

FINANCE COMMITTEE
WEDNESDAY, AUGUST 8, 2012
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA
AGENDA

5:30 PM CALL TO ORDER

- | | |
|---|------------|
| 1. Approve Minutes of the July 25, 2012, Finance Committee Meetings | 1 Minute |
| | Page 1 |
| 2. Resolution 2013-13-R Amending the FY 2013 Budget by Budgeting and Appropriating \$19,639 from the Department of Justice Office of Justice Programs Bureau of Justice Assistance for the 2012 Edward Byrne Memorial Justice Assistance Grant (Sturm / Laguna) | 2 Minutes |
| | Page 3 |
| 3. Resolution 2013-14-R Amending the FY 2013 Budget by Budgeting and Appropriating a \$3,279 VML Insurance Program Risk Management Grant for an Electronic Security System at the Airport (Weiler) | 2 Minutes |
| | Page 17 |
| 4. Resolution 2012-92-R Amending the FY 2012 Budget to Close Capital Projects (Weiler) | 10 Minutes |
| | Page 21 |
| 5. Resolution 2012-93-R Amending the FY 2012 Budget to Close Storm Water Capital Projects and Returning \$1,759.79 to Storm Water Escrows (Weiler) | 5 Minutes |
| | Page 29 |
| 6. Resolution 2012-94-R Amending the FY 2012 Budget to Close Transportation Capital Projects (Weiler) | 20 Minutes |
| | Page 33 |
| 7. Resolution 2012-95-R Amending the FY 2012 Budget to Close Electric Capital Projects (Weiler) | 15 Minutes |
| | Page 49 |
| 8. Resolution 2012-96-R Amending the FY 2012 Budget to Close Water Capital Projects (Weiler) | 5 Minutes |
| | Page 57 |
| 9. FY 2012 General Fund and Fire Rescue Fund Pre-Audit Report (Weiler) | 20 Minutes |
| | Page 61 |
| 10 FY 2014 Budget Calendar (Budesky / Weiler) | 15 Minutes |
| | Page 63 |

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- 11 Resolution 2012-91-R Amending the FY 2012 Budget by Transferring Miscellaneous Contingency to Detention Expenditures and Allocating the Labor Vacancy Rate to Departments (Weiler) **10 Minutes**
Page 65
-

12 City Manager's Time

ADJOURNMENT

PAW/bgj

cc: Mayor
Council Members
John A. Budesky

Pat Weller
Diane Bergeron
Francis Deniega

8/2/2012

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, JULY 11, 2012
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA**

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

COMMITTEE MEMBERS ABSENT: Council Member Mark D. Wolfe (Alternate)

OTHERS PRESENT: Mayor Harry J. Parrish II, Council Member Jonathan L. Way, City Manager John A. Budesky, Finance & Administration Director Pat Weiler, Budget Manager Diane V. Bergeron, Fire & Rescue Chief Brett Bowman, Assistant Fire & Rescue Chief Wade House, Fire & Rescue Battalion Chief Kevin Franzello, Deputy Director Water & Sewer Tony Dawood

GUESTS PRESENT: None.

The meeting was called to order at 5:33 PM by Chairman Aveni.

AGENDA ITEM #1 Approve Minutes of the June 27, 2012, and July 11, 2012, Finance Committee Meetings

A motion was made and seconded to approve the minutes of the June 27, 2012, and July 11, 2012, Finance Committee Meetings. The Committee approved (3/0).

AGENDA ITEM #2 Resolution 2013-10-R Amending the FY 2013 Budget by Budgeting and Appropriating a \$44,978 State Rescue Squad Assistance Fund Grant for the Purchase of Extrication Tools and Equipment

Brett Bowman presented Staff's recommendation to amend the FY 2013 Budget by budgeting and appropriating a \$44,978 State Rescue Squad Assistance Fund Grant for the purchase of extrication tools and equipment. The Committee approved (3/0). This item will be forwarded to the August 13, 2012, City Council meeting.

AGENDA ITEM #3 Resolution 2013-11-R Amending the FY 2013 Budget by Budgeting and Appropriating \$9,460 from Water Fund Retained Earnings for the State Waterworks Connection Fee Increase

Tony Dawood presented Staff's recommendation to amend the FY 2013 Budget by budgeting and appropriating \$9,460 from Water Fund retained earnings for the State Waterworks Connection Fee increase. The Committee approved (3/0). This item will be forwarded to the August 13, 2012, City Council meeting.

Paul

AGENDA ITEM #4 Resolution 2013-12-R Amending the FY 2013 Budget by Budgeting and Appropriating a \$\$1,600,00 from the Fire Rescue Fleet Fund (Fund Balance) to Purchase a Pumper Vehicle and a Ladder Vehicle

Brett Bowman presented Staff's recommendation to amend the FY 2013 Budget by budgeting and appropriating \$1,600,000 from the Fire Rescue Fleet Fund (Fund Balance) to purchase a pumper vehicle and a ladder vehicle. The Committee approved (3/0). This item will be forwarded to the August 13, 2012, City Council meeting and will not be on consent. Staff will give a 10-minute presentation.

AGENDA ITEM #5 City Manager's Time

John A. Budesky reported that he is working with the Finance and Administration Director to develop a Non-profit Policy.

John A. Budesky reported that he and Staff are moving forward with the Budget and CIP process changes.

The meeting was adjourned at 5:57 PM by Chairman Aveni.



AGENDA STATEMENT

PAGE NO. 3

ITEM NO. 2

MEETING DATE: August 8, 2012 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2013-13-R Amending the FY 2013 Budget by Budgeting and Appropriating \$19,639 from the Department of Justice Office of Justice Programs Bureau of Justice Assistance for the 2012 Edward Byrne Memorial Justice Assistance Grant

DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL: May 9, 2012 – Finance Committee (Review of Grant Application)

SUMMARY OF ISSUE/TOPIC: The City of Manassas Police Department has received an award notification for the 2012 Edward Byrne Memorial Justice Assistance Grant (JAG) from the Department of Justice Office of Justice Programs Bureau of Justice Assistance in the amount of \$19,639. On May 9, 2012, the Police Department presented staff's grant application to the Finance Committee as required by the grant terms and conditions. The grant performance period is October 1, 2011 to September 30, 2013. There is no local match required for this grant.

The grant funds will be used for the purchase of: a digital data collector for crash investigations, point-and-shoot cameras to document scenes, tactical high-gear suits for defensive tactics training, various headsets / earpieces for the Emergency Services Unit and Crisis Negotiations Team, as well as a total of 5 (five) iPads with accessories, apps, and 4G service.

This resolution will budget and appropriate \$19,639 of Federal Grant Revenue in the General Fund.

STAFF RECOMMENDATION: Approve Resolution 2013-13-R

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT: *pd* \$19,639 – Federal Grant Revenue

STAFF: Tamara Sturm, Fiscal Specialist, (703) 257-8065
Lieutenant Tina P. Laguna, Special Projects Office, (703) 257-8025

RESOLUTION 2013-13-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 10th day of September 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Revenues:</u>		
100-0000-334-18-37	2012 JAG Program Grant	\$ 19,639
<u>Expenditures:</u>		
100-1837-421-42-19	IT Mid Year Charges	\$ 4,304
100-1837-421-52-18	Internet Charges	\$ 520
100-1837-421-62-00	Supplies	\$ 3,995
100-1837-421-62-19	Photo Supplies	\$ 5,000
100-1837-421-62-23	ESU Supplies	\$ 2,980
100-1837-421-62-49	DT Supplies	\$ 2,840
	Total Expenditures	\$ 19,639

For: FY 2012 DOJ JAG Program Grant

This resolution shall take effect upon its passage.

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

ATTEST:

Andrea P. Madden City Clerk



Department of Justice
Office of Justice Programs

Bureau of Justice Assistance

Office of Justice Programs

Washington, D.C. 20531

July 11, 2012

Mr. John A. Budesky
City of Manassas
9027 Center Street
Manassas, VA 20110

Dear Mr. Budesky:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 12 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Local Solicitation in the amount of \$19,639 for City of Manassas.

Enclosed you will find the Grant Award and Special Conditions documents. 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.

If you have questions regarding this award, please contact:

- Program Questions, Lesley Walker, Program Manager at (202) 307-0863; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Denise O'Donnell".

