

**FINANCE COMMITTEE  
WEDNESDAY, MARCH 28, 2012  
SECOND FLOOR CONFERENCE ROOM  
CITY HALL - MANASSAS, VIRGINIA  
AGENDA**

**5:30 PM CALL TO ORDER**

- |  |                   |                |
|--|-------------------|----------------|
| 1. Approve Minutes of the March 14, 2012 Finance Committee Meeting   | <b>1 Minute</b>   |                |
|  |                   | <b>Page 1</b>  |
| <hr/>  |                   |                |
| 2. Resolution R-2012-41 Authorizing the Purchase of a Spacesaver High Density Movable Shelving System for Human Resources and an Add On to the Existing System Purchased by Family Services (Weiler) | <b>5 Minutes</b>  |                |
|  |                   | <b>Page 3</b>  |
| <hr/>  |                   |                |
| 3. Resolution 2012-71-R Amending the FY 2012 Budget by Budgeting and Appropriating \$200,000 for the Design Costs of the Prince William Hospital Regional Storm Water Management Pond (Moon)         | <b>10 Minutes</b> |                |
|  |                   | <b>Page 19</b> |
| <hr/>  |                   |                |
| 4. Resolution 2012-69-R Amending the FY 2012 Budget by Transferring a \$148,182 Budget Balance in the Health Department Payment to the General Fund Contingency (Weiler)                             | <b>2 Minutes</b>  |                |
|  |                   | <b>Page 31</b> |
| <hr/>  |                   |                |
| 5. Resolution 2012-70-R Amending the FY 2012 Budget by Budgeting and Appropriating a \$35,000 Donation for Fireworks for the 4 <sup>th</sup> of July Celebration (Bergeron)                          | <b>2 Minutes</b>  |                |
|  |                   | <b>Page 47</b> |
| <hr/>  |                   |                |
| 6. City Manager's Time   |                   |                |

**ADJOURNMENT**

PAW/sjt

cc: Mayor  
Council Members  
John A. Budesky

Pat Weiler  
Diane Bergeron  
Francis Deniega



**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE  
WEDNESDAY, MARCH 14, 2012  
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 (alternate)

**COMMITTEE MEMBERS ABSENT:** None

**OTHERS PRESENT:** City Manager John A. Budesky, Family Services Director Ron King, Fiscal Services Manager LaTanya Bell, Neighborhood Services Coordinator Kisha Wilson-Sogunro, Christen Zenich, Neighborhood Services Coordinator, Captain Quentin F. Lawler, Budget Manager Diane V. Bergeron and Finance & Administration Director Pat Weiler.

**GUEST:** Ray Beverage, Independence Empowerment Center, Inc.

The meeting was called to order at 8:36 PM by Chairman Aveni.

**AGENDA ITEM #1 Approve Minutes of the February 22, 2012 Finance Committee Meetings**

A motion was made by Council Member Randolph; seconded by Vice Mayor Harrover to approve the minutes of the February 22, 2012 Finance Committee Meeting. The Committee approved (3 / 0).

**AGENDA ITEM #2 Resolution 2012-64-R Amending the FY 2012 Budget by Budgeting and Appropriating \$4,000 of Federal Revenue to Fund the Refugee Resettlement Program**

LaTanya Bell and Ron King presented Staff's recommendation to amend the FY 2012 Budget by budgeting and appropriating \$4,000 of federal revenue to fund the Refugee Resettlement Program. A motion was made by Council Member Randolph; seconded by Vice Mayor Harrover and the Committee approved (3 / 0). This item will be forwarded to the March 26, 2012 City Council meeting.

**AGENDA ITEM #3 Resolution 2012-65-R Amending the FY 2012 Budget by Budgeting and Appropriating a \$3,645 Reimbursement from Fairfax County's Urban Area Securities Initiative Grant for 67% of the Maintenance Costs for the LiveScan Fingerprinting Machine**

Trey Lawler presented Staff's recommendation to amend the FY 2012 Budget by budgeting and appropriating a \$3,645 reimbursement from Fairfax County's Urban Area Securities Initiative Grant for 67% of the maintenance costs for the LiveScan fingerprinting machine. A motion was made by Council Member Randolph; seconded by Vice Mayor Harrover and the Committee approved (3 / 0). This item will be forwarded to the March 26, 2012 City Council meeting.

**AGENDA ITEM #4 Resolution 2012-66-R Amending the FY 2012 Budget by Budgeting and Appropriating \$10,635 from the Federal Drug Seizure Funds for the Purchase of LED Light Bars for Police Cruisers**

Trey Lawler presented Staff's recommendation to amend the FY 2012 Budget by budgeting and appropriating \$10,635 from the Federal Drug Seizure Funds for the purchase of LED light bars for police cruisers. The Committee approved (3 / 0) A motion was made by Council Member Randolph; seconded by Vice Mayor Harrover and the Committee approved (3 / 0). This item will be forwarded to the March 26, 2012 City Council meeting.

**AGENDA ITEM #5 Resolution 2012-67-R Amending the FY 2012 Budget by Budgeting and Appropriating \$6,000 from Animal Shelter Donations for Animal Adoption Micro-Chipping**

Trey Lawler presented Staff's recommendation to amend the FY 2012 Budget by budgeting and appropriating \$6,000 from Animal Shelter donations for Animal Adoption Micro-Chipping. A motion was made by Council Member Randolph; seconded by Vice Mayor Harrover and the Committee approved (3 / 0). This item will be forwarded to the March 26, 2012 City Council meeting.

**AGENDA ITEM #6 Resolution 2012-68-R Amending the FY 2012 Budget by Transferring \$15,000 from General Fund Contingency to Modify Stonewall Park Pool to Become Compliant with the American Disability Act Amended Regulations**

Kisha Wilson-Sogunro presented Staff's recommendation to amend the FY 2012 Budget by budgeting and appropriating \$15,000 from General Fund Contingency to modify Stonewall Park Pool to become compliant with the American Disability Act Amended Regulations.

Ray Beverage spoke on behalf of the Independence Empowerment Center, Inc. in support of modifications and offered free staff training. A motion was made by Council Member Randolph; seconded by Vice Mayor Harrover and the Committee approved (3 / 0). This item will be forwarded to the March 26, 2012 City Council meeting.

**AGENDA ITEM #7 City Manager's Time – No Items**

The meeting was adjourned at 8:46 PM by Chairman Aveni.

## AGENDA STATEMENT

PAGE NO. 3

ITEM NO. 2

**MEETING DATE:** March 28, 2012 – Finance Committee

**TIME ESTIMATE:** 5 Minutes

**AGENDA ITEM TITLE:** Resolution R-2012-41 Authorizing the Purchase of a Spacesaver High Density Movable Shelving System for Human Resources and an Add On to the Existing System Purchased by Family Services

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

June 20, 2011 (Approved R-2011-81 Authorizing the Purchase of a Spacesaver High Density Movable Shelving System for Family Services)

**SUMMARY OF  
ISSUE/TOPIC:**

Human Resource's filing system is filled to capacity. A new spacesaver high density movable shelving system will provide the needed additional capacity as well as room for growth as additional units can be added. The cost of the shelving system is \$12,918. Funding for this purchase is available in the Human Resources FY 2012 Budget.

On June 20, 2011, City Council authorized Family Services to purchase the same system. Family Services is now in need of additional capacity and would like to purchase an add on for \$4,838. Funding for this purchase is available in the Family Services FY 2012 Budget.

This resolution will authorize the purchase of a spacesaver high density movable shelving system for Human Resources and an add on to the existing system purchased by Family Services as required by City Council Policy Statement #P-2009-02.

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

**BOARD/COMMISSION/  
COMMITTEE:**

**RECOMMENDATION:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

**COMMENTS:**

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**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:** \$4,838 is available in the Family Services FY 2012 Budget  
\$12,918 is available in the Human Resources FY 2012 Budget

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

**MOTION:** \_\_\_\_\_

**April 9, 2012  
Regular Meeting  
Resolution #R-2012-41**

**SECOND:** \_\_\_\_\_

**RE: PROCUREMENT OF A SPACESAVER HIGH DENSITY MOVABLE  
SHELVING SYSTEM FOR HUMAN RESOURCES AND AN ADD ON TO THE  
EXISTING SYSTEM PURCHASED BY FAMILY SERVICES**

**WHEREAS,** Human Resources has the need to purchase a spacesaver high density movable shelving system for \$12,918; and

**WHEREAS,** Family Services previously purchased the same spacesaver high density movable shelving system; and

**WHEREAS,** Family Services has the need to purchase and add on the existing shelving system for \$4,838; and

**WHEREAS,** City Council Policy #P-2009-02 requires City Council approval for the purchase of any capital asset not specially identified in the budget process.

**NOW, THEREFORE, BE IT RESOLVED** that the Manassas City Council does hereby approve the purchase of a spacesaver high density movable shelving system for Human Resources and an add on to the existing system purchased by Family Services.

