

**FINANCE COMMITTEE**  
**WEDNESDAY, NOVEMBER 14, 2012**  
**SECOND FLOOR CONFERENCE ROOM**  
**CITY HALL - MANASSAS, VIRGINIA**  
**AGENDA**

**5:30 PM CALL TO ORDER**

- |   |                   |
|---|-------------------|
| 1. Approve Minutes of the October 24, 2012, Finance Committee Meeting   | <b>1 Minute</b>   |
|   | <b>Page /</b>     |
| 2. Resolution 2013-31-R Amending the FY 2013 Budget by Budgeting and Appropriating \$6,188 from the U.S. Department of Justice – Bureau of Justice Assistance for the FY 2012 Bulletproof Vest Partnership Award (Laguna)                                   | <b>2 Minutes</b>  |
|   | <b>Page 5</b>     |
| 3. Resolution 2013-30-R Amending the FY 2013 Budget by Budgeting and Appropriating \$5,000 for 2012 Local Emergency Management Performance Grant (Bowman/Halsall)   | <b>2 Minutes</b>  |
|   | <b>Page 9</b>     |
| 4. Resolution 2013-32-R Amending the FY 2013 Budget by Budgeting and Appropriating \$30,000 of Speiden Carper House Fund Balance to Conduct Roof Repairs Necessary to Maintain the Historic House (Via)   | <b>5 Minutes</b>  |
|   | <b>Page 31</b>    |
| 5. Resolution 2013-16-R Amending the FY 2013 Budget by Transferring \$30,000 from General Fund Contingency to Demolish the Prescott House (Collins/Via)   | <b>10 Minutes</b> |
|   | <b>Page 35</b>    |
| 6. Resolution R-2013-38 Authorizing the Purchase of Replacement Coagulant Pumps at the Water Treatment Plant (Dawood)   | <b>2 Minutes</b>  |
|   | <b>Page 39</b>    |
| 7. Resolution 2013-22-R Amending the FY 2013 Budget by Budgeting and Appropriating \$2,000,000 of Sewer Fund Balance/Rate Stabilization Funds for the Sanitary Sewer Infiltration & Inflow Program (CMOM Compliance Capacity Improvements Project) (Dawood) | <b>10 Minutes</b> |
|   | <b>Page 41</b>    |



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8. Resolution 2013-34-R Amending the FY 2013 Budget by Budgeting and Appropriating the 2012 State Criminal Alien Assistance Grant in the Amount of \$78,950 from the U.S. Department of Justice (Bergeron) **2 Minutes**
- 

**Page** 49

9. **City Manager's Time**
- 

## ADJOURNMENT

PAW/bgj

cc: Mayor  
Council Members  
John A. Budesky

Pat Weller  
Diane Bergeron  
Tamara Sturm



**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE  
WEDNESDAY, OCTOBER 24, 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  
Council Member Mark D. Wolfe (Alternate)

**COMMITTEE MEMBERS ABSENT:** None

**OTHERS PRESENT:** Council Member Jonathan L. Way, Council Member Ian T. Lovejoy, Mayor Harry J. Parrish II, City Manager John A. Budesky, Public Works & Utilities Director Mike Moon, Utility Finance Manager Mark LeRoy, Budget Manager Diane V. Bergeron, Deputy Director Water & Sewer Tony Dawood, Deputy Public Works Director Gene Jennings, Police Captain Trey Lawler, Fiscal Services Manager LaTanya Bell

**GUESTS PRESENT:** Superintendent of Schools Dr. Catherine Magouyrk, Associate Superintendent of Schools Ken LaLonde

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

Chairman Aveni modified the Agenda by moving Item #5 to Item #3.

**AGENDA ITEM #1 Update on Joint City / Manassas City Public Schools Capital Improvement Needs**

John A. Budesky presented an update on the joint City / Manassas City Public Schools capital improvement needs. This item is for information only.

**AGENDA ITEM #2 Approve Minutes of the October 3 and October 10, 2012, Finance Committee Meetings**

A motion was made to approve the minutes of the October 3, 2012, and October 10, 2012, Finance Committee Meetings. The Committee approved (3/0).



**AGENDA ITEM #3 Resolution 2013-22-R Amending the FY 2013 Budget by Budgeting and Appropriating \$2,000,000 of Sewer Rate Stabilization Funds for the Sanitary Sewer Infiltration and Inflow Program (CMOM Compliance Capacity Improvements Project)**

Tony Dawood and Mark LeRoy presented Staff's recommendation to amend the FY 2013 Budget by budgeting and appropriating \$2,000,000 of Sewer Rate Stabilization Funds for the Sanitary Sewer Infiltration and Inflow Program. Staff was directed to bring this item to a future Finance Committee meeting.

**AGENDA ITEM #4 Resolution 2013-27-R Amending the FY 2013 Budget by Budgeting and Appropriating \$20,000 from the Federal Government Passed Through the Virginia State Police**

Trey Lawler presented Staff's recommendation to amend the FY 2013 Budget by budgeting and appropriating \$20,000 from the Federal Government passed through the Virginia State Police. The Committee approved (3/0). This item will be forwarded to the November 19, 2012, City Council meeting.

**AGENDA ITEM #5 Resolution 2013-24-R Amending the FY 2013 Budget by Transferring Funds within the Family Services Budget to Align the City's Budget with the Virginia Department of Social Services FY 2013 Budget**

LaTanya Bell presented Staff's recommendation to amend the FY 2013 Budget by transferring funds within the Family Services Budget to align the City's Budget with the Virginia Department of Social Services FY 2013 Budget. The Committee approved (3/0). This item will be forwarded to the November 19, 2012, City Council meeting.

**AGENDA ITEM #6 Resolution 2013-28-R Amending the FY 2013 Budget by Budgeting and Appropriating \$60,000 from the Capital Reserve Fund for the Design of the Portner Avenue/Battle Street/Main Street Storm Sewer Improvements Project**

Diane Bergeron presented Staff's recommendation to amend the FY 2013 Budget by budgeting and appropriating \$60,000 from the Capital Reserve Fund for the design of the Portner Avenue/Battle Street/Main Street Storm Sewer Improvements Project. The Committee approved (3/0). This item will be forwarded to the November 19, 2012, City Council meeting.

DVB



**AGENDA ITEM #7 Resolution 2013-26-R Amending the FY 2013 Budget by Budgeting and Appropriating \$9,430 for the Litter Prevention and Recycling Grant from the Department of Environmental Quality**

Diane Bergeron presented Staff's recommendation to amend the FY 2013 Budget by budgeting and appropriating \$9,430 for the Litter Prevention and Recycling Grant from the Department of Environmental Quality. The Committee approved (3/0). This item will be forwarded to the November 19, 2012, City Council meeting.

**AGENDA ITEM #8 Resolution 2013-25-R Amending the FY 2013 Budget by Transferring \$6,250 from General Fund Contingency for the Engagement of Thomas A. Dick to Serve as a Legislative Representative During the 2012/2013 State Legislative Session**

John A. Budesky presented Staff's recommendation to amend the FY 2013 Budget by transferring \$6,250 from General Fund Contingency for the engagement of Thomas A. Dick to serve as a Legislative Representative during the 2012/2013 State Legislative Session. The Committee approved (3/0). This item will be forwarded to the November 19, 2012, City Council meeting.

**AGENDA ITEM #9 Resolution 2013-29-R Budgeting, Appropriating, and Amending the FY 2013 Budget by \$537,000 of Federal Funds for the Survey, Engineering and Design of the Route 28 Widening Project**

Gene Jennings presented Staff's recommendation to budget, appropriate, and amend the FY 2013 Budget by \$537,000 of Federal Funds for the survey, engineering, and design of the Route 28 Widening Project. The Committee approved (3/0). This item will be forwarded to the November 19, 2012, City Council meeting.

**AGENDA ITEM #10 City Manager's Time** - No items

The meeting was adjourned at 6:39 p.m. by Chairman Aveni.

2013







**AGENDA STATEMENT**PAGE NO. 5ITEM NO. 2**MEETING DATE:** November 14, 2012 – Finance Committee**TIME ESTIMATE:** 2 Minutes**AGENDA ITEM TITLE:** Resolution 2013-31-R Amending the FY 2013 Budget by Budgeting and Appropriating \$6,188 from the U.S. Department of Justice – Bureau of Justice Assistance for the FY 2012 Bulletproof Vest Partnership Award**DATE THIS ITEM WAS  
LAST CONSIDERED  
BY COUNCIL:**

N/A

**SUMMARY OF  
ISSUE/TOPIC:**

The City of Manassas Police Department has been awarded \$6,187.50 under the Department of Justice Bureau of Justice Assistance Bulletproof Vest Partnership. The period of this grant is April 1, 2012 to August 31, 2014. Funds awarded under this grant will be used to cover 50% of the replacement/purchase costs of ballistic vests. The City's local match of 50% will continue to be funded through the Police Department's annual operating budget. The Department has a mandatory wear policy in effect for vests and as such, every officer is provided with a vest. Each ballistic vest has a manufacturer warranty of 5 years; at which time, it is replaced.

