

FINANCE COMMITTEE
WEDNESDAY, NOVEMBER 30, 2011
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA
AGENDA

5:30 PM CALL TO ORDER

- | | |
|--|-----------------------|
| 1. Approve Minutes of the November 16, 2011 Finance Committee Meeting | 1 Minute
Page 1 |
| 2. Resolution 2012-46-R Amending the FY 2012 Budget by Transferring Funds Within the Family Services Fund to Align the City's Budget with the Virginia Department of Social Services FY 2012 Budget (King / Bell / Weiler) | 5 Minutes
Page 3 |
| 3. Resolution 2012-47-R Amending the FY 2012 Budget by Budgeting and Appropriating \$8,056 for a Community Development Block Grant for the Self-Sufficiency Program (King / Bell) | 2 Minutes
Page 9 |
| 4. Resolution 2012-39-R Amending the FY 2012 Budget by Budgeting and Appropriating \$8,200 for the 2010 State Homeland Security Program Grant for Citizen Preparedness (Bowman / Halsall) | 2 Minutes
Page 11 |
| 5. Resolution 2012-48-R Allocating Bond Proceeds to Capital Projects (Weiler) –
Agenda statement will be distributed on Monday, November 28, 2011. | 5 Minutes
Page - |
| 6. Resolution 2012-38-R Amending the FY 2012 Budget by Budgeting and Appropriating \$156,000 of State Revenue Sharing Funds and \$294,000 of Gas Tax Funds for the Maple Street Capital Project

Resolution R-2012-24 Authorizing the Potomac and Rappahannock Transportation Commission (PRTC) to Appropriate \$294,000 for the Maple Street Capital Project (Jennings / Gardner) | 5 Minutes
Page 19 |
| 7. Resolution 2012-41-R Amending the FY 2012 Budget by Budgeting and Appropriating \$200,000 of Road Surface Transportation Program Funds for the Construction of Three Variable Message Signs at Gateway Locations to the City (Gardner) | 10 Minutes
Page 31 |

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- | | |
|--|-----------------------|
| 8. Resolution 2012-40-R Amending the FY 2012 Budget by Transferring \$650,000 from Capital Projects with Budget Balances to the Centreville Road Fifth Lane Capital Project for Right of Way Settlements (Gardner) | 10 Minutes
Page 41 |
| <hr/> | |
| 9. Resolution 2012-45-R Amending the FY 2012 Budget by Budgeting and Appropriating \$86,801 of Gas Tax Funds for Cameras in the Virginia Railway Express (VRE) Parking Structure | 5 Minutes
Page 53 |
|
Resolution R-2012-26 Authorizing the Potomac and Rappahannock Transportation Commission (PRTC) to Appropriate \$86,801 for the Camera in the VRE Parking Structure (Weiler) | |
| <hr/> | |
| 10. Resolution 2012-44-R Amending the FY 2012 Budget by Changing the Funding Sources for the Wellington Road Capital Project from State Revenue to Federal Revenue (Weiler) | 2 Minutes
Page 59 |
| <hr/> | |
| 11. Resolution 2012-42-R Amending the FY 2012 Budget by Budgeting and Appropriating a \$21,000 Transfer from the Water Fund in the IT Fund for Water Information Management System Software (Bergeron) | 2 Minutes
Page 65 |
| <hr/> | |
| 12. Resolution 2012-43-R Amending the FY 2012 Budget by Reducing the Budget and Unappropriating \$8,183 of Fire Programs Fund Grant Revenue from the State (Bergeron) | 2 Minutes
Page 69 |
| <hr/> | |
| 13. Draft Procedure for Non-Profit Funding Process (Weiler) | 10 Minutes
Page 73 |
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14. City Manager's Time

ADJOURNMENT

PAW/sjt

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

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, NOVEMBER 16, 2011
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA**

COMMITTEE MEMBERS PRESENT: Council Member Marc Aveni, Chairman
Vice Mayor Andrew Harrover
Council Member J. Steven Randolph
Council Member Sheryl L. Bass (5:55 PM) (alternate)

COMMITTEE MEMBERS ABSENT: None

OTHERS PRESENT: Mayor Harry J. Parrish II (5:41 PM), Council Member Jonathan Way, City Manager Lawrence D. Hughes, Public Works & Utilities Director Mike Moon, Utility Finance Manager Mark Le Roy, Airport Director Juan Rivera (5:33 PM), Budget Manager Diane V. Bergeron and Finance & Administration Director Pat Weiler.

GUEST: Mark Olsen, President, Board of Directors, HMI, Inc. (6:00 PM)

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

AGENDA ITEM #1 Approve Minutes of the October 26, 2011 Finance Committee Meeting

A motion was made by Council Member Randolph; seconded by Vice Mayor Harrover to approve the minutes of the October 26, 2011 Finance Committee Meeting. The Committee approved (3 / 0).

AGENDA ITEM #2 Resolution 2012-34-R Amending the FY 2012 Budget by Budgeting and Appropriating a \$42,906 State Grant for a West Side Development Study at the Manassas Regional Airport to Determine Future Development and Accepting the Virginia Department of Aviation Grant and Authorizing the Mayor to Sign the Grant Agreement

Juan Rivera presented Staff's recommendation to amend the FY 2012 Budget by budgeting and appropriating a \$42,906 State Grant for a West Side Development Study at the Manassas Regional Airport to determine future development and accepting the Virginia Department of Aviation grant and authorizing the Mayor to sign the grant agreement. The Committee approved (3 / 0). This item will be forwarded to the November 28, 2011 City Council meeting.

AGENDA ITEM #3 Consideration of ChargePoint America Electric Vehicle Charging Stations Pilot Project

Mike Moon and Mark Le Roy presented Staff's recommendation to consider ChargePoint America Electric Vehicle Charging Stations Pilot Project. The Committee approved (3 / 0). This item will be forwarded to the November 28, 2011 City Council meeting.

AGENDA ITEM #4 Consideration of City of Manassas/VMEA Participation in the Dominion Virginia Power Green Power Program

Mike Moon presented Staff's recommendation to consider the City of Manassas/VMEA participation in the Dominion Virginia Power Green Power Program. The Committee approved (3 / 0). This item will be forwarded to the November 28, 2011 City Council meeting.

AGENDA ITEM #5 Resolution 2012-33-R Amending the FY 2011 Budget by Budgeting and Appropriating the 2011 State Criminal Alien Assistance Grant in the Amount of \$107,505 from the U.S. Department of Justice

Diane Bergeron presented Staff's recommendation to amend the FY 2012 Budget by budgeting and appropriating the 2011 State Criminal Alien Assistance Grant in the Amount of \$107,505 from the U.S. Department of Justice. The Committee approved (3 / 0). This item will be forwarded to the November 28, 2011 City Council meeting.

AGENDA ITEM #6 TIME CERTAIN 6:00 PM - Resolution 2012-35-R Amending the FY 2012 Budget by Transferring \$7,781 from General Fund Contingency to Historic Manassas, Inc. for Improvements to the Visitors Center in the Manassas Depot

Mark Olsen presented Staff's recommendation to amend the FY 2012 Budget by transferring \$7,781 from General Fund Contingency to Historic Manassas, Inc. for improvements to the Visitors Center in the Manassas Depot. The Committee approved (3 / 0) to pay HMI \$3,891. This item will be forwarded to the November 28, 2011 City Council meeting.

AGENDA ITEM #7 TIME CERTAIN 6:00 PM - Resolution 2012-36-R Amending the FY 2012 Budget by Transferring \$123,332 from General Fund Contingency to Historic Manassas, Inc. for the Sesquicentennial

Mark Olsen presented Staff's recommendation to amend the FY 2012 Budget by transferring \$123,332 from General Fund Contingency to Historic Manassas, Inc. for the Sesquicentennial. The Committee approved (2/1; Yes - Randolph and Harrover, No - Aveni). This item will be forwarded to the November 28, 2011 City Council meeting. This item will not be on the consent agenda.

AGENDA ITEM #8 City Manager's Time – No Items

AGENDA ITEM #9 Resolution 2012-37-R Amending the FY 2012 Budget by Transferring \$2,500 from General Fund Contingency for a Non-Profit Funding Process Consultant

The Mayor presented a proposal to hire a consultant for the non-profit funding process.

The Committee directed Staff to develop a procedure for the process based on Vice Mayor Harrover's letter, to rewrite the scope of work, and to recommend a different consultant.

The meeting was adjourned at 7:00 PM by Chairman Aveni.

AGENDA STATEMENT

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ITEM NO. 2

MEETING DATE: November 30, 2011 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Resolution 2012-46-R Amending the FY 2012 Budget by Transferring Funds Within the Family Services Fund to Align the City's Budget with the Virginia Department of Social Services FY 2012 Budget

**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:** May 11, 2011– Adoption of the FY 2012 Budget

**SUMMARY OF
ISSUE/TOPIC:** The Virginia Department of Social Services Budget is not finalized until May. Therefore the City uses estimates for Social Service programs when preparing its Budget. The FY 2012 Budget adopted by City Council on May 11, 2011 contains these estimates.

This Resolution transfers funds within the Family Services Fund to align the City's Adopted Budget with the Virginia Department of Social Services Budget. The attached worksheet summarizes the transfers.

**STAFF
RECOMMENDATION:** Approve Resolution 2012-46-R

**BOARD/COMMISSION/
COMMITTEE:**


RECOMMENDATION: _____ Approve _____ Disapprove _____ See Comments

CITY MANAGER: _____ Approve _____ Disapprove _____ See Comments

COMMENTS: _____

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

STAFF:  Ron King, Family Services Director, 703-257-2329
LaTanya Bell, Fiscal Services Manager, 703-257-2330
Pat Weiler, Finance and Administration Director, 703-257-8234

RESOLUTION 2012-46-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 12th day of December, 2011, that the following funds be budgeted and appropriate as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
FAMILY SERVICES FUND		
<u>Revenues:</u>		
102-0000-324-27-33	Auxiliary Grants	11,558
102-0000-324-27-59	IV-E Foster Care	4,066
102-0000-324-27-61	IV-E Adoption Subsidy	9,692
102-0000-324-27-77	VIEW Purchased Services	1,329
	Subtotal State Revenue	<u>\$ 26,645</u>
102-0000-333-27-59	IV-E Foster Care	1,087
102-0000-333-27-61	IV-E Adoption Subsidy	3,825
102-0000-333-27-77	VIEW Purchased Services	1,926
102-0000-333-27-31	IV-E Foster/Adoption Parent Training	3,855
102-0000-333-27-27	Child Welfare Training Admin	303
	Subtotal Federal Revenue	<u>\$ 10,996</u>
	Total Revenue	\$ 37,641
<u>Expenditures:</u>		
102-2771-444-57-02	Auxiliary Grants	14,447
102-2771-444-57-06	IV-E Foster Care	2,174
102-2771-444-57-04	IV-E Adoption Subsidy	7,650
102-2775-444-57-42	VIEW Purchased Services	3,847
102-2773-444-55-31	IV-E Foster/Adoption Parent Training	10,650
102-2773-444-55-27	Child Welfare Training Admin	1,250
102-2771-444-11-00	Salary Savings	(2,377)
	Total Expenditures	\$ 37,641