\_\_\_\_\_  
Harry J. Parrish, II                      Mayor  
On behalf of the City Council  
Of Manassas, Virginia

**ATTEST:**

\_\_\_\_\_  
Andrea P. Madden                      City Clerk

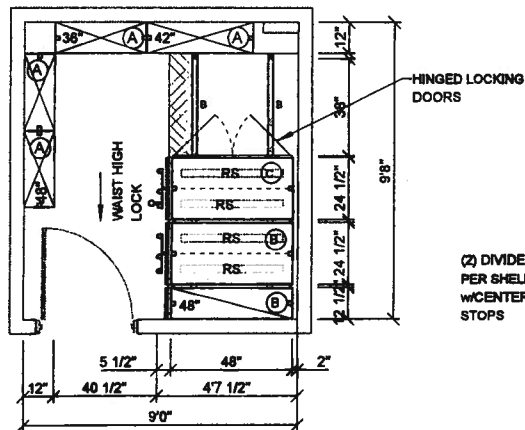
**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

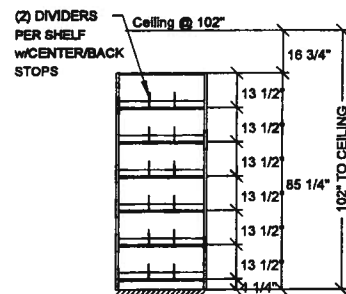
**Absent from Meeting:**



## PLAN VIEW

(Scale: 1/4"=1'-0")

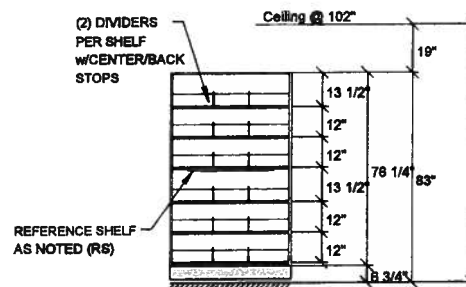
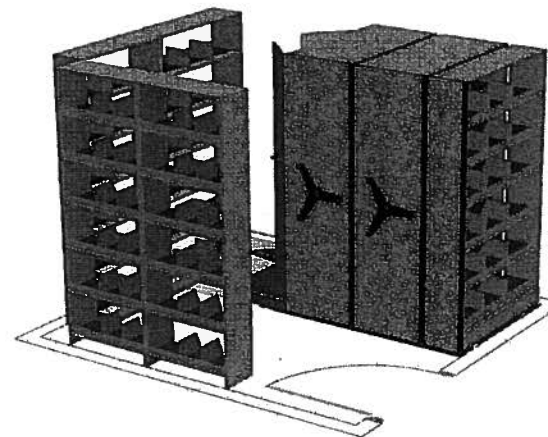
MECHANICAL ASSIST LINE SHAFT SYSTEM



## A ELEVATION A

(Scale: 1/4"=1'-0")

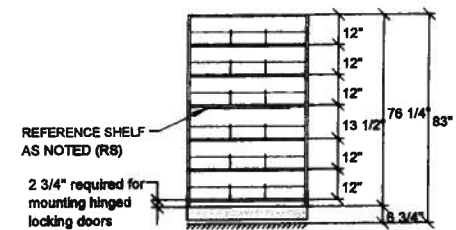
6-TIER 4-POST SHELVING (85 1/4" UPRIGHT)



## B ELEVATION B

(Scale: 1/4"=1'-0")

6-TIER 4-POST SHELVING (76 1/4" UPRIGHT)



## C ELEVATION C

(Scale: 1/4"=1'-0")

6-TIER 4-POST SHELVING (76 1/4" UPRIGHT)  
w/HINGED LOCKING DOORS

**Spacesaverinfo**  
www.spacesaverinfo.com

Spacesaverinfo  
10800 Connecticut Ave.  
Kensington, MD  
20872

PH: 301-933-9393 FAX: 301-933-8068  
www.spacesaverinfo.com

Drawing Number: 15600-4433

Saved Date: 02/14/2012

Scale: 1/4" = 1'

Sheet: 1 of 1

Salesperson: John Adam

Revision:

Drawn By: D. Chavez

Sheet: 1 of 1

System Weight:

Total System Capacity:

Equipment Weight: 1859.54 LBS

Media Weight: 4752.00 LBS

System Weight: 6611.54 LBS

Total System Capacity: 2160 LFI

Project Name:

Manassas - Human Resources Department

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File: P:\Configura & Hamilton Sorter Drawings\John A\15600-4433\Configura\15600-4433.dwg

# Spacesaverinfo lx

10800 Connecticut Avenue, Kensington, MD 20895

Phone: 301 933 9390

Fax: 301 933 8068

February 16, 2012

City of Manassas – Department of Human Resources  
9027 Center Street  
Manassas, Virginia 20110  
Attn: Mr. Terri Jackson

Re: Spacesaver High Density Movable Shelving for Department of Human Resources

Dear Ms. Jackson,

Thank you for the opportunity to submit this proposal. We have reviewed your requirements and have included pricing for all items including material, freight, and installation and inside delivery, and also included detailed technical information describing our products and solutions. This Pricing is based on Fairfax County Contract Number CC1014408621B.

We appreciate your consideration of our proposal and welcome the opportunity to further discuss the project. I am available to meet with you and the evaluation committee to clarify our submission. If questions arise during your review, please do not hesitate to contact us. We look forward to being of service to the City of Manassas on this project on this project.

Regards,

John Adam

Spacesaver Systems Inc.

City of Manassas – Department of Human Resources  
02/16/12



We are pleased to provide a Spacesaver Mechanical Assist high density system for the Office of Human Resources files. Please review the proposed Spacesaver layout on the attached Spacesaver drawing number 15600-4433. The layout provides 2,160 net linear filing inches of open shelf storage. We estimated that you currently have a total of 1,000 net linear filing inches. Therefore this layout would provide you with over 100% increase in existing capacity. In order to achieve this you would need to use the file backs which would convert your top tab folders to side tab. We are proposing your order 1600 file backs

The proposed system includes the following:

- 2 – 24" deep x 4'-0" long movable carriages.
- 1 – 12" deep x 4'-0" long stationary platform.
- Pull-out reference shelves where shown on drawing
- 6 shelves per section with 2 adjustable dividers per shelf
- Fire Retardant Plywood Decking between rails (Required by code).
- Deck and ramp covered with customer supplied tile or carpet.
- High pressure laminates end panels.
- Total system height 85-1/4".

#### **COLOR SELECTIONS:**

Spacesaver shelving is available in 10 standard colors. Laminate End panels are available in WilsonArt designs. See attached color selectors.

#### **FINISHED FLOOR FINISH:**

To be determined and installed at a later date

#### **OTHER CONSIDERATIONS:**

- **Storage Charges:** We will make every effort to adhere to the customer's schedule for installation. In the event that circumstances out of our control require storage of the equipment for a period of time, there may be additional charges for storage and handling.
- **Drilling restrictions:** This proposal is computed with the understanding there will be off-hour requirements during the initial installation phase of anchoring tracks and floor. We anchor into the concrete slab and will drill during hours as designated by your building manager. We have allowed for normal business hours between the hours of 7:00-5:00 for the remainder of the installation. Should additional time constraints be applicable, there will be additional charges.

#### **WARRANTY:**

Spacesaver warrants to the original purchaser exclusively that the shelving and mobile carriages ("structural frames") manufactured by it will be free from defects in materials and workmanship for the lifetime of the structural frames.

Spacesaver Systems Inc.

City of Manassas – Department of Human Resources  
02/16/12

Spacesaver also warrants that all equipment, other than structural frames, shall be free from defects in material and workmanship for five (5) years from the date of the customer's written acceptance of installation. During the 5-year warranty period, all parts are included at no cost. Labor is included at no cost during the first year of the 5-year warranty.

After the first year, service may be performed and billed at the current labor rates or optional extended service and preventive maintenance agreements are available.

If any warranted equipment shall be proved to Spacesaver's satisfaction to be defective, such equipment shall be repaired or replaced at the option of Spacesaver. All warranty service for any equipment manufactured by Spacesaver must be performed by an authorized Spacesaver factory representative.

**TRAINING:**

Upon completion of the system installation Spacesaver will provide training to all employees on proper use and operation of the Spacesaver System(s).

**MANUFACTURING LEAD TIME:**

Manufacturing lead time is 4-5 weeks after receipt of order.

**ORDERING INFORMATION:**

Purchase orders should be made out to:

SPACESAVER SYSTEMS, INC.  
10800 CONNECTICUT AVENUE  
KENSINGTON, MD 20895  
ATTN: JOHN ADAM

## **Company Profile**

Spacesaver Systems, Inc. was incorporated in 1973 in the District of Columbia. Over the years, we have earned the reputation of a reliable and dedicated supplier of high-density mobile storage equipment to the commercial, industrial and government markets in the Washington, D.C., and metropolitan area. Spacesaver Systems is an independent, small business committed to providing the finest equipment and service to our customers.

John H.C. Schmidt founded Spacesaver Systems in 1973. The company has grown to eleven (11) full time account representatives, a minimum of fifteen (15) full time installers, various numbers of part time installers, and an office support staff of five (5). The company has consistently met or exceeded the stringent sales, service and performance standards set by Spacesaver Corporation.

