

FINANCE COMMITTEE
WEDNESDAY, JULY 27, 2011
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA
AGENDA

5:30 PM CALL TO ORDER

- | | |
|--|-------------------------------------|
| 1. Approve Minutes of the July 13, 2011 Finance Committee Meeting | 1 Minute
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| 2. Resolution 2012-11-R Amending the FY 2012 Budget by Budgeting and Appropriating \$5,850 of Gas Tax Funds for the Purchase of Two Radar Signs to be Installed on Plantation Lane

Resolution R-2012-02 Authorizing the Potomac and Rappahannock Transportation Commission (PRTC) to Appropriate \$5,850 for Radar Signs on Plantation Lane (Jennings) | 5 Minutes
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| <hr/> | |
| 3. Resolution 2012-12-R Amending the FY 2012 Budget to Budget and Appropriate \$36,915 from Storm Water Escrow Funds to Conduct a Storm Water Utility Feasibility Study for Future Consideration of a Storm Water Utility (Jennings / Moon) | 10 Minutes
Page 21 |
| <hr/> | |
| 4. Resolution 2012-13-R Amending the FY 2012 Budget by Budgeting and Appropriating \$56,710 of Gas Tax Funds for Parking System Equipment at the Parking Deck

Resolution R-2012-03 Authorizing the Potomac and Rappahannock Transportation Commission (PRTC) to Appropriate \$56,710 for a Parking System at the Parking Deck (Jennings / Moon) | 10 Minutes
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| 5. Resolution 2012-14-R Amending the FY 20120 Budget by Budgeting and Appropriating \$120,000 of Gas Tax Funds for Conversion of all City Regulatory Signage Over the Next 3 Years to Meet New Federal Mandates

Resolution R-2012-04 Authorizing the Potomac and Rappahannock Transportation Commission (PRTC) to Appropriate \$120,000 for Replacement of Regulatory Signage to Meet Federal Mandates (Jennings) | 5 Minutes
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| 6. Resolution 2012-15-R Amending the FY 2012 Budget by Transferring \$113,470 from the Sewer Fund to the Sewer Capital Projects Fund for the MICRON Pond Bioxide Project (Dawood / Moon) | 2 Minutes
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| 7. Staff Report on the Status of the GIS Implementation Plan (Weiler / Buzzard / Montgomery) | 10 Minutes
Page 55 |

PAW

9. City Manager's Time

ADJOURNMENT

PAW/sjt

cc: Mayor	Pat Weiler
Council Members	Diane Bergeron
Lawrence D. Hughes	Francis Deniega

PAW

7/21/2011

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, JULY 13, 2011
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA**

COMMITTEE MEMBERS PRESENT: Council Member Marc Aveni, Chairman
Council Member J. Steven Randolph
Council Member Sheryl L. Bass (alternate)
Vice Mayor Andrew Harrover

COMMITTEE MEMBERS ABSENT: None

OTHERS PRESENT: Mayor Harry J. Parrish II, City Manager Lawrence D. Hughes, Police Captain Stephen Bamford, Police Sgt. Brian Larkin, Police Fiscal Specialist Tamara Sturm, Emergency Management Coordinator Robert J. Halsall, Budget Manager Diane V. Bergeron and Finance & Administration Director Pat Weiler.

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

AGENDA ITEM #1 Approve Minutes of the June 29, 2011 Finance Committee Meeting

A motion was made by Council Member Randolph; seconded by Vice Mayor Harrover to approve the minutes of the Finance Committee Meeting. The Committee approved (3 / 0).

AGENDA ITEM #2 Resolution 2012-09-R Amending the FY 2012 Budget by Budgeting and Appropriating \$50,726 from the State Department of Emergency Management for a National Capital Region Incident Management Team for the Sesquicentennial

Resolution R-2012-01 Authorizing the Mayor or the City Manager to Execute Any Actions for the 2009 SHSP Grant

Bob Halsall presented Staff's recommendation to authorize the Mayor or the City Manager to execute any actions for the 2009 SHSP Grant and to amend the FY 2011 Budget by budgeting and appropriating \$50,726 from the State Department of Emergency Management for a National Capital Region Incident Management Team for the Sesquicentennial. The Committee approved (3 / 0). This item will be forwarded to the July 18, 2011 City Council meeting.

Mayor Parrish asked the City Manager to draft a thank you letter to Terry Suit.

AGENDA ITEM #3 Resolution 2012-10-R Amending the FY 2012 Budget by Budgeting and Appropriating \$20,000 from the Federal Government Passed Through the Virginia State Police and Transferring \$65,500 from General Fund Contingency for Participation in the Northern Virginia Internet Crimes Against Children Task Force

Steve Bamford presented Staff's recommendation to amend the FY 2011 Budget by budgeting and appropriating \$20,000 from the Federal Government Passed Through the Virginia State Police and transferring \$65,500 from General Fund Contingency for Participation in the Northern Virginia Internet Crimes Against Children Task Force. The Committee approved (3 / 0). This item will be forwarded to the July 18, 2011 City Council meeting.

The Finance Committee directed Staff to verify the number of years remaining on the COPS Grant for four police officer positions and to verify the stipulations for the City funding of the positions in the last year of the grant.



AGENDA ITEM #4 City Manager's Time

The City Manager had no items to report.

The meeting was adjourned at 6:45 PM by Chairman Aveni.

AGENDA STATEMENT

PAGE NO. 3

ITEM NO. 2

MEETING DATE: July 27, 2011 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Resolution 2012-11-R Amending the FY 2012 Budget by Budgeting and Appropriating \$5,850 of Gas Tax Funds for the Purchase of Two Radar Signs to be Installed on Plantation Lane

Resolution R-2012-02 Authorizing the Potomac and Rappahannock Transportation Commission (PRTC) to Appropriate \$5,850 for Radar Signs on Plantation Lane

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

N/A

**SUMMARY OF
ISSUE/TOPIC:**

A traffic study was conducted on April 26, 2011 on Plantation Lane due to traffic/speeding concerns received from a citizen complaint. The overall results of the study indicated a speeding issue along Plantation Lane. There is a high volume of traffic (5,213 vpd) using this street on a daily basis. Based on average speeds recorded (32 mph) and the 85th percentile speeds of 38.5/39.9 mph (the speed at which 85% of the traffic is traveling), Staff is recommending the installation of radar signs along Plantation Lane. Radar signs installed along a portion of Grant Avenue and Sudley Road have proven to be a very effective tool in addressing speeding concerns in those areas.

This resolution will budget and appropriate \$5,850 of Gas Tax revenue in the General Fund.

**STAFF
RECOMMENDATION:**

Approve Resolutions 2012-11-R and R-2012-02

**BOARD/COMMISSION/
COMMITTEE:**

Staff Transportation Committee – June 20, 2011

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

Pk \$5,850 – Gas Tax Revenue

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

RESOLUTION 2012-11-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 8th day of August, 2011, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Revenue:</u>		
100-0000-318-03-58	Gas Tax	\$ 5,850
<u>Expenditure:</u>		
100-2562-431-66-07	Sign Materials	\$ 5,850

For: Gas Tax for Plantation Lane Radar Signs

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

MOTION: _____

**August 8, 2011
Regular Meeting
Res. No. R-2012-02**

SECOND: _____

**RE: RESOLUTION AUTHORIZING THE POTOMAC AND
RAPPAHANNOCK TRANSPORTATION COMMISSION (PRTC) TO
APPROPRIATE \$5,850 FOR RADAR SIGNS ON PLANTATION LANE**

WHEREAS, the Council of the City of Manassas has determined it is appropriate to use Gas Tax Funds for traffic signs in the City; and

WHEREAS, the Council wishes to use \$5,850 of Gas Tax Funds to install radar signs on Plantation Lane.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 8th day of August, 2011, that PRTC is authorized to appropriate \$5,850 of City Gas Tax Funds for radar signs on Plantation Lane.

BE IT FURTHER RESOLVED that the PRTC is authorized to make payments when invoiced by the City.

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

ATTEST:

Andrea P. Madden City Clerk

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

**City of Manassas
Gas Tax Fund at PRTC
as of July 20, 2011**

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Revenues						
Total Revenues	1,572,107	1,636,795	1,676,787	1,712,776	1,749,968	1,792,101
Expenditures						
Total Expenditures	1,383,834	1,339,966	1,347,144	1,355,954	1,260,436	1,244,458
Exces Revenues Over Expense	188,273	296,829	329,643	356,822	489,532	547,643
Beginning Fund Balance	1,797,809	1,986,082	2,282,911	2,612,554	2,969,376	3,458,908
CIP Projects						
Warehouse	(100,000)	-	-	-	-	-
Sidewalks & Street Lights	(33,000)	-	-	-	-	-
Radar Signs - 2012-11-R	-	(5,850)	-	-	-	-
Pay Parking System - 2012-13-R	-	(56,710)	-	-	-	-
Regulatory Signage - 2012-14-R	-	(120,000)	-	-	-	-
Maple Street (T-57) - To Be B&A	-	(156,000)	-	-	-	-
Supplemental Paving	-	(500,000)	-	-	-	-
Traffic Signal Upgrades (T-49)	-	(39,000)	-	-	-	-
Bike Trail System Enhancements (T-53)	-	(10,000)	-	-	-	-
Sidewalk Infill Initiative (T-58)	-	(104,000)	(45,000)	(45,000)	(45,000)	-
Liberia Avenue Third Lane (T-60)	-	(85,000)	-	-	-	-
Mosby/Peabody Intersection (T-50)	-	-	(103,000)	-	-	-
Tudor Ln Widening & Pedestrian (T-62)	-	-	-	(13,000)	-	(200,000)
Windsor Ave Widening/Drainage (T-61)	-	-	-	-	(15,000)	(275,000)
Battle Street Section (T-63)	-	-	-	-	(60,000)	(125,000)
Total CIP Projects	(133,000)	(1,076,560)	(148,000)	(58,000)	(120,000)	(600,000)
Ending Fund Balance	\$ 1,853,082	\$ 1,073,351	\$ 1,254,994	\$ 1,553,816	\$ 1,923,348	\$ 1,870,992
% of Operating Expenditures	134%	80%	93%	115%	153%	150%



CITY OF MANASSAS

Public Works Administration

Interoffice Memorandum

June 1, 2011

Memo to: Staff Transportation Committee (STC)
From: Gene Jennings, Deputy Director of Public Works
Subject: Plantation Lane Traffic Study

Staff received a Traffic Study request from a citizen dated April 3, 2011 through Lt. Neely, MCPD resulting from speeding along Plantation Lane. Below you will find the results of the study.

Plantation Lane
Sudley Road to City Limits at Prince William County
April 26, 2011 12am to April 27, 2011 12am

Traffic Volume - 5,213 VPD

Traffic Speeds – 1 lane – Average speed 32 mph > 85th perc. 38.5
2 lane – Average speed 32 mph > 85th perc. 39.9

Accident History - 39 Accidents at Sudley Road signalized intersection.
(2 years) 6 Accidents other locations.

The overall results of the study would indicate a speeding issue along Plantation Lane. There is a high traffic volume using this street on a daily basis.

Based on the overall results, Staff would recommend installation of a speed radar sign or consideration of installing additional \$200.00 fine for speeding signage. Additional discussion is requested.

Gene Jennings

From: Steven Neely
Sent: Sunday, April 03, 2011 1:31 PM
To: Gene Jennings
Subject: FW: Traffic Concern Plantation Lane.

Hi Gene,

This citizen has asked about a flashing speed sign like on Sudley. Can we add this to the next STC meeting?
Thanks

Steve

From: Steven Neely
Sent: Sunday, April 03, 2011 1:29 PM
To: 'kbrady01@verizon.net'
Cc: Arthur Dennis Jr.
Subject: Traffic Concern Plantation Lane.

Hello, I received your citizen survey (attached below) and was asked to contact you in regards to your traffic concern. Your concerns are very important to us here at the police department. Currently I manage our Traffic Services Unit, and coordinate traffic enforcement. I would like to ask you for some additional information. Can you provide some specific time frames some that we may focus our enforcement? Which days of the week is speeding occurring? I will be assigning additional enforcement along Plantation Lane and this information is very helpful when setting up additional enforcement.

You also asked about the installation of a flashing speed sign. As a member of the Safe Traffic Committee, I will bring this question to their attending, in an effort to determine if this is something that can be done.

Lastly, if you would provide me with your address, I will look at your driveway and determine if we can modify the parking along the street, in a manner that would aid you when exiting onto Plantation Lane.

I rely heavily on traffic concerns from the community to shape the department's traffic enforcement. Thanks for this information. Should you have any other questions or concerns please feel free to contact me.

Thanks

Lt. Neely

Please provide any other comments or suggestions.: RE: PLANTATION LANE-I live on a road that is a regular thoroughfare between PW county and the city and has a large amt of traffic-the speeding problem is increasing-I would like to recommend that our street

5/31/2011

have an "over the posted speed limit" flashing sign (such as there is on Grant Ave and Stonewall Road) This may help to slow down the traffic a bit. My driveway is near a curved section and with cars parked across the street it is hard to see oncoming traffic to pull out if they are going over 25

Would you like a member of the Police Department to contact you?: Yes

If you answered "Yes" please provide either a phone number or email address.:
kbrady01@verizon.net

Lieutenant Steven A Neely
Manassas City Police
Special Operations
9518 Fairview Ave
Manassas VA 20110
Desk: 703-257-8029
Fax: 703-368-6966

**Calls for Service, Plantation Ln
03/08 - 4/12/11**

Call Type	2008	2009	2010	2011*	Total
ABANDON AUTO	1	1			2
ACCIDENT PDO			17	4	21
ASSIST MOTORIST	6	9	10	1	26
AUTO ACCIDENT INJURIES			4		4
AUTO ACCIDENT UNKNOWN			2		2
DIRECT TRAFFIC	1	1			2
DUI	2	2	1	1	6
HIT & RUN ACC INJURY	1				1
HIT AND RUN PDO	1	2	7		10
PARKING VIOLATION				1	1
RECKLESS DRIVING	4	2			6
TRAF ACCIDENT INJURY		3			3
TRAF ACCIDENT PDO	14	18			32
TRAF ACCIDENT UNK CONDITI		1			1
TRAFFIC ENFORCEMENT	5	10		1	16
TRAFFIC HAZARD	1				1
TRAFFIC LIGHT MALFUNCTION	2	1			3
TRAFFIC STOP	46	69	29	20	164
Grand Total	84	119	70	28	301

* 2011 through 4/12/11

Plantation Ln - Citations

03/08 - 4/16/11

Citation Type	Date	Time	Location/Intersection
Speeding 25 mph zone	4/11/2008	11:22	8300 GEORGIAN CT / PLANTATION LA
Speeding 25 mph zone	4/22/2008	10:15	8300 GEORGIAN CT / PLANTATION LA
Suspended/Revoked NOTICE VA DMV	4/22/2008	10:15	8300 GEORGIAN CT / PLANTATION LA
NO VA D/L	11/25/2008	23:00	8300 GEORGIAN CT / PLANTATION LA
General Rule Reckless	6/16/2009	22:34	8300 GEORGIAN CT / PLANTATION LA
Stopping on Highway	3/14/2010	23:25	8300 GEORGIAN CT / PLANTATION LA
Speeding 25 mph zone	4/7/2011	10:35	PLANTATION LN/GEORGIAN CT

TOTAL: 7

Child Safety Seat	4/4/2010	23:02	8310 PLANTATION LA
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TOTAL: 1

Speeding 25 mph zone	2/13/2009	19:00	8435 BRAXTED LA / PLANTATION LA
Speeding 25 mph zone	2/14/2009	21:35	8435 BRAXTED LA / PLANTATION LA
No Valid Inspection Sticker	6/3/2009	14:20	8435 BRAXTED LA / PLANTATION LA
No Valid Inspection Sticker	6/28/2010	5:15	8435 BRAXTED LA / PLANTATION LA

TOTAL: 4

Expired State Inspection	4/11/2008	12:10	8650 PLANTATION LA / FORESTWOOD LA
Drive Suspended/Revoked	6/3/2008	14:20	8650 PLANTATION LA / FORESTWOOD LA
Suspended/Revoked NOTICE VA DMV	6/3/2008	14:20	8650 PLANTATION LA / FORESTWOOD LA
Expired State Registration	6/12/2008	11:11	8650 PLANTATION LA / FORESTWOOD LA
Drive Suspended/Revoked	8/5/2009	10:40	8650 PLANTATION LA / FORESTWOOD LA
Illegal U-Turn	8/5/2009	10:40	8650 PLANTATION LA / FORESTWOOD LA
Drive Suspended/Revoked	10/1/2009	12:45	8650 PLANTATION LA / FORESTWOOD LA
Expired State Registration	10/1/2009	12:45	8650 PLANTATION LA / FORESTWOOD LA
General Rule Reckless	6/15/2010	19:00	8650 PLANTATION LA / FORESTWOOD LA
No VA D/L	12/18/2010	17:51	FORESTWOOD LN/PLANTATION LN
No VA D/L	3/18/2011	10:54	FORESTWOOD LN/PLANTATION LN
Reckless Driving	3/25/2011	22:55	PLANTATION LN/FORESTWOOD LN
Expired State Inspection	4/11/2011	14:09	PLANTATION LN/FORESTWOOD LN

TOTAL: 13

Illegal U-Turn	6/3/2008	15:10	PLANTATION LA
Illegal U-Turn	5/29/2009	10:50	8712 PLANTATION LA
Seat Belt & Harnesses	5/29/2009	11:10	8712 PLANTATION LA
Illegal U-Turn	6/1/2009	11:40	8712 PLANTATION LA
Illegal U-Turn	6/12/2009	12:50	8712 PLANTATION LA
Illegal U-Turn	6/12/2009	12:20	8712 PLANTATION LANE
Disregard Stop/Red Light	6/28/2009	12:10	PLANTATION LA
Fail Obey Hwy Sign	6/29/2009	12:20	8712 PLANTATION LA
Illegal U-Turn	6/29/2009	12:00	8712 PLANTATION LA
Illegal U-Turn	10/30/2009	9:50	8712 PLANTATION LANE
Illegal U-Turn	11/10/2009	10:30	8712 PLANTATION LA
Illegal U-Turn	11/10/2009	10:50	8712 PLANTATION LA
No valid inspection sticker	12/17/2009	23:27	PLANTATION LA
Drive Suspended/Revoked	2/19/2010	23:29	PLANTATION LA
Suspended/Revoked NOTICE VA DMV	2/19/2010	23:29	PLANTATION LA
Expired State Inspection	3/24/2010	11:37	PLANTATION LA
Expired State Registration	4/6/2011	11:30	PLANTATION LN
Fail Obey Hwy Sign	4/7/2011	10:29	PLANTATION LN
Speeding 25 mph zone	4/7/2011	11:01	PLANTATION LN
Fail Obey Hwy Sign	4/7/2011	10:51	PLANTATION LN
Reckless Driving	4/15/2011	8:53	PLANTATION LN

TOTAL: 21

Plantation Ln - Citations

03/08 - 4/16/11

Citation Type	Date	Time	Location/Intersection
General Rule Reckless	3/3/2008	12:06	8732 SUDLEY RD / PLANTATION LA
Suspended/Revoked NOTICE VA DMV	3/3/2008	12:06	8732 SUDLEY RD / PLANTATION LA
General Rule Reckless	3/7/2008	21:42	8732 SUDLEY RD / PLANTATION LA
Child Safety Seat	3/7/2008	12:03	8732 SUDLEY RD / PLANTATION LA
Suspended/Revoked NOTICE VA DMV	3/7/2008	21:42	8732 SUDLEY RD / PLANTATION LA
No Valid Inspection Sticker	3/14/2008	14:01	8732 SUDLEY RD / PLANTATION LA
Illegal U-Turn	3/21/2008	9:00	8732 SUDLEY RD / PLANTATION LA
NO VA D/L	4/4/2008	11:17	8732 SUDLEY RD / PLANTATION LA
Fail Obey Hwy Sign	4/4/2008	11:17	8732 SUDLEY RD / PLANTATION LA
Fail Obey Hwy Sign	5/2/2008	10:06	8732 SUDLEY RD / PLANTATION LA
NO VA D/L	5/9/2008	21:20	8732 SUDLEY RD / PLANTATION LA
Following Too Close	5/9/2008	21:20	8732 SUDLEY RD / PLANTATION LA
Illegal U-Turn	6/3/2008	14:10	8732 SUDLEY RD / PLANTATION LA
Illegal U-Turn	6/3/2008	14:20	8732 SUDLEY RD / PLANTATION LA
Illegal U-Turn	6/3/2008	14:50	8732 SUDLEY RD / PLANTATION LA
Illegal U-Turn	6/3/2008	15:05	8732 SUDLEY RD / PLANTATION LA
Illegal U-Turn	6/3/2008	15:10	8732 SUDLEY RD / PLANTATION LA
Fail Obey Hwy Sign	6/9/2008	14:50	8732 SUDLEY RD / PLANTATION LA
No D/L Poss	6/19/2008	15:05	8732 SUDLEY RD / PLANTATION LA
Disregard Stop/Red Light	6/19/2008	15:05	8732 SUDLEY RD / PLANTATION LA
Expired State Registration	6/20/2008	20:32	8732 SUDLEY RD / PLANTATION LA
Fail Obey Hwy Sign	7/10/2008	10:25	8732 SUDLEY RD / PLANTATION LA
Fail Obey Hwy Sign	7/10/2008	11:10	8732 SUDLEY RD / PLANTATION LA
Fail Obey Hwy Sign	7/18/2008	8:25	8732 SUDLEY RD / PLANTATION LA
Defective Equipment	8/2/2008	0:39	8732 SUDLEY RD / PLANTATION LA
Disregard Stop/Red Light	8/4/2008	14:40	8730 SUDLEY RD / PLANTATION LA
Improper Registration	8/19/2008	13:32	8730 SUDLEY RD / PLANTATION LA
Fail Yield Entering Hwy	9/2/2008	15:28	8730 SUDLEY RD / PLANTATION LA
Avoid Traffic Control Dev	9/2/2008	15:28	8730 SUDLEY RD / PLANTATION LA
Expired Inspection	9/15/2008	20:34	8730 SUDLEY RD / PLANTATION LA
Disregard Stop/Red Light	9/22/2008	20:23	8730 SUDLEY RD / PLANTATION LA
Drive Suspended/Revoked	10/23/2008	3:09	8730 SUDLEY RD / PLANTATION LA
Improper Registration	11/19/2008	11:50	8730 SUDLEY RD / PLANTATION LA
Drive Suspended/Revoked	11/20/2008	4:50	8730 SUDLEY RD / PLANTATION LA
Suspended/Revoked NOTICE VA DMV	11/20/2008	4:50	8730 SUDLEY RD / PLANTATION LA
Following Too Close	11/26/2008	18:36	8730 SUDLEY RD / PLANTATION LA
Disregard Stop/Red Light	12/2/2008	7:34	8730 SUDLEY RD / PLANTATION LA
Following Too Close	12/25/2008	10:49	8730 SUDLEY RD / PLANTATION LA
Expired State Registration	1/20/2009	8:48	8730 SUDLEY RD / PLANTATION LA
Disregard Stop/Red Light	1/22/2009	22:24	8730 SUDLEY RD / PLANTATION LA
Child Safety Seat	1/22/2009	22:24	8730 SUDLEY RD / PLANTATION LA
Improper Lane Change	1/22/2009	12:35	8730 SUDLEY RD / PLANTATION LA
Expired State Registration	2/5/2009	22:54	8730 SUDLEY RD / PLANTATION LA
Illegal U-Turn	2/24/2009	11:40	8730 SUDLEY RD / PLANTATION LA
Unauthorized User Insp Sticker	2/26/2009	9:19	8730 SUDLEY RD / PLANTATION LA
NO VA D/L	3/11/2009	12:32	8730 SUDLEY RD / PLANTATION LA
Fail Yield Rt of Way (Gen)	3/11/2009	12:32	8730 SUDLEY RD / PLANTATION LA
NO VA D/L	3/16/2009	23:14	8730 SUDLEY RD / PLANTATION LA
Drive Suspended/Revoked	3/24/2009	21:12	8730 SUDLEY RD / PLANTATION LA
Improper Lane Change	3/24/2009	21:12	8730 SUDLEY RD / PLANTATION LA
NO VA D/L	5/1/2009	15:34	8730 SUDLEY RD / PLANTATION LA
Following Too Close	5/1/2009	16:14	8730 SUDLEY RD / PLANTATION LA
Expired State Registration	5/27/2009	17:30	8730 SUDLEY RD / PLANTATION LA
Suspended/Revoked NOTICE VA DMV	5/27/2009	17:30	8730 SUDLEY RD / PLANTATION LA
Illegal U-Turn	5/29/2009	10:20	8730 SUDLEY RD / PLANTATION LA
Illegal U-Turn	5/29/2009	11:00	8730 SUDLEY RD / PLANTATION LA
Expired Inspection	5/29/2009	10:40	8730 SUDLEY RD / PLANTATION LA