This resolution will budget and appropriate \$6,188 in Federal Grant Revenue in the General Fund.

**STAFF****RECOMMENDATION:** Approve Resolution 2013-31-R**BOARD/COMMISSION/  
COMMITTEE:****RECOMMENDATION:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments**CITY MANAGER:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments**COMMENTS:**  
\_\_\_\_\_**DISCUSSION  
(IF NECESSARY):****BUDGET/FISCAL  
IMPACT:**

\$6,188 – Federal Grant Revenue

**STAFF:**

Lieutenant Tina P. Laguna, Special Projects Office, (703) 257-8025



## RESOLUTION 2013-31-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 26<sup>th</sup> day of November, 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
<b>GENERAL FUND</b>		
<u>Revenue:</u>		
100-0000-334-17-06	DOJ Bulletproof Vest Grant	\$ 6,188
<u>Expenditure:</u>		
100-1820-421-64-06	Ballistic Vests	\$ 6,188

For: FY 2012 DOJ Bulletproof Vest Grant

This resolution shall take effect upon its passage.

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

ATTEST:

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



Section Status &gt; Current Status &gt; Application Summary

OMB #1121-0235  
(Expires: 10/31/2006)**Application Profile**

Participant	MANASSAS CITY
Fiscal Year	2012
Number of Agencies Applied	1
Total Number of Officers for Application	96
Number of Officers on Approved Sub-Applications	96
<u>Unspent BVP Funds</u> Remaining	\$6,105.88
Unspent BVP Funds <u>Obligated</u> for Vest Purchases	\$3,015.27

**Sub-Application Profile**

Fiscal Year	2012
<u>Vest Replacement Cycle</u>	4
Number of Officers	96
<u>Emergency Replacement Needs</u>	0
Stolen or Damaged	0
Officer Turnover	2

**Application Details**

Date Submitted to BVP:	06/27/12
Application Status:	Approved by BVP

**Application Summary for FY2012 Regular Fund**

Applicant	Quantity	Total Cost	Date Submitted	Status
MANASSAS CITY	25	\$12,375.00	06/27/12	Approved by BVP <a href="#">View Details</a>
<b>Grand Totals:</b>	25	\$12,375.00		

**Award Summary for FY2012 Regular Fund**

Funds Type	Eligible Amount	Award	Date Approved	Status
Regular Fund	\$12,375.00	\$6,187.50	09/10/12	Approved By BVP
<b>Grand Totals:</b>	\$12,375.00	\$6,187.50		

April 1, 2012  
August 31, 2014  
Mandatory Wear







**AGENDA STATEMENT**PAGE NO. 9ITEM NO. 3**MEETING DATE:** November 14, 2012 – Finance Committee**TIME ESTIMATE:** 2 Minutes**AGENDA ITEM TITLE:** Resolution 2013-30-R Amending the FY2013 Budget by Budgeting and Appropriating \$5,000 for 2012 Local Emergency Management Performance Grant**DATE THIS ITEM WAS  
LAST CONSIDERED  
BY COUNCIL:** N/A**SUMMARY OF  
ISSUE/TOPIC:** The Virginia Department of Emergency Management (VDEM) has allocated \$5,000 to the City of Manassas for the 2012 Local Emergency Management Performance Grant (LEMPG). A 1:1 match is required. An "in-kind" match of \$5,000 will come from the Emergency Coordinator's salary (Chief Bowman).

Grant funds will be used to purchase (4) Flat Screen TV monitors to be installed on the walls of the "Alternate" Emergency Operations Center (EOC) located in the Public Works and Utilities large conference room. All necessary hardware, software, cabling and signal equipment are included in this funding.

This resolution will budget and appropriate \$5,000 of grant revenue in the Fire and Rescue Fund.

**STAFF  
RECOMMENDATION:** Approve Resolution 2013-30-R**BOARD/COMMISSION/  
COMMITTEE:**

<b>RECOMMENDATION:</b>	<b>Approve</b>	<b>Disapprove</b>	<b>Reviewed</b>	<b>See Comments</b>
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<b>CITY MANAGER:</b>	<b>Approve</b>	<b>Disapprove</b>	<b>Reviewed</b>	<b>See Comments</b>
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**COMMENTS:****DISCUSSION  
(IF NECESSARY):**

<b>BUDGET/FISCAL IMPACT:</b>	<b>\$5,000 - 2012 LEMPG Grant</b>
	<b>\$5,000 - In Kind Match from Emergency Coordinator's Salary (Chief Bowman)</b>

<b>STAFF:</b>	<b>Brett Bowman, Fire and Rescue Chief, (703) 257-8458</b>
	<b>Robert Halsall, EM Deputy Coordinator, (703) 257-8062</b>



## RESOLUTION 2013-30-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 26<sup>th</sup> day of November, 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
<b>FIRE AND RESCUE FUND</b>		
<u>Revenue:</u>		
285-0000-333-22-52	2012 LEMPG Grant	\$ 5,000
<u>Expenditure:</u>		
285-2252-422-62-00	Supplies	\$ 5,000

For: 2012 Local Emergency Management Performance Grant

This resolution shall take effect upon its passage.

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

ATTEST:

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





**COMMONWEALTH of VIRGINIA**  
*Department of Emergency Management*

MICHAEL M. CLINE  
State Coordinator

JACK E. KING  
Chief Deputy Coordinator

BRETT A. BURDICK  
Deputy Coordinator

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

September 24, 2012

Mr. John A. Budesky  
City Manager  
Manassas City  
PO Box 560  
Manassas, VA 20108

RE: Grant FY 2012 – EMPG

Dear Mr. Budesky:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of the **2012 Emergency Management Performance Grant (EMPG) (CFDA # 97.042)** from the U. S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA). Appropriation Authority for this program is *The Consolidated Appropriations Act, 2012, Division D (Public Law 112-74)*. Your locality has been allocated funding for:

Project Title: 2012 Local Emergency Management Performance Grant (LEMPG)

Federal Grant Allocation:	\$5,000.00
Recipient's Required Cost Share/Match Amount:	\$5,000.00
Total Project:	\$10,000.00

The purpose of the EMPG Program is to make grants to states to assist state and local governments in preparing for all hazards as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (42 U.S.C. 5121 et seq.). Title VI of the *Stafford Act* authorizes FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the federal government, states, and their political subdivisions. The federal government, through the EMPG Program, provides necessary



direction, coordination, and guidance, and provides necessary assistance, as authorized in this title so that a comprehensive emergency preparedness system exists for all hazards.

The FY 2012 EMPG Program plays an important role in the implementation of Presidential Policy Directive 8 (PPD-8) by supporting the development and sustainment of core capabilities. Core capabilities are essential for the execution of each of the five mission areas outlined in the National Preparedness Goal (NPG). The development and sustainment of these core capabilities are not exclusive to any single level of government or organization, but rather require the combined effort of the whole community. The FY 2012 EMPG Program supports all core capabilities in the prevention, protection, mitigation, response, and recovery mission areas based on allowable costs. Examples of tangible outcomes from the EMPG Program include building and sustaining emergency management capabilities through:

- Building and sustaining core capabilities identified in the NPG,
- Approved emergency plans,
- Completion of Threat and Hazard Identification Risk Assessment (THIRA),
- Development and maintenance of multi-year Training and Exercise Plans (TEPs)
- Targeted training and verification of personnel capability, and
- Whole Community approach to security and emergency management.

VDEM recognizes the critical role of emergency management at the local level. Strong local emergency management programs keep the Commonwealth safer, and allow state and local government to respond and recover effectively and efficiently when an emergency or disaster occurs. The objective of the LEMPG, then, is to support your locality's efforts to develop and maintain a Comprehensive Emergency Management Program.

Attached to this letter are the Work Elements. These Work Elements describe the items to be completed by your locality during the period of performance and are designed to enhance local capabilities in the areas of planning, training and exercises, situational awareness and capability reporting. Your VDEM regional coordinator can provide technical assistance and advice in completing these Work Elements. A final review report will be disseminated to your locality's emergency management coordinator by your VDEM regional coordinator later this year. The final review report summarizes your locality's compliance with the Work Elements and is due back to your regional coordinator no later than *July 15, 2013*.

The obligation period for this program is *July 1, 2012 to June 30, 2013*. Reimbursements may be requested 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.

All projects must comply with Environmental and Historic Preservation (EHP) requirements. Sub-recipients must not obligate and/or expend any (federal and/or non-federal matching) funds on any project having the potential to impact environments planning and historical preservation resources without the prior approval of FEMA. A current EHP review



Mr. John A. Budesky  
Page 3  
September 24, 2012

evaluation form must be submitted as part of the VDEM application. For more information, please visit <http://www.vaemergency.gov/em-community/grants/> or contact your grant specialist.