Spacesaver Systems, Inc. works with the customer from initial design, pricing, sale, delivery, installation, and service during the warranty period and extended service agreements well after the expiration of the warranty. Our extended service agreements include semi-annual preventative maintenance visits. We have incorporated these because over time, we have found that if a system is regularly serviced, there will be far fewer problems with it over the life of the system. This has been proven in the fact that we still have systems up and operating on a daily basis, which were installed over 30 years ago. This complete service is unique in the industry, since so many other organizations may represent one firm one year and move on to other products and/or manufacturers the next.

Spacesaver Systems, Inc.'s installers have all been factory trained and have over 50 years in combined experience installing and servicing our mobile filing systems.

We will work with your designated project manager to coordinate all necessary details and Spacesaver Systems, Inc. will take all site measurements necessary to insure that your system meets the area's specifications. Your project manager should never have to touch one piece of Spacesaver product or take a measurement for us - we feel this is our responsibility.

Spacesaver Systems, Inc. maintains a full time customer service department that receives service calls and dispatches field service technicians. Because we are local, response time is often the same day or within 24 hours, during normal business hours. At the termination of the 12-month warranty that comes with the system, we offer preventive maintenance and extended service programs.

**February 16, 2012**  
**INVESTMENT SUMMARY FOR**  
**CITY OF MANASSAS**  
**DEPT. OF HUMAN RESOURCES**

**Based on Fairfax County Contract**  
**Number CC1014408621B**

Furnish and install Spacesaver Mechanical Assist High-Density Mobile Filing System as drawn on the enclosed Spacesaver layout (15600-4433) and described in this proposal dated 2-16-2011. Price to include all material, erection of material, freight, inside delivery, testing of equipment, and room left in broom clean condition. Installation to take place during normal business hours 7:30 a.m. to 4:30 p.m. Monday - Friday. Price does not include handling of existing equipment or files. Delivery 4-5 weeks from date of order.

Drawing Number 15600-4433

Total Material and Installation	\$12,917.69
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Purchase Order should be made out to:

Spacesaver Systems, Inc.  
10800 Connecticut Avenue  
Kensington, MD 20832  
Attn: John Adam

Accepted By:

\_\_\_\_\_

Date:

\_\_\_\_\_

Spacesaver Systems Inc.

City of Manassas – Department of Human Resources  
02/16/12

# AGENDA STATEMENT

PAGE NO. 15

ITEM NO. 14

MEETING DATE: June 20, 2011

TIME ESTIMATE: Consent

AGENDA ITEM TITLE: Resolution R-2011-81 Authorizing the Purchase of a Spacesaver High Density Movable Shelving System

DATE THIS ITEM WAS  
LAST CONSIDERED  
BY COUNCIL: June 1, 2011 – Finance Committee

## SUMMARY OF ISSUE/TOPIC:

The Family Services Department's closed file filing system is filled to capacity. A new spacesaver high density movable shelving system will provide the needed additional capacity as well as room for growth as additional units can be added. The cost of the shelving system is approximately \$19,183. Funding for this purchase is available in the Family Service Department's FY 2011 Budget.

This resolution will authorize the purchase of a spacesaver high density movable shelving system as required by City Council Policy Statement #P-2009-02.

## STAFF

RECOMMENDATION: Approve Resolution R-2011-81

## BOARD/COMMISSION/ COMMITTEE:

June 1, 2011 – Finance Committee (3 / 0)

RECOMMENDATION: ☒ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

## COMMENTS:

## DISCUSSION (IF NECESSARY):

## BUDGET/FISCAL IMPACT:

The \$19,183 is available in the Family Services Department's FY 2011 Budget

## STAFF:

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

**MOTION: Harrover**

**June 20, 2011**

**SECOND: Randolph**

**Special Meeting**

**Resolution #R-2011-81**

**RE: PROCUREMENT OF A SPACESAVER HIGH DENSITY MOVABLE  
SHELVING SYSTEM**

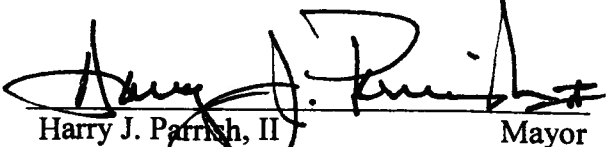
**WHEREAS**, the Family Services Department's closed file filing system is filled to capacity; and

**WHEREAS**, the Family Services Department would like to purchase a spacesaver high density movable shelving system to store closed files; and

**WHEREAS**, the spacesaver high density movable shelving system will provide the needed additional capacity and will allow room for growth; and

**WHEREAS**, City Council Policy #P-2009-02 requires City Council approval for the purchase of any capital asset not specially identified in the budget process.

**NOW, THEREFORE, BE IT RESOLVED** that the Manassas City Council does hereby approve the purchase of a spacesaver high density movable shelving system.

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

**ATTEST:**

  
Andrea P. Madden City Clerk

**Votes:**

**Ayes: Aveni, Bass, Harrover, Randolph, Way**

**Nays: None**

**Absent from Vote: Wolfe**

**Absent from Meeting: Wolfe**

# Spacesaverinfo

10800 Connecticut Avenue, Kensington, MD 20895

Phone: 301 933 9390

Fax: 301 933 8068

May 12, 2011

City of Manassas Office of Family Services  
9324 West Street  
Manassas, Virginia 20110  
Attn: Mr. Ronald Brown

Re: Spacesaver High Density Movable Shelving for Office of Family Services

Dear Mr. Brown,

Thank you for the opportunity to submit this proposal. We have reviewed your requirements and have included pricing for all items including material, freight, and installation and inside delivery, and also included detailed technical information describing our products and solutions. This Pricing is based on Fairfax County Contract Number CC1014408621B.

We appreciate your consideration of our proposal and welcome the opportunity to further discuss the project. I am available to meet with you and the evaluation committee to clarify our submission. If questions arise during your review, please do not hesitate to contact us. We look forward to being of service to Fairfax County on this project on this project.

Regards,

John Adam

Spacesaver Systems Inc.

City of Manassas – Office of Family Services  
05/12/11

We are pleased to provide a Spacesaver Mechanical Assist high density system for the Office of Family Services project files. Please review the proposed Spacesaver layout on the attached Spacesaver drawing number 14888-4061-A. The layout provides 4,760 net linear filing inches of open shelf storage. You currently have a total of 5,781 net linear filing inches. We have provided a layout that maximizes the room which is drawing number 14888-4061-A which provides a total of 8,064 net linear filing inches.

The proposed system includes the following:

- 2 – 26" deep x 12'-0" long movable carriages
- 1 – 13" deep x 12'-0" long stationary platform.
- 7 shelves per section with 4 adjustable dividers per shelf
- Fire Retardant Plywood Decking between rails (Required by code).
- Deck and ramp covered with customer supplied tile or carpet.
- High pressure laminates end panels.
- Total system height 90".

#### **COLOR SELECTIONS:**

Spacesaver shelving is available in 10 standard colors. Laminate End panels are available in WilsonArt designs. See attached color selectors.

#### **FINISHED FLOOR FINISH:**

To be determined and installed at a later date

#### **OTHER CONSIDERATIONS:**

- **Storage Charges:** We will make every effort to adhere to the customer's schedule for installation. In the event that circumstances out of our control require storage of the equipment for a period of time, there may be additional charges for storage and handling.
- **Drilling restrictions:** This proposal is computed with the understanding there will be off-hour requirements during the initial installation phase of anchoring tracks and floor. We anchor into the concrete slab and will drill during hours as designated by your building manager. We have allowed for normal business hours between the hours of 7:00-5:00 for the remainder of the installation. Should additional time constraints be applicable, there will be additional charges.

#### **WARRANTY:**

Spacesaver warrants to the original purchaser exclusively that the shelving and mobile carriages ("structural frames") manufactured by it will be free from defects in materials and workmanship for the lifetime of the structural frames.

Spacesaver also warrants that all equipment, other than structural frames, shall be free from defects in material and workmanship for five (5) years from the date of the customer's written acceptance of installation. During the 5-year warranty period, all parts

Spacesaver Systems Inc.

City of Manassas – Office of Family Services

05/12/11



are included at no cost. Labor is included at no cost during the first year of the 5-year warranty.

After the first year, service may be performed and billed at the current labor rates or optional extended service and preventive maintenance agreements are available.

If any warranted equipment shall be proved to Spacesaver's satisfaction to be defective, such equipment shall be repaired or replaced at the option of Spacesaver. All warranty service for any equipment manufactured by Spacesaver must be performed by an authorized Spacesaver factory representative.

**TRAINING:**

Upon completion of the system installation Spacesaver will provide training to all employees on proper use and operation of the Spacesaver System(s).

**MANUFACTURING LEAD TIME:**

Manufacturing lead time is 4-5 weeks after receipt of order.

**ORDERING INFORMATION:**

Purchase orders should be made out to:

SPACESAVER SYSTEMS, INC.  
10800 CONNECTICUT AVENUE  
KENSINGTON, MD 20895  
ATTN: JOHN ADAM

## **Company Profile**

Spacesaver Systems, Inc. was incorporated in 1973 in the District of Columbia. Over the years, we have earned the reputation of a reliable and dedicated supplier of high-density mobile storage equipment to the commercial, industrial and government markets in the Washington, D.C., and metropolitan area. Spacesaver Systems is an independent, small business committed to providing the finest equipment and service to our customers.