For: Align the Family Services Budget with the State Social Services Budget

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					
						Family Services					
						FY 2012 Budget					
						Expenses					
State								Adopted	Amended	State	Increase
Code	Federal	State	ARRA	Local		Account	Account Description	Budget	Budget	Budget	(Decrease)
804	0.0%	80.0%	0.0%	20.0%	100.0%	102-2771-444.57-02	Auxiliary Grants	9,884	24,331	24,331	14,447
808	51.0%	49.0%	0.0%	0.0%	100.0%	102-2771-444.57-05	TANF Manual Checks	2,000	2,000	1,000	0
810	51.0%	49.0%	0.0%	0.0%	100.0%	102-2771-444.57-07	TANF Emergency Assistance	500	500	500	0
811	50.0%	50.0%	0.0%	0.0%	100.0%	102-2771-444.57-06	IV-E Foster Care	48,056	50,230	50,230	2,174
812	50.0%	50.0%	0.0%	0.0%	100.0%	102-2771-444.57-04	IV-E Adoption Subsidy	94,619	102,269	102,269	7,650
813	0.0%	62.5%	0.0%	37.5%	100.0%	102-2771-444.57-01	General Relief	674	674	0	0
817	0.0%	100.0%	0.0%	0.0%	100.0%	102-2773-444.57-20	Special Needs Adoption	107,930	107,930	59,038	0
824	80.0%	0.0%	0.0%	20.0%	100.0%	102-2773-444.57-26	Other Purchased Services	1,000	1,000	0	0
829	84.0%	0.5%	0.0%	15.5%	100.0%	102-2773-444.57-28	Family Preservation (SSBG)	3,099	3,099	3,099	0
833	80.0%	0.0%	0.0%	20.0%	100.0%	102-2773-444.57-30	Adult Services	8,182	8,182	8,182	0
848	0.0%	100.0%	0.0%	0.0%	100.0%	102-2771-444.57-10	TANF - UP Manual Checks	1,000	1,000	1,000	0
861	80.0%	20.0%	0.0%	0.0%	100.0%	102-2773-444.57-33	ILP Education & Training Program	2,641	2,641	2,038	0
862	80.0%	20.0%	0.0%	0.0%	100.0%	102-2773-444.57-32	Independent Living Purchased Services	3,002	3,002	2,908	0
864	35.6%	64.4%	0.0%	0.0%	100.0%	102-2773-444.57-36	Foster Parent Respite Care - P.S.	450	450	0	0
866	75.0%	9.5%	0.0%	15.5%	100.0%	102-2773-444.57-34	Safe and Stable Families	27,997	27,997	27,997	0
9	50.0%	40.0%	0.0%	10.0%	100.0%	102-2775-444.57-40	VIEW Working and Transitional Day Care	544,860	544,860	544,858	0
	50.0%	34.5%	0.0%	15.5%	100.0%	102-2775-444.57-42	VIEW Purchased Services	77,900	81,747	81,747	3,847
873	36.2%	0.0%	0.0%	63.8%	100.0%		IV-E Foster/Adoption Parent Training	0	10,650	10,650	10,650
875	24.2%	0.0%	0.0%	75.8%	100.0%		Child Welfare Training Admin	0	1,250	1,250	1,250
878	100.0%	0.0%	0.0%	0.0%	100.0%	102-2773-444.57-38	Headstart Transition to Work Day Care	114,519	114,519	114,519	0
881	52.5%	42.5%	0.0%	5.0%	100.0%	102-2773-444.57-22	Non-VIEW Day Care	16,463	16,463	16,463	0
883	100.0%	0.0%	0.0%	0.0%	100.0%	102-2773-444.57-24	Non-VIEW Day Care 100% FED	174,429	174,429	174,429	0
890	50.0%	34.5%	0.0%	15.5%	100.0%	102-2773-444.57-25	CDC Quality Initiative	9,900	9,900	9,900	0
895	84.0%	0.5%	0.0%	15.5%	100.0%	102-2773-444.57-41	Adult Protective Services	7,025	7,025	7,025	0
						102-2771-444.57-15	IV-E Child Care	0			
							Total SS Direct Payments	1,256,130	1,296,148	1,243,433	40,018
All accts in Dept 27 are part of state codes 853, 854, 856 and 857 except for acct listed above											
							There if NOT a correlation between division in dept 27 and the 4 State Codes				
853	50.0%	34.5%	0.0%	15.5%	100.0%	102-2701-444	Joint Services	852,560	873,315	553,182	
854	65.0%	19.5%	0.0%	15.5%	100.0%	102-2771-444	Benefit Program	825,690	825,690	658,353	
856	50.0%	0.0%	0.0%	50.0%	100.0%	102-2773-444	Service Program	779,230	779,230	544,503	
857	50.0%	0.0%	0.0%	50.0%	100.0%	102-2775-444	View Program	201,670	201,670	338,625	
							Total SS Admin	2,659,150	2,679,905	2,094,663	
							Total SS (Dept 27)	3,915,280	3,976,053	3,338,096	

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AGENDA STATEMENT

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ITEM NO. 3

MEETING DATE: November 30, 2011 - Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2012-47-R Amending the FY 2012 Budget by Budgeting and Appropriating \$8,056 for a Community Development Block Grant for the Self-Sufficiency Program

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

**SUMMARY OF
ISSUE/TOPIC:** The City received \$8,056 from the Prince William County Office of Housing and Community Development for the Community Development Block Grant (CDBG) for the Self-Sufficiency Program. The program provides case management and information regarding resources that will assist clients toward self-sufficiency.

This resolution will budget and appropriate \$8,056 of CDBG Grant revenue in the Family Services Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2012-47-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: _____ **Approve** _____ **Disapprove** _____ **See Comments**

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

COMMENTS: _____

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** \$8,056 – CDGB Grant Revenue

STAFF: Ron King, Director of Family Services, (703) 257-2329
LaTanya Bell, Fiscal Services Manager, (703) 257-2330

RESOLUTION 2012-47-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 12th day of December, 2011, that the following funds be budgeted and appropriate as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
FAMILY SERVICES FUND		
<u>Revenues:</u>		
102-0000-333-28-97	CDBG Grant through PWC	\$ 8,056
<u>Expenditures:</u>		
102-2881-444-57-60	CDBG Self Sufficiency Program	\$ 8,056

For: CDBG Grant for Self Sufficiency Program

This resolution shall take effect upon its passage.

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

ATTEST:

Andrea P. Madden City Clerk

AGENDA STATEMENT

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ITEM NO. 4

MEETING DATE: November 30, 2011 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2012-39-R Amending the FY 2012 Budget by Budgeting and Appropriating \$8,200 for the 2010 State Homeland Security Program Grant for Citizen Preparedness

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

N/A

**SUMMARY OF
ISSUE/TOPIC:**

The Virginia Department of Emergency Management (VDEM) has allocated \$8,200 to the City of Manassas for the 2010 State Homeland Security Program Citizen Corps Preparedness Grant to support the mission of the Manassas Community Emergency Response Team and FIRE Corps program. No match is required for this grant.

This resolution will budget and appropriate \$8,200 of Federal Pass Through revenue in the Fire and Rescue Fund.

STAFF

RECOMMENDATION: Approve Resolution 2012-39-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** \$8,200 – 2010 State Homeland Security Program Grant Revenue

STAFF:

Brett Bowman, Fire and Rescue Chief, (703) 257-8465
Robert Halsall, Emergency Management Specialist, (703) 257-8062

RESOLUTION 2012-39-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 12th day of December, 2011, that the following funds be budgeted and appropriate as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
FIRE AND RESCUE FUND		
<u>Revenue:</u>		
285-0000-333-22-31	2010 State Homeland Security Program Grant	\$ 8,200
<u>Expenditure:</u>		
285-2231-422-62-00	Citizen Preparedness Supplies	\$ 8,200

For: 2010 State Homeland Security Program Grant for Citizen Preparedness

This resolution shall take effect upon its passage.

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

ATTEST:

Andrea P. Madden City Clerk



COMMONWEALTH of VIRGINIA
Department of Emergency Management

MICHAEL M. CLINE
State Coordinator

JACK E. KING
Chief Deputy Coordinator

BRETT A. BURDICK
Deputy Coordinator

10501 Trade Court
Richmond, Virginia 23236-3713
(804) 897-6500
(TDD) 674-2417
FAX (804) 897-6506

November 1, 2011

Mr. Lawrence D. Hughes
City Manager
Manassas City
P.O. Box 560
Manassas, VA 20108

Dear Mr. Hughes:

I am pleased to inform you that the Virginia Department of Emergency Management Grants Office has approved the application for funding under the FY 2010 State Homeland Security Program in the amount of \$8,200.00. The City of Manassas will use grant funding to support the Virginia Citizen Corps Program and citizen preparedness.

Enclosed you will find the Grant Award and Special Conditions documents. Please return this executed Grant Agreement and Special Conditions within thirty days from the receipt of this letter. This award is *subject* to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement, and the award will be subject to termination for cause or other administrative action as appropriate.

The Commonwealth will send grant funds to a sub-grantee on a reimbursement basis for allowable expenditures. To accomplish this, use the "Request for Funds" form. This form can be found at <http://www.vaemergency.gov>. You are required to attach invoices and proof of payment that reflect the spending plan you submitted with your application package. Any changes to the budget will require preapproval by the VDEM Grants Office.

The end of the program period is December 31, 2012, for obligation purposes and March 31, 2013, to complete expenditures and finalize the close out reporting process. During this program period, all subgrantees are required to submit quarterly progress reports. This form can be found at <http://www.vaemergency.gov>.

"Working to Protect People, Property and Our Communities"

Mr. Lawrence D. Hughes
Page 2
November 1, 2011

If you have questions regarding this award, please contact Paulette McWaters, grant specialist, at (804) 897-9764. Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "M M Cline", written in a cursive style.

Michael M. Cline

MMC/pm

c: Honorable Terrie L. Suit, Secretary of Veterans Affairs and Homeland Security
Mr. Robert J. Halsall, Jr., Deputy Emergency Coordinator
Ms. Patricia Weiler, Finance and Administrative Director



Virginia Department of
Emergency Management

AWARD CONTINUATION SHEET

Grant Agreement

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Award Name: SHSP 2010 Citizen Corp Preparedness

Award Date: November 1, 2011

SPECIAL CONDITIONS

1. The grantee and any subgrantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to DHS grants are listed below:
 - A. Administrative Requirements
 1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
 2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)
 3. Virginia Department of Emergency Management Sub-grantee Administrative Guide
 - B. Cost Principles
 1. 2 CFR Part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87)
 2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
 3. 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122)
 4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations
 - C. Audit Requirements
 1. OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations
2. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.
3. The recipient must submit a Quarterly Progress Report. Failure to provide this information may result in VDEM withholding grant funds from further obligation and expenditure. Reports are due on January 15, April 15, July 15, and October 15. A report must be submitted for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund draw downs may be withheld, if these reports are delinquent. The final Progress Report is due 90 days after the end date of the performance period.
4. In the event VDEM determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award.



Virginia Department of
Emergency Management

AWARD CONTINUATION SHEET


Grant Agreement

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Award Name: SHSP 2010 Citizen Corp Preparedness

Award Date: November 1, 2011

5. The recipient shall **not** undertake (obligate/expend federal and/or matching funds) any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures, and objects that are 50 years old or greater. Recipient **must** comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will **not** be eligible for FEMA funding.
6. The recipient agrees that federal funds under this award will be used to supplement, but not supplant, state or local funds for homeland security preparedness.
7. The recipient agrees that the use of funds under this grant will be in accordance with the Fiscal Year 2009 Homeland Security Grant Guidelines and must support the goals and objectives included in the State Homeland Security Strategy.
8. The recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."
9. The recipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."
10. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but limited to, the provision of any information required for the assessment or evaluation of any activities within this project.