Plantation Ln - Citations

03/08 - 4/16/11

Citation Type	Date	Time	Location/Intersection
Illegal U-Turn	6/1/2009	12:00	8730 SUDLEY RD / PLANTATION LA
Speeding 35 mph zone	6/5/2009	22:50	8730 SUDLEY RD / PLANTATION LA
Illegal U-Turn	6/12/2009	12:00	8730 SUDLEY RD / PLANTATION LA
Illegal U-Turn	6/29/2009	12:20	8730 SUDLEY RD / PLANTATION LA
Expired Inspection	7/5/2009	18:30	8730 SUDLEY RD / PLANTATION LA
Illegal U-Turn	7/15/2009	13:40	8730 SUDLEY RD / PLANTATION LA
Following Too Close	7/31/2009	11:45	8730 SUDLEY RD / PLANTATION LA
Improper Lane Change	9/19/2009	13:34	8730 SUDLEY RD / PLANTATION LA
NO VA D/L	10/17/2009	20:30	8730 SUDLEY RD / PLANTATION LA
Suspended/Revoked NOTICE VA DMV	11/1/2009	12:39	8730 SUDLEY RD / PLANTATION LA
NO VA D/L	11/7/2009	23:16	8730 SUDLEY RD / PLANTATION LA
Expired State Registration	11/7/2009	23:16	8730 SUDLEY RD / PLANTATION LA
No Valid Inspection Sticker	11/7/2009	23:16	8730 SUDLEY RD / PLANTATION LA
NO VA D/L	12/7/2009	17:25	8730 SUDLEY RD / PLANTATION LA
General Rule Reckless	12/7/2009	17:25	8730 SUDLEY RD / PLANTATION LA
NO VA D/L	12/31/2009	22:34	8730 SUDLEY RD / PLANTATION LA
Stopping on Highway	12/31/2009	22:34	8730 SUDLEY RD / PLANTATION LA
General Rule Reckless	1/2/2010	12:20	8730 SUDLEY RD / PLANTATION LA
NO VA D/L	1/12/2010	19:37	8730 SUDLEY RD / PLANTATION LA
Expired State Registration	1/22/2010	11:46	8730 SUDLEY RD / PLANTATION LA
Expired Inspection	1/23/2010	14:45	8730 SUDLEY RD / PLANTATION LA
General Rule Reckless	2/1/2010	13:07	8730 SUDLEY RD / PLANTATION LA
Expired State Registration	2/12/2010	17:55	8730 SUDLEY RD / PLANTATION LA
General Rule Reckless	2/12/2010	14:40	8730 SUDLEY RD / PLANTATION LA
Disregard Stop/Red Light	2/13/2010	19:15	8730 SUDLEY RD / PLANTATION LA
Drive Suspended/Revoked	4/20/2010	13:15	8730 SUDLEY RD / PLANTATION LA
Drive Suspended/Revoked	5/9/2010	18:45	8730 SUDLEY RD / PLANTATION LA
Expired Inspection	5/9/2010	18:45	8730 SUDLEY RD / PLANTATION LA
Expired Inspection	5/25/2010	10:35	8730 SUDLEY RD / PLANTATION LA
Drive Suspended/Revoked	6/13/2010	23:00	8730 SUDLEY RD / PLANTATION LA
Suspended/Revoked NOTICE VA DMV	6/13/2010	23:00	8730 SUDLEY RD / PLANTATION LA
NO VA D/L	7/9/2010	21:27	8730 SUDLEY RD / PLANTATION LA
Disregard Stop/Red Light	7/9/2010	21:27	8730 SUDLEY RD / PLANTATION LA
Following Too Close	7/19/2010	19:43	8730 SUDLEY RD / PLANTATION LA
Improper Brakes	10/4/2010	11:20	SUDLEY RD/PLANTATION LN
Fail Obey Hwy Sign	10/12/2010	11:30	SUDLEY RD/PLANTATION LN
Fail Yield Rt of Way (Gen)	10/29/2010	17:13	SUDLEY RD/PLANTATION LN
Expired State Registration	11/17/2010	11:00	SUDLEY RD/PLANTATION LN
Expired State Registration	12/18/2010	5:25	SUDLEY RD/PLANTATION LN
Following Too Close	12/26/2010	12:30	SUDLEY RD/PLANTATION LN
Illegal/Unsafe Equipment	12/30/2010	21:37	SUDLEY RD/PLANTATION LN
Unauthorized User Insp Sticker	12/30/2010	21:37	SUDLEY RD/PLANTATION LN
Operate Uninspected Vehicle	1/23/2011	14:46	SUDLEY RD/PLANTATION LN
NO VA D/L	1/24/2011	11:52	PLANTATION LN/SUDLEY RD
Operate Uninspected Vehicle	2/16/2011	1:04	SUDLEY RD/PLANTATION LN
Drive Suspended/Revoked	2/16/2011	10:02	SUDLEY RD/PLANTATION LN
Expired State Registration	2/16/2011	16:52	SUDLEY RD/PLANTATION LN
Following Too Close	2/28/2011	15:28	SUDLEY RD/PLANTATION LN
Fail Obey Hwy Sign	4/16/2011	20:56	PLANTATION LN/SUDLEY RD

TOTAL: 106

No VA D/L	7/20/2010	23:26	PLANTATION LA / SUMNER LAKE BLV
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TOTAL: 1

Plantation Ln - Citations
03/08 - 4/16/11

Citation Type	Total
Avoid Traffic Control Dev	1
Child Safety Seat	3
Defective Equipment	1
Disregard Stop/Red Light	8
Drive Suspended/Revoked	11
Expired Inspection	6
Expired State Inspection	2
3 Expired State Registration	14
Fail Obey Hwy Sign	11
Fail Yield Entering Hwy	1
Fail Yield Rt of Way (Gen)	2
Following Too Close	8
General Rule Reckless	8
1 Illegal U-Turn	23
Improper Lane Change	3
Improper Registration	2
No D/L Poss	1
2 No VA D/L	16
No valid inspection sticker	5
Operate uninspected vehicle	2
Seat Belt & Harnesses	1
Speeding 25 mph zone	6
Speeding 35 mph zone	1
Stopping on Highway	2
Suspended/Revoked NOTICE VA DMV	9
Unauthorized User Insp Sticker	2
Illegal/Unsafe Equipment	1
Improper Brakes	1
Reckless Driving	2
Grand Total	153

Time of Day	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total	Percent
0:00 - 0:59							1	1	1%
1:00 - 1:59				1				1	1%
2:00 - 2:59								0	0%
3:00 - 3:59					1			1	1%
4:00 - 4:59					2			2	1%
5:00 - 5:59		1					1	2	1%
6:00 - 6:59								0	0%
7:00 - 7:59			1					1	1%
8:00 - 8:59			1			2		3	2%
9:00 - 9:59					1	2		3	2%
10:00 - 10:59			5	3	5	5		18	12%
11:00 - 11:59		3	2	4	3	7		19	12%
12:00 - 12:59	3	6		2	3	5	1	20	13%
13:00 - 13:59		1	2	1			1	5	3%
14:00 - 14:59	1	3	5	1		2	1	13	8%
15:00 - 15:59		1	5		2	1		9	6%
16:00 - 16:59				1		1		2	1%
17:00 - 17:59		2		2		2	1	7	5%
18:00 - 18:59	3			1				4	3%
19:00 - 19:59		1	2			1	1	5	3%
20:00 - 20:59		2				1	2	5	3%
21:00 - 21:59			2		2	6	1	11	7%
22:00 - 22:59			1		5	2		8	5%
23:00 - 23:59	4	1	2		1	2	3	13	8%

Totals 11 21 28 16 25 39 13 153
Percent 7% 14% 18% 10% 16% 25% 8%

**Nu-Metrics Traffic Analyzer Study
Computer Generated Summary Report
City: MANASSAS
Street: PLANTATION**

A study of vehicle traffic was conducted with HI-STAR unit number 6366. The study was done in the 2 lane on PLANTATION in MANASSAS, VA in PWC county. The study began on 04/26/2011 at 12:00 AM and concluded on 04/27/2011 at 12:00 AM, lasting a total of 24 hours. Data was recorded in 60 minute time periods. The total recorded volume of traffic showed 2,661 vehicles passed through the location with a peak volume of 228 on 04/26/2011 at 08:00 AM and a minimum volume of 3 on 04/26/2011 at 02:00 AM. The AADT Count for this study was 2,661.

SPEED

Chart 1 lists the values of the speed bins and the total traffic volume for each bin.

Chart 1

0 to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64	65 to 69	70 to 74	75 >
0	47	121	289	539	541	294	101	73	38	31	25	13	23	15

At least half of the vehicles were traveling in the 30 - 34 mph range or a lower speed. The average speed for all classified vehicles was 32 mph with 78.7 percent exceeding the posted speed of 25 mph. The HI-STAR found 4.98 percent of the total vehicles were traveling in excess of 55 mph. The mode speed for this traffic study was 30 mph and the 85th percentile was 39.94 mph.

CLASSIFICATION

Chart 2 lists the values of the eight classification bins and the total traffic volume accumulated for each bin.

Chart 2

0 to 20	21 to 27	28 to 39	40 to 49	50 to 59	60 to 69	70 to 79	80 >
2016	88	35	5	5	1	0	0

Most of the vehicles classified during the study were Passenger Cars. The number of Passenger Cars in the study was 2,104 which represents 97.90 percent of the total classified vehicles. The number of Small Trucks in the study was 35 which represents 1.60 percent of the total classified vehicles. The number of Trucks/Buses in the study was 5 which represents 0.20 percent of the total classified vehicles. The number of Tractor Trailers in the study was 6 which represents 0.30 percent of the total classified vehicles.

HEADWAY

During the peak time period, on 04/26/2011 at 08:00 AM the average headway between the vehicles was 15.72 seconds. The slowest traffic period was on 04/26/2011 at 02:00 AM. During this slowest period, the average headway was 900.0 seconds.

WEATHER

The roadway surface temperature over the period of the study varied between 72 and 121 degrees Fahrenheit. The HI-STAR determined that the roadway surface was Dry 100.00 percent of the time.

**Nu-Metrics Traffic Analyzer Study
Computer Generated Summary Report
City: MANASSAS
Street: PLANTATION**

A study of vehicle traffic was conducted with HI-STAR unit number 6369. The study was done in the 1 lane on PLANTATION in MANASSAS, VA in PWC county. The study began on 04/26/2011 at 12:00 AM and concluded on 04/27/2011 at 12:00 AM, lasting a total of 24 hours. Data was recorded in 60 minute time periods. The total recorded volume of traffic showed 2,522 vehicles passed through the location with a peak volume of 246 on 04/26/2011 at 05:00 PM and a minimum volume of 4 on 04/26/2011 at 03:00 AM. The AADT Count for this study was 2,522.

SPEED

Chart 1 lists the values of the speed bins and the total traffic volume for each bin.

Chart 1

0 to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64	65 to 69	70 to 74	75 >
0	29	92	206	566	751	368	117	43	19	9	17	8	11	4

At least half of the vehicles were traveling in the 30 - 34 mph range or a lower speed. The average speed for all classified vehicles was 32 mph with 85.4 percent exceeding the posted speed of 25 mph. The HI-STAR found 2.19 percent of the total vehicles were traveling in excess of 55 mph. The mode speed for this traffic study was 30 mph and the 85th percentile was 38.53 mph.

CLASSIFICATION

Chart 2 lists the values of the eight classification bins and the total traffic volume accumulated for each bin.

Chart 2

0 to 20	21 to 27	28 to 39	40 to 49	50 to 59	60 to 69	70 to 79	80 >
2156	57	22	4	0	1	0	0

Most of the vehicles classified during the study were Passenger Cars. The number of Passenger Cars in the study was 2,213 which represents 98.80 percent of the total classified vehicles. The number of Small Trucks in the study was 22 which represents 1.00 percent of the total classified vehicles. The number of Trucks/Buses in the study was 4 which represents 0.20 percent of the total classified vehicles. The number of Tractor Trailers in the study was 1 which represents 0.00 percent of the total classified vehicles.

HEADWAY

During the peak time period, on 04/26/2011 at 05:00 PM the average headway between the vehicles was 14.57 seconds. The slowest traffic period was on 04/26/2011 at 03:00 AM. During this slowest period, the average headway was 720.0 seconds.

WEATHER

The roadway surface temperature over the period of the study varied between 72 and 121 degrees Fahrenheit. The HI-STAR determined that the roadway surface was Dry 100.00 percent of the time.



Gene Jennings

From: Glen Martin
Sent: Tuesday, July 12, 2011 9:57 AM
To: Gene Jennings
Subject: FW: Traffic Logix SafePace 100
Attachments: SP100 Product Sheet.pdf; SP 100 Manual.pdf; SP 100 PHOTO.pdf

Gene this looks like a good one to quote off of.

From: Rico Berloni [mailto:rberloni@trafficlogix.com]
Sent: Tuesday, July 12, 2011 9:51 AM
To: Glen Martin
Subject: Traffic Logix SafePace 100

Hi Glen,

Thank you for taking an interest in our products!

We launched our SafePace 100 in August of 2010 and it has already become our most popular radar sign. The following is pricing on our SafePace 100 :

SP 100 with Solar Panel and 3-Cell Battery back-up : \$2,499

This sign is very low weight and extremely portable. The pricing above reflects standard brackets and hose clamps to band onto an existing pole (ideally 4" in diameter). However, if you want a more sophisticated bracket, we can supply you a universal mounting bracket for an additional \$125. I have attached our manual so that you can decide which mounting bracket you would like (starting on page 5). The universal bracket comes with one pole plate but you can purchase additional ones for \$49.

Data collection software is priced at \$350.

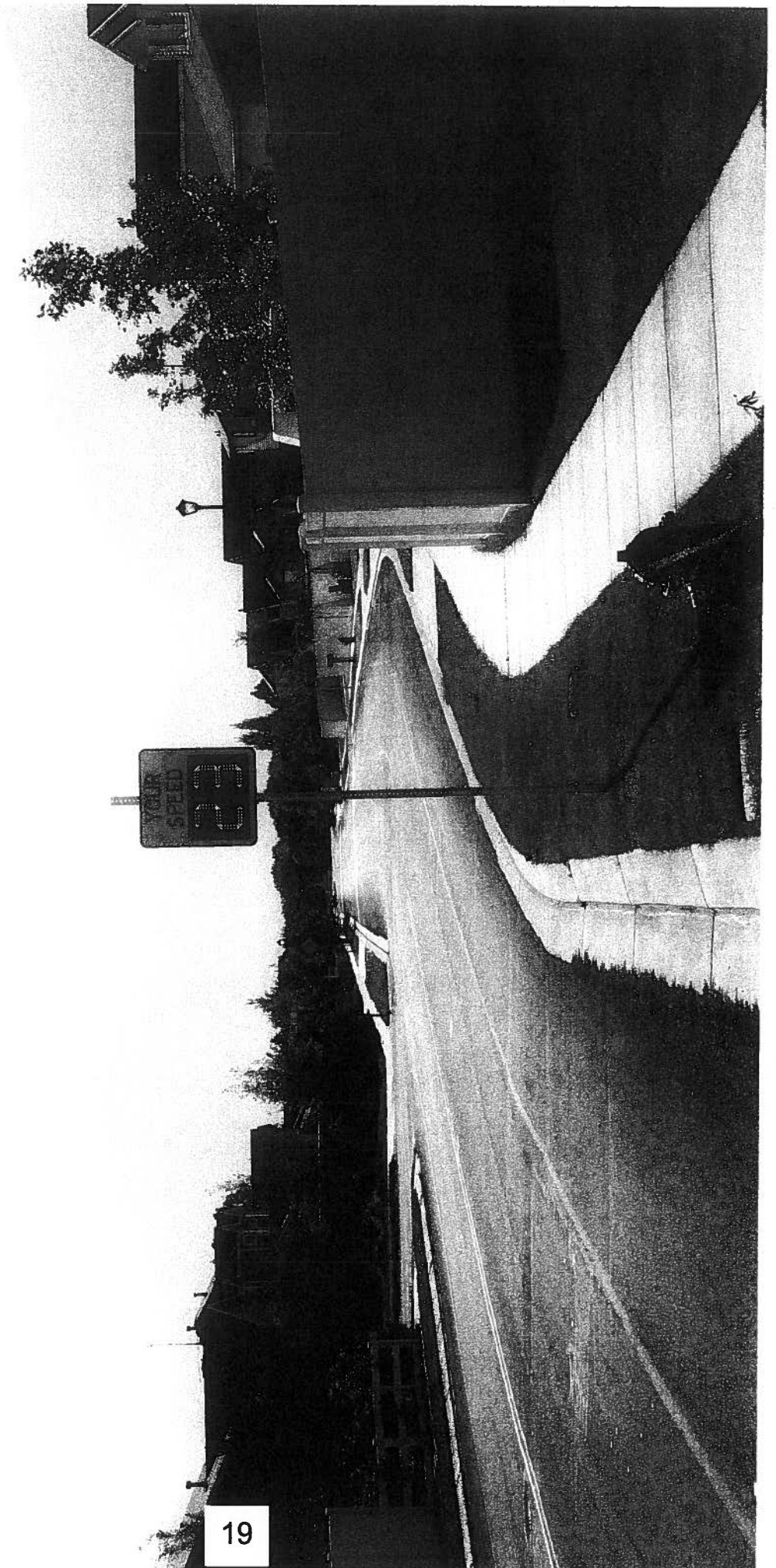
Therefore, for an order of two signs you are looking at a total of:

$$(2 * \$2,499) + (2 * \$350) + \text{SHIPPING } (\$150) = \$5,848$$

I Hope this helps. Please let me know if you have any questions.

Thanks again,

Rico Berloni
Business Development
Traffic Logix
866 915 6449 ext. 230




TRAFFIC LOGIX

SafePace 100 Radar Sign



The Traffic Logix SafePace 100 is the radar speed sign that fits your budget. This compact entry level sign offers exceptional visibility and power efficiency in a light-weight and portable solution. Featuring the options you need at remarkably affordable pricing, the SafePace 100 is the sign you'll want to use again and again to keep your neighborhoods safe.

Features

- **Affordable:** Priced low enough for any budget, the SafePace 100 is an ideal entry point to radar speed signs.
- **Portable:** At 17 lbs, the lightweight sign is quick and simple to transport and can be mounted in minutes.
-  **Energy Efficient:** The ultra low power sign utilizes the most power-efficient radar technology available. The sign can function up to four weeks autonomously with optional battery power.
- **Optimal Visibility:** Unique light enhancing, anti-glare lens system provides brilliant visibility even in poor lighting conditions.

Ideal for use in:

- Private communities
- School zones
- Shopping centers
- Corporate campuses
- Construction zones
- Residential neighborhoods

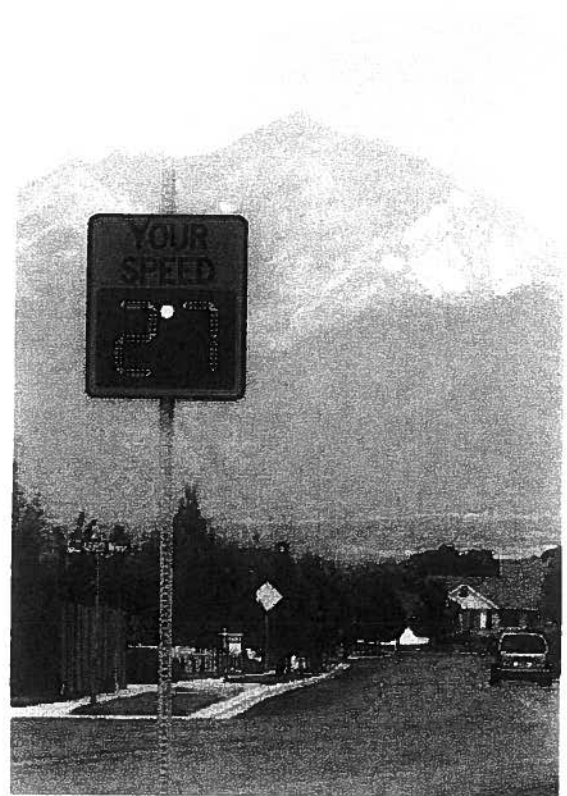
• User Friendly Software

Interface: Easy-to-use software lets you set parameters such as local speed limit, range of operation, and whether to optimize brightness or power.

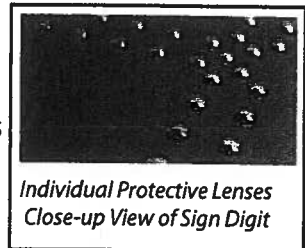
• On-Sign Programming:

Commonly used settings, such as threshold speeds for strobe and

range of operation, can be programmed directly on sign with a convenient rotary switch.



- **Vandalism Resistant:** With a 1/4" durable aluminum protective cover and individual optical lenses shielding each LED, the sign is well protected against theft or vandalism.



- **Standard Strobe:** Programmable flashing strobe to alert speeding drivers comes standard with every sign.



AGENDA STATEMENT

PAGE NO. 21

ITEM NO. 3

MEETING DATE: July 27, 2011 – Finance Committee

TIME ESTIMATE: 10 Minutes

AGENDA ITEM TITLE: Resolution 2012-12-R Amending the FY 2012 Budget to Budget and Appropriate \$36,915 from Storm Water Escrow Funds to Conduct a Storm Water Utility Feasibility Study for Future Consideration of a Storm Water Utility

**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:** FY 2012 Budget Work Sessions

**SUMMARY OF
ISSUE/TOPIC:**

The financial impacts of new mandated storm water regulatory requirements are going to significantly affect operating budgets for municipalities. In order to meet these requirements, Staff has been researching possible funding sources that would minimize the impacts on the General Fund.

Staff has obtained a cost from Michael Baker Co. based on costs from a rideable contract with the City of Alexandria for performing a feasibility study in the development of a storm water utility. The scope of the work would include the development of a rate structure, potential costs to be funded, billing methods, and policies that would support a storm water utility. Upon completion of the study, Staff would schedule a work session with City Council for presentation by Staff and Baker Co. and consideration for possible inclusion in the FY 2013 Budget.

This resolution will budget and appropriate \$36,915 of Storm Water Escrow revenue in the General Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2012-12-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

The current balance of Storm Water Escrow Funds is \$942,702.

**BUDGET/FISCAL
IMPACT:**

\$36,915 – Storm Water Escrow Funds

STAFF: Gene Jennings, Deputy Director of Public Works, (703) 257-8251
Mike Moon, Director of Public Works and Utilities, (703) 257-8226

RESOLUTION 2012-12-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 8th day of August, 2011, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Revenue:</u>		
	General Fund Reserved Fund	
100-0000-346-01-01	Balance	\$ 36,915
<u>Expenditure:</u>		
	Storm Drainage Purchased	
100-2551-431-39-00	Services	\$ 36,915
<u>Actual Transfers</u>		
100-0000-218-14-00	\$36,915.00	

For: Storm Water Utility Feasibility Study

This resolution shall take effect upon its passage.

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

ATTEST:

Andrea P. Madden City Clerk

City of Manassas
Account Balance Inquiry

7/20/11
11:01:53

Account number . . : 100-0000-218.14-00 Db/Cr . : C

Fund : 100 General Fund
Department : 00
Division : 00
Activity basic . . . : 21 Current Liability
Sub activity : 8 Storm Water Management
Element : 14 Broad Run Stormwater
Object : 00 Broad Run Stormwater

	<u>Debits</u>	<u>Credits</u>	<u>Account balance</u>
			911,973.52
Current :	.00	.00	
Unposted :	.00	.00	
Total :	.00	.00	911,973.52

F7=Project data
F11=Account activity

F8=Misc inquiry
F12=Cancel

F9=Misc update
F16=Pending trans

F10=Detail trans
F24=More keys

less \$15,000 Per 2010-04-R
= \$896,973.52

GM200I02
Fiscal year 2011

City of Manassas
Account Balance Inquiry

7/20/11
11:16:18

Account number . . : 100-0000-218.15-00 Db/Cr . . : C

Fund : 100 General Fund
Department : 00
Division : 00
Activity basic . . . : 21 Current Liability
Sub activity : 8 Storm Water Management
Element : 15 Bull Run Stormwater
Object : 00 Bull Run Stormwater

Debits

Credits

Account balance

Current :	.00	.00	45,728.07
Unposted :	.00	.00	
Total :	.00	.00	45,728.07

F7=Project data
F11=Account activity

F8=Misc inquiry
F12=Cancel

F9=Misc update
F16=Pending trans

F10=Detail trans
F24=More keys

Scope of Work

City of Manassas Stormwater Utility Feasibility Study

This scope of work presents the tasks that will be performed to develop the City of Manassas Stormwater Utility Feasibility Study. The purpose of the study is to identify an alternative funding source for the City's stormwater related activities that will minimize the impact of budget reductions and new regulatory requirements.

The Scope of Work includes program and regulation review, data collection, public outreach, rate structure evaluation, determination of program costs to be funded, and identification of policies (credits, billing, appeals, and ordinances) that will support the implementation of a potential stormwater utility.

1.0 Program Review:

In coordination with City staff, Baker will review the City's current stormwater program and the infrastructure maintenance practices to determine the current level of service and its cost. Baker will review the City's current stormwater ordinances and stormwater permits, Capital Improvement Program, and related existing and potential regulatory requirements. Recommendations and costs regarding enhancements to the level of service will be developed based on City plans and this program review.

Recommendations will be developed based on information available on state and federal regulatory requirements (water quality and quantity), City ordinances and policy, and identified stormwater, flooding, and erosion problems in the City.

Baker will meet with and interview appropriate staff members, as directed by the City, to identify stormwater related programs and services provided by each department/division with regard to stormwater management and maintenance. For budgeting purposes, one meeting (4 hours) will be planned.

An annual budget estimate for services and recommended improvements to services and infrastructure, for five years will be developed. The findings from this task will be summarized in a brief Technical Memorandum (TM-1). Three paper copies and one digital copy will be provided to the City.

2.0 Public Outreach / Education Plan:

Community awareness and acceptance of the stormwater utility concept is essential to gain support by the City Manager and City Council for the possible adoption of the stormwater utility ordinance after this study is completed. Given the potential impact of the utility and the stormwater related activities, a public outreach plan will be developed focusing on the following three stakeholder categories or target audiences:

- Residential property owners (may include representatives of community associations),

- Nonresidential property owners (may include the business community and organizations such as the Chamber of Commerce, representatives of the development community and religious communities, and area business associations), and
- City Council and management staff

Baker will meet with City staff to discuss the plan. For budgeting purposes, one meeting (2 hours) will be planned. The public outreach plan and a summary of the meeting with the City will be documented in a Technical Memorandum (TM-2). Three paper copies and one digital copy will be provided to the City. No activities to implement this plan are included in this phase of the study.

3.0 Rate Structure:

Baker will develop recommendations regarding rate structures, proposed rates and anticipated revenues including pros and cons of each for each recommendation and methodology used in determining the rate structure and revenue estimates. Two rate structure scenarios will be developed for consideration. The goal is to develop a rate structure that provides sufficient revenue and that is fair, equitable, defensible, and publicly acceptable.

The City will provide Baker with information from the City's Geographical Information System (GIS) and other relevant databases that include information on parcels, land use, land area and impervious surface area. The GIS data will be used without any modifications. If the GIS data does not have the information needed, a small sample of properties (less than 300) using existing information will be used to develop the equivalent residential unit estimates.

The results of this task will be presented in a Technical Memorandum (TM-3). Three paper copies and one digital copy will be provided to the City.

4.0 Stormwater Utility Policies:

Several policies need to be considered during the development and implementation of a stormwater utility. This feasibility study will briefly define the policies that will need to be considered during implementation of the utility, if approved by Council.

Credit Policy. Baker will provide a brief summary of credit policy options and requirements of the enabling legislation. A successful stormwater utility includes various defensible credit and adjustment policies to further provide equity in cost responsibilities or to effect public policy objectives.

Appeals Process. Baker will provide a brief summary of a Stormwater User Fee Appeals process. In any user fee program, the customer needs to have the ability to dispute the charges if they perceive the charges to be inaccurate, and seek resolution. Such a process further enhances the credibility of a user fee program.

Billing Options. The purpose of this task is to identify the potential billing mechanisms that could be used to bill the stormwater user charges. The Baker team will provide a brief summary of the advantages and disadvantages of billing system alternatives (utility bill, tax bill, separate bill) using available information.

Ordinances. Baker will provide sample ordinances to the City based on available information from other Virginia jurisdictions.