John H.C. Schmidt founded Spacesaver Systems in 1973. The company has grown to eleven (11) full time account representatives, a minimum of fifteen (15) full time installers, various numbers of part time installers, and an office support staff of five (5). The company has consistently met or exceeded the stringent sales, service and performance standards set by Spacesaver Corporation.

Spacesaver Systems, Inc. works with the customer from initial design, pricing, sale, delivery, installation, and service during the warranty period and extended service agreements well after the expiration of the warranty. Our extended service agreements include semi-annual preventative maintenance visits. We have incorporated these because over time, we have found that if a system is regularly serviced, there will be far fewer problems with it over the life of the system. This has been proven in the fact that we still have systems up and operating on a daily basis, which were installed over 30 years ago. This complete service is unique in the industry, since so many other organizations may represent one firm one year and move on to other products and/or manufacturers the next.

Spacesaver Systems, Inc.'s installers have all been factory trained and have over 50 years in combined experience installing and servicing our mobile filing systems.

We will work with your designated project manager to coordinate all necessary details and Spacesaver Systems, Inc. will take all site measurements necessary to insure that your system meets the area's specifications. Your project manager should never have to touch one piece of Spacesaver product or take a measurement for us - we feel this is our responsibility.

Spacesaver Systems, Inc. maintains a full time customer service department that receives service calls and dispatches field service technicians. Because we are local, response time is often the same day or within 24 hours, during normal business hours. At the termination of the 12-month warranty that comes with the system, we offer preventive maintenance and extended service programs.

**May 12, 2011**  
**INVESTMENT SUMMARY FOR**  
**CITY OF MANASSAS**  
**OFFICE OF FAMILY SERVICES**

**Based on Fairfax County Contract**  
**Number CC1014408621B**

Furnish and install Spacesaver Mechanical Assist High-Density Mobile Filing System as drawn on the enclosed Spacesaver layout (14888-4061-A) and described in this proposal dated 5-12-2011. Price to include all material, erection of material, freight, inside delivery, testing of equipment, and room left in broom clean condition. Installation to take place during normal business hours 7:30 a.m. to 4:30 p.m. Monday - Friday. Price does not include handling of existing equipment or files. Delivery 4-5 weeks from date of order.

Drawing Number 14888-4061-A

Total Material and Installation

\$19,183.22

Purchase Order should be made out to:

Spacesaver Systems, Inc.  
10800 Connecticut Avenue  
Kensington, MD 20832  
Attn: John Adam

Accepted By:

\_\_\_\_\_

Date:

\_\_\_\_\_

Spacesaver Systems Inc.

City of Manassas – Office of Family Services  
05/12/11



**AGENDA STATEMENT**PAGE NO. 19ITEM NO. 3**MEETING DATE:** March 28, 2012 – Finance Committee**TIME ESTIMATE:** 10 Minutes**AGENDA ITEM TITLE:** Resolution 2012-71-R Amending the FY 2012 Budget by Budgeting and Appropriating \$200,000 for the Design Costs of the Prince William Hospital Regional Storm Water Management Pond**DATE THIS ITEM WAS  
LAST CONSIDERED  
BY COUNCIL:**

N/A

**SUMMARY OF  
ISSUE/TOPIC:**

Prince William Hospital is working on a site plan through the firm of Ross, France and Ratliff, Ltd. that will construct surface parking adjacent to the City's proposed location for a regional storm water management pond. The City planned to have this facility constructed at the same time as the hospital is doing work in the area to minimize the cost of excavation associated with potentially hauling excavated material off site. Staff desires to expedite the design of this project in attempt to coordinate the design of the hospital work with the City's pond construction. It is desirable to balance grade the two projects to the extent possible. The total cost of the design is \$200,000.

**Timing:**

Hospital has indicated a desire to start the parking lot construction in the summer 2012.

**Contract Work:**

City plans to accomplish the work through the on-call civil design firm the City will select in April 2012.

**Project Need:**

The City identified this regional facility as part of the Regional Storm Water Management study conducted by Dewberry & Davis for the City in October 1999. The project will provide storm water management water quality and quantity treatment. The nutrient credits for the pond will be important for the City's future compliance with the new Chesapeake Bay TMDL requirements.

This resolution will budget and appropriate \$200,000 in the Stormwater Management Capital Projects Fund.

**STAFF****RECOMMENDATION:** Approve Resolution 2012-71-R**BOARD/COMMISSION/  
COMMITTEE:****RECOMMENDATION:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments**CITY MANAGER:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments**COMMENTS:****DISCUSSION  
(IF NECESSARY):****BUDGET/FISCAL  
IMPACT:**

Prince William Hospital	\$ 45,000
Bull Run Stormwater Escrow Funds	\$ 35,000
Capital Reserve Funds	<u>\$120,000</u>
	<b>\$200,000 Total Design</b>

**STAFF:** Michael Moon, Director of Public Works & Utilities, (703) 257-8226

## RESOLUTION 2012-71-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 9<sup>th</sup> day of April 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
<b>GENERAL FUND</b>		
<u>Revenues:</u>		
100-0000-346-01-01	Capital Reserve Funds	\$ 120,000
100-0000-346-01-01	Bull Run Stormwater Escrow Funds	\$ 35,000
	<b>Total Revenue</b>	<b>\$ 155,000</b>
<u>Expenditures:</u>		
100-9600-491-92-31	Transfer to Stormwater Management Capital Projects Fund	\$ 155,000
<b>STORMWATER MANAGEMENT CAPITAL PROJECTS FUND</b>		
<u>Revenues:</u>		
350-0000-345-10-00 CP2617	Transfer from General Fund - Capital Reserve Funds	\$ 120,000
350-0000-345-10-00 CP2617	Transfer from General Fund - Bull Run Stormwater Escrow Funds	\$ 35,000
350-0000-318-17-00 CP2617	Prince William Hospital	\$ 45,000
	<b>Total Revenue</b>	<b>\$ 200,000</b>
<u>Expenditures:</u>		
350-2617-505-39-00 CP2617	PWH Regional SWM Pond	\$ 200,000
<u>Actual Transfers</u>		
100-0000-218-15-00	\$35,000.00	

For: Prince William Hospital Regional Stormwater Management Pond Design

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



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**UNITED STATES DEPARTMENT OF JUSTICE**