Denise O'Donnell
Director

Enclosures



Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

July 11, 2012

Mr. John A. Budesky
City of Manassas
9027 Center Street
Manassas, VA 20110

Dear Mr. Budesky:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

Ensuring Access to Federally Assisted Programs

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

Ensuring Equal Treatment for Faith-Based Organizations

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/ocr/etfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

Enforcing Civil Rights Laws

All recipients of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEOP), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

1) Meeting the EEOP Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEOP reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEOP and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEOP, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEOP specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

2) Submitting Findings of Discrimination

In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEOP, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.


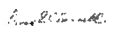
If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston
Director

cc: Grant Manager
Financial Analyst

 <p>Department of Justice Office of Justice Programs Bureau of Justice Assistance</p>		Grant		PAGE 1 OF 6																	
1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City of Manassas 9027 Center Street Manassas, VA 20110		4. AWARD NUMBER: 2012-DJ-BX-0703																			
		5. PROJECT PERIOD: FROM 10/01/2011 TO 09/30/2013 BUDGET PERIOD: FROM 10/01/2011 TO 09/30/2013																			
		6. AWARD DATE 07/11/2012		7. ACTION Initial																	
1A. GRANTEE IRS/VENDOR NO. 546001411		8. SUPPLEMENT NUMBER 00																			
		9. PREVIOUS AWARD AMOUNT \$ 0																			
3. PROJECT TITLE Advanced Technology for Safety & Efficiency Project		10. AMOUNT OF THIS AWARD \$ 19,639																			
		11. TOTAL AWARD \$ 19,639																			
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).																					
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY12(BJA - JAG) 42 USC 3750, et seq.																					
15. METHOD OF PAYMENT GPRS																					
AGENCY APPROVAL			GRANTEE ACCEPTANCE																		
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Denise O'Donnell Director			18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL John A. Budesky City Manager																		
17. SIGNATURE OF APPROVING OFFICIAL 			19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL		19A. DATE																
AGENCY USE ONLY																					
20. ACCOUNTING CLASSIFICATION CODES <table border="1"> <thead> <tr> <th>FISCAL YEAR</th> <th>FUND CODE</th> <th>BUD. ACT.</th> <th>OFC.</th> <th>DIV. REG.</th> <th>SUB.</th> <th>POMS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>B</td> <td>DJ</td> <td>80</td> <td>00</td> <td>00</td> <td></td> <td>19639</td> </tr> </tbody> </table>				FISCAL YEAR	FUND CODE	BUD. ACT.	OFC.	DIV. REG.	SUB.	POMS	AMOUNT	X	B	DJ	80	00	00		19639	21. LDJUGT0343	
FISCAL YEAR	FUND CODE	BUD. ACT.	OFC.	DIV. REG.	SUB.	POMS	AMOUNT														
X	B	DJ	80	00	00		19639														

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET**
Grant

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PROJECT NUMBER 2012-DJ-BX-0703

AWARD DATE 07/11/2012

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide.
4. 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 OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET**
Grant

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PROJECT NUMBER 2012-DJ-BX-0703

AWARD DATE 07/11/2012

SPECIAL CONDITIONS

8. The recipient agrees to comply with applicable requirements regarding Central Contractor Registration (CCR) and applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/ccr.htm> (Award condition: Central Contractor Registration and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
9. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
10. The recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at www.ojp.gov/funding/confcost.htm.
11. The recipient agrees that all income generated as a direct result of this award shall be deemed program income. All program income earned must be accounted for and used for the purposes of funds provided under this award, including such use being consistent with the conditions of the award, the effective edition of the OJP Financial Guide and, as applicable, either (1) 28 C.F.R. Part 66 or (2) 28 C.F.R Part 70 and 2 C.F.R. Part 215 (OMB Circular A-110). Further, the use of program income must be reported on the quarterly Federal Financial Report, SF 425.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET**
Grant

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PROJECT NUMBER 2012-DJ-BX-0703

AWARD DATE 07/11/2012

SPECIAL CONDITIONS

12. The grantee agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the grantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the grantee agrees to contact BJA.

The grantee understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the grantee, a subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:

- New construction;
- Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The grantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The grantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>, for programs relating to methamphetamine laboratory operations.

Application of This Special Condition to Grantee's Existing Programs or Activities: For any of the grantee's or its subgrantees' existing programs or activities that will be funded by these grant funds, the grantee, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

13. To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.
14. In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the grantee to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Grantee shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: http://www.it.ojp.gov/gsp_grantcondition. Grantee shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 5 OF 6

PROJECT NUMBER 2012-DJ-BX-0703

AWARD DATE 07/11/2012

SPECIAL CONDITIONS

15. The recipient is required to establish a trust fund account. (The trust fund may or may not be an interest-bearing account.) The fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Edward Byrne Memorial Justice Assistance Grant Program (JAG). The recipient also agrees to obligate and expend the grant funds in the trust fund (including any interest earned) during the period of the grant. Grant funds (including any interest earned) not expended by the end of the grant period must be returned to the Bureau of Justice Assistance no later than 90 days after the end of the grant period, along with the final submission of the Federal Financial Report (SF-425).
16. JAG funds may be used to purchase bulletproof vests for an agency, but may not be used as the 50% match for purposes of the Bulletproof Vest Partnership (BVP) program.
17. The recipient agrees to submit a signed certification that all law enforcement agencies receiving vests purchased with JAG funds have a written "mandatory wear" policy in effect. Fiscal agents and state agencies must keep signed certifications on file for any subrecipients planning to utilize JAG funds for bulletproof vest purchases. This policy must be in place for at least all uniformed officers before any FY 2012 JAG funding can be used by the agency for bulletproof vests. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty.
18. Bulletproof vests purchased with JAG funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the vests have been tested and found to comply with applicable National Institute of Justice ballistic or stab standards. In addition, bulletproof vests purchased with JAG funds must be American-made. The latest NIJ standard information can be found here: <http://www.nij.gov/topics/technology/body-armor/safety-initiative.htm>.
19. The recipient agrees that any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.
20. The recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditure period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <http://www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046>.
21. The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm.
22. The recipient acknowledges that all programs funded through subawards, whether at the state or local levels, must conform to the grant program requirements as stated in BJA program guidance.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 6 OF 6

PROJECT NUMBER 2012-DJ-BX-0703

AWARD DATE 07/11/2012

SPECIAL CONDITIONS

23. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
24. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
25. The recipient agrees that funds received under this award will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities.
26. Award recipients must submit quarterly a Federal Financial Report (SF-425) and annual performance reports through GMS (<https://grants.ojp.usdoj.gov>). Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Therefore, quarterly performance metrics reports must be submitted through BJA's Performance Measurement Tool (PMT) website (www.bjaperformancetools.org). For more detailed information on reporting and other JAG requirements, refer to the JAG reporting requirements webpage. Failure to submit required JAG reports by established deadlines may result in the freezing of grant funds and future High Risk designation.
27. The recipient agrees to monitor subawards under this JAG award in accordance with all applicable statutes, regulations, OMB circulars, and guidelines, including the OJP Financial Guide, and to include the applicable conditions of this award in any subaward. The recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of JAG funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.
28. Award recipients must verify Point of Contact (POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.
29. The grantee agrees that within 120 days of award acceptance, each member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org). All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement. This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).
30. Recipient understands that the initial period of availability of funds for this award is two years. Recipient further understands that any requests for additional time for performance of this award, up to two additional years, will be granted automatically, pursuant to 42 U.S.C. § 3751(f) and in accordance with current fiscal year solicitation. Requests for additional time beyond a four year grant period will be subject to the discretion of the Director of the Bureau of Justice Assistance.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Orbin Terry, NEPA Coordinator

Subject: Incorporates NEPA Compliance in Further Developmental Stages for City of Manassas

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system, some of which could have environmental impacts. All recipients of JAG funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a subgrantee or third party. Accordingly, prior to obligating funds for any of the specified activities, the grantee must first determine if any of the specified activities will be funded by the grant.

The specified activities requiring environmental analysis are:

- a. New construction;
- b. Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

Complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. Further, for programs relating to methamphetamine laboratory operations, the preparation of a detailed Mitigation Plan will be required. For more information about Mitigation Plan requirements, please see <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>. Please be sure to carefully review the grant conditions on your award document, as it may contain more specific information about environmental compliance.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**GRANT MANAGER'S MEMORANDUM, PT. I:
PROJECT SUMMARY**

Grant

PROJECT NUMBER

2012-DJ-BX-0703

PAGE 1 OF 1

This project is supported under FY12(BJA - JAG) 42 USC 3750, et seq.

