

FINANCE COMMITTEE
WEDNESDAY, OCTOBER 16, 2013
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA

AGENDA

IMMEDIATELY FOLLOWING COUNCIL WORK SESSION

- | | |
|---|-------------------------------------|
| 1. Approve Minutes of the October 2, 2013, Finance Committee Meeting | 1 Minute Page 1 |
| 2. Consideration of Purchase of Rescue Command Vehicle Per the Fire Rescue Fleet Plan (House) | 5 Minutes Page 5 |
| 3. Approve Resolution 2014-25-R Amending the FY 2014 Budget by Budgeting and Appropriating \$7,500 for the 2013 Local Emergency Management Performance Grant (Bowman/Teevan) | 2 Minutes Page 7 |
| 4. Resolution 2014-24-R Amending the FY 2014 Budget by Budgeting and Appropriating \$196,000 of Donations for the Liberia House Restoration Capital Project (Via-Gossman) | 5 Minutes Page 13 |
| 5. Resolution R-2014-12 Supporting the Virginia Department of Transportation FY 2015 Revenue Sharing Program (Jennings) | 5 Minutes Page 23 |
| 6. Resolution 2014-23-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$16,700 Insurance Claim Reimbursement for Replacement of a Traffic Signal Cabinet (Jennings) | 2 Minutes Page 37 |
| 7. Resolution 2014-10-R Amending the FY 2014 Budget by Budgeting and Appropriating \$169,350 from Broad Run Stormwater Escrow Funds to Proceed with Phase II of the Implementation Plan for a Future Stormwater Utility (Jennings/Moon) | 10 Minutes Page 41 |
| 8. Virginia Local Disability Program Participation (Hicks) | 15 Minutes Page 77 |

City Manager's Time

ADJOURNMENT

cc: **Mayor**
Council Members
Lawrence D. Hughes

Diane Bergeron
Tamara Sturm

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, OCTOBER 2, 2013
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 Wolfe (Alternate)

COMMITTEE MEMBERS ABSENT: None

OTHERS PRESENT: Mayor Harry J. Parrish II, Council Member Jonathan L. Way, Council Member Ian T. Lovejoy, Interim City Manager Lawrence D. Hughes, Budget Manager Diane V. Bergeron, Airport Director Juan Rivera, Police Chief Doug Keen, Administrative Assistant Melody Hess, Fire & Rescue Chief Brett Bowman, Assistant Fire & Rescue Chief Wade House, Fire & Rescue Battalion Chief Todd Lupton, Fire Marshal Frank Teevan, Public Works and Utilities Director Mike Moon, Police Captain Tina Laguna, Police Lieutenant Elia Alfonso

GUESTS PRESENT: Douglas Waldron, Dan Radtke

The meeting was called to order at 5:30 p.m. by Chairman Marc Aveni.

AGENDA ITEM #1 Approve Minutes of the September 18, 2013, Finance Committee Meeting

A motion was made and seconded to approve the minutes of the September 18, 2013, Finance Committee Meeting. The Committee approved (3/0).

AGENDA ITEM #2 Resolution 2014-21-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$1,735,645 Federal Aviation Administration Grant and a \$122,222 Virginia Department of Aviation Grant and Transferring \$38,570 of Airport Funds for the Taxiway "K" Realignment Project at the Airport and Accepting the Grants and Authorizing the Mayor to Sign the Grant Agreements

Juan Rivera presented Staff's recommendation to amend the FY 2014 Budget by budgeting and appropriating a \$1,735,645 Federal Aviation Administration Grant and a \$122,222 Virginia Department of Aviation Grant and transferring \$38,570 of Airport Funds for the Taxiway "K"

Realignment Project at the Airport and accepting the Grants and authorizing the Mayor to sign the Grant Agreements. The Committee approved (3/0). This item will be forwarded to the October 21, 2013, City Council meeting.

AGENDA ITEM #3 Resolution 2014-22-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$3,099,245 Federal Aviation Administration Grant and a \$221,360 Virginia Department of Aviation Grant and Transferring \$68,872 of Airport Funds for the Runway 16L/34R and Taxiway "B" Bridge Widening Project at the Airport and Accepting the Grants and Authorizing the Mayor to Sign the Grant Agreements

Juan Rivera presented Staff's recommendation to amend the FY 2014 Budget by budgeting and appropriating a \$3,099,245 Federal Aviation Administration Grant and a \$221,360 Virginia Department of Aviation Grant and transferring \$68,872 of Airport Funds for the Runway 16L/34R and Taxiway "B" Bridge Widening Project at the Airport and accepting the Grants and authorizing the Mayor to sign the Grant Agreements. The Committee approved (3/0). This item will be forwarded to the October 21, 2013, City Council meeting.

AGENDA ITEM #4 Resolution R-2014-08 Authorizing the Purchase of Replacement Bushings at Prince William Substation

Mike Moon presented Staff's recommendation to authorize the purchase of replacement bushings at Prince William Substation. The Committee approved (3/0). This item will be forwarded to the October 21, 2013, City Council meeting.

AGENDA ITEM #5 Resolution 2014-19-R Amending the FY 2014 Budget by Budgeting and Appropriating \$20,000 from the Federal Government Passed Through the Virginia State Police for the Internet Crimes Against Children Task Force

Tina Laguna presented Staff's recommendation to amend the FY 2014 Budget by budgeting and appropriating \$20,000 from the Federal Government passed through the Virginia State Police for the Internet Crimes Against Children Task Force. The Committee approved (3/0). This item will be forwarded to the October 21, 2013, City Council meeting.

AGENDA ITEM #6 Resolution 2014-20-R Amending the FY 2014 Budget by Budgeting and Appropriating \$17,359 for the Commonwealth of Virginia, Department of Motor Vehicles' FY 2014 Selective Enforcement Grant

Tina Laguna presented Staff's recommendation to amend the FY 2014 Budget by budgeting and appropriating \$17,359 for the Commonwealth of Virginia, Department of Motor Vehicles' FY 2014 Selective Enforcement Grant. The Committee approved (3/0). This item will be forwarded to the October 21, 2013, City Council meeting.

AGENDA ITEM #7 Resolution 2014-18-R Amending the FY 2014 Budget by Budgeting and Appropriating \$131,400 from Fire Rescue Fund Fund Balance for the Purchase of a New Ambulance Per the Fire and Rescue Fleet Plan

Authorize the Purchase of the Terra Star Ambulance Utilizing the HGAC Contract

Todd Lupton presented Staff's recommendation to amend the FY 2014 Budget by budgeting and appropriating \$131,400 from Fire Rescue Fund Fund Balance for the purchase of a new ambulance per the Fire and Rescue Fleet Plan and Staff's recommendation to authorize the purchase of the Terra Star Ambulance utilizing the HGAC Contract. The Committee approved (3/0). This item will be forwarded to the October 21, 2013, City Council meeting.

AGENDA ITEM #8 2014 Finance Committee Calendar

Diane Bergeron presented the 2014 Finance Committee calendar. The Committee approved (3/0). This item will not be forwarded to Council.

City Manager's Time – No Items

The meeting was adjourned at 5:41 p.m. by Chairman Marc Aveni.

AGENDA STATEMENT

PAGE NO. 5

ITEM NO. 2

MEETING DATE: October 16, 2013 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Consideration of Purchase of Rescue Command Vehicle Per the Fire Rescue Fleet Plan

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

**SUMMARY OF
ISSUE/TOPIC:** In March 2012 City Council approved Ordinance #O-2012-10, a fleet plan for the Fire and Rescue System. Within the plan, FY 2014 called for the purchase of a Command Vehicle for the Rescue Chief. This vehicle will be purchased off the State contract at a reduced rate; it will then need to be converted to an emergency response vehicle, with lights, sirens and radios. The allowable cost, per the fleet plan, is \$80,000. The actual cost will be \$55,000 and is available in the FY 2014 Consolidated Budget in the Fire Rescue Fund.

**STAFF
RECOMMENDATION:** Approve Purchase of Rescue Command Vehicle per the Fire Rescue Fleet Plan

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS: _____

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** \$55,000 – Available in the FY 2014 Fire Rescue Fund Consolidated Budget

STAFF: Deputy Chief Wade House, (703) 257-8458

Fiscal Year 2014

CITY OF MANASSAS

Account Balance Inquiry

10/11/13

14:25:59

Account number . . . : 285-2093-422.73-00
 Fund : 285 Fire Rescue
 Department : 20 Fire Rescue Department
 Division : 93 FRS Consolidated Budget
 Activity basic : 42 Public Safety
 Sub activity : 2 Fire and Rescue
 Element : 73 Motor Vehicles
 Object : 00

| | | |
|---|------------|------------|
| Original budget | 400,000 | |
| Revised budget | 567,121 | 07/01/2013 |
| Actual expenditures - current | .00 | |
| Actual expenditures - ytd | .00 | |
| Unposted expenditures | .00 | |
| Encumbered amount | 167,120.60 | |
| Unposted encumbrances | .00 | |
| Pre-encumbrance amount | .00 | |
| Total expenditures & encumbrances: | 167,120.60 | 29.5 % |
| Unencumbered balance | 400,000.40 | 70.5 % |

F5=Encumbrances

F7=Project data

F8=Misc inquiry

F9=Misc update

F10=Detail trans

F11=Acct activity list

F12=Cancel

F24=More keys

AGENDA STATEMENT

PAGE NO. 7

ITEM NO. 3

MEETING DATE: October 16, 2013 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Approve Resolution 2014-25-R Amending the FY 2014 Budget by Budgeting and Appropriating \$7,500 for the 2013 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) allocated \$7,500 to the City of Manassas for the 2013 Local Emergency Management Performance Grant (LEMPG). A one to one match is required. An "in-kind" match of \$7,500 will come from the Emergency Management Coordinator's salary (Chief Brett R. Bowman). Funds will be used to support various Emergency Management functions including training, equipment purchases for the Emergency Operations Center (EOC), and community outreach material.

This resolution will budget and appropriate \$7,500 of grant revenue in the Fire Rescue Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2014-25-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** \$7,500 - 2013 LEMPG
\$7,500 - In-Kind Match from Emergency Management Coordinator's Salary

STAFF: Chief Brett R. Bowman, (703) 257-8458
Fire Marshal Francis J. Teevan, (703) 257-8455

RESOLUTION 2014-25-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 28th day of October, 2013, that the following funds be budgeted and appropriated as shown.

| <u>ACCOUNT NO.</u> | | <u>AMOUNT</u> |
|-------------------------|------------------|---------------|
| FIRE RESCUE FUND | | |
| <u>Revenue:</u> | | |
| 285-0000-333-22-53 | 2013 LEMPG Grant | \$ 7,500 |
| <u>Expenditure:</u> | | |
| 285-2253-422-32-00 | Supplies | \$ 7,500 |

For: 2013 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





Virginia Department of
Emergency Management


Grant Agreement

Page 1 of 4

| | | | |
|---|--|---|--|
| 1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Manassas City P.O. Box 560 Manassas, VA 20108 | | 4. AWARD NAME: 2013 EMPG (Emergency Management Performance Grant) | |
| | | 5. PROJECT PERIOD: FROM 07/01/13 TO 06/30/14 BUDGET PERIOD: FROM 07/01/13 TO 06/30/14 | |
| | | 6. AWARD DATE 09/11/13 | |
| 2. GRANTEE IRS/VENDOR NO. 54-6001411 | | 7. AMOUNT OF THIS AWARD \$ 7,500.00 | |
| | | 8. TOTAL AWARD \$ 7,500.00 | |
| | | 9. RECIPIENT NON-FEDERAL COST SHARE REQUIREMENT \$ 7,500.00 | |
| 3. PROJECT TITLE LEMPG (Local Emergency Management Performance Grant) | | | |
| 10. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S). | | | |
| 11. STATUTORY AUTHORITY FOR GRANT The project is supported under Department of Homeland Security Appropriations Act, 2013 (Public Law 113-6) | | | |
| 12. METHOD OF PAYMENT Commonwealth of Virginia Accounting System | | | |
| AGENCY APPROVAL | | GRANTEE ACCEPTANCE | |
| 13. TYPED NAME AND TITLE OF APPROVING VDEM OFFICIAL Michael M. Cline State Coordinator | | 14. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Lawrence D. Hughes Interim City Manager | |
| 15. SIGNATURE OF APPROVING VDEM OFFICIAL  | | 16. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 16A. DATE | |

| | | |
|---|--|------------------------|
|  <p>Virginia Department of Emergency Management</p> | <p>AWARD CONTINUATION SHEET</p> <p>Grant Agreement</p> | <p>Page 2 of 4</p> |
| <p>Award Name: 2013 Emergency Management Performance Grant Program Grant Award Date: September 11, 2013</p> | | |
| <p>SPECIAL CONDITIONS</p> | | |
| <ol style="list-style-type: none"> 1. The grantee and any subgrantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to DHS grants are listed below: <ol style="list-style-type: none"> A. Administrative Requirements <ol style="list-style-type: none"> 1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments 2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110) 3. Virginia Department of Emergency Management Sub-grantee Administrative Guide B. Cost Principles <ol style="list-style-type: none"> 1. 2 CFR Part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87) 2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21) 3. 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122) 4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations C. Audit Requirements <ol style="list-style-type: none"> 1. OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations | | |
| <ol style="list-style-type: none"> 2. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA. | | |
| <ol style="list-style-type: none"> 3. The recipient must submit a Quarterly Progress Report. Failure to provide this information may result in VDEM withholding grant funds from further obligation and expenditure. Reports are due on January 15, April 15, July 15, and October 15. A report must be submitted for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund draw downs may be withheld, if these reports are delinquent. The final Progress Report is due 30 days after the end date of the performance period. | | |
| <ol style="list-style-type: none"> 4. In the event VDEM determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. | | |

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|  <p>Virginia Department of Emergency Management</p> | <p>AWARD CONTINUATION SHEET</p> <p>Grant Agreement</p> | <p>Page 3 of 4</p> |
| <p>Award Name: 2013 Emergency Management Performance Grant Program Grant Award Date: September 11, 2013</p> | | |
| <p>5. The recipient shall not undertake (obligate/expend federal and/or matching funds) any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures, and objects that are 50 years old or greater. Recipient must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.</p> | | |
| <p>6. The recipient agrees that federal funds under this award will be used to supplement, but not supplant, state or local funds for homeland security preparedness.</p> | | |
| <p>7. The recipient agrees that the use of funds under this grant will be in accordance with the Fiscal Year 2013 Guidelines and must support the goals and objectives included in the State Homeland Security Strategy.</p> | | |
| <p>8. The recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."</p> | | |
| <p>9. The recipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."</p> | | |
| <p>10. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but limited to, the provision of any information required for the assessment or evaluation of any activities within this project.</p> | | |

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|---|--|------------------------|
|  <p>Virginia Department of Emergency Management</p> | <p>AWARD CONTINUATION SHEET</p> <p>Grant Agreement</p> | <p>Page 4 of 4</p> |
| <p><i>Award Name: 2013 Emergency Management Performance Grant Program Grant Award Date: September 11, 2013</i></p> | | |
| <p>11. National Incident Management System Implementation Compliance</p> <p>In accordance with HSPD-5, the adoption of the NIMS is a requirement to receive federal preparedness assistance through grants, contracts, and other activities. No federal funds will be released to the primary grantee and any other entity participating and benefiting in this project if this requirement has not been met. In the event of a Corrective Action Plan submitted, VDEM/SAA will determine if the sub-grantee(s) has (have) made sufficient progress to disburse funds.</p> | | |
| <p>12. All conferences and workshops using federal preparedness funds must pertain to the project being funded. The recipient agrees to submit a Trip Report when using federal funds to attend a conference or workshop. The Trip Report template can be found at www.vaemergency.gov under Grant Information. These reports must be remitted with your request for reimbursement. Failure to do so will result in a delay of payment until received.</p> | | |
| <p>13. Recipients agree that under program guidelines, travel expenses are allowable for approved training, planning, administrative, and exercise activities following local, state, and federal guidelines. Prior to traveling for these activities outside of contiguous United States (OCONUS) as well as to Canada and Mexico, <u>preapproval</u> is required by the state and FEMA through the SAA office.</p> <p>Please reference 2 CFR 225, App. A, C.1.a, in regard to reasonableness when considering requests for travel of this type. Where applicable, you should also reference the following regarding travel: the Western Hemisphere Travel Initiative (http://www.dhs.gov/files/programs/gc_1200693579776.shtm).</p> | | |

RESOLUTION 2014-24-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 28th day of October, 2013, that the following funds be budgeted and appropriated as shown.

| <u>ACCOUNT NO.</u> | | <u>AMOUNT</u> |
|--------------------------------------|---|---------------|
| GENERAL FUND | | |
| <u>Revenue:</u> | | |
| 100-0000-318-32-01 | Museum Donations | \$ 196,000 |
| <u>Expenditure:</u> | | |
| 100-9600-491-92-31 | Transfer to General Capital Projects Fund | \$ 196,000 |
| GENERAL CAPITAL PROJECTS FUND | | |
| <u>Revenue:</u> | | |
| 310-0000-345-10-00 | CP3122 Transfer from General Fund | \$ 196,000 |
| <u>Expenditure:</u> | | |
| 310-3122-505-39-00 | CP3122 Liberia House Restoration Project | \$ 196,000 |
| <u>Actual Transfers</u> | | |
| 100-0000-221-31-21 | \$32,611.47 | |
| 100-0000-221-31-23 | \$101,968.50 | |
| 100-0000-221-31-66 | \$15,316.73 | |
| 100-0000-221-31-83 | \$14.16 | |
| 100-0000-221-31-25 | \$46,000.00 | |

For: Donations for Liberia House Restoration 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 14

10/11/2013



MEMORANDUM

CITY OF MANASSAS

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

TO: City Council Finance Committee

FROM: Elizabeth S. Via, AICP, Director, Community Development

DATE: October 8, 2013

RE: Liberia Plantation and Grounds CIP Project

The City Council adopted CIP includes, per the recommendation of the Historic Resources Board, Project M-004 – Liberia House Restoration with a project cost of \$250,000 for FY14. At their regular board meeting on October 2nd the Historic Resources Board recommended approval of budgeting and appropriating \$250,000 for the following scope of work. All funding is from private donations.