**OFFICE OF THE ATTORNEY GENERAL**

**WASHINGTON, D. C. 20530**

**MEMORANDUM FOR THE ATTORNEY GENERAL**

**SUBJECT: [REDACTED]**

**DATE: [REDACTED]**

**TO: [REDACTED]**

**FROM: [REDACTED]**

**RE: [REDACTED]**

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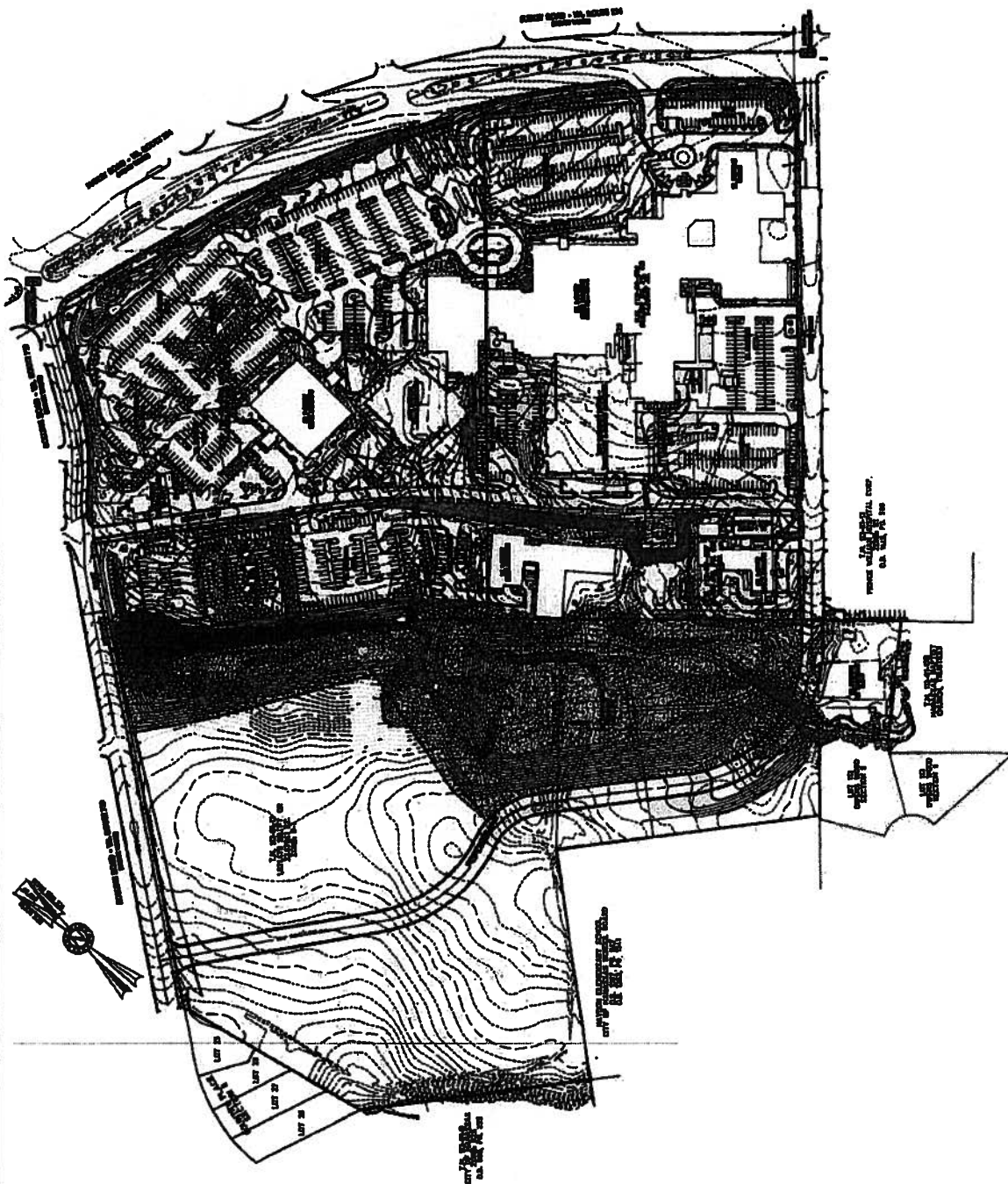
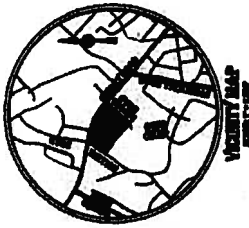
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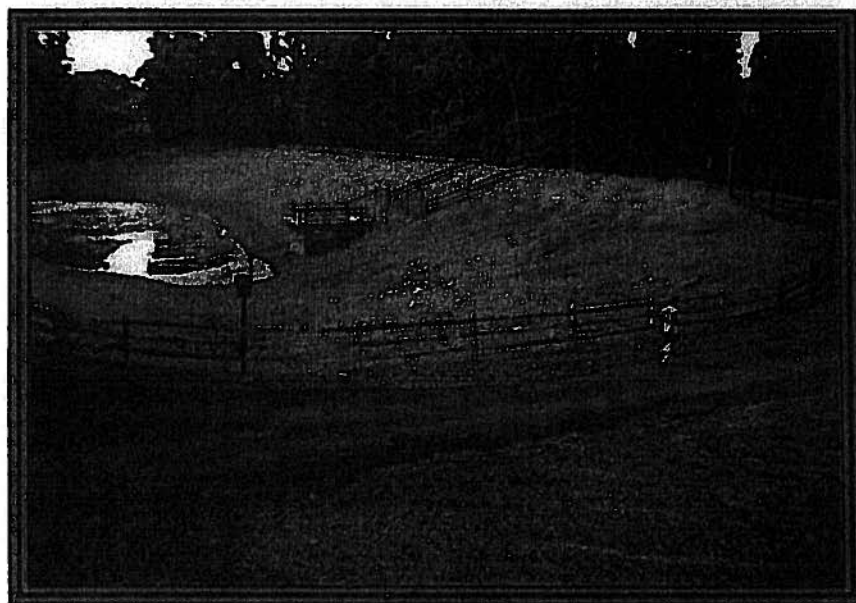




# **ADVANCE COPY**

**City of Manassas, Virginia**

## **REGIONAL STORMWATER MANAGEMENT STUDY**



**Prepared For:**  
City of Manassas  
Department of Public Works  
9027 Center Street, Suite 203  
Manassas, Virginia 22110

**Prepared By:**  
Dewberry & Davis  
8401 Arlington Blvd.  
Fairfax, Virginia 22031

**October, 1999**



Table 2 - Summary of Hydrologic Data and Estimated Water Quality and Detention Storage Volumes to Treat Entire Watershed

Pond No.	Pond Name	Total Drainage Area (Ac.)	Portion of Total DA in City of Manassas	Runoff Indicators			Estimated Water Quality Vol. (A-F)			Estimated Detention Volume (A-F)	
				CN	%I	R <sub>v</sub>	ED	V <sub>t</sub>	V <sub>R</sub>	2-Year	10-Year
1.1	Wakeman Tract	2436	36.00%	94	84	0.81	147.09	204.90	65.57	305.04	456.57
2.2	Dean Drive	160	100.00%	92	76	0.73	8.69	12.19	3.90	18.07	27.46
3.1	Sudley	510	95.00%	83	38	0.39	13.73	20.60	6.59	29.38	51.31
3.2	Hospital	315	100.00%	83	38	0.39	8.48	12.73	4.07	18.15	31.69
3.3	Devonshire Ct. Retrofit	135	100.00%	87	54	0.54	5.28	7.60	2.43	11.10	17.84
3.5	Liberia	470	100.00%	82	33	0.35	11.23	17.12	5.48	24.19	43.58
3.7us	Stonewall North (U/S)	66	100.00%	85	46	0.46	2.18	3.19	1.02	4.61	7.68
3.7ds	Stonewall North (D/S)	74	100.00%	85	46	0.46	2.44	3.58	1.14	5.17	8.61
4.1	Tudor Oaks Retrofit	95	100.00%	86	50	0.50	3.43	4.97	1.59	7.23	11.81
5.1	Winters Branch	655	100.00%	87	54	0.54	25.61	36.87	11.80	53.84	86.58

Where: CN = SCS runoff curve number

%I = Percent impervious cover

R<sub>v</sub> = COG storm runoff coeff. =  $0.05 + 0.009 (\%I)$

ED = NVPDC extended detention vol. in ac-ft =  $31.25 (\%I) (DA) / 43560$

V<sub>t</sub> = COG water quality treatment volume in ac-ft =  $1.25 (R_v) (DA) / 12$

V<sub>R</sub> = Volume of runoff from the mean storm =  $1452 (R_v) (DA) / 43560$

2 Yr Storage Vol. Estimate in cf/ac =  $268 (CN) - 19700$

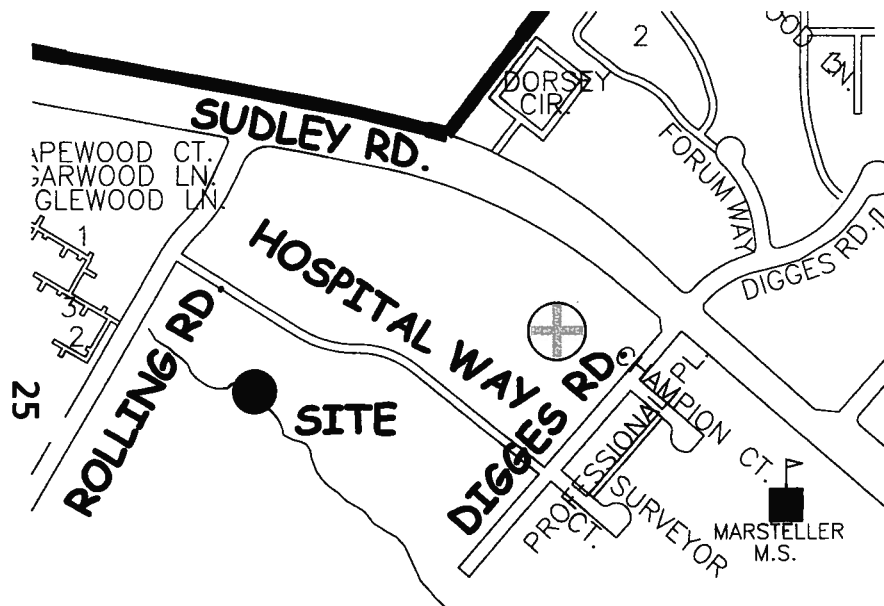
10 Yr Storage Vol. Estimate in cf/ac =  $344 (CN) - 24150$

### C. Preliminary Design Results

As previously discussed, preliminary designs were performed at the individual pond sites with the goal of maximizing water quality and detention benefits given the constraints surrounding each site. In most cases preference was given to maximizing water quality benefits over detention benefits. Table 3 summarizes the results of the preliminary pond designs.

**PROJECT: D-13 Prince William Hospital Regional SWM Pond****DEPARTMENT: Public Works****Site:**

Behind Prince William Hospital.

**Project Description:**

Construction of a 7 acre pond that treats a 315 acre drainage area. Project must be coordinated with the hospital. The hospital has performed a master plan for the area. The Project schedule to coincide with the property development at Prince William Hospital.

**Service Impact Narrative:**

A preliminary pond design was performed. The scheduling will depend in part on when the hospital moves forward with new plans on this portion of the property. The Prince William Hospital recently initiated meetings with the city to coordinate the construction of hospital improvements as well as the pond. Staff proposes to move this project forward to FY2014 in the city's plan to ensure that the city is prepared when the hospital completes design and is ready to move to construction.

This project may be eligible for a Total Maximum Daily Load (TMDL) credit.

**Comprehensive Plan Conformance:**

This project conforms with the Comprehensive Plan.