1. STAFF CONTACT (Name & telephone number)

Lesley Walker
(202) 307-0863

2. PROJECT DIRECTOR (Name, address & telephone number)

Tina Laguna
Lieutenant
9518 Fairview Avenue
Manassas, VA 20110-5829
(703) 257-8025

3a. TITLE OF THE PROGRAM

BJA FY 12 Edward Byrne Memorial Justice Assistance Grant (JAG) Program

**3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)**

4. TITLE OF PROJECT

Advanced Technology for Safety & Efficiency Project

5. NAME & ADDRESS OF GRANTEE

City of Manassas
9027 Center Street
Manassas, VA 20110

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2011 TO: 09/30/2013

8. BUDGET PERIOD

FROM: 10/01/2011 TO: 09/30/2013

9. AMOUNT OF AWARD

\$ 19,639

10. DATE OF AWARD

07/11/2012

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, including for any one or more of the following purpose areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs; and 7) crime victim and witness programs (other than compensation).

The grantee will utilize JAG funds to purchase law enforcement equipment that will enhance the accuracy and effectiveness of evidence collection by police personnel; enhance training; increase communications; and facilitate the collection and transfer of information through advanced technology and increase the

technology capabilities of the department. The project goals are to increase essential law enforcement services. NCA/NCF

AGENDA STATEMENT

PAGE NO. 17

ITEM NO. 3

MEETING DATE: August 8, 2012 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2013-14-R Amending the FY 2013 Budget by Budgeting and Appropriating a \$3,279 VML Insurance Program Risk Management Grant for an Electronic Security System at the Airport

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

**SUMMARY OF
ISSUE/TOPIC:** The City received a \$3,279 Risk Management Grant from the VML Insurance Program. The grant will be used for an electronic security system at the Manassas Regional Airport. There is no match required for this grant.

This resolution will budget and appropriate \$3,279 of grant revenue in the General Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2013-14-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** *PA* \$3,279 – VML Grant

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

RESOLUTION 2013-14-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 10th day of September 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
AIRPORT FUND		
<u>Revenues:</u>		
570-0000-318-96-00	VML Risk Management Grant	\$ 3,279
<u>Expenditures:</u>		
570-3711-501-39-00	Security System	\$ 3,279

For: VML Risk Management Grant for Airport Security System

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



VML INSURANCE PROGRAMS
Virginia's Local Government Specialists™

July 18, 2012

Ms. Brenda Cogdell
Risk Manager
City of Manassas
9027 Center Street, Suite 302
Manassas, VA 20110

RECEIVED

JUL 20 2012

HUMAN RESOURCES

Re: 2012-2013 Risk Management Grant

VML #088

Qualifying Level: Tier III

Participating Program and Description of Grant Application Items

<u>Pending Reimbursement</u>	<u>Application Received</u>	<u>Description of Items Eligible for Reimbursement</u>
\$3,279.00	7/5/2012	electronic security guard system for use at airport for protection of property against vandalism, theft, and property damage.

Dear Ms. Cogdell:

This notice serves as confirmation of receipt of your Risk Management Grant application. This is not guarantee of reimbursement. Please read the following carefully:

Upon reviewing your request, we have determined that it meets the program guidelines for participation.

- If you have not already done so, please submit your proof of purchase consistent with options offered in the Risk Management Grant FAQ document which can be referenced on our website: www.vmlins.org.

- Grant awards will be reserved for 60 days from the date your application was received. If receipts are not received within this time frame, reserved funds will be returned to the general fund.

- Reimbursements can still be claimed after the 60 days have passed but are not guaranteed.

- Grants will be awarded on a first-come, first-serve basis as long as funds remain.

Grant checks are processed approximately 60 days after receipts are received and are mailed to the attention of the grant applicant.

Please call or e-mail me with questions. Thank you for allowing us to enhance your risk management program efforts through grant funding.

Sincerely,

Beth A. Rosenthal
Director of Safety Services

cc: Mr. John Budesky, City Manager
Ms Fonda Craig

P.O. Box 3239 | Glen Allen | Virginia | 23058 | (804) 273-0038 | (800) 963-6800 | Fax: (804) 273-0560 | www.vmlins.org

AGENDA STATEMENT

PAGE NO. 21

ITEM NO. 4

MEETING DATE: August 8, 2012 – Finance Committee

TIME ESTIMATE: 10 Minutes

AGENDA ITEM TITLE: Resolution 2012-92-R Amending the FY 2012 Budget to Close Capital Projects

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

SUMMARY OF
ISSUE/TOPIC: Staff recommends closing the following Capital Projects and returning \$94,775.07 to the Capital Reserve Fund:

Winter's Branch Bike Path	\$83,083
Historic Forts	\$ 7,864
Alteration of PW&U Facility Buildings D and A	\$ 3,827
Warehouse PW&U Facility	\$ 5,278
PW&U Facility Communication Building	\$(10,175)

STAFF
RECOMMENDATION: Approve Resolution 2012-92-R

BOARD/COMMISSION/
COMMITTEE:

RECOMMENDATION: ☒ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

DISCUSSION
(IF NECESSARY):

BUDGET/FISCAL
IMPACT:

STAFF:  Patricia A. Weiler, Finance & Administration Director, 703-257-8234

R E S O L U T I O N 2012-92-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 10th day of September, 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
GENERAL CAPITAL PROJECTS FUND			
<u>Winter's Branch Bike Path</u>			
310-0000-345-10-00	CP2983	Contribution from General Fund	\$ (83,083)
310-2983-505-39-00	CP2983	Winter's Branch Bike Path	\$ (83,083)
<u>Historic Forts</u>			
310-0000-345-10-00	CP3103	Contribution from General Fund	\$ (7,864)
310-3103-505-39-90	CP3103	Historic Forts	\$ (7,864)
<u>Alteration of PW&U Facility Buildings D and A</u>			
310-0000-345-10-00	CP5101	Contribution from General Fund	\$ (3,827)
310-5101-505-39-00	CP5101	Alterations of PW&U Facility	\$ (3,827)
<u>Warehouse PW&U Facility</u>			
310-0000-345-54-00	CP2697	Contribution from Electric Fund	\$ (5,278)
310-2697-505-39-00	CP2697	Warehouse PW&U Facility	\$ (5,278)
<u>PW&U Facility Communication Building</u>			
310-0000-345-54-00	CP5106	Contribution from Electric Fund	\$ 10,175
310-5106-505-39-00	CP5106	PW&U Facility Communications Building	\$ 10,175
GENERAL FUND			
100-9600-491-92-31		Contribution to Capital Projects Fund	\$ (94,774)
100-9600-491-96-01		Capital Reserve Fund	\$ 94,774
ELECTRIC FUND			
540-3599-501-92-31		Contribution to Capital Projects Fund	\$ 4,897
540-3599-501-95-02		Salary Contingency	\$ (4,897)

Actual Transfers

310-0000-345-10-00 CP2983	(\$83,083.12)
310-0000-345-10-00 CP3103	(\$7,864.98)
310-0000-345-10-00 CP5101	(\$3,826.97)
100-9600-491-92-31	(\$94,775.07)
310-0000-345-10-00 CP2697	(\$5,278.99)
310-0000-345-54-00 CP5106	\$10,175.11
540-3599-501-92-31	\$4,896.12

For: Closing Capital Projects and Returning \$94,775.07 to Capital Reserve Fund

This resolution shall take effect on June 30, 2012.