 <p>Virginia Department of Emergency Management</p>	<p>AWARD CONTINUATION SHEET</p> <p>Grant Agreement</p>	<p>Page 4 of 4</p>
<p><i>Award Name:</i> SHSP 2010 Citizen Corp Preparedness <i>Award Date:</i> November 1, 2011</p>		
<p>11. National Incident Management System Implementation Compliance</p> <p>In accordance with HSPD-5, the adoption of the NIMS is a requirement to receive federal preparedness assistance through grants, contracts, and other activities. No federal funds will be released to the primary grantee and any other entity participating and benefiting in this project if this requirement has not been met. In the event of a Corrective Action Plan submitted, VDEM/SAA will determine if the sub-grantee(s) has (have) made sufficient progress to disburse funds.</p>		
<p>12. All conferences and workshops using federal preparedness funds must pertain to the project being funded. The recipient agrees to submit a Trip Report when using federal funds to attend a conference or workshop. The Trip Report template can be found at www.va.emergency.com under Grant Information. These reports must be remitted with your request for reimbursement. Failure to do so will result in a delay of payment until received.</p>		
<p>13. Recipients agree that under program guidelines, travel expenses are allowable for approved training, planning, administrative, and exercise activities following local, state, and federal guidelines. Prior to traveling for these activities outside of contiguous United States (OCONUS) as well as to Canada and Mexico, <u>preapproval</u> is required by the state and FEMA through the SAA office.</p> <p>Please reference 2 CFR 225, App. A, C.1.a, in regard to reasonableness when considering requests for travel of this type. Where applicable, you should also reference the following regarding travel: the Western Hemisphere Travel Initiative (http://www.dhs.gov/files/programs/gc_1200693579776.shtm).</p>		



Virginia Department of
Emergency Management

Grant Agreement

Page 1 of 4

1. RECIPIENT NAME AND ADDRESS (Including Zip Code)

Manassas City
P.O. Box 560
Manassas, VA 20108

4. AWARD NAME: SHSP 2010 Citizen Corp Preparedness.

5. PROJECT PERIOD: FROM 08/01/10 TO 12/31/12

BUDGET PERIOD: FROM 08/01/10 TO 12/31/12

6. AWARD DATE Date November 1, 2011

2. GRANTEE IRS/VENDOR NO.

54-6001411

7. AMOUNT OF THIS AWARD \$ 8,200.00

8. TOTAL AWARD \$ 8,200.00

9. RECIPIENT NON-FEDERAL COST SHARE REQUIREMENT
\$ 0.00

3. PROJECT TITLE

Citizen Preparedness

10. SPECIAL CONDITIONS

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).

11. STATUTORY AUTHORITY FOR GRANT

The project is supported under Department of Homeland Security Appropriations Act, 2010 (Public Law 111-083)

12. METHOD OF PAYMENT

Commonwealth of Virginia Accounting System

AGENCY APPROVAL

13. TYPED NAME AND TITLE OF APPROVING VDEM OFFICIAL

Michael M. Cline
State Coordinator

GRANTEE ACCEPTANCE

14. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL

Mr. Lawrence D. Hughes
City Manager

15. SIGNATURE OF APPROVING VDEM OFFICIAL

16. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

16A. DATE

AGENDA STATEMENTPAGE NO. 19ITEM NO. 6

MEETING DATE: November 30, 2011 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE:

- Resolution 2012-38-R Amending the FY 2012 Budget by Budgeting and Appropriating \$156,000 of State Revenue Sharing Funds and \$294,000 of Gas Tax Funds for the Maple Street Capital Project
- Resolution R-2012-24 Authorizing the Potomac and Rappahannock Transportation Commission (PRTC) to appropriate \$294,000 for the Maple Street Capital Project

DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:

April 26, 2010 – Approve Resolution R-2010-60 (Application to State Revenue Sharing for Maple Street Capital Project Funding)

SUMMARY OF
ISSUE/TOPIC:

The City received State Revenue Sharing funds for the Maple Street Capital Project for FY 2011 in the amount of \$156,000. The State Revenue Sharing funds require a 50% match of \$156,000. The construction estimate is \$450,000, which is an additional \$138,000. Staff is requesting to use \$294,000 of Gas Tax funds - \$156,000 for the match and \$138,000 for the total project. The project is in the Adopted CIP at \$312,000. The \$156,000 use of Gas Tax has been planned since early 2011. Because of the additional Gas Tax fund balance at June 30, 2011, staff recommends using Gas Tax funds for the additional \$138,000. A neighborhood meeting was held on October 27, 2011 and residents were supportive of the project.

Resolution 2012-38-R will budget and appropriate \$156,000 of State Revenue Sharing funds and \$294,000 of Gas Tax funds in the Transportation Capital Projects Fund.

STAFF
RECOMMENDATION:

- Approve Resolution 2012-38-R
- Approve Resolution R-2012-24

BOARD/COMMISSION/
COMMITTEE:

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

DISCUSSION
(IF NECESSARY):

BUDGET/FISCAL
IMPACT:

\$156,000 State Revenue Sharing
\$294,000 Gas Tax
\$450,000 Total for Maple Street Capital Project

STAFF:

Gene Jennings, Deputy Director of Public Works, (703) 257-8251
Nick Gardner, Assistant Director of Public Works, (703) 257-8266

RESOLUTION 2012-38-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 12th day of December, 2011, that the following funds be transferred as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
TRANSPORTATION CAPITAL PROJECTS FUND			
<u>Revenue:</u>			
340-0000-324-25-31	CP5123	State Revenue Sharing	\$ 156,000
340-0000-318-03-58	CP5123	Gas Tax	\$ 294,000
<u>Expenditure:</u>			
340-5123-505-39-00	CP5123	Maple Street	\$ 450,000

For: Maple Street (Portner to Route 28) Capital Project

This resolution shall take effect upon its passage.

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

ATTEST:

Andrea P. Madden City Clerk

MOTION: _____

December 12, 2011

SECOND: _____

Regular Meeting

Res. No. R-2012-24

RE: RESOLUTION AUTHORIZING THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION (PRTC) TO APPROPRIATE \$294,000 FOR THE MAPLE STREET CAPITAL PROJECT

WHEREAS, the Council of the City of Manassas has determined it is appropriate to use Gas Tax Funds for the Maple Street Capital Project; and

WHEREAS, the Council had wishes to use \$294,000 of Gas Tax Funds for this project.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 12th day of December, 2011, that PRTC is authorized to appropriate \$294,000 of City Gas Tax Funds for the Maple Street Capital Project.

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:

PROJECT: T-57 Maple Street (Portner to Route 28)**DEPARTMENT: Public Works****Project Description:**

The Water and Sewer Department has a need to upgrade the 4" main line that runs along this section of roadway. The Electric Department has proposed to place the electrical services underground as well as part of the ongoing underground investment program. With these projects going, the Public Works Department plans to widen this section and provide sidewalks and curb & gutter on both sides. The project should be completed in conjunction with the Water and Sewer Department's project to ensure that the roadway remains in good repair after the work has been completed.

Service Impact Narrative:

This will bring this project up to the standards of an Urban Section by providing curb & gutter and sidewalk on both sides of the street. It will improve the aesthetics of the street and return the street to good repair following the water line upgrades.

Comprehensive Plan Conformance:

The project is in conformance with the Comprehensive Plan.

Year Introduced in CIP: 2011

Project Timeline	FY11 Prior	FY 12	FY 13	FY 14	FY 15	FY 16	Future
Planning/Design	•						
Land Acquisition		•					
Construction		•					

Associated / Coordinated Projects:

E-1 - Place Overhead Lines Underground
W-50 - Main Replacement Looping

**City of Manassas
Gas Tax Fund at PRTC
as of November 3, 2011**

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
<u>Revenues</u>					
Total Revenues	<u>1,668,091</u>	<u>1,676,787</u>	<u>1,712,776</u>	<u>1,749,968</u>	<u>1,792,101</u>
<u>Expenditures</u>					
Total Expenditures	<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>
Excess Revenues Over Expense	328,125	329,643	356,822	489,532	547,643
Beginning Fund Balance	2,473,104	2,801,229	3,130,872	3,487,694	3,977,226
% of Operating Expenditures	209%	232%	257%	316%	364%
<u>CIP Projects</u>					
Maple Street (T-57)	(294,000)	-	-	-	-
VRE Garage Cameras	(86,081)	-	-	-	-
Additional Liberia Avenue Third Lane (T-60)	(85,000)	-	-	-	-
Warehouse	(100,000)	-	-	-	-
Sidewalks & Street Lights	(33,000)	-	-	-	-
Radar Signs	(5,850)	-	-	-	-
Pay Parking System	(56,710)	-	-	-	-
Regulatory Signage	(120,000)	-	-	-	-
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>(1,518,641)</u>	<u>(148,000)</u>	<u>(58,000)</u>	<u>(120,000)</u>	<u>(600,000)</u>
Ending Fund Balance	<u>\$ 1,282,588</u>	<u>\$ 1,464,231</u>	<u>\$ 1,763,053</u>	<u>\$ 2,132,585</u>	<u>\$ 2,080,229</u>
% of Operating Expenditures	96%	109%	130%	169%	167%

STANDARD PROJECT ADMINISTRATION AGREEMENT
State-aid Projects

Project Number	UPC	Local Government
U000-155-R71	98178	City of Manassas

THIS AGREEMENT, made and executed in triplicate this 1st day of December 2010, by and between the City of Manassas, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance the Project(s) and the funding currently allocated or proposed for the project(s) does not include Federal-aid Highway funds; and

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state and local laws and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:
 - a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown in Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.
 - b. Receive prior written authorization from the DEPARTMENT to proceed with the project.
 - c. Administer the project(s) in accordance with guidelines applicable to Locally Administered Projects as published by the DEPARTMENT.
 - d. Provide certification by a LOCALITY official of compliance with applicable laws and regulations on the State Certification Form for State Funded Projects or in another manner as prescribed by the DEPARTMENT.
 - e. Maintain accurate and complete records of each Project's development of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for not less than three (3) years following acceptance of the final voucher on each Project.

- f. No more frequently than monthly, submit invoices with supporting documentation to the DEPARTMENT in the form prescribed by the DEPARTMENT. The supporting documentation shall include copies of related vendor invoices paid by the LOCALITY and also include an up-to-date project summary and schedule tracking payment requests and adjustments.
 - g. Reimburse the DEPARTMENT all Project expenses incurred by the DEPARTMENT if due to action or inaction solely by the LOCALITY the project becomes ineligible for state reimbursement, or in the event the reimbursement provisions of Section 33.1-44 or Section 33.1-70.01 of the Code of Virginia, 1950, as amended, or other applicable provisions of state law or regulations require such reimbursement.
 - h. On Projects that the LOCALITY is providing the required match to state funds, pay the DEPARTMENT the LOCALITY's match for eligible Project expenses incurred by the DEPARTMENT in the performance of activities set forth in paragraph 2.a.
 - i. Administer the Project in accordance with all applicable federal, state, and local laws and regulations. Failure to fulfill legal obligations associated with the project may result in forfeiture of state-aid reimbursements
 - j. If legal services other than that provided by staff counsel are required in connection with condemnation proceedings associated with the acquisition of Right-of-Way, the LOCALITY will consult the DEPARTMENT to obtain an attorney from the list of outside counsel approved by the Office of the Attorney General. Costs associated with outside counsel services shall be reimbursable expenses of the project.
 - k. For Projects on facilities not maintained by the DEPARTMENT, provide, or have others provide, maintenance of the Project upon completion, unless otherwise agreed to by the DEPARTMENT.
2. The DEPARTMENT shall:
- a. Perform any actions and provide any decisions and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.
 - b. Upon receipt of the LOCALITY's invoices pursuant to paragraph 1.f, reimburse the LOCALITY the cost of eligible Project expenses, as described in Appendix A. Such reimbursements shall be payable by the DEPARTMENT within 30 days of an acceptable submission by the LOCALITY.
 - c. If appropriate, submit invoices to the LOCALITY for the LOCALITY's share of eligible project expenses incurred by the DEPARTMENT in the performance of activities pursuant to paragraph 2.a.
 - d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with applicable laws and regulations.