The findings from this task will be presented in a brief Technical Memorandum (TM-4), Policy Considerations. Three paper copies and one digital copy will be provided to the City.

5.0 Implementation Plan / Strategy:

Baker will develop an implementation plan that outlines the steps needed to implement the recommended actions and estimate initiation costs. A schedule will be developed based on the enabling legislation requirements and the City's process for public hearings and ordinance adoption.

The implementation plan/strategy will be presented in a Technical Memorandum (TM-5). Three paper copies and one digital copy will be provided to the City.

6.0 Project Management:

Monthly project management meetings/calls will be conducted to provide project status and discuss progress. These meetings will be scheduled as part of meetings planned under other tasks.

Additional support services related to successful development and implementation of the stormwater utility may be added as modifications to the contract.

Project Budget**City of Manassas Stormwater Utility Feasibility Study**

	Task/Scope of Work	Hours	Cost
1	Program Review	80	\$9,424
	1.1 Staff Interview & Program Objectives	24	
	Staff Interviews and Program Objectives		
	Develop questionnaires / info needs		
	Select staff for interviews		
	Staff interviews meeting (4 hrs)		
	1.2 Determine current level of services	12	
	Review current stormwater program		
	Summarize stormwater infrastructure		
	Estimate maintenance costs		
	1.3 Regulatory requirements and Implementation Cost	19	
	Review current SW ordinances and regs		
	Review stormwater permits and CIP		
	Consider federal and state reg changes		
	1.4 Recommendations and TM1	25	
2	Public Outreach and Education Plan	20	\$2,235
3	Rate Structure	158	\$17,190
	Rate structure scenarios		
	Anticipated revenues		
	Impervious area/ERU and Non-Residential analysis		
	TM 3		
4	Stormwater Utility Policies	18	\$2,261
	Credit Policy		
	Appeals Process		
	Billing Options		
	Ordinances		
5	Implementation Plan / Strategy	22	\$2,860
6	Project Management	14	\$1,522
	Total of Hours	312	
	Total of Labor Costs		\$ 35,492
	Other Direct Costs		\$ 1,419
	TOTAL COSTS		\$ 36,911

Assumptions:

Task 1

- The City will provide copies of the stormwater permits, stormwater related ordinances, and CIP documents.
- The City will provide information on the current stormwater program such as current program description, list of activities, budgets (may include information from several departments), staffing levels, and maintenance practices, requests, and budgets.
- City will provide information on the number, type, and age of BMPs in the City and information on maintenance responsibilities.

Task 3

- The City will provide parcel information from the City's GIS and other relevant databases that include information on parcels (e.g., building footprints, driveways, sidewalks, parking structures), land use, land area and impervious surface area.

The GIS data will be used without any modifications. If the GIS data does not have the information needed, a small sample of properties (less than 300) using existing information will be used to develop the equivalent residential unit estimates

Technical Memoranda

- The findings/results from each task will be presented in Technical Memoranda as described in the Scope of Work. Three paper copies of each memorandum and one digital copy will be provided to the City. Technical Memorandum 5 will be submitted in draft to the City for review and it will be finalized once the review comments are received.

June 3, 2011

Task/Scope of Work		Project Manager	Typist/ Secretary	Engineering Manager	Senior Civil Engineer	Assistant Civil Engineer	Senior GIS Analyst	Senior Planner	Total Hours	Subtask Costs	Cost
		\$141.04	\$49.47	\$123.69	\$123.69	\$95.15	\$108.47	\$108.47			
1	Program Review	20	6	1	39	12	1	1	80		\$9,424
	1.1 Staff Interview & Program Objectives	6	2	0	12	2	1	1	24	\$2,837	
	1.2 Determine current level of service	2	0	0	4	6	0	0	12	\$1,348	
	1.3 Regulatory Requirements and Implementation Costs	8	0	0	11	0	0	0	19	\$2,489	
	1.4 Recommendations and TM1	4	4	1	12	4	0	0	25	\$2,750	
2	Public Outreach and Education	2	0	0	0	0	0	18	20		\$2,235
3	Rate Structure	17	0	0	9	48	84	0	158		\$17,190
	Rate structure scenarios	2			4	20			26	\$2,680	
	Anticipated revenues	3			5	16	0	0	24	\$2,564	
	p. Area/ERU and Non-Resid. Analysis	8					72		80	\$8,938	
	43	4				12	12		28	\$3,008	
4	Stormwater Utility Policies	2	0	0	16	0	0	0	18		\$2,261
5	Implementation Plan / Strategy	8	0	0	14	0	0	0	22		\$2,860
6	Project Management	5	4	0	5	0	0	0	14		\$1,522
	Subtotal of Hours	54	10	1	83	60	85	19	312		
	Subtotal of Labor Costs	\$7,616	\$495	\$124	\$10,266	\$5,709	\$9,220	\$2,061			\$35,492
	Other Direct Costs										\$1,419
	TOTAL COSTS										\$36,911

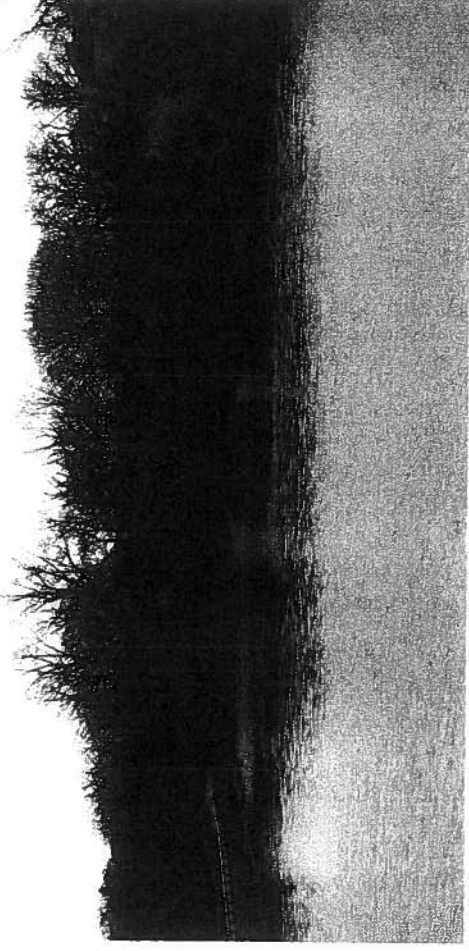
City of Manassas Stormwater Utility Feasibility Study – Detailed Hours and Costs

City of Manassas Storm Water Feasibility Study

Purpose: Identify alternative funding source to minimize impacts of previous budget reductions and provide a funding source to meet new storm water regulatory requirements and Chesapeake Bay total maximum daily load allocations (TMDL's) on City.

Study will identify:

- Regulations
- Data collection
- Public outreach
- Rate structure
- Billing methods
- Program policies



Funding: Estimated \$36,915 from storm water escrows

Potential Impact of New TMDL requirements based on State impact Estimates - \$21 million. (First three years)

Additional Study Recommendation Due to State TMDL's

Dewberry & Davis prepared regional Storm Water Management study in 1999/2000.

- As a result over \$10 million dollars of Regional Facilities were constructed. Combination City, Developer, & State Funds.
- New regulations established April 2009 as baseline year for nutrient allocations.
- City needs to reassess the excess nutrient allocations (nitrogen & phosphorous) that are provided by the Regional Facilities.

Staff will bring the funding request for this consultant study and the Storm Water Utility study to the Council for consideration in July/August 2011. Funding Source Storm Water Escrows.

AGENDA STATEMENT

PAGE NO. 33

ITEM NO. 4

MEETING DATE: July 27, 2011– Finance Committee

TIME ESTIMATE: 10 Minutes

AGENDA ITEM TITLE: Resolution 2012-13-R Amending the FY 2012 Budget by Budgeting and Appropriating \$56,710 of Gas Tax Funds for Parking System Equipment at the Parking Deck

Resolution R-2012-03 Authorizing the Potomac and Rappahannock Transportation Commission (PRTC) to Appropriate \$56,710 for a Parking System at the Parking Deck

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

FY 2012 Budget Work Sessions

**SUMMARY OF
ISSUE/TOPIC:**

Staff has been researching viable alternatives in an effort to convert the under-utilized parking spaces on the 4th and 5th levels of the Parking Deck to a pay parking system.

After review of responses to an RFP and interviewing two firms, Staff is requesting consideration of Smart Parcs Inc. to provide the equipment necessary for the conversion which will provide the option of pay by numbered space or placement of a ticket in the dash. Staff recommends by numbered space. Staff has met with members of the OTBA (Old Town Business Association) and has received a favorable response. Staff intends to leave approximately 20 spaces available for Old Town business employee parking or for patrons. The cost for the equipment includes 4 pay consoles, 2 on each level, as well as providing power requirements and annual service contract costs for a grand total of \$56,710. An estimated pay back for these up front cost is estimated in 4 years from parking revenues which will also fund annual costs for the parking system. The consoles are designed to handle credit cards only (no cash) and will be designed to handle smart trip cards in the future.

This resolution will budget and appropriate \$56,710 of Gas Tax revenue in the Parking Garage Fund.

STAFF

RECOMMENDATION: Approve Resolutions 2012-13-R and R-2012-03

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

\$56,710 – Gas Tax Revenue

STAFF:

Gene Jennings, Deputy Director of Public Works, (703) 257-8226
Mike Moon, Director of Public Works and Utilities, (703) 257-8251

RESOLUTION 2012-13-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 8th day of August, 2011, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
PARKING GARAGE FUND		
<u>Revenue:</u>		
586-0000-318-03-58	Gas Tax	\$ 56,710
<u>Expenditure:</u>		
586-2549-431-71-00	Parking System Equipment	\$ 56,710

For: Gas Tax for Parking Deck Parking System Equipment

This resolution shall take effect upon its passage.

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

ATTEST:

Andrea P. Madden City Clerk

MOTION: _____

**August 8, 2011
Regular Meeting
Res. No. R-2012-03**

SECOND: _____

**RE: RESOLUTION AUTHORIZING THE POTOMAC AND
RAPPAHANNOCK TRANSPORTATION COMMISSION (PRTC) TO
APPROPRIATE \$56,710 FOR A PARKING SYSTEM AT THE PARKING
DECK**

WHEREAS, the Council of the City of Manassas has determined it is appropriate to use Gas Tax Funds for a parking system at the parking deck in the City; and

WHEREAS, the Council wishes to use \$56,710 of Gas Tax Funds to install a parking system to convert to pay parking at the parking deck.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 8th day of August, 2011, that PRTC is authorized to appropriate \$56,710 of City Gas Tax Funds for a parking system at the parking deck.

BE IT FURTHER RESOLVED that the PRTC is authorized to make payments when invoiced by the City.

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

ATTEST:

Andrea P. Madden City Clerk

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

**City of Manassas
Gas Tax Fund at PRTC
as of July 20, 2011**

	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>
Revenues						
Total Revenues	<u>1,572,107</u>	<u>1,636,795</u>	<u>1,676,787</u>	<u>1,712,776</u>	<u>1,749,968</u>	<u>1,792,101</u>
Expenditures						
Total Expenditures	<u>1,383,834</u>	<u>1,339,966</u>	<u>1,347,144</u>	<u>1,355,954</u>	<u>1,260,436</u>	<u>1,244,458</u>
Exces Revenues Over Expense	188,273	296,829	329,643	356,822	489,532	547,643
Beginning Fund Balance	1,797,809	1,986,082	2,282,911	2,612,554	2,969,376	3,458,908
CIP Projects						
Warehouse	(100,000)	-	-	-	-	-
Sidewalks & Street Lights	(33,000)	-	-	-	-	-
Radar Signs - 2012-11-R	-	(5,850)	-	-	-	-
Pay Parking System - 2012-13-R	-	(56,710)	-	-	-	-
Regulatory Signage - 2012-14-R	-	(120,000)	-	-	-	-
Maple Street (T-57) - To Be B&A	-	(156,000)	-	-	-	-
Supplemental Paving	-	(500,000)	-	-	-	-
Traffic Signal Upgrades (T-49)	-	(39,000)	-	-	-	-
Bike Trail System Enhancements (T-53)	-	(10,000)	-	-	-	-
Sidewalk Infill Initiative (T-58)	-	(104,000)	(45,000)	(45,000)	(45,000)	-
Liberia Avenue Third Lane (T-60)	-	(85,000)	-	-	-	-
Mosby/Peabody Intersection (T-50)	-	-	(103,000)	-	-	-
Tudor Ln Widening & Pedestrian (T-62)	-	-	-	(13,000)	-	(200,000)
Windsor Ave Widening/Drainage (T-61)	-	-	-	-	(15,000)	(275,000)
Battle Street Section (T-63)	-	-	-	-	(60,000)	(125,000)
Total CIP Projects	<u>(133,000)</u>	<u>(1,076,560)</u>	<u>(148,000)</u>	<u>(58,000)</u>	<u>(120,000)</u>	<u>(600,000)</u>
Ending Fund Balance	<u>\$ 1,853,082</u>	<u>\$ 1,073,351</u>	<u>\$ 1,254,994</u>	<u>\$ 1,553,816</u>	<u>\$ 1,923,348</u>	<u>\$ 1,870,992</u>
% of Operating Expenditures	134%	80%	93%	115%	153%	150%

SMART PARCS, INC.

3835 HOLLAND BLVD. SUITE A ~ CHESAPEAKE, VA 23323
PHONE (757) 485-5527 ~ FAX (757) 485-5529 ~ EMAIL: david@smartparcs.net

May 3, 2011

Mr. James M. Falls
City of Manassas, Purchasing Division
8500 Public Works Drive
Manassas, Virginia 20110

Dear Mr. Falls:

Smart Parcs, Inc. is pleased to provide the following REVISED proposal for the delivery and installation of a New Digital Pay Station Parking System for the City of Manassas Prince William & Main Street Garage per the RFP 11P006 request:

PAY STATION PARKING SYSTEM- RFP 11P006

<u>Qty.</u>	<u>Model</u>	<u>Description</u>	
4	800.1101	DIGITAL LUKE RADIUS COLD ROLLED STEEL PAY STATIONS WITH:	
	100.0075	BOSS PAY STATION LICENSE	
	880.1165	COLOR LCD SCREEN	
	880.1169	COMPLETE 2" THERMAL PRINTER ASSEMBLY	
	880.1158	DUAL MAG-STRIPE CARD READER	
	880.1135	12OVAC POWER KIT	
	880.1171	GSM MODEM W/ INSTALLATION	
	450.0018	GREEN EXTERIOR ACCESS KEYS	
	450.0019	YELLOW EXTERIOR ACCESS KEYS	
	100.1108	EMS CREDIT CARD PROCESSING FEATURE	
	880.0086	DPT BOSS SOFTWARE SUITE	
	880.1028	USB DATA KEY	
	663.0013	STANDARD 2" THERMAL PAPER ROLLS (2 SUPPLIED PER MACHINE)	
		INCLUDES 2 FULL DAYS ON-SITE TRAINING PER RFP	
		EQUIPMENT TOTAL:	\$42,509.70
		TAX:	\$0.00
		**FREIGHT:	\$800.00
		INSTALLATION:	<u>\$6,500.00</u>
		GRAND TOTAL:	\$49,809.70

ADDITIONAL THERMAL PAPER ROLLS- \$32/ ROLL
APPROXIMATE EMS & T-MOBILE COST \$75/ MONTH

ANNUAL MAINTENANCE & CONTRACT OPTIONS (AFTER EXPIRATION OF 1 YEAR WARRANTY)

1. TIME & MATERIALS- TYPICALLY 1 HOUR TRAVEL @ 60/HR & LABOR TIME BILLED AT \$95/HOUR FOR LENGTH OF VISIT
2. MAINTENANCE CONTRACT- TO PROVIDE 4 ANNUAL PM VISITS AND LABOR RESPONSE TO SERVICE CALL (\$5,500)
** ALL PARTS REQUIRED UNDER THIS OPTION WILL BE INSTALLED AND INVOICED SEPARATELY FROM ABOVE TOTAL
3. SERVICE CONTRACT- TO PROVIDE ALL TRAVEL, PARTS & LABOR TO MAINTAIN EQUIPMENT LISTED ABOVE (\$9,000)

Notes:

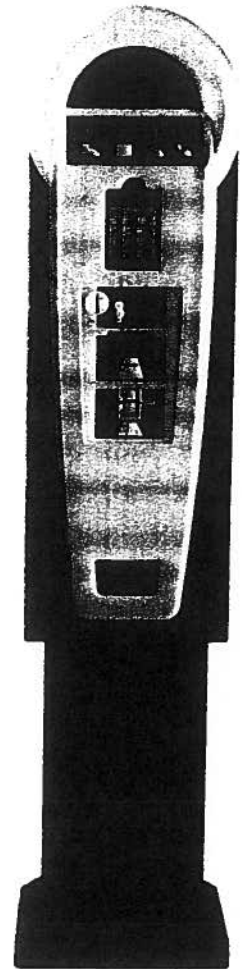
1. ALL EQUIPMENT WILL CONTAIN A FULL ONE (1) YEAR PARTS & LABOR WARRANTY.
2. ALL CONCRETE, CONDUIT, POWER AND COMMUNICATIONS PROVISIONS WILL BE PROVIDED BY OTHERS.
3. TYPICAL EQUIPMENT DELIVERY WOULD BE APPROXIMATELY 6 TO 8 WEEKS FROM THE RECEIPT OF A PURCHASE ORDER OR SIGNED CONTRACT. INSTALLATION TO BEGIN IMMEDIATELY FOLLOWING EQUIPMENT ARRIVAL.

Sincerely,

David High
resident

LUKE Specifications

- Cabinet – 12 gauge cold rolled or stainless steel with no pry points
 - Payment Options – Coins, Bills, Credit Cards, Smart Cards, Value Cards
 - Card Reader – Cards are not ingested – no moving parts. Reads Track 1, 2 and 3 of all magnetic stripe cards conforming to ISO 7810 and 7811. Reads and writes to chip-based smart cards conforming to ISO 7810 and 7816
 - Note Stacker – 1,000 bill capacity
 - Printer – 2" receipt width
 - Display – Color LCD with 640 x 480 resolution – monochrome LCD optional
 - Keypad – Tactile buttons
 - Locks – Can be re-keyed twice without removing lock cylinder
 - Communications – GSM/GPRS, CDMA, 802.11b/g Wi-Fi, Metro Scale Wi-Fi Networks, Ethernet
 - Environmental Specifications – -40° F to +140° F (-40° C to +60° C)* and up to 85 percent relative humidity (non-condensing)
 - Power – AC 120 V, 60 Hz for charging battery or integrated solar panel (20 W)
 - Operation Modes – Pay-and-Display and Pay-by-Space
 - Multilingual Option – Up to four languages using roman or non-roman characters
 - Audible Alarm – Senses shock and vibration
 - Online Option – EMS integration to provide real-time credit card processing, real-time reporting, maintenance and security alarms, remote rate configuration, DPT Web Services integration with third-party technologies, and more
 - Color – Custom colors available
 - Instruction Panel – Customizable
 - Standards – PCI compliant, UL/CSA approved, ADA compliant
- * -40° F (-40° C) based on separately purchased heater/insulator option.
Low end of range is -4° F (-20° C) ambient without heater/insulator option.



Digital Payment Technologies Corp.

We are an industry leader in the design, manufacture, and distribution of multi-space pay stations, parking management software, and online services. From our beginnings with the Intella-Pay, we've grown to become a leading supplier of innovative parking pay station solutions. We offer an expanded range of Web-based applications and integration with third-party technologies in such areas as smart cards, communications protocols, and enforcement systems.

We're always exploring new ways to add value to our products:

- first North American on-street parking pay station integrated with a metro-scale Wi-Fi network
- first to enable clients to host their own server for online services
- first to integrate a color screen into a multi-space on-street parking pay station
- first to develop integration between pay stations and Pay-by-Phone parking so enforcement data can be automatically consolidated for both systems

Our products are supported by outstanding customer service. We're available to help you around the clock with 24/7 telephone support. Our Customer Service Support Portal allows you to e-mail support questions, check the status of your helpdesk ticket, download product documentation, browse knowledgebase articles, and access live remote support. We also have a growing network of resellers to provide local sales and on-site support.



To learn more about LUKE, please call 888-687-6822
or visit our Web site at www.dligitalpaytech.com.

Parking Deck Pay System Revenue

Parking Lot Revenue									
Level of Deck		Parking Spaces		Utilization %		Revenue Days		Daily Cost	
3 Ramp	9	0.45	250	\$	4.50	\$	506.25	3 Ramp	9
4	80	4	250	\$	4.50	\$	4,500.00	4	80
5	120	6	250	\$	4.50	\$	6,750.00	5	120
Total		\$	209.00	10.45				Total	
Parking Lot Revenue									
Level of Deck		Parking Spaces		Utilization %		Revenue Days		Daily Cost	
3 Ramp	9	1.35	250	\$	4.50	\$	1,518.75	3 Ramp	9
4	80	12	250	\$	4.50	\$	13,500.00	4	80
5	120	18	250	\$	4.50	\$	20,250.00	5	120
Total		\$	209.00	31.35				Total	
Parking Lot Revenue									
Level of Deck		Parking Spaces		Utilization %		Revenue Days		Daily Cost	
3 Ramp	9	15%	250	\$	4.50	\$	1,518.75	3 Ramp	9
4	80	15%	250	\$	4.50	\$	13,500.00	4	80
5	120	15%	250	\$	4.50	\$	20,250.00	5	120
Total		\$	209.00	15%				Total	
Parking Lot Revenue									
Level of Deck		Parking Spaces		Utilization %		Revenue Days		Daily Cost	
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4	80	15%	250	\$	4.50	\$	13,500.00	4	80
5	120	15%	250	\$	4.50	\$	20,250.00	5	120
Total		\$	209.00	15%				Total	
Parking Lot Revenue									
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3 Ramp	9	15%	250	\$	4.50	\$	1,518.75	3 Ramp	9
4	80	15%	250	\$	4.50	\$	13,500.00	4	80
5	120	15%	250	\$	4.50	\$	20,250.00	5	120
Total		\$	209.00	15%				Total	
Parking Lot Revenue									
Level of Deck		Parking Spaces		Utilization %		Revenue Days		Daily Cost	
3 Ramp	9	15%	250	\$	4.50	\$	1,518.75	3 Ramp	9
4	80	15%	250	\$	4.50	\$	13,500.00	4	80
5	120	15%	250	\$	4.50	\$	20,250.00	5	120
Total		\$	209.00	15%				Total	
Parking Lot Revenue									
Level of Deck		Parking Spaces		Utilization %		Revenue Days		Daily Cost	
3 Ramp	9	15%	250	\$	4.50	\$	1,518.75	3 Ramp	9
4	80	15%	250	\$	4.50	\$	13,500.00	4	80
5	120	15%	250	\$	4.50	\$	20,250.00	5	120
Total		\$	209.00	15%				Total	
Parking Lot Revenue									
Level of Deck		Parking Spaces		Utilization %		Revenue Days		Daily Cost	
3 Ramp	9	15%	250	\$	4.50	\$	1,518.75	3 Ramp	9
4	80	15%	250	\$	4.50	\$	13,500.00	4	80
5	120	15%	250	\$	4.50	\$	20,250.00	5	120
Total		\$	209.00	15%				Total	
Parking Lot Revenue									
Level of Deck		Parking Spaces		Utilization %		Revenue Days		Daily Cost	
3 Ramp	9	15%	250	\$	4.50	\$	1,518.75	3 Ramp	9
4	80	15%	250	\$	4.50	\$	13,500.00	4	80
5	120	15%	250	\$	4.50	\$	20,250.00	5	120
Total		\$	209.00	15%				Total	
Parking Lot Revenue									
Level of Deck		Parking Spaces		Utilization %		Revenue Days		Daily Cost	
3 Ramp	9	15%	250	\$	4.50	\$	1,518.75	3 Ramp	9
4	80	15%	250	\$	4.50	\$	13,500.00	4	80
5	120	15%	250	\$	4.50	\$	20,250.00	5	120
Total		\$	209.00	15%				Total	
Parking Lot Revenue									
Level of Deck		Parking Spaces		Utilization %		Revenue Days		Daily Cost	
3 Ramp	9	15%	250	\$	4.50	\$	1,518.75	3 Ramp	9
4	80	15%	250	\$	4.50	\$	13,500.00	4	80
5	120	15%	250	\$	4.50	\$	20,250.00	5	120
Total		\$	209.00	15%				Total	
Parking Lot Revenue									
Level of Deck		Parking Spaces		Utilization %		Revenue Days		Daily Cost	

Request for Proposal (RFP No. 11P006) for Pay Station Parking Management System City of Manassas

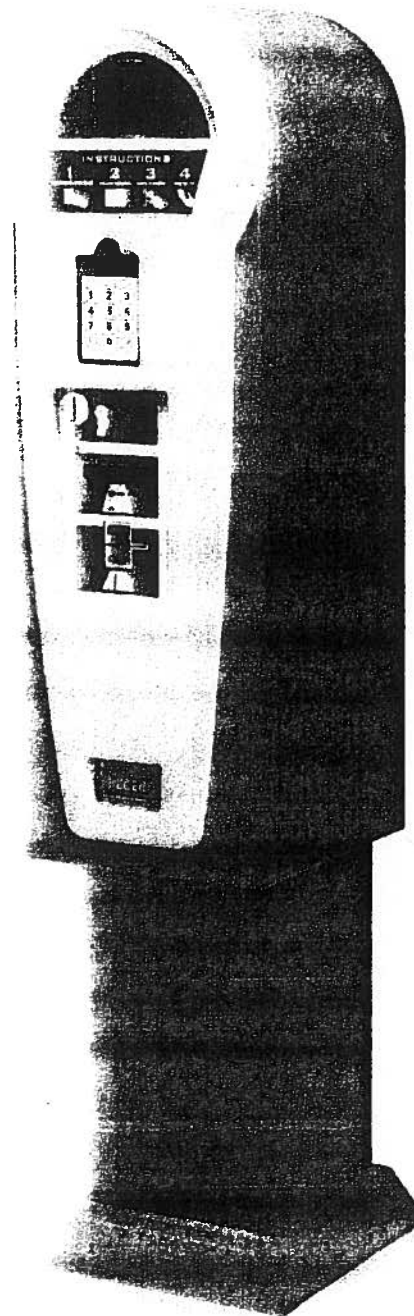
Submitted to:

James M. Falls, Purchasing Manager
City of Manassas, Purchasing Division
8500 Public Works Drive
Manassas, VA
20110

Submitted by:

Reseller's Name *DAVID E. HIGH*
Reseller's Company Name *SMART PARKS, INC.*
Address *3835 HOLLAND BLVD, SUITE A*
City, State *CHESAPEAKE, VA. 23323*
Zip Code
Telephone: xxx.xxx-xxxx
Fax: xxx.xxx-xxxx
E-mail:

Date: March 25, 2011



Pay Parking System for Parking Deck (4th & 5th Levels)

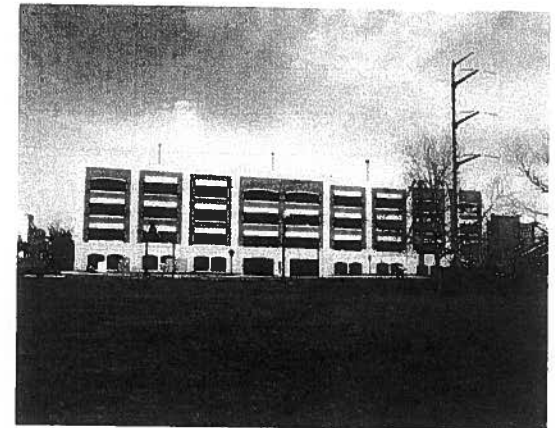
Purpose: Provide overflow parking option for under utilized parking garage and allow for one day visitor parking without obtaining a parking permit.