All applicants are required to submit a completed VDEM grant package and the electronic grants on-line budget application. In order to complete the on-line budget, please follow these instructions:

**Step 1: Please go on-line to the eGMS Grants System at <https://www.ttegms.com/virginia/login.cfm>. After logging in, you will see a welcome screen. Click on Grant Management and then on Budget Application from the drop-down menu. Click the link named 2012 Local Emergency Management Performance Grant (LEMPG) to complete your on-line budget application.**

**Step 2: The remaining required forms are attached and can also be found on VDEM's website and in the eGMS. Below is a list of the documents that comprise the VDEM grant application package:**

- Online Budget (eGMS)
- POC Form
- EHP Evaluation Form
- Grant Assurances Form
- FEMA 20-16C Form
- SF-LLL – Certification Regarding Lobby Form

In FY 2012, the federal share of the cost of an activity carried out using funds made available under the program shall not exceed 50% of the total budget. Cost match (cash or in-kind) requirement, as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Public Law 93-288), as amended, 42 U.S.C. 5121-5207, specifically, Title VI, sections 611(j) and 613. Unless otherwise authorized by law, federal funds cannot be matched with other federal funds.

FEMA administers cost matching requirements in accordance with 44 CFR §13.24, which is located at [http://www.access.gpo.gov/nara/cfr/waisidx\\_07/44cfrv1\\_07.html](http://www.access.gpo.gov/nara/cfr/waisidx_07/44cfrv1_07.html), or 2 CFR §215.23, which is located at [http://www.access.gpo.gov/nara/cfr/waisidx\\_07/2cfrv1\\_07.html](http://www.access.gpo.gov/nara/cfr/waisidx_07/2cfrv1_07.html). To meet matching requirements, the grantee contributions must be reasonable, allowable, allocable, and necessary under the grant program and must comply with all federal requirements and regulations.

Management and administration (M&A) activities are those defined as directly relating to the management and administration of EMPG Program funds, such as financial management and monitoring. It should be noted that salaries of state and local emergency managers are not typically categorized as M&A, unless the state or local emergency management agency (EMA) chooses to assign personnel to specific M&A activities. The state EMA may use up to 5% for M&A purposes. In addition, local EMAs may retain and use up to 5% from the state for local M&A purposes.



Mr. John A. Budesky  
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September 24, 2012

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions available within Section 6.1.1 of <http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf>. Upon approval of an application, the award will be made in the form of a grant. The date the approval of award is entered in the system is the "award date." Notification of award approval is made through the eGMS Grants System through an automatic e-mail to the sub-grantee point of contact listed in the initial application. Follow the directions in the notification to accept your award documents. The authorized grant official should carefully read the award package for instructions on administering the grant and to learn more about the terms and conditions associated with responsibilities under federal awards.

Sub-grantees are obligated to submit progress reports as a condition of their award acceptance. Subgrantee Quarterly Reports must be submitted to the VDEM Grant Administrator on a quarterly basis through email and later through the eGMS System. The Subgrantee Quarterly Report must be based on the approved EMPG Program Work Plan. The Subgrantee Quarterly Report is available at <http://www.vaemergency.gov/em-community/grants/all-grant-forms>. Sub-grantees are required to report on progress towards implementing plans described in their application.

Within 30 days after the end of the period of performance sub-grantees must submit a final progress report detailing all accomplishments throughout the period of performance along with the completed Work Elements. After these reports have been reviewed and approved by VDEM's Grant Office and regional coordinators, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for five years from the date of the final report. The grantee is responsible for returning any funds that have been drawn down, but remain as unliquidated on grantee financial records.

Please review and sign the required documents and return them to the Grants Management Office by October 19, 2012. If you have any questions regarding this award, please contact Amy G. Wright at the VDEM Grants Management Office at (804) 897-9769.

Sincerely,



Michael M. Cline

MMC/aw

c: Mr. Robert Halsall, Deputy Emergency Management Coordinator-Manassas  
Mr. Virgil Gray, Region 7 Coordinator-VDEM





## **VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT**

### **Local Emergency Management Performance Grant (LEMPG)**

#### **2012 Work Elements**

**Program Period: July 1, 2012 – June 30, 2013**

**Please sign back page and submit to your Regional Coordinator by  
October 10, 2012**

**To be eligible to receive funds from this program, locality must meet NIMS compliance requirements as established by the federal government and document NIMS compliance via NIMSCAST.**

## **Planning**

- 1. Local Emergency Operations Plan (EOP):** Locality must have a current Emergency Operations Plan. A current plan is defined by §44-146.19 (E) of the Code of Virginia as undergoing a comprehensive review and revision, and being adopted by the locality's governing body every four years. Local EOPs that were adopted prior to July 1, 2007 will be readopted within five years of the previous adoption, and every four years thereafter. Grant awards will not be made to localities that do not have a current EOP as of September 1, 2012.
- 2. College and University Coordination:** Each locality that has within its borders a public college or university, including community colleges, is required to coordinate planning with the institution, which includes collaboration with the designated emergency management point of contact. Each locality that has within its borders a private college or university is encouraged to coordinate planning with the institution.



## Training and Exercises

### 1. FEMA Required Training:

- Current Coordinators and Deputy Coordinators and any EMPG Program funded personnel must have completed PDS certification by June 30, 2013. The PDS series is available entirely online. Proof of completion must be submitted.
- Current Coordinators and Deputy Coordinators and any EMPG Program funded personnel must have completed IS100, IS200, IS700 and IS800 by June 30, 2013. Proof of completion must be submitted.
- Coordinators and Deputy Coordinators new to their positions after January 1, 2013 will complete at least the following courses and submit proof of completion:
  - Principles of Emergency Management (FEMA IS 230)
  - Emergency Planning (FEMA IS 235)
  - IS100, IS200, IS700, IS800

### 2. Exercise Workshop: Localities will attend the annual Regional Exercise Workshop sponsored by VDEM.

- **Exercise Participation:** All EMPG Program funded localities shall participate in at least one exercise during the program year.
  - *Localities actively engaged in the regional exercise program for the current year either as hosts or participants will be deemed to have met this local exercise program requirement.*
  - *Emergency Planning Zone localities actively engaged in the North Anna or Surry exercises as jurisdictional participants for the current year will be deemed to have met this local exercise program requirement.*

### 3. Local Exercise Program: Localities are to submit to their Regional Coordinator a multi-year exercise program in accordance with the principles outlined in the Homeland Security Exercise and Evaluation Program (HSEEP), Volume I: HSEEP Overview and Exercise Program Management. More details regarding this program can be found on the HSEEP website, located at: [https://hseep.dhs.gov/pages/1001\\_HSEEP7.aspx](https://hseep.dhs.gov/pages/1001_HSEEP7.aspx).

- Exercises are to use components of the local EOP as the basis for development, and exercises planned in a three year period are to be progressively more complex and challenging.
- Funded localities are to prepare a post-exercise After Action Review (AAR) that documents performance in terms of areas of



strength and areas requiring improvement. In addition, an Improvement Plan matrix must be completed and used to update plans and procedures.

## Crisis Management System

1. **Trained Personnel:** Locality shall maintain a cadre of personnel who are trained in, and have account access to, the state's online crisis management system (currently WebEOC).

## Capability Reporting

1. **Submit Updated Local Capability Assessment for Readiness (LCAR).** §44-146.19 (F) of the Code of Virginia requires all political subdivisions to provide an annually updated emergency management assessment to the State Coordinator of Emergency Management on or before July 1 of each year. Locality will submit an updated LCAR no later than June 30, 2013.

## Program Updates


1. **Coordinator's Briefings:** The Local Emergency Management Coordinator and/or principle Deputy Emergency Management Coordinator are required to attend at least one of VDEM's Coordinator's Briefings. Each locality is responsible for monitoring VDEM calendar for schedule.

We agree to complete all work elements by June 30, 2013 and submit the required Final Report by July 15, 2013.