- e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.
3. Appendix A identifies the funding sources for the project, phases of work to be administered by the LOCALITY, and additional project-specific requirements agreed to by the parties. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.
4. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.1-94 of the Code of Virginia, 1950, as amended.
5. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. In the event the cost of a Project is anticipated to exceed the allocation shown for such respective Project on Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its cost exceeds the allocated amount, however the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated pursuant to an annual or other lawful appropriation.
6. Nothing in this agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.
7. This agreement may be terminated by either party upon 30 days advance written notice. Eligible Project expenses incurred through the date of termination shall be reimbursed in accordance with paragraphs 1.f, 1.g, and 2.b, subject to the limitations established in this Agreement and Appendix A. Upon termination and unless otherwise agreed to, the DEPARTMENT shall retain ownership of plans, specifications, and right of way for which state funds have been provided, unless all state funds provided for the Project have been reimbursed to the DEPARTMENT by the LOCALITY, in which case the LOCALITY will have ownership of the plans, specifications, and right of way.

THE LOCALITY and DEPARTMENT acknowledge and agree that this Agreement has been prepared jointly by the parties and shall be construed simply and in accordance with its fair meaning and not strictly for or against any party.

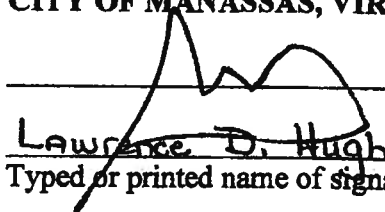
THE LOCALITY and the DEPARTMENT further agree that should Federal-aid Highway funds be added to the project, this agreement is no longer applicable and shall be terminated. The LOCALITY and the DEPARTMENT mutually agree that they shall then enter into a Standard Project Administration Agreement for Federal-aid Projects.

THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed
as of the day, month, and year first herein written.

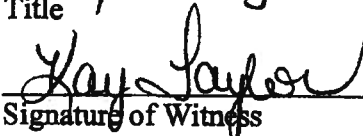
CITY OF MANASSAS, VIRGINIA:



Lawrence D. Hughes
Typed or printed name of signatory

City manager
Title

10-26-10
Date

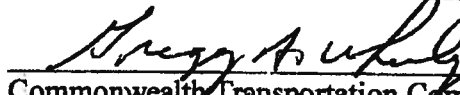


Signature of Witness

10-26-10
Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her
authority to execute this agreement.

COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:



Commonwealth Transportation Commissioner
Commonwealth of Virginia
Department of Transportation

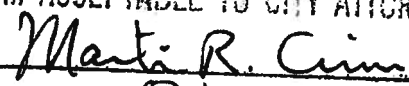
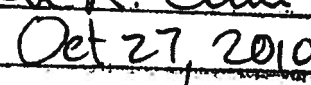
12/1/10
Date



Signature of Witness

12/1/10
Date

Attachment
Appendix A – UPC 98178

FORM ACCEPTABLE TO CITY ATTORNEY
BY: 
DATE: 

Appendix A		Locality: City of Manassas		
Project Number:	U000-155-R71	UPC:	98178	
Project Narrative				
Scope:	Maple Avenue Improvements – Widen pavement, curbs, gutters, sidewalk, storm sewer			
From:	Portner Ave			
To:	Centreville Rd			
Locality Project Manager Contact Info:		Gene Jennings, 703-257-8251		
Department Project Coordinator Contact :		Richard Burke, 703-383-2431		
Project Costs and Reimbursement				
Phase	Estimated Project Costs	Estimated Eligible Project Costs	Estimated Eligible VDOT Project Expenses	Estimated Reimbursement to Locality
PE	\$1,000	\$1,000	\$1,000	\$0
ROW & Util	\$0	\$0	\$0	\$0
Construction	\$700,000	\$317,024	\$2,000	\$156,012
Total	701,000	\$318,024	\$3,000	\$156,012
Total Maximum Reimbursement by Locality to VDOT				\$0
Total Maximum Reimbursement by VDOT to Locality				\$159,012
Project Financing				
A	B	C	D	E
Revenue Sharing State	Revenue Sharing Local	Local	<fund source D>	Aggregate Allocations
\$159,012	\$159,012	\$382,976		\$701,000
Program and project specific Funding Requirements				
<ul style="list-style-type: none"> • This project shall be administered in accordance with VDOT's <u>Locally Administered Projects Manual</u> • The project will be constructed and maintained in accordance with the Urban Construction & Maintenance Program Policies and Guidance (Urban Manual). • The City of Manassas will be responsible for maintenance and operation once the project has been completed. • This project is a FY11 Revenue Sharing Project and must follow the procedures set forth in the Guide to the Revenue Sharing Program. Estimated eligible VDOT project expenses are based on VDOT processing SERP and inspection. Any additional assistance necessary may result in additional VDOT charges to the project. • This is a limited fund source project. All costs exceeding available Revenue Sharing Funds will be borne 100% by the locality unless additional funds can be found and agreed upon. VDOT will reimburse locality 50% of eligible costs up to Maximum Reimbursement Amount. • In accordance with §33.1-23.05 of the Code of Virginia, this project must be initiated and at least a portion of funds expended by September 14, 2013 or the project may be subject to de-allocation. • Revenue Sharing Funds above consist of the following Fiscal Years: <ul style="list-style-type: none"> ◦ FY11 Funds - \$318,024 (\$159,012 locality & \$159,012 VDOT) 				

This attachment is certified and made an official attachment to this document by the parties to this agreement

Authorized Locality Official and date

Lawrence D. Hughes

Typed or printed name of person signing

Richard W. Burke II

Authorized VDOT Official
Recommendation and Date

Richard W. Burke II

Typed or printed name of person signing

FORM ACCEPTABLE TO CITY ATTORNEY

BY: Mat R. Crum

DATE: Oct 27, 2012

AGENDA STATEMENT

PAGE NO. 31

ITEM NO. 7

MEETING DATE: November 30, 2011 – Finance Committee

TIME ESTIMATE: 10 Minutes

AGENDA ITEM TITLE: Resolution 2012-41-R Amending the FY 2012 Budget by Budgeting and Appropriating \$200,000 of Road Surface Transportation Program Funds for the Construction of Three Variable Message Signs at Gateway Locations to the City

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

**SUMMARY OF
ISSUE/TOPIC:**

The City has been awarded Northern Virginia Transportation Authority (NVTA) funds through the Road Surface Transportation Program (RSTP) for the construction of three Variable Message Signs (VMS) signs at three gateway locations to the City. The locations are Route 28 at the north and south City Limits and Route 234 Business/Sudley Road at the south City Limits. The signs will take the place of existing signs at these locations.

This resolution will budget and appropriate \$200,000 of RSTP funds in the Transportation Capital Projects Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2012-41-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** \$200,000 – RSTP Funds

STAFF: Nicholas D. Gardner, Assistant Director of Public Works, (703) 257-8266

RESOLUTION 2012-41-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 12th day of December, 2011, that the following funds be budgeted and appropriate as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>	
TRANSPORTATION CAPITAL PROJECTS FUND				
<u>Revenue:</u>				
340-0000-333-25-21	CP5124	Road Surface Transportation Program (RSTP)	\$	200,000
<u>Expenditure:</u>				
340-5124-505-39-00	CP5124	Variable Message Signs	\$	200,000

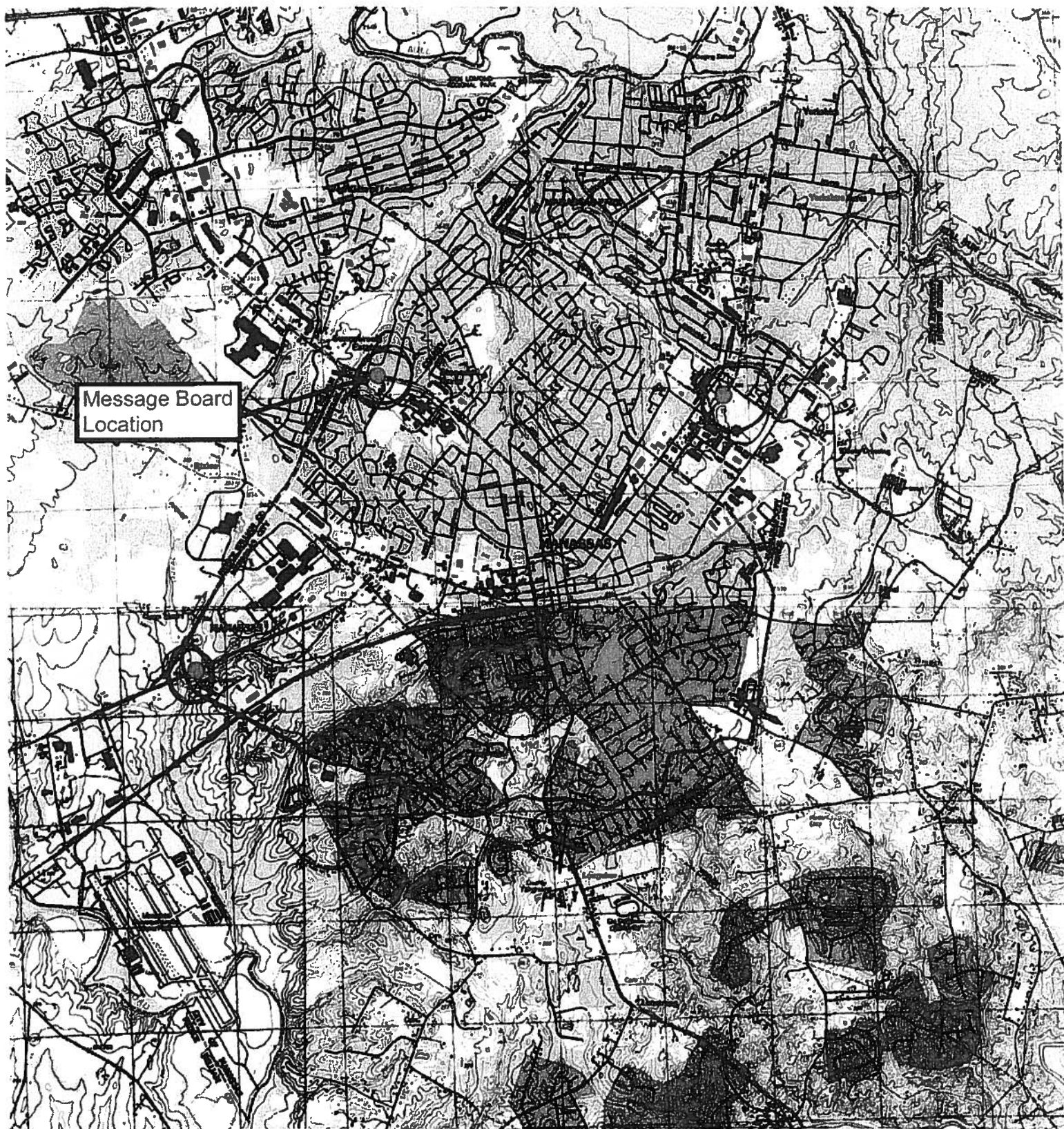
For: RSTP Funds for Three Variable Message Signs at Gateways to City

