

FINANCE COMMITTEE
WEDNESDAY, OCTOBER 3, 2012
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA
AGENDA

5:30 PM CALL TO ORDER

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1. Update on Joint City / Manassas City Public Schools Capital Improvement Needs (Budesky) | 10 Minutes |
| | Page 1 |
| 2. Approve Minutes of the September 5, 2012, Finance Committee Meeting | 1 Minute |
| | Page 9 |
| 3. Resolution 2013-20-R Amending the FY 2013 Budget by Budgeting and Appropriating a \$67,897 Governor's Youth Development Academy State Grant in the Schools FY 2013 Budget (Maguire) | 2 Minutes |
| | Page 11 |
| 4. Resolution 2013-18-R Amending the FY 2013 Budget by Budgeting and Appropriating \$125,000 for the FY 2012 Urban Areas Security Initiative Subgrant Sponsored by the Department of Homeland Security (Bowman / Halsall) | 2 Minutes |
| | Page 23 |
| 5. Resolution 2013-17-R Amending the FY 2013 Budget by Budgeting and Appropriating a \$10,000 Virginia Department of Aviation Grant for the Airport Marketing Plan and Accepting the Virginia Department of Aviation Grant and Authorizing the Mayor to Sign the Grant Agreement (Rivera) | 2 Minutes |
| | Page 37 |
| 6. Resolution 2013-19-R Amending the FY 2013 Budget by Budgeting and Appropriating a \$680,411 Federal Aviation Administration Grant and a \$60,481 Virginia Department of Aviation Grant for the Relocate the Localizer Antenna Project at the Airport and Accepting the Grants and Authorizing the Mayor to Sign the Grant Agreements (Rivera) | 5 Minutes |
| | Page 45 |
| 7. Resolution R-2013-18 Approving the FY 2014 Virginia Department of Transportation Revenue Sharing Program Application for Funding (Jennings) | 10 Minutes |
| | Page 49 |
| 8. Resolution R-2013-14 Authorizing the Potomac and Rappahannock Transportation Commission (PRTC) to Unappropriate \$43,864.58 from the City's Use of Gas Tax Funds for Capital Projects (Bergeron) | 2 Minutes |
| | Page 59 |

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- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 9. 2013 Finance Committee Calendar (Weiler) | 2 Minutes |
| | Page 73 |
| 10. Resolution 2013-21-R Amending the FY 2013 Budget by Budgeting and Appropriating \$150,000 from General Fund Fund Balance to Carryover the Unspent FY 2012 Training Program Funds (Weiler) | 2 Minutes |
| | Page 75 |
-
11. **City Manager's Time**
-

ADJOURNMENT

PAW/bgj

| | |
|------------------------|-----------------------|
| cc: Mayor | Pat Weiler |
| Council Members | Diane Bergeron |
| John A. Budesky | Tamara Sturm |

AGENDA STATEMENT

PAGE NO. 1

ITEM NO. 1

MEETING DATE: October 3, 2012 – Finance Committee

TIME ESTIMATE: 10 Minutes

AGENDA ITEM TITLE: Update on the Progress of the Manassas City and Schools Joint Staff Capital Improvement Planning Team

**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:** August 13, 2012 Resolution #R-2013-12

**SUMMARY OF
ISSUE/TOPIC:** As stipulated by Resolution #R-2013-12, the City Manager will update the Finance Committee on the progress of the Manassas City and Schools Joint Staff Capital Improvement Planning Team.

**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 is attached

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

STAFF: John A. Budesky, City Manager, 703-257-8212

**Manassas City and Schools
Joint Staff Capital Improvement Planning Team (Team)
Update**

**School Board September 25, 2012
City Council Finance Committee October 3, 2012**

City Team Members: John, A. Budesky, City Manager
Patricia Weiler, Finance and Administration Director
Liz Via-Gossman, Community and Economic
Development Director
Mike Moon, Public Works and Utilities Director
Patty Prince, Communications Coordinator

MCPS Team Members: Catherine Magouyrk, Superintendent
Jennifer Maguire, Associate Superintendent
for Financial Services
Ken LaLonde, Associate Superintendent, Administrative
Services and Human Resources
Russ Helton, Director of Support Services
Al Radford, Public Relations Specialist

Meeting History: Team met on Monday, September 10, 2012, Monday,
September 17, 2012, and has an additional meeting scheduled
for Wednesday, September 26, 2012

Current Milestones Achieved:

1. The team has agreed on acceptable terms under how all meetings will be conducted.
2. The team reviewed the current CIP planning processes of both MCPS and the City.
3. The facility study currently underway on behalf of the schools was reviewed and the team decided the consultant's recommendations would be a source of information for the team. The team agreed that all public engagement sessions will be a joint process. The first citizen engagement session is on October 16, 2012 at Mayfield Intermediate School at 6:30 PM. The session will introduce the participants to current realities and challenges facing MCPS and the City.
4. The team has a working schedule to carry out completion of the assigned focus areas of the resolution. Each weekly meeting will occur at a different school or city facility to develop a shared perspective of issues facing both the Schools and the City.
5. Staff from both MCPS and the City have been tasked with reviewing best practices in CIP formats and will present recommendations to the team in

October. Staff will also review the dollar and useful-life thresholds for projects to be included in the CIP.

6. A publicity/communication plan has been put in place to announce the community engagement opportunities so that all stakeholders have the opportunity to participate. A theme was identified a theme brand the engagement process and will be used in all communication efforts. Your Voice. Your Community. Our Future.

Current Issues identified for Consideration:

1. A debt management process that would facilitate maintaining or raising the city's bond rating to lower the cost of debt service, stabilize and predict annual budget development, and program ongoing funding capital improvement needs.

Critical Path for Completion of Staff Work to Meet the Objectives of Resolution:

1. Continued commitment by the Joint City/School Facility Planning Team to the completion of the process.

MOTION: WOLFE

SECOND: WAY

August 13, 2012

Regular Meeting

Resolution #R-2013-12

School Board Date: August 14, 2012

School Board Resolution No. R2013-03

RE: JOINT RESOLUTION BY AND BETWEEN THE CITY COUNCIL OF THE CITY OF MANASSAS AND THE SCHOOL BOARD OF THE CITY OF MANASSAS ON CAPITAL IMPROVEMENT NEEDS

WHEREAS, the City Council and the School Board of the City of Manassas have directed our collective staff to identify the current and future capital needs of the City of Manassas (City) and Manassas City Public Schools (MCPS).

NOW, THEREFORE, BE IT RESOLVED that the City Council and the School Board of the City of Manassas do hereby direct staff to define and document the current and future Capital Improvement needs of the City and MCPS incorporating the following guidelines:

1. Share resources, expertise, and planning assets to provide a sound foundation of reasoned thought and assessment of Capital Improvement needs.
2. Provide recommendations on capital infrastructure needs of both entities which must include evaluation of renovation, lease, and new construction options. Identified needs must include research and data that demonstrate the community needs and benefits of any recommendation. Recommendations should include prioritization of immediate needs (current - next 5 years), near-term needs (within the next 10 years), and long term needs (beyond 10 years).
3. Evaluate options that maximize the use of currently owned public property for any recommended capital infrastructure projects. Any other recommendations that may impact privately held property must accompany a clear impact and benefit analysis.
4. Evaluate the financial capacity of both entities including current debt and potential capacity, options, and recommendations to minimize the financial impact to our citizens, and cost avoidance savings that may be achieved through reduced maintenance investments.
5. Engagement of citizens for feedback is critical to identification of needs and shall be part of the planning process and ultimate approval of any capital investment towards recommendations.

BE IT FURTHER RESOLVED that the City Council and the School Board will each designate a board or committee to review the staff's joint progress and findings and provide feedback and direction to staff on a monthly basis. Staff shall report their findings and
August 13, 2012

**Regular Meeting
Resolution #R-2013-12**

recommendations to the designated boards or committees monthly; and all planning results are to be presented to the City Council and the School Board jointly or independently by January 1, 2013.

BE IT FURTHER RESOLVED that the City Council and School Board of the City of Manassas are committed to a planning process that identifies the shared needs and affordability of infrastructure for our community.

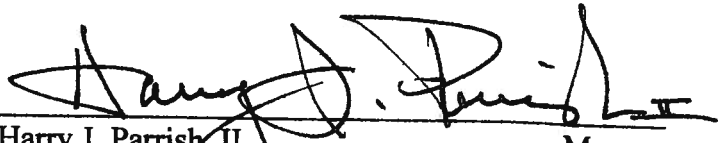
Votes:

Ayes: Aveni, Harrover, Lovejoy, Randolph, Way and Wolfe


Nays: None

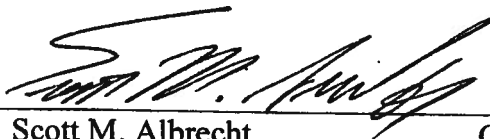
Absent from Vote: None

Absent from Meeting: None

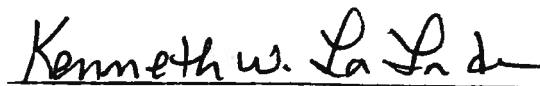

Harry J. Parrish II
On behalf of the City Council
Of Manassas, Virginia
Mayor

ATTEST:


Andrea P. Madden
City Clerk


Scott M. Albrecht
On behalf of the Manassas City
School Board
Chairman

ATTEST:


Kenneth W. La Londe, Deputy Clerk of the School Board

MANASSAS CITY SCHOOL BOARD
9000 Tudor Lane
Manassas, Virginia 20110

REGULAR MEETING OF THE MANASSAS CITY SCHOOL BOARD

DATE: August 14, 2012

RESOLUTION NUMBER: R2013-03

REFERENCE: Joint Resolution By and Between The City Council of The City Of Manassas and The School Board of The City Of Manassas on Capital Improvement Needs

MAKER OF MOTION: Chairman Albrecht

SECOND: Vice Chairman Bushnell

WHEREAS, the City Council and the School Board of the City of Manassas have directed our collective staff to identify the current and future capital needs of the City of Manassas (City) and Manassas City Public Schools (MCPS).

NOW, THEREFORE, BE IT RESOLVED that the City Council and the School Board of the City of Manassas do hereby direct staff to define and document the current and future Capital Improvement needs of the City and MCPS incorporating the following guidelines.

1. Share resources, expertise, and planning assets to provide a sound foundation of reasoned thought and assessment of Capital Improvement needs.
2. Provide recommendations on capital infrastructure needs of both entities which must include evaluation of renovation, lease, and new construction options. Identified needs must include research and data that demonstrates the community needs and benefits of any recommendation. Recommendations should include prioritization of immediate needs (current-next 5 years), near-term needs (within the next 10 years), and long term needs (beyond 10 years).
3. Evaluate options that maximize the use of currently owned public property for any recommended capital infrastructure projects. Any other recommendations that may impact privately held property must accompany a clear impact and benefit analysis.
4. Evaluate the financial capacity of both entities including current debt and potential capacity, options and recommendations to minimize the financial impact to our citizens, and cost avoidance savings that may be achieved through reduced maintenance investments.
5. Engagement of citizens for feedback is critical to identification of needs and shall be part of the planning process and ultimate approval of any capital investment towards recommendations.

BE IT FURTHER RESOLVED that the City Council and the School Board will each designate a board or committee to review the staff's joint progress and findings, and provide feedback and direction to staff on a monthly basis. Staff shall report their findings and recommendation to the designated boards or committees monthly and all planning results are to be presented to the City Council and the School Board independently by January 1, 2013.

BE IT FURTHER RESOLVED that the City Council and School Board of the City of Manassas are committed to a planning process that identifies the shared needs of our community and commits to this process to assure a sustainable and vibrant community.


RECORDED VOTE:

YES: 7

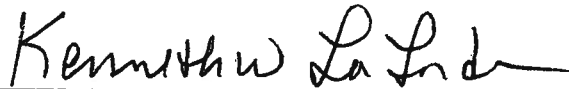
NO: 0

ABSTAIN:

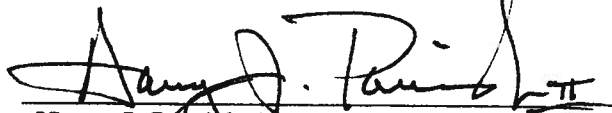
ABSENT:


Chairman Scott M. Albrecht
On behalf of the Manassas City
School Board

CERTIFIED COPY:



Kenneth W. LaLonde, Deputy Clerk of the School Board



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

ATTEST:



Andrea P. Madden, City Clerk

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, SEPTEMBER 5, 2012
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA**

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

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

OTHERS PRESENT: Mayor Harry J. Parrish II, City Manager John A. Budesky, Finance & Administration Director Pat Weiler, Commissioner of Revenue John Grzejka, City Attorney Martin Crim, Development Services Manager Jamie Collins, Police Lieutenant Tina Laguna, Family Services Director Ron King

GUESTS PRESENT: Executive Director of the Community Services Board Tom Geib, City Representative to the Community Services Board Carmen Cellucci

The meeting was called to order at 5:31 PM by Chairman Aveni.

AGENDA ITEM #1 Approve Minutes of the August 8, 2012, Finance Committee Meeting

A motion was made by Council Member Randolph and seconded by Vice Mayor Harrover to approve the minutes of the August 8, 2012, Finance Committee Meeting. The Committee approved (3/0).

AGENDA ITEM #2 Resolution R-2013-13 Implementation of the 2004-2005 Changes to the Personal Property Tax Relief Act of 1998; Specific Relief for Tax Year 2012

John Grzejka presented Staff's recommendation to implement the 2004-2005 changes to the Personal Property Tax Relief Act of 1998; specific relief for Tax Year 2012. The Committee approved (3/0). This item will be forwarded to the September 10, 2012, City Council meeting.

AGENDA ITEM #3 Resolution R-2013-15 Approval of the FY 2013 Community Services Board State Performance Contract Between the Department of Mental Health, Mental Retardation, and Substance Abuse Services and the Prince William Community Services Board

Tom Geib and Carmen Cellucci presented the Community Services Board's recommendation to approve the FY 2013 Community Services Board State Performance Contract between the Department of Mental Health, Mental Retardation, and Substance Abuse Services and the Prince William Community Services Board. The Committee approved (3/0). This item will be forwarded to the September 17, 2012, City Council meeting.



AGENDA ITEM #4 Resolution 2013-15-R Amending the FY 2013 Budget by Budgeting and Appropriating \$17,085 for the Commonwealth of Virginia Department of Motor Vehicles' FY 2013 Selective Enforcement Grant

Tina Laguna presented Staff's recommendation to amend the FY 2013 budget by budgeting and appropriating \$17,085 for the Commonwealth of Virginia Department of Motor Vehicles' FY 2013 Selective Enforcement Grant. The Committee approved (3/0). This item will be forwarded to the September 17, 2012, City Council meeting.

AGENDA ITEM #5 Resolution 2013-16-R Amending the FY 2013 Budget by Transferring \$30,000 from General Fund Contingency to Demolish the Prescott House

Jamie Collins and Martin Crim presented Staff's recommendation to amend the FY 2013 Budget by transferring \$30,000 from the General Fund Contingency to demolish the Prescott House. The Committee voted (3/0) to defer this item to the September 26, 2012, Finance Committee meeting.

AGENDA ITEM #6 Resolution R-2013-16 Authorizing the Purchase of Equipment/Machinery Capital Items at the Airport

Pat Weiler presented Staff's recommendation that the Finance Committee authorize the purchase of equipment/machinery Capital items at the Airport. The Committee approved (3/0). This item will be forwarded to the September 17, 2012, City Council meeting.

AGENDA ITEM #7 List of Pending Finance Committee Items

Pat Weiler presented the list of pending Finance Committee items. This item was for information only.

AGENDA ITEM #8 City Manager's Time

John A. Budesky updated the Finance Committee on the status of the Joint City/School Capital Improvement Programs Committee. The Committee will report to the Finance Committee at their last meeting of each month, with the first report being at the September 26, 2012, meeting.

Council Member Randolph inquired about the City's non-profit funding. John A. Budesky stated that Staff will bring a Non-Profit Funding Policy to the September 26, 2012, Finance Committee meeting.

Council Member Randolph asked for the status of the drainage project for Battle Street. John A. Budesky reported that design is in the FY 2013 fiscal year, and construction is scheduled for FY 2014.

Council Member Randolph inquired about the estimated time of work completion on Center Street. John A. Budesky stated that the work on Center Street should be completed by mid-September.

Council Member Randolph inquired about the Ledo's Pizza sign conflict. John A. Budesky reported that this item will be going to the Land Use Committee. Mayor Parrish asked that Staff let Ledo's Pizza management know that the sign issue is going to Land Use.