House Restoration (Funding Available \$366,719)

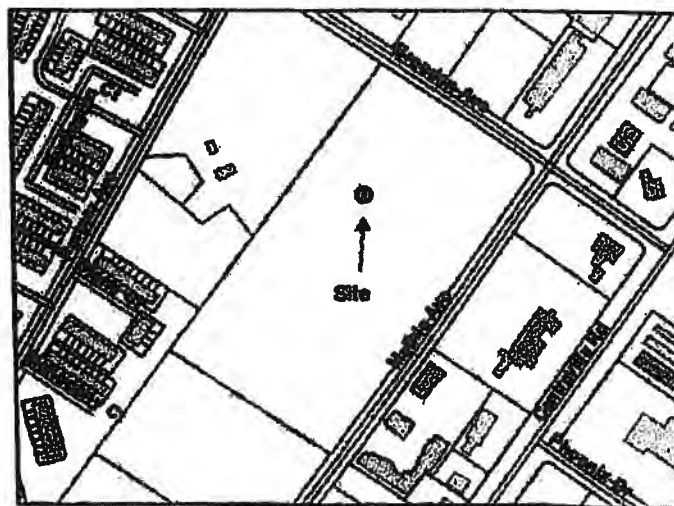
| Item | Cost Estimate |
|--|------------------|
| Architectural & Conservator Services | \$20,000 |
| Moisture Control (Repointing) | \$10,000 |
| Repair, Replace Wood Flooring, Framing and Stairwell | \$20,000 |
| Remove Wall Coverings, Repair Plaster | \$22,000 |
| Replace Rear Porch and Improve Handicapped Access | \$35,000 |
| Preserve Civil War era graffiti | \$25,000 |
| Sub-Total | \$132,000 |
| 10% Contingency | \$13,000 |
| Total | \$145,000 |

Grounds and Gardens (Funding Available \$440,000 and In-Kind up to \$50,000)

| Item | Cost Estimate |
|---|------------------|
| Civil Engineer/Site Plan (Phase 1 – 12 acres) | \$54,000 |
| Historic Landscape Plan and Memorial Design | \$46,000 |
| Selective Clearing | In-Kind |
| Close Modern Well | In-Kind |
| Archeology of Suspected Period Well | \$5,000 |
| Sub-Total | \$105,000 |
| Total | \$105,000 |

M-004 - Liberia House Restoration

Change from Prior: Cost Decreased
Year Introduced: 2001
Associated Project: N/A
Project Type: Museum System
Managing Dept: Museum System
Account Number: 310-3122
Conforms With: Comprehensive Plan



Project Description:

Restore Liberia House - develop site entrance, parking areas, and restrooms. Install period landscapes, outdoor interpretive markers and program areas, and other elements identified in master plan.

Project Justification:

Restoration will enhance the Museum System's mission of historic preservation, education, and economic development. The site's significant architectural, social, and Civil War history will enhance the City's revenue-generating tourism program.

Financial Summary (dollars in thousands):

| Funding Source | 5 Year CIP Total | Total Project | FY 2013 & Prior | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | Future Years |
|------------------------|---------------------|------------------|--------------------|------------|------------|----------|----------|----------|-----------------|
| General Fund | - | 210 | 210 | - | - | - | - | - | - |
| Enterprise Funds | - | - | - | - | - | - | - | - | - |
| MCPs Fund | - | - | - | - | - | - | - | - | - |
| Bonds | - | - | - | - | - | - | - | - | - |
| Other Local Government | - | - | - | - | - | - | - | - | - |
| State | - | 63 | 63 | - | - | - | - | - | - |
| Federal | - | 89 | 89 | - | - | - | - | - | - |
| Gas Taxes | - | - | - | - | - | - | - | - | - |
| Proffers | - | - | - | - | - | - | - | - | - |
| Storm Water Mgmt Fees | - | - | - | - | - | - | - | - | - |
| Other | 500 | 1,770 | 270 | 250 | 250 | - | - | - | 1,000 |
| Total | 500 | 2,132 | 632 | 250 | 250 | - | - | - | 1,000 |

Operating Budget Impacts (dollars in thousands):

| | | | | | | | | | |
|-------------------|----------|-----------|----------|----------|----------|----------|----------|----------|-----------|
| FTE's | - | - | - | - | - | - | - | - | - |
| Revenue Offset | - | 25 | - | - | - | - | - | - | 25 |
| Facility Costs | - | 10 | - | - | - | - | - | - | 10 |
| Debt Service | - | - | - | - | - | - | - | - | - |
| Net Impact | - | 35 | - | - | - | - | - | - | 35 |

| City of Manassas | | | | | | | | | |
|--|------------|--------------|-----------|--------------|------------|--------------|------------|--------------|-------------|
| General Capital Projects Fund - Fund 310 | | | | | | | | | |
| Liberia Plantation CP3122 | | | | | | | | | |
| Project to Date | | | | | | | | | |
| As of 6/30/2013 - Per | | | | | | | | | |
| CIP# M- 4 | | | | | | | | | |
| Revenues | | Contr/ | | Insurance | | Reimb | | State | |
| Donations | | Federal | | General Fund | | Other | | Revenues | |
| Expenditures | | Expenditures | | Expenditures | | Expenditures | | Expenditures | |
| BUDGET | | | | | | | | | |
| FY 2002 ORD# 2002-52-O | 73,402.00 | - | - | - | - | - | 73,402.00 | 73,402.00 | 73,402.00 |
| FY 2003 ORD# 03-14-O | 50,000.00 | - | - | - | - | - | 50,000.00 | 50,000.00 | 50,000.00 |
| FY 2004 ORD# 04-10-O | - | - | - | - | - | - | 205,285.00 | 205,285.00 | 205,285.00 |
| FY 2004 ORD# 04-33-O | 4,000.00 | - | - | - | - | - | 4,000.00 | 4,000.00 | 4,000.00 |
| FY 2004 ORD# 04-52-O | - | - | - | - | - | - | 89,415.00 | 89,415.00 | 89,415.00 |
| FY 2004 ORD# 04-53-O | - | 7,203.00 | - | - | 5,000.00 | - | 12,203.00 | 12,203.00 | 12,203.00 |
| FY 2004 ORD# 04-54-O | 3,000.00 | - | - | - | - | - | 3,000.00 | 3,000.00 | 3,000.00 |
| FY 2006 ORD# 06-44-O | - | - | 62,500.00 | - | - | - | 62,500.00 | 62,500.00 | 62,500.00 |
| FY 2008 ORD# 08-49-O | 10,000.00 | - | - | - | - | - | 10,000.00 | 10,000.00 | 10,000.00 |
| 2009 RES# 09-17-R | 10,000.00 | - | - | - | - | - | 10,000.00 | 10,000.00 | 10,000.00 |
| 2011 RES# 2011-90-R | - | - | - | - | - | - | 52,500.00 | 52,500.00 | 52,500.00 |
| FY 2013 RES# 2013-01-R | 60,000.00 | - | - | - | - | - | 60,000.00 | 60,000.00 | 60,000.00 |
| Project to Date Budget | 210,402.00 | 7,203.00 | 62,500.00 | 89,415.00 | 210,285.00 | 52,500.00 | 632,305.00 | 632,305.00 | 632,305.00 |
| ACTUAL | | | | | | | | | |
| FY 2002 | 73,401.96 | - | - | - | - | - | 73,401.96 | 73,401.96 | - |
| FY 2004 | 57,000.00 | 7,203.18 | - | - | - | - | 210,285.00 | 274,488.18 | 400.00 |
| FY 2005 | - | - | - | - | - | - | - | - | 436,905.00 |
| FY 2006 | 20,000.00 | - | - | - | - | - | 630.00 | 20,630.00 | - |
| FY 2007 | - | - | 62,500.00 | - | - | - | - | 62,500.00 | (87,622.20) |
| FY 2008 | - | - | - | - | - | - | - | - | 65,310.00 |
| FY 2009 | - | - | 77,460.00 | - | - | - | - | 77,460.00 | 12,150.00 |
| FY 2010 | - | - | - | 11,955.00 | - | - | - | 11,955.00 | 12,986.31 |
| FY 2011 | - | - | - | - | - | - | - | - | 41,458.94 |
| FY 2012 | - | - | - | - | - | - | 66,082.66 | 66,082.66 | 36,627.81 |
| FY 2013 | 60,000.00 | - | - | - | - | - | - | 60,000.00 | 60,000.00 |
| Project to Date Actual | 210,401.96 | 7,203.18 | 62,500.00 | 89,415.00 | 210,285.00 | 66,712.66 | 646,517.80 | 578,215.86 | 54,089.14 |
| Remaining Budget Balance | | | | | | | | | |
| (0.04) | 0.18 | - | - | - | - | - | 14,212.66 | 14,212.80 | 54,089.14 |

GM200I02
Fiscal year 2014

CITY OF MANASSAS
Account Balance Inquiry

10/11/13
13:24:28

Account number . . : 100-0000-221.31-21 Db/Cr . : C

Fund : 100 General Fund
Department : 00
Division : 00
Activity basic . . . : 22 Current Liability
Sub activity : 1 Other Deposits
Element : 31 Museum System
Object : 21 Cornelia B. Lewis Estate

| | <u>Debits</u> | <u>Credits</u> | <u>Account balance</u> |
|----------------------|---------------|----------------|------------------------|
| | | | 124,237.24 |
| Current : | .00 | 11.84 | |
| Unposted : | .00 | .00 | |
| Total : | .00 | 11.84 | 124,249.08 |

F7=Project data
F11=Account activity

F8=Misc inquiry
F12=Cancel

F9=Misc update
F16=Pending trans

F10=Detail trans
F24=More keys

CITY OF MANASSAS
Account Balance Inquiry

10/11/13
13:24:41

Account number . . : 100-0000-221.31-23 Db/Cr . : C

Fund : 100 General Fund
Department : 00
Division : 00
Activity basic . . . : 22 Current Liability
Sub activity : 1 Other Deposits
Element : 31 Museum System
Object : 23 Lowery Saunders

| | <u>Debits</u> | <u>Credits</u> | <u>Account balance</u> |
|----------------------|---------------|----------------|------------------------|
| | | | 101,968.50 |
| Current : | .00 | .00 | |
| Unposted : | .00 | .00 | |
| Total : | .00 | .00 | 101,968.50 |

F7=Project data **F8=Misc inquiry** **F9=Misc update** **F10=Detail trans**
F11=Account activity **F12=Cancel** **F16=Pending trans** **F24=More keys**

GM200I02
Fiscal year 2014

CITY OF MANASSAS
Account Balance Inquiry

10/11/13
13:24:52

Account number . . : 100-0000-221.31-66 Db/Cr . : C

Fund : 100 General Fund
Department : 00
Division : 00
Activity basic . . . : 22 Current Liability
Sub activity : 1 Other Deposits
Element : 31 Museum System
Object : 66 Liberia Garage

| | <u>Debits</u> | <u>Credits</u> | <u>Account balance</u> |
|----------------------|---------------|----------------|------------------------|
| | | | 15,316.73 |
| Current : | .00 | .00 | |
| Unposted : | .00 | .00 | |
| Total : | .00 | .00 | 15,316.73 |

F7=Project data
F11=Account activity

F8=Misc inquiry
F12=Cancel

F9=Misc update
F16=Pending trans

F10=Detail trans
F24=More keys

CITY OF MANASSAS
Account Balance Inquiry

10/11/13
13:25:01

Account number . . : 100-0000-221.31-83 Db/Cr . : C

Fund : 100 General Fund
Department : 00
Division : 00
Activity basic . . : 22 Current Liability
Sub activity . . . : 1 Other Deposits
Element : 31 Museum System
Object : 83 Museum Brick Project

| | <u>Debits</u> | <u>Credits</u> | <u>Account balance</u> |
|----------------------|---------------|----------------|------------------------|
| | | | 14.16 |
| Current : | .00 | .00 | |
| Unposted : | .00 | .00 | |
| Total : | .00 | .00 | 14.16 |

F7=Project data
F11=Account activity

F8=Misc inquiry
F12=Cancel

F9=Misc update
F16=Pending trans

F10=Detail trans
F24=More keys

GM200I02
Fiscal year 2014

CITY OF MANASSAS
Account Balance Inquiry

10/11/13
13:25:10

Account number . . : 100-0000-221.31-25 Db/Cr . : C

Fund : 100 General Fund
Department : 00
Division : 00
Activity basic . . : 22 Current Liability
Sub activity . . . : 1 Other Deposits
Element : 31 Museum System
Object : 25 Ellen B Turberville Estat

| | <u>Debits</u> | <u>Credits</u> | <u>Account balance</u> |
|----------------------|---------------|----------------|------------------------|
| | | | 431,876.36 |
| Current : | .00 | 41.16 | |
| Unposted : | .00 | .00 | |
| Total : | .00 | 41.16 | 431,917.52 |

F7=Project data
F11=Account activity

F8=Misc inquiry
F12=Cancel

F9=Misc update
F16=Pending trans

F10=Detail trans
F24=More keys

AGENDA STATEMENT

PAGE NO. 23

ITEM NO. 5

MEETING DATE: October 16, 2013 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Resolution R-2014-12 Supporting the Virginia Department of Transportation FY 2015 Revenue Sharing Program

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

N/A

**SUMMARY OF
ISSUE/TOPIC:**

This resolution will support the VDOT Revenue Sharing Program for FY 2015 and request \$345,000 of State funds for sidewalk improvements along Portner Avenue and Mathis Avenue as part of the Sidewalk Infill Initiative Project, as well as, paving of Liberia Avenue and Wellington Road as part of the Supplemental Street Paving Project. These projects were approved in the FY 2014 Adopted CIP. These funds will require a 50% match.