  
Coordinator of Emergency Management

  
Date

  
County Administrator/Town/City Manager

  
Date

\_\_\_\_\_  
VDEM Regional Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
State Coordinator

\_\_\_\_\_  
Date



# Commonwealth of Virginia Grant Application



Virginia Department of Emergency Management

Grants Management Office

Phone: 804-897-6500

10501 Trade Court

Fax: 804-897-6613

Richmond, VA 23236-3713

Grant Year: 2012

Federal  
Program and  
CFDA #:

97.042

Sub-Grantee	Organization Type (Check Applicable Box)
<b>Subgrantee (Jurisdiction Legal Name):</b> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">City of Manassas</div> <b>Sub-recipient (Agency Name):</b> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">City of Manassas Fire and Rescue-OEM</div> <b>Legal Address:</b> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">9324 West St., Suite 204</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Manassas, VA 20110</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> </div> <b>EIN #:</b> <div style="border-bottom: 1px solid black; width: 100px;"></div> <b>DUNS #:</b> <div style="border-bottom: 1px solid black; width: 100px;"></div>	<div style="margin-bottom: 5px;">State Agency <input type="checkbox"/></div> <div style="margin-bottom: 5px;">City/County <input checked="" type="checkbox"/></div> <div style="margin-bottom: 5px;">College <input type="checkbox"/></div> <div style="margin-bottom: 5px;">Airport <input type="checkbox"/></div> <div style="margin-bottom: 5px;">Authority <input type="checkbox"/></div> <div style="margin-bottom: 5px;">Planning District <input type="checkbox"/></div> <div style="margin-bottom: 5px;">Other: (Please specify) <input type="checkbox"/></div>

Project Title: 2012 LEMPG

Total Dollar Amount Requested: \$ 5000

Please Provide all Signatures (as applicable)

By signing this application, I certify (1) to the statements contained in the list of certifications; (2) that the statements herein are true, complete and accurate to the best of my knowledge; and (3) that if awarded I will not undergo any obligations until I have received approval or clearance for any Environmental Historical Preservation (EHP) requirements. (4) that the below representatives are authorized to submit grant management requirements both paper and electronic to VDEM and VDEM's grant management system. I also provide the required assurances and agree to comply with any resulting terms if I obtain an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

\* City Manager, County Administrator, State Agency Head, Executive Director,

Contact Information	Chief Administrative Officer *	Project Manager	Financial Officer
Choose one		Primary Contact	Secondary Contact
Name:	John A. Budesky	Robert J. Halsall, Jr.	Pat Weiler
Title:	City Manager	Deputy Emergency Coordinator	Finance & Admin Director
Organization:	City of Manassas	City of Manassas	City of Manassas
E-mail:	<a href="mailto:jbudesky@manassasva.gov">jbudesky@manassasva.gov</a>	<a href="mailto:rhalsall@manassasva.gov">rhalsall@manassasva.gov</a>	<a href="mailto:pweiler@manassasva.gov">pweiler@manassasva.gov</a>
Telephone:	703-257-8212	703-257-8062	703-257-8234
Fax:	703-335-0042	703-257-2403	703-5060
Address:	9027 Center St Manassas, VA 20110	9324 West St., Suite 204 Manassas, VA 20110	9027 Center St. Manassas, VA 20110

 * Chief Administrative Officer	City Manager Title	<div style="text-align: right;">10/10/12</div> Date
------------------------------------	-----------------------	---



**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

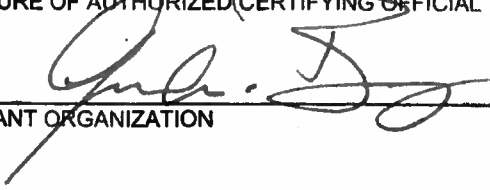
**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.



9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED/CERTIFYING OFFICIAL 	TITLE 10/10/12
APPLICANT ORGANIZATION	DATE SUBMITTED October 10, 2012

Standard Form 424B (Rev. 7-97) Back





OMB Control#: 1660-0115  
Expiration Date: 10/31/2013  
FEMA Form: 024-0-1

DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
**ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM**

**Paperwork Burden Disclosure Notice**

*Public reporting burden for this form is estimated to average 8 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660- 0115) NOTE: Do not send your completed form to this address.*

**Completing the Screening Form:**

This form must be attached to all project information sent to the Grant Programs Directorate (GPD) to initiate environmental and historic preservation (EHP) compliance review, per the National Environmental Policy Act (NEPA) and other EHP laws and executive orders. *There is no need to complete and submit this form if the grant scope is limited to planning, management and administration, classroom-based training, table-top exercises and functional exercises, or purchase of mobile and portable equipment where no installation needed.* Information Bulletin 345 (September 1, 2010) provides details on these activities. The form must be completed by someone with in-depth understanding of project details and location. Completion of this form does not conclude the EHP review process and FEMA may need to contact you for further information. Not providing requested information may result in funding release delays. This form is intended to be completed electronically. The following website provides a version of this form that is suitable for printing and completing by hand as well as additional guidance such as on how to make an aerial map: <http://www.fema.gov/plan/ehp/ehp-applicant-help.shtm#5>.

To check (X) a box (for example, ☐ Yes ☐ No), left double-click using your mouse and a Check Box Form Field Options box will appear, then under the Default Value, select Checked and press OK (see figure, right). To write in a text field (\_\_\_\_), select the text field with your mouse and begin typing.

Submit completed form with necessary attachments to [GPDEHPInfo@dhs.gov](mailto:GPDEHPInfo@dhs.gov) with the following information in the e-mail subject line: *EHP Submission: Project Title, Subgrantee Name; Grant Award Number (Example, EHP Submission: Courthouse Camera Installation, Any Town, State, 12345).*



Environmental and Historic Preservation Screening Form

Complete all of Section A, Section B, all of each portion(s) of Section C corresponding to checked blocks in Section B, and all of section D that apply to the project.

**A. PROJECT INFORMATION (complete all)**

DHS Grant Award Number: \_\_\_\_\_

Grant Program: .....LEMPG

Fiscal Year: .....2012

Project Title: .....2012 Local Emergency Management Performance Grant (LEMPG)

Grantee (SAA): .....Virginia Department of  
Emergency Management

E-mail: .....

Sub grantee: .....City of Manassas

Grantee POC: .....Amy G. Wright

Subgrantee POC: .....Robert Halsall

Mailing Address: .....Virginia Department of  
Emergency management, Grants Management  
Office, 10501 Trade Ct. Richmond, VA 23236-  
3713

Mailing Address: .....9324 West St. Ste. 204,  
Manassas, VA 20110

E-mail: .....rhalsall@manassasva.gov

Dollar value of grant (if known): \$5000

**B. PROJECT TYPE**

Please check ALL the block(s) that best fit the scope of the project.

- ☐ 1. Training and Exercises. Go to page 2. Complete all of Section C.1.
- ☒ 2. Purchase of Equipment. Go to page 3. Complete all of Section C.2.
- ☐ 3. Physical security enhancements. Go to page 3. Complete all of Section C.3.
- ☐ 4. Renovations/upgrades/modifications to existing structures. Go to page 3. Complete all of Section C.4.
- ☐ 5. New construction/addition. Go to page 4. Complete all of Section C.5.
- ☐ 6. Communication towers, related equipment, and equipment shelters. Go to page 5. Complete all of Section C.6.
- ☐ 7. Other. If your project does not match any of these categories, go to page 6. Complete Section C.7

*The following information is required to initiate EHP review of the project. Based on the project's scope of work, determine which project type applies below and complete that section. For multi-component projects or those that may fit into multiple project types, complete the section that best applies and provide a complete project description. The project description should contain a brief summary of what specific action is proposed, where it is proposed, and how it will be implemented. If the project involves multiple locations, information for each must be provided. Attach additional pages, if needed.*

Provide a complete project description: \_\_\_\_\_

**C. PROJECT DETAILS**

1. ☐ **Training and Exercises (check each that applies):** ☐ Classroom-based ☐ Field-based  
*If the training is classroom and discussion-based only, and is not field-based, this form does not need to be completed and submitted. All other training must provide the following:*

- a. Describe the scope of the proposed training or exercise (purpose, frequency, materials,



Environmental and Historic Preservation Screening Form

- and equipment needed, number of participants, and type of activities required)  
(Attach additional pages, if needed): .....
- b. Will the field-based training take place at an existing facility having established procedures for that particular proposed training and exercise, and that conforms with existing land use designations (refer to Information Bulletin #329 ([http://fema.dps.mo.gov/empg/IB%20329\\_20090902.pdf](http://fema.dps.mo.gov/empg/IB%20329_20090902.pdf)) for further information)? ..... ☐ Yes ☐ No
- If yes, please provide the name and location of the facility (physical training site address or latitude-longitude): .....
  - If no, provide the location (physical project address or latitude-longitude) and a full description of the area where training will occur: .....
- c. Does the field-based training/exercise differ in any way (including, but not limited to frequency, amount of facilities/land used, materials or equipment used, number of participants, type of activities) from previously permitted training exercises and training practices? ..... ☐ Yes ☐ No
- If yes, explain any differences between the proposed activity and those that were approved in the past, and the reason(s) for the change in scope: .....
- d. Will any equipment or structures need to be installed to facilitate training? ..... ☐ Yes ☐ No
- If yes, explain how and where this is proposed to be done (include site-specific color photographs: .....
2. ☒ **Purchase of equipment (If the entire project is limited to purchase of mobile/portable equipment and there is no installation needed, you do not need to complete and submit this form.)**
- a. Specify what equipment, and the quantity: ..... (4) 42" Flat Screen TV Monitors to be installed to existing conference room walls in four points for added situational awareness and to bring the alternate EOC up to a similar level of technology as primary EOC. TVs will be mounted using tilting wall mounts, and an existing power source, in a structure less than fifty years of age.
- b. Provide AEL number(s) (if known): ..... 04MD-03-DISP
- c. Will this equipment be installed? ..... ☒ Yes ☐ No
- If Yes, go to page 6. Complete Section D.
3. ☐ **Physical security enhancements and or installations (for example: installation of back-up generators, fencing, cameras, building/room access control, bollards, motion detection systems, x-ray machines, and lighting).**
- a. Describe what, how, and where improvement(s)/installation(s) will occur in/on the facility/building/structure: .....
- b. Provide project location (physical project address and latitude-longitude): .....
- c. Will the new equipment/improvements use the existing power supply systems? ..... ☐ Yes ☐ No
- If no, describe new power source and installation (such as utility trenching): .....
- d. If generator installation, please state the capacity (KW): .....
- If a separate fuel tank is also included, describe if it is to be installed above or below ground, and its capacity (gallons): .....
- e. Go to Page 6. Provide additional project details in Section D.



