other Revenue Sources

	FY 2015 Amended Budget	FY 2015 Actual Thru Period 03	FY 2016 Amended Budget	FY 2016 Actual Thru Period 03	FY 2016 Projected	Projected % Surplus or (Deficit)
Permits, Fees & Licenses	839,450	375,493	768,600	195,709	768,600	0%
Fines & Forfeitures	667,050	135,546	700,000	95,052	676,000	-3%
Interest & Use of Property	45,000	7,165	286,480	81,221	310,500	8%
Charges for Service	546,150	88,875	562,900	93,787	562,900	0%
Other Local Revenues	2,775,020	969,173	2,998,130	770,205	2,998,130	0%
Payment in Lieu of Debt Service	5,060,070	-	-	-	-	n/a
State	8,838,050	1,542,971	9,065,530	1,573,679	9,155,000	1%
Federal	49,705	955	156,003	1,767	156,003	0%
Other Financing Sources	1,908,360	457,177	1,762,030	440,665	1,762,030	0%
	20,728,855	3,577,356	16,299,673	3,252,084	16,389,163	1%
	Projected Surplus/(Shortfall)				89,490	

■ FY 2015 ■ FY 2016



Fines & Forfeitures revenue is projected to be 3% under the FY 2016 Adopted Budget due to a decline in parking ticket revenue. The increase in actual revenue seen in Interest & Use of Property is a reflection of the incorporation of Manassas Landing and Candy Factory functions in the General Fund. The surplus revenue anticipated in this category is due to interest on bond proceeds. State revenue is projected to be slightly above the Adopted Budget based on Car Rental and Highway Maintenance revenues. Other revenue streams are anticipated to meet the FY 2016 Adopted Budget.

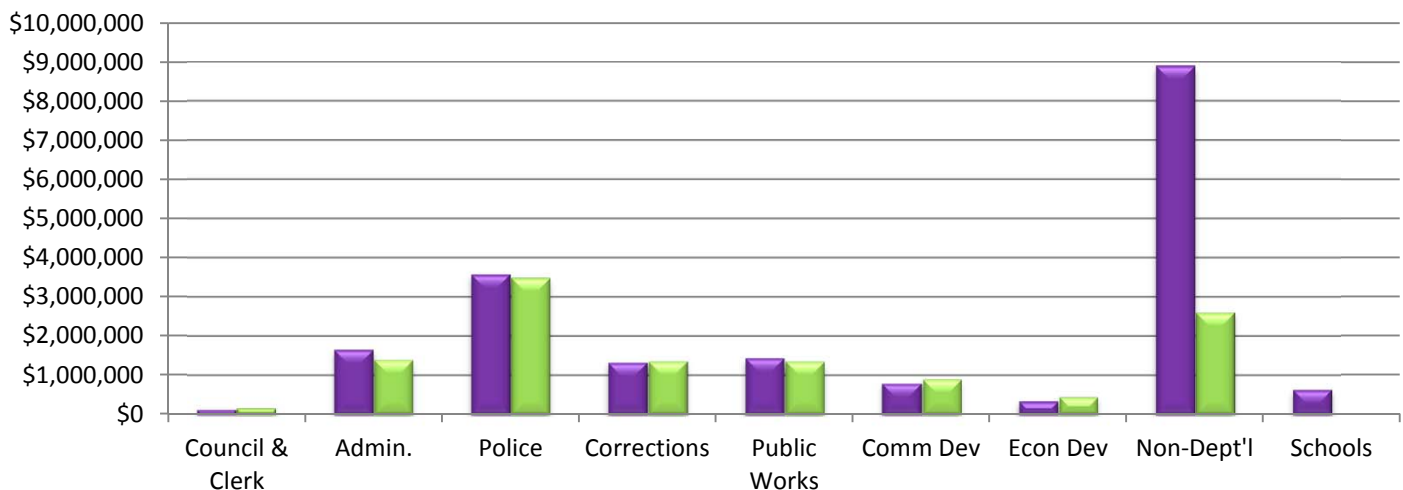
GENERAL FUND STATUS REPORTS

Activity Thru September 30, 2015

General Fund Expenditures

	FY 2015 Amended Budget	FY 2015 Actual Thru Period 03	% of Budget Paid	FY 2016 Amended Budget	FY 2016 Actual Thru Period 03	% of Budget Paid
City Council & Clerk	1,015,022	133,489	13.2%	1,016,261	161,203	15.9%
Administration	6,508,167	1,662,187	25.5%	6,858,892	1,402,060	20.4%
Police	14,765,482	3,579,228	24.2%	14,771,190	3,481,321	23.6%
Corrections	4,695,350	1,340,135	28.5%	4,796,000	1,364,422	28.4%
Public Works	7,372,351	1,448,974	19.7%	7,232,107	1,359,926	18.8%
Community Development	3,297,097	801,196	24.3%	3,701,917	912,384	24.6%
Economic Development	909,052	344,677	37.9%	941,778	448,396	47.6%
Non-Departmental	18,828,149	8,904,879	47.3%	13,301,675	2,603,152	19.6%
Schools	51,407,350	642,000	1.2%	52,049,350	-	0.0%
Total Expenditures	108,798,020	18,856,765	17.3%	104,669,170	11,732,865	11.2%

■ FY 2015 ■ FY 2016



Overall, expenditures are down compared to FY 2015. Most of this is seen in Non-Departmental and is a result of the establishment of a Debt Service Fund. The debt service costs for FY 2016 will be seen at the end of the fiscal year after the transfer to the Debt Service Fund has been posted. Additionally, the transfer to capital projects has not yet been posted (\$1,450,000) for FY 2016 and FY 2015 included the advance from Capital Reserves to the NVTAFund.

Other expenditure differences can be found under City Council & Clerk, Administration, and Economic Development. The increased costs under City Council & Clerk are due to increased attorney fees and the timing of payments for audit services. There is no overall increase in the cost of audit services for FY 2016. The decrease in costs under Administration are due to the timing of insurance payments. FY 2016 marked the beginning of quarterly payments for the City's insurance plans, replacing the former annual July payment. The increased expenditures shown under Economic Development are a direct result of staffing of the relatively new department. The Economic Development Coordinator was hired in April.