The Committee approved cancelling the September 19, 2012, Finance Committee meeting and rescheduling it in October.

The meeting was adjourned at 7:23 PM by Chairman Aveni.



AGENDA STATEMENT

PAGE NO. 11

ITEM NO. 3

MEETING DATE: October 3, 2012 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2013-20-R Amending the FY 2013 Budget by Budgeting and Appropriating a \$67,897 Governor's Youth Development Academy State Grant in the Schools FY 2013 Budget

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

**SUMMARY OF
ISSUE/TOPIC:** Osbourn High School was awarded a \$67,897 grant from the State for the Governor's Youth Development Academy. Additional information about the program is attached.

This resolution will budget and appropriate \$67,897 of State Grant revenue in the School Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2013-20-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** \$67,897 – State Grant

STAFF: Jennifer L. Maguire, Director of Financial Services, MCPS, (571) 377-6035

RESOLUTION 2013-20-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 8th day of October, 2012, that the following funds be budgeted and appropriated as shown.

| <u>ACCOUNT NO.</u> | | <u>AMOUNT</u> |
|-------------------------------------------|--------------------------------------|---------------|
| SCHOOL GRANT/SPECIAL PROJECTS FUND | | |
| <u>Revenue:</u> | | |
| 905-0000-324-00-00 | State Grant | \$ 67,897 |
| <u>Expenditure:</u> | | |
| 905-4061-406-90-00 | Governor's Youth Development Academy | \$ 67,897 |

For: State Grant for Governor's Youth Development Academy at Schools

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



**THE SCHOOL BOARD OF
THE CITY OF MANASSAS**

9000 TUDOR LANE • MANASSAS, VA 20110
(571) 377-6000 • FAX (703) 257-8801

Dr. Catherine B. Magouyrk
Superintendent

Scott M. Albrecht, Chairman
Arthur P. Bushnell, Vice Chairman
Ilka V. Chavez
Tim Demeris
Ellen M. Purdy
Patricia J. Schenck
Sanford S. Williams

August 14, 2012

SUBJECT: Resolution R2013-04 FY 2013 Supplemental Appropriation
Request for Governor's Youth Development Academy Grant

ENCLOSURES: Resolution R-2013-04
Notification of Grant Award
Program Summary
Letter to Students and Parents



SUMMARY: Osbourn High school was one of three (3) high schools in the Commonwealth to be awarded a Governor's Youth Development Academy grant. This pilot program will focus on life skills, such as civics, financial literacy, community service, preventive health, character education and leadership. Participants will have the opportunity to learn from community leaders from varying sectors and professionals with expertise in the various subject areas. Students will participate in active learning sessions as a large group, but will also have smaller teams of ten students with an adult counselor for mentoring opportunities and small group activities. Activities will also be held throughout the academy to engage participants in athletic events and other competitions to build teamwork skills and physical fitness awareness.

RECOMMENDATION: That the School Board of the City of Manassas approve resolution R-2013-04 To request a supplemental FY 2013 budget appropriation for the Governor's Youth Development grant in the amount of \$67,897 as presented.

ESTIMATED COSTS: \$67,897 (supplemental state funds)

BUDGET CATEGORY: Instruction and Student Transportation

LEGAL REFERENCE: Manassas City School Board Policy
4-10 Management of Funds


Submitted by

Approved by

MANASSAS CITY SCHOOL BOARD
9000 Tudor Lane
Manassas, Virginia 20110

REGULAR MEETING OF THE MANASSAS CITY SCHOOL BOARD

DATE: August 14, 2012

RESOLUTION NUMBER: R-2013-04

REFERENCE: Request for Supplemental FY 2013 Budget Appropriation

MAKER OF MOTION: Mr. Demeria **SECOND:** Vice Chairman Bushnell

WHEREAS, the City of Manassas School Board has been awarded a supplemental grant by the Commonwealth of Virginia to serve as a pilot site for the Governor's Youth Development Academy (YDA);, and

WHEREAS, the grant was awarded after the FY 2012-2013 School Board budget was submitted and approved by the City Council of Manassas; and

WHEREAS, a supplemental appropriation is needed to expend the grant funds and operate the program;

NOW, THEREFORE, be it resolved that the Manassas City School Board requests the Manassas City Council to approve a supplemental appropriation in the amount of \$67,897 for the Governor's Youth Development Academy program.

RECORDED VOTE:

YES: 6

NO: 0

ABSTAIN: Mrs. Sebesky (son in the Program)

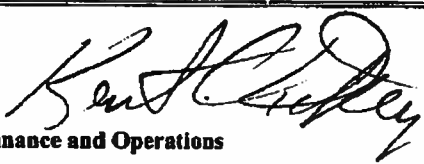
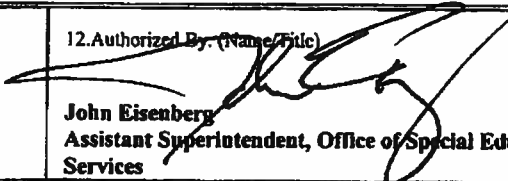
ABSENT:

CERTIFIED COPY: Kenneth W. La Londe
Kenneth W. La Londe, Deputy Clerk of the Board

December 2010

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF EDUCATION
P.O. BOX 2120
RICHMOND, VIRGINIA 23218-2120

NOTIFICATION OF GRANT AWARD

| | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. Name, Address, Phone Number of Grant Recipient: Manassas City Public Schools 9000 Tudor Lane Manassas, Virginia 20110 Attention: Dr. Michaelene Meyer, Deputy Superintendent Curriculum and Instruction Payee Number: 143 | | 2. Grant Title/Description: Governor's Pilot Youth Development Academies | | 3. DOE Contact Person, office, and Phone Number: Cynthia A. Cave, Ph.D Director, Office of Student Services 804-225-2818 | |
| 4. Grant Authority: Chapter 3, 2012 Special Session 1 Acts of Assembly | | 5. Grant Award Amount: \$67,897 | | 6. Grant Award Number: 143-60669-STATE130001 | |
| 7. Grant Award Type: New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> | | 8. Period of Award: July 1, 2012 through June 1, 2013 | | 9. Fund Source: General <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Special <input type="checkbox"/> | |
| 10. Special Instructions/Conditions Reimbursement will be through OMEGA. Final requests must be received by June 2, 2013. | | | | | |
| 11. Authorized By: (Name/Title) Kent Dickey Deputy Superintendent for Finance and Operations  | | 12. Authorized By: (Name/Title) John Eisenberg Assistant Superintendent, Office of Special Education and Student Services  | | 13. Date: <u>7/3/12</u> July 3, 2012 | |
| 14. Project Code: 60669 | 15. Revenue Source Code or CFDA #: 240352 | 16. Program/Service Area: 143-04-00 | 17. Fiscal Year: 2013 | 18. Recipient Type: <input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Cooperative Agreement | |

Budget Review:

NS

Working Paper Youth Development Academy Pilot Initiative for 2012

May 2012

Overview

During the summer of 2012, the Virginia Department of Education (VDOE) will pilot a positive Youth Development Academy for rising 9th and 10th graders in selected regions of the Commonwealth, working with participating school divisions. The 2012 General Assembly has approved state funding to support three Academy sites in FY 13 (July 2012 through June 2013). These sites will serve as pilots for the development of a Youth Development Academy prototype. Preference will be given to pilot academies planned and held by a consortium of school divisions within a superintendent's region (two or more). The pilot academies will be held for at least two weeks during the summer of 2012.

Participating school divisions will have the opportunity to send students to the Academy, for a total of approximately 50 students per Academy. The school divisions in the selected region(s) will partner with a community organization, such as an institution of higher education, 4H camp, YMCA, parks and recreation center, or a school division to "host" the Academy. The participating school divisions will be expected to continue mentoring the participating students and sustaining their learning throughout the school year. The academies will be expanded to other regions of the state in FY14, using the "model" developed from the pilots during this summer as a resource and guide.

The pilot Academy will focus on life skills, such as civics, financial literacy, community service, preventive health, character education and leadership. Participants will have the opportunity to learn from community leaders from varying sectors and professionals with expertise in the various subject areas. Students will participate in active learning sessions as a large group, but will also have smaller teams of ten students with an adult counselor for mentoring opportunities and small group activities. Activities will also be held throughout the academy to engage participants in athletic events and other competitions to build teamwork skills and physical fitness awareness.

VDOE and the selected pilot site(s) will work together through a steering committee to shape the Academies. Each consortium of school divisions will form a planning committee for the Academy to be held within their region. VDOE staff members will support the planning and provide suggestions for curriculum, approach, and resources, and training, if necessary, based on the identification of needs and priorities by the consortiums of school divisions.

Purpose

- To prepare students for the skills needed to succeed in life, whether in an academic or workplace environment
- To engage high school students in basic life skills to help them be successful in postsecondary or a career
- To build relationships and partnerships between student peers, and develop mentoring opportunities
- To build partnerships between school divisions, institutions of higher education, and community leaders to support students
- To expose students to postsecondary opportunities and careers

Working Paper Youth Development Academy Pilot Initiative for 2012

May 2012

Target Audience

- 50 rising 9th and 10th graders
 - This a vulnerable transition time for many students, and the positive youth development academy will help give students the confidence and tools to stay on the right track through high school and expose them to opportunities after high school.
 - School counselors, teachers, and principals will be asked to promote the Academy and encourage students to apply
 - A pilot is proposed to include 50 students for the selected academy
 - Representative of the student body
 - Selection of students made by school divisions

Project Description

Staffing

Given the size of the academy (approximately 50 students) and the desire for small group learning, five counselors will be hired to serve as team leaders for an Academy, and will lead groups of ten students. Teachers, school counselors, administrators, and student activity directors could serve as counselors and will be compensated for their time. The counselors will be in addition to the community leaders that are brought in to speak on certain topics of the curriculum. Speakers may be compensated on a per diem rate.

A Director will also be hired to be on-site for the duration of the academy. The Director will be responsible for the day-to-day logistics of the academy and overseeing the counselors and speakers. The Director will also work with the participating school divisions in advance of the academy to set the agenda, finalize objectives and content, and line up speakers. The Director will have an executive assistant. An assistant principal or teacher could serve as the Director and will be compensated for their time.

Responsibility of School Divisions in Pilot Region

- Formation of a selection committee to select student participants based on applications from students. School counselors, teachers, and principals will work one-on-one with students in their schools to encourage participation. Each school division participating in the Academy should be represented on the nominating committee. Approximately 50 students can be selected to participate in each Academy.
- Transportation of students to and from the Academy, if personal transportation is not available
- Support and mentoring of students throughout the school year to build on life skill sessions
- Publicize staff opportunities for the Academy within school division
- Secure partnership with community organization to "host" academy

Working Paper Youth Development Academy Pilot Initiative for 2012 May 2012

Partnership with Community Organization

The pilot region will partner with a community organization(s), such as an institution of higher education, 4H camp, YMCA, parks and recreation center in the region, or an individual school division to “host” the positive youth development academy. The selection of the community organization is at the discretion of the participating school divisions, and may be made based on costs. The majority of activities throughout the academy will take place on the grounds of the partnering organization. Meals will also be coordinated through the partnering organization.

This unique partnership will expose students to postsecondary opportunities, whether academic, career, or volunteer. The partnership will also allow the pilot project to draw from the professional resources of the partnering organization in terms of speakers for the academy and logistical support.

Curriculum Components

The steering committee of staff members from VDOE and school divisions will develop objectives for each component of the curriculum. The pilot school divisions will participate to finalize the objectives and content, as well as activities and projects to accompany the lessons, such as mock interviews, budget building, and interests/skills assessment. Sessions will be active learning – not lecture – and will include small group activities to facilitate dynamic learning and engaged discussion.

There will be five main content tracks, each consisting of approximately two days, for a total of ten days of instruction and activities. Main content areas and sample objectives are outlined below:

1. Youth as Engaged Citizens

- a. Civics and patriotism
 - Understand the importance of voting rights in democracy
 - Understand civic responsibility as a U.S. citizen
 - Learn ways to engage in society
 - Recognize how government affects the daily lives of citizens
- b. Military awareness
 - Recognize the role of military service and the sacrifices made by those who serve
 - Identify opportunities that exist in military service
- c. Community Service
 - Develop an understanding of the value of community service
 - Examine how volunteerism allows students to investigate potential career opportunities
 - Discover the impact of community service on one’s self-esteem, sense of personal worth, competence, and confidence in one’s ability to make a difference
- d. State Government Access and Tools
 - Identify community-based public and private programs that provide assistance to citizens

**Working Paper Youth Development Academy Pilot Initiative for 2012
May 2012**

- e. **Leadership Skills**
 - Develop a personal definition of leadership
 - Identify different situations in which one can exhibit leadership skills
 - Identify positive leadership qualities and characteristics (integrity, honesty, responsibility, fairness, care for others, respect)
- 2. **Laws and You**
 - a. **Driver's Education**
 - Discuss the dangers of distracted driving (texting, eating/drinking, personal hygiene)
 - Discuss laws that impact youth and driving
 - b. **Class Action/Virginia Rules** - information about the laws in Virginia with particular emphasis on how they apply to teens in their day-to-day lives
- 3. **Responsibility and Accountability**
 - a. **Inter/Intra-Personal Relationships**
 - Define positive character traits
 - Identify personal character traits
 - Understand the problem solving process
 - Define self
 - Expression of emotions through art and music
 - b. **Manners/etiquette**
 - Identify appropriate manners for an introduction
 - Verbal and nonverbal communication
 - Recognize why the choice of words is important in conversation
 - c. **Preventative health**
 - Identify the elements of good health care
 - Understand risk factors and behaviors
 - Understand preventative medicine and actions
 - Understand health insurance
 - Develop a healthy eating plan and an active lifestyle plan
 - Develop stress management skills
 - d. **Personal and family strengthening**
 - Define personal and family values
 - Understand family dynamics
 - Develop an understanding of good parenting skills
 - Develop anger management skills
- 4. **College and Career Preparation**
 - a. **Guidance counseling**
 - Develop an awareness of occupational opportunities
 - Interest and skill inventory
 - b. **Goal setting**

**Working Paper Youth Development Academy Pilot Initiative for 2012
May 2012**

- Make a life plan
- Identify long and short term goals
- Clarify personal values
- Develop a logical method for making decisions

c. Job Research/Interviewing Skills

- Develop an understanding of job shadowing
- Describe characteristics to be successful in the workplace
- Understand the importance of networking
- Identify sources to use for getting information about job leads
- Fill out sample job applications
- Identify references
- Identify skills and create a resume
- Plan and prepare for an interview (using body language, interview questions, do's and don'ts, interview follow up, dressing for success, personal hygiene)

5. Financial and Personal Wellbeing

a. Financial literacy

- Develop a monthly budget
- Demonstrate skills needed to open and maintain a bank account
- Understand various types of loans
- Understand the responsibility of having a credit card
- Understand various federal, state, and local taxes

b. VA 529 Education Plans

c. Insurance

- Develop an understanding of how various types of insurance (life, health, home, auto) work and their importance

Students and Parents:

June 29, 2012

Congratulations! You and your student are one of 50 rising sophomores selected to participate in an exciting development program we are offering at OHS this summer! This program is designed to engage youth, like yourself, in a wide variety of life changing activities and adventures that will help better prepare you for your life as a teenager as well as an adult. What's better is that this program is completely funded by the Virginia Department of Education, so the field trips, activities, and meals are at no cost to you! All you have to do is show up!

Here is a list of some of the themes, activities, and excursions included in this two week adventure:

| Theme: | Activity/Excursion: |
|----------------------------------------------|----------------------------------------------|
| Responsibility and Accountability | Hemlock Overlook field trip |
| Youth as Engaged Citizens | Community Service project in Old Town |
| The Law and You | Public Service Activities and Events |
| Understanding your Finances and Credit Cards | Guest speaker and Banking Activities |
| College and Career preparation | Restaurant visit, Mock Interviews, and Lunch |
| Random Acts of Kindness | Kings Dominion field trip |

This adventure takes place from August 6th- August 17th, 2012, Monday thru Friday, from 8:30a.m.to 1:00p.m. Each day will begin with breakfast from 8:30 to 9:00 a.m. and end with lunch each day from 12:30 to 1:00 p.m. Transportation is provided both to and from OHS every day. On our field trip days to Hemlock Overlook, the Udvar Hazy Museum, the Marine Corps Museum, and Kings Dominion will be longer days, with admission and transportation provided.

Secure your spot in this extravaganza by attending an informational session held at Osbourn High School auditorium on Monday, July 9th from 7:00 to 8:00p.m. Here, you can find out more specific information, ask questions, and reserve your place. Light refreshments will also be served. Please remember that you are part of a carefully selected group of students and so should be proud to receive this invitation!