**Year Introduced in CIP:** 2002

Project Timeline	FY 12 Prior	FY 13	FY 14	FY 15	FY 16	FY 17	Future
Planning/Design	•		•				
Land Acquisition			•				
Construction			•				

**Associated / Coordinated Projects:**

N/A

**PROJECT: D-13 Prince William Hospital Regional SWM Pond**

**350-2617**

	↓ Sum of Prior Years and Estimate to Complete			↓ Sum of FY 2013–Future Years						
	↓ Sum of FY 2013–FY 2017		FY 2012	↓ Sum of FY 2013–Future Years						
	FY 2013	Total	and all	Estimate to	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future
	CIP Total	Project	Prior Years	Complete						Years
<b>Project Estimate:</b>										
Planning/Design	-	231	231	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-	-	-
Construction	1,923	1,923	-	1,923	-	1,923	-	-	-	-
<b>Total Estimate</b>	<b>1,923</b>	<b>2,154</b>	<b>231</b>	<b>1,923</b>	<b>-</b>	<b>1,923</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Funding Sources:</b>										
General Fund	-	151	151	-	-	-	-	-	-	-
Enterprise Fund	-	-	-	-	-	-	-	-	-	-
Special Fund	-	-	-	-	-	-	-	-	-	-
Bonds	1,923	1,923	-	1,923	-	1,923	-	-	-	-
Other Local Gov	-	-	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-	-	-	-
Proffers/Other	-	80	80	-	-	-	-	-	-	-
<b>Total Funding</b>	<b>1,923</b>	<b>2,154</b>	<b>231</b>	<b>1,923</b>	<b>-</b>	<b>1,923</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Operating Impacts (Life Cycle Costs):</b>										
Operating Revenue	-	-	-	-	-	-	-	-	-	-
Facility Operating Cost	-	-	-	-	-	-	-	-	-	-
Program Operating Cost	-	-	-	-	-	-	-	-	-	-
Debt Service	318	2,118	-	2,118	-	-	106	106	106	1,800
<b>Total Costs</b>	<b>318</b>	<b>2,118</b>	<b>-</b>	<b>2,118</b>	<b>-</b>	<b>-</b>	<b>106</b>	<b>106</b>	<b>106</b>	<b>1,800</b>
<b>Net Revenue (Subsidy) Required</b>	<b>(318)</b>	<b>(2,118)</b>	<b>-</b>	<b>(2,118)</b>	<b>-</b>	<b>-</b>	<b>(106)</b>	<b>(106)</b>	<b>(106)</b>	<b>(1,800)</b>

<b>City of Manassas</b>					
<b>Stormwater Management Capital Projects Fund (Fund 350)</b>					
<b>Hospital Pond CP2617</b>					
<b>Project to Date</b>					
<b>As of 2/29/2012</b>					
<b>CIP # D-13</b>					
		<b>Revenue</b>			<b>Expenditures</b>
				<b>Total</b>	<b>Total</b>
		<b>Bond Proceeds</b>	<b>General Funds</b>	<b>Revenues</b>	<b>Expenditures</b>
<b><u>BUDGET</u></b>					
FY 2000 ORD#00-52-O			75,000.00	75,000.00	75,000.00
FY 2001 ORD#01-05-O			(35,000.00)	(35,000.00)	(35,000.00)
FY 2006 RES# 06-05-R			(8,562.00)	(8,562.00)	(8,562.00)
Project to Date Budget		-	31,438.00	31,438.00	31,438.00
<b><u>ACTUAL</u></b>					
FY 2000		-	75,000.00	75,000.00	1,015.00
FY 2001		-	(35,000.00)	(35,000.00)	6,868.00
FY 2002		-	-	-	4,440.00
FY 2004		-	-	-	17,744.84
FY 2005		-	-	-	1,370.00
FY 2006			(8,562.16)	(8,562.16)	-
Project to Date Actual		-	31,437.84	31,437.84	31,437.84
Remaining Budget Balance		-	(0.16)	(0.16)	0.16

27

**City of Manassas  
Capital Reserve Fund  
FY 2012**

<b>Date</b>	<b>Action</b>	<b>Description</b>	<b>Amount</b>	<b>Balance</b>	<b>Status</b>
7/1/2009		Balance	\$ -		
9/14/2009	2010-23-R	Close capital projects	920,136		
10/26/2009	2010-46-R	Close capital projects	1,149,412	2,069,548	
		Reallocate Transportation			
12/21/2009	2010-65-R	Projects Funding	2,100,000	4,169,548	
12/21/2009	2010-65-R	DMV Land Purchase	(2,100,000)	2,069,548	Complete
1/25/2010	2010-66-R	GIS Implementation Plan Phase	(73,795)	1,995,753	Complete
4/12/2010	2010-83-R	Brinkley Lane Traffic Signal	(30,000)	1,965,753	Complete
4/26/2010	2010-86-R	City Hall Generator Relocation	(24,800)	1,940,953	Complete
4/26/2010	2010-90-R	Bike Trails	(51,651)	1,889,302	Complete
6/30/2010		Fund Balance in excess of 13%	1,450,761	3,340,063	
					Estimated Completion
7/1/2010	2011-08-R	Community Development Software	(192,000)	3,148,063	7/1/2012
		Additional 2007 UASI Grant Funds for Computer Aided			
9/13/2010	2011-26-R	Dispatch & Livescan	100,021	3,248,084	Complete
2/28/2011	2011-73-R	Sesquicentennial	(409,800)	2,838,284	Complete
3/28/2011	2011-86-R	911 Calling System	(367,000)	2,471,284	Complete
6/30/2011		Fund Balance in excess of 13%	2,244,828	4,716,112	
7/1/2011	2012-01-R	Byrd Park Restrooms (R-23)	(240,000)	4,476,112	Ongoing
		Stonewall Park Restrooms (R-29)			
7/1/2011	2012-01-R	Park Maintenance & Improvements (R-31)	(74,000)	4,216,112	Ongoing
		Tennis Court Improvements (R-32)			
7/1/2011	2012-01-R	Calvary Run Parking Lot (R-33)	(150,000)	3,992,112	Ongoing
7/1/2011	2012-01-R		(50,000)	3,942,112	Ongoing
12/12/2011	2012-40-R	Centerville Road and Route 28	234,076	4,176,188	Ongoing
12/12/2011	2012-45-R	Debt Service - 2005 B Interest	147,000	4,323,188	
12/12/2011	2012-45-R	Cockrell Road - 2010 D Bonds	1,458	4,324,646	Ongoing
12/12/2011	2012-48-R	Capital Projects - 2010 D Bonds	268,881	4,593,527	Ongoing
4/9/2012	2012-71-R	PWH Regional SWM Pond	(120,000)	4,473,527	

**City of Manassas**  
**FY 2013 City Manager Proposed Budget**  
**Proposed Uses**  
**Capital Reserve Fund**

**Current Balance \$4,593,527**

<b>Description</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
<b>2012-71-R PWH Pond Design (D-13)</b>	<b>(120,000)</b>					
Roof Replacements (G-10)		(405,000)				
Park Maintenance & Improvements (R-31)		(51,000)	(167,000)			
Radios		(1,700,000)				
Jackson Avenue Drainage (D-19)			(320,000)			
Sumner Lake Pond Bank Restoration (D-22)				(490,000)		
Fort Place Drainage (D-20)					(190,000)	
Hazel Drive Channel (D-21)					(45,000)	
Peabody Street/Early Street Drainage (D-11)						(372,000)
Public Safety Facility Study (G-15)		(95,000)				
School Playground Equipment (R-7)		(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
Dean Park Master Plan (R-17)		(75,000)				
Park Playground Equipment (R-25)				(30,000)	(30,000)	(30,000)
<b>Total Use</b>	<b>(120,000)</b>	<b>(2,356,000)</b>	<b>(517,000)</b>	<b>(550,000)</b>	<b>(295,000)</b>	<b>(432,000)</b>
<b>Estimated Balance</b>	<b>4,473,527</b>	<b>2,117,527</b>	<b>1,600,527</b>	<b>1,050,527</b>	<b>755,527</b>	<b>323,527</b>

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

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

	<u>Debits</u>	<u>Credits</u>	<u>Account balance</u>
			45,775.99
Current . . . . . :	.00	.00	
Unposted . . . . . :	.00	.00	
Total . . . . . :	.00	.00	45,775.99

**F7=Project data**  
**F11=Account activity**

**F8=Misc inquiry**  
**F12=Cancel**

**F9=Misc update**  
**F16=Pending trans**

**F10=Detail trans**  
**F24=More keys**



## AGENDA STATEMENT

PAGE NO. 31

ITEM NO. 4

**MEETING DATE:** March 28, 2012 – Finance Committee

**TIME ESTIMATE:** 2 Minutes

**AGENDA ITEM TITLE:** Resolution 2012-69-R Amending the FY 2012 Budget by Transferring a \$148,182 Budget Balance in the Health Department Payment to the General Fund Contingency

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

N/A

**SUMMARY OF  
ISSUE/TOPIC:**

The City has an annual contract with the State for the operation of the Prince William Health Department. The contract for the current year states that the Commonwealth will pay \$218,907 for public health services and the City will provide local funds in the amount of \$176,818. The FY 2012 Budget includes \$325,000 for this match. Staff recommends that the budget balance of \$148,182 be transferred into the General Fund Contingency.