Costs: *4 console units that accept credit cards at \$49,810

***Provide Power to all units = \$900**

***Annual maintenance costs = \$6,000**

Total = \$56,710



Projected Revenues: Based on annual 10% utilization of 209 available spaces at \$4.50 per day = \$23,500 per year.

AGENDA STATEMENT

PAGE NO. 43

ITEM NO. 5

MEETING DATE: July 27, 2011– Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Resolution 2012-14-R Amending the FY 20120 Budget by Budgeting and Appropriating \$120,000 of Gas Tax Funds for Conversion of all City Regulatory Signage Over the Next 3 Years to Meet New Federal Mandates

Resolution R-2012-04 Authorizing the Potomac and Rappahannock Transportation Commission (PRTC) to Appropriate \$120,000 for Replacement of Regulatory Signage to Meet Federal Mandates

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

N/A

**SUMMARY OF
ISSUE/TOPIC:**

The deadlines for meeting new Federal mandates regarding sign retro reflectivity are fast approaching. The current dates for having new signs installed are January 2015 for regulatory signs and January 2018 for guide signs and street name signs. Staff has performed an overall assessment and budget estimate to complete this task over the next 3 years at a cost of \$120,000. Signage is currently replaced with signage that meets these reflective sheeting material guidelines. A previous sign refresh program to address these requirements was abolished in 2008 due to budget cuts. The \$120,000 budget will address all changes necessary throughout the entire City.

This resolution will budget and appropriate \$120,000 of Gas Tax revenue in the Transportation Capital Projects Fund.

**STAFF
RECOMMENDATION:**

Approve Resolutions 2012-14-R and R-2012-04

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

\$120,000 – Gas Tax Revenue

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

R E S O L U T I O N 2012-14-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 8th day of August, 2011, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>	<u>AMOUNT</u>
TRANSPORTATION CAPITAL PROJECTS FUND	
<u>Revenue:</u>	
340-0000-318-03-58 CP5122 Gas Tax	\$ 120,000
<u>Expenditure:</u>	
340-5122-505-39-00 CP5122 Regulatory Signage	\$ 120,000

For: Gas Tax for Federally Mandated Signage Replacement

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

MOTION: _____

**August 8, 2011
Regular Meeting
Res. No. R-2012-04**

SECOND: _____

RE: RESOLUTION AUTHORIZING THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION (PRTC) TO APPROPRIATE \$120,000 FOR REPLACEMENT OF REGULATORY SIGNAGE TO MEET FEDERAL MANDATES

WHEREAS, the Council of the City of Manassas has determined it is appropriate to use Gas Tax Funds for the replacement of regulatory signage in the City; and

WHEREAS, the Council wishes to use \$120,000 of Gas Tax Funds to replace current regulatory signage with new Federally mandated signs that meet the reflective sheeting material guidelines.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 8th day of August, 2011, that PRTC is authorized to appropriate \$120,000 of City Gas Tax Funds for the replacement of regulatory signage.

BE IT FURTHER RESOLVED that the PRTC is authorized to make payments when invoiced by the City.

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

ATTEST:

Andrea P. Madden City Clerk

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

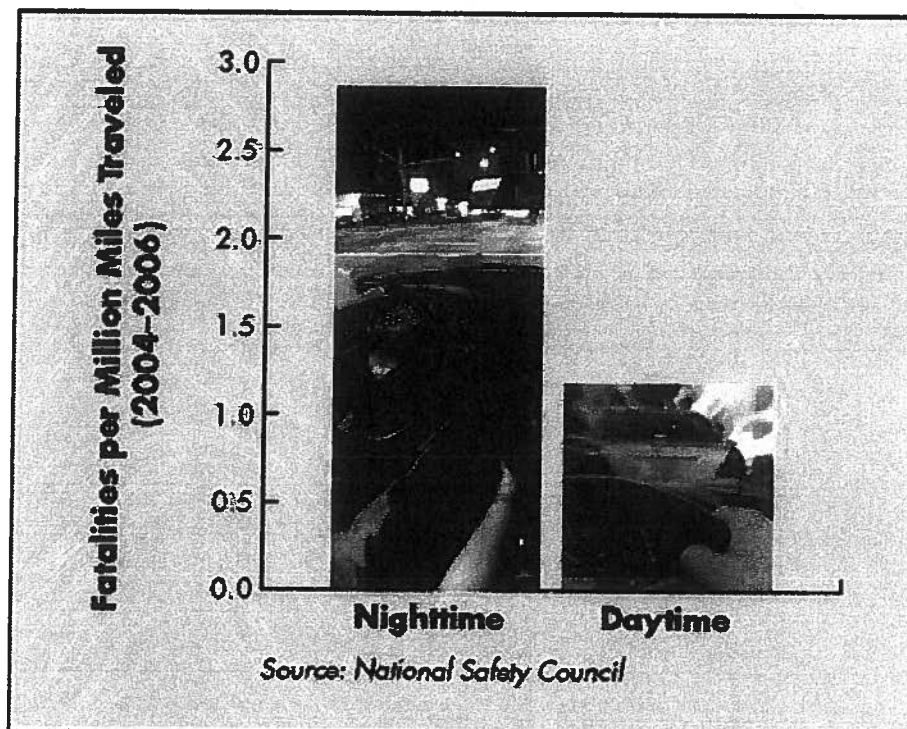
**City of Manassas
Gas Tax Fund at PRTC
as of July 20, 2011**

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Revenues						
Total Revenues	1,572,107	1,636,795	1,676,787	1,712,776	1,749,968	1,792,101
Expenditures						
Total Expenditures	1,383,834	1,339,966	1,347,144	1,355,954	1,260,436	1,244,458
Exces Revenues Over Expense	188,273	296,829	329,643	356,822	489,532	547,643
Beginning Fund Balance	1,797,809	1,986,082	2,282,911	2,612,554	2,969,376	3,458,908
CIP Projects						
Warehouse	(100,000)	-	-	-	-	-
Sidewalks & Street Lights	(33,000)	-	-	-	-	-
Radar Signs - 2012-11-R	-	(5,850)	-	-	-	-
Pay Parking System - 2012-13-R	-	(56,710)	-	-	-	-
Regulatory Signage - 2012-14-R	-	(120,000)	-	-	-	-
Maple Street (T-57) - To Be B&A	-	(156,000)	-	-	-	-
Supplemental Paving	-	(500,000)	-	-	-	-
Traffic Signal Upgrades (T-49)	-	(39,000)	-	-	-	-
Bike Trail System Enhancements (T-53)	-	(10,000)	-	-	-	-
Sidewalk Infill Initiative (T-58)	-	(104,000)	(45,000)	(45,000)	(45,000)	-
Liberia Avenue Third Lane (T-60)	-	(85,000)	-	-	-	-
Mosby/Peabody Intersection (T-50)	-	-	(103,000)	-	-	-
Tudor Ln Widening & Pedestrian (T-62)	-	-	-	(13,000)	-	(200,000)
Windsor Ave Widening/Drainage (T-61)	-	-	-	-	(15,000)	(275,000)
Battle Street Section (T-63)	-	-	-	-	(60,000)	(125,000)
Total CIP Projects	(133,000)	(1,076,560)	(148,000)	(58,000)	(120,000)	(600,000)
Ending Fund Balance	\$ 1,853,082	\$ 1,073,351	\$ 1,254,994	\$ 1,553,816	\$ 1,923,348	\$ 1,870,992
% of Operating Expenditures	134%	80%	93%	115%	153%	150%

New Sign Retroreflectivity Requirements

Night Travel and Crashes

One of the Federal Highway Administration's (FHWA's) primary missions is to improve safety on the nation's roadways. Approximately 42,000 people have been killed on American roads during each of the past eight years. While only one-quarter of all travel occurs at night, about half of the traffic fatalities occur during nighttime hours. To address this disparity, the FHWA has adopted new traffic sign retroreflectivity requirements.



Nighttime visibility of traffic control devices is becoming increasingly important as our population ages. By the year 2020, about one-fifth of the U.S. population will be 65 years of age or older. In general, older individuals have declining vision and slower reaction times. Signs that are easier to see and read at night can help older drivers retain their freedom of mobility and remain independent.



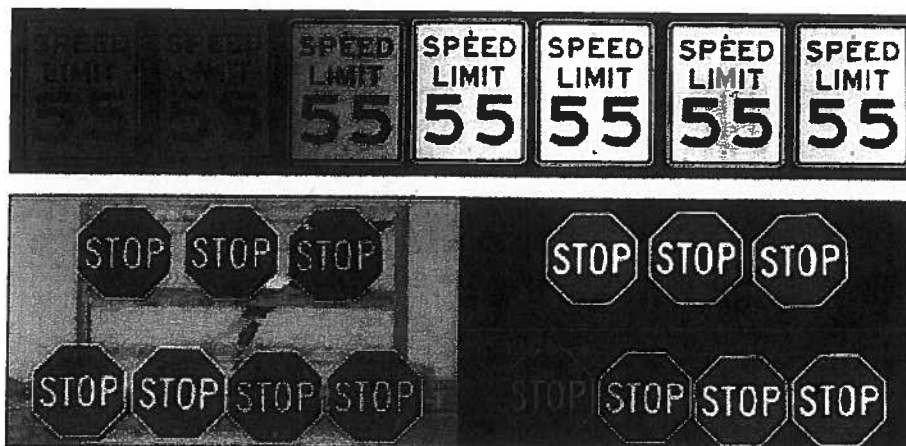
Retroreflective sheeting degrades over time. Daytime visual inspections cannot be used to assess retroreflectivity.

New National Requirements

The *Manual on Uniform Traffic Control Devices* (MUTCD) is the national standard for all traffic control devices on any street or highway open to public travel.

The MUTCD requires signs to be either illuminated or made with retroreflective sheeting materials. Most signs in the U.S. are made with retroreflective sheeting materials, which degrade over time and therefore have a limited life. Until now, there has been little information available to determine when signs need to be replaced based on retroreflectivity.


Revision number two of the 2003 Edition of the MUTCD introduces new language establishing minimum retroreflectivity levels that must be maintained for traffic signs. The new MUTCD language and changes are highlighted on the MUTCD web page: <http://mutcd.fhwa.dot.gov/>.



Adding Flexibility

The MUTCD now requires that agencies maintain traffic signs to a set of minimum levels but provide a variety of maintenance methods that agencies can use to be in compliance with the new MUTCD requirements. The FHWA believes that the new MUTCD language will promote safety while providing flexibility for agencies to choose a maintenance method that best fits their specific conditions.

The minimum retroreflectivity requirements do not imply that an agency must measure every sign. Rather, the new MUTCD language describes methods that agencies can use to maintain traffic sign retroreflectivity at or above the minimum levels.



Agencies have until January 2012 to establish and implement a sign assessment or management method to maintain minimum levels of sign retroreflectivity. The compliance date for meeting the minimum retroreflectivity requirements on regulatory, warning, and ground-mounted guide signs is January 2015. For overhead guide signs and street name signs, the compliance date is January 2018.

Retroreflective Sheeting Materials

ASTM D4956 describes the types of retroreflective sheeting materials that can be used on traffic signs. The new MUTCD minimum retroreflectivity requirements refer to sheeting types as defined in ASTM D4956. Sheeting types

that can be used according to the new requirements are as follows (current as of March 2008):

- All prismatic sheeting materials may be used for all signs.
- High Intensity Beaded (Type III) and Super Engineer Grade (Type II) may be used for all signs except for the white legend on overhead guide signs.
- Engineer Grade (Type I) may be used for all signs except for:
 - the white legend on guide signs,
 - the white legend on street name signs, and
 - all yellow and orange warning signs.

Even though a particular type of sheeting might initially meet the minimum retroreflectivity levels when new, it might quickly degrade to below the minimum retroreflectivity levels.

The use of higher performance sheeting, even though it has a higher initial cost, might provide a better life-cycle cost for the agency.

The FHWA has developed a sheeting ID guide and has posted it at:

http://safety.fhwa.dot.gov/roadway_dept/night_visib/

It's All About Safety

Providing retroreflective delineation and signing is important as a means of reducing the higher nighttime crash rates. Signs that have sufficient retroreflectivity during nighttime conditions are especially beneficial to older road users. Safe and efficient highways are a benefit to the motoring public and the health and viability of a community.

More Information

Additional information regarding nighttime visibility can be found at:

http://safety.fhwa.dot.gov/roadway_dept/night_visib/.

This web site includes:

- A sign sheeting ID guide
- FAQs
- Methods to maintain sign retroreflectivity
- Research reports
- Presentations



Meeting the deadlines for the new sign retroreflectivity mandates

How are you going to drive your new sign posts into the ground?

Matt Steigmeyer

Tippmann Industrial Products, Inc.
Fort Wayne, Indiana

Municipal agencies have until January 2012 to establish and implement a sign assessment or management method to maintain minimum levels of sign retroreflectivity.

The compliance dates are nearing for meeting the retroreflectivity guidelines. The current dates for having the new signs installed are January 2015 and January 2018. The January 2015 date states that all regulatory, warning, and ground-mounted signs be replaced with signs that meet the reflective sheeting material guidelines. The January 2018 date refers to all overhead guide signs and street name signs.

Installing new sign posts can be an arduous task, to say the least. Traditionally U-Channel posts, Telespar posts, and T-posts have been installed using one of three methods, those methods being Hydraulic Drivers, Pneumatic Drivers, or by using a manual post driver. The hydraulic and pneumatic drivers offer plenty of force and there are some very good drivers on the market, but they do require being hooked to either hydraulic hoses or pneumatic hoses and their respective power sources. The manual driver option is not only time consuming, but can also be very dangerous.

Recently, a new method of driving these types of post has become available. The Tippmann Propane Hammer, an American-made product, offers a low-cost, self-contained lightweight substitute to the standard methods of driving posts.

The Tippmann Propane Hammer, which is powered by a standard 14.1 oz.

propane tank, delivers 65 foot lbs. per blow at a rate of 2-3 blows per second. This driver, in conjunction with the U-Channel Side Mount Adapter, also offered through Tippmann, allows the user the ability to drive a U-Channel post with their feet still on the ground. Though it is always helpful to have a second person, using this product can essentially be a one-person operation. The side mount adapter, which contains 11 side pins, utilizes the holes on the side of the U-Channel, to keep the adapter in place.



Set driver on adapter

The side mount adapter takes only seconds to install. The user then sets the driver on top of the drive stem and hits the button, and the Propane Hammer will do the rest. This method of driving posts offers a very safe, simple and relatively low-cost alternative for driving posts. A single 14.1 oz propane tank will allow the user to drive up to 75 U-Channel posts.

The Tippmann Propane Hammer is built in the factory in Fort Wayne, Indiana. Dennis Tippmann, owner and founder of Tippmann Industrial Products, Inc., designed this product with the consumer in mind. He had driven thousands of posts over the years and figured that there had to be a more user-friendly option to use in place of the hydraulic drivers and/or pneumatic drivers; that is what inspired the design of the Propane Hammer. This 41 lb. unit operates off of internal combustion to create a powerful driving force.



Drive the post

This driver, which is now being used on almost every continent, utilizes one of the most readily available power sources, in a standard 14.1 oz. propane tank. The Propane Hammer has been used to drive almost every type of fence post and sign post you could imagine, with one exception being large wood posts. For further information on this product, please visit PropaneHammer.com.

R

AGENDA STATEMENT

PAGE NO. 51

ITEM NO. 6

MEETING DATE: July 27, 2011– Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2012-15-R Amending the FY 2012 Budget by Transferring \$113,470 from the Sewer Fund to the Sewer Capital Projects Fund for the MICRON Pond Bioxide Project

**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:** FY 2012 Adopted Budget

**SUMMARY OF
ISSUE/TOPIC:** The MICRON Pond Bioxide Project is for odor mitigation at the Micron Pond. The project includes furnishing and installing an automated flow diversion and bioxide feed system to either bypass the pond, or alternatively enter the pond.

The Project was budgeted and appropriated in the Sewer Fund. Staff has determined that is more appropriately accounted for in a capital projects fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2012-15-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS: _____

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** Funds are budgeted in the Sewer Funds

STAFF: Tony H. Dawood, Deputy Director of Water and Sewer, (703) 257-8382
Mike Moon, Director of Public Works and Utilities, (703) 257-8351

RESOLUTION 2012-15-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in special session this day of 8th day of August, 2011, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
SEWER FUND		
<u>Revenue:</u>		
520-0000-317.10-21	MICRON Revenue	\$ 113,470)
<u>Expenditure:</u>		
520-3513-501-33-00	MICRON Pond Maintenance	\$ (113,470)
SEWER CAPITAL PROJECTS FUND		
<u>Revenue:</u>		
525-0000-318-17-00	CP3681 MICRON Revenue	\$ 113,470
<u>Expenditure:</u>		
525-3681-505-1100	CP3681 Salaries	\$5,000
525-3681-505-2000	CP3681 Benefits	\$2,000
525-3681-505-3900	CP3681 Contractual Services	\$46,470
525-3681-505-6200	CP3681 Tank	\$60,000
		<u>\$113,470</u>

For: MICRON Pond Bioxide 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

Bioxide treatment at micron holding pond

PRELIMINARY ESTIMATE

June 1, 2011

ITEM	MATERIAL	LABOR	TOTAL COMMENTS
Pad site intall	\$3,400.00	\$1,200.00	\$4,600.00
10" butterfly valve with accutuator	\$5,000.00	\$750.00	\$5,750.00
Electrical installation	\$7,200.00	\$500.00	\$7,700.00
Drain line and Core bores	\$425.00	\$500.00	\$925.00
vault with lid	\$7,500.00	\$1,000.00	\$8,500.00
manhole with frame and cover	\$925.00	\$500.00	\$1,425.00
Estimate from chemical supplier	\$60,000.00		\$60,000.00
Magmeter	\$3,000.00	\$500.00	\$3,500.00
subtotal	\$87,450.00	\$4,950.00	\$92,400.00
Contingencies @15%			\$13,567.00
Total project cost			<u>\$105,967.00</u>

AGENDA STATEMENT

PAGE NO. 55

ITEM NO. 7

MEETING DATE: July 27, 2011 – Finance Committee

TIME ESTIMATE: 10 Minutes

AGENDA ITEM TITLE: Staff Report on the Status of the GIS Implementation Plan

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

February 8, 2010 – Resolution 2010-66-R
June 30, 2010 – Staff Report on Status to Finance Committee
October 27, 2010 – Staff Report on Status to Finance Committee
January 12, 2011 – Staff Report on Status to Finance Committee

**SUMMARY OF
ISSUE/TOPIC:**

On February 8, 2010, the City Council budgeted \$147,590 for Phase I of the GIS Implementation Plan. At that time, Council asked for periodic updates on the status of the project.

Attached is an updated status which staff will present at the meeting.

**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: Patricia A. Weiler, Finance and Administration Director 703/257-8234
Randy Buzzard, IT Manager 703/257-8293
Margaret Montgomery, GIS Coordinator 703/257-8216

City of Manassas
GIS Implementation Plan

#	Pg	Sec	Project Tasks	Responsible Party	PHASE I																PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	One Time	Annual	One Time	Annual	One Time	Annual	One Time	Annual	One Time	Annual						
Organization and Staffing					Subtotal																Subtotal				Subtotal				\$0		\$0		\$0			
2	83	4.2.2.1	designate the current GIS Office as the centralized GIS structure.	City Manager																																
3	84	4.2.2.2	add a full-time GIS Leader	City Manager																																
4	85	4.2.2.2	assign at least one GIS Point of Contact (POC)	Dept Dir																																
6	85	4.2.2.2	assign one (or more) Data Stewards to each map feature.	Dept Dir																																
Information Technology Infrastructure					Subtotal																Subtotal				Subtotal				\$700		\$0		\$6,000		\$0	
10	88	4.3.1.1	use current GIS Server - upgrade from 2GG of RAM to 4GB	GIS, IT																																
13	90	4.3.1.2	verify GIS user desktop meet minimum config	IT																																
15			Mobile GIS - if needed deploy additional Panasonic Toughbooks and wireless connectivity	GIS, IT																																
17			Mobile GIS - if needed deploy GPS mapping units	GIS, IT																																
19	93	4.3.4	Implement ArcSDE Direct Connect configuration	GIS, Consultant																																
20	93	4.3.5	Evaluate need, best approach and cost for integrating or establishing some level of data sharing between GIS and other relevant information systems.	IT Dept, GIS, Dept Dir, POC's, Consultant																																

City of Manassas
GIS Implementation Plan

					PHASE I				PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost	
#	Pg	Sec	Project Tasks	Responsible Party	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	One Time	Annual	One Time	Annual	One Time	Annual
GIS Software and Training					Subtotal												\$99,890	\$18,147	\$39,000	\$51,307	\$0	\$75,307
24	101	4.4.2.1	replace its current web mapping site with a <u>hosted ArcGIS Server web mapping site using Web LoGISTICS.</u>	City Manager, GIS, IT													\$5,500	\$10,000	\$0	\$10,000	\$0	\$10,000
26	102	4.4.2.2	<u>ArcEditor or ArcInfo license</u>	GIS, Dept Dir, GIS Stewards													\$27,550	\$8,147	\$0	\$14,747	\$0	\$14,747
27	102	4.4.2.2	<u>Road LoGISTICS</u>	GIS, Dept Dir, GIS Stewards													\$6,200	\$0	\$0	\$2,000	\$0	\$2,000
28	102	4.4.2.2	<u>Parcel LoGISTICS</u>	GIS, Dept Dir, GIS Stewards													\$6,250	\$0	\$0	\$3,000	\$0	\$3,000
35	107	4.4.2.4	GIS consultant document need for custom mobile GIS application	GIS, GIS Consultant, Mobile GIS Users, Dept Dir													\$0	\$0	\$15,000	\$0	\$0	\$0
36	107	4.4.2.5	<u>Site LoGISTICS web site for economic development.</u>	GIS, Econ Dev Staff, GIS Consultant													\$0	\$0	\$24,000	\$0	\$0	\$0
37			regularly update information on the City's Site LoGISTICS web site	GIS, Econ Dev Staff, GIS Consultant													\$0	\$0	\$0	\$0	\$0	\$24,000
38	109	4.4.3	develop and execute a training plan														\$54,390		\$0	\$21,560	\$0	\$21,560

City of Manassas
GIS Implementation Plan

					PHASE I				PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost						
#	Pg	Sec	Project Tasks	Responsible Party	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	One Time	Annual	One Time	Annual	One Time	Annual					
GIS Data					Subtotal																	\$47,000	\$0	\$0	\$0	\$0	\$0
40	121	4.5	GIS consultant to provide support to the City's GIS Administrator	GIS, Data Stewards, GIS Consultant													\$6,000	\$0	\$0	\$0	\$0	\$0					
41	121	4.5	GIS consultant develop a data creation/conversion plan and cost estimate for all map layers the City would like loaded into its Enterprise GIS database (ArcSDE)	GIS, Data Stewards, POC's, GIS Consultant													\$11,000	\$0	\$0	\$0	\$0	\$0					
42	121	4.5	GIS consultant to develop a centralized, standardized master street address database.	GIS, Data Stewards, POC's, GIS Consultant													\$30,000	\$0	\$0	\$0	\$0	\$0					
43			GIS consultant create/convert approved map layers that are not currently available in ESRI Shapefile or AutoCAD format,	GIS, Data Stewards, POC's, GIS Consultant													\$0	\$0	TBD	\$0	TBD	\$0					

City of Manassas
GIS Implementation Plan

					PHASE I				PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost	
#	Pg	Sec	Project Tasks	Responsible Party	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	One Time	Annual	One Time	Annual	One Time	Annual
			GIS-Based Business Processes		Subtotal												\$0	\$0	\$0	\$0	\$0	\$0
45	123	4.6.1	GIS is responsible for the City's GIS Standards	GIS													\$0	\$0	\$0	\$0	\$0	\$0
47	124	4.6.2	GIS produce and maintain FGDC-based metadata for all data produced by the City.	GIS, Data Stewards													\$0	\$0	\$0	\$0	\$0	\$0
49	124	4.6.3	establish and maintain a centralized GIS data catalog based on metadata for use by staff GIS users.	GIS													\$0	\$0	\$0	\$0	\$0	\$0
50	126	4.6.4	create and periodically update Standard Operating Procedures (SOPs)	GIS, Data Stewards, POCs													\$0	\$0	\$0	\$0	\$0	\$0
Totals																	\$147,590	\$18,147	\$45,000	\$51,307	\$0	\$75,307
Total Cost for each Phase																		\$165,737		\$96,307		\$75,307
Total One-Time Costs																	\$192,590					
Total Annual Operating Costs																	\$75,307					

**City of Manassas
GIS Implementation Plan**

					PHASE I				PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost				
#	Pg	Sec	Project Tasks	Responsible		Q1				Q2				Q3				One Time		Annual		One Time		Annual	
				Party		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4								
Organization and Staffing																									
1	82	4.2.1	The City should continue its efforts toward achieving an optimal Enterprise GIS organizational structure in order to optimize access to information efficiency and minimize date, equipment, and task redundancies. The City should enact all or most of the recommendations laid out in this plan.																						
2	83	4.2.2.1	The City should designate the current GIS Office as their Enterprise Group to serve as the centralized, organization-wide service unit for the City's centralized GIS structure.	City Manager																					
3	84	4.2.2.2	The City should consider adding a full-time Enterprise GIS Leader. Together, the new Enterprise GIS Leader and the current GIS Database Administrator would be able to handle the anticipated workload.																						
4	85	4.2.2.2	City Departments should formally assign at least one GIS Point of Contact (POC) within each department to support and coordinate with the Enterprise GIS Group.	Department Managers																					

**City of Manassas
GIS Implementation Plan**

#	Pg	Sec	Project Tasks	Responsible Party	PHASE I				PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost	
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	One Time	Annual	One Time	Annual	One Time	Annual
5	85	4.2.2.2	The Enterprise GIS Group should establish and lead GIS User Group meetings on a regular basis (e.g., monthly) to interact with the GIS POCs, to identify and discuss GIS needs, provide informal knowledge transfer (GIS tips and tricks), and act on User Group recommendations.	Enterprise GIS Leader																		
6	85	4.2.2.2	City Departments should formally assign one (or more) Data Stewards to each map feature.	Department Managers													\$0	\$0	\$0	\$0	\$0	\$0
		4.2.2.2	Data Steward assignments should be tracked in order to efficiently coordinate data updates to the centralized GIS database and to verify metadata, as needed.	GIS Database Administrator													\$0	\$0	\$0	\$0	\$0	\$0
		4.2.3	The anticipated GIS user level of City staff should be identified to ensure that GIS software and related training appropriate to their job duties are properly distributed.	Enterprise GIS Leader, GIS User's Group, Department Managers													\$0	\$0	\$0	\$0	\$0	\$0
9			The activities proposed for the next phase should be reviewed in order to adjust them, as needed, to better satisfy the City's technical and resource priorities at that time.	Enterprise GIS Group, GIS User's Group, Department Managers													\$0	\$0	\$0	\$0	\$0	\$0

City of Manassas
GIS Implementation Plan

					PHASE I				PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost		
#	Pg	Sec	Project Tasks	Responsible Party	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	One Time	Annual	One Time	Annual	One Time	Annual	
Information Technology Infrastructure																	Subtotal	\$700	\$0	\$6,000	\$0	\$0	\$0
10	88	4.3.1.1	The City should continue to use its current GIS Server in the manner it is being used now, as the internal, centralized GIS Database for the City. The only recommended addition for would be an upgrade from 2GG of RAM to 4GB. The additional RAM will provide better service at an economic cost.	Enterprise GIS Group, IT Department																			
62	38	4.3.1.1	The adequacy and performance of this server should be re-evaluated at the end of Phase 1 of this implementation plan, or when its primary purpose is changed in a significant way.	Enterprise GIS Group, IT Department													\$700	\$0	\$0	\$0	\$0	\$0	
																	\$0	\$0	TBD	TBD	TBD	TBD	
12	88	4.3.1.1	If the City decides to host its own Web Mapping site, a two-server configuration is recommended.																				