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

ATTEST:

Andrea P. Madden City Clerk

City of Manassas					
General Capital Projects Fund - Fund 310					
Winter's Branch Bike Trail Extension CP2983					
Project to Date					
As of 6/30/2012 - Period 12					
CIP# T-51	Revenues		Expenditures		
	General	Total	Revenues	Total	
	Fund			Expenditures	
BUDGET					
FY 2003 ORD# 2003-56-O	17,900.00	17,900.00		17,900.00	
FY 2004 RES# 2004-14-R	11,124.00	11,124.00		11,124.00	
FY 2004 RES# 2004-40-R	47,588.00	47,588.00		47,588.00	
FY 2006 RES# 2006-01-R	20,000.00	20,000.00		20,000.00	
FY 2006 RES# 2006-05-R	25,000.00	25,000.00		25,000.00	
FY 2007 RES# 2007-01-R	27,000.00	27,000.00		27,000.00	
Project to Date Budget	148,612.00	148,612.00		148,612.00	
					Cash
					Balance
ACTUAL					
FY 2003	17,900.00	17,900.00		4,024.47	13,875.53
FY 2004	58,712.20	58,712.20		1,240.50	71,347.23
FY 2005	-	-		1,942.13	69,405.10
FY 2006	45,000.00	45,000.00		10,999.14	103,405.96
FY 2007	27,000.00	27,000.00		18,442.52	111,963.44
FY 2009		-		13,137.76	98,825.68
FY 2011		-		14,902.56	83,923.12
FY 2012		-		840.00	83,083.12
Project to Date Actual	148,612.20	148,612.20		65,529.08	83,083.12
Remaining Budget Balance	0.20	0.20		83,082.92	
			Encumbrances	-	
			Budget Balance	83,082.92	

City of Manassas		Donation from Merchant Trust funded Historic Fort study	
General Capital Projects Fund - Fund 310		Mayfield Fort was complete in FY 2002 (Mayfield Fort is off Liberia Ave)	
Historic Forts CP3103		Remaining Funding is for Cannon Branch Fort (fort is near Airport)	
Project to Date			
As of 6/30/2012 - Period 12		Revenues	Expenditures
CIP# M-1		Bond	Total
	Contr/Donations	State	General Fund
		Proceeds	Revenues
			Expenditures
BUDGET			
FY 1996 ORD#96-56-O	12,500.00	-	12,500.00
FY 1999 ORD#99-68-O	-	-	90,000.00
FY 2000 ORD#00-05-O	125,518.00	100,000.00	-
FY 2001 ORD#01-25-0	-	-	50,000.00
FY 2002 RES#02-19-R	-	-	14,615.00
FY 2003 RES# 03-04-R	-	-	127,000.00
FY 2004 RES# 04-03-R	-	-	17,853.00
Project to Date Budget	138,018.00	100,000.00	104,615.00
ACTUAL			
FY 1996	-	-	12,500.00
FY 1997	12,500.00	-	-
FY 1998	-	-	-
FY 1999	-	-	90,000.00
FY 2000	125,518.00	100,000.00	-
FY 2001	-	-	50,000.00
FY 2002	-	-	14,615.00
FY 2003	-	-	127,000.00
FY 2004	-	-	17,853.00
FY 2006	-	-	-
FY 2007	-	-	-
FY 2008	-	-	-
FY 2009	-	-	-
FY 2010	-	-	-
FY 2011	-	-	-
FY 2012	-	-	-
Project to Date Actual	138,018.00	100,000.00	104,615.00
Remaining Budget Balance	-	-	-
		Encumbrance	
		Budget Balance	

25

[illegible]

8/2/2012

City of Manassas							
General Capital Projects Fund - Fund 310							
PW&U Fac Comm Building - CP5106							
Project to Date							
As of 6/30/2012 - Period 12							
				Revenues		Expenditures	
					Total	Total	
		IT Fund	Electric Fund	General Fund	Revenues	Expenditures	
BUDGET							
FY 2009 RES# 2009-91-R		30,000.00	32,700.00		62,700.00	62,700.00	
FY 2010 RES# 2010-12-R			52,600.00		52,600.00	52,600.00	
Project to Date Budget		30,000.00	85,300.00	-	115,300.00	115,300.00	
ACTUAL							Cash Balance
FY 2009		30,000.00	32,700.00	-	62,700.00	-	62,700.00
FY 2010			52,600.00		52,600.00	12,750.00	102,550.00
FY 2011					-	112,725.11	(10,175.11)
Project to Date Actual		30,000.00	85,300.00	-	115,300.00	125,475.11	(10,175.11)
Remaining Budget Balance		-	-	-	-	(10,175.11)	
					Encumbrance	-	
					Budget Balance	(10,175.11)	

AGENDA STATEMENT

PAGE NO. 29

ITEM NO. 5

MEETING DATE: August 8, 2012 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Resolution 2012-93-R Amending the FY 2012 Budget to Close Storm Water Capital Projects and Return \$1,759.79 to Storm Water Escrows

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

**SUMMARY OF
ISSUE/TOPIC:** Staff recommends closing the following Capital Project and returning \$1,759.79 to Storm Water Escrows:

Owens Brook Pond

\$1,759

**STAFF
RECOMMENDATION:** Approve Resolution 2012-93-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: X Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

STAFF:  Patricia A. Weiler, Finance & Administration Director, 703-257-8234

RESOLUTION 2012-93-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 10th day of September, 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
STORMWATER MANAGEMENT CAPITAL PROJECTS FUND			
<u>Owens Brooke Pond</u>			
350-0000-345-10-00	CP5111	Contribution from General Fund	\$ (1,759)
350-5111-505-39-00	CP5111	Owens Brooke Pond	\$ (1,759)
GENERAL FUND			
100-9600-491-92-31		Contribution to Capital Projects Fund	\$ (1,759)
100-9600-491-96-01		Contribution to Fund Balance - Storm Water Escrows	\$ 1,759
<u>Actual Transfers</u>			
350-0000-345-10-00 CP5111		(\$1,759.79)	
100-9600-491-92-31		(\$1,759.79)	
100-0000-218-15-00		(\$1,759.79)	

For: Closing Capital Projects and Returning \$1,759.79 to Storm Water Escrows

This resolution shall take effect on June 30, 2012.

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

ATTEST:

Andrea P. Madden City Clerk

City of Manassas						
Stormwater Management Capital Projects Fund (Fund 350)						
Owens Brooke Ponds CP5111						
Project to Date						
As of 6/30/2012 - Period 12						
		Revenue			Expenditures	
				Total	Total	
		Donations	General Funds	Revenues	Expenditures	
<u>BUDGET</u>						
FY 2011 RES# 11-20-R			89,220.00	89,220.00		89,220.00
FY 2011 RES# 11-29-R		7,500.00	-	7,500.00		7,500.00
Project to Date Budget		7,500.00	89,220.00	96,720.00		96,720.00
<u>ACTUAL</u>						Cash Balance
FY 2011		7,500.00	89,220.00	96,720.00	40,895.61	55,824.39
FY 2012				-	54,064.60	1,759.79
Project to Date Actual		7,500.00	89,220.00	96,720.00	94,960.21	1,759.79
Remaining Budget Balance					1,759.79	
				Encumbrances	-	
				Budget Balance	1,759.79	
* Transferred to CP2616				Budget Balance per HTE	1,760.40	
				Difference	(0.61)	

AGENDA STATEMENT

PAGE NO. 33

ITEM NO. 6

MEETING DATE: August 8, 2012 – Finance Committee

TIME ESTIMATE: 20 Minutes

AGENDA ITEM TITLE: Resolution 2012-94-R Amending the FY 2012 Budget to Close Transportation Capital Projects

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

SUMMARY OF
ISSUE/TOPIC: Staff recommends closing the following Capital Projects and Returning \$78,807 to Capital Reserves:

Dumfries Road	\$ (1,331)
Centreville Road 5 th Lane	\$ (71,415)
Maple Street	\$ (633)
RR Crossing/Quiet Zone	\$ 304
Old Town Signage	\$ (5,020)

STAFF
RECOMMENDATION: Approve Resolution 2012-94-R

BOARD/COMMISSION/
COMMITTEE:

RECOMMENDATION: X Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS:

DISCUSSION
(IF NECESSARY):

BUDGET/FISCAL
IMPACT:

STAFF: *PAW* Patricia A. Weiler, Finance & Administration Director, 703-257-8234

R E S O L U T I O N 2012-94-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 10th day of September, 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
TRANSPORTATION CAPITAL PROJECTS FUND			
<u>Dumfries Road</u>			
340-0000-345-10-00	CP2575	Transfer from General Fund	\$ (1,331)
340-2575-505-39-00	CP2575	Dumfries Road	\$ (1,331)
<u>Centreville Road 5th Lane</u>			
340-0000-345-10-00	CP2626	Transfer from General Fund	\$ (71,415)
340-2626-505-39-00	CP2626	Centreville Road 5th Lane	\$ (71,415)
<u>Cockrell Road</u>			
340-0000-324-25-00	CP2650	State Revenue	\$ (180,000)
340-0000-344-01-00	CP2650	2010 ABC Bond Proceeds	\$ (180,000)
340-2650-505-39-00	CP2650	Cockrell Road	\$ (360,000)
<u>Wellington Road</u>			
340-0000-344-01-00	CP2639	2010 ABC Bond Proceeds	\$ (67,000)
340-2639-505-39-00	CP2639	Cockrell Road	\$ (67,000)
<u>Maple Street</u>			
340-0000-345-10-00	CP2678	Transfer from General Fund	\$ (633)
340-2678-505-39-00	CP2678	Expenditures	\$ (633)
<u>RR Crossing/Quiet Zone</u>			
340-0000-345-10-00	CP5104	Transfer from General Fund	\$ 304
340-5104-505-39-00	CP5104	RR Crossing/Quiet Zone	\$ 304
<u>Old Town Signage</u>			
340-0000-345-10-00	CP5112	Transfer from General Fund	\$ (5,020)
340-5112-505-39-00	CP5112	Old Town Signage	\$ (5,020)