The FY 2014 Adopted CIP Includes the following:

Sidewalk Infill Initiative
\$45,000 – State
\$45,000 – General Fund
\$90,000 Total FY 2015

Supplemental Street Paving
\$300,000 – State
\$300,000 – General Fund
\$600,000 – Total FY 2015

STAFF

RECOMMENDATION: Approve Resolution R-2014-12

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

\$345,000 – VDOT Revenue Sharing (\$45,000 Sidewalks, \$300,000 Paving)

\$345,000 – General Fund 50% Match (\$45,000 Sidewalks, \$300,000 Paving)

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

MOTION: _____

October 28, 2013

SECOND: _____

Regular Meeting

Res. No. R-2014-12

RE: Virginia Department of Transportation's FY2015 Revenue Sharing Program

WHEREAS, the Manassas City Council desires to submit an application for an allocation of funds up to \$345,000 through the Virginia Department of Transportation Fiscal Year 2014-2015 Revenue Sharing Program; and

WHEREAS, \$345,000 of these funds is requested to fund:

- 1. Portner Avenue Improvements** - Project consists of installation of approximately 425' of sidewalk, curb and gutter, and widening of the existing roadway between Sudley Road and Longstreet Drive.
- 2. Mathis Avenue Improvements** - Project consists of installation of approximately 500' of sidewalk, curb, gutter, and storm sewer between Maple Street and Sudley Road.
- 3. 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.
- 4. Wellington Road Paving** - Project consists of milling, paving, concrete repairs and restriping roadway from the intersection of Liberia Avenue to the intersection of Fairview Ave.

NOW THEREFORE, BE IT RESOLVED that the Manassas City Council does hereby support this application for allocation of \$345,000 through the Virginia Department of Transportation Revenue Sharing Program; and

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

October 28, 2013
Regular Meeting
Res. No. R-2014-12
Page Two

ATTEST:

Andrea P. Madden City Clerk

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

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

FY: 2014-15 City Manassas of Manassas District: Northern Virginia
of Applications Locality is submitting: 4

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: Liberia Avenue
State Project Number: None assigned UPC #: _____

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, pave existing street, repair concrete, 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 | \$ 351,124 | \$ 351,124 | \$ 2,000 | \$ 349,124 |
| TOTAL | \$351,124 | \$351,124 | \$2,000 | \$349,124 |

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: | <u>n/a</u> |
| RW Phase: | <u>n/a</u> |
| CN Phase: | <u>Yes; Reimbursement will be Requested</u> |

PROJECT FINANCIAL INFORMATION (Please TAB from field to field)

VDOT Revenue Sharing matching funds UP TO \$1M requested for CONSTRUCTION project FY 2015: \$ 0
VDOT Revenue Sharing matching funds OVER \$1M requested for CONSTRUCTION project FY 2015: \$ 0
VDOT Revenue Sharing matching funds UP TO \$1M requested for MAINTENANCE project FY 2015: \$ 175,562
VDOT Revenue Sharing matching funds OVER \$1M requested for MAINTENANCE project FY 2015: \$ 0
VDOT Revenue Sharing matching TOTAL request (this application) (right click on "\$0" to the right & "Update Field" for total) \$175,562
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): \$ 175,562

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) \$351,124

COMMENTS

Submitted by: Lawrence D. Hughes, Interim City Manager 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: 2014-15 City Manassas of Manassas District: Northern Virginia
 # of Applications Locality is submitting: 4

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: Wellington Road
 State Project Number: None assigned UPC #: _____

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, pave existing street, repair concrete, restriping

From: Intersection of Liberia Avenue To: Intersection of Fairview Avenue

Length: 0.68 (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 | \$ 248,876 | \$ 248,876 | \$ 2,000 | \$ 246,876 |
| TOTAL | \$248,876 | \$248,876 | \$2,000 | \$246,876 |

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: | <u>n/a</u> |
| RW Phase: | <u>n/a</u> |
| CN Phase: | <u>Yes; Reimbursement will be Requested</u> |

PROJECT FINANCIAL INFORMATION (Please TAB from field to field)

VDOT Revenue Sharing matching funds UP TO \$1M requested for CONSTRUCTION project FY 2015: \$ 0

VDOT Revenue Sharing matching funds OVER \$1M requested for CONSTRUCTION project FY 2015: \$ 0

VDOT Revenue Sharing matching funds UP TO \$1M requested for MAINTENANCE project FY 2015: \$ 124,438

VDOT Revenue Sharing matching funds OVER \$1M requested for MAINTENANCE project FY 2015: \$ 0

VDOT Revenue Sharing matching TOTAL request (this application) (right click on "\$0" to the right & "Update Field" for total) \$124,438

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) \$ 124,438

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) \$248,876

COMMENTS

Submitted by: Lawrence D. Hughes, Interim City Manager

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: 2014-15 City of Manassas District: Northern Virginia
of Applications Locality is submitting: 4

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: Portner Avenue
State Project Number: None Assigned UPC #:

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: Sidewalk (new construction)
Description of Work/Scope: Install new sidewalk, curbs, gutters
From: Sudley Road To: Longstreet Drive
Length: 0.08 (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 | \$ 42,400 | \$ 42,400 | \$ 2,000 | \$ 40,400 |
| TOTAL | \$42,400 | \$42,400 | \$2,000 | \$40,400 |

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 2015: \$ 0
VDOT Revenue Sharing matching funds OVER \$1M requested for CONSTRUCTION project FY 2015: \$ 0
VDOT Revenue Sharing matching funds UP TO \$1M requested for MAINTENANCE project FY 2015: \$ 21,200
VDOT Revenue Sharing matching funds OVER \$1M requested for MAINTENANCE project FY 2015: \$ 0
VDOT Revenue Sharing matching TOTAL request (this application) (right click on "\$0" to the right & "Update Field" for total) \$21,200
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) \$ 21,200
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) \$42,400

COMMENTS

Submitted by: Lawrence D. Hughes, Interim City Manager 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: 2014-15 City of Manassas District: Northern Virginia
of Applications Locality is submitting: 4

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 #: 4 Route #: and local road name, if available: Mathis Avenue
State Project Number: None Assigned UPC #:

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: Sidewalk (new construction)

Description of Work/Scope: Install new sidewalk, curbs, gutters, storm sewer

From: Maple Street To: Sudley Road

Length: 0.09 (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 | \$ 47,600 | \$ 47,600 | \$ 2,000 | \$ 45,600 |
| TOTAL | \$47,600 | \$47,600 | \$2,000 | \$45,600 |

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 2015: \$ 0

VDOT Revenue Sharing matching funds OVER \$1M requested for CONSTRUCTION project FY 2015: \$ 0

VDOT Revenue Sharing matching funds UP TO \$1M requested for MAINTENANCE project FY 2015: \$ 23,800

VDOT Revenue Sharing matching funds OVER \$1M requested for MAINTENANCE project FY 2015: \$ 0

VDOT Revenue Sharing matching TOTAL request (this application) (right click on "\$0" to the right & "Update Field" for total) \$23,800

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): \$ 23,800

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) \$47,600

COMMENTS

Submitted by: Lawrence D. Hughes, Interim City Manager Reviewed by: >type in VDOT Official name & title<

Signature of Locality Official Date Signature of VDOT Official Date

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

| 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 |
|--|---------|-----------|---|--|--|
| | | | \$0 | \$0 | \$0 |
| | | | | | \$0 |
| | | | | | \$0 |
| | | | | | \$0 |
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| | | | | | \$0 |
| | | | | | \$0 |
| | | | | | \$0 |
| | | | | | \$0 |
| TOTAL CONSTRUCTION FUNDS REQUESTED: | | | \$0 | \$0 | \$0 |

| 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 | | Liberia Avenue | \$175,562 | \$0 | \$175,562 |
| 2 | | Wellington Road | \$124,438 | \$0 | \$124,438 |
| 3 | | Portner Avenue | \$21,200 | | \$21,200 |
| 4 | | Mathis Avenue | \$23,800 | | \$23,800 |
| | | | | | \$0 |
| | | | | | \$0 |
| | | | | | \$0 |
| | | | | | \$0 |
| TOTAL MAINTENANCE FUNDS REQUESTED: | | | \$345,000 | \$0 | \$345,000 |

30

| FY | CONSTRUCTION | MAINTENANCE | TOTAL REQUESTED |
|----------------|----------------|----------------|-----------------|
| 2016 | \$1,000,000.00 | \$500,000.00 | \$1,500,000.00 |
| 2017 | \$1,000,000.00 | \$500,000.00 | \$1,500,000.00 |
| 2018 | \$1,000,000.00 | \$500,000.00 | \$1,500,000.00 |
| 2019 | \$1,000,000.00 | \$500,000.00 | \$1,500,000.00 |
| 2020 | \$1,000,000.00 | \$500,000.00 | \$1,500,000.00 |
| TOTALS: | \$5,000,000.00 | \$2,500,000.00 | \$7,500,000.00 |

If known, please identify the specific projects you currently anticipate requesting funding for in future years below:

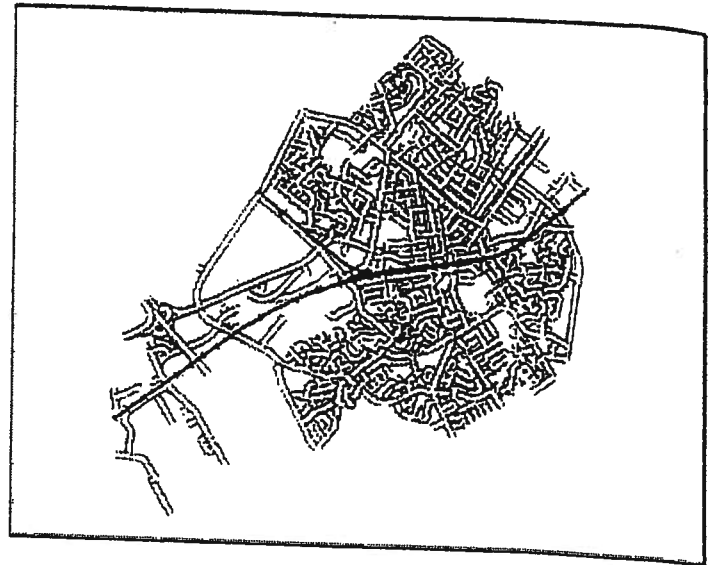
[illegible]

This information is for informational purposes and is non-binding. It has been requested to assist VDOT staff with long range planning and budgeting.

Failure to provide this information does not prevent you from applying for funding in the future.

T-058 - Sidewalk Infill Initiative

Change from Prior: Cost Increased
Year Introduced: 2011
Associated Project: N/A
Project Type: Transportation
Managing Dept: Public Works
Account Number: 340-5110
Conforms With: Comprehensive Plan



Project Description:

Many areas around the City do not have a continuous sidewalk. Identified locations include: Godwin Drive near Hastings Drive; Mathis Avenue (Sudley Road to Maple Street); Portner Avenue (Sudley Road to Longstreet Drive)

Project Justification:

This project improves pedestrian movement around the City. It will add an element of safety for pedestrians walking in locations where sidewalks have not been completed.

Financial Summary (dollars in thousands):

| Funding Source | 5 Year CIP Total | Total Project | FY 2013 & Prior | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | Future Years |
|------------------------|---------------------|------------------|--------------------|-----------|-----------|-----------|-----------|-----------|-----------------|
| General Fund | 226 | 316 | - | 46 | 45 | 45 | 45 | 45 | 90 |
| Enterprise Funds | - | - | - | - | - | - | - | - | - |
| MCPS Fund | - | - | - | - | - | - | - | - | - |
| Bonds | - | - | - | - | - | - | - | - | - |
| Other Local Government | - | - | - | - | - | - | - | - | - |
| State | 226 | 420 | 104 | 46 | 45 | 45 | 45 | 45 | 90 |
| Federal | - | - | - | - | - | - | - | - | - |
| Gas Taxes | - | 149 | 149 | - | - | - | - | - | - |
| Proffers | - | - | - | - | - | - | - | - | - |
| Storm Water Mgmt Fees | - | - | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - | - | - |
| Total | 452 | 885 | 253 | 92 | 90 | 90 | 90 | 90 | 180 |

Operating Budget Impacts (dollars in thousands):

| | | | | | | | | | |
|-------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| FTE's | - | - | - | - | - | - | - | - | - |
| Revenue Offset | - | - | - | - | - | - | - | - | - |
| Facility Costs | - | - | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | - | - | - |
| Net Impact | - | - | - | - | - | - | - | - | - |

T-066 - Supplemental Street Paving Program

Change from Prior: New Project
Year Introduced: 2014
Associated Project: N/A
Project Type: Transportation
Managing Dept: Public Works
Account Number: 340-5133
Conforms With: Comprehensive Plan



Project Description:

Milling and paving including concrete replacements and traffic markings. Base Paving, overlay. FY14: Ashton Ave - Godwin Dr to Confederate Trl, Liberia Ave - Kirby St to Stonewall Rd; FY18: Arterial Paving Project. **State Revenue Sharing Project**

Project Justification:

The improvements will replace infrastructure that has exceeded its useful life.

Financial Summary (dollars in thousands):

| Funding Source | 5 Year CIP Total | Total Project | FY 2013 & Prior | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | Future Years |
|------------------------|---------------------|------------------|--------------------|------------|------------|------------|------------|------------|-----------------|
| General Fund | 1,500 | 2,100 | - | 300 | 300 | 300 | 300 | 300 | 600 |
| Enterprise Funds | - | - | - | - | - | - | - | - | - |
| MCPS Fund | - | - | - | - | - | - | - | - | - |
| Bonds | - | - | - | - | - | - | - | - | - |
| Other Local Government | - | - | - | - | - | - | - | - | - |
| State | 1,500 | 2,100 | - | 300 | 300 | 300 | 300 | 300 | 600 |
| Federal | - | - | - | - | - | - | - | - | - |
| Gas Taxes | - | - | - | - | - | - | - | - | - |
| Proffers | - | - | - | - | - | - | - | - | - |
| Storm Water Mgmt Fees | - | - | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - | - | - |
| Total | 3,000 | 4,200 | - | 600 | 600 | 600 | 600 | 600 | 1,200 |

Operating Budget Impacts (dollars in thousands):

| | | | | | | | | | |
|-------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| FTE's | - | - | - | - | - | - | - | - | - |
| Revenue Offset | - | - | - | - | - | - | - | - | - |
| Facility Costs | - | - | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | - | - | - |
| Net Impact | - | - | - | - | - | - | - | - | - |

CITY OF MANASSAS

ASPHALT PAVEMENT RATING FORM

STREET OR ROUTE Liberia Ave ARTERIAL/COLLECTOR A
 LENGTH OF PROJECT _____ WIDTH _____
 FROM Stonewall Rd TO Kirby St
 PAVEMENT TYPE _____ DATE 10-4-13

(NOTE: A rating of "0" indicates defect does not occur)

| DEFECTS | | RATING |
|--|------|-----------|
| Transverse Cracks..... | 0-5 | <u>3</u> |
| Longitudinal Cracks..... | 0-5 | <u>4</u> |
| Alligator Cracks..... | 0-10 | <u>9</u> |
| Shrinkage Cracks..... | 0-5 | <u>5</u> |
| Rutting..... | 0-10 | <u>4</u> |
| Corrugations..... | 0-5 | <u>2</u> |
| Raveling..... | 0-5 | <u>3</u> |
| Shoving or Pushing..... | 0-10 | <u>5</u> |
| Pot Holes..... | 0-10 | <u>3</u> |
| Excess Asphalt..... | 0-10 | <u>0</u> |
| Polished Aggregate..... | 0-5 | <u>1</u> |
| Deficient Drainage..... | 0-10 | <u>5</u> |
| Overall Riding Quality (0 is excellent; 10 is very poor)..... | 0-10 | <u>6</u> |
| Sum of Defects | | <u>50</u> |

Condition Rating = 100 - Sum of Defects

= 100 - 50

Condition Rating = 50

CITY OF MANASSAS

ASPHALT PAVEMENT RATING FORM

STREET OR ROUTE Wellington Rd ARTERIAL/COLLECTOR A
 LENGTH OF PROJECT _____ WIDTH _____
 FROM Prince William Pky TO Fairview Ave
 PAVEMENT TYPE _____ DATE 10-4-13

(NOTE: A rating of "0" indicates defect does not occur)

| DEFECTS | | RATING |
|--|------|-----------|
| Transverse Cracks..... | 0-5 | <u>4</u> |
| Longitudinal Cracks..... | 0-5 | <u>3</u> |
| Alligator Cracks..... | 0-10 | <u>7</u> |
| Shrinkage Cracks..... | 0-5 | <u>5</u> |
| Rutting..... | 0-10 | <u>5</u> |
| Corrugations..... | 0-5 | <u>3</u> |
| Raveling..... | 0-5 | <u>3</u> |
| Shoving or Pushing..... | 0-10 | <u>4</u> |
| Pot Holes..... | 0-10 | <u>7</u> |
| Excess Asphalt..... | 0-10 | <u>0</u> |
| Polished Aggregate..... | 0-5 | <u>1</u> |
| Deficient Drainage..... | 0-10 | <u>2</u> |
| Overall Riding Quality (0 is excellent; 10 is very poor)..... | 0-10 | <u>4</u> |
| Sum of Defects | | <u>48</u> |

Condition Rating = 100 - Sum of Defects

= 100 - 48Condition Rating = 52

AGENDA STATEMENT

PAGE NO. 37

ITEM NO. 6

MEETING DATE: October 16, 2013 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2014-23-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$16,700 Insurance Claim Reimbursement for Replacement of a Traffic Signal Cabinet

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

**SUMMARY OF
ISSUE/TOPIC:** The City has received an insurance claim reimbursement to cover the replacement of a traffic signal cabinet at the intersection of Mathis Avenue and Sudley Road. The cabinet was damaged as the result of an auto accident in August 2013. The insurance reimbursement fully covers the cost of replacement.