Look forward to seeing you on the 9th of July!

Sincerely,

Heather Grim, Director, Youth Development Academy

571-377-7000

hgrim@manassas.k12.va.us

AGENDA STATEMENTPAGE NO. 23ITEM NO. 4**MEETING DATE:** October 3, 2012 – Finance Committee**TIME ESTIMATE:** 2 Minutes**AGENDA ITEM TITLE:** Resolution 2013-18-R Amending the FY 2013 Budget by Budgeting and Appropriating \$125,000 for the FY 2012 Urban Areas Security Initiative Subgrant Sponsored by the Department of Homeland Security**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:**

N/A

**SUMMARY OF
ISSUE/TOPIC:**

The City of Manassas has been approved to receive \$125,000 towards the Regional Planner position under the FY 2012 Urban Areas Security Initiative (UASI) Subgrant, a program sponsored by the Department of Homeland Security (DHS). This grant covers the performance period of September 1, 2012 thru May 31, 2014 and will support the salary for the City's Emergency Management Deputy Coordinator – Planner. The remaining funds will be spent in accordance with the Project Management Plan, as submitted by the City.

This resolution will budget and appropriate \$125,000 of UASI Grant Revenue in the Fire and Rescue Fund.

STAFF**RECOMMENDATION:** Approve Resolution 2013-18-R**BOARD/COMMISSION/
COMMITTEE:****RECOMMENDATION:** _____ Approve _____ Disapprove _____ Reviewed _____ See Comments**CITY MANAGER:** _____ Approve _____ Disapprove _____ Reviewed _____ See Comments**COMMENTS:**
_____**DISCUSSION
(IF NECESSARY):****BUDGET/FISCAL
IMPACT:**

\$125,000 – 2012 UASI Grant Revenue

STAFF:

Brett Bowman, Fire and Rescue Chief, (703) 257-8458
Robert Halsall, Emergency Management Deputy Coordinator, (703) 257-8062

RESOLUTION 2013-18-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 8th day of October, 2012, that the following funds be budgeted and appropriated as shown.

| <u>ACCOUNT NO.</u> | | <u>AMOUNT</u> |
|-----------------------------|-------------------------------------|----------------------|
| FIRE AND RESCUE FUND | | |
| <u>Revenues:</u> | | |
| 285-0000-333-22-70 | 2012 UASI Grant - Emergency Planner | \$ 125,000 |
| <u>Expenditures:</u> | | |
| 285-2270-422-11-00 | 2012 UASI Grant - Emergency Planner | \$ 125,000 |

For: UASI Grant 2012 - Emergency Planner

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

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Homeland Security and Emergency Management Agency

Vincent C. Gray
Mayor



Chris T. Geldart
Acting Director

Friday, August 24, 2012

Mr. Lawrence D. Hughes
City Manager
City of Manassas
9027 Center Street
Manassas, VA 20110

Dear Mr. Hughes:

I am pleased to send your FY 2012 Urban Areas Security Initiative (UASI) subgrant. Through this agreement, the City of Manassas has been awarded the following subgrant:

- Project Title **Regional Planning - City of Manassas (Continuation)**
- Amount **\$125,000.00**
- Project ID **12UASI596-01** (please include this ID in correspondence with our office)
- CFDA No. **97.067**

The subgrant period of performance is **September 1, 2012–May 31, 2014**. You may request reimbursement for items procured during this period, consistent with the project intent. As a reminder, organizations that spend more than \$500,000 in DHS funds during a fiscal year are subject to an independent audit per OMB Circular A-133. If you are subject to this audit, we will contact you to obtain a copy of the report.

Included in this package of particular importance is the Certification of Compliance, for your signature. It certifies that you have read and understand Federal and SAA terms and conditions associated with accepting the grant.

Please review and sign the necessary attached documents and return them to my office by **September 7, 2012**. If you have questions regarding this award, please contact Tim Fitzsimmons at timothy.fitzsimmons@dc.gov or 202.727.6155.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris T. Geldart".

Chris T. Geldart
Acting Director



GOVERNMENT OF THE DISTRICT OF COLUMBIA

Homeland Security and Emergency Management Agency

**FISCAL YEAR 2012 HOMELAND SECURITY GRANT PROGRAM
URBAN AREAS SECURITY INITIATIVE**

**SUBGRANT AWARD &
CERTIFICATION OF COMPLIANCE**

- Subgrantee **City of Manassas**
- Project Title **Regional Planning - City of Manassas (Continuation)**
- Amount **\$125,000.00**
- Project ID **12UASI596-01**

As the duly authorized representative of the above-listed organization, I hereby accept the subgrant award and certify that I have read and understand the terms and conditions presented in the following documents:

- FY 2012 Homeland Security Grant Program Funding Opportunity Announcement
- District of Columbia Homeland Security and Emergency Management Agency FY 2012 Terms & Conditions
- US Department of Homeland Security Grant Agreement Articles

John A. Budesky
Print name


Signature

City manager
Print title

9/6/12
Date

Project Management Plan

Grant FY 2012 Urban Areas Security Initiative (UASI)

Subgrant ID SAA

1. Project Information

| | |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Title | Regional Planner |
| Subgrantee | City of Manassas |
| Award Amount | \$125,000.00 |
| Project Type | <input checked="" type="checkbox"/> Planning/Personnel <input type="checkbox"/> Equipment <input type="checkbox"/> Training <input type="checkbox"/> Exercise <input type="checkbox"/> Maintenance Contract/Services |
| Main Supporting ESF/RPWG | #5 Emergency Management |
| Anticipated End Date | July 2013 FY 2012 UASI subgrants must end by May 2014 |
| Main Subgrantee Point of Contact and Email Address | Brett R. Bowman, Fire Chief/Emergency Management Coordinator bbowman@manassasva.gov |

Please refer to the SAA Subgrantee Handbook and the FEMA Funding Opportunity Announcement for more information.

2. Subgrantee Profile

| | AUTHORIZATION OFFICIAL | PROJECT MANAGER | FINANCIAL OFFICER | NCRJGMS (PASS/SOA R IF DC) USER |
|--------------|--------------------------------------|------------------------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Name | John A. Budesky | Brett R. Bowman | Patricia Weiler | |
| Email | jbudesky@manassasva.gov | bbowman@manassasva.gov | pweiler@manassasva.gov | |
| Title | City Manager | Fire Rescue Chief-Emergency Coordinator | Finance/Admin Director | |
| Organization | City of Manassas | City of Manassas | City of Manassas | |
| Telephone | 703-257-8212 | 703-257-8465 | 703-257-8234 | |
| Address | 9027 Center St Manassas, VA 20110 | 9324 West St., Suite 204 Manassas, VA 20110 | 9027 Center St Manassas, VA 20110 | |
| | | | | Has this person received the necessary training? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

3. Environmental and Historic Preservation

Note All projects **must** be submitted through the SAA to FEMA for EHP review and approval **before** project initiation, unless expressly exempted from the requirement (see below for a list of exempted project types). For more information: <http://www.fema.gov/plan/ehp/>.
For common mistakes, please refer to the SAA Subgrantee Handbook.

Is this project exempt from EHP review?

- ☐ No — complete the required EHP screening form (available from the SAA) and submit to the SAA, along with any required documentation (e.g. aerial and ground-level photographs, diagrams, etc.).
- ☒ Yes — provide justification and select the correct project type below.

Project involves personnel and development/maintenance of planning documents in support of emergency mitigation, prevention, preparedness, response, and recovery.

Exempt project types:

- | | |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Planning | <input checked="" type="checkbox"/> Personnel |
| <input type="checkbox"/> Classroom-based training and exercises | <input type="checkbox"/> Mobile and portable equipment (PPE, radios, etc.), vehicles, and other equipment that does not require any installation |
| <input type="checkbox"/> Field-based training at existing facilities with established procedures | |
- List facility:

4. Project Narrative

4.1. Project Description

What is this project (what will you do with the awarded funds)? 800 character limit.

The regional planning project provides for either temporary employees or contractors to the jurisdiction for a one year period to perform planning. During this period, the planners will participate in development of NCR regional planning products that correct gaps that have been identified through assessments such as EMAP, event/exercise after action reports such as the Report of the Steering Committee on Incident Management and Response and jurisdictional self-assessments. Planners will be involved in both local and regional planning projects on a constant basis. The anticipated division of planning workload will be approximately 40% regional and 60% local planning. Planners or individuals with authority to commit to regional projects will attend monthly planning meetings.

What are your current capabilities in this area (what can you currently do; what do you currently have)? 800 character limit.

A solid foundation of planning has been established during previous grant cycles in both local and regional emergency planning. The Regional Emergency Coordination Plan and the Strategic National Stockpile Coordination plan have been revised and continues to be updated, a regional evacuation plan is in final stages of development and coordination, an EOC Guide and model care facility plan has been developed. Regional templates have been developed for Family Assistance Centers, Special Medical Needs Sheltering and Dam Planning. Over 132 local planning documents have been developed or updated.

How are your current capabilities insufficient (what is your capability gap), and what recent events/exercises/assessments have shown current capabilities to be insufficient? 800 character limit.
As demographics, capabilities and threats continue to evolve throughout the region gaps in planning continue to be identified. The Report of the Steering Committee on Incident Management and Response

following the January 26, 2011 snowstorm identified gaps in planning/procedures. Many of the improvements identified in the 2009 Inauguration AAR are currently being evaluated for sufficiency for the upcoming inauguration.

How will this project improve your current capabilities in this area? 800 character limit.

Continued planning on the local and regional level will create the strongest capability to prepare, respond, and recovery from all-hazards in the region and further prevent and/or mitigate current and future threats.

4.2. Terrorism Risk

Describe the terrorism risk this project is intended to address and how the project will address it. 800 character limit.

Proper planning is the key to successful response and recovery to a terrorism event and any other disaster threat. With sufficient planning wasteful spending and resources can be avoided.

4.3. Funding History

Is this project new or ongoing?

- ☐ New
☒ Ongoing

Does this project focus on building new capabilities or sustaining existing capabilities? Provide amount dedicated to each category.

\$0.00 Build or expand capabilities

\$0.00 Sustain existing capabilities

Note Total must equal *Award Amount* on p. 1.

Was the project previously funded?

| SUBGRANT ID | AWARD | DESCRIPTION |
|-------------|--------------|-----------------------------------|
| 11UASI599 | \$125,000.00 | Regional Planner - 1 year funding |
| 9UASI599 | \$250,000.00 | Regional Planner - 2 year funding |
| 7UASI599 | \$250,000.00 | Regional Planner - 2 year funding |

5. Deliverables and Milestones

Note Planning/Personnel projects must include specific deliverables and milestones that build or connect to a regional capability.

DELIVERABLE A significant product or outcome that will be produced by the project; something that will be measured, demonstrated, produced or shown at project closeout.

MILESTONE A step that must be taken toward accomplishing a deliverable; something that will indicate progress and can be used to determine if the project is on schedule.

| DELIVERABLE / MILESTONE DESCRIPTION | | START DATE (M/YYYY) | END DATE (M/YYYY) |
|-------------------------------------|--------------------------------------------|---------------------------|-------------------------|
| D1 | Regional Planner | | |
| M1 | Continue to fund regional planner position | 7/2012 | 7/2013 |

| DELIVERABLE / MILESTONE DESCRIPTION | | START DATE (M/YYYY) | END DATE (M/YYYY) |
|-------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------|-------------------------|
| M2 | Report quarterly progress to SAA | 7/2012 | 7/2013 |
| M3 | Participate in monthly planners meeting | 7/2012 | 7/2013 |
| M4 | Obtain contractor support for development of additional planning documents or training as required. | 7/2012 | 7/2013 |
| M5 | | 7/2012 | 7/2013 |
| D2 | Regional development of plans and supporting procedures | | |
| M1 | Identify and prioritize necessary plans/support documents | 7/2012 | 7/2013 |
| M2 | Participate in group development of regional plans/support documents | 7/2012 | 7/2013 |
| M3 | Participate in the coordination of regional plans/support documents | 7/2012 | 7/2013 |
| M4 | Participate in publication and distribution of regional plans/support documents | 7/2012 | 7/2013 |
| M5 | Ensure regional plans/support documents are posted to the COG SharePoint repository. | 7/2012 | 7/2013 |
| D3 | Local development of plans and supporting procedures | | |
| M1 | Identify and prioritize necessary local plans/support documents | 7/2012 | 7/2013 |
| M2 | Develop plans/support documents | 7/2012 | 7/2013 |
| M3 | Coordinate local plans and support documents | 7/2012 | 7/2013 |
| M4 | Publish and distribute local plans and support documents | 7/2012 | 7/2013 |
| M5 | Post local plans and support documents to the COG SharePoint repository | 7/2012 | 7/2013 |
| D4 | Development of model plans and supporting procedures | | |
| M1 | Identify model plans and supporting procedures that can be used by regional partners | 7/2012 | 7/2013 |
| M2 | Develop model plans and supporting procedures | 7/2012 | 7/2013 |
| M3 | Publish model plans and supporting procedures | 7/2012 | 7/2013 |
| M4 | Post model plans and supporting procedures to the COG SharePoint repository | 7/2012 | 7/2013 |
| M5 | | 7/2012 | 7/2013 |
| D5 | Exercise and Training | | |
| M1 | Coordinate training for personnel on new or revised plans/supporting procedures | 7/2012 | 7/2013 |
| M2 | Coordinate exercise/validation of new or revised plans/supporting procedures | 7/2012 | 7/2013 |
| M3 | Identify gaps or areas for improvement in plans/supporting procedures | 7/2012 | 7/2013 |
| M4 | Initiate appropriate revisions to close identified gaps or improve developed plans/supporting procedures | 7/2012 | 7/2013 |
| M5 | | | |

Will Homeland Security Grant funds be required for sustainment? (Choose one of the following).

- ☐ No future costs are anticipated.
- ☐ Subgrantee will assume all future costs.
- ☒ Subgrantee will need future grant funding to cover all costs.
- ☐ Subgrantee will assume part of the costs and need future grant funding to cover the rest.

How will the subgrantee sustain the capability (e.g. maintenance/services, system upgrades/refreshes)?

Maintenance Budget.

| | |
|--------------|-------------------------------------------------|
| \$125,000.00 | Annual budget |
| x 3 | Years of maintenance required (3 years maximum) |
| <hr/> | |
| \$375,000.00 | TOTAL |

Useful Life.

How long will the equipment be useful? 3 - 5 years

7. Additional Information

7.1. Personnel

- ☒ Hiring Full-Time Employees
The subgrantee will hire or continue funding for 1 full-time employees for a period of 12 months.
- ☐ Hiring Part-Time Employees
The subgrantee will hire or continue funding for ## part-time or partial level of effort employees for a period of ## months. Total level of effort billed to this project equals ## Full-Time Employee (FTE) equivalent.
- ☒ Purchasing Consultant Services
The subgrantee will procure or continue funding for consultant services, to be provided per the terms of a contract. The specific deliverables for that contract should be listed in Section 5. *Deliverables and Milestones* and the cost calculation should be shown in Section 6. *Financial Plan*.

7.2. Training

| COURSE | DESCRIPTION | # SESSIONS | # PARTICIPANTS | LOCATION | DATE(S) |
|--------|-------------|------------|----------------|----------|---------|
| N/A | | 0 | 0 | | |
| | | 0 | 0 | | |
| | | 0 | 0 | | |
| | | 0 | 0 | | |
| | | 0 | 0 | | |

Is the proposed training already provided by the following?

- ☐ Department of Homeland Security
☐ Emergency Management Institute—<http://training.fema.gov/IS/>
☐ District of Columbia Homeland Security and Emergency Management Agency—<http://hsema.dc.gov/>
☐ Maryland Emergency Management Agency—<http://www.mema.state.md.us/>
☐ Virginia Department of Emergency Management—<http://www.readyvirginia.gov/>

If yes, justify the need for grant funds.

Not applicable

7.3. Exercises

| TYPE | DESCRIPTION | # PARTICIPANTS | LOCATION | DATE(S) |
|------|-------------|----------------|----------|---------|
| | N/A | 0 | | |
| | | 0 | | |
| | | 0 | | |
| | | 0 | | |
| | | 0 | | |

Note An After Action Report/Improvement Plan (AAR/IP) must be completed and submitted to hseep@dhs.gov and the SAA at ncr.saa@dc.gov within 90 days after conduct of an exercise. Please ensure the AAR/IP document is encrypted (password-protected) and the password is sent via a separate email. The subgrantee may also use the HSEEP Corrective Action Program (CAP) for the tracking of corrective actions (https://hseep.dhs.gov/hseep_em/). For more information: <http://hseep.dhs.gov>.