City of Manassas
GIS Implementation Plan

#	Pg	Sec	Project Tasks	Responsible Party	PHASE I				PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost	
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	One Time	Annual	One Time	Annual	One Time	Annual
13	90	4.3.1.2	City IT staff should verify that GIS user desktop computer workstations do meet the minimum configuration, and upgrade/replace equipment accordingly, if needed. It is particularly important that the desktop computers for GIS advanced users and data editors meet the minimum recommended configuration in order to avoid system performance issues.	IT Department																		
63	90	4.3.1.3	Evaluate in detail the need (and cost-benefit justification) for additional Panasonic Toughbooks and wireless connectivity for staff that spend a significant amount of time out of the office and would benefit from remote access to GIS-related and other information. This evaluation should be done during the first phase of system implementation, with the intent that some of the highest priority users will be given mobile access during the second and third phases of implementation, depending on need and available budget.	Enterprise GIS Group, GIS User's Group, Department Managers																		

City of Manassas
GIS Implementation Plan

					PHASE I				PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost	
#	Pg	Sec	Project Tasks	Responsible Party	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	One Time	Annual	One Time	Annual	One Time	Annual
15			Deploy additional Panasonic Toughbooks and wireless connectivity for staff that spend a significant amount of time out of the office and would benefit from remote access to GIS-related and other information, depending on need and available budget.	IT Department, Department Managers																		
16	90	4.3.2	Evaluate in more detail the need (and cost-benefit justification) for GPS mapping units for staff that are responsible for mapping features in the field and would benefit from GIS technology. This evaluation should be done during the first phase of system implementation, with the intent that some of the highest priority users will be given GPS during the second and third phases of implementation, depending on justification and available budget.	Enterprise GIS Group, GIS User's Group, Department Managers													\$0	\$0	TBD	TBD	TBD	TBD
17			Deploy GPS mapping units for staff that are responsible for mapping features in the field and would benefit from GIS technology, depending on justification and available budget.	IT Department, Enterprise GIS Group, Department Managers													\$0	\$0	\$0	\$0	\$0	\$0
																	\$0	\$0	TBD	TBD	TBD	TBD

City of Manassas

GIS Implementation Plan

#	Pg	Sec	Project Tasks	Responsible Party	PHASE I				PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost	
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	One Time	Annual	One Time	Annual	One Time	Annual
18	91	4.3.3	The City should investigate purchasing a consolidated data storage device. This evaluation should be done during the first phase of system implementation, with the assumption that the maximum benefit to the City would not be realized until the second or third phase of implementation when more data layers reside in the Enterprise GIS database than at present. The SQL agent (for live State Backups) for Symantec Backup Exec and/or clones for the SAN should also be added. Timmons Group can assist with specifications for the appropriate storage system if the City decides to move forward with this recommendation.	Enterprise GIS Group, IT Department																		
19	93	4.3.4	Implementation of the ArcSDE Direct Connect configuration to connect from each ArcGIS Desktop application servers to the geodatabase server centrally located at the data center is recommended. This should be configured during installation of ArcGIS desktop software.	Enterprise GIS Group, GIS Consultant													\$0	\$0	\$0	\$0	\$0	\$0

City of Manassas
GIS Implementation Plan

#	Pg	Sec	Project Tasks	Responsible Party	PHASE I				PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost	
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	One Time	Annual	One Time	Annual	One Time	Annual
20	93	4.3.5	Evaluate in more detail the need, best approach and cost for integrating or establishing some level of data sharing between GIS and other relevant information systems. This evaluation should be done during the second phase of system implementation, with the assumption being that the maximum benefit to the City would not be realized until after the Enterprise GIS is fully operational.	IT Department, Enterprise GIS Group, Department Managers, GIS POC's, GIS Consultant													\$0	\$0	\$6,000	\$0	\$0	\$0
66																						
22	94	4.3.6	Based upon priorities identified during the previous phase and available budget, integrate or establish some level of data sharing between GIS and other relevant information systems.	IT Department, Enterprise GIS Group, Department Managers, GIS POC's, GIS Consultant													\$0	\$0	\$0	\$0	TBD	TBD
			City staff in the IT Department should maintain existing and proposed Enterprise GIS infrastructure.	IT Department													\$0	\$0	\$0	\$0		\$0

**City of Manassas
GIS Implementation Plan**

#	Pg	Sec	Project Tasks	Responsible Party	PHASE I				PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost	
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	One Time	Annual	One Time	Annual	One Time	Annual
23	94	4.3.7	The City should further protect their IT and data investments and simplify the back-up and recovery process by leveraging a consolidated storage device (e.g., SAN/ NAS). It is also recommended that the SQL agent (for live State Backups) for Symantec Backup Exec and/or clones for the SAN be added.																			

City of Manassas
GIS Implementation Plan

#		Pg	Sec	Project Tasks	Responsible Party	PHASE I												PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
						Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	One Time	Annual	One Time	Annual	One Time	Annual	One Time	Annual																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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City of Manassas
GIS Implementation Plan

#	Pg	Sec	Project Tasks	Responsible Party	PHASE I				PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost	
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	One Time	Annual	One Time	Annual	One Time	Annual
27	102	4.4.2.2	City staff who will be responsible for updating and maintaining the City's road centerline and associated addressing information should be provided with a license of <u>Road LoGISTics</u> to streamline and standardize road mapping and addressing.	Enterprise GIS Group, Department Managers, GIS Data Stewards													\$6,200	\$0	\$0	\$2,000	\$0	\$2,000
28	102	4.4.2.2	City staff who will be responsible for updating and maintaining the City's land parcels and associated information should be provided with a license of <u>Parcel LoGISTics</u> to streamline and standardize GIS parcel data maintenance.	Enterprise GIS Group, Department Managers, GIS Data Stewards													\$6,250	\$0	\$0	\$3,000	\$0	\$3,000
29	105	4.4.2.3	The City should continue (and expand) its use of the ArcSDE GIS Database software as its centralized, standardized repository for GIS-based information.	Enterprise GIS Group, GIS Data Stewards, GIS POC's													\$0	\$0	\$0	\$0	\$0	\$0
30	105	4.4.2.3	For ease of management, it is recommended that the City establish categories of users. These will mostly likely be created as Owners, Editors and Read-only accounts. Using database roles can make the management of these user categories, and associated users, easier.	Enterprise GIS Group													\$0	\$0	\$0	\$0	\$0	\$0

City of Manassas
GIS Implementation Plan

#	Pg	Sec	Project Tasks	Responsible Party	PHASE I				PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost	
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	One Time	Annual	One Time	Annual	One Time	Annual
31	105	4.4.2.3	For ease of management, it is recommended that the City establish categories of users. These will mostly likely be created as Owners, Editors and Read-only accounts. Using database roles can make the management of these user categories, and associated users, easier. It is further recommended that each user be assigned a specific login to the database. There are many reasons for doing this. It provides more granular control over data access rights and permissions. It also gives database administrators better information when debugging issues.	Enterprise GIS Group																		
32	106	4.4.2.4	Once the new Web Mapping site is available, the City's initial access to mobile GIS should be via web browser software on mobile computing devices having wireless access to the internet. This approach will provide remote access to valuable information without the additional cost associated with mobile software licenses.	IT Department, Mobile GIS Users													\$0	\$0	\$0	\$0	\$0	\$0

**City of Manassas
GIS Implementation Plan**

#	Pg	Sec	Project Tasks	Responsible Party	PHASE I				PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost	
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	One Time	Annual	One Time	Annual	One Time	Annual
33			Mobile GIS Users should continue accessing GIS via web browser software on mobile computing devices having wireless access to the internet. This approach will provide remote access to valuable information without the additional cost associated with mobile software licenses.	IT Department, Mobile GIS Users																		
34			The City's GIS consultant should work with the City's Mobile GIS Users to develop, test and deploy custom mobile GIS applications approved by the City, depending upon priorities and available budget.	Enterprise GIS Group, GIS Consultant, Mobile GIS Users, Department Managers													\$0	\$0	\$0	\$0	\$0	\$0

City of Manassas
GIS Implementation Plan

#	Pg	Sec	Project Tasks	Responsible Party	PHASE I				PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost	
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	One Time	Annual	One Time	Annual	One Time	Annual
35	107	4.4.2.4	The City should engage its GIS consultant to document detailed staff requirements that might justify the need for custom mobile GIS application utilizing one of the software platforms listed above. The study should detail functional requirements, propose solutions and provide cost estimates so that custom mobile GIS applications approved by the City can be developed and implemented during Phase 3, depending upon priorities and available budget.	Enterprise GIS Group, GIS Consultant, Mobile GIS Users, Department Managers																		
																	\$0	\$0	\$15,000	\$0	\$0	\$0
36	107	4.4.2.5	The City should engage its GIS consultant to plan and deploy a <u>Site Logistics web site for economic development</u> . The site can be hosted for the City to maximize ease, and minimize cost, of deployment and ongoing maintenance. This application should be deployed during the second phase of implementation since it will draw on the GIS map layers that will be migrated and deployed during the first phase of implementation.	Enterprise GIS Group, Economic Development Staff, GIS Consultant													\$0	\$0	\$24,000	\$0	\$0	\$0

**City of Manassas
GIS Implementation Plan**

#	Pg	Sec	Project Tasks	Responsible Party	PHASE I				PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost	
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	One Time	Annual	One Time	Annual	One Time	Annual
37			The City should regularly update information on the City's Site LoGISTICS web site for economic development. The site can be hosted for the City to maximize ease, and minimize cost, of deployment and ongoing maintenance.	Enterprise GIS Group, Economic Development Staff, GIS Consultant																		
38	109	4.4.3	The Enterprise GIS Group Leader should coordinate with GIS users and department managers to develop and execute a training plan that is designed to satisfy the short- and long-term GIS training needs of City staff.	Enterprise GIS Group, Department Managers, GIS Users, GIS Consultant													\$0	\$0	\$0	\$0	\$0	\$24,000
73																	\$54,390		\$0	\$21,560	\$0	\$21,560
39	113	4.4.3.5	It is recommended that the City establish and maintain a GIS Resource Library that is used to aggregate reference material collected during GIS training activities, including software manuals, tutorials, and workbooks.	Enterprise GIS Group, GIS POCs													\$0		\$0		\$0	

City of Manassas
GIS Implementation Plan

					PHASE I				PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost	
#	Pg	Sec	Project Tasks	Responsible Party	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	One Time	Annual	One Time	Annual	One Time	Annual
GIS Data																Subtotal	\$47,000	\$0	\$0	\$0	\$0	\$0
40	121	4.5	The City should engage its GIS consultant to provide support to the City's GIS Administrator during the loading of the available" map layers in ESRI Shapefile or AutoCAD formats. As part of this effort, the GIS Consultant should provide informal ArcSDE training (as needed) and help prepare standard operating procedures (SOPs) for the loading, verification, cataloguing (metadata creation), versioning and ongoing maintenance of data in ArcSDE so that future data loading, tuning and maintenance can be done in a consistent, optimal manner.	Enterprise GIS Group, GIS Consultant, GIS Data Stewards																		
																\$6,000	\$0	\$0	\$0	\$0	\$0	
41	121	4.5	The City should engage its GIS consultant to develop a data creation/conversion plan and cost estimate for all map layers that the City would like loaded into its Enterprise GIS database (ArcSDE) but that is not currently available in ESRI Shapefile or AutoCAD	Enterprise GIS Group, GIS Data Stewards, GIS POC's, GIS Consultant																		
																\$11,000	\$0	\$0	\$0	\$0	\$0	

City of Manassas
GIS Implementation Plan

#	Pg	Sec	Project Tasks	Responsible Party	PHASE I				PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost	
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	One Time	Annual	One Time	Annual	One Time	Annual
42	121	4.5	The City should engage its GIS consultant to develop a centralized, standardized master street address database.	Enterprise GIS Group, GIS Data Stewards, GIS POC's, GIS Consultant													\$30,000	\$0	\$0	\$0	\$0	\$0
43			The City should engage its GIS consultant to create/convert approved map layers that are not currently available in ESRI Shapefile or AutoCAD format, depending upon priorities and available budget.	Enterprise GIS Group, GIS Data Stewards, GIS POC's, GIS Consultant																		
75																			TBD	\$0	TBD	\$0
			The City should continue to engage its GIS consultant to create/convert approved map layers that are not currently available in ESRI Shapefile or AutoCAD format, depending upon priorities and available budget.	Enterprise GIS Group, GIS Data Stewards, GIS POC's, GIS Consultant																		

City of Manassas
GIS Implementation Plan

					PHASE I				PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost		
#	Pg	Sec	Project Tasks	Responsible		PHASE I				PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost	
				Party		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	One Time	Annual	One Time	Annual	One Time	Annual
GIS-Based Business Processes						Subtotal				\$0		\$0		\$0		\$0		\$0		\$0			
45	123	4.6.1	Responsibility for the City's GIS Standards should be formally assigned to the Enterprise GIS Group. The Enterprise GIS Leader should be responsible for management, coordination, and enforcement of the City's GIS data standards; in addition, the Enterprise GIS Leader will be responsible for revisions to existing GIS data standards and development of any additional GIS data standards as needs arise. These revisions and additional standards should be reviewed and accepted by the GIS User's Group.	Enterprise GIS Group, GIS Data Stewards, GIS POC's, GIS Consultant																			
	76																\$0	\$0	\$0	\$0	\$0	\$0	
46			Ongoing management, coordination, and enforcement of the City's GIS data standards. The Enterprise GIS Leader will be responsible for revisions to existing GIS data standards and development of any additional GIS data standards, as needs arise. These revisions and additional standards should be reviewed periodically and accepted by the GIS User's Group.	Enterprise GIS Group, GIS Data Stewards, GIS POC's																			
																	\$0	\$0	\$0	\$0	\$0	\$0	

City of Manassas
GIS Implementation Plan

#	Pg	Sec	Project Tasks	Responsible Party	PHASE I				PHASE II				PHASE III				Phase I Cost		Phase II Cost		Phase III Cost	
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	One Time	Annual	One Time	Annual	One Time	Annual
47	124	4.6.2	As part of its standard GIS data management procedures, the Enterprise GIS Group should produce and maintain FGDC-based metadata for all data produced by the City. Data acquired from external sources may or may not have metadata, and the format of the metadata is dependent on the source.	Enterprise GIS Group, GIS Data Stewards													\$0	\$0	\$0	\$0	\$0	\$0
48	77		Ongoing production and maintenance of FGDC-based metadata for all data produced and maintained by the City.	Enterprise GIS Group, GIS Data Stewards													\$0	\$0	\$0	\$0	\$0	\$0
49	124	4.6.3	The Enterprise GIS Group should establish and maintain a centralized GIS data catalog based on metadata for use by staff GIS users.	Enterprise GIS Group													\$0	\$0	\$0	\$0	\$0	\$0
50	126	4.6.4	The City should create and periodically update Standard Operating Procedures (SOPs) for its primary GIS data related business processes	Enterprise GIS Group, GIS Data Stewards, GIS POCs													\$0	\$0	\$0	\$0	\$0	\$0
51			The City should periodically review and update Standard Operating Procedures (SOPs) for its primary GIS data related business processes	Enterprise GIS Group, GIS Data Stewards, GIS POCs													\$0	\$0	\$0	\$0	\$0	\$0
					Totals												\$147,590	\$18,147	\$45,000	\$51,307	\$0	\$75,307
					Total Cost for each Phase													\$165,737		\$96,307		\$75,307

AGENDA STATEMENT

PAGE NO. 79

ITEM NO. 8

MEETING DATE: July 27, 2011 – Finance Committee Meeting

TIME ESTIMATE: 60 minutes

AGENDA ITEM TITLE: Discussion of local funding for Manassas City Public Schools

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

N/A

**SUMMARY OF
ISSUE/TOPIC:**

The Finance Committee requested a discussion of the local funding for Manassas City Public Schools (MCPS).

Attached is a summary of the Code of Virginia (VA Code) and the Joint Budget Agreement adopted by the City Council and the MCPS School Board in February 2009.

Also attached are pertinent sections of the VA Code, the Joint Budget Agreement, previous revenue sharing agreements, and data from the CAFR (annual audit) on MCPS revenues, expenditures and fund balance.

**STAFF
RECOMMENDATION:**

N/A

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

FY 2012 Budget:
\$46,611,500 - 58.5% of General Tax Revenue
\$ 346,900 - Additional funds from General Fund Fund Balance
\$46,958,400 - Total

STAFF: Patricia A Weiler, Finance and Administration Director, (703) 257-8234

City of Manassas
Local Funding for MCPS

Code of Virginia (VA Code)

Section 15.2-2503	by April 1 "division, board" submits to council estimate of "money needed"
Section 15.2-2508	council may require information "deemed advisable"
Section 22.1-88	local funds appropriated to school board by council
Section 22.1-89	if appropriated by "major classifications", school board may not spend in excess of each "major classification"
Section 22.1-91	school board may not spend in excess of appropriation
Section 22.1-92	by April 1, superintendent, with approval of school board, submits to council estimate of the "amount deemed needed" for each major classification
Section 22.1-93	council shall prepare and approve school budget by May 15, or within 30 days of receiving estimate of state funds
Section 22.1-94	council either appropriate in total or by "major classification"
Section 22.1-95	council duty to levy taxes for maintaining "standards of quality"
Section 22.1-100	local funds not speny by school board shall remain part of the funds of council
Section 22.1-115	major classifications 1) instruction 2) administration 3) pupil transportation 4) operation and maintenance 5) food services 6) facilities 7) debt and transfers 8) contingency

Joint City Council/School Board Agreements

Resolution R-98-07	July 21, 1997	Coordinate five-year budgets and capital programs
Resolution R-2001-90	January 24, 2001	56.2% of general non-agency revenues
Resolution R-2009-53	February 23, 2009	58.5% of general tax revenues

Joint Budget Agreement (R-2009-53)

school board will use most current council estimate of revenues in its budget
school board agrees to adopt five-year forecast and CIP with annual budget
13% general fund fund balance maintained

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§ 15.2-2503. Time for preparation and approval of budget; contents.

All officers and heads of departments, offices, divisions, boards, commissions, and agencies of every locality shall, on or before the first day of April of each year, prepare and submit to the governing body an estimate of the amount of money needed during the ensuing fiscal year for his department, office, division, board, commission or agency. If such person does not submit an estimate in accordance with this section, the clerk of the governing body or other designated person or persons shall prepare and submit an estimate for that department, office, division, board, commission or agency.

The governing body shall prepare and approve a budget for informative and fiscal planning purposes only, containing a complete itemized and classified plan of all contemplated expenditures and all estimated revenues and borrowings for the locality for the ensuing fiscal year. The governing body shall approve the budget and fix a tax rate for the budget year no later than the date on which the fiscal year begins. The governing body shall annually publish the approved budget on the locality's website, if any, or shall otherwise make the approved budget available in hard copy as needed to citizens for inspection.

(Code 1950, § 15-575; 1959, Ex. Sess., c. 69; 1962, c. 623, § 15.1-160; 1976, c. 762; 1978, c. 551; 1997, c. 587; 2008, c. 353.)

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§ 15.2-2508. Governing bodies may require information of departments, etc.

A. Local governing bodies may require the heads or other responsible representatives of all departments, offices, divisions, boards, commissions and agencies of their localities to furnish such information as may be deemed advisable.

B. A constitutional officer, as defined in § [15.2-2511](#), for any such locality, to the extent information is required, shall be subject to the provisions of this section.

(Code 1950, § 15-578; 1962, c. 623, § 15.1-163; 1993, c. 681; 1997, c. [587](#).)

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Pat Weiler

From: Martin Crim [mcrim@smithanddavenport.com]
Sent: Tuesday, July 19, 2011 3:29 PM
To: Pat Weiler
Subject: RE: Legal opinion please

Pat,

To answer your first question, a long string of Attorney General Opinions holds that § 15.2-2508 grants broad authority to require such information from the School Board as the governing body deems advisable, but there are some limits because of the statutes governing budgeting by major categories and granting School Boards the power to control and supervise the operation of the school system. The line item detail budget, as we discussed, clearly falls within the scope of the Council's ability to require, and is a public document, to boot.

Here are some quotations from Attorney General's opinions to show you some of the limits applicable to the power to require "such information as may be deemed advisable" under § 15.2-2508 A.:

"Pursuant to § 15.1-163, the governing body also may require the school board to furnish such additional information as may be necessary for it, the governing body, to prepare the educational budget in the format it desires. ... However, the governing body's appropriation for the public schools must be in an amount related to a total only or to the major classifications prescribed by the Board of Education." 1982 Op. Atty Gen. Va. 409, citing 1967-1968 Op. Atty Gen. Va. 27, 28 and Va. Code § 22.1-94.

"In my opinion, therefore, the Chesterfield County administrator may not prescribe a maximum amount for the annual budget that the school board and superintendent may request, but he may require them to present their request in a particular form, including a form that divides their request into those items that would be funded by a target amount of revenue, as established by the county administrator, and those items for which the school authorities are requesting funding beyond that target amount." 1993 Op. Atty Gen. Va. 135.

"It is my opinion, therefore, that the City Council may conduct an administrative audit of a school system's administrative operations provided that the conduct of the audit does not interfere with the day-to-day operations of the school system or the Board's supervision of those operations." 1989 Op. Atty Gen Va. 49.

To answer your second question, the scope of the power under § 15.2-2508 A. is clearly much broader than simply requesting the information required to be provided under § 15.2-2503.

Martin R. Crim
 Smith and Davenport
 9253 Lee Avenue
 Manassas, Virginia 20110
 (703) 368-8148
 fax (703) 368-7745

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this email or add anyone to a reply unless that person is also an employee of the same client.

From: Pat Weiler [mailto:PWEILER@ci.manassas.va.us]
Sent: Tuesday, July 19, 2011 12:43 PM
To: Martin Crim
Subject: Legal opinion please

Martin

Your opinion please.

We need by July 25th if possible

Thanks

Pat

1. Does Virginia Code Section 15.2-2508 apply to School Divisions?

In other words, may the City Council require MCPS to furnish information which the City Council "may deem advisable"?

2. Is this information for the "amount of money deemed to be needed" which is required to be submitted by April 1 per section 15.2-2503 and section 22.1-92

§ 22.1-88. Of what school funds to consist.

The funds available to the school board of a school division for the establishment, support and maintenance of the public schools in the school division shall consist of state funds appropriated for public school purposes and apportioned to the school board, federal funds appropriated for educational purposes and apportioned to the school board, local funds appropriated to the school board by a local governing body or such funds as shall be raised by local levy as authorized by law, donations or the income arising therefrom, and any other funds that may be set apart for public school purposes.

(Code 1950, § 22-116; 1971, Ex. Sess., c. 162; 1980, c. 559; 1988, c. 576.)

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§ 22.1-89. Management of funds.

Each school board shall manage and control the funds made available to the school board for public schools and may incur costs and expenses. If funds are appropriated to the school board by major classification as provided in § 22.1-94, no funds shall be expended by the school board except in accordance with such classifications without the consent of the governing body appropriating the funds.

(Code 1950, §§ 22-72, 22-97, 22-127; 1954, cc. 289, 291; 1956, Ex. Sess., cc. 60, 67; 1959, Ex. Sess., c. 79, § 1; 1966, c. 691; 1968, cc. 501, 614; 1970, c. 71; 1971, Ex. Sess., cc. 161, 162; 1972, c. 511; 1975, cc. 308, 328, 443; 1978, c. 551; 1980, c. 559.)

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§ 22.1-91. Limitation on expenditures; penalty.

No school board shall expend or contract to expend, in any fiscal year, any sum of money in excess of the funds available for school purposes for that fiscal year without the consent of the governing body or bodies appropriating funds to the school board. Any member of a school board or any division superintendent or other school officer violating, causing to be violated or voting to violate any provision of this section shall be guilty of malfeasance in office.

(Code 1950, § 22-120; 1980, c. 559.)

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§ 22.1-92. Estimate of moneys needed for public schools; notice of costs to be distributed.

A. It shall be the duty of each division superintendent to prepare, with the approval of the school board, and submit to the governing body or bodies appropriating funds for the school division, by the date specified in § [15.2-2503](#), the estimate of the amount of money deemed to be needed during the next fiscal year for the support of the public schools of the school division. The estimate shall set up the amount of money deemed to be needed for each major classification prescribed by the Board of Education and such other headings or items as may be necessary.