This resolution will transfer \$148,182 into the Contingency in the General Fund.

**STAFF  
RECOMMENDATION:** Approve Resolution 2012-69-R

**BOARD/COMMISSION/  
COMMITTEE:**

**RECOMMENDATION:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

**COMMENTS:**

---

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:** \$325,000 – Health Department Budget  
\$176,818 – Actual Cost Per Contract  
\$148,182 – Balance Available

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



# CITY OF MANASSAS

## FINANCE & ADMINISTRATION DEPARTMENT

March 23, 2012

**TO:** John A. Budesky, City Manager

**FROM:** Patricia A. Weiler, Finance & Administration Director

**SUBJECT:** Current Status of Miscellaneous Contingency - Account #100-9600-411-9501

The following is a list of the transfers from the Miscellaneous Contingency account during Fiscal Year 2012 and the current status of that account:

<b>BEGINNING BALANCE</b>	<b>\$218,400</b>
<u>Ordinance/Resolution #</u>	
2012-04-R Carryover From FY 2011 Budget	100,000
2012-10-R VA State Police Grant & Contingency for Continuation of Internet Crimes Against Children Task Force	(65,500)
2012-16-R Touch Screen Voting Machines	(8,970)
2012-17-R Continuation of Gang Task Force	(62,890)
2012-21-R City Manager Executive Search	(28,500)
2012-25-R Legislative Representation 2011/2012 Season	(6,250)
2012-35-R HMI Visitors Center Improvements	(3,891)
2012-36-R HMI Sesquicentennial	(123,332)
2012-68-R Modify Stonewall Park Pool – (American Disability Act Amended Regulations)	(15,000)
2012-69-R Balance of Health Department Budget	148,182
<b>CURRENT BALANCE</b>	<b><u>\$ 152,249</u></b>

PAW/sjt

## RESOLUTION 2012-69-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 9<sup>th</sup> day of April 2012, that the following funds be transferred as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
<b>GENERAL FUND</b>		
<u>Revenues:</u>		
100-9605-441-56-12	Health Department	\$ (148,182)
<u>Expenditures:</u>		
100-9600-411-95-01	General Fund Contingency	\$ 148,182

For: Balance of Health Department Budget to General Fund Contingency

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

Fiscal Year 2012

## Account Balance Inquiry

09:49:21

Account number . . . : 100-9605-441.56-12  
 Fund . . . . . : 100 General Fund  
 Department . . . . . : 96 Nondepartmental  
 Division . . . . . : 05 Joint Services/Membership  
 Activity basic . . . . : 44 Health and Welfare  
 Sub activity . . . . . : 1 Payment to Entities  
 Element . . . . . : 56 Health And Welfare  
 Object . . . . . : 12 PW Health Department

Original budget . . . . . : 325,000

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 . . . . . : 325,000.00 100.0

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

\$325,000 Budget  
 - 176,818 Actual (Per Contract)  
 -----  
 \$148,182 Balance  
 to move to  
 GF contingency



RECEIVED

MAR 15 2012

City Manager's Office

# COMMONWEALTH of VIRGINIA

In Cooperation with the  
State Department of Health

*Prince William Health District*

9301 LEE AVENUE

MANASSAS, VIRGINIA 20110-5577

SERVING:  
CITY OF MANASSAS  
CITY OF MANASSAS PARK  
PRINCE WILLIAM COUNTY

TELEPHONE: (703) 792-6300  
ENVIRONMENTAL HEALTH: (703) 792-6300

March 13, 2012

John A. Budesky, City Manager  
City of Manassas  
P.O. Box 560  
Manassas, VA. 20108

Dear Mr. Budesky:

Three copies of the contract between the City of Manassas and the Virginia Department of Health are attached for your review and signature. The contract lists the services to be provided by the Prince William Health Department to the citizens of the City of Manassas. It also reflects your share of the financial resources necessary for the operation of the department.

Please sign all three copies and return them to me. I will forward the signed copies to the State Health Commissioner for her signature and one signed copy will be returned for your files.

If you have any questions, please contact me at 703-792-4710.

Sincerely,

Alison Ansher, M.D., M.P.H.  
Health Director

AA:cd  
Attachments

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF HEALTH**

**STATEMENT OF AGREEMENT WITH the City Council of the City of Manassas**

Under this agreement, which is created in satisfaction of the requirements of § 32.1-31 of the *Code of Virginia* (1950), as amended, the Virginia Department of Health, over the course of one fiscal year, will pay an amount not to exceed \$218,907, from the state general fund to support the cooperative budget in accordance with appropriations by the General Assembly, and in like time frame, the City Council of the City of Manassas will provide by appropriation and in equal quarterly payments a sum of \$176,818 local matching funds and \$0 one-hundred percent local funds for a total of \$176,818 local funds. These joint funds will be distributed in timely installments, as services are rendered in the operation of the Prince William Health Department, which shall perform public health services to the Commonwealth as indicated in Attachment A(1.), and will perform services required by local ordinances as indicated in Attachment A(2.). Payments from the local government are due on the third Monday of each fiscal quarter.

The term of this agreement begins July 1, 2011. This agreement will be automatically extended on a state fiscal year to year renewal basis under the terms and conditions of the original agreement unless written notice of termination is provided by either party. Such written notice shall be given at least 60 days prior to the beginning of the fiscal year in which the termination is to be effective. Any increase or decrease in funding allocation shall be made by an amendment to this agreement.

The parties agree that:

1. Under this agreement, as set forth in paragraphs A, B, C, and D below, the Commonwealth of Virginia and the Virginia Department of Health shall be responsible for providing liability insurance coverage and will provide legal defense for state employees of the local health department for acts or occurrences arising from performance of activities conducted pursuant to state statutes and regulations.
  - A. The responsibility of the Commonwealth and the Virginia Department of Health to provide liability insurance coverage shall be limited to and governed by the Self-Insured General Liability Plan for the Commonwealth of Virginia, established under § 2.2-1837 of the Code of Virginia. Such insurance coverage shall extend to the services specified in Attachments A(1.) and A(2.), unless the locality has opted to provide coverage for the employee under the Public Officials Liability Self-Insurance Plan, established under § 2.2-1839 of the Code or under a policy procured by the locality.
  - B. The Commonwealth and the Virginia Department of Health will be responsible for providing legal defense for those acts or occurrences arising from the performance of those services listed in Attachment A(1.), conducted in the performance of this contract, as provided for under the Code of Virginia and as provided for under the terms and conditions of the Self-Insured General Liability Plan for the Commonwealth of Virginia.

- C. Services listed in Attachment A(2.), any services performed pursuant to a local ordinance, and any services authorized solely by Title 15.2 of the Code of Virginia, when performed by a state employee, are herewith expressly excepted from any requirements of legal defense or representation by the Attorney General or the Commonwealth. For purposes of assuring the eligibility of a state employee performing such services for liability coverage under the Self-Insured General Liability Plan of the Commonwealth of Virginia, the Attorney General has approved, pursuant to § 2.2-507 of the Code of Virginia and the Self-Insured General Liability Plan of the Commonwealth of Virginia, the legal representation of said employee by the city or county attorney, and the City Council of the City of Manassas hereby expressly agrees to provide the legal defense or representation at its sole expense in such cases by its local attorney.
- D. In no event shall the Commonwealth or the Virginia Department of Health be responsible for providing legal defense or insurance coverage for local government employees.
2. Title to equipment purchased with funds appropriated by the local government and transferred to the state, either as match for state dollars or as a purchase under appropriated funds expressly allocated to support the activities of the local health department, will be retained by the Commonwealth and will be entered into the Virginia Fixed Asset Accounting and Control System. Local appropriations for equipment to be locally owned and controlled should not be remitted to the Commonwealth, and the local government's procurement procedures shall apply in the purchase. The locality assumes the responsibility to maintain the equipment and all records thereon.
3. Amendments to or modifications of this contract must be agreed to in writing and signed by both parties.

Karen Remley, MD, MBA, FAAP  
State Health Commissioner  
Virginia Department of Health

\_\_\_\_\_  
Local authorizing officer signature

Harry J. Parrish II  
Authorizing officer printed name

Mayor, City of Manassas  
Authorizing officer title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved as to form by the Office of the Attorney General on August 29, 2011.

Attachments: Local Government Agreement, Attachment A(1.)  
Local Government Agreement, Attachment A(2.)