7.4. NIMS Resource Types—FY 2011–12 Grant-Funded Equipment and Training Only

For more information: <https://www.rkb.us/nims.cfm>.

Will the equipment and/or training support a NIMS resource type?

- ☒ No
☐ Yes—complete the table below.

- Provide the list of defined NIMS resource types and capabilities supported by this subgrant.
- Explain how the resource type is supported.
- Match any planned equipment purchases to a typed capability.
- Provide number of people to be trained for each NIMS resource type capability and number of identified teams supported (e.g. 63 people to be trained in structural collapse response to support 23 Type 2 USAR Teams).

| RESOURCE TYPE | HOW? | EQUIPMENT | TRAINING | |
|---------------|------|-----------|-----------|------------------|
| | | | # TRAINED | IDENTIFIED TEAMS |
| N/A | | | 0 | |
| | | | 0 | |
| | | | 0 | |

8. Strategy

8.1. National Preparedness Goal Core Capabilities—Select up to three

For more information: <http://www.fema.gov/prepared/ppd8.shtm>.

For a crosswalk with the Target Capabilities List: <http://www.fema.gov/pdf/prepared/crosswalk.pdf>.

| CORE CAPABILITIES | \$ AMOUNT | CURRENT RATING | PROJECTED RATING | COMMENTS |
|--------------------------------------------------------|-------------|-------------------|---------------------|----------|
| COMMON CAPABILITIES | | | | |
| Planning | \$42,500.00 | 3 | 4 | |
| Public Information and Warning | | | | |
| Operational Coordination | | | | |
| PREVENTION | | | | |
| Forensics and Attribution | | | | |
| Intelligence and Information Sharing | | | | |
| Interdiction and Disruption | | | | |
| Screening, Search, and Detection | | | | |
| PROTECTION | | | | |
| Access Control and Identity Verification | | | | |
| Cybersecurity | | | | |
| Intelligence and Information Sharing | | | | |
| Interdiction and Disruption | | | | |
| Physical Protective Measures | | | | |
| Risk Management for Protection Programs and Activities | | | | |
| Screening, Search, and Detection | | | | |
| Supply Chain Integrity and Security | | | | |
| MITIGATION | | | | |
| Community Resilience | | | | |
| Long-Term Vulnerability Reduction | | | | |
| Risk and Disaster Resilience Assessment | | | | |
| Threats and Hazard Identification | | | | |
| RESPONSE | | | | |
| Critical Transportation | \$40,000.00 | 3 | 4 | |
| Environmental Response / Health and Safety | | | | |
| Fatality Management Services | | | | |
| Infrastructure Systems | | | | |
| Mass Care Services | | | | |
| Mass Search and Rescue Operations | | | | |
| On-Scene Security and Protection | \$42,000.00 | 3 | 4 | |
| Operational Communications | | | | |
| Public and Private Services and Resources | | | | |
| Public Health and Medical Services | | | | |
| Situational Assessment | | | | |
| RECOVERY | | | | |
| Economic Recovery | | | | |
| Health and Social Services | | | | |
| Housing | | | | |
| Infrastructure Systems | | | | |

| CORE CAPABILITIES | \$ AMOUNT | CURRENT RATING | PROJECTED RATING | COMMENTS |
|--------------------------------|--------------|---------------------|-----------------------------------------|----------|
| Natural and Cultural Resources | | | | |
| | TOTAL | \$125,000.00 | Must equal Award Amount on p. 1. | |

| RATING/SCORE | DESCRIPTION |
|--------------|-----------------------------------------|
| 0 | Priority area/goal not being addressed |
| 1 | Priority area/goal identified |
| 2 | Initial efforts have commenced |
| 3 | Efforts are well on the way |
| 4 | Priority area/goal nearing completion |
| 5 | Priority area/goal completely addressed |

8.2. NCR Homeland Security Strategic Plan (2010) Initiatives—Select up to three

For more information: http://www.mwcog.org/store/item.asp?PUBLICATION_ID=278.

1 ENSURE INTEROPERABLE COMMUNICATIONS CAPABILITIES

1.1 Ensure response partners can communicate by voice in all environments and on a day-to-day basis

- ☐ 1.1.1 Increase access to voice systems capable of transmitting and receiving voice information to and from NCR response partners.

1.2 Ensure response partners can communicate and share necessary, appropriate data in all environments and on a day-to-day basis.

- ☐ 1.2.1 Develop and maintain secure data communications governed by common standards and operating procedures.
- ☐ 1.2.2 Share Computer Aided Dispatch (CAD) data between jurisdictions and other related data systems to streamline the process of capturing 911 information and responding to incidents.
- ☐ 1.2.3 Share Geographic Information System (GIS) data between jurisdictions and other related data systems.

1.3 Ensure response partners can communicate and share necessary, appropriate video information in all environments and on a day-to-day basis.

- ☐ 1.3.1 Increase access to video systems capable of transmitting and receiving video information to and from NCR response partners.

2 ENHANCE INFORMATION SHARING AND SITUATIONAL AWARENESS

2.1 Ensure the public has all information necessary to make appropriate decisions and take protective actions.

- ☐ 2.1.1 Improve the dissemination of accurate, timely information to the public using multiple venues, including social media outlets, to ensure that the content of emergency messages and alerts is easily accessible and available to the public.

2.2 Define, obtain, and share appropriate situational information with NCR partners so that they have the necessary information to make informed decisions.

- ☐ 2.2.1 Define essential elements of data and information for situational awareness for each discipline and all partners in the NCR. Then develop, maintain, and utilize business practices and common technical standards for situational awareness in order to make informed decisions.

2.3 Improve the NCR's ability to collect, analyze, share, and integrate intelligence and law enforcement information so that NCR partners receive appropriate information.

- ☐ 2.3.1 Ensure all NCR fusion centers share information through secure and open systems, produce relevant and standardized analytical products, and share information in a timely manner with appropriate NCR partners.
- ☐ 2.3.2 Ensure NCR partners have the systems, processes, security clearances, tools, and procedures to access, gather, and share appropriate intelligence, law enforcement, and classified data.

3 ENHANCE CRITICAL INFRASTRUCTURE PROTECTION

3.1 Understand and prioritize risks to CI/KR.

- ☐ 3.1.1 Catalog all CI/KR in the NCR and conduct consequence-of-loss analysis.
- ☐ 3.1.2 Conduct a comprehensive risk analysis of the NCR CI/KR, including a review of the critical systems upon which they depend and the interdependencies of those systems.

- ☐ 3.1.3 Develop and implement a plan for sharing CI/KR information among public and private entities throughout the NCR.

3.2 Reduce vulnerabilities and enhance resiliency of CI/KR.

- ☐ 3.2.1 Develop and implement sector vulnerability reduction plans.
- ☐ 3.2.2 Conduct a technology feasibility assessment and develop a plan for technology investments for CI/KR.
- ☐ 3.2.3 Develop and implement a cybersecurity plan for NCR critical systems.

3.3 Ensure continuity of critical services required during emergencies and disaster recovery.

- ☐ 3.3.1 Identify key facilities throughout the NCR that require backup critical services.
- ☐ 3.3.2 Assess facilities' (identified in 3.3.1) plans for loss of critical services.

3.4 Promote broad participation in CI/KR community outreach and protection programs.

- ☐ 3.4.1 Develop a community awareness training and education program.
- ☐ 3.4.2 Develop a strategy for using CI/KR data to inform law enforcement.
- ☐ 3.4.3 Establish a regional business information sharing committee.

3.5 Monitor Critical Infrastructure to provide situational awareness and to promote rapid response.

- ☐ 3.5.1 Develop and implement a plan for a comprehensive CI/KR monitoring program.
- ☐ 3.5.2 Develop and implement a plan that integrates CI/KR monitoring information into response operations.

4 ENSURE DEVELOPMENT AND MAINTENANCE OF REGIONAL CORE CAPABILITIES

4.1 Increase the Region's capacity for medical surge preparedness and response to an all-hazards event to reduce deaths and injuries.

- ☐ 4.1.1 Ensure that private health care, federal, state, and local public health, and EMS programs and providers in the NCR can increase surge capacity to respond to mass casualty incidents and events requiring mass prophylaxis.
- ☐ 4.1.2 Establish a regional monitoring and response system that allows for health and medical response partners to track patients, hospital bed availability, alerts, and EMS/hospital activity in a shared, secure environment.
- ☐ 4.1.3 Ensure the ability to track patients from the start of pre-hospital care to discharge from the health care system during both daily operations and mass casualty incidents.

4.2 Improve the Region's capacity to evacuate and provide mass care for the public, including special needs individuals, when impacted by an all-hazards event.

- ☒ 4.2.1 Develop, coordinate, and integrate local and state evacuation plans so that evacuation policies and routes complement each other to ensure the NCR's ability to coordinate evacuation across the Region.
- ☐ 4.2.2 Ensure the NCR's ability to provide sheltering and feeding for the first 72 hours following an incident for individuals in the general population, persons with special needs, persons with special medical needs, and pets.

4.3 Strengthen individual, community, and workplace preparedness for emergency events through public engagement and citizen participation designed to reach the general population and special needs citizens in response to and recovery from all-hazards events.

- ☐ 4.3.1 Sustain the NCR's ability to alert and warn residents, businesses, and visitors using multiple methods including social media.
- ☐ 4.3.2 Bolster recruitment, management, and retention of volunteers through Community Emergency Response Team (CERT), other citizen corps programs, Volunteer Organizations Active in Disaster (VOAD) member agencies, the Medical Reserve Corps (MRC), and registration in Emergency System for Advance Registration of Volunteer Health Professionals (ESAR-VHP) programs.
- ☐ 4.3.3 Ensure post-incident human services and recovery assistance throughout the NCR including case management, emergency housing, behavioral health, spiritual care, and family reunification.

4.4 Ensure the NCR has region-wide capacity to detect, respond, and recover in a timely manner from CBRNE events and other attacks requiring tactical response and technical rescue.

- ☐ 4.4.1 Enhance the NCR's ability to detect chemical, biological, radiological, and other types of contamination.
- ☐ 4.4.2 Ensure region-wide access to Type 1 hazardous material (HazMat), bomb response/Explosive Ordnance Device (EOD) units, and tactical teams and ensure each unit/team is able to respond in a reasonable amount of time.
- ☐ 4.4.3 Ensure all responders in the NCR have access to Personal Protective Equipment (PPE), equipment, and apparatus that match the identified capability needs.
- ☐ 4.4.4 Establish a regional monitoring and response system that provides health and medical response partners with central access to biosurveillance.

4.5 Improve capacity to develop and coordinate plans among all NCR partners and ensure the availability of region-wide training and exercise programs to strengthen preparedness, response, and recovery efforts from all-hazards events.

- ☒ 4.5.1 Develop and exercise key regional emergency response and recovery plans.
- ☒ 4.5.2 Ensure regional procedures, memoranda of understanding, and mutual aid agreements are in place to allow for rapid coordination of resources including health assets across jurisdictional boundaries.
- ☐ 4.5.3 Develop and update a matrix of training and exercises that meet Homeland Security Exercise and Evaluation Program (HSEEP) standards needed to maintain core regional capabilities. This matrix should address new and emerging threats and concerns raised in gap analyses and after action reports from events and exercises.

AGENDA STATEMENTPAGE NO. 37ITEM NO. 5**MEETING DATE:** October 3, 2012 – Finance Committee**TIME ESTIMATE:** 2 Minutes**AGENDA ITEM TITLE:** Resolution 2013-17-R Amending the FY 2013 Budget by Budgeting and Appropriating a \$10,000 Virginia Department of Aviation Grant for the Airport Marketing Plan and Accepting the Virginia Department of Aviation Grant and Authorizing the Mayor to Sign the Grant Agreement**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:** N/A**SUMMARY OF
ISSUE/TOPIC:**

The Virginia Department of Aviation has offered the City of Manassas grant for promoting the Manassas Regional Airport through a marketing plan in the amount of \$10,000. This grant offer represents 50% of the total eligible project cost. The grant offer must be accepted and certified by October 29, 2012 or it may be withdrawn by the Commonwealth of Virginia. The grant will expire on June 30, 2013, unless otherwise extended by the Department of Aviation. A \$10,000 (50%) local match is required and is available in the Airport's FY 2013 Budget. An additional \$5,000 is included in the Airport's FY 2013 Budget for this project for a total of \$15,000 from the Airport Fund.

This resolution will budget and appropriate \$10,000 of State grant revenue in the Airport Capital Projects Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2013-17-R**BOARD/COMMISSION/
COMMITTEE:** September 20, 2012 – Airport Commission**RECOMMENDATION:** X Approve Disapprove Reviewed See Comments**CITY MANAGER:** Approve Disapprove Reviewed See Comments**COMMENTS:****DISCUSSION
(IF NECESSARY):** The format and content of this Grant Offer has been approved by the City Attorney.**BUDGET/FISCAL
IMPACT:** \$10,000 State Grant
\$15,000 Available in Airport's FY 2013 Budget
\$25,000 Total for Airport Marketing Plan Project**STAFF:** Juan E. Rivera, Airport Director, (703) 361-1882

RESOLUTION 2013-17-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 8th day of October, 2012, that the following funds be budgeted and appropriated as shown and that the Virginia Department of Aviation Grant in the amount of \$10,000 be accepted with the Mayor authorized to sign the Grant Agreement.

| <u>ACCOUNT NO.</u> | | | <u>AMOUNT</u> |
|--------------------------------------|--------|----------------------------|------------------|
| AIRPORT CAPITAL PROJECTS FUND | | | |
| <u>Revenue:</u> | | | |
| 575-0000-322-21-00 | CP3774 | State Grants | \$ 10,000 |
| 575-0000-345-57-00 | CP3774 | Transfer from Airport Fund | \$ 15,000 |
| Total Revenue | | | \$ 25,000 |
| <u>Expenditure:</u> | | | |
| 575-3774-505-39-00 | CP3774 | Airport Marketing Plan | \$ 25,000 |

For: State Grant for Airport Marketing Plan Project

This resolution shall take effect upon its passage.

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

ATTEST:

Andrea P. Madden City Clerk



COMMONWEALTH of VIRGINIA

Randall P Burdette
Director

Department of Aviation
5702 Gulfstream Road
Richmond, Virginia 23250-2422

V/TDD • (804) 236-3624
FAX • (804) 236-3635

August 29, 2012

Mr. Juan Rivera, Director
Manassas Regional Airport
10600 Harry J. Parrish Boulevard
Manassas, Virginia 20110

Re: Manassas Regional Airport
Grant Agreements
P00030-11

Dear Mr. Rivera:

Enclosed are three copies each of the above-referenced Grant Agreements. Please have two copies each executed and returned to my attention.

When we have received the executed copies, we will issue you a Notice to Proceed.

If there are any questions, please call me at 1-800-292-1034 ext.107 or
betty.wilson@doav.virginia.gov.

Sincerely,

Betty P. Wilson
Public Relations Manager

/ct

Enclosures

200 DOAVCE 20120829 Grant Letter





Commonwealth of Virginia
Department of Aviation
5702 Gulfstream Road
Richmond, Virginia 23250-2422

Grant Agreement

Part I - Offer

Project Number: **P00030-11**
Date of Approval: **August 29, 2012**
Date of Offer: **August 29, 2012**
Date of Offer Expiration: **October 29, 2012**

WHEREAS, by executing a *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* (hereinafter referred to as the "Master Agreement"), effective on October 6, 2010, the **City of Manassas** (hereinafter referred to as the "Sponsor") agreed to the terms and conditions for accepting state aviation funding from the Commonwealth of Virginia (hereinafter referred to as the "Commonwealth"); and

WHEREAS, the Sponsor has submitted a request for a grant of state funds to assist in the development of **Manassas Regional Airport** (hereinafter referred to as the "Airport") together with the appropriate supporting documentation; and

WHEREAS, the Commonwealth acting by and through the Virginia Aviation Board (hereinafter referred to as the "Board") and/or the Department of Aviation (hereinafter referred to as the "Department"), has approved a project for development of the Airport which consists of the following (hereinafter referred to as the "Project"):

NBAA Scheduler and Dispatchers Conference, Open House, Print Media and TV Spots

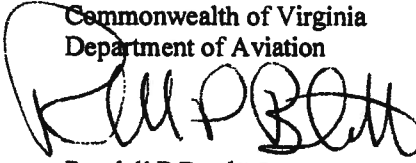
NOW, THEREFORE, pursuant to the authority granted to the Department by §5.1-2.2 of the *Code of Virginia* (1950), as amended, and in consideration of: (a) the authority granted to the Sponsor to operate and maintain the Airport, (b) the Sponsor's adoption and ratification of the assurances provided in the Master Agreement, and (c) the benefits to accrue to the Commonwealth and the public from the accomplishment of this Project, the Department offers to pay, as the Commonwealth's share, **Fifty (50) percent** of all eligible Project costs.