Upon preparing the estimate of the amount of money deemed to be needed during the next fiscal year for the support of the public schools of the school division, each division superintendent shall also prepare and distribute, within a reasonable time as prescribed by the Board of Education, notification of the estimated average per pupil cost for public education in the school division for the coming school year to each parent, guardian, or other person having control or charge of a child enrolled in the relevant school division, in accordance with the budget estimates provided to the local governing body or bodies. Such notification shall also include actual per pupil state and local education expenditures for the previous school year. The notice may also include federal funds expended for public education in the school division.

The notice shall be made available in a form provided by the Department of Education and shall be published on the school division's website or in hard copy upon request. To promote uniformity and allow for comparisons, the Department of Education shall develop a form for this notice and distribute such form to the school divisions for publication.

B. Before any school board gives final approval to its budget for submission to the governing body, the school board shall hold at least one public hearing to receive the views of citizens within the school division. A school board shall cause public notice to be given at least ten days prior to any hearing by publication in a newspaper having a general circulation within the school division. The passage of the budget by the local government shall be conclusive evidence of compliance with the requirements of this section.

(Code 1950, §§ 22-120.3, 22-120.5; 1959, Ex. Sess., c. 79, § 1; 1980, c. 559; 1986, c. 282; 1994, cc. [453](#), [788](#); 2011, c. [216](#).)

§ 22.1-93. Approval of annual budget for school purposes.

Notwithstanding any other provision of law, including but not limited to Chapter 25 (§ [15.2-2500](#) et seq.) of Title 15.2, the governing body of a county shall prepare and approve an annual budget for educational purposes by May first or within thirty days of the receipt by the county of the estimates of state funds, whichever shall later occur, and the governing body of a municipality shall prepare and approve an annual budget for educational purposes by May fifteen or within thirty days of the receipt by the municipality of the estimates of state funds, whichever shall later occur. Upon approval, each local school division shall publish the approved annual budget, including the estimated required local match, on the division's website, and the document shall also be made available in hard copy as needed to citizens for inspection.

The Superintendent of Public Instruction shall, no later than the fifteenth day following final adjournment of the Virginia General Assembly in each session, submit estimates to be used for budgetary purposes relative to the Basic School Aid Formula to each school division and to the local governing body of each county, city and town that operates a separate school division. Such estimates shall be for each year of the next biennium or for the then next fiscal year.

(Code 1950, § 22-127; 1956, Ex. Sess., c. 67; 1959, Ex. Sess., c. 79, § 1; 1968, c. 614; 1971, Ex. Sess., c. 162; 1975, c. 443; 1978, c. 551; 1980, c. 559; 1981, c. 541; 2008, cc. [353](#), [404](#); 2009, c. [280](#); 2011, c. [216](#).)

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§ 22.1-94. Appropriations by county, city or town governing body for public schools.

A governing body may make appropriations to a school board from the funds derived from local levies and from any other funds available, for operation, capital outlay and debt service in the public schools. Such appropriations shall be not less than the cost apportioned to the governing body for maintaining an educational program meeting the standards of quality for the several school divisions prescribed as provided by law. The amount appropriated by the governing body for public schools shall relate to its total only or to such major classifications prescribed by the Board of Education pursuant to § 22.1-115. The appropriations may be made on the same periodic basis as the governing body makes appropriations to other departments and agencies.

(Code 1950, § 22-127; 1956, Ex. Sess., c. 67; 1959, Ex. Sess., c. 79, § 1; 1968, c. 614; 1971, Ex. Sess., c. 162; 1975, c. 443; 1978, c. 551; 1980, c. 559; 1989, c. 94.)

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§ 22.1-95. Duty to levy school tax.

Each county, city and town is authorized, directed and required to raise money by a tax on all property subject to local taxation at such rate as will insure a sum which, together with other available funds, will provide that portion of the cost apportioned to such county, city or town by law for maintaining an educational program meeting the standards of quality for the several school divisions prescribed as provided by law.

(Code 1950, § 22-126.1; 1971, Ex. Sess., c. 162; 1980, c. 559.)

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§ 22.1-100. Unexpended school and educational funds.

All sums of money derived from the Commonwealth which are unexpended in any year in any school division shall revert to the fund of the Commonwealth from which derived unless the Board of Education directs otherwise. All sums derived from local funds unexpended in any year shall remain a part of the funds of the governing body appropriating the funds for use the next year, but no local funds shall be subject to redivision outside of the locality in which they were raised.

(Code 1950, § 22-138; 1956, Ex. Sess., c. 67; 1980, c. 559.)

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§ 22.1-115. System of accounting; statements of funds available; classification of expenditures.

The State Board, in conjunction with the Auditor of Public Accounts, shall establish and require of each school division a modern system of accounting for all school funds, state and local, and the treasurer or other fiscal agent of each school division shall render each month to the school board a statement of the funds in his hands available for school purposes. The Board shall prescribe the following major classifications for expenditures of school funds: (i) instruction, (ii) administration, attendance and health, (iii) pupil transportation, (iv) operation and maintenance, (v) school food services and other noninstructional operations, (vi) facilities, (vii) debt and fund transfers, (viii) technology, and (ix) contingency reserves.

(Code 1950, § 22-143; 1979, c. 630; 1980, c. 559; 1984, c. 130; 1989, c. 94; 2002, c. 470; 2008, c. 131.)

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MOTION: Wolfe

**February 23, 2009
Regular Meeting
Res. No. R-2009-53**

SECOND: Aveni

**RE: JOINT RESOLUTION BY AND BETWEEN THE CITY COUNCIL OF
THE CITY OF MANASSAS AND THE SCHOOL BOARD OF THE CITY
OF MANASSAS APPROVING THIS JOINT BUDGET AGREEMENT**

WHEREAS, the City Council and the School Board declare their intent to respond in a coordinated way to local economic changes and to State and Federal budgetary, economic or policy changes; and

WHEREAS, it is in the best interest of the City Council and the School Board to have independent financial and service planning capabilities; and

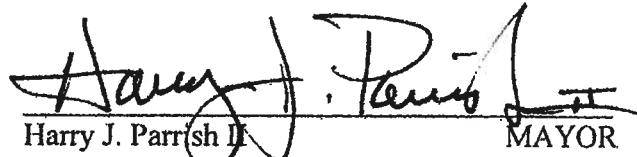
WHEREAS, the City Council acknowledges the need for adequate funding to support the operation of the Manassas City Public Schools (MCPS).

NOW, THEREFORE BE IT RESOLVED that the Manassas City Council and the School Board of the City of Manassas do hereby support five-year planning; and the City Council and the School Board agree to the following:

1. That projected revenues in forecasts and budgets may change.
2. That the City Council and the School Board acknowledge that in order to provide appropriate compensation to employees and best meet competitive needs, different levels of compensation adjustments may occur in the budgets of the City and the MCPS.
3. That the City and the MCPS each will maintain an undesignated fund balance.
4. That the School Board will receive 58.5% of the General Tax Revenue of the City. The General Tax Revenue of the City is the following Major Sources of Revenue as defined by the Commonwealth of Virginia Auditor of Public Accounts in the Uniform Financial Reporting Manual: General Property Taxes (311-xxxx), Other Local Taxes (312-xxxx), and the payment from the Commonwealth of Virginia for the Personal Property Tax Relief Act (PPTRA). Real property taxes which are levied for a specific purpose (such as the Fire and Rescue Tax Levy and the Owens Brooks Tax Levy) are not included in General Tax Revenue for the purposes of this agreement.

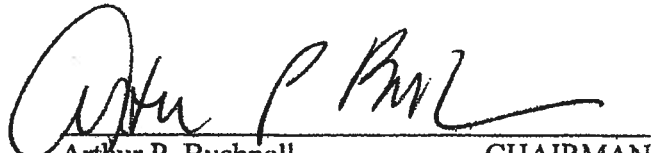
5. That the City Council will provide the School Board with an estimate of the General Tax Revenue for the succeeding fiscal year by November 15. This estimate will be revised on or before March 5. The School Board will use the most current estimate of General Tax Revenue provided by the City Council when adopting its budget.
6. That during the fiscal year the actual General Tax Revenue may be more or less than the estimate in the adopted budget. The City Council will report any material variances to the School Board as they become known. If the actual General Tax Revenue exceeds the adopted budget, the excess will first be used to bring City's general fund undesignated fund balance to the level stated in the City Council's Fund Balance Policy. The School Board will receive 58.5% of remaining excess of General Tax Revenue during the audit process. If the actual General Tax Revenue is less than the budget, the budgeted transfer to the School Board will be reduced by 58.5% of the deficiency during the audit process. Prior to the close of the audit, the School Board may request that the "true-up" of the transfer take place in the fiscal year following the fiscal year being audited.
7. That the City Council and the School Board agree to maintain a five-year forecast. The City Council will adopt a five-year forecast by November 15 of each year for the succeeding fiscal year based on the most recent revenue forecast available.
8. That the City Council and the School Board will each adopt via Resolution a Five-Year Capital Improvement Program and a Five-Year Forecast annually when the operating budget is adopted. The Five-Year Capital Improvement Program and the Five-Year Forecast will be consistent with the General Tax Revenue projected to be available and in a format designated by the City Council.
9. That the City Council will allocate interest earned on the MCPS Undesignated Fund Balance to the School Board each fiscal year using the interest rate the City earned on its investments for that fiscal year.
10. That the City Council agrees that the School Board may carry-over unexpended budget by presenting a carry-over resolution for City Council action prior to the close of the fiscal year. The unspent balances of MCPS pay-as-you-go capital projects and bond funded projects will automatically be included in the City's carryover resolution.

11. That this agreement is effective for the FY 2010 and subsequent budgets.
12. That the City Council or the School Board may initiate discussion to re-examine the Joint Budget Agreement if circumstances warrant.
13. This resolution supersedes resolutions R-2001-90 dated January 24, 2001 and R-2001-01 dated January 23, 2001.

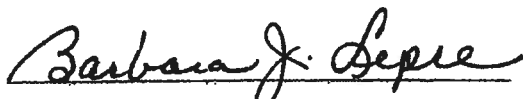

Harry J. Parrish II MAYOR
On behalf of the City Council
of Manassas, Virginia

ATTEST:


Andrea P. Madden City Clerk


Arthur P. Bushnell CHAIRMAN
On behalf of the Manassas City Schools

ATTEST:


Barbara J. Lepre Clerk of the Board

City Council Votes:

Ayes: Aveni, Harrover, Randolph

Nays: Smith, Way, Wolfe

Absent from Vote: Nays: None

Absent from Meeting: None
None

School Votes:

Ayes: Bass, Bushnell, Dance, Wunderly

Nays: Albrecht, Demeria

Absent from Vote: Brooks

Absent from Meeting: None

City of Manassas								
Source: City of Manassas								
CAFRs Fiscal Years 1996 - 2010								
	Budgeted Transfer to MCPS	Actual Transfer to MCPS	Budget Variance	Revenue not shared	\$ Increase from PY	% Increase from PY	MCPS Operating Fund Balance	
FY 1996	\$22,454,052	\$21,945,774	(\$508,278)				\$0	As per State Code Section 22.1-100
FY 1997	\$22,968,407	\$22,756,947	(\$211,460)				\$0	As per State Code Section 22.1-100
FY 1998	\$25,141,249	\$24,695,469	(\$445,780)				\$250,000	Resolution R-98-07
FY 1999	\$28,260,250	\$27,425,063	(\$835,187)				\$800,000	Resolution R-98-07
FY 2000	\$29,244,020	\$28,884,503	(\$359,517)				\$970,500	Resolution R-98-07
FY 2001	\$29,930,710	\$31,559,408	\$1,628,698		\$2,674,905	9.3%	\$4,066,844	Resolution R-2001-90 (56.2% Agreement)
FY 2002	\$32,804,440	\$35,296,290	\$2,491,850		\$3,736,882	11.8%	\$7,821,652	Resolution R-2001-90 (56.2% Agreement)
FY 2003	\$34,825,460	\$35,481,928	\$656,468		\$185,638	0.5%	\$8,104,189	Resolution R-2001-90 (56.2% Agreement)
FY 2004	\$36,150,748	\$37,828,740	\$1,677,992		\$2,346,812	6.6%	\$9,329,431	Resolution R-2001-90 (56.2% Agreement)
FY 2005	\$40,210,450	\$40,655,630	\$445,180	\$1,511,300	\$2,826,890	7.5%	\$8,976,411	Resolution R-2001-90 (56.2% Agreement)
FY 2006	\$44,194,150	\$44,804,226	\$610,076	\$810,000	\$4,148,596	10.2%	\$8,536,064	Resolution R-2001-90 (56.2% Agreement)
FY 2007	\$47,009,780	\$47,009,780	\$0	\$603,045	\$2,205,554	4.9%	\$8,028,473	Resolution R-2001-90 (56.2% Agreement)
FY 2008	\$49,176,480	\$47,689,765	(\$1,486,715)		\$679,985	1.4%	\$6,316,320	Resolution R-2001-90 (56.2% Agreement) REVISED to 57.9% for 7.3 cents in CY 2008
FY 2009	\$52,343,658	\$48,924,698	(\$3,418,960)		\$1,234,933	2.6%	\$5,306,769	Resolution R-2009-53 (58.5% Agreement)
FY 2010	\$49,523,010	\$47,592,844	(\$1,930,166)		(\$1,331,854)	-2.7%	\$6,093,040	Resolution R-2009-53 (58.5% Agreement)

City of Manassas
MCPS Operating Fund
Source: CAFR
Does not include
Food Service Fund or
Bond Capital Projects Fund

	Actual FY 2000	Actual FY 2001		Actual FY 2002		Actual FY 2003		Actual FY 2004		Actual FY 2005	
City Support of School	28,884,503	31,559,408	9.3%	35,296,290	11.8%	35,481,928	0.5%	37,828,740	6.6%	40,655,630	7.5%
State	20,450,220	22,728,536	11.1%	22,609,470	-0.5%	24,069,343	6.5%	25,528,039	6.1%	28,326,150	11.0%
Federal	792,409	994,394	25.5%	1,587,638	59.7%	1,744,798	9.9%	2,008,035	15.1%	1,884,628	-6.1%
Other	<u>1,427,955</u>	<u>1,568,360</u>	9.8%	<u>1,415,587</u>	-9.7%	<u>1,689,282</u>	19.3%	<u>1,747,473</u>	3.4%	<u>1,994,213</u>	14.1%
Total School Revenue	<u>51,555,087</u>	<u>56,850,698</u>	10.3%	<u>60,908,985</u>	7.1%	<u>62,985,351</u>	3.4%	<u>67,112,287</u>	6.6%	<u>72,860,621</u>	8.6%
School Expenditures	52,427,279	53,754,354	2.5%	57,154,177	6.3%	62,702,814	9.7%	65,887,045	5.1%	73,213,641	11.1%
Excess Revenue	<u>(872,192)</u>	<u>3,096,344</u>		<u>3,754,808</u>		<u>282,537</u>		<u>1,225,242</u>		<u>(353,020)</u>	
Fund Balance	970,500	4,066,844		7,821,652		8,104,189		9,329,431		8,976,411	

City of Manassas
MCPS Operating Fund
 Source: CAFR
 Does not include
 Food Service Fund or
 Bond Capital Projects Fund

	<u>Actual FY 2006</u>		<u>Actual FY 2007</u>		<u>Actual FY 2008</u>		<u>Actual FY 2009</u>		<u>Actual FY 2010</u>		<u>Adopted Budget FY 2011</u>	
City Support of School	44,804,226	10.2%	47,009,785	4.9%	47,689,765	1.4%	48,924,698	2.6%	47,592,844	-2.7%	46,958,400	-1.3%
State	29,259,949	3.3%	32,675,768	11.7%	33,245,596	1.7%	34,802,419	4.7%	30,951,333	-11.1%	33,863,493	9.4%
Federal	2,783,387	47.7%	2,670,765	-4.0%	2,826,388	5.8%	3,382,900	19.7%	6,829,727	101.9%	4,493,871	-34.2%
Other	2,172,696	9.0%	547,198	-74.8%	1,473,506	169.3%	582,651	-60.5%	557,368	-4.3%	549,992	-1.3%
Total School Revenue	<u>79,020,258</u>	8.5%	<u>82,903,516</u>	4.9%	<u>85,235,255</u>	2.8%	<u>87,692,668</u>	2.9%	<u>85,931,272</u>	-2.0%	<u>85,865,756</u>	-0.1%
School Expenditures	79,460,605	8.5%	84,095,663	5.8%	86,947,408	3.4%	89,702,219	3.2%	85,145,001	-5.1%	86,850,743	2.0%
Excess Revenue	<u>(440,347)</u>		<u>(1,192,147)</u>		<u>(1,712,153)</u>		<u>(2,009,551)</u>		<u>786,271</u>		<u>(984,987)</u>	
Fund Balance	8,536,064		8,028,473		6,316,320		5,306,769		6,093,040			

Beginning in FY 2007, Regional Special Education no longer reported as other revenue or an expenditure

**City of Manassas
History of Taxes**

	Actual FY 2001	Actual FY 2002	Actual FY 2003	Actual FY 2004	Actual FY 2005	Actual FY 2006
Property Taxes						
Real Current	26,379,269	28,500,573	31,976,383	35,998,207	40,950,996	40,658,893
Real Delinquent	1,666,845	2,954,730	2,482,712	1,646,332	2,111,489	2,904,461
Real Estate Tax Rate Increase						
Legislative Reserve						-
subtotal Real Estate	28,046,114	31,455,303	34,459,095	37,644,540	43,062,485	43,563,354
Public Service Corps	843,850	922,534	899,681	890,523	873,934	700,422
PP Current	5,574,860	5,805,227	6,099,695	6,745,470	4,362,588	7,247,614
PP Delinquent	1,571,116	1,811,444	1,913,185	1,602,176	2,268,246	2,313,148
Mobile Home Current	6,131	5,943	5,500	5,479	6,005	5,378
Mobile Home Delinquent	4,122	3,180	3,787	3,752	2,975	3,459
Airplane Current	2,895	3,636	5,525	7,015	7,529	6,361
Airplane Delinquent	645	605	531	2,585	2,360	6,429
M & T	5,711,373	5,506,108	6,154,115	3,748,265	3,575,948	4,393,963
M & T Delinquent	15,925	296,393	26,168	8,402	33,892	130,536
Penalty	286,163	368,465	341,633	330,877	346,456	374,750
Interest	189,705	497,273	184,359	84,876	20,234	33,004
Refund Prior Year Taxes	(252,762)	-	(1,340,074)	(260,899)	-	-
Total Property Taxes	42,000,137	46,676,111	48,753,200	50,813,060	54,562,652	58,778,417
Other Taxes						
Local Sales Tax	5,091,385	4,674,652	5,313,476	6,565,896	6,989,980	7,778,776
Utility Tax	1,568,600	1,436,705	1,716,542	1,589,079	1,679,028	1,620,560
Business License Tax	1,820,063	2,063,267	2,101,196	2,265,090	2,700,753	3,029,004
Consumption Electric	59,800	144,208	151,236	139,659	147,188	158,710
Consumption Gas	13,342	19,335	25,266	26,114	26,565	25,491
Franchise Fees - Cable	304,791	390,498	304,777	314,708	314,596	314,278
Franchise Fees - Broadband	-	-	-	-	-	-
Motor Vehicle Licenses	636,529	667,723	673,084	708,145	753,839	740,634
Bank Stock/Franchise Tax	287,167	283,475	300,973	322,145	428,589	503,693
Recordation Taxes	156,854	362,351	454,321	589,059	1,121,396	1,236,968
Cigarette Taxes	354,100	345,377	332,773	515,982	979,036	982,136
Lodging Taxes	136,076	108,603	109,140	138,767	164,652	169,367
Meal Tax	1,837,050	1,895,293	1,975,493	2,298,604	2,583,398	2,596,486
Cell Phone	-	-	-	-	371,304	938,875
E-911	266,646	261,805	273,324	258,673	334,561	670,541
Right of Way User Fees	142,195	153,812	144,511	140,817	147,777	153,264
Metro Media Fiber	28,612	-	39,489	38,216	10,807	-
Deeds of Conveyance	75,306	173,402	138,706	206,251	276,515	265,190
Communication Tax	-	-	-	-	-	-
Total Other Taxes	12,778,516	12,980,506	14,054,307	16,117,204	19,029,984	21,183,973
E-911	266,646	261,805	273,324	258,673	334,561	670,541
21.49% of Comm Tax						
Other Taxes to Share - MCPS	12,511,870	12,718,701	13,780,984	15,858,532	18,695,424	20,513,432

**City of Manassas
History of Taxes**

	Actual FY 2007	Actual FY 2008	Actual FY 2009	Actual FY 2010
Property Taxes				
Real Current	42,465,823	43,978,117	44,783,242	41,461,991
Real Delinquent	3,637,012	4,626,951	4,351,953	5,994,375
Real Estate Tax Rate Increase		-	-	-
Legislative Reserve				
subtotal Real Estate	<u>46,102,835</u>	<u>48,605,068</u>	<u>49,135,195</u>	<u>47,456,366</u>
Public Service Corps	651,886	710,683	922,145	987,156
PP Current	5,386,571	5,177,656	5,240,524	3,884,559
PP Delinquent	1,216,184	1,069,021	1,129,468	818,989
Mobile Home Current	4,928	5,297	5,919	7,433
Mobile Home Delinquent	3,178	2,825	2,238	3,485
Airplane Current	-	-	-	-
Airplane Delinquent	-	13	-	-
M & T	353,556	4,419,984	4,531,611	421,005
M & T Delinquent	4,112,081	3,024	24,485	4,186,588
Penalty	409,836	370,033	386,081	353,495
Interest	1,886	101,398	141,671	148,313
Refund Prior Year Taxes	-	-	-	-
Total Property Taxes	<u>58,242,941</u>	<u>60,465,002</u>	<u>61,519,337</u>	<u>58,267,389</u>
Other Taxes				
Local Sales Tax	8,129,713	7,082,425	6,440,056	6,881,710
Utility Tax	989,591	364,492	381,805	385,472
Business License Tax	3,490,912	3,017,479	2,869,133	2,450,090
Consumption Electric	174,103	178,140	178,920	178,801
Consumption Gas	39,419	27,788	24,716	22,062
Franchise Fees - Cable	180,100	-	-	-
Franchise Fees - Broadband	-	-	-	-
Motor Vehicle Licenses	714,666	684,140	651,825	608,330
Bank Stock/Franchise Tax	384,805	342,201	327,204	408,763
Recordation Taxes	865,432	671,443	599,217	342,403
Cigarette Taxes	921,175	832,606	781,638	741,156
Lodging Taxes	42,823	132,347	110,757	103,755
Meal Tax	2,682,545	2,640,666	2,547,152	2,423,969
Cell Phone	430,090	-	-	-
E-911	374,976	-	-	-
Right of Way User Fees	146,824	143,313	158,018	197,269
Metro Media Fiber	93,029	36,845	38,731	40,670
Deeds of Conveyance	157,274	221,126	236,426	112,807
Communication Tax	1,420,444	3,312,500	3,009,702	3,022,248
Total Other Taxes	<u>21,237,921</u>	<u>19,687,511</u>	<u>18,355,300</u>	<u>17,919,505</u>
E-911	374,976	-		
21.49% of Comm Tax	300,424	700,594		
Other Taxes to Share - MCPS	<u>20,562,521</u>	<u>18,986,917</u>		

City of Manassas
Revenue to Share with MCPS

	Actual FY 2001	Actual FY 2002	Actual FY 2003	FY 2004 Actual	Actual FY 2005
Real Estate Taxes	26,379,269	28,500,573	31,976,383	35,998,207	40,950,996
Real Estate Taxes Delinquent	1,666,845	2,954,730	2,482,712	1,646,332	2,111,489
Public Service Corporations	843,850	922,534	899,681	890,523	873,934
Personal Property Taxes	5,574,860	5,805,227	2,514,454	2,999,530	830,990
Personal Property Taxes Delinquent	1,571,116	1,811,444	1,913,185	1,602,176	2,268,246
Mobile Homes	6,131	5,943	5,500	5,479	6,005
Mobile Homes Delinquent	4,122	3,180	3,787	3,752	2,975
Airplanes	2,895	3,636	5,525	7,015	7,529
Airplanes Delinquent	645	605	531	2,585	2,360
Machinery & Tools	5,711,373	5,506,108	6,154,115	3,748,265	3,575,948
Delinquent Machinery & Tools	15,925	296,393	26,168	8,402	33,892
Penalty on Taxes	286,163	368,465	341,633	330,877	346,456
Interest on Taxes	189,705	497,273	184,359	84,876	20,234
Refund PY Taxes	(252,762)	-	(1,340,074)	(260,899)	-
PROPERTY TAXES	42,000,137	46,676,111	45,167,959	47,067,120	51,031,054
Sales Taxes	5,091,385	4,674,652	5,313,476	6,565,896	6,989,980
Utility Taxes	1,568,600	1,436,705	1,716,542	1,589,079	1,679,028
Business License Taxes	1,820,063	2,063,267	2,101,196	2,265,090	2,700,753
Electric Consumption Tax	59,800	144,208	151,236	139,659	147,188
Gas Consumption Tax	13,342	19,335	25,266	26,114	26,565
Franchise Fees Cable	304,791	390,498	304,777	314,708	314,596
Motor Vehicle Licenses	636,529	667,723	673,084	708,145	753,839
Bank Franchise Taxes	287,167	283,475	300,973	322,145	428,589
Recordation Taxes	156,854	362,351	454,321	589,059	1,121,396
Cigarette Taxes	354,100	345,377	332,773	515,982	979,036
Lodging & Motel Taxes	136,076	108,603	109,140	138,767	164,652
Meals Taxes	1,837,050	1,895,293	1,975,493	2,298,604	2,583,398
Right of Way User Fees	142,195	153,812	144,511	140,817	147,777
Cell Phone Tax	-	-	-	-	371,304
Media One	28,612	-	39,489	38,216	10,807
Deeds of Conveyance	75,306	173,402	138,706	206,251	276,515
Communications Tax	-	-	-	-	-
OTHER LOCAL TAXES	12,511,870	12,718,701	13,780,984	15,858,532	18,695,424
Interest on Investments	1,090,821	720,124	400,670	323,657	360,709
REVENUE FROM USE OF MONEY	1,090,821	720,124	400,670	323,657	360,709
ABC Profits	75,005	95,508	42,514	53,581	20,597
Wine Tax	44,350	49,524	39,365	33,213	21,590
Car Rental Tax	193,612	215,318	197,270	210,624	167,553
Mobile Home Titling	6,638	5,055	2,597	4,793	4,386
Rolling Stock Tax	17,981	16,207	14,751	13,764	14,031
PPTRA	-	-	3,585,241	3,745,940	3,531,598
NON-CATEGORICAL AID	337,586	381,612	3,881,737	4,061,915	3,759,755
Revenues to Share with Schools	55,940,414	60,496,548	63,231,350	67,311,224	73,846,942
to Fund Balance to Maintain 15%	-	-	-	-	(1,511,300)
NET Revenues to Share	55,940,414	60,496,548	63,231,350	67,311,224	72,335,642
	56.20%	56.20%	56.20%	56.20%	56.20%
School Share of Revenue	31,438,513	33,999,060	35,536,019	37,828,908	40,652,631