Environmental and Historic Preservation Screening Form

4. ☐ Renovations/upgrades/modifications to existing structures.

- a. Provide detailed description of modifications: .....
- b. Provide project location (physical project address and latitude-longitude): .....
- c. Will any equipment need to be installed?..... ☐ Yes ☐ No
  - If yes, please note in Section 2, (purchase of equipment).
- f. Go to Page 6. Provide additional project details in Section D.

5. ☐ New construction/addition (for example: emergency operations centers, docks, piers, security guardhouse).

- a. Provide detailed scope of work (site acreage, new facility square footage/number of stories, utilities, parking, storm water features, etc): .....
- b. Provide project location (physical project address or latitude-longitude): .....
- c. Will any equipment need to be installed?..... ☐ Yes ☐ No
  - If yes, please note in Section 2 (purchase of equipment).
- d. Will the new building/facility/renovations use existing utilities?..... ☐ Yes ☐ No
  - If no, describe installation of new utilities in (a) above (including trenching):.....
- e. Go to Page 6. Provide additional project details in Section D.

6. ☐ Communication towers, related equipment, and equipment shelters

- a. Provide a detailed description of the project .....
- b. Provide project location (physical project address or latitude-longitude):.....
- c. Provide the elevation above mean sea level of the project location: .....
- d. For projects involving antenna(s) installations on existing towers:
  - Provide the height of the existing tower: .....
  - The height of the tower following the installation of the new antenna(s): .....
- e. For new tower projects, state the total height (in feet) of the communication tower or structure including any antennae to be mounted: .....
- If the proposed tower height is greater than 199 feet above ground level, state why this is needed to meet the requirements of the project: .....
- Will the tower be free-standing or require guy wires? ..... ☐ Free standing ☐ Guy wires
- If guy wires are required, state number of bands and how many: .....
- State why a guyed tower is needed to meet the requirements of this project: .....
- What kind of lighting will be installed, if any (for example: white strobe, red strobe, or steady burning?):.....
- f. A general description of terrain (For example: mountainous, rolling hills, flat to



Environmental and Historic Preservation Screening Form

- undulating): .....
- g. Describe the frequency and seasonality of fog/low cloud cover: .....
- h. Provide a list of habitat types and land use on and adjacent to the tower site (within ½ mile), by acreage and percentage of total (e.g., woodland conifer forest, grassland, agriculture) water body, marsh): .....
- i. Is there evidence of bird roosts or rookeries present within ½-mile of the proposed site? ..... ☐ Yes ☐ No
- a. If yes, describe: .....
- Distance to nearest wetland area (for example: forested swamp, marsh, riparian, marine) and coastline if applicable: .....
- i. Distance to nearest telecommunication tower: .....
- j. Have measures been incorporated for minimizing impacts to migratory birds? ..... ☐ Yes ☐ No
- If yes, describe: .....
- k. Has an FCC registration been obtained for this tower? ..... ☐ Yes ☐ No
- If yes, provide Registration #: .....
- l. Has the FCC E106 process been completed? ..... ☐ Yes ☐ No
- m. Has the FCC Tower Construction Notification System (TCNS) process been completed? ..... ☐ Yes ☐ No
- If yes, attach all relevant environmental documentation submitted as part of the registration process including use of the Tower Construction Notification System (TCNS), if applicable. FRN# .....
- n. Will any equipment or structures need to be installed? ..... ☐ Yes ☐ No
- If yes, explain what type how and where this is proposed to be done (*attach additional pages, if pages needed*): .....
- o. Will equipment be co-located on existing FCC licensed tower or other structure? ..... ☐ Yes ☐ No
- If yes, identify the type of structure: .....
- p. Go to Page 6. Provide additional project details in Section D.
7. ☐ **Other.** For any project that does not fit a category listed above, please provide a thorough summary of the proposed action and location. Include as much detail as necessary to ensure someone not personally familiar with the project is able to conduct an EHP review.
- a. Project Summary: .....
- b. Provide additional project details in Section D.

**D. OTHER PROJECT RELATED INFORMATION (complete all that apply)**

The following website may provide some additional EHP related guidance and resources to help complete this section <http://www.fema.gov/plan/ehp/ehp-applicant-help.shtm#5>.

1. If work is proposed on/in an existing building(s) or structure(s) provide the year built:.....A single building located in the City of Manassas, constructed in 1990.



Environmental and Historic Preservation Screening Form

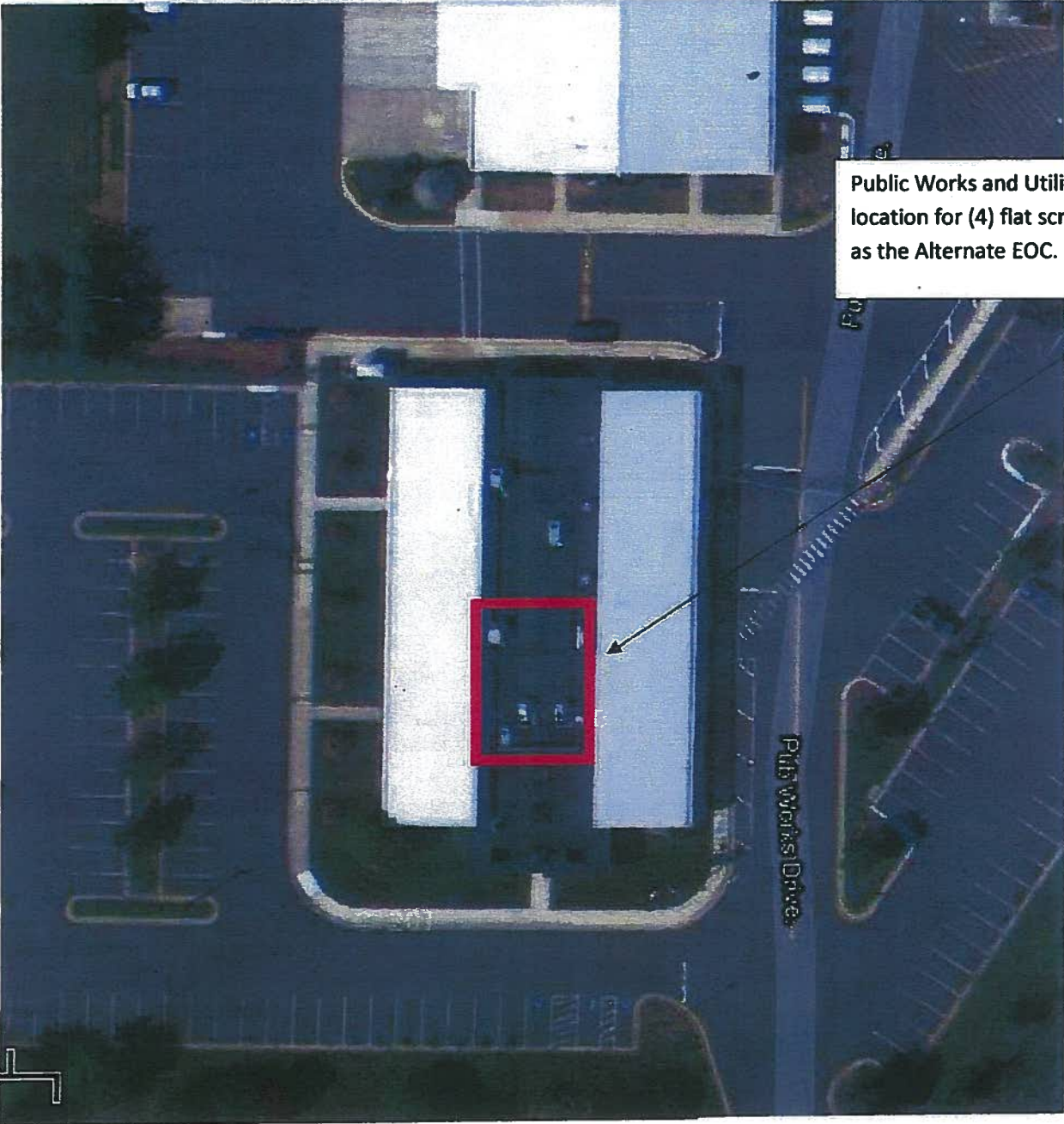
- If the building or structure involved is over 45 years old and significant renovation, rehabilitation, or modification has occurred, please provide the year(s) and briefly describe the nature of remodeling: .....
2. If the project affects the exterior of the building, are there any known buildings and/or structures that are 45 years or older in the immediate project area? ..... ☐ Yes ☒ No/NA
- If yes, please provide the location, ground-level color photos of these, and identify their location(s) on the aerial map.
3. Is the building or structure on which work is proposed a historic property or in a historic district, or are there any adjacent historic properties? ..... ☐ Yes ☒ No
- Information about historic properties may be found on the National Register of Historic Places at <http://nrhp.focus.nps.gov/natreghome.do?searchtype=natreghome> or the respective State Historic Preservation Office may have information on their website.
4. Will ground disturbance be required to complete the project? ..... ☐ Yes ☒ No
- If yes, provide total extent (depth, length and width) of each unique ground disturbing activity. Light poles, bollards and fencing are each unique ground disturbing activities (For example, six light poles, 24" dia. x 4' deep; trenching 12" x 500' x 18" deep): .....
5. Has the ground been previously disturbed? ..... ☐ Yes ☒ No
- If yes, please describe the current disturbed condition of the area (for example, parking lot, roadway right-of-way, commercial development): .....
6. Are there technical drawings or site plans available, if yes please attach. .... ☐ Yes ☒ No
7. Attach color site photographs:
- Ground-level color site photos that provide context and show where site work/physical installations are proposed (label photos),
  - Ground-level color photographs of each side of the building involved.
  - Aerial color photograph with project limits outlined and with the location of any proposed installations identified.
  - Aerial color photograph(s) showing all ground disturbing activities (if applicable).
8. Is the project part of an approved plan such as a Master Plan or an Implementation Plan or any larger action/project? ..... ☐ Yes ☒ No
- If yes, provide the plan/project name and brief description: .....
9. Is there any *previously* completed environmental documentation for this project (for example: Environmental Impact Statement, Environmental Assessment, wetland delineation, archaeological study)? ..... ☐ Yes ☒ No
- If yes, please attach documentation. If a NEPA document, what was the decision? (*Check one, and please attach*):
    - ☐ Finding of No Significant Impact (FONSI) or
    - ☐ Record of Decision (ROD)Name of preparing agency: .....  
Date approved: .....
10. Is there any *previously* completed agency coordination for this project (for example correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office (SHPO), Tribal Historic Preservation Office (THPO), or permitting agencies)? ..... ☐ Yes ☒ No