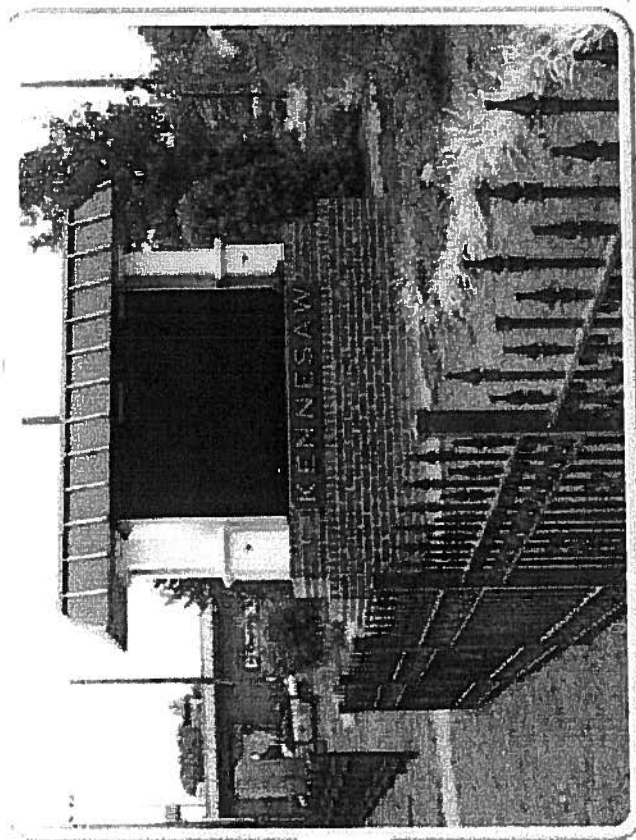
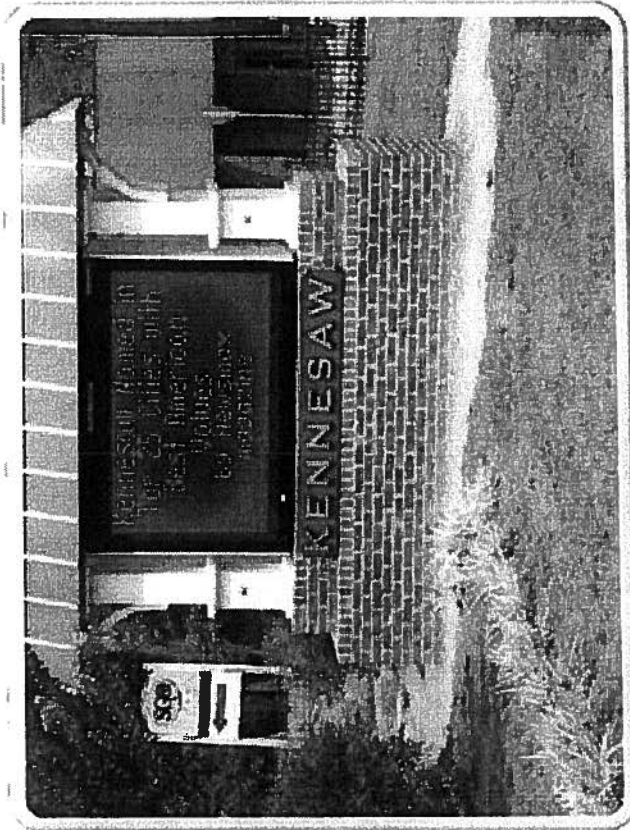
This resolution shall take effect upon its passage.

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

ATTEST:

Andrea P. Madden City Clerk





**Interim Technical Committee
Northern Virginia Transportation Authority**

MEMORANDUM

TO: David F. Snyder, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

FROM: Tom Biesiadny, Chairman
Interim Technical Committee
Northern Virginia Transportation Authority

SUBJECT: FY 2007 Congestion Mitigation and Air Quality Program/Regional Surface
Transportation Program Recommendations

DATE: Draft: November 4, 2005

Recommendation:

The Interim Technical Committee recommends that the Northern Virginia Transportation Authority endorse the attached list of projects for funding through the FY 2007 Congestion Mitigation and Air Quality (CMAQ) program and the Regional Surface Transportation Program (RSTP).

Background:

On July 28, 2005, the Northern Virginia Transportation Authority (NVTa) established Friday, September 30, 2005, as the submission deadline for FY 2007 CMAQ and RSTP applications.

Virginia Department of Transportation staff have provided estimates of the CMAQ and RSTP funding that will be available for distribution in FY 2007. In addition, there is some FY 2006 RSTP funds available to be allocated in FY 2007. The funding available for distribution is:

Projected FY07 Regional Funding
(subject to change based on final Federal allocations)

- **Projected funding available for FY07 Program, per FY 06-11 Six Year Program:**
 - CMAQ \$24.690 million (including state match)
 - RSTP \$42.454 million (including state match)

Mr. David F. Snyder
Members, Northern Virginia Transportation Authority
Draft: November 4, 2005
Page Two

NVTA received 25 CMAQ applications and 26 RSTP Applications. The ITC reviewed the projects submitted, and recommends that the NVTA endorse the attached list of CMAQ and RSTP projects for submission to VDOT.

ITC Members and I will be available at the Authority meeting on November 10, 2005, to answer questions.

Attachment: a/s

Cc: Members, NVTA Interim Technical Committee

Recommended FY 2007 CMAQ/RSTP Projects - November 4, 2005

CMAQ	Total Requested (\$000)	Proposed Amount (\$000)	Overall Ranking
Regional - COG/TPB Clean Air Partners	\$108	\$108	1 of 1
Regional - COG/TPB - Commuter Operations Center	\$148	\$148	2 of 2
Potomac Yard Transit Improvements in Alexandria	\$0	\$1,785	3 of 7
Ridesharing Enhancements in Alexandria	\$0	\$250	5 of 7
Commuter Services Program (ACCS) Including the Bike/Walk Initiative in Arlington	\$2,500	\$2,485	1 of 8
Traffic Signal Optimization in Arlington	\$540	\$540	4 of 8
Traffic Signal Controller Upgrades in Fairfax City	\$270	\$270	1 of 2
Springfield Central Business District Park-and-Ride Facility	\$4,750	\$4,750	2 of 8
Springfield Area - Engineering Proving Grounds/Saratoga Park-and-Ride Facility	\$1,500	\$1,500	4 of 8
Franconia-Springfield Mall/Metrorail Station Transit Store	\$200	\$200	6 of 8
Dulles Congestion Mitigation Projects	\$4,000	\$2,437	8 of 8
Traffic Signal Management System in Falls Church	\$300	\$300	1 of 1
Alternative Fuel Program in Herndon	\$180	\$180	1 of 1
Ashburn Park-and-Ride Lot	\$1,320	\$1,320	3 of 6
Eastern Loudoun Park-and-Ride Study	\$400	\$385	5 of 6
PRTC Commuter Assistance Program	\$300	\$300	1 of 2
PRTC Bus Acquisition/Replacement Program	\$4,700	\$2,200	2 of 2
Rt.234 Trail in Prince William County	\$100	\$74	2 of 6
I-66/234 Bypass Commuter Lot	\$1,000	\$500	3 of 6
VRE Manassas Line Platform Extensions (Broad Run and Burke Centre)	\$2,000	\$1,000	1 of 1
WMATA Bus Replacement	\$4,000	\$3,958	1 of 2
FY07 Total CMAQ (Projected Available - \$24,690,000)	\$28,316	\$24,690	\$0

RSTP	Total Requested (\$000)	Proposed Amount (\$000)	Overall Ranking
Employer Incentive Funds in Alexandria	\$100	\$100	1 of 7
Bus Shelters in Alexandria	\$250	\$250	2 of 7
Sidewalk and Trail Improvements in Alexandria	\$750	\$750	4 of 7
Rebuilding King St Metro Parking Lot and Bus Lanes	\$1,500	\$500	6 of 7
Traffic Monitoring Cameras in Alexandria	\$200	\$200	7 of 7
Transportation System Management & Communications Plant Upgrade in Arlington (FY 2006 Funds)	\$2,500	\$2,500	2 of 8
Construction of George Mason Boulevard in Fairfax City	\$500	\$500	2 of 2
Route 29/Gallows Improvements	\$7,000	\$7,000	1 of 8
Fairfax County Parkway - Fair Lakes/Monument Drive Interchange	\$13,800	\$13,800	3 of 8
Fairfax County Parkway HOV Lane from US Route 50 to the Dulles Toll Road	\$1,000	\$914	5 of 8
Battlefield Parkway Widening (FY 2006 Funds)	\$1,300	\$1,300	1 of 3
Route 28 Frontage Roads (Pacific Boulevard Segment)	\$2,330	\$2,330	2 of 6

Route 7/Ashburn Village Parkway Interchange Design	\$3,000	\$3,000	4 of 6
Wellington Road Widening in Manassas	\$1,000	\$1,000	1 of 3
Incident Management Variable Message Boards in Manassas	\$200	\$200	3 of 3
Linton Hall Road Improvements (FY 2006 Funds)	\$22,000	\$8,110	1 of 6
FY07 Total RSTP (Projected Available - \$42,454,000)	\$57,430	\$42,454	\$0
FY07 Total CMAQ and RSTP (Projected Available \$67,144)	\$85,746	\$67,144	

AGENDA STATEMENT

PAGE NO. 41

ITEM NO. 8

MEETING DATE: November 30, 2011 – Finance Committee

TIME ESTIMATE: 10 Minutes

AGENDA ITEM TITLE: Resolution 2012-40-R Amending the FY 2012 Budget by Transferring \$650,000 from Capital Projects with Budget Balances to the Centreville Road Fifth Lane Capital Project for Right of Way Settlements

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

**SUMMARY OF
ISSUE/TOPIC:**

The City has reached agreements with the L & K and Curry property owners on Centreville Road for right of way for the Centreville Road 5th Lane Project. The project has a \$650,000 deficit after all fees and the agreements have been paid. Staff recommends transferring \$180,000 from budget savings in the Route 28 Grade Separation project and \$470,000 of 2010 D bond proceeds from the Adult Detention Center Expansion project.

The Virginia Department of Transportation has refunded the City \$349,882.71 from over-billing the City on the Route 28 Grade Separation Project. This project is funded from the General Fund.

The 2010 D bonds may be used for transportation projects.

This resolution will transfer \$650,000 between projects in the Capital Projects Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2012-40-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

\$180,000 – General Fund Contribution

\$470,000 – 2010 D Bond Proceeds

\$650,000 – Total transfer to the Centerville Road Fifth Lane Project

STAFF: Nichalos D. Gardner, Assistant Director of Public Works, (703) 257-8266

RESOLUTION 2012-40-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 12th day of December, 2011, that the following funds be transferred as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
GENERAL CAPITAL PROJECTS FUND			
<u>Adult Detention Center Expansion</u>			
<u>Revenue:</u>			
310-0000-344-01-00	CP2638	2010 D Bond Proceeds	\$ (470,000)
<u>Expenditure:</u>			
310-2638-505-39-00	CP2638	Adult Detention Center	\$ (470,000)
TRANSPORTATION CAPITAL PROJECTS FUND			
<u>Route 28 Grade Separation</u>			
<u>Revenue:</u>			
340-0000-345-10-00	CP2603	Transfer from General Fund	\$ (180,000)
<u>Expenditure:</u>			
340-2603-505-39-00	CP2603	Route 28 Grade Separation	\$ (180,000)
<u>Centerville Road Fifth Lane</u>			
340-0000-345-10-00	CP2626	Transfer from General Fund	\$ 180,000
340-0000-344-01-00	CP2626	2010 D Bond Proceeds	\$ 470,000
<u>Expenditure:</u>			
340-2626-505-39-00	CP2626	Centerville Road Fifth Lane	\$ 650,000

For: Centerville Road Capital Project

This resolution shall take effect upon its passage.