Traffic Signals T-49

340-0000-324-25-00	CP5114	State Revenue	\$	80,000
340-0000-333-25-21	CP5114	Federal Revenue	\$	(260,000)
340-0000-344-01-00	CP5114	2010 ABC Bond Proceeds	\$	247,000
340-0000-318-03-58	CP5114	Gas Tax	\$	(39,000)
340-5114-505-39-00	CP5114	Traffic Signals T-49	\$	28,000

Actual Transfers

340-0000-345-10-00 CP2575	(\$1,333.45)
340-0000-345-10-00 CP2626	(\$72,124.02)
340-0000-345-10-00 CP2678	(\$633.90)
340-0000-345-10-00 CP5104	\$304.22
340-0000-345-10-00 CP5112	(\$5,020.00)
	<u>(\$78,807.15)</u>

For: Closing Capital Projects and Returning \$78,807 to Capital Reserves

This resolution shall take effect on June 30, 2012.

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

ATTEST:

Andrea P. Madden City Clerk

City of Manassas		Street and Highway Projects Fund (Fund 340) Project to Date				CP2575 CIP# T-1	
As of 6/30/2012 - Period 12		Dumfries Rd./234					
		Revenues		Expenditures			
		Contributions	2010 A	General	Total	Revenue	Total
		Donations	Bonds	Fund			Expenditures
BUDGET							
FY 1995 ORD#95-57-O		43,038.00		-		43,038.00	43,038.00
FY 1996 ORD#96-51-O		-		-	191,000.00	191,000.00	191,000.00
FY 1997 ORD#97-11-O		326.00		-	-	326.00	326.00
FY 1997 ORD#97-21-O		27,188.00		-	-	27,188.00	27,188.00
FY 1997 ORD#97-29-O		-		-	41,052.00	41,052.00	41,052.00
FY 1998 ORD#98-32-O		10,237.00		6,019.00	-	16,256.00	16,256.00
FY 1999 ORD#99-51-O		7,803.00		-	-	7,803.00	7,803.00
FY 2000 ORD#00-12-O		-		11,000.00	-	11,000.00	11,000.00
FY 2000 ORD#00-22-O		68,499.00		-	-	68,499.00	68,499.00
FY 2000 BT-00-003		-		24,000.00	-	24,000.00	24,000.00
FY 2001 ORD#01-07-O		-		14,000.00	-	14,000.00	14,000.00
FY 2002 ORD#02-02-O		-		28,000.00	-	28,000.00	28,000.00
FY 2003 RES# 03-04-R		-		43,000.00	-	43,000.00	43,000.00
FY 2003 ORD# 03-30-O		6,052.00		-	-	6,052.00	6,052.00
FY 2006 RES#06-01-R		-		56,000.00	-	56,000.00	56,000.00
FY 2007 RES#07-01-R		-		51,000.00	-	51,000.00	51,000.00
FY 2007 RES#07-16-R			858,000.00			858,000.00	858,000.00
FY 2010 RES#10-23-R			(591,000.00)			(591,000.00)	(591,000.00)
FY 2012 RES#12-48-R					107,046.00	-	-
Project to Date Budget		163,143.00	267,000.00	107,046.00	222,796.00	895,214.00	895,214.00

City of Manassas								CP2575 CIP# T-1
Street and Highway Projects Fund (Fund 340) Project to Date							Dumfries Rd./234	
As of 6/30/2012 - Period 12								
		Revenues					Expenditures	
		Contributions	2005	2010 A		General	Total	Total
		Donations	Bonds	Bonds	State	Fund	Revenue	Expenditures
ACTUAL								Cash Balance
FY 1995		43,038.88			-	0.32	43,039.20	43,039.20
FY 1996		-			-	-	-	40,489.20
FY 1997		27,514.51			-	-	27,514.51	(194,940.76)
FY 1998		10,237.00			-	6,019.00	16,256.00	(215,280.38)
FY 1999		7,803.00			222,796.00	-	230,599.00	10,843.64
FY 2000		68,499.29			-	35,000.00	103,499.29	71,198.04
FY 2001		-			-	14,000.00	14,000.00	47,458.64
FY 2002		6,052.40			-	28,000.00	34,052.40	80,909.85
FY 2003		-			-	43,000.00	43,000.00	93,126.21
FY 2004		-			-	-	-	83,495.77
FY 2005		-			-	-	-	68,418.00
FY 2006						56,000.00	56,000.00	124,418.00
FY 2007			858,000.00			51,000.00	909,000.00	1,033,418.00
FY 2009							-	1,033,070.41
FY 2010			(591,000.00)				(591,000.00)	282,360.58
FY 2011							-	125,974.57
FY 2012				107,046.00		(97,790.00)	9,256.00	1,333.45
Project to Date Actual		163,145.08	267,000.00	107,046.00	222,796.00	135,229.32	895,216.40	1,333.45
Remaining Budget Balance		2.08	-	-	-	0.32	2.40	
							Encumbrances	-
							Budget Balance	1,331.05
							Budget Balance Per HTE	1,331.88
							Difference	(0.83)

City of Manassas									
Street and Highway Projects Fund (Fund 340)									
Centreville Road Fifth Lane CP2626									
Project to Date									
As of 6/30/2012 - Period 12									
CIP# T-2	Revenues							Expenditures	
				2005	2010 A		Total	Total	
	State	Federal	Bonds	Bonds	General Fund	Gas Tax	Revenues	Expenditures	
BUDGET									
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	
08 ORD#08-10-O	400,000.00	-	432,000.00		-	101,000.00	933,000.00	933,000.00	
08 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)		-		
FY 2012 RES# 12-40-R	83,216.00	(64,599.00)	-	685,459.00	(54,076.00)		650,000.00	650,000.00	
	83,216.00	1,168,479.00	1,716,922.00	685,459.00	77,924.00	101,000.00	3,833,000.00	3,833,000.00	

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Maple Street CP2678

Project to Date

As of 6/30/2012 - Period 12

CIP# T-32

Revenues

Expenditures

CLOSED

Gas Tax

Bond Proceeds

Revenue

General Fund

Revenues

Expenditures

BUDGET

FY 2006 RES#06-01-R

FY 2008 ORD#08-25-O

266,000.00

FY 2010 RES#10-46-R

(193,000.00)

(193,000.00)

(193,000.00)

Project to Date Budget

—

266,000.00

85,000.00

351,000.00

351,000.00

40

WUJ TV

FY 2006

FY 2009

FY 2011

Project to Date Actual

Remaining Budget Balance	
1	100
2	100
3	100
4	100
5	100
6	100
7	100
8	100
9	100
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96	100
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99	100
100	100

Figure 1

[illegible]

100

2004

633.90

Encumbrance

Budget Balance

Budget Balance Per HTE	

Difference

City of Manassas						
Street and Highway Projects Fund (Fund 340)						
Old Town Signage - CP5112						
Project to Date						
As of 6/30/2012 - Period 12						
		Revenues			Expenditures	
		Other		Total	Total	
		Revenue	General Fund	Revenues	Expenditures	
<u>BUDGET</u>						
FY 2011 RES #2011-27-R		-	16,500.00	16,500.00	16,500.00	
Project to Date Budget		-	16,500.00	16,500.00	16,500.00	
<u>ACTUAL</u>						Cash Balance
FY 2012			16,500.00	16,500.00	11,480.00	5,020.00
Project to Date Actual		-	16,500.00	16,500.00	11,480.00	5,020.00
42						
Remaining Budget Balance		-	-	-	5,020.00	
				Encumbrance	-	
				Budget Balance	5,020.00	
				Budget Balance Per HTE	5,020.00	
				Difference	-	