This resolution will budget and appropriate \$16,700 of Insurance Reimbursement Revenue in the General Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2014-23-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** \$16,700 – Insurance Reimbursement

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

RESOLUTION 2014-23-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 28th day of October, 2013, that the following funds be budgeted and appropriated as shown.

| <u>ACCOUNT NO.</u> | | <u>AMOUNT</u> |
|---------------------|------------------------------------|---------------|
| GENERAL FUND | | |
| <u>Revenue:</u> | | |
| 100-0000-318-15-16 | Insurance Reimbursements | \$ 16,700 |
| <u>Expenditure:</u> | | |
| 100-2562-431-39-00 | Traffic Control Purchased Services | \$ 16,700 |

For: Insurance Reimbursement for Traffic Signal Cabinet

This resolution shall take effect upon its passage.

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

ATTEST:

Andrea P. Madden City Clerk

**CITY OF MANASSAS
Cash Receipts Transaction**10/11/13
12:34:10

Group number : 1139 CR CASH RECEIPTS
Accounting period . . . : 02/2014 mm/yyyy
Posting date : 08/28/2013 mm/dd/yyyy

Transaction information:

Transaction date : 08/27/2013 mm/dd/yyyy
Receipt number : 0031687
Account number : 100-0000-318.15-16 Insurance Reimbursements
Project number :
Transaction amount . . . : 16,701.76
Description 1 : INSURED JIMENEZ, MARCIA
Description 2 : HCAHILL 08/27/13 00
Transaction type code . :
Bank code : 0

Press Enter to continue.**F3=Exit F12=Cancel F15=Group Inquiry****F20=Imaging**

Cabinet knockdown from Auto accident May 5, 3013

Total: \$ 16,701.76

AGENDA STATEMENT

PAGE NO. 41

ITEM NO. 7

MEETING DATE: October 16, 2013 – Finance Committee

TIME ESTIMATE: 10 Minutes

AGENDA ITEM TITLE: Resolution 2014-10R Amending the FY 2014 Budget by Budgeting and Appropriating \$169,350 from Broad Run Stormwater Escrow Funds to Proceed with Phase II of the Implementation Plan for a Future Stormwater Utility

**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:** September 30, 2013 – City Council Work Session

**SUMMARY OF
ISSUE/TOPIC:** On September 30, 2013, Staff conducted a work session with City Council on the results of a Feasibility Study for development of a future storm water utility. The consultant, Michael Baker Company, has submitted a proposal for the implementation phase of a future storm water utility.

The remaining steps for implementation will include:

- *Development of final rate structure and administrative policies
- *Development of credit policy and appeal process
- *Conduct evaluation of billing needs and implement billing process
- *Develop and implement public education and outreach programs
- *Prepare and adopt ordinance

The FY 2015 CIP for all storm sewer projects indicates storm water utility funds as the only funding source. In addition, the financial impacts of new, mandated storm water regulatory requirements will significantly affect operating budgets for municipalities. Establishment of a storm water utility will provide a viable funding source that will minimize the overall impacts on the general fund.

This resolution will budget and appropriate \$169,350 of Broad Run Stormwater Escrow Funds in the General Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2014-10-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 Broad Run Stormwater Escrow account is \$908,511.75.

**BUDGET/FISCAL
IMPACT:** \$169,350 – Broad Run Stormwater Escrow Funds

STAFF: Gene Jennings, Deputy Director of Public Works, (703) 257-8251
Mike Moon, Director of Public Works and Utilities, (703) 257-8226

RESOLUTION 2014-10-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 28th day of October, 2013, that the following funds be budgeted and appropriated as shown.

| <u>ACCOUNT NO.</u> | | <u>AMOUNT</u> |
|-------------------------|-----------------------------------|---------------|
| GENERAL FUND | | |
| <u>Revenues:</u> | | |
| 100-0000-346-01-01 | Broad Run Stormwater Escrows | \$ 169,350 |
| <u>Expenditures:</u> | | |
| 100-2551-431-39-00 | Storm Drainage Purchased Services | \$ 169,350 |
| <u>Actual Transfers</u> | | |
| 100-0000-218-14-00 | \$169,350.00 | |

For: Stormwater Escrows for Stormwater Utility Study Phase II

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

GM200I02
Fiscal year 2014

CITY OF MANASSAS
Account Balance Inquiry

10/10/13
15:50:03

Account number . . : 100-0000-218.14-00 Db/Cr . : C

Fund : 100 General Fund
Department : 00
Division : 00
Activity basic . . . : 21 Current Liability
Sub activity : 8 Storm Water Management
Element : 14 Broad Run Stormwater
Object : 00

| | <u>Debits</u> | <u>Credits</u> | <u>Account balance</u> |
|----------------------|---------------|----------------|------------------------|
| | | | 907,727.32 |
| Current : | .00 | 85.31 | |
| Unposted : | .00 | 699.12 | |
| Total : | .00 | 784.43 | 908,511.75 |

F7=Project data
F11=Account activity

F8=Misc inquiry
F12=Cancel

F9=Misc update
F16=Pending trans

F10=Detail trans
F24=More keys

Implementation Plan

City of Manassas Stormwater Utility

July 30, 2013

The City of Manassas has conducted a study of the feasibility of a stormwater utility to provide funding for managing their stormwater-related services. The City is interested in the developing a process for implementing a stormwater utility. The goal of the implementation phase would be to use the feasibility study information to develop a dedicated stormwater funding source that the public and the City Council consider necessary, fair, and equitable and that will enable the City to address increasing stormwater service needs and regulatory requirements.

The implementation of the potential stormwater utility will build upon the findings in the feasibility study. The remaining steps to implement the stormwater utility include the following:

- Develop a Final Rate Structure and Administrative Policies
- Develop Credit Policy and Appeal Process
- Conduct Evaluation of Billing Needs and Implement Billing Process
- Develop and Implement Public Education and Outreach Activities
- Prepare and Adopt Ordinance

This scope of work presents the tasks that will be performed to implement the City of Manassas Stormwater Utility as a continuation of the feasibility study. Each task description includes specific activities or subtasks, deliverables, and assumptions.

1. Develop Final Rate Structure and Administrative Policies

This task will use information developed during the feasibility study and will finalize the rate structure and administrative policies related to implementing a successful stormwater utility. The feasibility study included the identification of stormwater-related financial needs for the City to continue ongoing activities as well as to meet the new stormwater regulations and Municipal Separate Storm Sewer System (MS4) Phase II (small locality) permit requirements and potentially to provide enhanced stormwater related services to meet City needs. The selected scenario will be used in this task and will include the following activities:

1.1 Confirm program services and administrative policies

Use the tables and information developed during the feasibility study to confirm the program services (operations, maintenance and capital) that will be funded by the stormwater utility and the staffing assumptions made during the feasibility study. The following activities will be performed:

- Prepare summaries of "revenue requirements assumptions" and administrative policies along with corresponding decision support alternatives for discussion with the City.

- Update the three levels of service provided in the financial plan to incorporate the most current information on operation and expenditure analysis, forecast revenue requirements and revise the financial five year plan.
- Attend one (1) meeting with the City to discuss the financial plan.

1.2 Update parcel area tables and finalize rate structure

Update the tables developed during the feasibility study using the latest City GIS data. Finalize decisions on the treatment of vacant, government owned, and other parcel types and then develop the final list of stormwater “customers”. This task will be coordinated with Task 3, Evaluate Billing Needs and Implement Billing Process. This task will facilitate the selection of the equivalent residential unit (ERU) recommendations and the proposed rate structure tiers developed in the feasibility study. The following activities will be performed:

- Update the impervious area analysis including identification of classification and data needs to incorporate into the City’s geographic information system (GIS) database. Baker will identify the data characterization that is necessary to support a stormwater utility program and to implement a billing process. Changes to the GIS database and structure are not included in this task order.
- Finalize an ERU and estimate the number of billing units using the updated impervious area analysis. Based upon the changes proposed above and as accepted by the City, Baker can use the existing City GIS database to determine a reasonable ERU based on residential data classifications in the database.
- Design a rate structure. The rate structure, for example, could include a uniform rate or tiered rates for residential customers and an individually calculated fee for non-residential customers. The rate structure could also include a minimum charge or fixed and variable charge components. We will develop the rate structure taking into consideration the following factors:
 - Revenue requirements and related considerations of the affordability and equity of cost recovery.
 - Implementation considerations, including record-keeping, billing system capabilities and constraints, and ease of understanding and administration.

Three (3) rate structure alternatives will be presented to the City staff for review and input. One (1) meeting with the City will be conducted to discuss rate structure. A final rate structure will be developed based on City input.

1.3 Develop policy and rate structure for shared non-residential parcels

Some non-residential operations share impervious area resources that can create complexities when partitioning stormwater utility fees. These areas are sometimes owned and managed by a single owner and sometime have ownership shared across several associated parcel owners.

Several examples of this type of shared impervious area include:

- Commercial parcels that combine resources to share common areas and parking facilities.
- Professional condominium complexes that share a common impervious foot print (they may contain one or many floors under one roof), parking lot, walkways and open areas

- Religious organizations that share their parking facilities or that offer commuter parking opportunities

Addition concerns include leasehold parcels when assigning a new fee.

The City will identify those non-residential parcels that are expected or known to have shared resource agreements for impervious areas. Baker will work with the City to work with the parcel owners and partners to describe the stormwater utility concept and to define an equitable and fair partitioning of a potential fee on a shared impervious resource.

The approach implemented by Prince William County will be considered as well as other approaches. For example, Prince William County uses the following approach:

- If there is one owner of an impervious parcel, whether it is shared by others or not, the fee will be sent to that owner. The owner can partition the fee as they deem appropriate. It is easier for the owner to deal with changes in future agreements and uses of the shared resource(s).
- Professional office condominiums are charged a flat fee similar in concept to that charged to residential condominiums. Variable floor area ratios, parking lot sizes, and parking space needs per business enterprise make it especially complex to define and keep current with the portion of shared impervious area that each condominium owner uses.
- Large parking lots that provide commuter parking could get a fee reduction (a form of credit). Allowing commuters to park in a lot that is under used during typical office working hours means that a separate and new parking lot is not created which overall reduces impervious area that generates stormwater runoff and reduces vehicle emissions (fewer vehicle miles traveled) that results in less pollution being captured by stormwater.

The City estimates that there are 54 shopping centers, strip malls and commercial /industrial condominium parcels that could have complex parcel sharing arrangements affecting impervious area partitioning for stormwater utility fees. The level of detail and time required to meet with each parcel owner will vary and is uncertain. Baker has provided a fee to work with the City to for the following services:

- The City will identify the parcel owners and points of contact
- Baker will develop a brief hand out of the stormwater utility concept and how it affects commercial property owners
- Baker and the City will meet with the parcel owners to describe how impervious area affects the fee attributed to a parcel and to work with parcel owners to identify an equitable partitioning of the fee, if a stormwater utility were to be implemented

Baker has assumed that many of these discussions could be managed through meetings held over a two day period, business meetings that the City currently arranges on a regular basis, or, if the part is out of the area or difficult to meet with in person, through phone conversations. Baker would work with the City to develop the policies that affect shopping centers, strip malls and commercial /industrial condominiums and work with certain complex arrangements to establish precedence. Baker also will work with the City as part of Task 3 to set up a process and tool for defining and tracking these arrangements through the City stormwater fee digital process.

The Baker fee for Task 1.3 to develop educational materials, meet with several shopping centers, strip mall and commercial /industrial condominium parcel owners, develop general policies for non-residential parcels that share impervious resources, and work with several specific shopping center and strip mall complexes assumes up to forty (40) hours of senior engineer level support and twenty-five (25) hours of a communications, public education and / or outreach specialist. Additional services for encoding the agreed to policies and rate structure into the billing process are provided in Task 3.

1.4 Develop a final financial plan

Use the tables and information developed during the feasibility study to develop the final financial plan that will be used for the stormwater utility. This is anticipated to focus on all or a subset of the stormwater-related needs of the Department of Public Works (DPW) that were defined in Task 1.1.

Deliverables for Task 1, Finalize Rate Structure and Administrative Policies:

- Implementation Technical Memorandum (ITM-1) that includes the final rate structure and descriptions of the administrative policies decided upon by the City. The methods, considerations, and ultimate outcomes of this task will be documented in ITM-1.

An electronic copy of the ITM will be provided to the City.

- Participation in three (3) meetings with the City to discuss the administrative policies and rate structure alternatives.
- Meet with up to ten (10) commercial parcel owners, primarily strip mall or shopping center operations, to determine how they operate the sharing of impervious areas on common spaces.
- Provide a description as part of ITM-1 of the policies proposed for dealing with shared impervious spaces such as shopping centers, strip malls and commercial /industrial condominiums.

2. Develop Credit Policy and Appeal Process

This task will include the following activities.

2.1 Develop credit policy, appeals process and implementation procedures

A credit policy allows property owners to take credit for City approved actions that reduce the impact of their property on the City's stormwater-related expenditures. Credit options need to be reviewed, along with common best management practices, and a credit policy completed. The credit policy development will consider the impacts of applying credits to various customer groups such as non-residential, residential and Home Owner Associations. Credit policies need to be fair, equitable, and generally based on parcel owners' implementation of on-site best management practices that reduce the stormwater quantity or pollutant loads that enter the City's storm sewer system. These practices could be structural or non-structural. A review of neighboring stormwater utility programs will be used as a basis for developing the City credit policy and appeals process.

The final policy will include implementation procedures to notify customers of application requirements, inspections, and verification requirements of the activities or practices that were granted a credit. The policy will provide customers with brief reporting and/or documentation requirements for the operation and maintenance of the practices used to receive credits. These procedures will be developed as part of the separate Credit Implementation Plan and will include a description of the application fee (if any), credit policy administration, and dissemination of credit forms. The Credit Implementation Plan will need to describe how the credit rate reductions are incorporated into the billing system and the staffing estimates needed to support the process.