Actual FY 2006	Actual FY 2007	Actual FY 2008	Actual FY 2009	Actual FY 2010
40,658,893	42,465,823	43,978,117	44,783,242	41,461,991
2,904,461	3,637,012	4,626,951	4,351,953	5,994,375
700,422	651,886	710,683	922,145	987,156
3,441,606	5,386,571	5,177,656	5,240,524	3,884,559
2,313,148	1,216,184	1,069,021	1,129,468	818,989
5,378	4,928	5,297	5,919	7,433
3,459	3,178	2,825	2,238	3,485
6,361	-	-	-	-
6,429	-	13	-	-
4,393,963	353,556	4,419,984	4,531,611	421,005
130,536	4,112,081	3,024	24,485	4,186,588
374,750	409,836	370,033	386,081	353,495
33,004	1,886	101,398	141,671	148,313
-	-	-	-	-
54,972,409	58,242,941	60,465,002	61,519,337	58,267,389
7,778,776	8,129,713	7,082,425	6,440,056	6,881,710
1,620,560	989,591	364,492	381,805	385,472
3,029,004	3,490,912	3,017,479	2,869,133	2,450,090
158,710	174,103	178,140	178,920	178,801
25,491	39,419	27,788	24,716	22,062
314,278	180,100	-	-	-
740,634	714,666	684,140	651,825	608,330
503,693	384,805	342,201	327,204	408,763
1,236,968	865,432	671,443	599,217	342,403
982,136	921,175	832,606	781,638	741,156
169,367	42,823	132,347	110,757	103,755
2,596,486	2,682,545	2,640,666	2,547,152	2,423,969
153,264	146,824	143,313	158,018	197,269
938,875	430,090	-	-	-
-	93,029	36,845	38,731	40,670
265,190	157,274	221,126	236,426	112,807
-	1,120,020	2,611,906	3,009,702	3,022,248
20,513,432	20,562,521	18,986,917	18,355,300	17,919,505
915,140	1,374,226	760,202	-	-
915,140	1,374,226	760,202	-	-
20,597	20,597	20,597	-	-
21,590	21,590	21,590	-	-
263,713	163,556	131,129	-	-
6,303	5,003	5,557	-	-
13,630	12,849	13,832	-	-
3,806,008	3,845,623	3,786,634	-	-
4,131,841	4,069,218	3,979,339	-	-
80,532,822	84,248,905	84,191,460	79,874,637	76,186,894
(810,000)	(603,045)	-	-	-
79,722,822	83,645,860	84,191,460	79,874,637	76,186,894
56.20%	56.20%		58.50%	58.50%
44,804,226	47,008,974	47,689,765	46,726,663	44,569,333

**JOINT RESOLUTION BY AND BETWEEN
THE CITY COUNCIL OF THE CITY OF MANASSAS
AND THE SCHOOL BOARD OF THE CITY OF MANASSAS**

COUNCIL RESOLUTION #R-2001-90
Council Meeting Date January 24, 2001

SCHOOL BOARD RESOLUTION #R-2001-01
School Board Meeting Date January 23, 2001

WHEREAS, the Manassas City Council and the Manassas City School Board have a five-year budget planning agreement; and

WHEREAS, the City Council and the School Board declare their intent to respond in a coordinated way to local economic changes and to State and Federal budgetary, economic or policy changes; and

WHEREAS, it is in the best interest of the City Council and the School Board to have independent financial and service planning capabilities; and

WHEREAS, the City Council acknowledges the need for adequate funding to support the operation of the City Public Schools; and

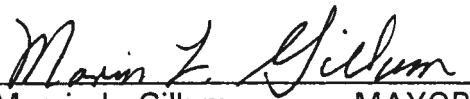
WHEREAS, there is a need for the continued work for a committee of the City Council and the School Board to maintain five-year budget plans;

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Manassas, Virginia, meeting in special session this 24th day of January, 2001 and that the School Board of the City of Manassas meeting in regular session this 23^d day of January, 2001 do hereby support five-year budget planning, and the City Council and the School Board agree to the following:

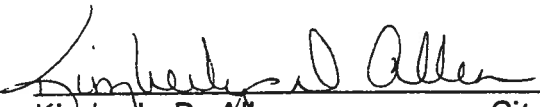
1. That the projected revenues in the proposed plans may change.
2. That the City Council and the School Board acknowledge in order to provide appropriate compensation to employees and best meet competitive needs, that different levels of compensation adjustments may occur in future budgets.
3. That the School Board will receive 56.2% of general non-agency City revenue to support the operation of the School Division. General non-agency City revenues are the following Major Sources of Revenue as defined by the Commonwealth of Virginia Auditor of Public Accounts in the Uniform Financial Reporting Manual: General Property Taxes (311-xxxx), Other Local Taxes (312-xxxx), Revenue from the Use of Money and Property (315-xxxx), Revenue from the Commonwealth Non-categorical Aid (322-xxxx). Excluding any revenues which are designated for a specific purpose (for example: Other Local Taxes-E-911, Revenue from the Use of Money and Property-Interest on Bond Proceeds and Non-categorical aid-HB 599). 104

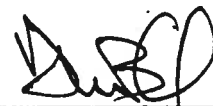
4. That the City Council will provide the School Board with an estimate of the general non-agency revenue for the succeeding fiscal year by November 15. This estimate may be revised on January 31 and again on March 15. The School Board will use the most current estimate provided by the City Council when adopting its budget.
5. During the fiscal year the actual general non-agency revenue may be more or less than the estimate in the adopted budget. The City Council will report any material variances to the School Board as they become known. If the actual general non-agency revenue exceeds the budget, 56.2% of the excess will be transferred to the School Board during the audit process. If the actual general non-agency revenue is less than the budget, the budgeted transfer to the schools will be reduced by 56.2% of the deficiency during the audit process. Prior to the close of the audit, the School Board may request that the "true-up" of the transfer take place in the fiscal year following the fiscal year being audited.
6. That if the City General Fund revenue exceeds adopted budget, the excess will first be used to bring City undesignated fund balance to 15% of the succeeding years' General Fund budget. The schools will receive 56.2% of remaining excess of general non-agency City revenue.
7. The City Council or the School Board may initiate discussion to re-examine the joint five-year budget plan if circumstances warrant.
8. That the City Council and the School Board agree to maintain a five-year budget forecast adopted by both bodies by November 15 (January 31, 2001 for the FY 2002 budget) each year for the succeeding fiscal year based on the revenue sharing agreement delineated in statement 3 above, and the most recent revenue forecast available.
9. That the City Council and the School Board will each adopt a Capital Improvement Plan annually when the operating budget is adopted. The Capital Improvements Plans will be consistent with the revenues projected to be available.
10. That the City and the Schools each will maintain an undesignated fund balance. The City undesignated fund balance will be at least 15% of the succeeding years' General Fund budget.
11. The City will allocate interest earned on the Schools Undesignated Fund Balance to the Schools annually.
12. The City Council agrees that the School Board may carry-over unexpended funds by presenting a carry-over resolution for City Council action.

13. That the City will transfer \$250,000 to the Schools upon adoption of this Resolution for the Sumner Lake (Smitherwood) proffers. The City will be reimbursed for this transfer as it collects the proffers from the developers of Sumner Lake (Smitherwood).
14. That the City will transfer to the Schools upon adoption of this resolution \$359,517 for the FY 2000 "true-up".
15. That in FY 2001 the City will transfer to the Schools the greater of \$29,847,710 or 56.2% of the general non-agency revenues excluding the \$434,401.88 in roll-back taxes on the Sumner Lake (Smitherwood) development.
16. That this agreement is effective for the FY 2002 and subsequent budgets.
17. That the City will transfer \$1,000,000 to the Schools in FY 2002, in addition to the 56.2% of general non-agency revenues.
18. This resolution supersedes resolution #R-98-07 dated July 28, 1997.

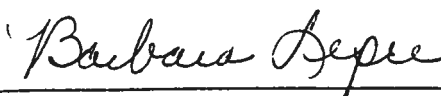

Marvin L. Gillum MAYOR
On behalf of the City Council
of Manassas, Virginia

ATTEST:


Kimberly D. Allen City Clerk


Thomas Bradford CHAIRMAN
On behalf of the
Manassas City Schools

ATTEST:


Barbara Lepre Deputy Clerk

JOINT RESOLUTION
BY AND BETWEEN
THE SCHOOL BOARD OF THE CITY OF MANASSAS AND
THE CITY COUNCIL OF MANASSAS

COUNCIL RESOLUTION NO. R-98-07

COUNCIL MEETING DATE: July 21, 1997

WHEREAS, the School Board of the City of Manassas (Board) has identified a need for addressing an aging high school facility by increasing its capacity from 1,325 to 2,000, aligning Metz as a middle school, and readjusting elementary school grade configuration consistent with the State model thereby increasing the School Division's capacity from 6,850 to 7,525 students; and

WHEREAS, the Board has a technology plan to network the School libraries, to provide networked student and teacher workstations in each classroom/instructional space, and to provide the necessary staff development to effectively utilize the technology; and

WHEREAS, the Board has a commitment to maintain existing programs and services; and

WHEREAS, the City Council of the City of Manassas (Council) has identified a need to address such major City government issues as a capital improvement program, a five million dollar bond issue for public improvements, shared services with neighboring jurisdictions, regional law enforcement and recreation facilities, and a strong undesignated Fund Balance, as well as the delivery of effective and efficient municipal services; and

WHEREAS, the Council and the Board appointed members to develop a five-year budget plan to address both City government and School Division needs; and

WHEREAS, the appointed members have developed a five-year budget plan and recommend support of the plan; and

WHEREAS, the Council and the Board recognize that the projected revenues in the plan may change; and


WHEREAS, there is a need for a commitment from the Council and the Board to the five-year budget plan before any part of the plan, including the sale of bonds, can be initiated;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Manassas and the School Board of the City of Manassas agree that the City government and the School Division must coordinate their five-year projected budgets and capital programs to achieve a balanced

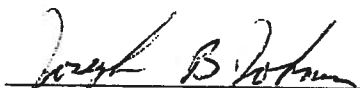
mix of service; and

BE IT FURTHER RESOLVED THAT both the Council and the Board agree to respond in a coordinated way to potential local economic changes and to state, Federal, budgetary, economic or policy changes; and

BE IT FINALLY RESOLVED THAT both the Council and the Board declare their support of the five-year budget plan attached hereto.

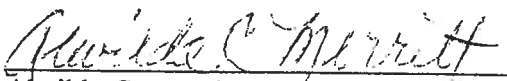


Marvin L. Gillum Mayor
On behalf of the City Council
of the City of Manassas, Virginia



Joseph B. Johnson Chairman
On behalf of the School Board
of the City of Manassas, Virginia

ATTEST:



Alwilda C. Merritt City Clerk

C:\cnsb\Joint Resolution on Osbourn upgrade.wpd
July 25, 1997 (10:48AM)

**City of Manassas and City of Manassas Public School
Five-Year Budget Plan
Memorandum of Understanding
Attachment to Council Resolution No. R-98-07**

1. The Manassas City Council and the City of Manassas School Board recognize that the five year budget plan is based on estimated enrollment figures and that if the actual enrollment figures are greater or less than projected, the budget plan will need to be adjusted accordingly.
2. The Manassas City Council and the City of Manassas School Board recognize that there is a need to replace the present School administration building and agree to work together in addressing this need in the future. The five year budget plan does not include any costs for this new building.
3. The Manassas City Council agrees to return to the School division fund an amount equal to the excess of actual revenues received for school purposes from non-City sources over budgeted revenues from non-City sources. This will take place as part of the annual audit.
4. The Manassas City Council agrees to return to the School division fund an amount equal to 50% of the unspent expenditure budget of the School division budget. This will take place as part of the annual audit.

Attachment to Resolution NO. R-98-07

City of Manassas and City of Manassas Public Schools

Five-Year Budget Plan

	Adopted Budget FY 98	Projected FY 99	Projected FY 00	Projected FY 01	Projected FY 02	Projected FY 03
City General Fund Revenues						
Property Taxes	32,345,750	38,816,877	39,573,537	40,405,651	41,255,849	40,342,078
Other Taxes	9,180,660	9,547,886	9,929,802	10,326,994	10,740,074	11,169,677
Permits, Fees, Licenses	566,050	583,032	600,522	618,538	637,094	656,207
Fines & Forfeitures	431,850	444,806	458,150	471,894	486,051	500,633
Use of Money and Property	589,760	590,000	590,000	590,000	590,000	590,000
Charges for Services	1,887,040	1,943,651	2,001,961	2,062,020	2,123,880	2,187,597
Miscellaneous	1,769,420	1,822,503	1,877,178	1,933,493	1,991,498	2,051,243
Miscellaneous SS	68,222	70,269	72,377	74,548	76,784	79,088
From Commonwealth	3,139,272	3,233,450	3,330,454	3,430,367	3,533,278	3,639,277
From Commonwealth SS	1,022,543	1,053,219	1,084,816	1,117,360	1,150,881	1,185,408
From Federal	64,809	66,753	68,756	70,819	72,943	75,131
From Federal SS	890,953	917,682	945,212	973,568	1,002,775	1,032,859
Transfers	95,260	98,118	101,061	104,093	107,216	110,432
Total General Fund Revenues	52,051,589	59,188,245	60,633,825	62,179,346	63,768,324	63,619,628
City General Fund Expenditures						
Departmental	22,472,878	23,147,064	23,841,476	24,556,721	25,293,422	26,052,225
Shared Services	3,108,066	3,201,308	3,297,347	3,396,268	3,498,156	3,603,100
CIP		413,000	428,000	528,000	561,000	590,600
Transfers	619,570	638,157	657,302	677,021	697,331	718,251
Debt Service	1,387,114	1,784,820	1,741,930	1,666,062	1,639,526	1,378,420
Debt Service - New Bond Issue		525,000	511,250	497,500	483,750	470,000
800 MHz		180,000	180,000	180,000	180,000	180,000
Jail		176,000	88,000			
Western Recreation Center		156,712	516,520	166,574	147,041	126,401
Other	572,711	559,978	566,282	572,770	579,453	586,336
Total City Expenditures	28,160,339	30,782,039	31,828,107	32,240,915	33,079,679	33,705,334
Transfer to School	24,891,249	27,700,770	29,665,213	28,847,949	30,044,542	28,503,847
Total General Fund Expenditures	53,051,588	58,482,809	61,493,320	61,088,864	63,124,221	62,209,181
Contribution to (from) City General Fund fund balance	(999,999)	705,436	(859,495)	1,090,481	644,103	1,410,448
Undesignated fund balance 7/1	9,643,375	8,643,376	9,348,812	8,489,316	9,579,798	10,223,901
Undesignated fund balance 6/30	8,643,376	9,348,812	8,489,316	9,579,798	10,223,901	11,634,348
6/30 fund balance as a % of succeeding years budget.	14.8%	15.2%	13.9%	15.2%	16.4%	18.7%

Attachment to Resolution NO. R-98-07

City of Manassas and City of Manassas Public Schools

Five-Year Budget Plan

	Adopted Budget FY 98	Projected FY 99	Projected FY 00	Projected FY 01	Projected FY 02	Projected FY 03
School Revenues						
State Funds	12,471,344	14,591,472	15,175,131	17,754,904	18,465,100	21,604,167
Federal Funds	632,558	638,884	645,272	651,725	658,242	664,825
Other Funds	659,000	665,590	672,246	678,968	685,758	692,616
Sales Tax	3,264,119	3,525,249	3,807,268	4,111,850	4,440,798	4,796,062
Total School Revenues *	17,027,021	19,421,195	20,299,917	23,197,447	24,249,898	27,757,670
School Expenditures - Base						
Personal Services	25,153,711	26,055,104	26,803,692	27,387,675	28,103,933	28,810,212
Benefits	6,129,397	6,418,844	6,678,714	6,917,730	7,193,358	7,478,641
Purchased Services	2,256,769	2,369,607	2,488,088	2,612,492	2,743,117	2,880,273
Other Charges	1,405,915	1,476,211	1,550,021	1,627,522	1,708,898	1,794,343
Supplies	1,479,011	1,737,838	2,041,960	2,399,302	2,819,180	3,312,537
Capital Outlay	425,757	500,264	587,811	690,678	811,546	953,567
Contingency/Grants	100,000	100,000	100,000	100,000	100,000	100,000
Debt Service on Old Debt	3,276,293	2,994,419	2,895,094	2,657,143	2,099,071	1,962,174
Debt Service on New Debt	200,000	2,971,500	2,893,674	2,815,850	2,738,024	2,660,200
CIP	70,000	397,000	809,000	855,000	1,108,000	500,000
Total Base Expenditures	40,496,853	45,020,787	46,848,054	48,063,392	49,425,127	50,451,947
School Expenditures - Technology						
Personal Services	207,218	205,658	215,322	222,234	229,924	237,712
Benefits	54,386	56,862	60,298	63,312	66,640	70,132
Purchased Services	407,006	427,356	448,724	471,160	494,718	519,454
Other Charges	5,800	6,090	6,394	6,714	7,050	7,402
Supplies	89,929	105,667	124,158	145,886	171,416	201,414
Capital Outlay	657,078	772,067	1,000,000	1,000,000	1,000,000	1,000,000
Total Technology Expenditures	1,421,417	1,573,700	1,854,896	1,909,306	1,969,748	2,036,114
School Expenditures - New Enrollment						
Personal Services		401,688	926,873	1,495,639	2,058,713	2,638,852
Benefits		125,790	335,307	577,059	840,852	1,134,604
Total New Enrollment	0	527,478	1,262,180	2,072,698	2,899,565	3,773,456
Total School Expenditures *	41,918,270	47,121,965	49,965,130	52,045,396	54,294,440	56,261,517
Transfer from City	24,891,249	27,700,770	29,665,213	28,847,949	30,044,542	28,503,847

* excludes the self-supporting Food Services Fund

Sec.		Sec.	
	for preparation and approval of budget; contents.	15.2-2510.	Comparative report of local government revenues and expenditures.
15.2-2504.	What budget to show.	15.2-2511.	Audit of local government records, etc.; Auditor of Public Accounts; audit of shortages.
15.2-2505.	Budget may include reserve for contingencies and capital improvements.	15.2-2511.1.	Return of local surplus funds.
15.2-2506.	Publication and notice; public hearing; adjournment; moneys not to be paid out until appropriated.	15.2-2511.2.	Duties of local government auditors.
15.2-2507.	Amendment of budget.	15.2-2512.	Audit of accounts of certain county officers, boards and commissions.
15.2-2508.	Governing bodies may require information of departments, etc.	15.2-2513.	Special budget provisions.
15.2-2509.	Auditor to devise system of book-keeping and accounting.		

§ 15.2-2500. Uniform fiscal year for all localities and school divisions. — Notwithstanding any contrary provision of a local charter, the fiscal year of every locality and school division shall begin on the first day of July and end on the thirtieth day of June. (1979, c. 318, § 15.1-159.8; 1997, c. 587.)

§ 15.2-2501. Establishment of funds for accounting and budgeting; separate depository and investment accounts not required. — Every locality and school division shall establish such funds as may be required by law and as may otherwise be deemed necessary to provide appropriate accounting and budgetary control over the activities and affairs of the locality or school division. This section shall not be construed to require separate depository or investment accounts for the assets of each fund. (1997, c. 587.)

§ 15.2-2502. Notification by state officials and agencies. — Notwithstanding any contrary provision of general law, the Compensation Board and Department of Taxation shall, no later than the fifteenth day following final adjournment of each regular session of the General Assembly, inform all localities and school divisions of the estimated amounts of all state moneys they will receive during the upcoming fiscal year and any other information that may be required for such localities and school divisions to be able to compute amounts of moneys they may collect. (1989, c. 242, § 15.1-159.9; 1997, c. 587.)

§ 15.2-2503. (Effective until January 1, 2009) Time for preparation and approval of budget; contents. — All officers and heads of departments, offices, divisions, boards, commissions, and agencies of every locality shall, on or before the first day of April of each year, prepare and submit to the governing body an estimate of the amount of money needed during the ensuing fiscal year for his department, office, division, board, commission or agency. If such person does not submit an estimate in accordance with this section, the clerk of the governing body or other designated person or persons shall prepare and submit an estimate for that department, office, division, board, commission or agency.

The governing body shall prepare and approve a budget for informative and fiscal planning purposes only, containing a complete itemized and classified plan of all contemplated expenditures and all estimated revenues and borrowings for the locality for the ensuing fiscal year. The governing body shall approve the budget and fix a tax rate for the budget year no later than the date on which the fiscal year begins. (Code 1950, § 15-575; 1959, Ex. Sess., c. 69; 1962, c. 623, § 15.1-160; 1976, c. 762; 1978, c. 551; 1997, c. 587.)

Section set out twice. — The section above is effective until January 1, 2009. For the version of this section effective January 1, 2009, see the following section, also numbered 15.2-2503.

Cross references. — As to time for preparation and approval of annual budget for school purposes, see § 22.1-93. As to levy of taxes by county, city or town on a fiscal year basis of July 1 to June 30, see § 58.1-3010.

§ 15.2-2503. (Effective January 1, 2009) Time for preparation and approval of budget; contents. — All officers and heads of departments, offices, divisions, boards, commissions, and agencies of every locality shall, on or before the first day of April of each year, prepare and submit to the governing body an estimate of the amount of money needed during the ensuing fiscal year for his department, office, division, board, commission or agency. If such person does not submit an estimate in accordance with this section, the clerk of the governing body or other designated person or persons shall prepare and submit an estimate for that department, office, division, board, commission or agency.

The governing body shall prepare and approve a budget for informative and fiscal planning purposes only, containing a complete itemized and classified plan of all contemplated expenditures and all estimated revenues and borrowings for the locality for the ensuing fiscal year. The governing body shall approve the budget and fix a tax rate for the budget year no later than the date on which the fiscal year begins. The governing body shall annually publish the approved budget on the locality's website, if any, or shall otherwise make the approved budget available in hard copy as needed to citizens for inspection. (Code 1950, § 15-575; 1959, Ex. Sess., c. 69; 1962, c. 623, § 15.1-160; 1976, c. 762; 1978, c. 551; 1997, c. 587; 2008, c. 353.)

Section set out twice. — The section above is effective January 1, 2009. For the version of this section effective until January 1, 2009, see the preceding section, also numbered 15.2-2503.

provides: "That the provisions of this act shall become effective on January 1, 2009."

The 2008 amendments. — The 2008 amendment by c. 353, effective January 1, 2009, added the last sentence of the second paragraph.

Editor's note. — Acts 2008, c. 353, cl. 2,

§ 15.2-2504. What budget to show. — Opposite each item of the contemplated expenditures the budget shall show in separate parallel columns the aggregate amount appropriated during the preceding fiscal year, the amount expended during that year, the aggregate amount appropriated and expected to be appropriated during the current fiscal year, and the increases or decreases in the contemplated expenditures for the ensuing year as compared with the aggregate amount appropriated or expected to be appropriated for the current year. This budget shall be accompanied by:

1. A statement of the contemplated revenue and disbursements, liabilities, reserves and surplus or deficit of the locality as of the date of the preparation of the budget; and

2. An itemized and complete financial balance sheet for the locality at the close of the last preceding fiscal year. (Code 1950, § 15-576; 1959, Ex. Sess., c. 69; 1962, c. 623, § 15.1-161; 1997, c. 587.)

§ 15.2-2505. Budget may include reserve for contingencies and capital improvements. — Any locality may include in its budget a reasonable reserve for contingencies and capital improvements. (1980, c. 258, § 15.1-161.1; 1997, c. 587.)

§ 15.2-2506. Publication and notice; public hearing; adjournment; moneys not to be paid out until appropriated. — A brief synopsis of the budget which, except in the case of the school division budget, shall be for

informative and fiscal planning purposes only, shall be published once in a newspaper having general circulation in the locality affected, and notice given of one or more public hearings, at least seven days prior to the date set for hearing, at which any citizen of the locality shall have the right to attend and state his views thereon. Any locality not having a newspaper of general circulation may in lieu of the foregoing notice provide for notice by written or printed handbills, posted at such places as it may direct. The hearing shall be held at least seven days prior to the approval of the budget as prescribed in § 15.2-2503. With respect to the school division budget, such hearing shall be held at least seven days prior to the approval of that budget as prescribed in § 22.1-93. The governing body may adjourn such hearing from time to time. The fact of such notice and hearing shall be entered of record in the minute book.

In no event, including school division budgets, shall such preparation, publication and approval be deemed to be an appropriation. No money shall be paid out or become available to be paid out for any contemplated expenditure unless and until there has first been made an annual, semiannual, quarterly or monthly appropriation for such contemplated expenditure by the governing body, except funds appropriated in a county having adopted the county executive form of government, outstanding grants may be carried over for one year without being reappropriated. (Code 1950, § 15-577; 1956, Ex. Sess., c. 67; 1959, Ex. Sess., c. 69; 1962, c. 623, § 15.1-162; 1976, c. 762; 1978, cc. 126, 551; 1984, c. 485; 1997, c. 587.)

§ 15.2-2507. Amendment of budget. — A. Any locality may amend its budget to adjust the aggregate amount to be appropriated during the current fiscal year as shown in the currently adopted budget as prescribed by § 15.2-2504. However, any such amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by publishing a notice of a meeting and a public hearing once in a newspaper having general circulation in that locality at least seven days prior to the meeting date. The notice shall state the governing body's intent to amend the budget and include a brief synopsis of the proposed budget amendment. Any local governing body may adopt such amendment at the advertised meeting, after first providing a public hearing during such meeting on the proposed budget amendments.

B. Pursuant to the requirements of §§ 15.2-1609.1, 15.2-1609.7, 15.2-1636.8, and 15.2-1636.13 through 15.2-1636.17 every county and city shall appropriate as part of its annual budget or in amendments thereto amounts for salaries, expenses and other allowances for its constitutional officers that are not less than those established for such offices in the locality by the Compensation Board pursuant to applicable law or, in the event of an appeal pursuant to § 15.2-1636.9, by the circuit court in accordance with the provisions of that section. (1983, c. 319, § 15.1-162.1; 1984, c. 523; 1997, cc. 587, 602; 2007, c. 297.)