City of Manassas		Street and Highway Projects Fund (Fund 340)		Cockrell Road CP2650		Project to Date		As of 6/30/2012 - Period 12		CIP# T-13		BUDGET					

City of Manassas								
Street and Highway Projects Fund (Fund 340)								
Wellington Road CP2639		CIP # T-6						
Project to Date								
As of 6/30/2012 - Period 12								
		Revenues						Expenditures
				2005	2010 VML/ABC		Total	Total
		State	Federal	Bond Proceeds	Bond Proceeds	General Fund	Revenues	Expenditures
BUDGET								
FY 2002 ORD#2002-61-O		280,000.00	-			-	280,000.00	280,000.00
FY 2003 ORD#2003-60-O		8,914.00	-			-	8,914.00	8,914.00
FY 2004 RES#2004-01-R		-	-			50,000.00	50,000.00	50,000.00
FY 2004 RES#2004-13-R		-				(14,000.00)	(14,000.00)	(14,000.00)
FY 2005 ORD#2005-37-O		-	-	33,000.00		-	33,000.00	33,000.00
FY 2005 ORD# 2005-77-O		-		3,035,000.00		-	3,035,000.00	3,035,000.00
FY 2006 RES#2006-01-R		-		-		334,000.00	334,000.00	334,000.00
FY 2006 ORD#2006-37-O				543,000.00		(334,000.00)	209,000.00	209,000.00
4 007 RES#2007-01-R						149,000.00	149,000.00	149,000.00
007 RES#2007-14-R						(151,000.00)	(151,000.00)	(151,000.00)
FY2007 RES#2007-16-R				(858,000.00)			(858,000.00)	(858,000.00)
FY 2007 ORD#07-55-O		6,383,000.00					6,383,000.00	6,383,000.00
FY 2008 RES# 08-01-R						23,000.00	23,000.00	23,000.00
FY 2008 RES# 08-18-R		249,922.00				(249,922.00)	-	249,922.00
FY 2009 RES# 09-31-R				(249,922.00)		249,922.00	-	(249,922.00)
FY 2010 RES# 10-23-R				(900,000.00)			(900,000.00)	(900,000.00)
FY 2010 RES# 10-65-R				(600,000.00)	600,000.00		-	-
FY 2010 RES# 10-74-R			900,000.00				900,000.00	900,000.00
FY 2011 RES# 11-81-R					127,589.00		127,589.00	127,589.00
FY 2012 RES# 12-44-R		(4,920,144.00)	4,920,144.00				-	-
FY 2012 RES# 12-48-R					(127,589.00)		(127,589.00)	(127,589.00)
Project to Date Budget		2,001,692.00	5,820,144.00	1,003,078.00	600,000.00	57,000.00	9,481,914.00	9,481,914.00

City of Manassas									
Street and Highway Projects Fund (Fund 340)									
Wellington Road CP2639		CIP # T-6							
Project to Date									
As of 6/30/2012 - Period 12									
		Revenues					Expenditures		
				2005	2010 VML/ABC		Total	Total	
		State	Federal	Bond Proceeds	Bond Proceeds	General Fund	Revenues	Expenditures	
ACTUAL									Cash Balance
FY 2002		-	-			-	-	4,888.88	(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	(4,980.12)
FY 2005		-	-			-	-	21,551.37	(26,531.49)
FY 2006		-		3,611,000.00		-	3,611,000.00	74,994.92	3,509,473.59
FY 2007		-		(858,000.00)		(2,000.00)	(860,000.00)	1,084,521.74	1,564,951.85
FY 2008		1,769,765.11				(226,922.00)	1,542,843.11	838,720.52	2,269,074.44
FY 2009				(249,922.00)		249,922.00	-	392,774.51	1,876,299.93
45	010			(1,500,000.00)			(1,500,000.00)	198,880.58	177,419.35
	011	161,707.29	3,099,678.82				3,261,386.11	3,592,906.19	(154,100.73)
FY 2012		1,535,192.82	206,846.51		600,000.00		2,342,039.33	3,134,521.53	(946,582.93)
Project to Date Actual		3,611,950.41	3,306,525.33	1,003,078.00	600,000.00	57,000.00	8,578,553.74	9,525,136.67	(946,582.93)
Remaining Budget Balance		1,610,258.41	(2,513,618.67)	-	-	-	(903,360.26)	(43,222.67)	
							Encumbrances	-	
							Budget Balance	(43,222.67)	
							Budget Balance per HTE	(454,209.18)	
							Difference	410,986.51	

City of Manassas							
Street and Highway Projects Fund (Fund 340)							
Traffic Signals - CP5114							
Project to Date							
As of 6/30/2012 - Period 12							
CIP# T-49	Revenues					Expenditures	
				Total		Total	
	Gas Tax	State	Federal	Revenues		Expenditures	
BUDGET							
FY 2012 2012-01-R	39,000.00		578,000.00	617,000.00		617,000.00	
Project to Date Budget	39,000.00	-	578,000.00	617,000.00		617,000.00	
ACTUAL							Cash Balance
FY 2012				-		246,580.94	(246,580.94)
Project to Date Actual	-	-	-	-		246,580.94	(246,580.94)
46	Remaining Budget Balance	(39,000.00)	-	(578,000.00)	(617,000.00)	370,419.06	
				Encumbrance		13,071.00	
				Budget Balance		357,348.06	
				Budget Balance Per HTE		357,348.06	
				Difference		-	

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AGENDA STATEMENT

PAGE NO. 49

ITEM NO. 7

MEETING DATE: August 8, 2012 – Finance Committee

TIME ESTIMATE: 15 Minutes

AGENDA ITEM TITLE: Resolution 2012-95-R Amending the FY 2012 Budget to Close Electric Capital Projects

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

**SUMMARY OF
ISSUE/TOPIC:**

Staff recommends closing the following Capital Projects and transferring \$336,860.18 to the AMI project:

Automated Meter Reading E-2	\$ 21,617
Sudley Road Third Lane E-12	\$ (15,000)
Centreville Road Third Lane E-16	\$ 8,067
Circuit 404 Tie-In E-23	\$ (60,751)
Airport Distribution E-27	\$(290,793)

STAFF
RECOMMENDATION: Approve Resolution 2012-95-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: X Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

STAFF: *PAJ* Patricia A. Weiler, Finance & Administration Director, 703-257-8234

R E S O L U T I O N 2012-95-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 10th day of September, 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
ELECTRIC CAPITAL PROJECTS FUND			
<u>Automated Meter Reading E-2</u>			
545-0000-345-54-00	CP3605	Transfer from Electric Fund	\$ 21,617
545-3605-505-39-00	CP3605	Automated Meter Reading	\$ 21,617
<u>Sudley Road Third Lane E-12</u>			
545-0000-345-54-00	CP3627	Transfer from Electric Fund	\$ (15,000)
545-3627-505-39-00	CP3627	Sudley Road Third Lane	\$ (15,000)
<u>Centreville Road Third Lane E-16</u>			
545-0000-318-1700	CP3636	Donations	\$ 10,000
545-0000-318-4000	CP3636	Contracted Services	\$ 5,927
545-0000-345-54-00	CP3636	Transfer from Electric Fund	\$ (7,859)
545-3636-505-39-00	CP3636	Centreville Road Third Lane	\$ 8,068
<u>Circuit 404 Tie-In E-23</u>			
545-0000-345-54-00	CP3642	Transfer from Electric Fund	\$ (60,751)
545-3642-505-39-00	CP3642	Circuit 404 Tie-In	\$ (60,751)
<u>Airport Distribution E-27</u>			
545-0000-345-54-00	CP3675	Transfer from Electric Fund	\$ (290,793)
545-3675-505-39-00	CP3675	Airport Distribution	\$ (290,793)
<u>AMI Advanced Meter E-29</u>			
545-0000-345-54-00	CP3675	Transfer from Electric Fund	\$ 352,786
545-3675-505-39-00	CP3675	AMI Advanced Meter E-29	\$ 352,786
<u>Actual Transfers</u>			
545-0000-345-54-00 CP3605	\$21,617.17		
545-0000-345-54-00 CP3627	(\$15,000.00)		
545-0000-345-54-00 CP3636	(\$7,858.46)		
545-0000-345-54-00 CP3642	(\$60,751.40)		
545-0000-345-54-00-CP3675	(\$290,793.87)		
545-0000-345-54-00 CP3665	\$352,786.56		

For: Closing Capital Projects and Transferring \$336,860 to the AMI Project

This resolution shall take effect on June 30, 2012.