The customers will need a process for appealing the stormwater utility fees assessed to their properties. An appeal process will be developed that includes the following:

The process that will be followed to address appeals

Sample meeting agenda

2.2 Incorporate credit policy in the proposed ordinance

The stormwater utility ordinance will make reference to the credit policy. Therefore, the public must understand the policy. Presentation of the credit policy needs to be part of the public outreach activities, therefore the policies defined here will become an input to the materials produced under Task 4, Public Education and Outreach.

Deliverables for Task 2, Develop Credit Policy and Appeals Process

- Implementation Technical Memorandum (ITM-2) will present the Credit Policy and implementation procedures along with the Appeals Process. The methods, considerations, and ultimate outcomes of this task will be documented in ITM-2.

An electronic copy of the ITM will be provided to the City.

- Participation in two (2) meetings with the City to discuss the credit policy alternatives and impacts to various customer groups.

3. Evaluate Billing Needs and Implement Billing Process

A billing process will be implemented in coordination with the DPW and, as appropriate, Information and Technology (IT), Utility Customer Service, and information on real estate data that are available from the City. The task will include evaluation of the following items:

Determine the billing mechanism that will be used to collect the stormwater utility fee.

Determine the geographic coverage and customer coverage parcels that need to be added to the DPW and / or billing data base (e.g., septic, government facilities, and other areas not currently served by the DPW and / or selected billing process).

Evaluate integration of stormwater fees data into the billing system.

Stormwater Utility Implementation Plan

Scope of Work

Evaluate billing cycle and revenue generation opportunities. The stormwater tables could be updated once per year for billing purposes, but procedures will be developed to update the information as development permits and occupancy permits are issued.

Conduct data analysis and consolidation of database records for use in the stormwater utility billing.

Staffing needs related to supporting billing and customer service.

Train and prepare staff that will support a customer "hot line" by developing frequently asked questions and conducting a session to describe the stormwater utility.

Develop procedures for database maintenance and transfer of the stormwater master account file.

Discuss with City staff any constraints such as facility space limitations, data limitations, etc.

Options available for addressing delinquent accounts, and related likelihood of decreased revenues.

Procedures and frequencies also need to be recommended for:

- Updates to the stormwater utility billing databases.
- Processes for updating bills when additional impervious area is added.
- Updates to reflect changes in ownership.

The billing process should also include a customer service element which considers how customer inquiries will be responded to and addressed.

The City utility services manager will take the lead in:

- Determining which billing process to implement.
- Customizing the billing forms to accept the stormwater utility fee information and coordinating with DPW.

DPW will be responsible for:

- Managing and maintaining a process for monthly updates of the stormwater utility fees per parcel.
- Coordination with the City IT staff to ensure that the City GIS system regularly records and documents updates to the impervious cover per parcel.

Baker will work with DPW and the IT staff to develop a semi-automated system to collect the GIS updates (i.e., impervious area per parcel) and to calculate the stormwater utility fee per parcel.

Baker will create the semi-automated system, such as in Microsoft Access database, once the City agrees on a software platform, GIS export structure, and methods to be used for monthly updates (e.g., such as estimates derived from building design applications, as-built survey data, etc.) and updates from periodic GIS downloads. Baker can provide a cost estimate for the development of this automated system once the process has been formulated between DPW, IT and the utility services manager.

The decisions above will be made as part of this task order. Baker provides a fee to create the semi-automated system based on the following assumptions that are considered feasible based on our knowledge of the City's needs and data resources:

- a. A GIS programmer will work with the City IT staff to identify the fields and data that should be exported for use by a separate program that will calculate the stormwater utility fee per parcel
- b. A GIS programmer will work with the City IT staff to identify relational data (to be embedded in the GIS or managed as a separate data file) that will be used for tracking alterations to parcel billing such as through a best management practices credit program or partitioning of shared impervious area such as for shopping malls.
- c. A GIS programmer will develop a semi-automated program, such as through Microsoft Access or Excel, that can import the GIS data (such as parcel identification number, impervious, and parcel type) that has already been adjusted by factors described in item b above.
- d. A GIS programmer will work with DPW to identify additional uses and checks that can be developed. This could include forms for: entering data to the GIS for as-designed impervious area for new construction or new participants to the credit program; entering and tracking credits attributed to individual parcels; creating a semi-automated system for tracking reporting requirements for credit recipients (such as periodic submissions of inspection reports); and reporting changes in fees or changes in impervious area for quality control purposes.
- e. Forty (40) hours of GIS time to work with the City GIS and DPW staff to describe the data needs, GIS format and need for GIS forms and output files.
- f. Forty (40) hours of GIS staff to develop a semi-automated program based on Microsoft Access.
- g. Forty (40) hours of GIS programmer time to develop GIS forms to input or export data related to the stormwater utility program.
- h. Twenty (20) hours of time to develop documentation and provide a training session on the use of the GIS and semi-automated program.

Deliverables for Task 3, Complete Evaluation of Billing Needs and Implement Billing Process:

- Implementation Technical Memorandum (ITM-3) that describes the chosen stormwater utility billing process. The methods, considerations, and ultimate outcomes of this task will also be documented in ITM-3. The automated process that will be used to calculate the monthly stormwater utility fee updates will be provided as an attachment that describes the selected software application(s), a flow diagram of the processes and data transfer protocol, and the roles and responsibilities of the City staff that will manage the process. An electronic copy of the ITM will be provided to the City.
- Participation in three (3) meetings with the City to discuss the billing process alternatives and considerations.
- Provide 140 hours of GIS programming support to guide the City on updates to their GIS and for Baker to develop a semi-automated process to be operated by DPW for using parcel impervious area data from the City GIS to develop a comma separated value file that reports the stormwater utility fee per parcel for use in the City monthly bills.

4. Public Education and Outreach

Public education and outreach is of paramount importance in implementing a successful stormwater utility that is accepted by the citizens of the City. The public education and outreach activities consist of two components. The first component will include community participation and education in the

understanding of the City's stormwater needs, regulatory requirements, and development of a feasible stormwater utility. The second component, if the City decides to pursue a stormwater utility, will present information on the implementation of the stormwater utility. The second component will continue after the utility is implemented in order to keep the community informed on what the stormwater utility is and the benefits that it has / will provide. This outreach will also facilitate compliance with the MS4 permit requirements.

The feasibility study involved the evaluation and development of a fair and equitable stormwater utility for the City. Implementation of a public education and outreach process will establish an open process that promotes the fair and equitable concepts. The City has regular meetings with City groups such as Home Owners Associations, business leaders and other local organizations through which public education and outreach can occur. Town Hall meetings provide another opportunity for public involvement. These forums will be used as a means for involvement of citizens to review the stormwater-related services provided by the City, make recommendations to the City to improve future outreach efforts, and liaison with community stakeholders. Meetings with large organizations will also be planned such as with Micron and Lockheed Martin. Public meetings will be conducted to present the findings of the feasibility study and the implementation steps.

4.1 Communication and Outreach Material Development

A communication and outreach plan will be developed to support education of the public regarding the implementation of the stormwater utility. The plan will describe the audiences, messages and tactics to be used and the suggested timing for each. A news release / newspaper article and brochure will be prepared which can be used for public education, as well as a flyer for inclusion as part of the billing process.

4.2 Public Meetings and Preparation for Board Work Session

The team will facilitate four (approximately 2 hour each) public meetings. The potential topics for the meetings will include (1) program overview and regulatory and program requirements, (2) rate structure and policy issues (e.g., credits, appeals, etc.), and (3) stormwater utility implementation benefits and plan, (4) stormwater utility implementation update and public outreach. Support for these meeting will include:

- Developing meeting agendas, presentations, and handouts.
- Providing meeting summaries.

The City will coordinate logistics for the public meetings.

The feedback from the meeting participants will be used to shape the outreach plan and make decisions on policy and administration issues as part of Task 1.0. The team will work with City staff to prepare materials for presentations to the City Board and public. Specifically, the team will work with the City's Public Works and Media Services staff in order to build on the City staff knowledge of the local stakeholders and needs.

4.3 Conduct meetings with the City Manager's office and work sessions with the City Council

One (1) meeting with the City Manager's office and one (1) work session with City Council are proposed to describe the financial plan and implementation needs and process for a potential stormwater utility. Decisions needed from these meetings will be provided in advance to facilitate informative and effective meetings. Feedback and input received from the Council and public will serve as inputs to the administrative policy decision making. The chosen administrative policies may inform the draft ordinance language under Task 5, Prepare and Adopt Ordinances.

Deliverables for Task 4, Public Outreach / Education:

- Implementation Technical Memorandum (ITM-4) will be the Communication and Outreach Plan and will summarize the Public Outreach and Education activities as well as the key messages and delivery tactics. An electronic copy of the Memorandum will be provided to the City.
- Project information (list of contacts and meeting summaries). The City will post these materials on its web site.
- One PowerPoint presentation and handouts for up to four (4) public meetings. The PowerPoint presentations will be similar in content with certain slides customized for the specific meeting audience which is anticipated to be: residents such as homeowners associations; general business community; Micron; and Lockheed Martin.
- Assistance to the City in updating the presentations for one Work Session with the City Council.
- Direct mail flyer for inclusion in stormwater utility bill mailings describing the needs and goals for a stormwater utility.
- News release/newspaper article and a brochure describing the stormwater utility.

5. Prepare and Adopt Ordinances

The Virginia Stormwater Utility enabling legislation allows localities to implement a stormwater utility by passing ordinances. Two ordinances are recommended for the City: one to enable the implementation of a stormwater utility within the City and another that establishes the fee and structure of the stormwater utility. Once passed, the stormwater utility enabling ordinance does not need to be revised. Over time, the City may choose to update the credit policy, method for determining and assigning ERUs to land classes, or the fee to be charged. It is easier to make these updates using an ordinance that is separate from a City stormwater utility enabling ordinance.

Deliverables for Task 5, Prepare and Adopt Ordinances:

Implementation Technical Memorandum (ITM-5) that provides examples of selected Virginia stormwater utility ordinances and describes the proposed ordinance language that the City would need to adopt in order to establish a stormwater utility in the City. An electronic copy of ITM-5 will be provided to the City.

- Participation in one (1) meeting with the City to discuss the proposed ordinances.

- Participation in one (1) meeting with the City Attorney to discuss the proposed ordinances.

6. Stormwater Utility Implementation Summary and Project Management

The team will provide to the City a binder with the five ITMs prepared in previous tasks. In addition, the binder will include a brief summary the implementation tasks.

Monthly project management meetings or conference calls will be conducted to provide project status and discuss progress. These meetings will be scheduled as part of meetings planned under other tasks.

Baker projects that the implementation plan can be developed and a draft form delivered to the City within six to eight months from notice to proceed. The projected timeline depends on a close working relationship with the City that includes timely transfer of data and development and review of work products by Baker and the City. Uncertainty in the ultimate timeline occurs because of the interaction required with several different City organizations that have not been intimately involved in the study to date and interaction with private parcel owners - their priorities will differ on the importance and urgency of the stormwater utility.

The projected timeline is provided on the following table.

Timeline for Tasks 1 and 2.

| Task | Week from NTP: | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
|------|---|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|
| NTP | Baker receives notice to proceed | x | | | | | | | | | | | | | | | | | | |
| 1.1 | Confirm program services and administrative policies | | x | x | | | | | | | | | | | | | | | | |
| 1.2 | Update parcel area tables | | x | x | x | x | | | | | | | | | | | | | | |
| 1.2 | Finalize rate structure | | | | | x | x | | | | | | | | | | | | | |
| 1.3 | Develop policy & rate structure for shared non-residential parcels | | | | x | x | x | x | | | | | | | | | | | | |
| 1.4 | Develop a final financial plan | | | | | | | | x | x | x | | | | | | | | | |
| 1 | Develop and submit Interim Technical Memorandum 1 (ITM-1) | | | | | | | | | | x | x | | | | | | | | |
| 1 | City review of ITM-1 | | | | | | | | | | | | x | | | | | | | |
| 1 | City meets with Baker to discuss comments | | | | | | | | | | | | | x | | | | | | |
| 2.1 | Develop credit policy, appeals process, and implementation procedures | | | | | | | | | | | | | x | x | x | | | | |
| 2.2 | Incorporate credit policy into the proposed ordinance | | | | | | | | | | | | | | | | x | | | |
| 2 | Develop and submit Interim Technical Memorandum 2 (ITM-2) | | | | | | | | | | | | | | | | x | x | | |
| 2 | City review of ITM-2 | | | | | | | | | | | | | | | | | | x | |
| 2 | City meets with Baker to discuss comments | | | | | | | | | | | | | | | | | | | x |

NTP = Notice to Proceed

Stormwater Utility Implementation Plan
Scope of Work

Timeline for Tasks 3 through 6.

| Task | Week from NTP: | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 |
|------|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 3 | Evaluate billing needs with billing department and DPW | x | x | | | | | | | | | | | | | | | | | | | | |
| 3 | Evaluate GIS database needs to support the stormwater fee development | | | | | | | x | x | | | | | | | | | | | | | | |
| 3 | Develop GIS tools and data management process | | | | | | | | | x | x | | | | | | | | | | | | |
| 3 | Develop semi-automated tool for SMU fees | | | | | | | | | | x | x | x | | | | | | | | | | |
| 3 | Document tools & procedures & provide training session | | | | | | | | | | | | | | x | x | x | | | | | | |
| 4.1 | Communications and outreach material development | | | | | x | x | | | | | | | | | | | | | | | | |
| 4.2 | Participate in up public meetings and | | | | | | | x | x | x | x | | | | | | | | | | | | |
| 4.2 | Preparation for Board work session | | | | | | | | | | | x | | | | | | | | | | | |
| 4.3 | Meet with City Manager's office and City Council | | | | | | | | | | | | x | x | | | | | | | | | |
| 4 | Develop and submit Interim Technical Memorandum 4 (ITM-4) | | | | | | | | | | | | x | x | x | | | | | | | | |
| 4 | City review of ITM-4 | | | | | | | | | | | | | | | x | | | | | | | |
| 4 | City meets with Baker to discuss comments | | | | | | | | | | | | | | | | x | | | | | | |
| 5 | Prepare and adopt ordinances | | | | | | | | x | x | | | | | | | | | | | | | |
| 5 | Meet with attorney and update ordinances | | | | | | | | | | x | | | | | | | | | | | | |
| 6 | Draft Stormwater Utility Implementation Summary | | | | | | | | | | | | | | | x | x | x | x | | | | |
| 6 | City review | | | | | | | | | | | | | | | | | | | x | | | |
| 6 | City meeting with City to discuss comments | | | | | | | | | | | | | | | | | | | | x | | |
| 6 | Final Stormwater Utility Implementation Summary | | | | | | | | | | | | | | | | | | | | | x | x |

July 30, 2013

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Deliverables for Task 6, Summary and Project Management:

- Monthly project status meetings to be coordinated with other meetings or conference calls.
- A Stormwater Utility Implementation summary binder. Three paper copies and an electronic copy of the summary will be provided to the City.