This offer is made on and subject to the following terms and conditions:

1. The Master Agreement is incorporated by reference herein, and this offer is subject to the terms and conditions of said Master Agreement.
2. The maximum obligation of the Commonwealth payable under this Grant Agreement shall not exceed **\$10,000.00**.
3. If the Federal Aviation Administration (hereinafter referred to as the "FAA") will be participating in the funding of this Project, the Sponsor has, at the time of the execution of this Grant Agreement, a commitment from FAA for federal funds in the amount of \$ NA.
4. This Grant Payment Term will expire on **June 30, 2013**.
5. The Grant Obligation Term is **5 years**.

Grant Agreement, Project Number P00030-11

The Sponsor's acceptance of this Grant Offer with its terms and conditions shall be evidenced by execution of this Grant Offer by, or on behalf of, the Sponsor, as hereinafter provided, and said Grant Offer and acceptance shall comprise a Grant Agreement for the distribution of funds by the Department as authorized under §5.1-2.2 *Code of Virginia* (1950), as amended. This Grant Agreement shall become effective upon the Sponsor's acceptance and shall remain in full force as provided herein.

Commonwealth of Virginia
Department of Aviation

Randall P Burdette
Director

Date _____

Part II - Acceptance

The City of Manassas does hereby accept and agree all the terms, conditions and assurances contained in this Grant Agreement.

Executed this _____ day of _____, 20____

City of Manassas

By _____

Title _____

Attest _____

Title _____

Certification of Sponsor's Attorney

I, _____,
acting as Attorney for the Sponsor do hereby certify that I have examined the foregoing Grant Agreement and find that the Sponsor has been duly authorized and is fully capable under the laws of the Commonwealth of Virginia of fulfilling all obligations under this Grant Agreement and that this Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms and conditions thereof.

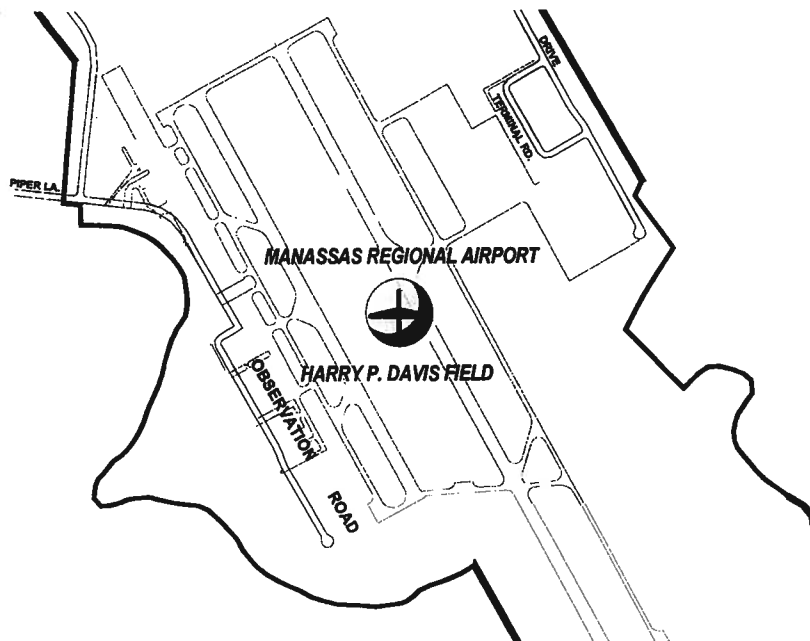
Dated at _____, Virginia this _____ day of _____, 20____

By _____

Title _____

PROJECT: A-62 Airport Marketing Plan**DEPARTMENT: Airport****Site:**

Multiple areas of airport



42

Project Description:

This project involves the development of a Marketing Plan for the airport.

Service Impact Narrative:

The project would involve the development of a Marketing Plan that would be used for increasing the airport's market share of business aircraft visiting the Northern Virginia area and provide for advertising through different medias, such as e-mail blast, print media, advertisement in periodicals, and journals.

Comprehensive Plan Conformance:

The project conforms to the Comprehensive Plan.

Year Introduced in CIP: 2011

| 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

AGENDA STATEMENTPAGE NO. 45ITEM NO. 6**MEETING DATE:** October 3, 2012 – Finance Committee**TIME ESTIMATE:** 5 Minutes**AGENDA ITEM TITLE:** Resolution 2013-19-R Amending the FY 2013 Budget by Budgeting and Appropriating a \$680,411 Federal Aviation Administration Grant and a \$60,481 Virginia Department of Aviation Grant for the Relocate the Localizer Antenna Project at the Airport and Accepting the Grants and Authorizing the Mayor to Sign the Grant Agreements**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:** N/A**SUMMARY OF
ISSUE/TOPIC:**

The Manassas Regional Airport currently has an off-set precision approach into Runway 16L. This type of approach is non-standard and adds 50' penalty to the minimum decision altitude (MDA) and ¼ mile to the visibility minimums. The Federal Aviation Administration (FAA) has the expertise and necessary procurement contracts in place to provide the new equipment needed and to provide oversight of its installation. It is mutually beneficial for the City and the FAA to have the FAA furnish the necessary equipment and services directly. The FAA has agreed to purchase the equipment and provide the construction oversight of the new localizer equipment for \$756,012.07. The FAA will fund a total of 90% (\$680,410.86). The Virginia Department of Aviation (VDOA) will fund 8% (\$60,480.96) of the project. The Airport's share will be 2% or \$15,120.24 and is available in the Airport's FY 2013 Budget. The Airport anticipates receiving an additional FAA and VDOA grant for the actual construction and construction administration.

This resolution will budget and appropriate \$680,411 of Federal Grant revenue and \$60,481 of State Grant revenue in the Airport Capital Projects Fund.

STAFF**RECOMMENDATION:** Approve Resolution 2013-19-R**BOARD/COMMISSION/
COMMITTEE:** Airport Commission – July 19, 2012**RECOMMENDATION:** X Approve Disapprove Reviewed See Comments**CITY MANAGER:** Approve Disapprove Reviewed See Comments**COMMENTS:****DISCUSSION****(IF NECESSARY):** The format and content of this Non-Federal Reimbursable Agreement has been approved by the City Attorney.**BUDGET/FISCAL
IMPACT:**

\$680,411 Federal Grant
\$ 60,481 State Grant
\$ 15,120 Available in Airport's FY 2013 Budget
\$756,012 Total for Relocate Localizer Antenna Project

STAFF: Juan E. Rivera, Airport Director, (703) 361-1882

RESOLUTION 2013-19-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 8th day of October, 2012, that the following funds be budgeted and appropriated as shown and appropriated as shown and that the grants be accepted with the Mayor authorized to sign the Grant Agreements.

| <u>ACCOUNT NO.</u> | | | <u>AMOUNT</u> |
|--------------------------------------|--------|----------------------------|-------------------|
| AIRPORT CAPITAL PROJECTS FUND | | | |
| <u>Revenue:</u> | | | |
| 575-0000-334-00-00 | CP3775 | Federal Grants | \$ 680,411 |
| 575-0000-322-21-00 | CP3775 | State Grants | \$ 60,481 |
| 575-0000-345-57-00 | CP3775 | Transfer from Airport Fund | \$ 15,120 |
| Total Revenue | | | \$ 756,012 |
| <u>Expenditure:</u> | | | |
| 575-3775-505-39-00 | CP3775 | Relocate Localizer Antenna | \$ 756,012 |

For: State and Federal Grants for Relocate the Localizer Antenna Project

This resolution shall take effect upon its passage.

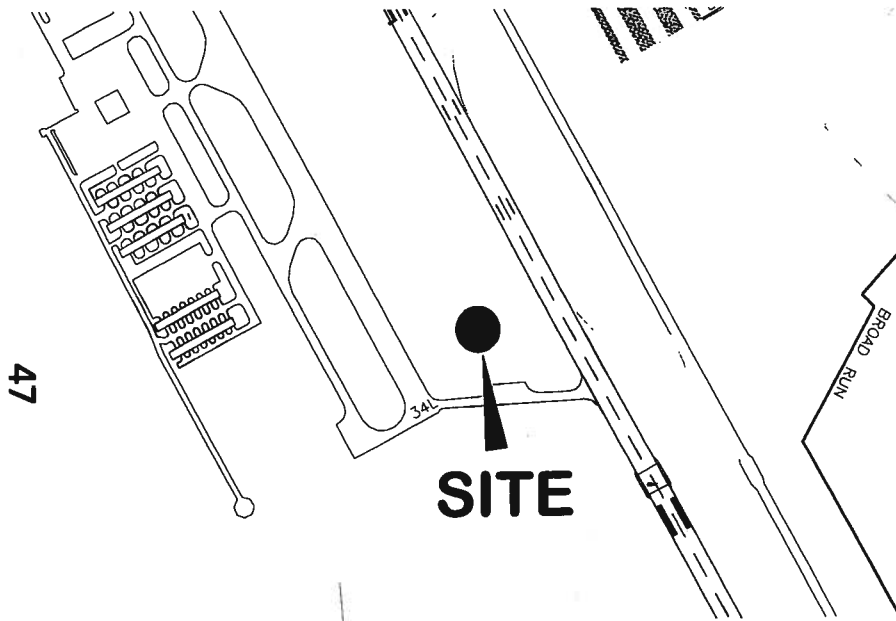
Harry J. Parrish II MAYOR
On Behalf of the City Council
of Manassas, Virginia

ATTEST:

Andrea P. Madden City Clerk

PROJECT: A-27 Relocate the Localizer Antenna**DEPARTMENT: Airport****Site:**

Southeast end of the airport, south of Broad Run

**Project Description:**

This project involves the relocation of the airport Localizer Antenna to the south end of the airport. The Localizer Antenna should be located at the approach end of runway 34R (Project number I-14 of the Airport Layout Plan).

Service Impact Narrative:

Due to obstruction issues, the airport's Localizer Antenna was offset some time ago. It was never relocated to the end of the runway where it is normally located. Relocating the Localizer Antenna would improve the landing minimums for the airport.

The FAA will review and comment on the design effort relating to the relocation of the localizer antenna and procure the new localizer antenna. They will require that the City reimburse the FAA for its time and cost. The effort needed to build the platform and access road for the Localizer Antenna will be incorporated into the construction cost of the taxiway Kilo realignment project. The reimbursement funds are found in design grant for the Realignment of Taxiway K.

Comprehensive Plan Conformance:

The project conforms to the Comprehensive Plan.

Year Introduced in CIP: 2003

| 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: A-27 Relocate the Localizer Antenna

[illegible]

AGENDA STATEMENT

PAGE NO. 49

ITEM NO. 7

MEETING DATE: October 3, 2012 – Finance Committee

TIME ESTIMATE: 10 Minutes

AGENDA ITEM TITLE: Resolution R-2013-18 Approving the FY 2014 Virginia Department of Transportation Revenue Sharing Program Application for Funding

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

N/A

**SUMMARY OF
ISSUE/TOPIC:**

The Virginia Department of Transportation is requesting applications for the FY 2014 Revenue Sharing Program. Applications are due for consideration to our Urban Projects Manager by October 15, 2012.

The criteria for FY 2014 has been changed to include maintenance type projects as well as new construction. Staff is requesting consideration of the following projects:

1. **Prince William Street Widening T-19** (Grant Avenue to Wellington Road)
Total project cost : \$3,609,000
50-50 match, City match from Bond Funds (\$1,804,500)
2. **Ashton Avenue Paving** (Godwin Drive to Confederate Trail)
Total project cost: \$ 250,000
50-50 match, City match from Gas Tax Funds (\$125,000)
3. **Liberia Avenue Paving** (Kirby Street to Stonewall Road)
Total project cost: \$333,000
50-50 match, City match from Gas Tax Funds (\$166,500)

STAFF

RECOMMENDATION: Approve Resolution R- 2013-18

**BOARD/COMMISSION/
COMMITTEE:**

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

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

City 50% Match of State Funding:
\$1,804,500 – Bond Funds
\$ 291,500 – Gas Tax Funds

STAFF:

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

MOTION: _____

**October 8, 2012
Regular Meeting
Res. No. R- 2013-18**

SECOND: _____

RE: Virginia Department of Transportation's FY 2014 Revenue Sharing Program

WHEREAS, the Manassas City Council desires to submit an application for an allocation of funds up to \$2,096,000 through the Virginia Department of Transportation Fiscal Year 2013-2014, Revenue Sharing Program; and

WHEREAS, \$2,096,000 of these funds is requested to fund:

Prince William Street Improvements – Project consists of improvements to this narrow section including curb, gutter, sidewalk, and widening of the existing roadway from the intersection of Grant Avenue to the intersection of Wellington Road.

Ashton Avenue Paving – Project consists of milling, paving, concrete repairs and restriping roadway from the intersection of Godwin Drive to the intersection of Confederate Trail.

Liberia Avenue Paving - Project consists of milling, paving, concrete repairs and restriping roadway from the intersection of Kirby Street to the intersection of Stonewall Road.

NOW THEREFORE, BE IT RESOLVED that the Manassas City Council does hereby support this application for allocation of \$2,096,000 through the Virginia Department of Transportation Revenue Sharing Program.

BE IT FURTHER RESOLVED that the Manassas City Council hereby grants authority for the City Manager to execute project administration agreements for any approved revenue sharing projects.

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:

**SUMMARY OF PROJECTS - Designation of Funds Form
FY 2014 Revenue Sharing Program**

\$10 million maximum allocation per locality and
no more than \$5 million of that amount may be allocated to maintenance projects

CONSTRUCTION FUNDS BEING REQUESTED:

| Locality's Priority | Route # | Road Name | Requested State Match up to \$1M for Construction | Requested State Match Over \$1M for Construction | TOTAL CONSTRUCTION FUNDS REQUESTED FOR PROJECT |
|--------------------------------------------|---------|-----------------------|---------------------------------------------------------|--------------------------------------------------------|------------------------------------------------------|
| 1 | | Prince William Street | \$902,250 | \$902,250 | \$1,804,500 |
| | | | | | \$0 |
| | | | | | \$0 |
| | | | | | \$0 |
| | | | | | \$0 |
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| | | | | | \$0 |
| | | | | | \$0 |
| | | | | | \$0 |
| TOTAL CONSTRUCTION FUNDS REQUESTED: | | | \$902,250 | \$902,250 | \$1,804,500 |

MAINTENANCE FUNDS BEING REQUESTED:

(cannot exceed \$5 million and is part of total \$10M)

| Locality's Priority | Route # | Road Name | Requested State Match up to \$1M for Maintenance | Requested State Match Over \$1M for Maintenance | TOTAL MAINTENANCE FUNDS REQUESTED FOR PROJECT |
|-------------------------------------------|---------|----------------|--------------------------------------------------------|-------------------------------------------------------|-----------------------------------------------------|
| 1 | | Ashton Avenue | \$125,000 | \$0 | \$125,000 |
| 2 | | Liberia Avenue | \$166,500 | \$0 | \$166,500 |
| | | | | | \$0 |
| | | | | | \$0 |
| | | | | | \$0 |
| | | | | | \$0 |
| | | | | | \$0 |
| | | | | | \$0 |
| TOTAL MAINTENANCE FUNDS REQUESTED: | | | \$291,500 | \$0 | \$291,500 |

| | | | |
|--------------------------------------------|-------------|-----------|-------------|
| GRAND TOTAL OF ALL FUNDS REQUESTED: | \$1,193,750 | \$902,250 | \$2,096,000 |
|--------------------------------------------|-------------|-----------|-------------|

Locality Representative

Date Submitted

VDOT Representative

Date Reviewed

Revised: 6/23/2012

REVENUE SHARING DETAILED APPLICATION FOR FUNDS
SEPARATE APPLICATION REQUIRED FOR EACH PROJECT TO BE CONSIDERED

FY: 2013-14 City Manassas of Manassas District: Northern Virginia
of Applications Locality is submitting: 3

PLEASE NOTE: Projects receiving funding under this program are to be initiated and a portion of the Revenue Sharing funds expended within one year of the allocation.