## Environmental and Historic Preservation Screening Form

- If yes, please attach documentation unless included in NEPA documentation identified above.
11. Provide FEMA Flood Insurance Rate Map (FIRM), with project limits outlined. FIRM maps can be created from: <http://www.fema.gov/hazard/map/firm.shtm>
  12. Provide U.S. Fish and Wildlife Service, National Wetlands Inventory (NWI) Map created from: <http://www.fws.gov/wetlands/Data/Mapper.html>

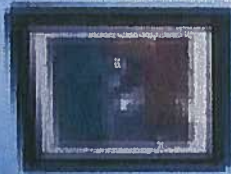




Public Works and Utilities Large Conference Room  
location for (4) flat screen TV monitors.. Room serves  
as the Alternate EOC.



Proposed  
Locations for  
TV's





Proposed  
Locations  
for TV's



## AGENDA STATEMENT

PAGE NO. 31

ITEM NO. 4

MEETING DATE: November 14, 2012 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Resolution 2013-32-R Amending the FY 2013 Budget by Budgeting and Appropriating \$30,000 of Speiden Carper House Fund Balance to Conduct Roof Repairs Necessary to Maintain the Historic House

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

**SUMMARY OF  
ISSUE/TOPIC:**

The Speiden Carper House was bequeathed to the City of Manassas in 2005 with an endowment to restore and maintain the house in a manner appropriate for presentation to the public as a historic landmark. The roof currently requires repairs to keep the house from further damage and deterioration.

This resolution will budget and appropriate \$30,000 of Fund Balance in the Speiden Carper House.

STAFF  
RECOMMENDATION: Approve Resolution 2013-32-R

**BOARD/COMMISSION/  
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

**COMMENTS:**

---

DISCUSSION  
(IF NECESSARY): The balance in the Speiden Carper House Fund is \$443,861.11.

BUDGET/FISCAL  
IMPACT: *PA* \$30,000 – Speiden Carper House Fund Balance

STAFF: Elizabeth S. Via, AICP, Director, Community Development, (703) 257-8224



## RESOLUTION 2013-32-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 26<sup>th</sup> day of November, 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
<b>SPEIDEN CARPER HOUSE FUND</b>		
<u>Revenue:</u>		
265-0000-346-01-00	Speiden Carper Fund Balance	\$ 30,000
<u>Expenditure:</u>		
265-3160-453-39-00	Purchased Services	\$ 30,000

For: Speiden Carper House Roof Repairs

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



C. I direct that my Executor may sell the house I own at 9324 Battle Street, Manassas, Virginia, known as the Nelson-Weedon house, as soon as possible after my death with the proceeds to be placed into an endowment trust for the Speiden-Carper house. It is my goal that the Speiden-Carper house be accepted into the Manassas Museum System as a historic landmark upon my death. I intend for this trust, which may be supported by private and public funding, to accomplish three objectives: One, to provide the funds necessary to restore and maintain the Speiden-Carper house in a manner appropriate for presentation to the public as a historic landmark. Two, to provide the funds necessary to edify the public about the contributions of my father, Albert Speiden, to American Architecture of the late Nineteenth Century and early Twentieth Century. Three, to display to the public the life and times of persons who would have lived within a house of this style and station in the Manassas community during the early Twentieth Century. I empower my trustee to use the interest from this trust, and when necessary the principal, to accomplish these objectives. If at any time, and within my trustee's absolute discretion, this trust becomes too small to administer, or the Speiden-Carper house ceases to be supported within the Manassas Museum System as a historic landmark, this trust shall terminate and my trustee shall distribute the proceeds pursuant to Article II of my will.

1910  
1920

✱

V.S.C.



**CITY OF MANASSAS**  
**Account Balance Inquiry**

11/06/12  
15:00:59

Account number . . : 265-0000-253.00-00 Db/Cr . : C

Fund . . . . . : 265 Speiden Carper House  
Department . . . . : 00  
Division . . . . . : 00  
Activity basic . . . : 25 Fund Balance Unreserved  
Sub activity . . . . : 3 Undesignated  
Element . . . . . : 00  
Object . . . . . : 00

	<u>Debits</u>	<u>Credits</u>	<u>Account balance</u>
			443,861.11
Current . . . . . :	.00	.00	
Unposted . . . . . :	.00	.00	
Total . . . . . :	.00	.00	443,861.11

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

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

**F16=Pending trans**

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



**AGENDA STATEMENT**PAGE NO. 35ITEM NO. 5**MEETING DATE:** November 14, 2012 – Finance Committee**TIME ESTIMATE:** 10 Minutes**AGENDA ITEM TITLE:** Resolution 2013-16-R Amending the FY 2013 Budget by Transferring \$30,000 from General Fund Contingency to Demolish the Prescott House

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

April 11, 2011 – City Council	February 13, 2012 – City Council
May 9, 2011 – City Council	February 27, 2012 – City Council
July 11, 2011 – City Council	June 25, 2012 – City Council
October 27, 2011 – Land use Committee	September 5, 2012 – Finance Committee
January 25, 2012 – Finance Committee	

**SUMMARY OF  
ISSUE/TOPIC:**

In May, 2012 the City Council directed the City Staff to bid demolition of the porch of the Prescott House and/or the house itself in preparation for further action on the part of the City Council as the property owner has made no progress in remediating the spot blight abatement. Bids for the demolition of the structure were received on August 21, 2012. This item was deferred from the September 5 meeting. While the property owner filed for bankruptcy in July of 2012, The United States Bankruptcy Court for the Eastern District of Virginia granted the City of Manassas' motion for relief from the automatic stay for the demolition of the structure and the imposition of a lien on the property for the cost of the action.

This resolution will transfer \$30,000 from Contingency in the General Fund.

**STAFF****RECOMMENDATION:** Approve Resolution 2013-16-R**BOARD/COMMISSION/  
COMMITTEE:****RECOMMENDATION:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments**CITY MANAGER:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments**COMMENTS:****DISCUSSION  
(IF NECESSARY):**

See Attached Memo

**BUDGET/FISCAL  
IMPACT:**

\$30,000 – General Fund Contingency

**STAFF:**

Jamie S. Collins, Development Services Manager, (703) 257-8231  
Elizabeth S. Via, Community & Economic Development Director, (703) 257-8224



## **RESOLUTION 2013-16-R**

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 26<sup>th</sup> day of November, 2012, that the following funds be transferred as shown.