City of Manassas Stormwater Utility Implementation

| Task / Scope of Work | | Hours | Costs |
|----------------------|--|------------|------------------|
| 1 | Finalize Rate Structure and Administrative Policies | | |
| | | 364 | \$ 56,229 |
| | 1.1 Confirm Program / Staffing / Revenue Assumptions | | |
| | | 126 | \$ 19,241 |
| | -Client kickoff meeting | | |
| | -Baker team internal kickoff meeting | | |
| | Organize and update data (O&M and Capital) | | |
| | Prepare data summaries | | |
| | Organize and update data (permit costs) | | |
| | Prepare data summaries | | |
| | Confirm Administrative Policies | | |
| | County meeting | | |
| | 1.2 Update Parcel Area tables and Rate Structure | 106 | \$ 13,170 |
| | Organize and update data (parcels and SW classes) | | |
| | Update ERU analysis | | |
| | Develop rate structures tiers | | |
| | County meeting | | |
| | 1.3 Develop policy and rate structure for shared non-residential parcels | 65 | \$ 9,726 |
| | Meet with shared non-res parcel owners/operators | | |
| | Develop shared non-res parcel policies | | |
| | County meeting | | |
| | 1.4 Develop an Implementation Financial Plan | 88 | \$ 11,506 |
| | Update financial plan | | |
| | Confirm tiers and run models | | |
| | County meeting | | |
| | Deliverables | 18 | \$ 2,585 |
| | Implementation TM-1 | | |
| 2 | Develop Credit Policy and Appeals Process | | |
| | | 102 | \$ 19,491 |
| | 2.1 Develop Credit Policy | 24 | \$ 4,586 |
| | Prepare draft credit policy | | |
| | 2.2 Evaluate Credit Policy Impact | 18 | \$ 3,440 |
| | Run model and evaluate revenue impacts | | |
| | 2.3 Develop Credit Implementation Procedures | 22 | \$ 4,204 |
| | Draft procedures | | |
| | County meeting | | |
| | 2.4 Credit Policy in Ordinance and Outreach | 20 | \$ 3,822 |
| | Finalize credit policy and prepare summaries | | |
| | 2.5 Develop Appeals Process | 8 | \$ 1,529 |
| | Prepare draft and final appeals process | | |

Stormwater Utility Implementation Plan

Scope of Work

City of Manassas Stormwater Utility Implementation

| | Task / Scope of Work | Hours | Costs |
|---|---|-------|-----------|
| | County meeting | | |
| | Deliverables | 10 | \$ 1,911 |
| | Implementation TM-2 | | |
| 3 | Billing Needs and Process | 320 | \$ 49,623 |
| | 3.1 Billing Needs and Process | 290 | \$ 45,599 |
| | Review geographic/customer coverage | | |
| | Evaluate billing requirements | | |
| | Evaluate billing cycle and data update procedures | | |
| | Revenue data analysis and record consolidation | | |
| | County meetings | | |
| | Coordinate with City GIS staff to define data needs, GIS format and describe needed GIS forms | | |
| | Develop semi-automated Access tool to calculate monthly SWU fee per parcel | | |
| | Develop GIS forms to input or export data for SWU program | | |
| | Develop training materials | | |
| | Conduct training (1 session) | | |
| | Data maintenance procedures - master account file | | |
| | Review delinquency projections and impacts | | |
| | County meeting | | |
| | Deliverables | 30 | \$ 4,024 |
| | Implementation TM-3 | | |
| 4 | Public Education and Outreach | 224 | \$ 29,228 |
| | 4.1 Communications and Outreach Materials | 46 | \$ 4,416 |
| | Update Communications and Outreach Plan | | |
| | Materials preparation (flyer, article, brochure) | | |
| | County meeting | | |
| | 4.2 Public Outreach Meetings | 158 | \$ 18,861 |
| | Prepare materials for public presentations | | |
| | County meeting | | |
| | Public meetings (4) | | |
| | 4.3 Meetings with Co. Manager and BOS | 26 | \$ 3,840 |
| | County Manager meeting | | |
| | Board of Supervisors work session | | |
| | Deliverables | 20 | \$ 2,111 |
| | Implementation TM-4 | | |
| 5 | Prepare and Adopt Ordinances | 9 | \$ 1,720 |
| | Collect Draft Ordinances | 5 | \$ 955 |

July 30, 2013

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Baker

Stormwater Utility Implementation Plan

Scope of Work

City of Manassas Stormwater Utility Implementation

| Task / Scope of Work | | Hours | Costs |
|--------------------------------|---|-------|------------|
| 6 | Collect Ordinances and summarize findings | | |
| | Deliverables | | |
| | Implementation TM-5 | 4 | \$ 764 |
| | Implementation Summary and PM | 70 | \$ 10,555 |
| | Monthly meetings / progress reports (12 mo) | 38 | \$ 5,734 |
| | Project coordination and summary | 32 | \$ 4,822 |
| Subtotal of Hours | | 1,089 | |
| Subtotal of Labor Costs | | | \$ 166,847 |
| Subtotal of Other Direct Costs | | | \$ 2,503 |
| Total Costs | | | \$169,350 |

GM200I02
Fiscal year 2013

CITY OF MANASSAS
Account Balance Inquiry

7/30/13
12:51:42

Account number . . : 100-0000-218.14-00 Db/Cr . : C

Fund : 100 General Fund
Department : 00
Division : 00
Activity basic . . : 21 Current Liability
Sub activity . . . : 8 Storm Water Management
Element : 14 Broad Run Stormwater
Object : 00

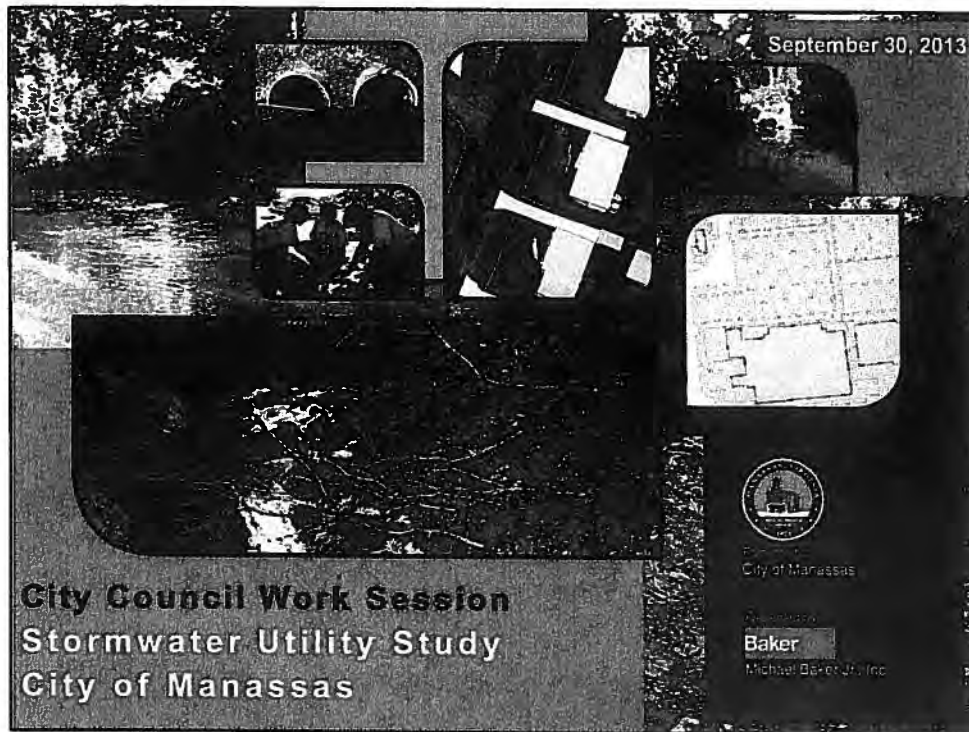
| | <u>Debits</u> | <u>Credits</u> | <u>Account balance</u> |
|----------------------|---------------|----------------|------------------------|
| Current : | .00 | .00 | 894,972.10 |
| Unposted : | .00 | .00 | |
| Total : | .00 | .00 | 894,972.10 |


F7=Project data
F11=Account activity

F8=Misc inquiry
F12=Cancel

F9=Misc update
F16=Pending trans


F10=Detail trans
F24=More keys






Presentation Outline

- **Timelines for Stormwater Management**
- **Regulatory Requirements**
- **Overview of Study Approach**
- **Existing and Future Needs**
- **Stormwater Utility Elements**
- **Findings and Next Steps**
- **Recommendations**



2




Background Timelines for Stormwater Management Requirements

| | |
|---|------------------|
| City Funded Feasibility Study for Creation of Stormwater Utility | August 2011 |
| Council Work Session on nutrient reduction requirements from EPA & State DCR | September 2011 |
| Council Work Session on final Phase II Watershed Implementation Plan (WIP) Recommendations for the City | January 23, 2012 |
| SWM VA Stormwater Management Program Extension Request submitted | February 2013 |

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3

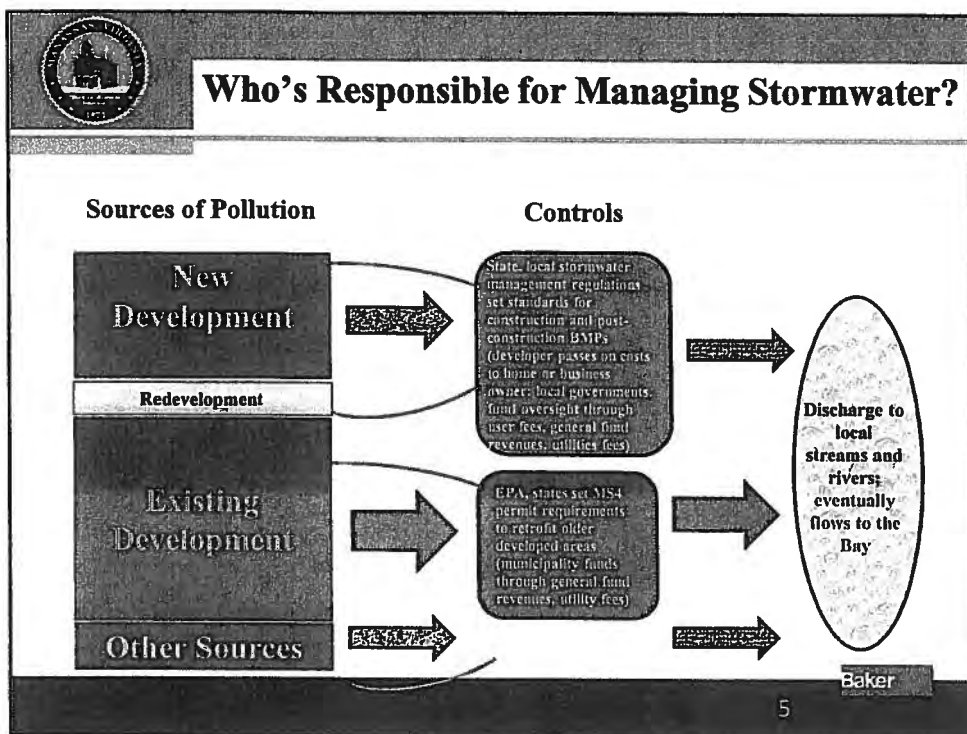


Background Timelines for Stormwater Management Requirements

| | |
|--|----------------|
| Council Work Session on Stormwater Utility Feasibility Study - Michael Baker Jr., Inc. | March 2013 |
| Finance Committee funding request for Stormwater Utility Implementation Phase | August 2013 |
| Second Council Work Session on Stormwater Utility Feasibility Study | September 2013 |
| Stormwater Management Ordinance Adoption required by Council | July 2014 |
| City MS4 Permit Renewal with new nutrient reduction requirements | July 2014 |
| Possible implementation of a Stormwater Utility for City | July 2014 |

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4



Regulatory Requirements

Focus on Reasonable Compliance and Minimizing Costs

| <u>Existing Requirements</u> | <u>Additional Future Requirements</u> |
|---|--|
| <ul style="list-style-type: none"> ▪ MS4 permit ▪ Stormwater Management Program (VSMP) ▪ Erosion & Sediment Control ▪ Flood Plain Management (NFIP) | <ul style="list-style-type: none"> ▪ New MS4 permit (July 2014) ▪ New VA stormwater regs (Ordinance by July 2014) ▪ Federal Chesapeake Bay and State TMDL Requirements (Now) ▪ New construction general permit |

City needs to provide program funding in order to meet permit conditions – 4VAC50-60-1220 of NPDES General Permit

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6



Virginia Localities Can Create Stormwater Utilities (§15.2-2114) for Funding:

- **Acquisition of property necessary to construct, operate, and maintain stormwater facilities**
- **Administration of stormwater programs**
- **Planning, design, engineering, construction, and debt retirement for new and existing stormwater facilities**
- **Stormwater facility operation and maintenance**
- **Monitoring of stormwater control devices and ambient water quality**
- **Permit requirements, public education, watershed planning, inspections and enforcement, pollution prevention and other MS4 permit requirements**

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7



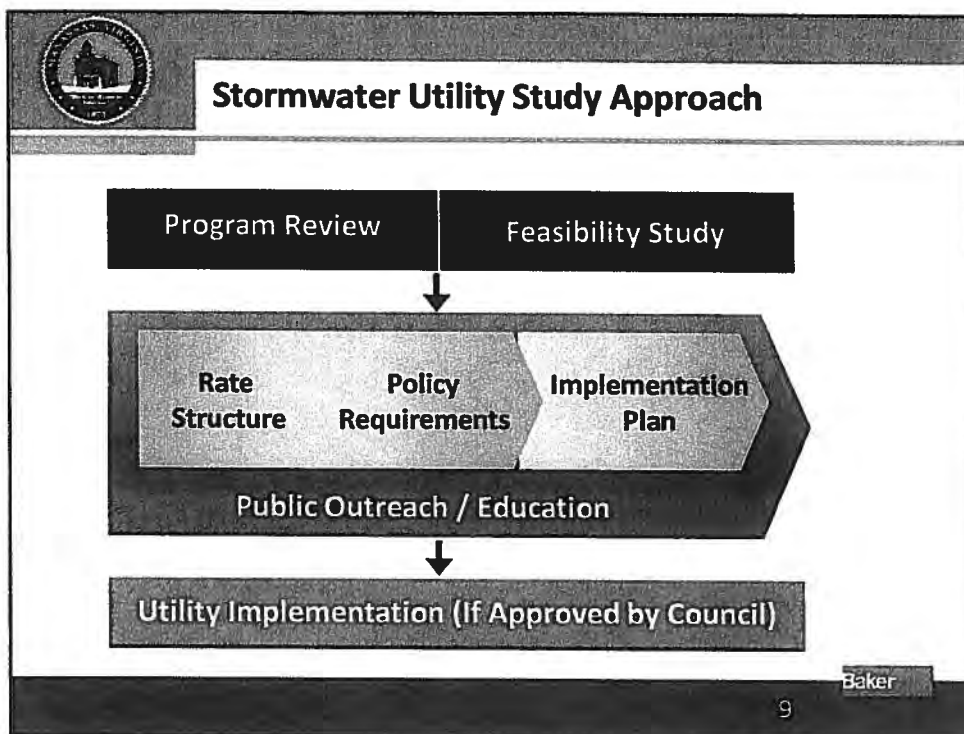
Excerpts from Virginia's Stormwater Utility Law (§15.2-2114)


[Stormwater Utility] charges may be assessed to property owners or occupants and shall be based upon an analysis that demonstrates the rational relationship between the amount charged and the services provided

The locality shall base the amount of the waiver in part on the percentage reduction in stormwater flow or pollutant loadings, or both, from pre-installation to post-installation of the facility.