PROJECT INFORMATION (Please TAB from field to field)

Locality's Priority #: 1 Route #: _____ and local road name, if available: Prince William Street
State Project Number: None Assigned UPC #: N/A

Type of Project: Construction If Type of Project is "Maintenance", has appropriate analysis been provided confirming the pavement or structure is below VDOT maintenance performance targets? >select<

If Type of Project is "Construction", will the requested funds accelerate advertisement of the project that is already in the Six-Year Improvement Plan or in the locality's capital plan? Yes

If this is a Construction project AND the advertisement date will be accelerated, please fill in dates below:

Current Advertisement Date: 04/01/2014 Advanced Advertisement Date: 08/01/2013

Scope of Work: Reconstruction

Description of Work/Scope: Widen pavement, curbs, gutters, sidewalks, storm sewer

From: Intersection of Grantt Avenue

To: Intersection of Wellington Road

Length: 0.70 (miles)

Is this project in another locality? No If yes, please identify the locality and reason for request on the line below.

PROJECT ESTIMATES (Please TAB from field to field)

| PHASE | *Total Estimated Project Cost | Sections below pertain to Revenue Sharing funded portion only: | | |
|-------|-------------------------------|----------------------------------------------------------------|---------------------------------------------|-----------------------------------------|
| | | **Estimated Eligible Project Costs | ***Estimated Eligible VDOT Project Expenses | ****Estimated Reimbursement to Locality |
| PE | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| RW | \$ 1,308,000 | \$ 1,308,000 | \$ 0 | \$ 1,308,000 |
| CN | \$ 2,301,000 | \$ 2,301,000 | \$ 10,000 | \$ 2,291,000 |
| TOTAL | \$3,609,000 | \$3,609,000 | \$10,000 | \$3,599,000 |

LOCALLY ADMINISTERED PROJECT - Please answer on each line corresponding to each phase for this project below

Please note that indicating any phase of project work to be administered by the locality and reimbursed using Revenue Sharing Program funding constitutes a "Locally Administered Project". Submission of this application represents the locality's request to administer the project work.

PE Phase: n/a
RW Phase: Yes; Reimbursement will be Requested
CN Phase: Yes; Reimbursement will be Requested

PROJECT FINANCIAL INFORMATION (Please TAB from field to field)

VDOT Revenue Sharing matching funds UP TO \$1M requested for CONSTRUCTION project FY 2014: \$ 902,250

VDOT Revenue Sharing matching funds OVER \$1M requested for CONSTRUCTION project FY 2014: \$ 902,250

VDOT Revenue Sharing matching funds UP TO \$1M requested for MAINTENANCE project FY 2014: \$ 0

VDOT Revenue Sharing matching funds OVER \$1M requested for MAINTENANCE project FY 2014: \$ 0

VDOT Revenue Sharing matching TOTAL request (this application) (right click on "\$0" to the right & "Update Field" for total) \$1,804,500

Note: CONSTRUCTION projects total or combined CONSTRUCTION & MAINTENANCE projects total requested must not exceed \$10M; Also, MAINTENANCE projects total requested must not exceed \$5M

Locality Revenue Sharing MATCHING funds TOTAL (for this application & must equal or match VDOT TOTAL above): \$ 1,804,500

Project has previously received Revenue Sharing state funds: No If Yes, FY(s): _____ Totaling: \$ 0

Total of other State / Federal / Local funds (enter amount to the right): \$ 0

List types of other funds: _____

Total funding to be programmed on Project (should equal total estimated cost above): (right click on "\$0" & "Update Field" for total) \$3,609,000

COMMENTS

Submitted by: Gene Jennings, Deputy Director of Public Works

Reviewed by: >type in VDOT Official name & title<

Signature of Locality Official

Date

Signature of VDOT Official

Date

REVENUE SHARING DETAILED APPLICATION FOR FUNDS
SEPARATE APPLICATION REQUIRED FOR EACH PROJECT TO BE CONSIDERED

FY: 2013-14 City Manassas of Manassas District: Northern Virginia
of Applications Locality is submitting: 3

PLEASE NOTE: Projects receiving funding under this program are to be initiated and a portion of the Revenue Sharing funds expended within one year of the allocation.

PROJECT INFORMATION (Please TAB from field to field)

Locality's Priority #: 2 Route #: _____ and local road name, if available: Ashton Avenue
State Project Number: None Assigned UPC #: N/A

Type of Project: Maintenance If Type of Project is "Maintenance", has appropriate analysis been provided confirming the pavement or structure is below VDOT maintenance performance targets? Yes
If Type of Project is "Construction", will the requested funds accelerate advertisement of the project that is already in the Six-Year Improvement Plan or in the locality's capital plan? >select<
If this is a Construction project AND the advertisement date will be accelerated, please fill in dates below:
Current Advertisement Date: _____ Advanced Advertisement Date: _____

Scope of Work: Pavement Overlay (maintenance)
Description of Work/Scope: Mill and pave existing street, repair concrete and restriping
From: Intersection of Godwin Drive To: Intersection of Confederate Trail
Length: 0.63 (miles)
Is this project in another locality? No If yes, please identify the locality and reason for request on the line below.

PROJECT ESTIMATES (Please TAB from field to field)

| PHASE | *Total Estimated Project Cost | Sections below pertain to Revenue Sharing funded portion only: | | |
|-------|-------------------------------|----------------------------------------------------------------|---------------------------------------------|-----------------------------------------|
| | | **Estimated Eligible Project Costs | ***Estimated Eligible VDOT Project Expenses | ****Estimated Reimbursement to Locality |
| PE | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| RW | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| CN | \$ 250,000 | \$ 250,000 | \$ 2,000 | \$ 248,000 |
| TOTAL | \$250,000 | \$250,000 | \$2,000 | \$248,000 |

LOCALLY ADMINISTERED PROJECT - Please answer on each line corresponding to each phase for this project below

Please note that indicating any phase of project work to be administered by the locality and reimbursed using Revenue Sharing Program funding constitutes a "Locally Administered Project". Submission of this application represents the locality's request to administer the project work.

PE Phase: n/a
RW Phase: n/a
CN Phase: Yes; Reimbursement will be Requested

PROJECT FINANCIAL INFORMATION (Please TAB from field to field)

VDOT Revenue Sharing matching funds UP TO \$1M requested for CONSTRUCTION project FY 2014: \$ 0
VDOT Revenue Sharing matching funds OVER \$1M requested for CONSTRUCTION project FY 2014: \$ 0
VDOT Revenue Sharing matching funds UP TO \$1M requested for MAINTENANCE project FY 2014: \$ 125,000
VDOT Revenue Sharing matching funds OVER \$1M requested for MAINTENANCE project FY 2014: \$ 0
VDOT Revenue Sharing matching TOTAL request (this application) (right click on "\$0" to the right & "Update Field" for total) \$125,000

Note: CONSTRUCTION projects total or combined CONSTRUCTION & MAINTENANCE projects total requested must not exceed \$10M; Also, MAINTENANCE projects total requested must not exceed \$5M

Locality Revenue Sharing MATCHING funds TOTAL (for this application & must equal or match VDOT TOTAL above): \$ 125,000
Project has previously received Revenue Sharing state funds: No If Yes, FY(s): _____ Totaling: \$ 0
Total of other State / Federal / Local funds (enter amount to the right): \$ 0
List types of other funds: None
Total funding to be programmed on Project (should equal total estimated cost above): (right click on "\$0" & "Update Field" for total) \$250,000

COMMENTS

Submitted by: Gene Jennings, Deputy Director of Public Works Reviewed by: >type in VDOT Official name & title<
Signature of Locality Official _____ Date _____ Signature of VDOT Official _____ Date _____

REVENUE SHARING DETAILED APPLICATION FOR FUNDS
SEPARATE APPLICATION REQUIRED FOR EACH PROJECT TO BE CONSIDERED

FY: 2013-14 City Manassas of Manassas District: Northern Virginia
of Applications Locality is submitting: 3

PLEASE NOTE: Projects receiving funding under this program are to be initiated and a portion of the Revenue Sharing funds expended within one year of the allocation.

PROJECT INFORMATION (Please TAB from field to field)

Locality's Priority #: 3 Route #: _____ and local road name, if available: Liberia Avenue
State Project Number: None Assigned UPC #: N/A

Type of Project: Maintenance If Type of Project is "Maintenance", has appropriate analysis been provided confirming the pavement or structure is below VDOT maintenance performance targets? Yes
If Type of Project is "Construction", will the requested funds accelerate advertisement of the project that is already in the Six-Year Improvement Plan or in the locality's capital plan? >select<
If this is a Construction project AND the advertisement date will be accelerated, please fill in dates below:
Current Advertisement Date: _____ Advanced Advertisement Date: _____

Scope of Work: Pavement Overlay (maintenance)
Description of Work/Scope: Mill and pave existing street, repair concrete and restriping
From: Intersection of Kirby Street To: Intersection of Stonewall Road
Length: 0.60 (miles)
Is this project in another locality? No If yes, please identify the locality and reason for request on the line below.

PROJECT ESTIMATES (Please TAB from field to field)

| PHASE | *Total Estimated Project Cost | Sections below pertain to Revenue Sharing funded portion only: | | |
|-------|-------------------------------|----------------------------------------------------------------|---------------------------------------------|-----------------------------------------|
| | | **Estimated Eligible Project Costs | ***Estimated Eligible VDOT Project Expenses | ****Estimated Reimbursement to Locality |
| PE | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| RW | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| CN | \$ 333,000 | \$ 333,000 | \$ 2,000 | \$ 331,000 |
| TOTAL | \$333,000 | \$333,000 | \$2,000 | \$331,000 |

LOCALLY ADMINISTERED PROJECT - Please answer on each line corresponding to each phase for this project below

Please note that indicating any phase of project work to be administered by the locality and reimbursed using Revenue Sharing Program funding constitutes a "Locally Administered Project". Submission of this application represents the locality's request to administer the project work.

PE Phase: n/a
RW Phase: n/a
CN Phase: Yes; Reimbursement will be Requested

PROJECT FINANCIAL INFORMATION (Please TAB from field to field)

VDOT Revenue Sharing matching funds UP TO \$1M requested for CONSTRUCTION project FY 2014: \$ 0
VDOT Revenue Sharing matching funds OVER \$1M requested for CONSTRUCTION project FY 2014: \$ 0
VDOT Revenue Sharing matching funds UP TO \$1M requested for MAINTENANCE project FY 2014: \$ 166,500
VDOT Revenue Sharing matching funds OVER \$1M requested for MAINTENANCE project FY 2014: \$ 0
VDOT Revenue Sharing matching TOTAL request (this application) (right click on "\$0" to the right & "Update Field" for total) \$166,500
Note: CONSTRUCTION projects total or combined CONSTRUCTION & MAINTENANCE projects total requested must not exceed \$10M; Also, MAINTENANCE projects total requested must not exceed \$5M

Locality Revenue Sharing MATCHING funds TOTAL (for this application & must equal or match VDOT TOTAL above) \$ 166,500
Project has previously received Revenue Sharing state funds: No If Yes, FY(s): _____ Totaling: \$ 0
Total of other State / Federal / Local funds (enter amount to the right): \$ 0
List types of other funds: None
Total funding to be programmed on Project (should equal total estimated cost above): (right click on "\$0" & "Update Field" for total) \$333,000

COMMENTS

Submitted by: Gene Jennings, Deputy Director of Public Works Reviewed by: >type in VDOT Official name & title<
Signature of Locality Official _____ Date _____ Signature of VDOT Official _____ Date _____

Gene Jennings

From: Gene Jennings
Sent: Tuesday, August 21, 2012 10:28 AM
To: Gene Jennings
Subject: FW: FY '14 Revenue Sharing Call for Applications
Attachments: FY14 Revenue Sharing Call.pdf

Importance: High

From: Vaughan, Jan (VDOT) [mailto:Jan.Vaughan@VDOT.Virginia.gov]
Sent: Thursday, August 16, 2012 10:31 AM
To: Abi Lerner; Hicks, William. (VDOT); Bob Boxer; Dave Summers; Dennis Johnson; Greg Tkac; Jay Johnson; Mike Moon; Samer Beldas; Tom Brandon; Tom Mason
Cc: Sandra Marks; Williams, Malik. (VDOT); Marti Reinfeld; Karin Battle; Singer, Dana; Verzosa, Alexis; Calvin O'Dell; Gene Jennings; Cuffari, Michael; 'Calvin Grow'
Subject: FY '14 Revenue Sharing Call for Applications
Importance: High

The attached letter calling for FY'14 Revenue Sharing applications was mailed to your locality and I wanted to ensure that you are aware of the application process. The letter, program details, guide and forms can be found on the VDOT external website:

http://www.virginiadot.org/business/local-assistance-access-programs.asp#Revenue_Sharing

PLEASE NOTE THE APPLICATION HAS CHANGED. Be sure that you use the application with the revised date of 7/18/2012 in the bottom right hand corner.

If your municipality wishes to participate in the program for FY'14 funds I need two things from you:

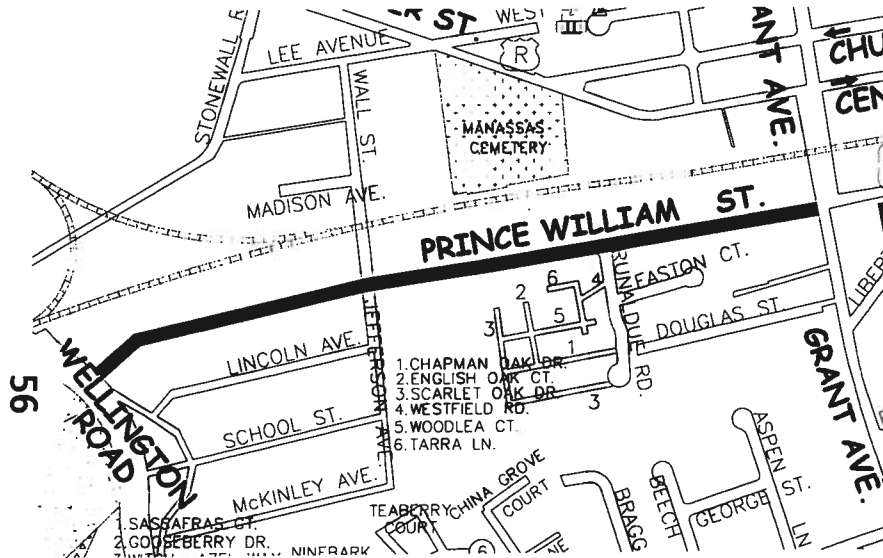
- **October 1, 2012** - By this date, please send me a quick email confirming whether or not your municipality is planning to submit an application. This way I can be on the look out as the due date approaches.
- **October 15, 2012** - The full application must be provided to me electronically by close of business. Please do not convert the document to PDF format. This will give me time to review it and get it to Richmond by the due date of November 1.
- **November 28, 2012** - All original, signed paper copies of the application, summary of projects form, Council resolution and anticipated future request worksheets received in my office in order for them to be in Richmond no later than December 3, 2012. Original documents received in Richmond after December 3 will not be considered for the program.

Remember, your applications must include:

- A *Detailed Application for Funds form* for each project, which gives detailed project information (on the website)
- A *Summary of Projects form*, if you have more than one project. This summarizes and prioritizes the list of eligible projects (on the website)
- A resolution of the City/Town Council outlining their request to participate and their support of the potential projects identified for possible funding from the program (sample on the website), and

PROJECT: T-19 Prince William Street (Grant Avenue to Wellington)**DEPARTMENT: Public Works****Site:**

Prince William Street - Grant Avenue to Wellington Road

**Project Description:**

Widen street and install curb, gutter, sidewalk, and storm drainage.

Service Impact Narrative:

Improve safety and drainage problems. This is a mostly two-lane ditch section of road. Installing sidewalks will improve pedestrian safety and traffic flow.

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

Comprehensive Plan Conformance:

The project is in conformance with the Comprehensive Plan.