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

ATTEST:

Andrea P. Madden City Clerk

City of Manassas							
Electric Capital Projects Fund (Fund 545)							
Sudley Road 3rd Lane CP3627							
Project to Date							
As of 6/30/2012 - Period 12							
CIP # E-12	Revenues					Expenditures	
				Electric	Total	Total	
	Bond Proceeds	General Fund	Fund	Revenues	Expenditures		
BUDGET							
FY 2004 RES #2004-01-R				15,000.00	15,000.00	15,000.00	
Project to Date Budget		-	-	15,000.00	15,000.00	15,000.00	
ACTUAL							Cash Balance
FY 2004				15,000.00	15,000.00	-	15,000.00
Project to Date Actual		-	-	15,000.00	15,000.00	-	15,000.00
Remaining Budget Balance		-	-	-	-	15,000.00	
				Encumbrances		-	
				Budget Balance		15,000.00	
				Budget Balance per HTE		15,000.00	
				Difference		-	

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City of Manassas						
Electric Capital Projects Fund (Fund 545)						
Airport Distribution CP3675						
Project to Date						
As of 6/30/2012 - Period 12						
E-27						
		Revenues			Expenditures	
			Electric	Total	Total	
		General Fund	Fund	Revenues	Expenditures	
BUDGET						
FY2011 RES# 11-01-R			400,000.00	400,000.00	400,000.00	
Project to Date Budget		-	400,000.00	400,000.00	400,000.00	
ACTUAL						Cash Balance
FY 2011			400,000.00	400,000.00	106,156.91	293,843.09
FY 2012				-	3,049.22	290,793.87
Project to Date Actual		-	400,000.00	400,000.00	109,206.13	290,793.87
Remaining Budget Balance		-	-	-	290,793.87	
				Encumbrances	-	
				Budget Balance	290,793.87	
				Budget Balance per HTE	290,794.78	
				Difference	(0.91)	

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AGENDA STATEMENT

PAGE NO. 57

ITEM NO. 8

MEETING DATE: August 8, 2012 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Resolution 2012-96-R Amending the FY 2012 Budget to Closing Water Capital Projects

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

SUMMARY OF
ISSUE/TOPIC: Staff recommends closing the following Capital Project and transferring \$11,720.93 to the Main Loop Replacement Project:

Main/Battle/Beauregard Line

\$11,721

STAFF
RECOMMENDATION: Approve Resolution 2012-96-R

BOARD/COMMISSION/
COMMITTEE:

RECOMMENDATION: ☒ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

DISCUSSION
(IF NECESSARY):

BUDGET/FISCAL
IMPACT:

STAFF: *PAW* Patricia A. Weiler, Finance & Administration Director, 703-257-8234

R E S O L U T I O N 2012-96-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 10th day of September, 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
WATER CAPITAL PROJECTS FUND			
<u>Main/Battle/Beauregard Line</u>			
535-0000-345-53-00	CP3629	Transfer from Water Fund	\$ (11,721)
535-3629-505-39-00	CP3629	Main/Battle/Beauregard Line	\$ (11,721)
 <u>Main Replacement Looping</u>			
535-0000-345-53-00	CP3663	Transfer from Water Fund	\$ 11,721
535-3663-505-39-00	CP3663	Main Replacement Looping	\$ 11,721
 <u>Actual Transfers</u>			
535-0000-345-53-00	CP3629		(\$11,720.93)
535-0000-345-53-00	CP3663		\$11,720.93

For: Closing Capital Projects and Transferring \$11,720.93 to the Main Loop Replacement Project

This resolution shall take effect on June 30, 2012.

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

ATTEST:

Andrea P. Madden City Clerk

City of Manassas						
Water Construction Fund (Fund 535)						
Main/Battle/Beaugaud Line (Water Line Replacement) CP3629						
Project to Date						
As of 6/30/2012 - Period 12						
CIP # W-24		Revenue			Expenditures	
			Water	Total		Total
		State	Fund	Revenues		Expenditures
BUDGET						
FY 2004 RES #2004-01-R			83,000.00	83,000.00		83,000.00
FY 2004 RES #2004-16-R			32,000.00	32,000.00		32,000.00
FY 2004 RES #2004-32-R			49,803.00	49,803.00		49,803.00
FY 2004 RES #2004-56-R			51,513.00	51,513.00		51,513.00
FY 2004 RES #2005-01-R			66,000.00	66,000.00		66,000.00
FY 2005 RES #2007-01-R			104,000.00	104,000.00		104,000.00
FY 2008 RES #2008-01-R			220,000.00	220,000.00		220,000.00
FY 2010 RES #2010-52-R			37,754.00	37,754.00		37,754.00
Project to Date Budget		-	644,070.00	644,070.00		644,070.00
ACTUAL						Cash Balance
FY 2004			216,315.83	216,315.83		284,123.83 (67,808.00)
FY 2005			66,000.00	66,000.00		(1,808.00) (0.00)
FY 2007			104,000.00	104,000.00		- 104,000.00
FY 2008			220,000.00	220,000.00		- 324,000.00
FY 2010			37,754.16	37,754.16		350,033.23 11,720.93
Project to Date Actual		-	644,069.99	644,069.99		632,349.06 11,720.93
Remaining Budget Balance		-	(0.01)	(0.01)		11,720.94
				Encumbrances		-
				Budget Balance		11,720.94
				Per HTE		11,721.00
				Difference		(0.06)

8/2/2012

AGENDA STATEMENT

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ITEM NO. 9

MEETING DATE: August 8, 2012 – Finance Committee

TIME ESTIMATE: 20 Minutes

AGENDA ITEM TITLE: FY 2012 General Fund and Fire Rescue Fund Pre-Audit Report

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

**SUMMARY OF
ISSUE/TOPIC:** Staff will present a report on the General Fund and Fire Rescue Fund FY 2012 Pre-Audit.

**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):** REPORT WILL BE DISTRIBUTED AT THE MEETING

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

STAFF:  Patricia A. Weiler, Finance & Administration Director – 703/257-8234

AGENDA STATEMENT

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ITEM NO. 10

MEETING DATE: August 8, 2012 – Finance Committee

TIME ESTIMATE: 15 Minutes

AGENDA ITEM TITLE: FY 2014 Budget Calendar

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

SUMMARY OF
ISSUE/TOPIC: Consideration of the FY 2014 Budget Calendar.

STAFF
RECOMMENDATION: Approve the FY 2014 Budget Calendar

BOARD/COMMISSION/
COMMITTEE:

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

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

BUDGET/FISCAL
IMPACT: *PAW* N/A

STAFF: John A. Budesky, City Manager, 703-257-8212
Patricia A. Weiler, Finance and Administration Director, 703-257-8234

AGENDA STATEMENT

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ITEM NO. 11

MEETING DATE: August 8, 2012 – Finance Committee

TIME ESTIMATE: 10 Minutes

AGENDA ITEM TITLE: Resolution 2012-91-R Amending the FY 2012 Budget by Transferring Miscellaneous Contingency to Detention Expenditures and Allocating the Labor Vacancy Rate to Departments

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

SUMMARY OF ISSUE/TOPIC:

The FY 2012 Budget for the Adult Detention Center is \$2,451,379. On July 17, 2012, John Henry of the ADC estimated the total cost to the City in FY 2012 will be \$2,871,804 and that the ADC owes the City \$46,265 for FY 2011. The net budget deficit for the City is \$374,160.

The FY 2012 Budget for Juvenile Care is \$455,000. The total cost is \$539,646 for a budget deficit of \$84,646.

The FY 2012 Budget for Outreach to Detention is \$110,000. The total cost is \$130,165 for a budget deficit of \$20,165.

Staff recommends transferring Miscellaneous and Salary Contingencies to the ADC, Juvenile Care and Outreach to Detention Budgets.

The FY 2012 Labor Vacancy Rate is (\$457,870). For presentation of the budget in the Comprehensive Annual Financial Report (CAFR), staff recommends allocating the Labor Vacancy Rate to the Departments with salary savings.