The 2007 amendments. — The 2007 amendment by c. 297 deleted "or the sum of \$500,000, whichever is lesser" following "currently adopted budget" in the second sentence in subsection A.

CIRCUIT COURT OPINIONS

Reimbursement by the Commonwealth was not a prerequisite or condition precedent to the county's obligation to pay the entire amount

of salaries and expense for the County Commonwealth's Attorney's office; the provisions of Title 15.2, art. 6.1, were not in conflict with

subsection B of § 15.2-2507. Lohr v. Sullenberger, 61 Va. Cir. 396, 2003 Va. Cir. LEXIS 41 (Highland County 2003).

§ 15.2-2508. Governing bodies may require information of departments, etc. — A. Local governing bodies may require the heads or other responsible representatives of all departments, offices, divisions, boards, commissions and agencies of their localities to furnish such information as may be deemed advisable.

B. A constitutional officer, as defined in § 15.2-2511, for any such locality, to the extent information is required, shall be subject to the provisions of this section. (Code 1950, § 15-578; 1962, c. 623, § 15.1-163; 1993, c. 681; 1997, c. 587.)

Editor's note. — Acts 1993, c. 681, cl. 2, provides that the provisions of the 1993 act shall be deemed to supersede any provision of state or local law which may be in conflict.

§ 15.2-2509. Auditor to devise system of bookkeeping and accounting. — The Auditor of Public Accounts shall devise a system of bookkeeping and accounting for use by local governments and others pursuant to § 30-137. (Code 1950, § 15-579; 1959, Ex. Sess., c. 69; 1962, c. 623, § 15.1-164; 1968, c. 602; 1997, c. 587.)

CASE NOTES

Boards need not use furnished forms for notice of proposed increase in levies. — In the instant case it was claimed that the notice of proposed increase in local tax levies was insufficient because the board of supervisors failed to use the forms provided by the Auditor of Public Accounts. Under this section before the 1968 amendment, the Auditor was required

to furnish the boards of supervisors all necessary forms for the preparation of the budget, but it was not mandatory upon the boards to use the forms furnished by the Auditor for the notice of a proposed increase in local levies, required by former § 15-582. *Smith v. Board of Supvrs.*, 155 Va. 343, 154 S.E. 479 (1930) (decided under prior law).

§ 15.2-2510. Comparative report of local government revenues and expenditures. — A. The treasurer or other chief financial officer of each locality shall file annually on or before November 30 with the Auditor of Public Accounts a detailed statement prepared according to the Auditor's specifications showing the amount of revenues, expenditures and fund balances of the locality for the preceding fiscal year, accompanied by the locality's audited financial report.

B. If such annual statement is not filed with the Auditor of Public Accounts, he may perform such work as is necessary to comply with the provisions of this section or hire certified public accountants to do such work. In either event the expenses of such work shall be charged to and paid by the locality failing to supply the required information.

C. The Auditor of Public Accounts shall prepare and publish annually by January 31 a statement showing in detail the total and per capita revenues and expenditures of all localities for the preceding fiscal year. The statement shall contain such analytical tables, explanations and comparisons as may lead to a clear understanding of such information and make the information readily accessible to the readers.

The Auditor of Public Accounts shall mail or deliver by February 1 of each year a copy of the statement to the members of the General Assembly, to the members and clerks of the local governing bodies, and until the supply is exhausted to every citizen who may request a copy.

The provisions of this section shall apply to all counties and cities, to all towns having a population of 3,500 or over, and to all towns constituting a

Sec.

22.1-114. Town school division's share of general county funds.

Article 5.**Treasurers; Accounts.**

- 22.1-115. System of accounting; statements of funds available; classification of expenditures.
- 22.1-116. How and by whom funds for school division kept and disbursed.
- 22.1-116.1. Receipt of payment by credit cards; service charge.
- 22.1-117. Fiscal agents of certain school divisions.
- 22.1-118. Handling of funds for joint school;

Sec.

- county or city treasurer as fiscal agent.
- 22.1-119. No commission for treasurer.
- 22.1-120. Settlement by treasurer.
- 22.1-121. Proceedings against officers, etc., to compel settlement of accounts.

Article 6.**Payment of Claims.**

- 22.1-122. Approval and payment of claims; warrants; prohibited acts.
- 22.1-122.1. Accounts to purchase certain materials and supplies.
- 22.1-123. Petty cash funds; payment of claims from petty cash.
- 22.1-124. Officers may not purchase warrants for less than face value.

Michie's Jurisprudence. — For related discussion, see 16 M.J. Schools, § 25 — 29.

ARTICLE 1.**State and Local Funds.**

§ 22.1-88. Of what school funds to consist. — The funds available to the school board of a school division for the establishment, support and maintenance of the public schools in the school division shall consist of state funds appropriated for public school purposes and apportioned to the school board, federal funds appropriated for educational purposes and apportioned to the school board, local funds appropriated to the school board by a local governing body or such funds as shall be raised by local levy as authorized by law, donations or the income arising therefrom, and any other funds that may be set apart for public school purposes. (Code 1950, § 22-116; 1971, Ex. Sess., c. 162; 1980, c. 559; 1988, c. 576.)

Cross references. — For constitutional provision relating to local school taxes, see Va. Const., Art. VIII, § 2.

OPINIONS OF THE ATTORNEY GENERAL

There is no express grant of authority for a local school board to make loans to the Board of Supervisors nor can any such authority be reasonably or fairly implied. See

opinion of Attorney General to Mr. Franklin P. Slavin, Jr., County Attorney for Bland County, 04-074 (10/19/04).

§ 22.1-89. Management of funds. — Each school board shall manage and control the funds made available to the school board for public schools and may incur costs and expenses. If funds are appropriated to the school board by major classification as provided in § 22.1-94, no funds shall be expended by the school board except in accordance with such classifications without the consent of the governing body appropriating the funds. (Code 1950, §§ 22-72, 22-97, 22-127; 1954, cc. 289, 291; 1956, Ex. Sess., cc. 60, 67; 1959, Ex. Sess., c. 79, § 1;

1966, c. 691; 1968, cc. 501, 614; 1970, c. 71; 1971, Ex. Sess., cc. 161, 162; 1972, c. 511; 1975, cc. 308, 328, 443; 1978, c. 551; 1980, c. 559.)

CASE NOTES

Editor's note. — Some of the cases below were decided under prior law.

Control of school funds generally. — A county school board is vested with the use and control of all school funds, whether derived from state appropriations, local taxation, or other sources, and has exclusive authority to expend the funds set apart by law for school purposes. *School Bd. v. Shockley*, 160 Va. 405, 168 S.E. 419 (1933).

Control over funds derived from sale of school bonds. — Under the Constitution and

pertinent statutes a county board of supervisors has no control over the funds derived from the sale of school bonds except temporarily to invest them until they are needed for the purpose for which the bonds were sold, and the board of supervisors has no authority to prohibit the school board from expending them for a legitimate purpose. *County School Bd. v. Farrar*, 199 Va. 427, 100 S.E.2d 26 (1957).

Applied in *Hallett v. United States*, 603 F. Supp. 55 (E.D. Va. 1984).

§ 22.1-89.1. Management of cafeteria funds. — Notwithstanding any other provision of law including, but not limited to this article, §§ 15.2-2503 and 15.2-2506, a school board may, in its discretion, establish a decentralized system for management and control of cafeteria funds without including in its annual budget an estimate of the total amount of such decentralized cafeteria funds, or receiving an appropriation of these decentralized cafeteria funds from the local governing body.

All decentralized cafeteria funds shall continue to be audited as required by the Superintendent of Public Instruction pursuant to his authority under § 22.1-24 and by the Auditor of Public Accounts pursuant to his authority under § 15.2-2511. (1984, c. 138.)

§ 22.1-89.2. Financial records retention and disposition schedule. — School boards shall retain and dispose of financial records in accordance with the regulations concerning financial records retention and disposition promulgated pursuant to the Virginia Public Records Act (§ 42.1-76 et seq.) by the State Library Board. However, school boards shall not be required to retain any such records pertaining to nonappropriated school activity funds for longer than five years. (1990, c. 451.)

§ 22.1-89.3. Funds from telephone service or credit cards. — Any school board may enter into a contract with a commercial institution for the issuance of a telephone service or credit card that would bear the name of the school board. No such card shall contain an image of the seal of the Commonwealth or any of its localities. Each card issued shall bear on the front of such card words which indicate that the credit card is not a government credit card. The contract shall (i) provide that the contract is not to be interpreted as authority to license the locality or school board name or endorse commercial products in exchange for revenue, (ii) contain language indemnifying and protecting the locality and school board from legal action arising from the issuance of such card, and (iii) provide that a portion or percentage of the revenue generated by the use of such card will be returned to the local governing body, to be placed in a fund for public school purposes, for subsequent appropriation to the school board. Any such appropriation shall supplement, not supplant, any local funding for educational purposes.

The school board shall not enter into any such contract without following the provisions of, nor shall any such contract conflict with, any applicable budget or procurement statute, ordinance, or regulation of the state, locality or school board. (1998, c. 595.)

c. 161, 162; 1972,

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§ 22.1-89.4. Certain policy required; partnerships and sponsorships. — Each school board shall develop and implement, and may, from time to time, revise, a policy relating to commercial, promotional, and corporate partnerships and sponsorships involving the public schools within the division. (2001, c. 467.)

§ 22.1-90. Annual report of expenditures. — Every school board shall submit at least once each year to the governing body or bodies appropriating funds to the school board a report of all its expenditures. (Code 1950, § 22-97; 1954, c. 291; 1959, Ex. Sess., c. 79, § 1; 1968, c. 501; 1971, Ex. Sess., c. 161; 1975, cc. 308, 328; 1978, c. 430; 1980, c. 559.)

§ 22.1-91. Limitation on expenditures; penalty. — No school board shall expend or contract to expend, in any fiscal year, any sum of money in excess of the funds available for school purposes for that fiscal year without the consent of the governing body or bodies appropriating funds to the school board. Any member of a school board or any division superintendent or other school officer violating, causing to be violated or voting to violate any provision of this section shall be guilty of malfeasance in office. (Code 1950, § 22-120; 1980, c. 559.)

Law Review. — For article surveying developments in education law in Virginia, see 37 U. Rich. L. Rev. 89 (2002).

§ 22.1-92. Estimate of moneys needed for public schools; notice of costs to be distributed. — A. It shall be the duty of each division superintendent to prepare, with the approval of the school board, and submit to the governing body or bodies appropriating funds for the school division, by the date specified in § 15.2-2503, the estimate of the amount of money deemed to be needed during the next fiscal year for the support of the public schools of the school division. The estimate shall set up the amount of money deemed to be needed for each major classification prescribed by the Board of Education and such other headings or items as may be necessary.

Upon preparing the estimate of the amount of money deemed to be needed during the next fiscal year for the support of the public schools of the school division, each division superintendent shall also prepare and distribute, within a reasonable time as prescribed by the Board of Education, notification of the estimated average per pupil cost for public education in the school division for the coming school year to each parent, guardian, or other person having control or charge of a child enrolled in the relevant school division, in accordance with the budget estimates provided to the local governing body or bodies. Such notification shall also include actual per pupil state and local education expenditures for the previous school year. The notice may also include federal funds expended for public education in the school division.

The notice shall be printed on a form prescribed by the Board of Education and shall be distributed separately or with any other materials being currently transmitted to the parents, guardians or other persons having control or charge of students. To promote uniformity and allow for comparisons, the Board of Education shall develop a one-page form for this notice and distribute such form to the school superintendents for duplication and distribution.

B. Before any school board gives final approval to its budget for submission to the governing body, the school board shall hold at least one public hearing to receive the views of citizens within the school division. A school board shall cause public notice to be given at least ten days prior to any hearing by publication in a newspaper having a general circulation within the school

division. The passage of the budget by the local government shall be conclusive evidence of compliance with the requirements of this section. (Code 1950, §§ 22-120.3, 22-120.5; 1959, Ex. Sess., c. 79, § 1; 1980, c. 559; 1986, c. 282; 1994, cc. 453, 788.)

CASE NOTES

Editor's note. — The cases below were decided under prior law.

Purpose of superintendent's estimate. — Board of Supvrs. v. County School Bd., 182 Va. 266, 28 S.E.2d 698 (1944).

Governing body has duty to supervise school expenses. — Former statutes showed the legislative intent to place in the hands of the governing body the power and duty of supervising school expenses. Scott County

School Bd. v. Scott County Bd. of Supvrs., 169 Va. 213, 193 S.E. 52 (1937); Board of Supvrs. v. County School Bd., 182 Va. 266, 28 S.E.2d 698 (1944).

But it is not concerned with the individual items of the school budget, except insofar as they help to determine the total amount of the tax to be levied. Board of Supvrs. v. County School Bd., 182 Va. 266, 28 S.E.2d 698 (1944).

§ 22.1-93. Approval of annual budget for school purposes. — Notwithstanding any other provision of law, including but not limited to Chapter 25 (§ 15.2-2500 et seq.) of Title 15.2, the governing body of a county shall prepare and approve an annual budget for educational purposes by May first or within thirty days of the receipt by the county of the estimates of state funds, whichever shall later occur, and the governing body of a municipality shall prepare and approve an annual budget for educational purposes by May fifteen or within thirty days of the receipt by the municipality of the estimates of state funds, whichever shall later occur.

The Superintendent of Public Instruction shall, no later than the fifteenth day following final adjournment of the Virginia General Assembly in each session, submit estimates to be used for budgetary purposes relative to the Basic School Aid Formula to each school division and to the local governing body of each county, city and town that operates a separate school division. Such estimates shall be for each year of the next biennium or for the then next fiscal year. (Code 1950, § 22-127; 1956, Ex. Sess., c. 67; 1959, Ex. Sess., c. 79, § 1; 1968, c. 614; 1971, Ex. Sess., c. 162; 1975, c. 443; 1978, c. 551; 1980, c. 559; 1981, c. 541.)

§ 22.1-94. Appropriations by county, city or town governing body for public schools. — A governing body may make appropriations to a school board from the funds derived from local levies and from any other funds available, for operation, capital outlay and debt service in the public schools. Such appropriations shall be not less than the cost apportioned to the governing body for maintaining an educational program meeting the standards of quality for the several school divisions prescribed as provided by law. The amount appropriated by the governing body for public schools shall relate to its total only or to such major classifications prescribed by the Board of Education pursuant to § 22.1-115. The appropriations may be made on the same periodic basis as the governing body makes appropriations to other departments and agencies. (Code 1950, § 22-127; 1956, Ex. Sess., c. 67; 1959, Ex. Sess., c. 79, § 1; 1968, c. 614; 1971, Ex. Sess., c. 162; 1975, c. 443; 1978, c. 551; 1980, c. 559; 1989, c. 94.)

CASE NOTES

Editor's note. — The cases below were decided under prior law.

Power of federal court. — A federal court

ordinarily has no right or power to interfere with appropriations made by a city council for use by the school board. There is, however, an

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exception to this rule where the purpose and intent of council is clearly to flaunt the law of the land and avoid the effect of lawful court orders by participating in a scheme or device to attain its objective. *James v. Duckworth*, 170 F. Supp. 342 (E.D. Va.), *aff'd*, 267 F.2d 224 (4th Cir.), *cert. denied*, 361 U.S. 835, 80 S. Ct. 88, 4 L. Ed. 2d 76 (1959).

Withholding of funds from certain schools and grades. — The appropriation ordinance of the City of Norfolk for the year 1959 made appropriations for the public schools on a tentative basis, as authorized by former § 22-127 as amended in 1956 and before its amendment in 1959, and provided that no part of the funds so appropriated should be available to the school board except as the council might by resolution authorize. A subsequent resolution authorized the transfer of a certain sum to the school board but stipulated that "no part of said sum shall be disbursed for

the normal daytime operation of the schools now under the control of the Governor of Virginia without his prior approval." A second resolution declared that the council would not thereafter authorize the transfer to the school board for the maintenance and operation of any grade higher than the sixth grade of any part of the funds tentatively appropriated. The federal district court enjoined the enforcement of the ordinance and resolutions, holding that the action of the council in adopting them was tantamount to an evasive scheme or device seeking to perpetuate the program of massive resistance in the public schools of the city, and that they violated the laws of Virginia, as well as the laws and Constitution of the United States. *James v. Duckworth*, 170 F. Supp. 342 (E.D. Va.), *aff'd*, 267 F.2d 224 (4th Cir.), *cert. denied*, 361 U.S. 835, 80 S. Ct. 88, 4 L. Ed. 2d 76 (1959).

§ 22.1-95. Duty to levy school tax. — Each county, city and town is authorized, directed and required to raise money by a tax on all property subject to local taxation at such rate as will insure a sum which, together with other available funds, will provide that portion of the cost apportioned to such county, city or town by law for maintaining an educational program meeting the standards of quality for the several school divisions prescribed as provided by law. (Code 1950, § 22-126.1; 1971, Ex. Sess., c. 162; 1980, c. 559.)

Cross references. — For constitutional provision, see Va. Const., Art. VIII, § 2.

Law Review. — For survey of Virginia law

on taxation for the year 1970-1971, see 57 Va. L. Rev. 1618 (1971).

§ 22.1-96. Proration of operating cost, expenditures for capital outlay purposes and indebtedness for construction of buildings in certain school divisions. — In a school division composed of part or all of more than one county or city, the operating cost as well as the expenditures for capital outlay purposes and indebtedness for the construction of school buildings shall be on a pro rata basis on enrollment of pupils unless some other basis is agreed upon by the division school board and the governing bodies of the participating counties and cities. (Code 1950, § 22-100.9; 1954, c. 391; 1956, c. 671; 1971, Ex. Sess., c. 161; 1980, c. 559.)

§ 22.1-97. Calculation and reporting of required local expenditures; procedure if locality fails to appropriate sufficient educational funds. — A. The Department of Education shall collect annually the data necessary to make calculations and reports required by this subsection.

At the beginning of each school year, the Department shall make calculations to ensure that each school division has appropriated sufficient funds to support its estimated required local expenditure for providing an educational program meeting the prescribed Standards of Quality, required by Article VIII of the Constitution of Virginia and Chapter 13.2 (§ 22.1-253.13:1 et seq.) of this title. At the conclusion of the school year, the Department shall make calculations to verify whether the locality has provided the required expenditure, based on average daily membership as of March 31 of the relevant school year.

The Department shall report annually to the House Committees on Education and Appropriations and the Senate Committees on Finance and Education

troller such apportionment for the payment of the same. (Code 1950, § 22-140; 1972, c. 663; 1980, c. 559.)

§ 22.1-100. Unexpended school and educational funds. — All sums of money derived from the Commonwealth which are unexpended in any year in any school division shall revert to the fund of the Commonwealth from which derived unless the Board of Education directs otherwise. All sums derived from local funds unexpended in any year shall remain a part of the funds of the governing body appropriating the funds for use the next year, but no local funds shall be subject to redivision outside of the locality in which they were raised. (Code 1950, § 22-138; 1956, Ex. Sess., c. 67; 1980, c. 559.)

§ 22.1-100.1. Lottery proceeds nonrecurring costs escrow accounts. — A. Notwithstanding the provisions of § 22.1-100, the governing body of any locality may authorize the local treasurer or fiscal officer, by ordinance or resolution, to create a separate escrow account upon the books of the locality for the deposit of that portion of the locality's appropriation from the lottery proceeds which are designated, pursuant to Item 139 B 4 of Chapter 935 of the 1999 Acts of Assembly or any other state law, for nonrecurring costs incurred by the relevant school division.

Such nonrecurring costs shall include school construction, additions, infrastructure, site acquisition, renovations, technology, and other expenditures related to modernizing classroom equipment, and debt service payments on school projects completed during the last ten years. Upon adoption of the proper ordinance or resolution, the treasurer or local fiscal officer of the locality shall place such appropriation into a separate lottery proceeds nonrecurring costs escrow account. Under no circumstances shall the escrow account allowed for the school construction grants pursuant to § 22.1-175.5 be used for these deposits.

B. The escrow account shall be known as the "County/City/Town of _____ Lottery Proceeds Nonrecurring Costs Fund." All principal deposited to such fund, together with all income from or attributable to the fund, shall be used solely for (i) construction, additions, renovations, including retrofitting and enlarging public school buildings, infrastructure, including technology infrastructure, and site acquisition for public school buildings and facilities or (ii) debt service payments, or a portion thereof, for any such projects completed in the previous ten years if so designated.

No disbursement from the fund may be made except upon specific appropriation by the governing body in accordance with applicable law. If a locality establishes such a fund and designates any portion of the funds deposited therein to pay debt service for (i) any general obligation of the locality held by the Virginia Public School Authority or (ii) any Literary Fund loan, the locality shall obtain an opinion of bond counsel that designation of funds to pay debt service on obligations described in clauses (i) and (ii) hereof does not adversely impact the tax-exempt status of such obligations.

C. All moneys deposited in the fund, including all income from or attributable to such fund, shall be deemed public funds of the locality and shall be subject to all limitations upon deposit and investment provided by general law, including, but not limited to, the Virginia Security for Public Deposits Act (§ 2.2-4400 et seq.). Income, dividends, distributions, and grants accruing to the fund shall be retained in such fund and shall be expended only in accordance with the terms of this section.

D. Nothing in this section shall be deemed or construed to authorize a school board or school division to receive, hold or invest funds in its own name, or to expend funds in the absence of a specific appropriation by the governing body of the locality in accordance with applicable law. (2000, cc. 635, 693.)

ARTICLE 4.

*Town School Division Funds.***§ 22.1-113. Town school division's share of county school funds. —**

A. Funds to be paid by county treasurer to town treasurer. — For the benefit of each school division composed of a town, the treasurer of the county in which the town is located shall pay over to the town treasurer, if and when properly bonded, the following funds to be used for public school purposes within such town school division:

1. From the amount derived from a county school levy for public school purposes, a sum equal to the pro rata amount from such levy derived from such town;

2. From federal funds allocated to and received by the county on the basis of federally-connected pupils for operations or capital outlay purposes, to be apportioned between the county and the town on the same basis of distribution as used in making the allotment of such federal funds to the county and in the ratio that such federally-connected pupils residing in the town bear to the total of such federally-connected pupils residing in the county including the town and which were included in the county's application for such federal funds.

B. Division located in adjoining counties. — Where a town school division is located partly in each of two adjoining counties and operated by a town school board created or constituted by the charter of such town, each county treasurer shall pay over to the town treasurer, if and when properly bonded, from the amount derived from a county school levy or appropriations in each respective county for public school purposes, a sum equal to the pro rata amount from such levy or appropriations derived from such town to be used for public school purposes within the town school division.

C. State funds from special sources. — None of the provisions of this section shall require the county treasurer to pay over to the town treasurer of a town school division any funds received from the Commonwealth from special sources, including funds distributed to the localities from the profit realized from the operation of the state alcoholic beverage control system, when the town has received direct appropriations or allocations from the Commonwealth from the same special sources. (Code 1950, § 140.1; 1972, c. 663; 1980, c. 559.)

§ 22.1-114. Town school division's share of general county funds. —

For the benefit of each school division composed of a town, the governing body of the county in which such town is located shall require the county treasurer to pay over to the town treasurer, if and when properly bonded, the following funds to be placed in the general fund of the town, subject to appropriation by the governing body of the town as it may deem necessary:

From the amount derived from a general or unit levy for all county purposes, a sum equal to such town's pro rata share of the general or unit levy receipts derived from the taxable property within the town, including real estate, tangible personal property, merchants' capital and machinery and tools. The pro rata share of the town shall be determined by allocating to the town the same percentage of general or unit levy receipts as is appropriated by the county governing body for the support of public schools. (Code 1950, § 22-141.2; 1972, c. 746; 1980, c. 559.)

ARTICLE 5.

Treasurers; Accounts.

§ 22.1-115. System of accounting; statements of funds available; classification of expenditures. — The State Board, in conjunction with the

Auditor of Public Accounts, shall establish and require of each school division a modern system of accounting for all school funds, state and local, and the treasurer or other fiscal agent of each school division shall render each month to the school board a statement of the funds in his hands available for school purposes. The Board shall prescribe the following major classifications for expenditures of school funds: (i) instruction, (ii) administration, attendance and health, (iii) pupil transportation, (iv) operation and maintenance, (v) school food services and other noninstructional operations, (vi) facilities, (vii) debt and fund transfers, and (viii) contingency reserves. (Code 1950, § 22-143; 1979, c. 630; 1980, c. 559; 1984, c. 130; 1989, c. 94; 2002, c. 470.)

Law Review. — For article surveying developments in education law in Virginia, see 37 U. Rich. L. Rev. 89 (2002).

§ 22.1-116. How and by whom funds for school division kept and disbursed. — The treasurer or comparable officer of each county, city or part thereof constituting a school division or town, if the town constitutes the school division, shall be charged with the responsibility for the receipt, custody and disbursement of the funds of the school board and shall keep such funds in an account or accounts separate and distinct from all other funds. (Code 1950, §§ 22-132, 22-133; 1959, Ex. Sess., c. 79, § 1; 1960, c. 222; 1980, c. 559.)

§ 22.1-116.1. Receipt of payment by credit cards; service charge. — School boards may accept payment for services and goods by credit or debit cards. School boards accepting credit or debit card payments may, in addition to any penalties and interest, add to such payment a sum as a service charge for the acceptance of such method of payment. (2002, cc. 164, 238.)

§ 22.1-117. Fiscal agents of certain school divisions. — The fiscal agent for the school board of a school division composed of part or all of more than one county or city shall be the treasurer of one of the participating counties or cities, as agreed upon by the division school board and the governing bodies. In the event agreement on the selection of a fiscal agent cannot be reached, the Board of Education shall designate such fiscal agent. For his services as fiscal agent, the treasurer shall be paid such salary as the school board and treasurer may agree upon. In the event the school board and the treasurer so designated cannot agree on such compensation, the amount of salary to be paid shall be determined by a court of competent jurisdiction. The amount so fixed by the court shall be binding upon both the treasurer and the school board. Nothing contained in this section shall affect the regular salary or expense allowance of the treasurer as fixed annually by the State Compensation Board. (Code 1950, § 22-100.10; 1954, c. 391; 1980, c. 559.)

§ 22.1-118. Handling of funds for joint school; county or city treasurer as fiscal agent. — The treasurer of a county or city in which a joint school is located shall be the fiscal agent of such school and shall receive and disburse the funds thereof. All disbursements shall be by warrant signed by the clerk of the committee for control of such school and countersigned by such treasurer as fiscal agent.

For his services as fiscal agent, the treasurer shall be paid such salary as may be agreed upon by the committee for control of the joint school and treasurer. In the event they cannot agree, then the amount of salary to be paid shall be submitted to the circuit court of the county or city in which the school is located for hearing and determination, and the amount so fixed by the court