Year Introduced in CIP: 2000

| Project Timeline | FY12 Prior | FY 13 | FY 14 | FY 15 | FY 16 | FY 17 | Future |
|------------------|------------|-------|-------|-------|-------|-------|--------|
| Planning/Design | • | | | | | | |
| Land Acquisition | • | | • | | | | |
| Construction | | | • | | | | |

Associated / Coordinated Projects:

E-14 - Prince William Street (Grant Avenue to Wellington)
S-17 - Pr Wm Street Sewer Main Replace
W-63 - Prince William Street Oversizing

PROJECT: T-19 Prince William Street (Grant Avenue to Wellington)

340-2651

| | ↓ Sum of Prior Years and Estimate to Complete | | | | | | | | | |
|----------------------------------------------|-----------------------------------------------|----------------|-------------|-------------------------------|----------|--------------|--------------|--------------|--------------|----------------|
| | ↓ 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 |
| Project Estimate: | | | | | | | | | | |
| Planning/Design | - | 333 | 333 | - | - | - | - | - | - | - |
| Land | 1,311 | 1,311 | - | 1,311 | - | 1,311 | - | - | - | - |
| Construction | 1,965 | 1,965 | - | 1,965 | - | 1,965 | - | - | - | - |
| Total Estimate | 3,276 | 3,609 | 333 | 3,276 | - | 3,276 | - | - | - | - |
| Funding Sources: | | | | | | | | | | |
| General Fund | - | 333 | 333 | - | - | - | - | - | - | - |
| Enterprise Fund | - | - | - | - | - | - | - | - | - | - |
| Local Fund | - | - | - | - | - | - | - | - | - | - |
| Other Local Gov | 3,276 | 3,276 | - | 3,276 | - | 3,276 | - | - | - | - |
| State | - | - | - | - | - | - | - | - | - | - |
| Federal | - | - | - | - | - | - | - | - | - | - |
| Gas Tax | - | - | - | - | - | - | - | - | - | - |
| Proffers/Other | - | - | - | - | - | - | - | - | - | - |
| Total Funding | 3,276 | 3,609 | 333 | 3,276 | - | 3,276 | - | - | - | - |
| Operating Impacts (Life Cycle Costs): | | | | | | | | | | |
| Operating Revenue | - | - | - | - | - | - | - | - | - | - |
| Facility Operating Cost | - | - | - | - | - | - | - | - | - | - |
| Program Operating Cost | - | - | - | - | - | - | - | - | - | - |
| Debt Service | 957 | 6,369 | - | 6,369 | - | - | 319 | 319 | 319 | 5,412 |
| Total Costs | 957 | 6,369 | - | 6,369 | - | - | 319 | 319 | 319 | 5,412 |
| Net Revenue (Subsidy) Required | (957) | (6,369) | - | (6,369) | - | - | (319) | (319) | (319) | (5,412) |

[illegible]

AGENDA STATEMENT

PAGE NO. 59

ITEM NO. 8

MEETING DATE: October 3, 2012 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution R-2013-14 Authorizing the Potomac and Rappahannock Transportation Commission (PRTC) to Unappropriate \$43,864.58 from the City's Use of Gas Tax Funds for Capital Projects

DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL: April 11, 2011 – City Council (Budget and Appropriate \$33,000 of Gas Tax Funds)
May 9, 2011 – City Council (Budget and Appropriate \$39,000 of Gas Tax Funds)
August 8, 2011 – City Council (Budget and Appropriate \$5,850 of Gas Tax Funds)
August 25, 2011 – City Council (Budget and Appropriate \$56,710 of Gas Tax Funds)

SUMMARY OF ISSUE/TOPIC: The City Council budgeted and appropriated a total of \$134,560 of Gas Tax Funds for Concrete Services and Street Lights, Traffic Signal Upgrades, Plantation Lane Radar Signs, and the Parking System at the VRE Deck. These projects are now complete and the actual cost was \$90,695.42 leaving an unspent balance of \$43,864.58.

This resolution will authorize PRTC to unencumber \$43,864.58 of the City's Gas Tax Funds.

STAFF RECOMMENDATION: Approve Resolution R-2013-14

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT: \$43,864.58 – Unencumbered Gas Tax Funds

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

MOTION: _____

October 8, 2012

Regular Meeting

SECOND: _____

Resolution #R-2013-14

**RE: RESOLUTION AUTHORIZING THE POTOMAC AND
RAPPAHANNOCK TRANSPORTATION COMMITTEE (PRTC) TO
UNAPPROPRIATE \$43,864.58 FROM THE CITY'S USE OF GAS TAX
FUNDS FOR CAPITAL PROJECTS**

WHEREAS, the Council of the City of Manassas budgeted and appropriated Gas Tax Funds as listed below with the adoption of the below resolutions totaling \$134,560:

- Resolution R-2011-58 on April 1, 2011 for \$33,000 for Concrete Services and Street Lights;
- Resolution R-2011-70 on May 9, 2011 for \$39,000 for Traffic Signal Upgrades;
- Resolution R-2012-02 on August 8, 2011 for \$5,850 for the Plantation Lane Radar Signs;
- Resolution R-2012-03 on August 25, 2011 for \$56,710 for the Parking System at the VRE Deck; and

WHEREAS, the projects are now complete and the Council of the City of Manassas wishes to unencumber the balance of \$43,864.58, comprised of the following amounts:

- \$4,369.54 for the Concrete Services and Street Lights;
- \$39,000 for Traffic Signal Upgrades;
- \$0.02 for the Plantation Lane Radar Signs; and
- \$495.02 for the Parking System at the VRE Deck.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 17th day of September, 2012, that PRTC is authorized to unencumber \$43,864.58 of City Gas Tax Funds for the Plantation Lane Radar Signs project, the Parking System at VRE project, the Traffic Signal Upgrades project, and the Concrete Services and Street Lights.

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

Mayor

ATTEST:

Andrea P. Madden City Clerk

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

MOTION: Wolfe

SECOND: Randolph


**April 11, 2011
Regular Meeting
Res No. R-2011-58**

**RE: RESOLUTION AUTHORIZING THE POTOMAC AND
RAPPAHANNOCK TRANSPORTATION COMMISSION (PRTC) TO
USE \$33,000 OF THE CITY OF MANASSAS GAS TAX FUNDS**

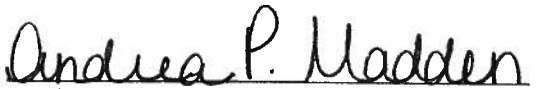
WHEREAS, the Council of the City of Manassas has determined that it is appropriate to pay for street and sidewalk improvements and street lights with its gas tax funds.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Manassas, Virginia, meeting in regular session this 11th day of April, 2011, that PRTC is authorized to appropriate \$33,000 for street and sidewalk improvements and street lights.

BE IT FURTHER RESOLVED, that the PRTC is authorized to make payments for these items.


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, Wolfe

Nays: None

Absent from Vote: None

Absent from Meeting: None

RESOLUTION 2011-91-R

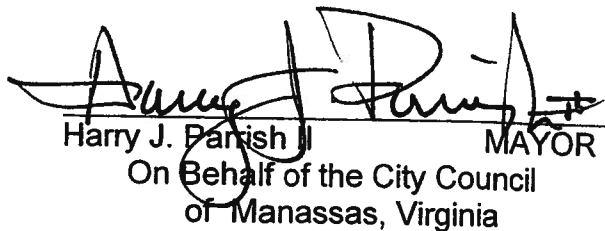
Adopted: April 11, 2011

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of April 11, 2011, that the following funds be budgeted and appropriated as shown.

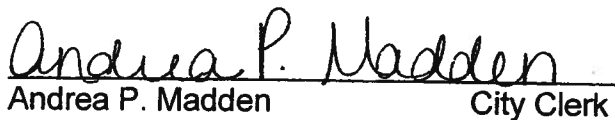
| <u>ACCOUNT NO.</u> | | <u>AMOUNT</u> |
|---------------------|-------------------------|---------------|
| GENERAL FUND | | |
| <u>Revenue:</u> | | |
| 100-0000-318.03-58 | City Gas Tax Funds | \$ 33,000 |
| <u>Expenditure:</u> | | |
| 100-2553-431.39-03 | S4103 Concrete Services | \$ 30,000 |
| 100-2562-431.76-01 | S4106 Street Lights | \$ 3,000 |

For: Sidewalk and Street Improvements

This resolution shall take effect upon its passage.


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

ATTEST:


Andrea P. Madden
City Clerk

MOTION: RANDOLPH

May 9, 2011

SECOND: BASS

Regular Meeting

Res. No. R-2011-70

RE: RESOLUTION AUTHORIZING THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION (PRTC) TO APPROPRIATE \$238,000 FOR TRANSPORTATION PROJECTS IN THE FY 2012 CAPITAL IMPROVEMENT PROGRAM

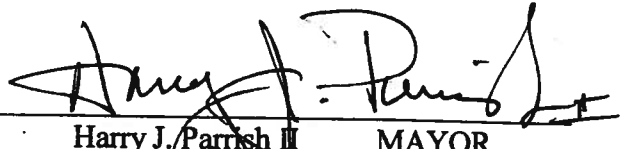
WHEREAS, the Council of the City of Manassas wishes to use Gas Tax Funds for Transportation Projects in the FY 2012 Capital Improvement Program; and

WHEREAS, the Transportation Projects in the FY 2012 Capital Improvement Program for which Council wishes to use Gas Tax Funds include 4 projects that total \$238,000.

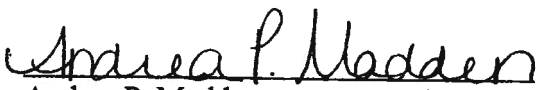
NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 9th day of May, 2011, that PRTC is authorized to appropriate \$238,000 of City Gas Tax Funds as follows:

→ \$ 39,000 – Traffic Signal Upgrades
\$ 10,000 – Bike Trail System Enhancements
\$104,000 – Sidewalk Infill Initiative
\$ 85,000 – Liberia Avenue Third Lane

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


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

ATTEST:


Andrea P. Madden City Clerk

Votes:

Ayes: Aveni, Bass, Randolph, Way, Wolfe

Nays: None

Absent from Vote: None

Absent from Meeting: None

RESOLUTION 2012-01-R

Adopted: May 9, 2011

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 9th day of May, 2011, that the following funds be budgeted and appropriated as shown in the FY 2012 Budget effective July 1, 2011.

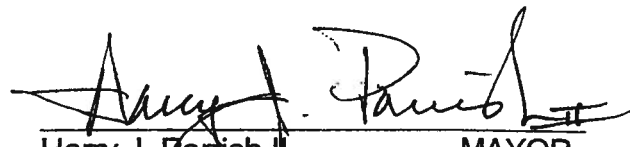
ACCOUNT NO.

AMOUNT

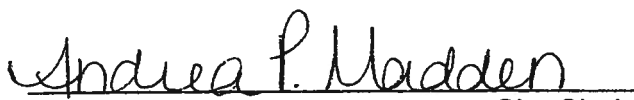
AS PER ATTACHED

For: Local Contribution to FY 2012 CIP

This resolution shall take effect on July 1, 2011.


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

ATTEST:


Andrea P. Madden City Clerk

City of Manassas
Local Contribution to FY 2012 Capital Improvements Program
Attachment to Resolution 2012-01-R
Page 1 of 3

| | <u>CIP ID</u> | <u>Budget Account</u> | | <u>Budget Amount</u> |
|------------------------------------------------------------------------|-------------------|-----------------------|--------|--------------------------|
| <u>Transportation Projects</u> | | | | |
| <u>Revenue:</u> | | | | |
| City Gas Tax Funds - NTE | | 340-0000-318-0358 | CP5114 | 39,000 ← |
| Federal Revenue - NTE | | 340-0000-334-2521 | CP5114 | 578,000 |
| <u>Expenditure:</u> | | | | |
| Traffic Signal Upgrades - NTE | T-49 | 340-5114-505-3900 | CP5114 | 617,000 |
| <u>Revenue:</u> | | | | |
| City Gas Tax Funds - NTE | | 340-0000-318-0358 | CP5110 | 104,000 |
| State Revenue Sharing - NTE | | 340-0000-324-2531 | CP5110 | 104,000 |
| <u>Expenditure:</u> | | | | |
| Sidewalk Infill Initiative - NTE | T-58 | 340-5110-505-3900 | CP5110 | 208,000 |
| <u>Revenue:</u> | | | | |
| City Gas Tax Funds - NTE | | 340-0000-318-0358 | CP5113 | 85,000 |
| State Revenue Sharing - NTE | | 340-0000-324-2531 | CP5113 | 85,000 |
| <u>Expenditure:</u> | | | | |
| Liberia Avenue Third Lane - NTE | T-60 | 340-5113-505-3900 | CP5113 | 170,000 |
| <u>Revenue:</u> | | | | |
| City Gas Tax Funds - NTE | | 310-0000-318-0358 | CP2620 | 10,000 |
| <u>Expenditure:</u> | | | | |
| Bike Trail System Enhancements - NTE | T-53 | 310-2620-505-3900 | CP2620 | 10,000 |
| <i>Total Use of Gas Tax for Transportation Capital Projects</i> | | | | 238,000 |

City of Manassas
Local Contribution to FY 2012 Capital Improvements Program
Attachment to Resolution 2012-01-R
Page 2 of 3

| | <u>CIP ID</u> | <u>Budget Account</u> | | <u>Budget Amount</u> |
|-------------------------------------------|-------------------|-----------------------|---------|--------------------------|
| <u>Supplemental Paving</u> | | | | |
| <u>Revenue:</u> | | | | |
| City Gas Tax Funds - NTE | | 100-0000-318-0358 | | 500,000 |
| <u>Expenditure:</u> | | | | |
| Supplemental Paving - NTE | | 100-2553-431-3904 | | 500,000 |
| <u>Parks Projects</u> | | | | |
| <u>Revenue:</u> | | | | |
| Capital Reserve Fund | | 100-0000-346-0101 | | 774,000 |
| <u>Expenditure:</u> | | | | |
| Transfer to General Capital Projects Fund | | 100-9600-491-9231 | | 774,000 |
| <u>Revenue:</u> | | | | |
| Transfer from General Fund | | 310-0000-345-1000 | various | 774,000 |
| <u>Expenditure:</u> | | | | |
| Byrd Park Restrooms | R-23 | 310-5115-505-3900 | CP5115 | 240,000 |
| Stonewall Park Restrooms | R-29 | 310-5116-505-3900 | CP5116 | 260,000 |
| Park Maintenance and Improvements | R-31 | 310-5121-505-3900 | CP5121 | 74,000 |
| Tennis Court Improvements | R-32 | 310-2669-505-3900 | CP2669 | 150,000 |
| Calvary Run Parking Lot | R-33 | 310-5117-505-3900 | CP5117 | 50,000 |
| | | | | <u>774,000</u> |

City of Manassas
Local Contribution to FY 2012 Capital Improvements Program
Attachment to Resolution 2012-01-R
Page 3 of 3

| | CIP ID | Budget Account | | Budget Amount |
|----------------------------------------------|-------------------|-----------------------|---------|--------------------------|
| <u>Sewer Capital Projects Fund</u> | | | | |
| <u>Revenue:</u> | | | | |
| Contribution from Sewer Fund | | 525-0000-345-5200 | CP3633 | 200,000 |
| <u>Expenditure:</u> | | | | |
| CMOM Compliance Capacity Improvements | S-12 | 525-3633-505-3900 | CP3633 | 200,000 |
| <u>Water Capital Projects Fund</u> | | | | |
| <u>Revenue:</u> | | | | |
| Contribution from Water Fund | | 535-0000-345-5300 | various | 665,000 |
| <u>Expenditure:</u> | | | | |
| Water Safety Security Enhancements | W-31 | 535-3655-505-3900 | CP3655 | 25,000 |
| Water Plant Process Control & Automation | W-33 | 535-3656-505-3900 | CP3656 | 5,000 |
| Main Replacement/Looping | W-50 | 535-3663-505-3900 | CP3663 | 200,000 |
| Recycle Decant to the Water Treatment Plant | W-54 | 535-3678-505-3900 | CP3678 | 250,000 |
| Replace Filter Controllers | W-55 | 535-3679-505-3900 | CP3679 | 35,000 |
| Flocculation Paddles and Bearing Equipment | W-57 | 535-3680-505-3900 | CP3680 | 150,000 |
| | | | | <u>665,000</u> |
| <u>Electric Capital Projects Fund</u> | | | | |
| <u>Revenue:</u> | | | | |
| Contribution from Electric Fund | | 545-0000-345-5400 | various | 1,805,000 |
| <u>Expenditure:</u> | | | | |
| Place Overhead Lines Underground | E-1 | 545-3611-505-3900 | CP3611 | 420,000 |
| Replace/Automate Pad Mount Fuse Cabinets | E-4 | 545-3608-505-3900 | CP3608 | 65,000 |
| Airport Substation Expansion | E-21 | 545-3640-505-3900 | CP3640 | 200,000 |
| Advanced Meter Infrastructure (AMI) | E-29 | 545-3665-505-3900 | CP3665 | 820,000 |
| UG Cable & Termination Replacement | E-30 | 545-3667-505-3900 | CP3667 | 300,000 |
| | | | | <u>1,805,000</u> |

MOTION: Wolfe

SECOND: Randolph

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


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

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


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

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

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


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

ATTEST:


Andrea P. Madden City Clerk

Votes:

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

Nays: None

Absent from Vote: None

Absent from Meeting: None

RESOLUTION 2012-11-R

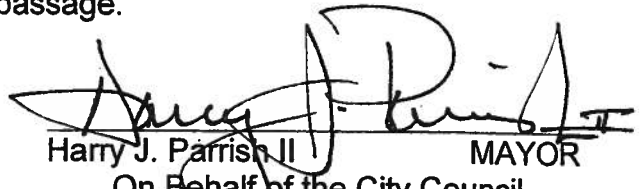
Adopted: August 8, 2011

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

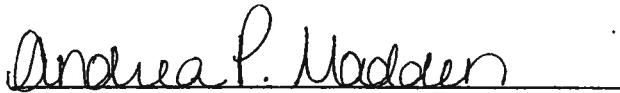
| <u>ACCOUNT NO.</u> | | <u>AMOUNT</u> |
|---------------------|----------------|---------------|
| GENERAL FUND | | |
| <u>Revenue:</u> | | |
| 100-0000-318-03-58 | Gas Tax | \$ 5,850 |
| <u>Expenditure:</u> | | |
| 100-2562-431-66-07 | Sign Materials | \$ 5,850 |

For: Gas Tax for Plantation Lane Radar Signs

This resolution shall take effect upon its passage.