<b><u>ACCOUNT NO.</u></b>		<b><u>AMOUNT</u></b>
<b>GENERAL FUND</b>		
<b><u>Expenditures:</u></b>		
100-9600-411-95-01	General Fund Contingency	\$ (30,000)
100-3371-424-39-00	Demolition Costs	\$ 30,000

For: General Fund Contingency for Demolition of Prescott House

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





# MEMORANDUM

## CITY OF MANASSAS

Department of Community Development  
Phone: 703-257-8223 Fax: 703-257-5117

TO: John A. Budesky, City Manager

FROM: Elizabeth Via-Gossman, Community Development Director  
Jamie S. Collins, Development Services Manager

DATE: November 1, 2012

RE: 9300 Prescott Avenue

On April 11, 2011 several citizens spoke and requested that the City revisit the issue of the deteriorating structure at 9300 Prescott Avenue and specifically voiced concern that the condition of the structure represented a hazard to the neighborhood. The City Council directed the City Building Official and other staff to investigate the condition of the house to determine if there was a safety risk and if the structure was fit for habitation. The Building Official and the Fire Marshal determined that the house was unsafe on April 28, 2011 and on May 9, 2011 the City Council formally declared the house a dangerous structure pursuant to City Code Section 70-93 (a) (1). On February 27, 2012 the Mayor voted to break a tie of the City Council in favor of ordering the property owner to remediate the situation within 90 days of the Council's action or the City Council would move forward with the demolition of the structure. No progress has been made by the Owner to that end. On May 21<sup>st</sup> the City Attorney updated the Council and was directed to proceed with acquiring bids on the cost of demolition of just the porch or the entire structure. Bids were received on August 21, 2012. Three of the five bids were less than \$30,000.00 to demolish the entire structure. Other options include the demolition of the front, side, and rear porches, and the installation of a fence around the unsafe structure. While the property owner declared bankruptcy in July, in October the United States Bankruptcy Court for the Eastern District of Virginia granted the City of Manassas' motion for relief of the automatic stay for the demolition of the structure and the imposition of a lien on the property for the cost of the action.

Alternate 1 Demolish the unsafe front, side, and rear porches	\$16,000.00
---	-------------

Alternate 2 Install security fencing around the unsafe structure	\$ 2,600.00
Monthly rental fee after the initial 12 month period	\$ 150.00





# CITY OF MANASSAS

## FINANCE & ADMINISTRATION DEPARTMENT

November 6, 2012

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

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

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

The following is a list of the transfers from the Miscellaneous Contingency account during Fiscal Year 2013 and the current status of that account:

<b>BEGINNING BALANCE</b>	<b>\$250,750</b>
--------------------------	------------------

Ordinance/Resolution #

2013-06-R July 23, 2012 Storm Damage	(29,160)
2013-25-R Legislative Representation for 2012-2013 Session	(\$6,250)
<b>2013-16-R Prescott House Demolition</b>	<b>(\$30,000)</b>

<b>CURRENT BALANCE</b>	<b><u>\$ 185,340</u></b>
------------------------	--------------------------

PAW/dvb



## AGENDA STATEMENT

PAGE NO. 39

ITEM NO. 6

**MEETING DATE:** November 14, 2012 – Finance Committee

**TIME ESTIMATE:** 2 Minutes

**AGENDA ITEM TITLE:** Resolution R-2013-38 Authorizing the Purchase of Replacement Coagulant Pumps at the Water Treatment Plant

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

**SUMMARY OF  
ISSUE/TOPIC:** Staff is requesting approval to purchase two replacement coagulant pumps at the Water Treatment Plant. Parts for the current pumps are no longer available. The replacement pumps will provide more operator control for pacing & coordination with SCADA.

This resolution will authorize the purchase of a equipment/machinery capital items at the Airport as required by City Council Policy Statement #P-2009-02.

**STAFF  
RECOMMENDATION:** Approve Resolution R-2013-38

**BOARD/COMMISSION/  
COMMITTEE:**

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

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

**COMMENTS:**

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**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**  \$13,720 is available in the Water Fund's FY 2013 Budget.

**STAFF:** Tony Dawood, Deputy Director of Water & Sewer, (703) 257-8382



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

**RE: PROCUREMENT OF REPLACEMENT COAGULANT PUMPS AT THE  
WATER TREATMENT PLANT**

**WHEREAS**, the cost of each pump is approximately \$6,900; and

**NOW, THEREFORE, BE IT RESOLVED** that the Manassas City Council does hereby approve the purchase of replacement coagulant pumps at the Water Treatment Plant.

ATTEST:

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**



**AGENDA STATEMENT**PAGE NO. 41ITEM NO. 7

MEETING DATE: November 14, 2012 – Finance Committee

TIME ESTIMATE: 10 Minutes

AGENDA ITEM TITLE: Resolution 2013-22-R Amending the FY 2013 Budget by Budgeting and Appropriating \$2,000,000 of Sewer Fund Balance/Rate Stabilization Funds for the Sanitary Sewer Infiltration & Inflow Program (CMOM Compliance Capacity Improvements Project)

DATE THIS ITEM WAS  
LAST CONSIDERED  
BY COUNCIL:

N/A

**SUMMARY OF  
ISSUE/TOPIC:**

Staff is requesting approval to use Sewer Fund Balance/Rate Stabilization Funds in the amount of \$2,000,000 for this previously approved I&I Project in lieu of the bonds that were approved for the project.

On May 14, 2012, City Council approved CIP Project S-12 as part of FY 2013 Capital Improvement Program. This project is critical to reduce high levels of extraneous groundwater, termed infiltration and inflow (I&I), from entering the City's sanitary sewer system. The City has 8.67 million gallons (mgd) capacity at the UOSA facility. The City's 48 month peak flow is 8.275 mgd based on a 30 day rolling average. Exceeding our capacity allocation will result in substantial assessed sewer fees from UOSA.

Recognizing the potential to exceed the City's allocated capacity and to preclude future I&I increases, the Utility Commission and City Council voted to accelerate the program and increase funding for the next two (2) years.

**520 - Sewer Fund Balance**

Fund Balance Subtotal	\$ 7,248,000
Rate Stabilization Fund	\$ 2,300,000
Total Fund Balance	<u>\$ 9,548,000</u>
Restricted Reserve	\$ 5,099,000
Request from Rate Stabilization Fund	\$ 2,000,000
Remaining Fund Balance	\$ 2,449,000
Minimum Cash Requirement per Policy	\$ 3,500,000

This resolution will budget and appropriate \$2,000,000 of Fund Balance/Rate Stabilization Funds in the Sewer Fund.

**STAFF**

RECOMMENDATION: Approve Resolution 2013-22-R

**BOARD/COMMISSION/  
COMMITTEE:**

Utility Commission - October 11, 2012

RECOMMENDATION: X Approve        Disapprove        Reviewed        See CommentsCITY MANAGER:        Approve        Disapprove        Reviewed        See Comments**COMMENTS:****DISCUSSION  
(IF NECESSARY):****BUDGET/FISCAL  
IMPACT:**

\$2,000,000 - Sewer Fund Balance/Rate Stabilization Funds

**STAFF:**

Tony H. Dawood, P.E., Deputy Director of Water &amp; Sewer, (703) 257-8382



## RESOLUTION 2013-22-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 26<sup>th</sup> day of November, 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
<b>SEWER FUND</b>		
<u>Revenues:</u>		
520-0000-346-04-01	Reserved Fund Balance/Rate Stabilization	\$ 2,000,000
<u>Expenditures:</u>		
520-3599-501-92-51	Transfer to Sewer Capital Projects Fund	\$ 2,000,000
<b>SEWER CAPITAL PROJECTS FUND</b>		
<u>Revenues:</u>		
525-0000-345-52-00 CP3633	Transfer from Sewer Fund	\$ 2,000,000
<u>Expenditures:</u>		
525-3633-505-39-00 CP3633	CMOM Compliance	\$ 2,000,000

For: Reserved Fund Balance/Rate Stabilization for CMOM Compliance 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



**CURRENT SEWER RATES\***

	<b><u>FY11</u></b>	<b><u>FY12</u></b>	<b><u>FY13</u></b>
UOSA Charge	\$5.05	\$5.05	\$5.65
Commodity Fee	\$2.80	\$2.68	\$2.48
Monthly Service Charge	<b><u>\$3.50</u></b>	<b><u>\$5.00</u></b>	<b><u>\$6.00</u></b>
Total	\$11.35	\$12.73	\$14.13
Reduction to UOSA Charge			<b><u>&lt;0.18&gt;</u></b>
			<b><u>\$13.95</u></b>

**\*Based on 1,000 gallon usage.**





**CITY OF MANASSAS**  
**UTILITIES DEPARTMENT**

POLICY # UC P-11-03

DATE 2-2-11

**Sewer Fund Rate Stabilization Fund**

**I. Background**

The Upper Occoquan Sewage Authority (UOSA) is the Regional Sewage Treatment Authority required to treat all City sewer. The increased regulatory and capacity requirements of the Plant are requiring significant debt for capital at UOSA. From 2013-2019 the debt payment per year is projected to increase from \$2.3 million to \$4.1 million dollars. This will create the need to increase the UOSA component by 25% over this same time frame.

**II. Goal of Policy**

The City's Utility Commission desires to create a rate stabilization fund from a portion of tap fees to the increasing costs associated with the UOSA capital debt.

**III. Action**

At the end of each fiscal year, beginning in FY11, half of the tap fees we will be set aside in a fund reserved for payment of UOSA capital debt.