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8

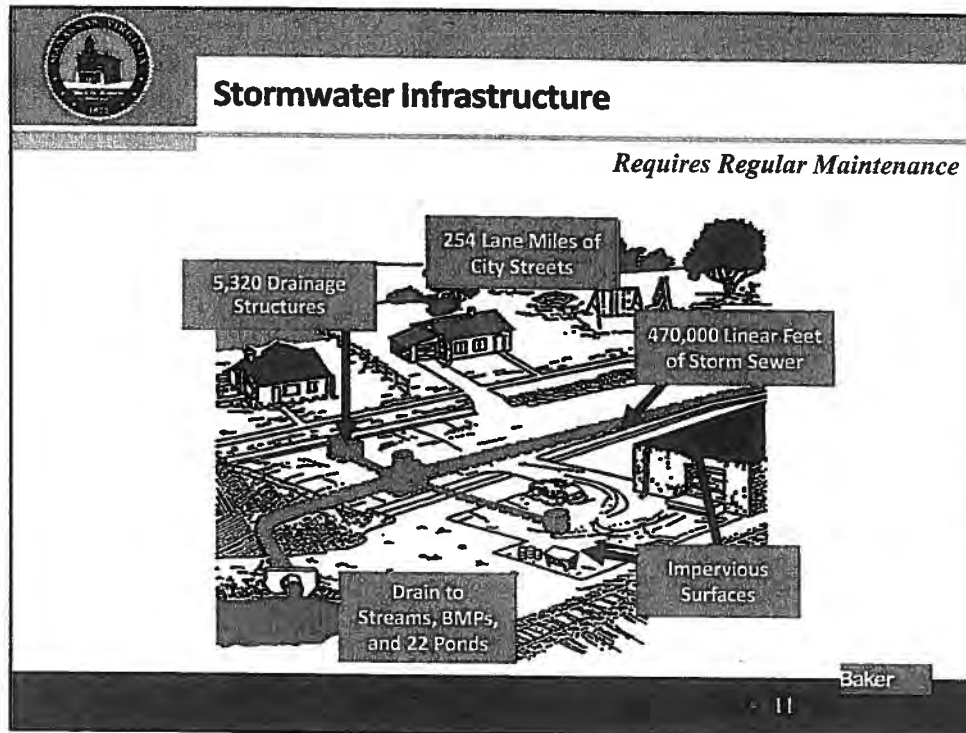



 **Program Review – Existing and Future Needs**

- **Operations and Maintenance**
 - Environmental operations
 - Storm drainage maintenance
 - Best Management Practices
 - Floodplain management
 - Development review and inspection services
 - Watershed management
- **Capital**
 - Drainage improvements
 - Stream restoration
 - Pond dredging
 - New regional pond

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10




 **FY13 Estimated Annual Stormwater-related Budgets**


| ■ Operations & Maintenance | | ■ Capital (CIP Budget)* | |
|----------------------------|--------------------|--|-------------------|
| Legal & Admin | \$ 37,900 | FY2014 | \$1,032,000 |
| Public Works | \$ 705,700 | FY2015 | \$ 268,000 |
| Plan Review | \$ 203,500 | FY2016 | \$3,930,000 |
| <u>Inspections</u> | <u>\$ 86,800</u> | FY2017 | \$ 235,000 |
| TOTAL | \$1,033,900 | <u>FY2018</u> | <u>\$ 372,000</u> |
| | | Annual Avg. \$ 833,000 | |
| | | (With 20-year bond payment for Prince William Hospital Pond) | |
| | | * City Manager Proposed FY14 | |

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|  Existing Level of Service Expenditures | | | | | | |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Expenditures | FY14 | FY15 | FY16 | FY17 | FY18 | FY19 |
| Estimated O&M Expenditures | | | | | | |
| Total Labor Costs | \$1,059,752 | \$1,086,246 | \$1,113,402 | \$1,141,237 | \$1,169,768 | \$1,199,013 |
| SW Utility | \$100,000 | \$100,000 | \$13,000 | \$13,325 | \$13,658 | \$14,000 |
| Estimated Capital Expenditures | | | | | | |
| Debt Service; PW Pond | | | \$334,400 | \$334,400 | \$334,400 | \$334,400 |
| CIP Drainage Projects | \$498,600 | \$511,065 | \$523,842 | \$536,938 | \$550,361 | \$564,120 |
| Total Expenditures | \$1,658,352 | \$1,697,311 | \$1,984,644 | \$2,025,900 | \$2,068,188 | \$2,111,532 |
| Baker | | | | | | |

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|  Basic Level of Service Expenditures | | | | | | |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Expenditures | FY14 | FY15 | FY16 | FY17 | FY18 | FY19 |
| Estimated O&M Expenditures | | | | | | |
| Total Labor Costs | \$1,146,567 | \$1,175,231 | \$1,204,612 | \$1,234,727 | \$1,265,595 | \$1,297,235 |
| SW Program Management | \$91,628 | \$93,919 | \$96,267 | \$98,674 | \$101,141 | \$103,669 |
| SW Utility | \$100,000 | \$100,000 | \$13,000 | \$13,325 | \$13,658 | \$14,000 |
| Estimated Capital Expenditures | | | | | | |
| Debt Service; PW Pond | | | \$334,400 | \$334,400 | \$334,400 | \$334,400 |
| ChesBay TMDL Program | \$150,000 | \$153,750 | \$157,594 | \$161,534 | \$165,572 | \$1,187,979 |
| CIP Drainage Projects | \$1,316,600 | \$1,349,515 | \$1,383,253 | \$1,417,834 | \$1,453,280 | \$1,489,612 |
| Total Expenditures | \$2,804,796 | \$2,872,415 | \$3,189,126 | \$3,260,494 | \$3,333,646 | \$4,426,895 |
| Baker | | | | | | |

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Enhanced Level of Service Expenditures

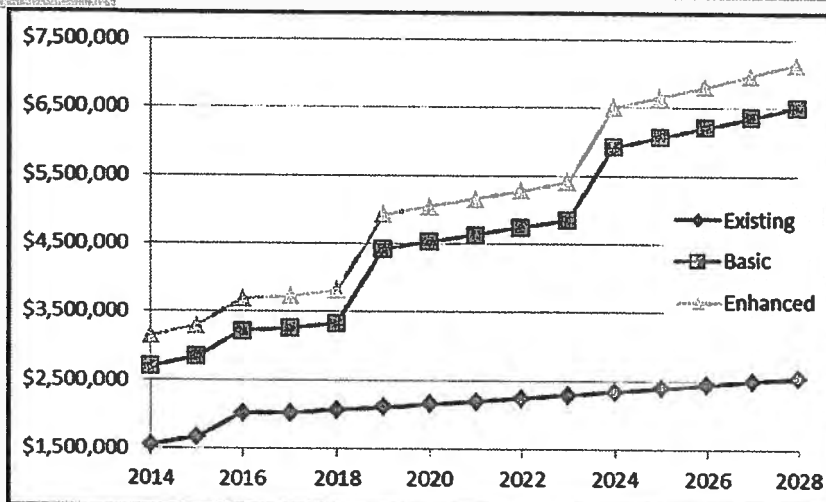
| Expenditures | FY14 | FY15 | FY16 | FY17 | FY18 | FY19 |
|---------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Estimated O&M Expenditures | | | | | | |
| Total Labor Costs | \$1,146,567 | \$1,175,231 | \$1,204,612 | \$1,234,727 | \$1,265,595 | \$1,297,235 |
| SW Program Management | \$91,629 | \$93,919 | \$96,267 | \$98,674 | \$101,141 | \$103,669 |
| SW Utility | \$100,000 | \$100,000 | \$13,000 | \$13,325 | \$13,658 | \$14,000 |
| Enhanced SWM O&M | \$445,000 | \$456,125 | \$467,528 | \$479,216 | \$491,197 | \$503,477 |
| Estimated Capital Expenditures | | | | | | |
| Debt Service; PW Pond | | | \$334,400 | \$334,400 | \$334,400 | \$334,400 |
| ChesBay TMDL Program | \$150,000 | \$153,750 | \$157,594 | \$161,534 | \$165,572 | \$1,187,979 |
| CIP Drainage Projects | \$1,316,600 | \$1,349,515 | \$1,383,253 | \$1,417,834 | \$1,453,280 | \$1,489,612 |
| Total Expenditures | \$3,249,796 | \$3,328,540 | \$3,656,654 | \$3,739,710 | \$3,824,843 | \$4,930,372 |

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15

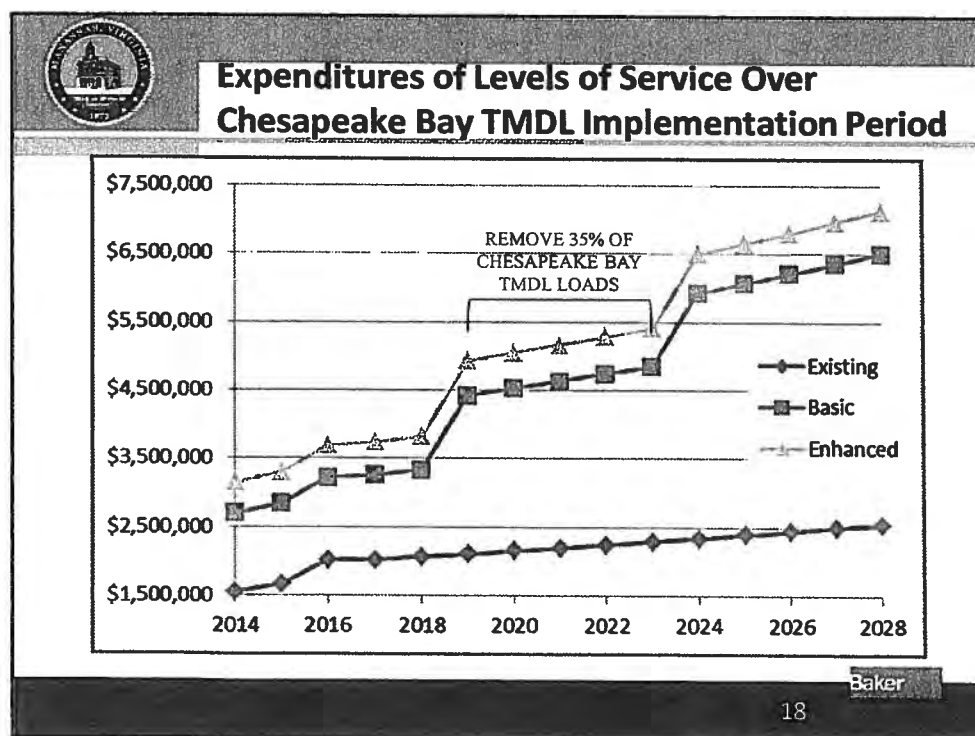
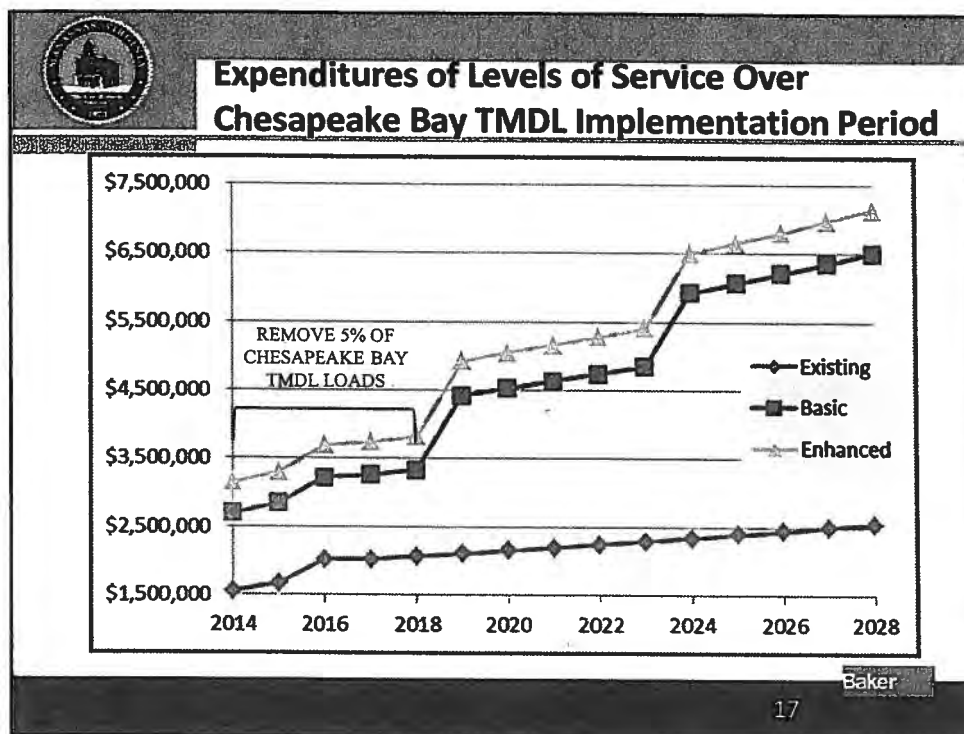


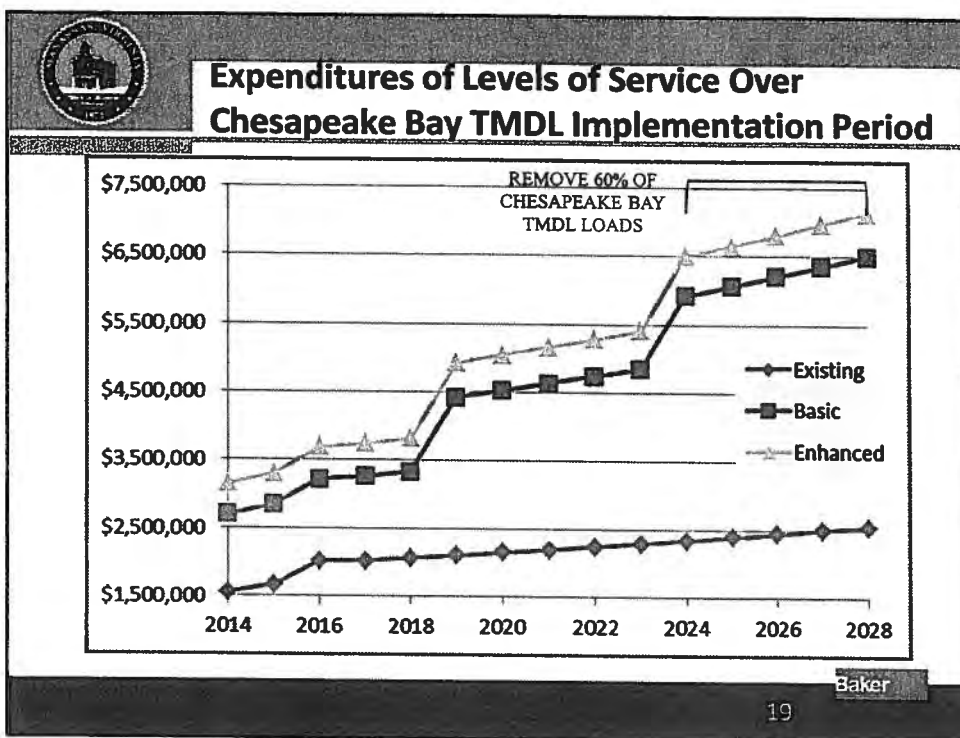
Expenditures of Levels of Service Over Chesapeake Bay TMDL Implementation Period



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What is a Stormwater Utility?