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

ATTEST:

Andrea P. Madden

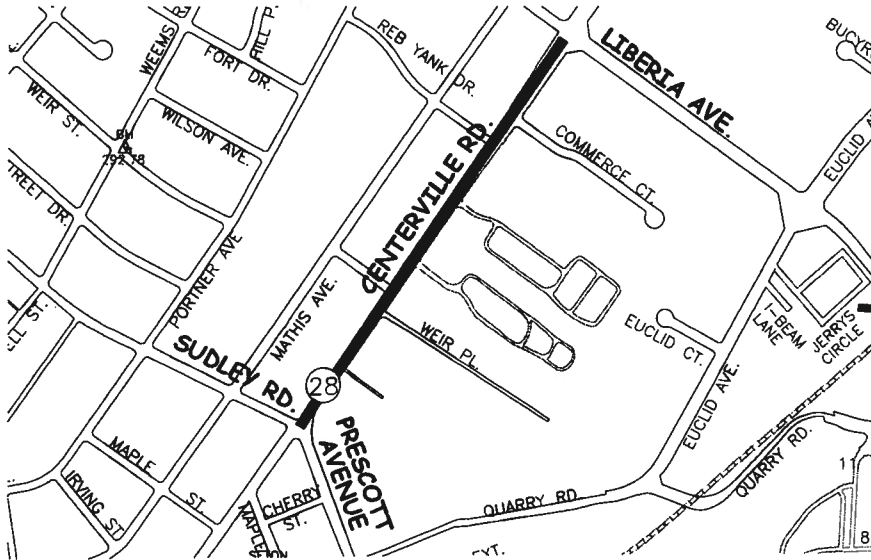
City Cle 42

PROJECT: T-2 Centreville Road Fifth Lane

DEPARTMENT: Public Works

Site:

Centreville Road - Liberia Avenue to Sudley Road.



Project Description:

Widen Centreville Road to include a fifth lane (center) for left and right turns. This project also includes undergrounding of utilities.

Service Impact Narrative:

Improved traffic flow with fifth lane for left and right turns. Reduce stacking in travel lanes. Will provide significant safety improvements along the commercial corridor of Centreville Road.

Comprehensive Plan Conformance:

The project is in conformance with the Comprehensive Plan.

Year Introduced in CIP: 2000

Project Timeline	FY 11 Prior	FY 12	FY 13	FY 14	FY 15	FY 16	Future
Planning/Design	•						
Land Acquisition	•						
Construction	•						

Associated / Coordinated Projects:

N/A

PROJECT: T-2 Centreville Road Fifth Lane

340-2626

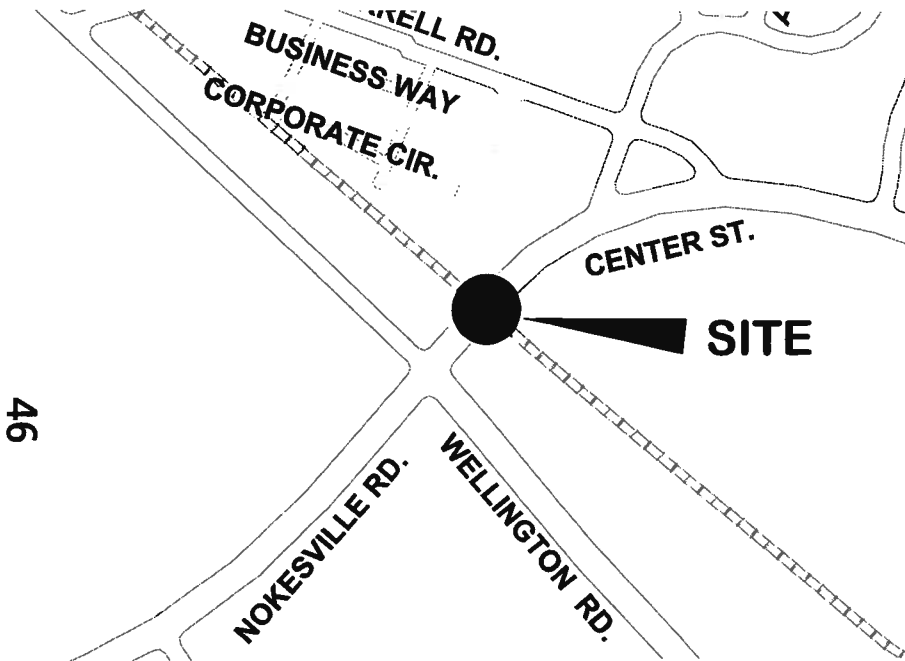
V V Sum of Prior Years and Estimate to Complete

	↓ Sum of FY 2012–FY 2016	FY 2011	↓ Sum of FY 2011–Future Years							
	FY 2012	Total	and all	Estimate to	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Future
	CIP Total	Project	Prior Years	Complete						Years
Project Estimate:										
Planning/Design	-	175	175	-	-	-	-	-	-	-
Land	-	1,700	1,700	-	-	-	-	-	-	-
Construction	-	1,308	1,308	-	-	-	-	-	-	-
Total Estimate	-	3,183	3,183	-	-	-	-	-	-	-
Funding Sources:										
General Fund	-	132	132	-	-	-	-	-	-	-
E rise Fund	-	-	-	-	-	-	-	-	-	-
§ Fund	-	-	-	-	-	-	-	-	-	-
Bonds	-	1,717	1,717	-	-	-	-	-	-	-
Other Local Gov	-	-	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-	-	-
Federal	-	1,233	1,233	-	-	-	-	-	-	-
Gas Tax	-	101	101	-	-	-	-	-	-	-
Proffers/Other	-	-	-	-	-	-	-	-	-	-
Total Funding	-	3,183	3,183	-	-	-	-	-	-	-
Operating Impacts (Life Cycle Costs):										
Operating Revenue	110	127	17	110	20	21	22	23	24	-
Facility Operating Cost	140	171	31	140	26	27	28	29	30	-
Program Operating Cost	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-
Total Costs	140	171	31	140	26	27	28	29	30	-
Net Revenue (Subsidy) Required	(30)	(44)	(14)	(30)	(6)	(6)	(6)	(6)	(6)	-

City of Manassas								
Street and Highway Projects Fund (Fund 340)								
Centreville Road Fifth Lane CP2626								
Project to Date								
As of 10/31/2011								
CIP# T-2	Revenues						Expenditures	
	State	Federal	2005 Bond Proceeds	2011 VML Bond Proceeds	General Fund	Gas Tax	Total Revenues	Total Expenditures
<u>BUDGET</u>								
FY 2002 ORD# 02-02-O	-	-	-		60,000.00	-	60,000.00	60,000.00
FY 2002 ORD# 02-61-O	-	-	-		40,000.00	-	40,000.00	40,000.00
FY 2003 RES# 03-04-R	-	-	-		40,000.00	-	40,000.00	40,000.00
FY 2004 ORD# 03-02-O	-	-	-		(40,000.00)	-	(40,000.00)	(40,000.00)
FY 2005 RES#05-01-R	-	-	-		30,000.00	-	30,000.00	30,000.00
FY 2005 RES#05-07-R	-	-	-		2,000.00	-	2,000.00	2,000.00
FY 2005 ORD#05-67-O	-	-	1,035,000.00		-	-	1,035,000.00	1,035,000.00
FY 2007 ORD#07-55-O	-	693,000.00	-		-	-	693,000.00	693,000.00
FY 2008 ORD#08-10-O	400,000.00	-	432,000.00		-	101,000.00	933,000.00	933,000.00
FY 2008 ORD#08-23-O	-	790,000.00	-		-	-	790,000.00	790,000.00
FY 2008 RES# 08-18-R	-	(249,922.00)			249,922.00	-	-	-
FY 2009 RES# 09-11-R	(400,000.00)	-	-		-	-	(400,000.00)	(400,000.00)
FY 2009 RES# 09-31-R			249,922.00		(249,922.00)		-	
	-	1,233,078.00	1,716,922.00	-	132,000.00	101,000.00	3,183,000.00	3,183,000.00
<u>ACTUAL</u>								
FY 2002	-	-	-		100,000.00	-	100,000.00	4,538.88
FY 2003	-	-	-		-	-	-	48,739.47
FY 2004	-	-	-		-	-	-	24,428.40
FY 2005	-	-	-		32,000.00	-	32,000.00	8,548.44
FY 2006	-	-	1,035,000.00		-	-	1,035,000.00	40,407.37
FY 2007	-	-	-		-	-	-	278,164.00
FY 2008	-	279,012.14	432,000.00		249,922.00	101,000.00	1,061,934.14	324,421.94
FY 2009	-	-	249,922.00		(249,922.00)	-	-	1,778,025.59
FY 2010	83,216.14	388,466.90	-	-			471,683.04	69,086.25
FY 2011							-	510,067.72
FY 2012							-	668,648.70
Project to Date Actual	83,216.14	667,479.04	1,716,922.00	-	132,000.00	101,000.00	2,700,617.18	3,755,076.76
Remaining Budget Balance	83,216.14	(565,598.96)	-		-	-	(482,382.82)	(572,076.76)

Site:

Route 28 (Nokesville Road) and Wellington Road.

**Project Description:**

Bridge Rt. 28 (Nokesville Road) over the railroad and Wellington Rd. Bridge over the railroad and Prince William Street. Route 28 traffic count in 2001 was 20,000 ADT.

This project is being administered by VDOT.

Service Impact Narrative:

The Railroad Realignment Study was completed in 1997 and recommended several railroad grade separations. The project will significantly lessen congestion and improve emergency response time to the southwestern section of the City. This project will provide a railroad grade separation at Route 28/B-Line and Wellington Road and the main line. There is a 10 foot bike path planned along Wellington. It will connect with the path on the Wellington project on the north side of Wellington and will continue east along Wellington under the bridge to the eastern limits of the Overpass project.

City Council adopted the Bikeway and Pedestrian Trail System Master Plan on November 26, 2007. The plan calls for installing crosswalks and pedestrian signals with this project. Staff is going to evaluate the feasibility of this recommendation.

Comprehensive Plan Conformance:

This project is in conformance with the Comprehensive Plan.

Year Introduced in CIP: 1998

Project Timeline	FY 11 Prior	FY 12	FY 13	FY 14	FY 15	FY 16	Future
Planning/Design	•						
Land Acquisition	•						
Construction	•	•					

Associated / Coordinated Projects:

W-62 - Nokesville Road Highway Relocation Oversizing
W-66 - Nokesville Road Upgrade

City of Manassas									
Street and Highway Projects Fund (Fund 340)									
Route 28 Grade Separation (Phase II of RR Realignment Study) CP2603									
Project to Date									
As of 10/31/2011									
CIP# T-12									
	Revenues	State Revenue	General Fund	Total Revenues	Total Expenditures	*State is doing with Stimulus Money*			
	Interest								
BUDGET									
FY 1999 ORD#99-20-O			1,200.00	1,200.00				1,200.00	
FY 2000 ORD#00-12-O			15,000.00	15,000.00				15,000.00	
FY 2001 ORD#01-07-O			10,000.00	10,000.00				10,000.00	
FY 2002 ORD#02-02-O			5,000.00	5,000.00				5,000.00	
FY 2004 RES#04-01-R			83,000.00	83,000.00				83,000.00	
FY 2005 RES#05-01-R			20,000.00	20,000.00				20,000.00	
FY 2006 RES#06-01-R	-	-	20,000.00	20,000.00				20,000.00	
FY 2007 RES#07-01-R	-	-	200,000.00	200,000.00				200,000.00	
FY 2007 ORD#07-63-O		2,176.00	-	2,176.00				2,176.00	
to Date Budget	-	2,176.00	354,200.00	356,376.00				356,376.00	
ACTUAL									
FY 1999			1,200.00	1,200.00				388.96	
FY 2000			15,000.00	15,000.00				1,503.36	
FY 2001			10,000.00	10,000.00				4,247.47	
FY 2002			5,000.00	5,000.00				8,480.84	
FY 2003			-	-				20,865.48	
FY 2004			83,000.00	83,000.00				3,202.25	
FY 2005			20,000.00	20,000.00				1,581.71	
FY 2006	-	-	20,000.00	20,000.00				13,082.80	
FY 2007	-	2,176.00	200,000.00	202,176.00				24,933.08	
FY 2008				-				175,731.48	
FY 2009				-				74,093.26	
FY 2010				-				96,498.59	
FY 2011				-				1,536.89	
FY 2012				-				(349,882.71)	
Project to Date Actual	-	2,176.00	354,200.00	356,376.00				76,263.46	
Remaining Budget Balance	-	-	-	-				280,112.54	



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219 2000

Gregory A. Whirley
Commissioner

November 16, 2011



Ms. Pat Weiler
City of Manassas
Manassas City Hall
9027 Center Street
Manassas, VA 20110

Dear Ms. Weiler:

I have requested a refund to be issued to the City of Manassas. The refund is the result of over-billing to the city on project number 00017689. The amount of the refund is \$349,882.71.