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH  
COMMUNITY HEALTH SERVICES

BASIC PUBLIC HEALTH SERVICES TO BE ASSURED BY LOCAL HEALTH DEPARTMENTS  
INCOME LEVEL A IS DEFINED BY THE BOARD OF HEALTH TO BE MEDICALLY INDIGENT (32.1-11)

For Each Service Provided, Check Block for Highest Income Level Served			
COMMUNICABLE DISEASE SERVICES	Income A only	Defined by Federal Regulations	All (specify income level if not ALL)
Childhood Immunizations As provided for in 32.1-46			X
Sexually transmitted disease screening, diagnosis, treatment, and surveillance 32.1-57			X
Surveillance and investigation of disease 32.1-35 and 32.1-39			X
HIV/AIDS surveillance, investigation, and sero prevalence survey 32.1-36, 32.1-36.1, 32.1-39			X
Tuberculosis control screening, diagnosis, treatment, and surveillance 32.1-49, 32.1-50.1, and 32.1-54			X
CHILD HEALTH SERVICES	Income A only	Defined by Federal Regulations	All
Children Specialty Services; diagnosis, treatment, follow-up, and parent teaching 32.1-77, 32.1-89 and 32.1-90			X
Screening for genetic traits and inborn errors of metabolism, and provision of dietary supplements 32.1-65 and 32.1-69			X
Well child care up to age __ (enter year) Board of Health			
WIC Federal grant requirement		X	
EPSDT DMAS MOA			X
Blood lead level testing CDC			X
Outreach			X
Community Education 32.1-11.3 and 32.1-23			X
Pre-school Physicals for school entry 22.1-270			
Disabled disability Waiver Screenings DMAS MOA			X
Services for Children with Special health care needs Title V, Social Security Act		X	
Child restraints in motor vehicles 46.2-1095, 46.2-1097			
Babycare DMAS MOA			



LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH  
COMMUNITY HEALTH SERVICES

BASIC PUBLIC HEALTH SERVICES TO BE ASSURED BY LOCAL HEALTH DEPARTMENTS  
INCOME LEVEL A IS DEFINED BY THE BOARD OF HEALTH TO BE MEDICALLY INDIGENT (32.1-11)

For Each Service Provided, Check Block for Highest Income Level Served			
<b>MATERNAL HEALTH SERVICES</b>	Income A only	Defined by Federal Regulations	All
Prenatal and post partum care for low risk and intermediate risk women 32.1-77, Title V, Social Security Act	X		
Babycare Services DMAS MOA			
WIC Federal grant requirement		X	
<b>FAMILY PLANING SERVICES</b>	Income A only	Defined by Federal Regulations	All
Clinic services including drugs and Contraceptive supplies Family Planning Population Research Act of 1970, Title X		X	
Pregnancy testing and counseling Family Planning Population Research Act of 1970, Title X		X	

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH  
COMMUNITY HEALTH SERVICES

ENVIRONMENTAL HEALTH SERVICES  
BASIC PUBLIC HEALTH SERVICES TO BE ASSURED BY LOCAL HEALTH DEPARTMENTS

The following services performed in accordance with the provisions of the Code of Virginia, the regulation of the Board of Health and/or VDH agreements with other state or federal agencies.	
Ice cream/frozen desserts MOA Agriculture	X
Investigation of communicable diseases 32.1-35 and 32.1-39	X
Marinas 32.1-246 (None)	
Migrant labor camps 32.1-203-32.1-211 (None)	
Milk 3.2-5130, 3.2-5206, 3.2-5208	X
Alternative discharging sewage systems 32.1-163, 32.1-163.2, and 32.1-164	X
On-site sewage disposal 32.1-163	X
Rabies control 3.2-6500 et seq.	X
Restaurants/eating establishments 35.1-14	X
Sanitary surveys	X
Single home sewage discharge 32.1-164	X
Hotels/Motels 35.1.13	X
Water supply sanitation	X
Wells 32.1-176.2	X
Homes for adults DSS MOA	X
Juvenile Justice Institutions 35.1-23	X
Jail Inspections DOC MOA	X
Daycare centers DSS MOA	X
Radon 32.1-229	X
Summer camps/ Campgrounds 35.1-16 and 35.1-17	X

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH  
COMMUNITY HEALTH SERVICES

OTHER PUBLIC HEALTH SERVICES  
BASIC PUBLIC HEALTH SERVICES TO BE ASSURED BY LOCAL HEALTH DEPARTMENTS

The following services performed in accordance with the provisions of the Code of Virginia, the regulations of the Board of Health and/or the policies and procedures of the State Department of Health	
Medicaid Nursing Home Screening DMAS MOA	X
Comprehensive Services Act 2.2-5201-2.2-5211	X
Vital Records (Death Certificates) 32.1-254-255, 272	X
Early Intervention Services	X
Personal Care Screening DMAS MOA	X
Respite Care Screening DMAS MOA	X
Immunizations for maternity and post-partum patients	X
AIDS Drug Assistance Program (ADAP)	X
Emergency Preparedness and Response	X

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH  
COMMUNITY HEALTH SERVICES

OPTIONAL PUBLIC HEALTH SERVICES

For Each Service Provided, Check Block for Highest Income Level Served			
	Income A only	Defined by Federal Regulations	All
<b>COMMUNICABLE DISEASE SERVICES</b>			
Foreign Travel Immunizations			X
<b>CHILD HEALTH SERVICES</b>			
School health services			
Sick child care			
Other:			
<b>MATERNAL HEALTH SERVICES</b>	Income A only	Defined by Federal Regulations	All
Funds for deliveries			
Funds for special tests and drugs	X		
Diagnosis, treatment, and referral for gynecological problems			X
Prenatal and post partum care for high risk women (in conjunction with University of Virginia Hospital)	X		
<b>FAMILY PLANNING SERVICES</b>	Income A only	Defined by Federal Regulations	All
Nutrition Education			X
Preventive Health Services			X
Pre-conception Health Care			X

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH  
COMMUNITY HEALTH SERVICES

OPTIONAL PUBLIC HEALTH SERVICES

For Each Service Provided, Check Block for Highest Income Level Served			
GENERAL MEDICAL SERVICES	Income A only	Defined by Federal Regulations	All
Activities of Daily Living			
Community Education			X
General Clinic Services			
Outreach			X
Occupational health services			
Personal care			
Pharmacy services-Alternate Drug Delivery Site			
Hypertension screening, referral, and counseling			X
Respite care services			
Other:			
SPECIALTY CLINIC SERVICES (List)	Income A only	Defined by Federal Regulations	All
DENTAL HEALTH SERVICES	Income A only	Defined by Federal Regulations	All
Preventive Clinic Services - Children			(A-D Income)
Preventive Clinic Services - Adults	X		
Restorative Clinic Services			(A-D Income)
Community Education			X
Dentures -- Age 60+	X		

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(2.)

VIRGINIA DEPARTMENT OF HEALTH  
COMMUNITY HEALTH SERVICES

PUBLIC HEALTH SERVICES PROVIDED  
UNDER LOCAL ORDINANCE

Neither the <i>Code of Virginia</i> nor Regulations of the Board of Health requires the following services to be provided by the local health department	Place an X in this column if service is provided for locality	Local ordinance code cite
Accident Prevention		
Air Pollution		
Bird Control		
Employee Physicals		
General Environmental	X	Chapter 70, Article IV.
Housing - BOCA & local building codes		
Insect control		
Noise		
Plumbing		
Radiological Health		
Rodent Control		
Solid Waste		
Swimming facilities	X	Chapter 26, Article VI.
Weeds		
Smoking Ordinances		
Nuisances / Health and Safety Menaces	X	Chapter 70, Article IV.
Food Establishments	X	Chapter 70, Article II.
Youth Athletic Association Concession Activities	X	Chapter 70, Article II(A).

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(2.)

VIRGINIA DEPARTMENT OF HEALTH  
COMMUNITY HEALTH SERVICES

PUBLIC HEALTH SERVICES PROVIDED UNDER  
LOCAL ORDINANCES OR CONTRACT WITH LOCAL GOVERNMENTS

OPTIONAL PUBLIC HEALTH SERVICES

For Each Service Provided, Check Block for Highest Income Level Served			
	Income A only	Defined by Federal Regulations	All
Employee physicals			
Primary care for inmates in local jails or correctional institutions			
Other medical services (List)			
Development Plan Review			X
Hazardous Materials (Hazmat) Incident Consultation			X





**AGENDA STATEMENT**

PAGE NO. 47

ITEM NO. 5

**MEETING DATE:** March 28, 2012 – Finance Committee

**TIME ESTIMATE:** 2 Minutes

**AGENDA ITEM TITLE:** Resolution 2012-70-R Amending the FY 2012 Budget by Budgeting and Appropriating a \$35,000 Donation for Fireworks for the 4<sup>th</sup> of July Celebration

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

**SUMMARY OF  
ISSUE/TOPIC:** The City has budgeted \$57,000 for the 4<sup>th</sup> of July Celebration. \$20,000 of the budget is for fireworks. The City has received a \$35,000 donation for additional fireworks for the 4<sup>th</sup> of July Celebration. With the donation, the total fireworks budget will be \$55,000.

This resolution will budget and appropriate a \$35,000 donation in the General Fund.

**STAFF  
RECOMMENDATION:** Approve Resolution 2012-70-R

**BOARD/COMMISSION/  
COMMITTEE:**

**RECOMMENDATION:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

**COMMENTS:** \_\_\_\_\_

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:** \$35,000 - Donation for Additional 4<sup>th</sup> of July Celebration Fireworks

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

## RESOLUTION 2012-70-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 9<sup>th</sup> day of April 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
<b>GENERAL FUND</b>		
<u>Revenues:</u>		
100-0000-318-17-00	Donations/Contributions	\$ 35,000
<u>Expenditures:</u>		
100-3296-465-39-63	Fireworks	\$ 35,000

For: Fireworks for 4th of July Celebration

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