- A fee for services based on:
 - The extent to which a property contributes to stormwater runoff
Example: The amount of impervious area of a property
 - The types of services and the cost of the program
 - Policy decisions
- Typically set up as an enterprise fund

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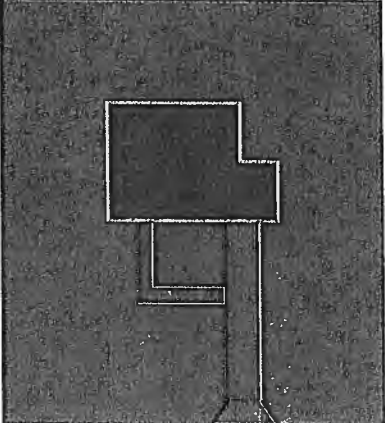
 **Typical Residence Defines the Base Unit**

Equivalent Residential Unit (average area), Manassas, VA

| | |
|------------------------|-----------------------------|
| Impervious Area | 2,505 ft² |
|------------------------|-----------------------------|

Impervious Area Includes:


- Building Footprint
- Sidewalk
- Driveway



Single Family Detached

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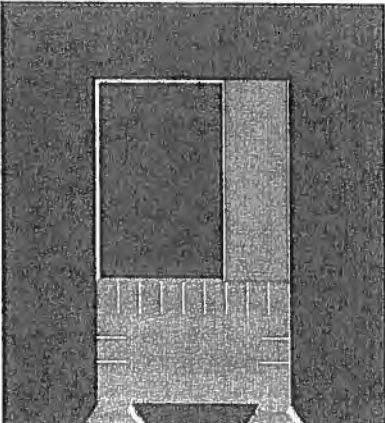
 **Non-Residential & Multi-Family**

Billed as Multiples of the Base Unit, Manassas, VA

| | |
|------------------------|------------------------------|
| Impervious Area | 25,050 ft² |
|------------------------|------------------------------|

Impervious Area Includes:

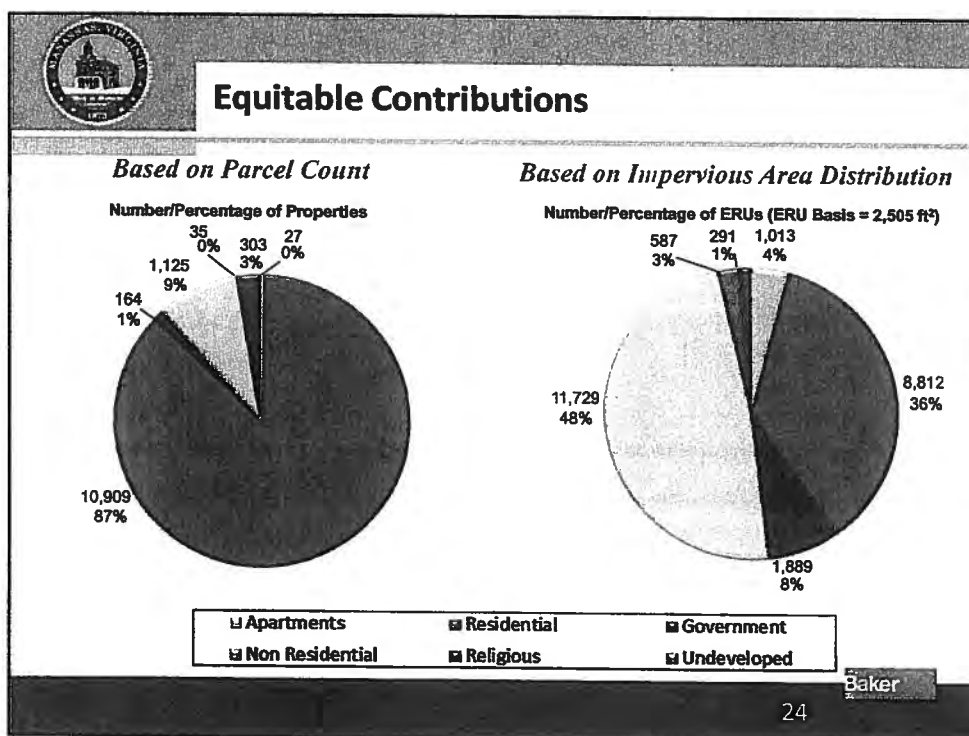
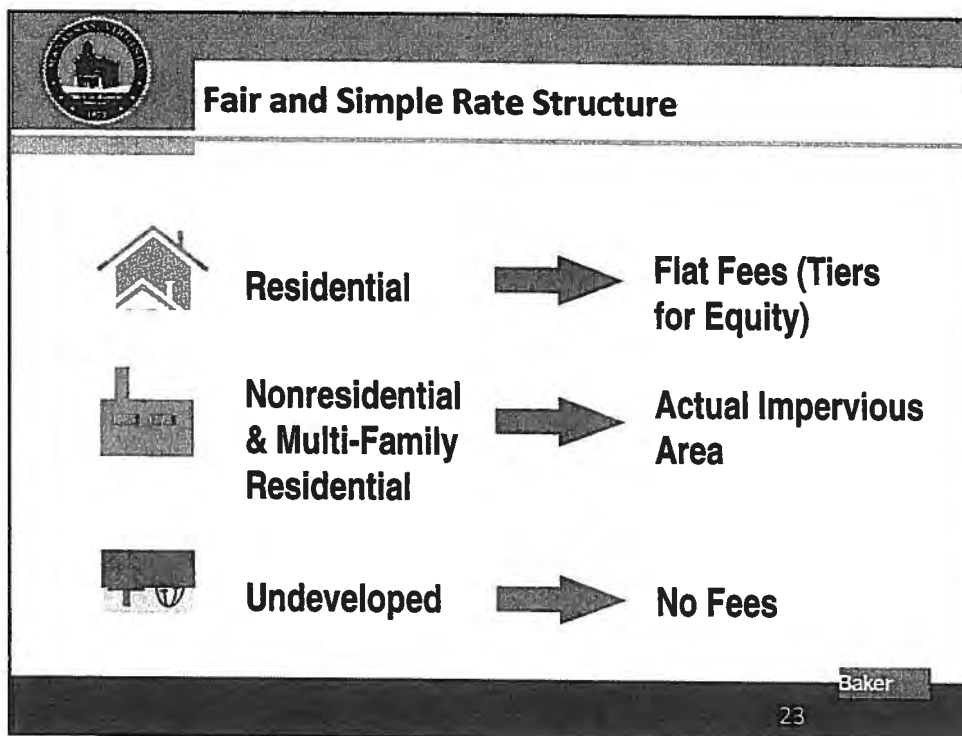
- Building Footprint
- Parking Lot
- Sidewalk
- Driveway

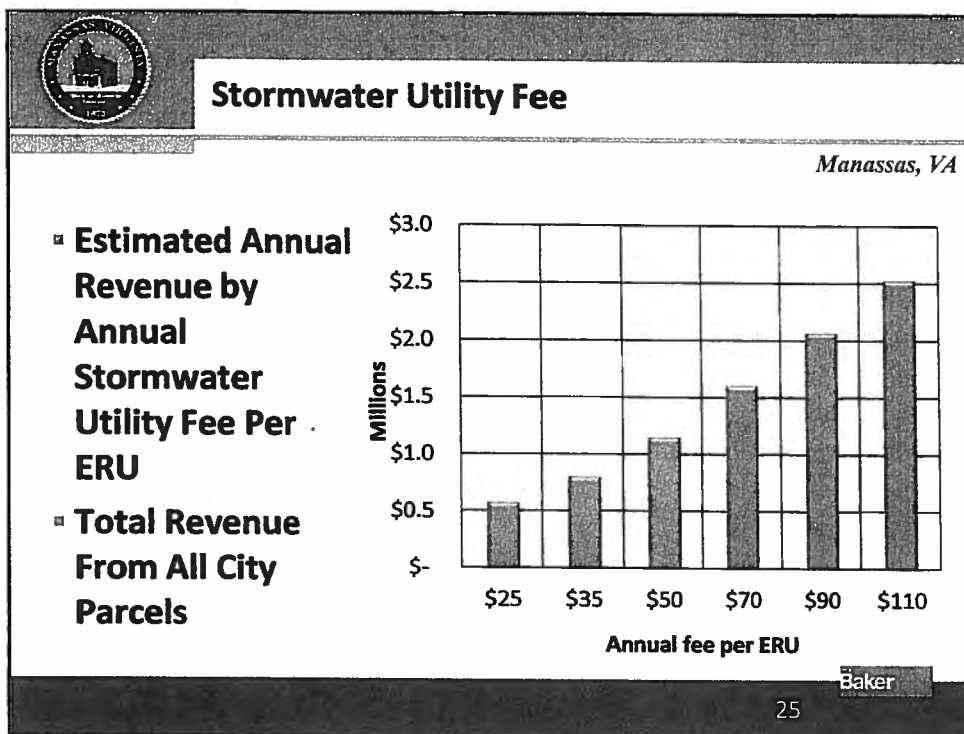


Nonresidential Parcel

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Example SWU Fees for City Parcels

| Address | Primary Owner | Impervious Area | | Number of ERUs | Example Annual Stormwater Utility Fee | | | |
|-------------------|-------------------------------------|-----------------|-----|----------------|---------------------------------------|----------|----------|----------|
| | | (sq. ft.) | % | | Avg. ERU = 2505 ft ² | \$35 | \$50 | \$70 |
| 9860 LIBERIA AVE | DAVIS FORD CROSSING LLC AND BME-PGE | 607,460 | 73% | 242.5 | | \$8,487 | \$12,125 | \$16,975 |
| 9294 STONEWALL RD | LOVERDE, PAUL S, THE MOST REVEREND | 250,334 | 35% | 99.9 | | \$3,498 | \$4,997 | \$6,995 |
| 8479 METCALF BLVD | BATTERY HEIGHTS ASSOCIATES | 627,375 | 51% | 250.4 | | \$8,766 | \$12,522 | \$17,531 |
| 9500 GODWIN DR | LOCKHEED MARTIN FEDERAL SYSTEM | 2,156,848 | 32% | 861.0 | | \$30,136 | \$43,051 | \$60,271 |
| 9352 WEST ST | BB&T BANK | 5,345 | 88% | 2.1 | | \$75 | \$107 | \$149 |
| 10299 DUMFRIES RD | SOUTHLAND CORPORATION #2585-26074 | 14,970 | 64% | 6.0 | | \$209 | \$299 | \$418 |

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VA and MD Rate Comparison

| Jurisdiction | Land Area (Sq. Miles) | Approximate Population | Rate (\$/Yr/ERU) |
|------------------------|--------------------------|---------------------------|---------------------|
| Chesapeake, VA | 353 | 210,834 | 88.20 |
| Hampton, VA | 55 | 146,878 | 55.20 |
| Newport News, VA | 69 | 181,647 | 65.40 |
| Norfolk, VA | 66 | 241,727 | 121.20 |
| Portsmouth, VA | 33 | 99,617 | 99.00 |
| Prince William Co., VA | 345 | 357,503 | 36.10 |
| Richmond, VA | 60 | 193,777 | 45.00 |
| Virginia Beach, VA | 310 | 439,467 | 115.34 |
| Galthersburg, MD | 10 | 57,365 | 92.60 |
| Montgomery Co., MD | 496 | 932,131 | 88.40 |
| Takoma Park, MD | 2 | 18,540 | 55.00 |

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Rates per ERU updated 2012 27




Stormwater Utility

| + BENEFITS | - CONCERNS |
|---|--|
| <ul style="list-style-type: none"> ▪ Equity – fees are determined based on amount of impervious area of all properties ▪ Provides a link between benefit and cost (e.g., your benefit to the problem) ▪ Billing could be included in the property tax bill or utility bill ▪ Reduces reliance on general fund | <ul style="list-style-type: none"> ▪ May need other funding sources to meet funding requirements (e.g., grants) ▪ All properties pay since it is considered a fee (similar to water and sewer bills) ▪ Use of funds is limited to stormwater-related services ▪ Initial set up will require time and support |

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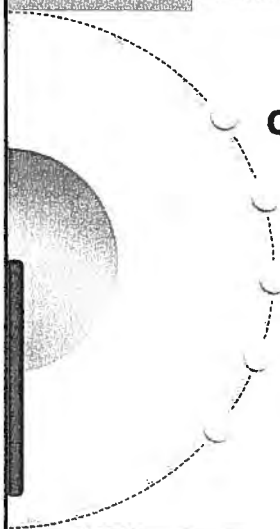
Summary of Findings

- **Additional funding is required to meet stormwater infrastructure and program needs**
- **City's Drainage CIP is 100% Funded by a Stormwater Utility from FY15 and future years**
- **New regulations will require significant investment on stormwater and come with increased oversight and accountability**
- **Stormwater utility is a fair and equitable funding source**

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Next Steps Require Council Approval



- Credit Policy and Appeals Process**
- Financial Plan and Billing System**
- Ordinances (Utility and Rate Structure)**
- Public Outreach**
- Implementation**

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Recommendations

- **Budget and appropriate implementation funding (\$169,350) from Stormwater Escrows at future Finance Committee**
- **Move forward with next steps to implement Stormwater Utility in FY15 budget**

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Thank You!



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AGENDA STATEMENT

PAGE NO. 77

ITEM NO. 8

MEETING DATE: October 16, 2013 – Finance Committee

TIME ESTIMATE: 15 Minutes

AGENDA ITEM TITLE: Virginia Local Disability Program Participation

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

**SUMMARY OF
ISSUE/TOPIC:** The City must either participate in the Virginia Local Disability Program (VLDP) or elect to irrevocably opt out and provide an employer-paid comparable plan for VRS Hybrid Plan members (new employees hired on or after January 1, 2014) and current employees who opt to switch to the Hybrid Retirement Plan. Employers that wish to opt out must send VRS a signed opt-out resolution by November 1, 2013.

**STAFF
RECOMMENDATION:** Staff recommend s the City opt out of the VLDP plan in order to retain the ability to competitively shop for comparable solutions.

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** TBD

STAFF: Darla J. Hicks, Human Resources Manager, (703)257-8248

Introduction to the VRS Hybrid Plan

(Revised 4/1/2013)

Employees hired for the first time in a covered position on or after January 1, 2014 with no VRS creditable service or account balance in a VRS administered optional retirement plan will be enrolled in a new mandatory hybrid retirement plan. The VRS Hybrid Retirement Plan combines the features of a defined benefit plan and a defined contribution plan. Plan 1 and Plan 2 members in the VRS Defined Benefit Plan who are actively employed may elect to transfer to the Hybrid Retirement Plan during a one-time election period beginning January 1, 2014 and ending April 30, 2014.

Members of the State Police Officers' Retirement System (SPORS), Virginia Law Officers' Retirement System (VaLORS) and hazardous duty employees covered under enhanced benefits are not eligible to participate in the Hybrid Retirement Plan and will be covered under their current plans.

What is a defined contribution plan? In this type of retirement plan, an employee's benefits during retirement depend on the contributions provided to the plan and the investment performance of those contributions.

Judges appointed or elected to an original term prior to January 1, 2014 also are not eligible to participate in the Hybrid Retirement Plan. However, Judges appointed or elected to an original term after January 1, 2014 will join the Hybrid Retirement Plan regardless of any previous service in the VRS defined benefit plan.

Under the hybrid plan, some features of the defined benefit component will be the same as Plan 2 for all participants in the hybrid plan. Those features include:

- Average final compensation
- Purchase of prior service cost
- Cost of Living Adjustment (COLA) calculations
- Reduced and unreduced retirement eligibility

Political Subdivisions and Schools: Disability Program Required for Hybrid Plan

The Virginia Local Disability Program was created by the 2012 General Assembly for political subdivisions and school division employees who will be covered under the VRS Hybrid Retirement Plan effective January 1, 2014. The Hybrid Retirement Plan will apply to most new employees hired on or after January 1, 2014 and current employees who opt to switch to the hybrid plan.

Political subdivisions and school divisions are covered automatically under the Virginia Local Disability Program unless your local governing body makes an irrevocable election to opt out and provide a comparable plan for employees. You do not have to provide long-term care coverage for a plan to be comparable, even though this coverage is included in the Virginia Local Disability Program. The decision to participate or opt out is irrevocable. The current VRS Disability Retirement will not be available to hybrid plan participants.

Political subdivision hazardous duty employees covered under enhanced benefits are exempt from the hybrid plan and will continue to be covered under VRS Disability Retirement. Political subdivision hazardous duty employees hired after January 1, 2014 who are not covered under enhanced benefits will be in the Hybrid Retirement Plan and covered by the Virginia Local Disability Program, or by the comparable program you provide.

Program Features

The Virginia Local Disability Program provides income protection if an employee can't work because of a non-work related or work-related illness, injury or other condition, such as surgery, pregnancy, complications from pregnancy or a catastrophic or major chronic condition. It includes both short-term and long-term disability coverage. The program focuses on assisting employees with their recovery and helping them make a safe return to their full work duties, if possible. Please read the Virginia Local Disability Program Employer Manual for program details.

Program Rates

The VRS rates for this program are:

- **Teachers:** 0.39 percent of covered payroll (Hybrid Retirement Plan payroll only)
- **Political Subdivisions:** 0.91 percent of covered payroll (Hybrid Retirement Plan payroll only)

These rates are effective through June 30, 2014. Schools will pay the teacher rate for teachers and the political subdivision rate for non-administrative employees. New rates will be set each biennium.