Please allow at least thirty days from the date of this letter for the payment to be completed.

If you should find that there is additional information that is needed in regards to this matter, please feel free to contact me at 804-786-4102.

Sincerely,

Shelly Harris
Project Accountant

expenditure reimbursement
Not a revenue
340 - 2603 - 505 - 39.00 CP2603

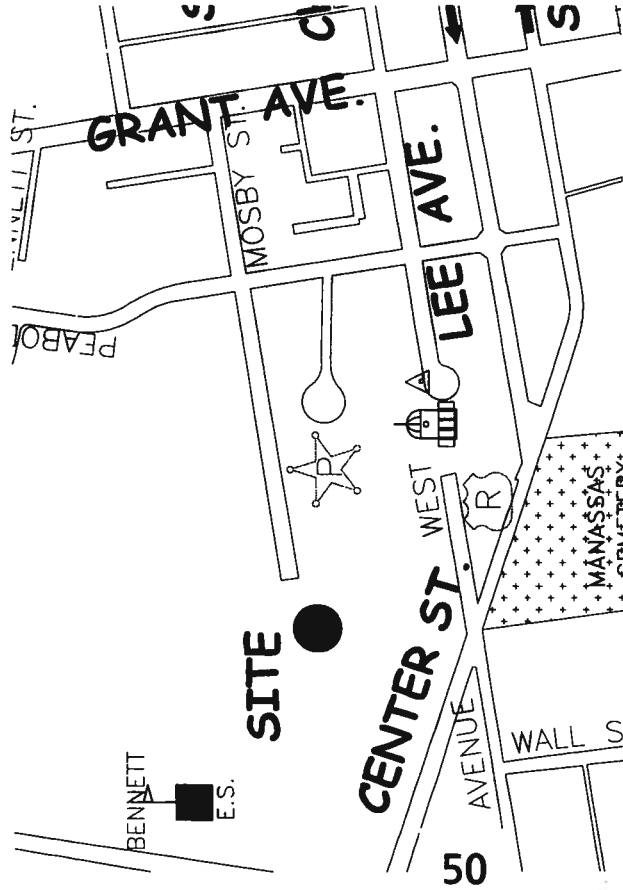
Cc: Mr. Michael Moon
Mr. Gene Jennings

Pat Weiler 11/17/2011

PROJECT: G-5 Adult Detention Center Expansion

DEPARTMENT: Public Works

Site:



Project Description:

The Adult Detention Center expansion will provide 200 additional inmate beds and enlarge the inmate services to support the expansion and the existing facility. The project includes the new construction of 100,000 square feet, a new 16 car sally port and the renovation of 23,000 square feet.

The expansion is a Prince William County project. The City will fund its portion (6.7%) with the 2011 Bond Issues and land. The City purchased a parcel of land near the Airport for \$473,000.

Service Impact Narrative:

This expansion provides additional capacity for the projected inmate population. The expansion will provide 200 additional beds in the Manassas complex. The project also includes the purchase of a parcel of land near the Airport for future expansion.

Comprehensive Plan Conformance:

This project conforms with the Comprehensive Plan.

Year Introduced in CIP: 2002

PROJECT COMPLETE

Project Timeline	FY11 Prior	FY 12	FY 13	FY 14	FY 15	FY 16	Future
Planning/Design	•						
Land Acquisition							
Construction	•						

Associated / Coordinated Projects:

N/A

PROJECT: G-5 Adult Detention Center Expansion

310-2638

↓ Sum of Prior Years and Estimate to Complete

	↓ Sum of FY 2012–FY 2016	FY 2011	↓ Sum of FY 2011–Future Years							
	FY 2012	Total	and all	Estimate to	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Future
	CIP Total	Project	Prior Years	Complete						Years
Project Estimate:										
Planning/Design	-	-	-	-	-	-	-	-	-	-
Land	-	470	470	-	-	-	-	-	-	-
Construction	-	3,126	3,126	-	-	-	-	-	-	-
Total Estimate	-	3,596	3,596	-	-	-	-	-	-	-

Funding Sources:

General Fund	-	5	5	-	-	-	-	-	-	-
Local Government Fund	-	-	-	-	-	-	-	-	-	-
State Fund	-	-	-	-	-	-	-	-	-	-
Bonds *	-	3,591	3,591	-	-	-	-	-	-	-
Other Local Gov	-	-	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-	-	-	-
Proffers/Other	-	-	-	-	-	-	-	-	-	-
Total Funding	-	3,596	3,596	-	-	-	-	-	-	-

Operating Impacts (Life Cycle Costs):

Operating Revenue	-	-	-	-	-	-	-	-	-	-
Facility Operating Cost	-	-	-	-	-	-	-	-	-	-
Program Operating Cost	-	-	-	-	-	-	-	-	-	-
Debt Service	1,560	6,240	-	6,240	312	312	312	312	312	4,680
Total Costs	1,560	6,240	-	6,240	312	312	312	312	312	4,680
Net Revenue (Subsidy) Required	(1,560)	(6,240)	-	(6,240)	(312)	(312)	(312)	(312)	(312)	(4,680)

AGENDA STATEMENT

PAGE NO. 53

ITEM NO. 9

MEETING DATE: November 30, 2011 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE:

- Resolution 2012-45-R Amending the FY 2012 Budget by Budgeting and Appropriating \$86,801 of Gas Tax Funds for Cameras in the Virginia Railway Express (VRE) Parking Structure
- Resolution R-2012-26 Authorizing the Potomac and Rappahannock Transportation Commission (PRTC) to Appropriate \$86,801 for the Camera in the VRE Parking Structure

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

October 26, 2009 - Resolution 2010-46-R

**SUMMARY OF
ISSUE/TOPIC:**

October 26, 2009, the City Council approved Resolution 2010-46-R which transferred the remaining balance (\$875,025) in the VRE Garage Project back to the General Fund so the project could be closed. Subsequently, City staff was notified by VRE staff that a former City employee had committed the City to the purchase of cameras in parking structure.

Resolution 2012-45-R budgets and appropriates \$86,801 of City gas tax funds for the cameras in the VRE parking structure.

STAFF

RECOMMENDATION: Approve Resolution 2012-45-R and Resolution R-2012-26

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

\$86,081 - City Gas Tax Funds

STAFF:

Patricia A. Weiler, Finance and Administration Director, (703/) 257-8234

RESOLUTION 2012-45-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 12th day of December, 2011, that the following funds be budgeted and appropriate as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
TRANSPORTATION CAPITAL PROJECTS FUND			
<u>Revenues:</u>			
340-0000-318-03-58	CP2640	Gas Tax Funds	\$ 86,081
<u>Expenditures:</u>			
340-2640-505-39-00	CP2640	VRE Parking Garage	\$ 86,081

For: Gas Tax for Cameras in the VRE Parking Garage

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: _____

**December 12, 2011
Regular Meeting
Res. No. R-2012-26**

SECOND: _____

**RE: RESOLUTION AUTHORIZING THE POTOMAC AND
RAPPAHANNOCK TRANSPORTATION COMMISSION (PRTC) TO
APPROPRIATE \$86,081 FOR CAMERAS IN THE VIRGINIA RAILWAY
EXPRESS (VRE) PARKING STRUCTURE**

WHEREAS, the Council of the City of Manassas has determined it is appropriate to use Gas Tax Funds for the installation of cameras in the Virginia Railway Express (VRE) parking structure; and

WHEREAS, the Council had wishes to use \$86,081 of Gas Tax Funds for this project.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 12th day of December, 2011, that PRTC is authorized to appropriate \$86,081 of City Gas Tax Funds for the installation of cameras in the VRE parking structure.

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:

[illegible]

**City of Manassas
Gas Tax Fund at PRTC
as of November 3, 2011**

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Revenues					
Total Revenues	1,668,091	1,676,787	1,712,776	1,749,968	1,792,101
Expenditures					
Total Expenditures	1,339,966	1,347,144	1,355,954	1,260,436	1,244,458
Excess Revenues Over Expense	328,125	329,643	356,822	489,532	547,643
Beginning Fund Balance	2,473,104	2,801,229	3,130,872	3,487,694	3,977,226
% of Operating Expenditures	209%	232%	257%	316%	364%
CIP Projects					
Maple Street (T-57)	(294,000)	-	-	-	-
VRE Garage Cameras	(86,081)	-	-	-	-
Additional Liberia Avenue Third Lane (T-60)	(85,000)	-	-	-	-
Warehouse	(100,000)	-	-	-	-
Sidewalks & Street Lights	(33,000)	-	-	-	-
Radar Signs	(5,850)	-	-	-	-
Pay Parking System	(56,710)	-	-	-	-
Regulatory Signage	(120,000)	-	-	-	-
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	(1,518,641)	(148,000)	(58,000)	(120,000)	(600,000)
Ending Fund Balance	\$ 1,282,588	\$ 1,464,231	\$ 1,763,053	\$ 2,132,585	\$ 2,080,229
% of Operating Expenditures	96%	109%	130%	169%	167%

**City of Manassas
Proposed Uses
Capital Reserve Fund**

Current Balance \$3,942,112

Description	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
VRE Garage Cameras	(275,000)					
Roof Replacements (G-10)		(405,000)				
Park Maintenance & Improvements (R-31)		(81,000)	(167,000)			
Total Use	(275,000)	(486,000)	(167,000)	-	-	-
Estimated Balance	3,667,112	3,181,112	3,014,112	3,014,112	3,014,112	3,014,112

AGENDA STATEMENT

PAGE NO. 59

ITEM NO. 10

MEETING DATE: November 30, 2011 – Finance Committee

TIME ESTIMATE: 2 minutes

AGENDA ITEM TITLE: Resolution 2012-44-R Amending the FY 2012 Budget by Changing the Funding Sources for the Wellington Road Capital Project from State Revenue to Federal Revenue

**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:** January 25, 2010 – Resolution 2010-74-R

**SUMMARY OF
ISSUE/TOPIC:** On January 25, 2010, the City Council approved Resolution 2010-74-R budgeting and appropriating \$900,000 of Federal Stimulus Funds (ARRA) for the Wellington Road Capital Project. Subsequently the Virginia Department of Transportation (VDOT) allocated an additional \$1,552,849 of ARRA funds to the project.

This resolution will budget and appropriate the \$1,552,849 of ARRA funds as well as \$3,367,295 of federal funding which was budgeted as state revenue.

**STAFF
RECOMMENDATION:** Approve Resolution 2012-44-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** \$ 1,552,849 – Federal Stimulus Funds (ARRA)
\$ 3,367,295 – Federal Funds
(\$ 4,920,144) – State Funds

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

RESOLUTION 2012-44-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 12th day of December, 2011, that the following funds be budgeted and appropriate as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
TRANSPORTATION CAPITAL PROJECTS FUND		
<u>Revenues:</u>		
340-0000-324-25-00	CP2639 State Grants	\$ (4,920,144)
340-0000-333-25-21	CP2639 Federal Grants	\$ 3,367,295
340-0000-333-94-26	CP2639 ARRA Federal Grants	\$ 1,552,849

For: Wellington Road Capital Project Federal Stimulus Funding

This resolution shall take effect upon its passage.