STAFF
RECOMMENDATION: Approve Resolution 2012-91-R

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: X Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS:

DISCUSSION
(IF NECESSARY):

BUDGET/FISCAL
IMPACT: 

STAFF: Patricia A. Weiler, Finance & Administration Director, 703-257-8234

RESOLUTION 2012-91-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 10th day of September, 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Expenditures</u>		
100-1902-423-56-99	Adult Detention Center	\$ 370,703
100-1902-423-56-86	Outreach to Detention	\$ 20,165
100-1902-423-56-87	Juvenile Detention	\$ 84,646
100-9600-411-95-01	Miscellaneous Contingency	\$ (107,909)
100-9600-411-95-02	Salary Contingency	\$ (274,140)
100-9600-411-95-09	Labor Vacancy	\$ 457,870
100-0901-415-11-99	Commissioner of the Revenue Salaries	\$ (25,000)
100-1701-421-11-99	Police Department Salaries	\$ (259,095)
100-2501-430-11-99	Public Works Department Salaries	\$ (267,240)
	Total	<u>\$ -</u>

For: FY 2012 Detention Expenditures and Allocate Labor Vacancy Rate

This resolution shall take effect on June 30, 2012.

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

ATTEST:

Andrea P. Madden City Clerk

**City of Manassas
Juvenile Detention**

	<u>100-1902-423-56-87</u>			<u>100-1902-423-56-86</u>	
	<u>Juvenile Detention Center</u>	<u>Molinari Shelter</u>	<u>Total</u>	<u>Outreach to Detention</u>	<u>Total</u>
FY 12					
July	37,860.87	12,786.00	50,646.87	8,334.97	58,981.84
August	39,309.10	11,933.60	51,242.70	8,384.88	59,627.58
September	19,447.66	17,900.40	37,348.06	11,279.66	48,627.72
October	20,895.89	19,392.10	40,287.99	13,625.43	53,913.42
November	49,032.93	13,212.20	62,245.13	10,980.20	73,225.33
December	31,033.50	11,081.20	42,114.70	15,422.19	57,536.89
January	17,171.87	24,080.30	41,252.17	10,431.19	51,683.36
February	21,309.67	23,014.80	44,324.47	7,087.22	51,411.69
March	46,136.47	9,163.30	55,299.77	9,233.35	64,533.12
April	32,688.62	13,851.50	46,540.12	11,030.11	57,570.23
May	25,240.58	11,081.20	36,321.78	11,429.39	47,751.17
June	26,481.92	5,540.60	32,022.52	12,926.69	44,949.21
FY 12 Total	<u>366,609.08</u>	<u>173,037.20</u>	<u>539,646.28</u>	<u>130,165.28</u>	<u>669,811.56</u>
FY 12 Budget			455,000.00	110,000.00	565,000.00
Budget Deficit			(84,646.28)	(20,165.28)	(104,811.56)

City of Manassas
ADC
Annual "True Up"

	FY 2008	FY 2009	FY 2010	Pre Audit FY 2011	Pre Audit FY 2012
Revenues	\$11,797,778	\$12,165,857	\$11,639,503	\$11,260,132	\$11,279,302
Less Expenditure	33,797,910	35,643,884	36,197,866	35,285,500	36,829,995
= Local Funding Required	22,000,132	23,478,027	24,558,363	24,025,368	25,550,693
City % of Local Funding	11.2%	9.5%	10.1%	9.7%	10.2%
City Share of Net	\$ 2,464,015	\$ 2,230,414	\$ 2,480,396	\$ 2,330,462	\$ 2,606,172
Total Overhead	693,266	810,170	850,075	1,429,660	1,589,480
City % of Overhead	11.2%	9.5%	10.1%	9.7%	10.2%
City Share of Overhead	\$ 77,646	\$ 76,966	\$ 85,858	\$ 138,677	\$ 162,127
Capital to Modular Jail	-	-	9,736	149,881	1,544,851
City % of Mod Jail Capital	9.2%	9.2%	6.7%	6.7%	6.7%
City Share of Capital	\$ -	\$ -	\$ 652	\$ 10,042	\$ 103,505
Total City Expenditure	\$ 2,541,661	\$ 2,307,380	\$ 2,566,906	\$ 2,479,181	\$ 2,871,804
# of City Prisoner Days	27,820	27,554	30,848	29,424	-
Cost per Prisoner Day	\$ 91.36	\$ 83.74	\$ 83.21	\$ 84.26	#DIV/0!

**City of Manassas
Adult Detention Center
Budget to Actual Costs
Account 100-1902-423-5699**

	Adopted Budget	Amended Budget	Actual	Increase from PY (\$)	Increase from PY (%)	City Share Prisoner Days
FY 1998	483,210	483,210	483,120			
FY 1999 *	549,590	588,430	593,047	109,927	22.8%	7.3%
FY 2000	505,310	505,310	405,310	(187,737)	-31.7%	5.2%
FY 2001	505,310	505,310	586,703	181,393	44.8%	7.6%
FY 2002	450,000	790,000	920,432	333,729	56.9%	10.5%
FY 2003	590,000	1,100,000	1,510,363	589,931	64.1%	13.2%
FY 2004	1,300,783	1,755,783	1,747,463	237,100	15.7%	13.5%
FY 2005	1,700,000	2,095,570	2,054,926	307,463	17.6%	14.2%
FY 2006	2,100,000	2,461,000	2,477,974	423,048	20.6%	15.2%
FY 2007	2,100,000	2,686,000	2,685,600	207,626	8.4%	12.8%
FY 2008	2,600,000	2,600,000	2,450,578	(235,022)	-8.8%	11.2%
FY 2009	2,660,000	2,660,000	2,406,200	(44,378)	-1.8%	9.4%
FY 2010	2,660,000	2,833,555	2,504,878	98,678	4.1%	10.1%
FY 2011 **	2,360,000	2,486,785	2,471,354	(33,524)	-1.3%	9.7%
FY 2012 **	2,360,000	2,451,379	2,868,383	397,029		10.4%

*** Does not include the settlement for the Modular Jail of \$625,608**

**** Pre Audit**

Days Care - Outreach

	Outreach Program				Electronic Monitoring Services				Total
	# Cases	# Days	Per Day Rate	Total	# Cases	# Days	Per Day Rate	Total	Bill
FY 12									
July	6	167	49.91	8,334.97	-	-	2.51	-	8,334.97
August	9	168	49.91	8,384.88	-	-	2.51	-	8,384.88
September	10	226	49.91	11,279.66	-	-	2.51	-	11,279.66
October	13	273	49.91	13,625.43	-	-	2.51	-	13,625.43
November	11	220	49.91	10,980.20	-	-	2.51	-	10,980.20
December	15	309	49.91	15,422.19	-	-	2.51	-	15,422.19
January	11	209	49.91	10,431.19	-	-	2.51	-	10,431.19
February	7	142	49.91	7,087.22	-	-	2.51	-	7,087.22
March	9	185	49.91	9,233.35	-	-	2.51	-	9,233.35
April	12	221	49.91	11,030.11	-	-	2.51	-	11,030.11
May	11	229	49.91	11,429.39	-	-	2.51	-	11,429.39
June	12	259	49.91	12,926.69	-	-	2.51	-	12,926.69
FY 11 Total	126	2,608		130,165.28	-	-		-	130,165.28

Days Care - Molanari

	<u># Cases</u>	<u># Days</u>	<u>Per Day Rate</u>	<u>Total</u>
FY 12				
July	2	60	213.10	12,786.00
August	3	56	213.10	11,933.60
September	4	84	213.10	17,900.40
October	4	91	213.10	19,392.10
November	3	62	213.10	13,212.20
December	4	52	213.10	11,081.20
January	8	113	213.10	24,080.30
February	10	108	213.10	23,014.80
March	5	43	213.10	9,163.30
April	4	65	213.10	13,851.50
May	5	52	213.10	11,081.20
June	3	26	213.10	5,540.60
FY 11 Total	<u>55</u>	<u>812</u>		<u>173,037.20</u>

Days Care - Juvenile Detention

	<u># Cases</u>	<u># Days</u>	<u>Per Day Rate</u>	<u>Total</u>
FY 12				
July	11	183	206.89	37,860.87
August	13	190	206.89	39,309.10
September	10	94	206.89	19,447.66
October	14	101	206.89	20,895.89
November	17	237	206.89	49,032.93
December	12	150	206.89	31,033.50
January	7	83	206.89	17,171.87
February	14	103	206.89	21,309.67
March	21	223	206.89	46,136.47
April	17	158	206.89	32,688.62
May	14	122	206.89	25,240.58
June	9	128	206.89	26,481.92
FY 11 Total	159	1,772		366,609.08