Prior to any funds being provided a minimum of \$0.5 million will be required to be designated for general reserve purposes for the City's Sewer Fund capital/capacity needs. The following table will govern:

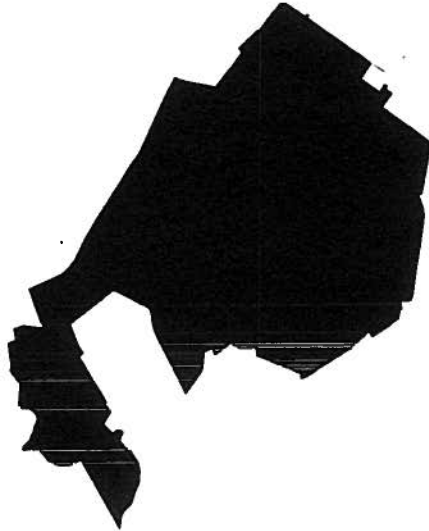
<b>Tap Fees Collected for Fiscal Year</b>	<b>Amount to be Provided to the Sewer Rate Stabilization Fund</b>
1. Less than \$0.5 million	\$0
2. Greater than \$0.5 million; less than \$1.0 million	Amount tap fees collected minus \$0.5 million
3. Greater than \$1.0 million	Amount tap fees collected divided in half

\_\_\_\_\_  
John Weber                      Chairman  
On behalf of the Utility Commission  
Of Manassas, Virginia



**Site:**

Citywide

**Project Description:**

New EPA regulation entitled Capacity Management, Operations, and Maintenance (CMOM) will require collection system owners to eliminate Sanitary Sewer Overflows (SSO's). This project will identify and rehabilitate the city's sanitary sewer infrastructure experiencing high levels of infiltration and inflow which can be economically removed from the sanitary sewer system.

This infiltration and inflow reduction project will not only reduce sewage overflow occurrences, but will recapture valuable sewer capacity needed by the City. By taking a proactive approach in addressing infiltration and inflow, the City will decrease the volume sent to UOSA and, thereby, reduce the treatment cost.

**Service Impact Narrative:**

Sanitary sewer evaluations conducted by the City's Water and Sewer Department have identified locations of high levels of groundwater termed as infiltration and inflow which can be economically removed from the city's sanitary sewer system. Sanitary sewer rehabilitation will reduce infiltration and inflow, restore structural integrity of the sanitary sewer system, and maintain desired levels of service and regulatory compliance. Currently, CMOM Regulation is under federal review for implementation; however, the USEPA has directed its Regional Offices to interpret the requirements of the current Clean Water Act as granting the regions the authority to enforce the requirements drafted in CMOM. Region 2 has begun enforcing and Region 3 is considering enforcement in the Mid-Atlantic States.

**Comprehensive Plan Conformance:**

The project is in conformance with the Comprehensive Plan.

**Year Introduced in CIP:** 2005

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: S-12 CMOM Compliance Capacity Improvements****525-3633**

	↓ 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	
<b>Project Estimate:</b>											
Planning/Design	150	190	40	150	150	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-	-	-	-
Construction	1,850	3,093	1,043	2,050	1,850	-	-	-	-	200	-
<b>Total Estimate</b>	<b>2,000</b>	<b>3,283</b>	<b>1,083</b>	<b>2,200</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200</b>	<b>-</b>
<b>Funding Sources:</b>											
General Fund	-	-	-	-	-	-	-	-	-	-	-
Enterprise Fund	-	1,283	1,083	200	-	-	-	-	-	200	-
School Fund	-	-	-	-	-	-	-	-	-	-	-
Bonds	2,000	2,000	-	2,000	2,000	-	-	-	-	-	-
Other Local Gov	-	-	-	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-	-	-	-	-
Proffers/Other	-	-	-	-	-	-	-	-	-	-	-
<b>Total Funding</b>	<b>2,000</b>	<b>3,283</b>	<b>1,083</b>	<b>2,200</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200</b>	<b>-</b>
<b>Operating Impacts (Life Cycle Costs):</b>											
Operating Revenue	-	-	-	-	-	-	-	-	-	-	-
Facility Operating Cost	-	-	-	-	-	-	-	-	-	-	-
Program Operating Cost	(500)	(4,000)	-	(4,000)	-	(50)	(100)	(150)	(200)	(3,500)	-
Debt Service	800	4,000	-	4,000	-	200	200	200	200	3,200	-
<b>Total Costs</b>	<b>300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150</b>	<b>100</b>	<b>50</b>	<b>-</b>	<b>(300)</b>	<b>-</b>
<b>Net Revenue (Subsidy) Required</b>	<b>(300)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(150)</b>	<b>(100)</b>	<b>(50)</b>	<b>-</b>	<b>300</b>	<b>-</b>











## AGENDA STATEMENT

PAGE NO. 49

ITEM NO. 8

**MEETING DATE:** November 14, 2012 – Finance Committee

**TIME ESTIMATE:** 2 Minutes

**AGENDA ITEM TITLE:** Resolution 2013-34-R Amending the FY 2013 Budget by Budgeting and Appropriating the 2012 State Criminal Alien Assistance Grant in the Amount of \$78,950 from the U.S. Department of Justice

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

**SUMMARY OF  
ISSUE/TOPIC:** The City has been awarded the 2012 State Criminal Alien Assistance Program (SCAAP) Grant in the amount of \$78,950. The grant partially reimburses the City for the costs to incarcerate criminal aliens.

The grant application is complex, so the City contracted with Justice Benefits, Inc. to prepare the grant application. This is the same vendor used by the ADC. The City's contract with Justice Benefits, Inc. is for \$11,843 (15% of the grant award). The remainder of the grant, \$67,107, will be used for the City's payments to the ADC.

This resolution will budget and appropriate \$78,950 of Federal grant revenue in the General Fund.

**STAFF  
RECOMMENDATION:** Approve Resolution 2013-34-R

**BOARD/COMMISSION/  
COMMITTEE:**

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

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

**COMMENTS:**

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**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:** *DAW* \$78,950 – Federal Grant Revenue

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



## RESOLUTION 2013-34-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 26<sup>th</sup> day of November, 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
<b>GENERAL FUND</b>		
<u>Revenue:</u>		
100-0000-334-19-03	Criminal Alien Assistance Grant	\$ 78,950
<u>Expenditure:</u>		
100-1902-423-39-30	Grant Writing Services	\$ 11,843
100-1902-423-56-99	PWC - Adult Detention Center	\$ 67,107
	<b>Total Expenditures</b>	<b>\$ 78,950</b>

For: State Criminal Alien Assistance Program Grant

This resolution shall take effect upon its passage.

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

ATTEST:

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



Contact: Kimberly King, Sr. Vice President of Business Development  
JUSTICE BENEFITS, INC.  
Ph: 1-800-835-2164

October 15, 2012  
FOR IMMEDIATE RELEASE

## **Press Release**

### **Manassas City Awarded Federal Reimbursement from the FY2012 SCAAP**

The U.S. Department of Justice announced the award of \$78,950.00 to Manassas City, VA, to reimburse some of the costs of incarcerating undocumented criminal aliens who have committed serious crimes in the United States. The goal of this program is to enhance public safety in communities throughout the nation.

This opportunity originates from federally mandated programs that the County is providing at local cost. As many local entities are aware, the Federal Government drives local political entities to assume more responsibility for the administration and delivery of government services. Many times these services are funded with local dollars.

However, in some cases there are federal funding opportunities available, if the proper request is made. Identifying federal funding stream opportunities and then properly applying for them are not simple or easy tasks. The interaction between federal, state, and local political entities is complex, and often unwieldy for most local political entities.

An aggressive program of researching and applying for little known federal programs to supplement the local tax burden was implemented by engaging Justice Benefits, Inc. (JBI) for assistance.

JBI is a public sector consulting firm located in Dallas, Texas, that specializes in locating and accessing hard-to-find federal reimbursements for local and state entities. JBI does the research, gathers and analyzes the data, and completes all necessary information to be included in the application. As a result of JBI's expertise and experience, Manassas City was able to maximize its dollar amount on this application. Manassas City was one of only 890 (out of 3,140) eligible local entities across the U.S. that successfully applied for these dollars.



Justice Benefits, Inc.  
2010 Valley View Lane  
Suite 300  
Dallas, TX 75234

# Invoice

Invoice Number:  
200408495

Invoice Date:  
Nov 1, 2012

Voice: 972-406-3700  
Fax: 972-406-3756

Page:  
1

Sold To:  
CITY OF MANASSAS, VA  
FRANCIS DENIEGA  
9027 CENTER ST.  
MANASSAS, VA 20110

Customer ID

A6UJ9A00027U

Customer PO

Payment Terms

Net Due

Description

Extension

SCAAP FY 2012 AWARD  
AWARD AMOUNT X 15%  
\$78,950.00 X 15%

11,842.50

*Thank you for your business. It is a pleasure to serve your County.*

Subtotal	11,842.50
Sales Tax	
Total Invoice Amount	11,842.50
Payment/Credit Applied	
<b>TOTAL</b>	<b>11,842.50</b>