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

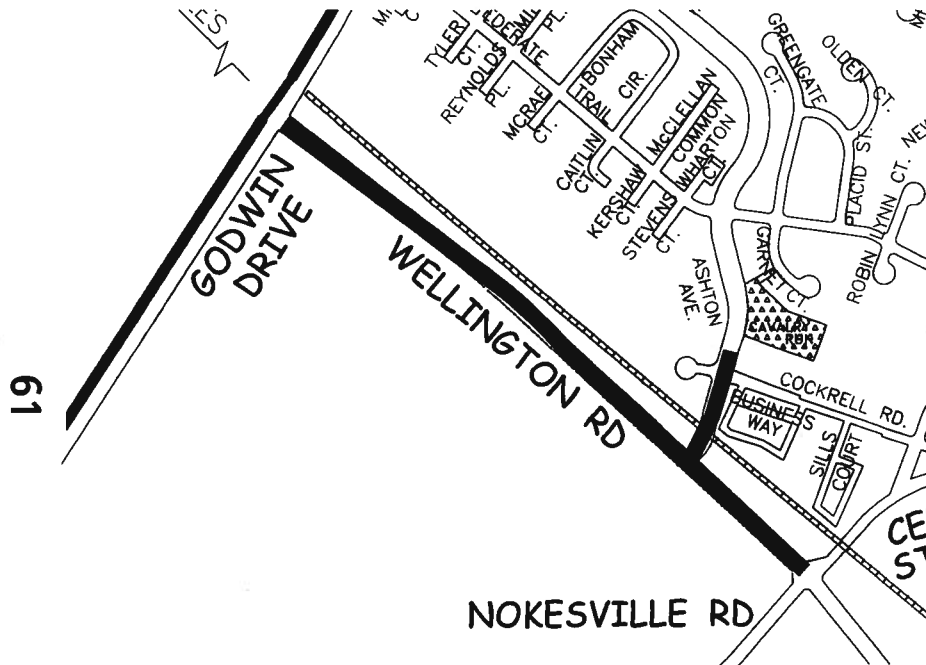
ATTEST:

Andrea P. Madden

City Clerk

PROJECT: T-6 Wellington Road (Nokesville Road to Godwin Drive)**DEPARTMENT: Public Works****Site:**

Wellington Road - Nokesville Road to Godwin Drive.

**Project Description:**

Reconstruct this two-lane, ditch section street to a four-lane divided curb and gutter cross section. Length of project: 4,100 feet. 2001 traffic count: 14,000 ADT. Project includes a shared use path.

This project is being administered by VDOT.

Service Impact Narrative:

This two-lane, ditch section roadway is carrying an increasing amount of traffic with the opening of George Mason University, the Freedom Recreation Center and other growth occurring in Prince William County.

The engineering for the grade separation of the B-Line railroad will affect this section of Wellington Rd.

City Council adopted the Bikeway and Pedestrian Trail System Master Plan on November 26, 2007. The plan calls for constructing a shared use path with this project. The path is included in this project.

Comprehensive Plan Conformance:

The project is in conformance with the Comprehensive Plan.

Year Introduced in CIP: 1992

Project Timeline	FY 11 Prior	FY 12	FY 13	FY 14	FY 15	FY 16	Future
Planning/Design	•						
Land Acquisition	•						
Construction	•						

Associated / Coordinated Projects:

W-27 - Wellington Road Water Main Replacement

PROJECT: T-6 Wellington Road (Nokesville Road to Godwin Drive)

340-2639

	↓ Sum of Prior Years and Estimate to Complete									
	↓ Sum of FY 2012–FY 2016	FY 2011	↓ Sum of FY 2011–Future Years							
	FY 2012	Total	and all	Estimate to	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Future
	CIP Total	Project	Prior Years	Complete						Years
Project Estimate:										
Planning/Design	-	400	400	-	-	-	-	-	-	-
and	-	1,600	1,600	-	-	-	-	-	-	-
Construction	-	7,610	7,610	-	-	-	-	-	-	-
Total Estimate	-	9,610	9,610	-	-	-	-	-	-	-
Funding Sources:										
General Fund	-	57	57	-	-	-	-	-	-	-
Enterprise Fund	-	-	-	-	-	-	-	-	-	-
2 Fund	-	-	-	-	-	-	-	-	-	-
3	-	1,731	1,731	-	-	-	-	-	-	-
Other Local Gov	-	-	-	-	-	-	-	-	-	-
State	-	6,922	6,922	-	-	-	-	-	-	-
Federal	-	900	900	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-	-	-	-
Proffers/Other	-	-	-	-	-	-	-	-	-	-
Total Funding	-	9,610	9,610	-	-	-	-	-	-	-
Operating Impacts (Life Cycle Costs):										
Operating Revenue	155	181	26	155	29	30	31	32	33	-
Facility Operating Cost	200	245	45	200	38	39	40	41	42	-
Program Operating Cost	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-
Total Costs	200	245	45	200	38	39	40	41	42	-
Net Revenue (Subsidy) Required	(45)	(64)	(19)	(45)	(9)	(9)	(9)	(9)	(9)	-

[illegible]

City of Manassas									
Street and Highway Projects Fund (Fund 340)									
Wellington Road CP2639		CIP # T-6							
Project to Date									
As of 11/21/2011									
		Revenues							Expenditures
				Federal	2005	2010 ABC	General	Total	Total
		State	Federal	ARRA	Bonds	Bonds	Fund	Revenues	Expenditures
ACTUAL									
FY 2002		-	-				-	-	4,888.88
FY 2003		108,413.25	-				-	108,413.25	103,524.37
FY 2004		36,871.94	-				36,000.00	72,871.94	77,852.06
FY 2005		-	-				-	-	21,551.37
FY 2006		-			3,611,000.00		-	3,611,000.00	74,994.92
FY 2007		-			(858,000.00)		(2,000.00)	(860,000.00)	1,084,521.74
FY 2008		1,769,765.11					(226,922.00)	1,542,843.11	838,720.52
FY 2009					(249,922.00)		249,922.00	-	392,774.51
FY 2010					(1,500,000.00)			(1,500,000.00)	198,880.58
FY 2011		161,707.29	646,829.82	2,452,849.00				3,261,386.11	3,592,906.19
to Date Actual			483,280.79					483,280.79	633,736.08
64		2,076,757.59	1,130,110.61	2,452,849.00	1,003,078.00	-	57,000.00	6,719,795.20	7,024,351.22
Remaining Budget Balance		(4,845,078.41)	1,130,110.61	1,552,849.00	-	(727,589.00)	-	(2,889,707.80)	2,585,151.78

AGENDA STATEMENTPAGE NO. 65ITEM NO. 11**MEETING DATE:** November 30, 2011 – Finance Committee**TIME ESTIMATE:** 2 Minutes**AGENDA ITEM TITLE:** Resolution 2012-42-R Amending the FY 2012 Budget by Budgeting and Appropriating a \$21,000 Transfer from the Water Fund in the IT Fund for Water Information Management System Software**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:** FY 2012 Budget Process**SUMMARY OF
ISSUE/TOPIC:** In the FY 2012 Adopted Budget, \$21,000 is budgeted and appropriated in the Water Fund to purchase Water Information Management System software. The software will aid the Water Department in the annual preparation of the mandatory water quality reports. The software will be purchased by the Information Technology Fund and therefore needs to be budgeted in the Information Technology Fund.

This resolution will budget and appropriate a \$21,000 transfer from the Water Fund in the Information Technology Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2012-42-R**BOARD/COMMISSION/
COMMITTEE:****RECOMMENDATION:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments**CITY MANAGER:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments**COMMENTS:** _____**DISCUSSION
(IF NECESSARY):****BUDGET/FISCAL
IMPACT:** \$21,000 - Water Fund Transfer to IT Fund**STAFF:** Diane V. Bergeron, Budget Manager, (703) 257-8272

RESOLUTION 2012-42-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 12th day of December, 2011, that the following funds be budgeted and appropriate as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
IT FUND		
<u>Revenue:</u>		
608-0000-345-53-00	Transfer from Water Fund	\$ 21,000
<u>Expenditure:</u>		
608-1418-419-62-39	Computer Software	\$ 21,000

For: Water Information Management System Software

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

GM200I13

City of Manassas

11/21/11

Fiscal Year 2012

Account Balance Inquiry

16:00:30

Account number . . . : 530-3599-501.92-68
Fund : 530 Water
Department : 35 Utilities
Division : 99 Debt Service/Transfers
Activity basic : 50 Other
Sub activity : 1 Enterprise
Element : 92 Operating Transfers
Object : 68 To IT Fund

Original budget : 21,000

Actual expenditures - current . . : .00
Actual expenditures - ytd . . . : .00
Unposted expenditures : .00
Encumbered amount : .00
Unposted encumbrances : .00
Pre-encumbrance amount : .00
Total expenditures & encumbrances: .00 0.0%
Unencumbered balance : 21,000.00 100.0

F5=Encumbrances **F7=Project data** **F8=Misc inquiry** **F9=Misc update**
F10=Detail trans **F11=Acct activity list** **F12=Cancel** **F24=More keys**

AGENDA STATEMENT

PAGE NO. 69

ITEM NO. 12

MEETING DATE: November 30, 2011 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2012-43-R Amending the FY 2012 Budget by Reducing the Budget and Unappropriating \$8,183 of Fire Programs Fund Grant Revenue from the State

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

**SUMMARY OF
ISSUE/TOPIC:** The FY 2012 Budget includes an estimate of \$95,000 in State grant revenue for the Fire Programs Fund. The actual amount received was \$86,817. The budget will need to be reduced by the difference of \$8,183.

This resolution will reduce the budget and unappropriate \$8,183 of State grant revenue in the Fire and Rescue Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2012-43-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** \$86,817 FY 2012 Actual Fire Programs Fund Grant Received
-\$95,000 FY 2012 Budgeted Fire Programs Fund Grant
(\$ 8,183) Reduced Fire Programs Fund Grant

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

RESOLUTION 2012-43-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 12th day of December, 2011, that the following funds be budgeted and appropriate as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
FIRE AND RESCUE FUND		
<u>Revenues:</u>		
285-0000-324-21-05	Fire Programs Fund	\$ (8,183)
<u>Expenditures:</u>		
285-2023-422-39-00	Purchased Services	\$ (8,183)

For: Reduced Fire Programs Fund Grant Revenue

This resolution shall take effect upon its passage.

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

ATTEST:

Andrea P. Madden City Clerk

Account number . . . : 285-0000-324.21-05

Fund : 285 Fire Rescue
Department : 00
Division : 00
Activity basic : 32 Commonwealth of Virginia
Sub activity : 4 State Categorical Aid
Element : 21 Fire
Object : 05 Fire Programs Fund

Estimated revenue :	95,000	
Actual receipts - current . . . :	.00	
Actual receipts - ytd :	86,817.00	
Unposted receipts :	.00	
Total receipts :	86,817.00	91.4%
Unrealized revenue :	8,183.00	8.6

F7=Project data

F11=Acct activity list

F8=Misc inquiry

F12=Cancel

F9=Misc update

F13=Misc Budget

F10=Detail trans

F24=More keys

AGENDA STATEMENTPAGE NO. 73ITEM NO. 13

MEETING DATE: November 30, 2011 – Finance Committee

TIME ESTIMATE: 15 Minutes

AGENDA ITEM TITLE: Draft Procedure for Non-Profit Funding Process

DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL: November 16, 2011 – Finance Committee

SUMMARY OF
ISSUE/TOPIC: At the November 16, 2011 Finance Committee meeting, Mayor Parrish proposed to create a citizens task force to make recommendations to City Council for non-profit funding. The Committee directed Staff to develop a procedure for the process based on Vice Mayor Harrover's letter, to rewrite the scope of work, and to recommend a different consultant.

STAFF
RECOMMENDATION:BOARD/COMMISSION/
COMMITTEE:RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See CommentsCITY MANAGER: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

COMMENTS:

DISCUSSION
(IF NECESSARY): Staff is working on a draft process which will be distributed at the Monday, November 28, 2011 City Council meeting.

BUDGET/FISCAL
IMPACT:

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