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

ATTEST:


Andrea P. Madden City Clerk

MOTION: Wolfe

SECOND: Randolph

**August 25, 2011
Special Meeting
Res. No. R-2012-03**

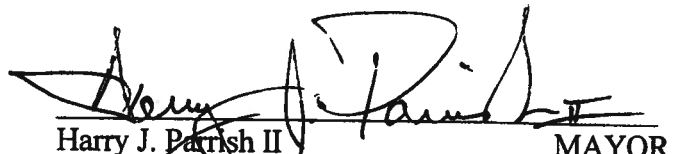
RE: RESOLUTION AUTHORIZING THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION (PRTC) TO APPROPRIATE \$56,710 FOR A PARKING SYSTEM AT THE PARKING DECK

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

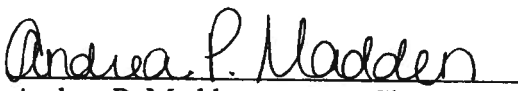
WHEREAS, the Council wishes to use \$56,710 of Gas Tax Funds to install a parking system to convert to pay parking at the parking deck.

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

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


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

ATTEST:


Andrea P. Madden City Clerk

Votes:

Ayes: Aveni, Randolph, Way and Wolfe

Nays: None

Absent from Vote: Bass and Harrover

Absent from Meeting: Bass and Harrover

RESOLUTION 2012-13-R

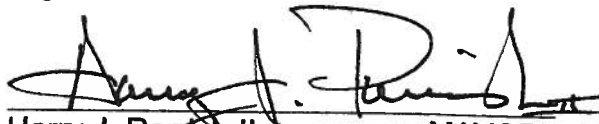
Adopted: August 8, 2011

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

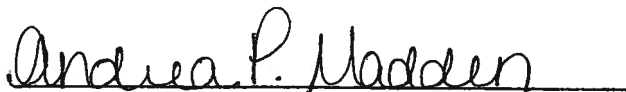
| <u>ACCOUNT NO.</u> | | <u>AMOUNT</u> |
|----------------------------|--------------------------|---------------|
| PARKING GARAGE FUND | | |
| <u>Revenue:</u> | | |
| 586-0000-318-03-58 | Gas Tax | \$ 56,710 |
| <u>Expenditure:</u> | | |
| 586-2549-431-71-00 | Parking System Equipment | \$ 56,710 |

For: Gas Tax for Parking Deck Parking System Equipment

This resolution shall take effect upon its passage.


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

ATTEST:


Andrea P. Madden City Clerk

AGENDA STATEMENT

PAGE NO. 73

ITEM NO. 9

MEETING DATE: October 3, 2012 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: 2013 Finance Committee Calendar

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

**SUMMARY OF
ISSUE/TOPIC:** Attached is a DRAFT 2013 Finance Committee Calendar for consideration.

**STAFF
RECOMMENDATION:** Approve the 2013 Finance Committee Calendar

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

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

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

City of Manassas
City Council Finance Committee
Meetings for Calendar Year 2013

DRAFT

| Day | Finance Committee Meeting Date | Time | Items Forwarded to the Council Meeting on |
|-----------|--------------------------------|---------|-------------------------------------------|
| Wednesday | January 9, 2013 | 5:30 PM | January 14, 2013 |
| Wednesday | January 16, 2013 | 5:30 PM | January 28, 2013 |
| Wednesday | January 30, 2013 | 5:30 PM | February 11, 2013 |
| Wednesday | February 13, 2013 | 5:30 PM | February 25, 2013 |
| Wednesday | February 27, 2013 | 5:30 PM | March 11, 2013 |
| Wednesday | March 13, 2013 | 5:30 PM | March 25, 2013 |
| Wednesday | March 27, 2013 | 5:30 PM | April 8, 2013 |
| Wednesday | April 10, 2013 | 5:30 PM | April 22, 2013 |
| Wednesday | April 24, 2013 | 5:30 PM | May 13, 2013 |
| Wednesday | May 8, 2013 | 5:30 PM | May 20, 2013 |
| Wednesday | May 29, 2013 | 5:30 PM | June 10, 2013 |
| Wednesday | June 12, 2013 | 5:30 PM | June 24, 2013 |
| Wednesday | June 26, 2013 | 5:30 PM | July 8, 2013 |
| Wednesday | July 10, 2013 | 5:30 PM | July 22, 2013 |
| Wednesday | July 24, 2013 | 5:30 PM | August 12, 2013 |
| Wednesday | August 7, 2013 | 5:30 PM | September 9, 2013 |
| Wednesday | September 4, 2013 | 5:30 PM | September 16, 2013 (PH) |
| Wednesday | September 18, 2013 | 5:30 PM | FIVE YEAR FORECAST |
| Wednesday | October 2, 2013 | 5:30 PM | October 21, 2013 (PH) |
| Wednesday | October 16, 2013 | 5:30 PM | October 28, 2013 |
| Wednesday | October 30, 2013 | 5:30 PM | November 18, 2013 |
| Wednesday | November 13, 2013 | 5:30 PM | November 25, 2013 |
| Wednesday | November 20, 2013 | 5:30 PM | December 9, 2013 |
| Wednesday | December 11, 2013 | 5:30 PM | January 13, 2014 |

AGENDA STATEMENT

PAGE NO. 75

ITEM NO. 10

MEETING DATE: October 3, 2012 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2013-21-R Amending the FY 2013 Budget by Budgeting and Appropriating \$150,000 from General Fund Fund Balance to Carryover the Unspent FY 2012 Training Program Funds

**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:** May 11, 2011 – City Council Budget Adoption

**SUMMARY OF
ISSUE/TOPIC:** The FY 2012 Adopted Budget included \$150,000 to develop a staff training program, but was not spent by June 30th and, therefore, lapsed into Fund Balance. These funds should have been on the carryover resolution and need to be budgeted and appropriated in the current fiscal year.

This resolution will budget and appropriate \$150,000 of Fund Balance in the General Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2013-21-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** \$150,000 – General Fund Fund Balance

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

RESOLUTION 2013-21-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 8th day of October, 2012, that the following funds be budgeted and appropriated as shown.

| <u>ACCOUNT NO.</u> | | <u>AMOUNT</u> |
|-----------------------------|---------------------------|----------------------|
| GENERAL FUND | | |
| <u>Revenues:</u> | | |
| 100-0000-346-03-00 | General Fund Fund Balance | \$ 150,000 |
| <u>Expenditures:</u> | | |
| 100-9600-411-95-31 | Training Program | \$ 150,000 |

For: Carryover of Unspent Training Program Funds

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

17:45:36

Account number . . . : 100-9600-411.95-31
 Fund : 100 General Fund
 Department : 96 Nondepartmental
 Division : 00 Debt Service/Transfers
 Activity basic : 41 General Government
 Sub activity : 1 Legislative
 Element : 95 Contingencies
 Object : 31 Training Program

Original budget : 150,000

| | | | |
|-----------------------------------------|------------|-------|---|
| 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 | 150,000.00 | 100.0 | % |

F5=Encumbrances

F7=Project data

F8=Misc inquiry

F10=Detail trans

F11=Acct activity list

F12=Cancel

F24=More keys

City of Manassas
Carryover of Funds from FY 2012 Budget to FY 2013 Budget
Operations and Grants

Attachment to Resolution 2013-04-R

NTE = Amount not to Exceed

| Department | Purpose | Carryover Budget Amount | NTE |
|--------------------------------------------------------|----------------------------------------|----------------------------------------|------------|
| <u>GENERAL FUND</u> | | | |
| FY 2012 Projects Not Yet Complete: | | | |
| Human Resources | In House Training | 28,307 | NTE |
| Human Resources | Wellness Program | 8,500 | NTE |
| Human Resources | Tuition Reimbursement | 4,565 | NTE |
| Human Resources | GMU MPA Fellows | 12,920 | NTE |
| Public Works | Traffic Signal Insurance Reimbursement | 7,300 | NTE |
| Community Development | Economic Opportunity | 146,606 | NTE |
| Community Development | Housing Fair Donations | 2,750 | NTE |
| Contribution from General Fund Fund Balance | | 210,948 | |
| Police Grants FY 2012 Revenue and Expenditures: | | | |
| Police | DMV DUI 2012 | 10,799 | NTE |
| Police | Bullet Proof Vest | 11,689 | NTE |
| Police | JAG Program 2009 | 1,874 | NTE |
| Police | JAG Program 2010 | 2,752 | NTE |
| Police | JAG Program 2011 | 20,598 | NTE |
| Police | DOJ Cops Hiring Grant | 268,136 | NTE |
| Total Carryover of Grants | | 315,848 | |

City of Manassas
Carryover of Funds from FY 2012 Budget to FY 2013 Budget
Operations and Grants

Attachment to Resolution 2013-04-R

NTE = Amount not to Exceed

| Department | Purpose | Carryover Budget Amount | NTE |
|----------------------------------------------------------------|-----------------------------------------------|----------------------------------------|------------|
| General Fund Needs Presented in FY 2013 Budget Process: | | | |
| City Clerk | Council Conference Room Furniture | 4,630 | NTE |
| City Clerk | Mayor Portrait Frames | 2,470 | NTE |
| Treasurer | Point of Sale Software | 18,270 | NTE |
| Police | Gang Task Force Officer | 105,020 | NTE |
| Police | ICAC Task Force Officer | 79,800 | NTE |
| Police | Tactical Vest Replacement | 19,000 | NTE |
| Public Works | Portable Traffic Analyzers | 20,000 | NTE |
| Public Works | Traffic Sign Machine | 20,000 | NTE |
| Public Works | Malfunction Testing Unit | 10,000 | NTE |
| Public Works | Concrete | 50,000 | NTE |
| Public Works | Street Lights | 160,000 | NTE |
| Public Works | Hanging Baskets/Flower Beds | 21,000 | NTE |
| Community Development | AmeriCorps VISTA for 2 Years | 31,000 | NTE |
| Community Development | Sesquicentennial | 125,000 | NTE |
| Contribution from General Fund Fund Balance | | 666,190 | |
| New Requests: | | | |
| Finance & Admin | Insurance Premiums | 65,700 | NTE |
| Police | Graphic Replacement for Police Vehicles | 20,000 | NTE |
| Police | New Tasers and Additional Training Cartridges | 3,000 | NTE |
| Police | Additional Training Funds | 10,000 | NTE |
| Contribution from General Fund Fund Balance | | 98,700 | |
| Total General Fund Carryover | | \$ 1,291,686 | |

City of Manassas
Carryover of Funds from FY 2012 Budget to FY 2013 Budget
Operations and Grants

Attachment to Resolution 2013-04-R

NTE = Amount not to Exceed

| <u>Department</u> | <u>Purpose</u> | <u>Carryover Budget Amount</u> | <u>NTE</u> |
|----------------------------------------------------------|---------------------------------------------|----------------------------------------|------------|
| <u>FIRE AND RESCUE FUND</u> | | | |
| Grants FY 2012 Revenue and Expenditures: | | | |
| Fire and Rescue | Fire Funds Program Grant | 192,339 | NTE |
| Fire and Rescue | Ambulance Grant | 18,732 | NTE |
| Fire and Rescue | Water Foundation | 5,000 | NTE |
| Fire and Rescue | White Smoke Detector Program | 100 | NTE |
| Fire and Rescue | RMG/Ray Smoke Detector | 21 | NTE |
| Fire and Rescue | Purvis Smoke Detector | 25 | NTE |
| Fire and Rescue | 2011 UASI Regional Planner | 124,447 | NTE |
| Fire and Rescue | SAFER Grant | 980,722 | NTE |
| Fire and Rescue | 2010 Citizen Preparedness | 3,720 | NTE |
| Fire and Rescue | 2011 Local Emergency Management Performance | 2,876 | NTE |
| Total Carryover of Grants | | 1,327,982 | |
| New Requests: | | | |
| Fire and Rescue | Trailer for UTV and Bike Team Equipment | 12,000 | NTE |
| Fire and Rescue | Supervisory Training Program | 12,000 | NTE |
| Fire and Rescue | Restock of Mass Casualty Equipment/Supplies | 20,000 | NTE |
| Fire and Rescue | Aircraft Rescue Fire Fighting Class | 24,200 | NTE |
| Fire and Rescue | Extraction Equipment Grant Match | 42,000 | NTE |
| Contribution from Fire and Rescue Fund Net Assets | | 110,200 | |
| Total Fire and Rescue Fund Carryover | | \$ 1,438,182 | |

**City of Manassas
Carryover of Funds from FY 2012 Budget to FY 2013 Budget
Operations and Grants**

Attachment to Resolution 2013-04-R

NTE = Amount not to Exceed

| Department | Purpose | Carryover Budget Amount | NTE |
|-------------------------------------------------|--------------------------------------------------------|-------------------------------|-----|
| MUSEUM COLLECTIONS FUND | | | |
| Community Development | Collections Acquisitions | 11,475 | NTE |
| | Contribution from Museum Collections Fund Net Assets | 11,475 | |
| CITY SQUARE PAVILION FUND | | | |
| Public Works | Pavilion Repair Projects | 13,360 | NTE |
| | Contribution from City Square Pavilion Fund Net Assets | 13,360 | |
| FY 2012 Projects Not Yet Complete: | | | |
| SOLID WASTE FUND | | | |
| Public Works | American Disposal Recycling Rebate | 6,496 | NTE |
| Public Works | Litter Prevention/Recycling Grant | 1,093 | NTE |
| | Contribution from Solid Waste Fund Net Assets | 7,589 | |
| Grants FY 2012 Revenue and Expenditures: | | | |
| BUILDING MAINTENANCE FUND | | | |
| Public Works | Candy Factory Water Heater Replacement | 1,000 | NTE |
| Public Works | Candy Factory HVAC Unit Replacement | 3,500 | NTE |
| | Contribution from Building Maintenance Fund Net Assets | 4,500 | |

City of Manassas
Carryover of Funds from FY 2012 Budget to FY 2013 Budget
Operations and Grants

Attachment to Resolution 2013-04-R

NTE = Amount not to Exceed

| <u>Department</u> | <u>Purpose</u> | <u>Carryover Budget Amount</u> | <u>NTE</u> |
|-------------------|----------------|----------------------------------------|------------|
|-------------------|----------------|----------------------------------------|------------|

VECHICLE MAINTENANCE FUND

New Requests:

| | | | |
|--------------------------------------------------------------|--------------------|---------------|-----|
| Public Works | Insurance Premiums | 50,800 | NTE |
| Contribution from Vehicle Maintenance Fund Net Assets | | 50,800 | |

INFORMATION TECHNOLOGY FUND

FY 2012 Projects Not Yet Complete:

| | | | |
|---------------------------------------------|---------------------------------------|---------------|-----|
| Finance & Admin | Network Infrastructure Upgrade | 11,850 | NTE |
| Finance & Admin | GIS Implementation Plan - GIS Plotter | 7,600 | NTE |
| Finance & Admin | Phone System Replacement Project | 44,719 | NTE |
| Contribution from IT Fund Net Assets | | 64,169 | |

MANASSAS CITY PUBLIC SCHOOLS

FY 2012 Projects Not Yet Complete:

| | | | |
|-----------------------------------------------------------|-----------------------------|----------------|-----|
| MCPS | See Attached List from MCPS | 977,000 | NTE |
| Contribution from School Operating Fund Net Assets | | 977,000 | |

| | |
|---------------------------------------------|---------------------|
| Total All Funds Except General Fund | 2,567,075 |
| Total General Fund from Fund Balance | 975,838 |
| Total General Fund Grants | 315,848 |
| Total Carryovers | \$ 3,858,761 |