

FINANCE COMMITTEE
WEDNESDAY, SEPTEMBER 4, 2013
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA
AGENDA

5:30 PM CALL TO ORDER

- | | | |
|---|-------------------|----------------|
| 1. Approve Minutes of the August 7, 2013, Finance Committee Meeting | 1 Minute | Page 1 |
| <hr/> | | |
| 2. Resolution 2014-16-R Amending the FY 2014 Budget by Budgeting and Appropriating \$70,000 of Capital Reserve Funds to Paint a Historic Civil War Mural on the Prince William Water Tank (Moon) | 10 Minutes | Page 5 |
| <hr/> | | |
| 3. Resolution 2014-15-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 (Laguna) | 2 Minutes | Page 13 |
| <hr/> | | |
| 4. Resolution 2014-13-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$4,600 Donation from the Manassas Museum Associates to Fund a Collections Management Internship (Via-Gossman/Dellinger) | 2 Minutes | Page 21 |
| <hr/> | | |
| 5. Resolution 2014-12-R Amending the FY 2014 Budget by Budgeting and Appropriating \$20,844 from the McBryde Library Donation Account to Install a Mobile Filing System (Via-Gossman/Dellinger) | 5 Minutes | Page 25 |
| <hr/> | | |
| 6. Resolution 2014-14-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$3,243 VML Insurance Program Risk Management Grant for a Portable AED (Automated External Defibrillator) Unit for Fire and Rescue and to Equip Three Property Code Enforcement Vehicles with Emergency Lights for Community Development (Via-Gossman) | 5 Minutes | Page 29 |

City Manager's Time

ADJOURNMENT

cc: Mayor
Council Members
Lawrence D. Hughes

Diane Bergeron
Tamara Sturm

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, AUGUST 7, 2013
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA**

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

COMMITTEE MEMBERS ABSENT: Council Member J. Stephen Randolph
Council Member Mark Wolfe (Alternate)

OTHERS PRESENT: Mayor Harry J. Parrish II, Council Member Jonathan Way, Interim City Manager Lawrence D. Hughes, Budget Manager Diane V. Bergeron, Director of Public Works and Utilities Mike Moon, Director of Community Development Liz Via-Gossman, Deputy Public Works Director Gene Jennings, Police Captain Trey Lawler, Budget Technician Tamara Sturm, Police Fiscal Specialist Nancy Hurley

GUESTS PRESENT: None

The meeting was called to order at 5:36 p.m. by Chairman Marc Aveni.

AGENDA ITEM #1 Approve Minutes of the July 24, 2013, Finance Committee Meeting

A motion was made and seconded to approve the minutes of the July 24, 2013, Finance Committee Meeting. The Committee approved (2/0).

AGENDA ITEM #2 Resolution 2014-09-R Amending the FY 2014 Budget by Budgeting and Appropriating \$26,000 from the State/Local Drug Seizure Funds to Replace a Seized Vehicle

Trey Lawler presented staff's recommendation to amend the FY 2014 Budget by budgeting and appropriating \$26,000 from the State/Local Drug Seizure Funds to replace a seized vehicle. The Committee approved (2/0). This item will be forwarded to the September 9, 2013, City Council meeting.

AGENDA ITEM #3 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

Gene Jennings and Mike Moon presented staff's recommendation to amend 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 facility. A work session will be scheduled to further discuss this item. No action was taken; and this item will not be forwarded to the September 9, 2013, City Council meeting.

AGENDA ITEM #4 Resolution 2014-07-R Budgeting and Appropriating \$4,000,000 of Bond Proceeds for the Airport Substation Expansion Capital Project and Resolution # R-2014-03 Resolution of Official Intent to Reimburse Expenditures with Proceeds of a Borrowing

Mike Moon presented staff's recommendation to budget and appropriate \$4,000,000 of Bond Proceeds for the Airport Substation Expansion Capital Project and to issue an official Intent to Reimburse Expenditures with Proceeds of a Borrowing. The Committee approved (2/0). This item will be forwarded to the September 9, 2013, City Council meeting.

AGENDA ITEM #5 Resolution 2014-11-R Budgeting and Appropriating \$360,000 of Electric Fund Balance to Accelerate the Underground Cable & Termination Replacement Capital Project

Mike Moon presented staff's recommendation to budget and appropriate \$360,000 of Electric Fund Balance to accelerate the Underground Cable and Termination Replacement Project. The Committee approved (2/0). This item will be forwarded to the September 9, 2013, City Council meeting.

AGENDA ITEM #6 FY 2013 General Fund and Fire Rescue Fund Pre-Audit Report

Diane Bergeron presented the FY 2013 General Fund and Fire Rescue Fund Pre-Audit Report. This item was for information only.

AGENDA ITEM #7 Resolution 2013-62-R Amending the FY 2013 Budget by Budgeting and Appropriating Fund Balance for FY 2013 Detention Expenditures and Transferring Contingencies and Allocating the Labor Vacancy Rate to Departments

Diane Bergeron presented staff's recommendation to amend the FY 2013 Budget by budgeting and appropriating Fund Balance for FY 2013 Detention Expenditures and transferring Contingencies and allocating the Labor Vacancy Rate to departments. The Committee approved (2/0). This item will be forwarded to the September 9, 2013, City Council meeting.

The Committee requested a future presentation on jail costs and trends.

AGENDA ITEM #8 Resolution 2014-05-R Amending the FY 2014 Budget by Budgeting and Appropriating Funds in an Amount Not to Exceed \$298,310 from the FY 2013 Budget for Additional Operations Requests

Diane Bergeron presented staff's recommendation to amend the FY 2013 Budget by budgeting and appropriating Funds in an amount not to exceed \$298,310 from the FY 2013 Budget for additional operations requests. The Committee approved (2/0). This item will be forwarded to the September 9, 2013, City Council meeting.

City Manager's Time – No Report

The meeting was adjourned at 7:16 p.m. by Chairman Marc Aveni.

AGENDA STATEMENT

PAGE NO. 5

ITEM NO. 2

MEETING DATE: September 4, 2013 – Finance Committee

TIME ESTIMATE: 10 Minutes

AGENDA ITEM TITLE: Resolution 2014-16-R Amending the FY 2014 Budget by Budgeting and Appropriating \$70,000 of Capital Reserve Funds to Paint a Historic Civil War Mural on the Prince William Water Tank

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

SUMMARY OF
ISSUE/TOPIC: The Water Department is spending approximately \$300,000 to clean, sandblast and paint the Prince William Water Tank. The Utilities Department has been working with the Community Development Department to have a historic civil war mural painted on the tank to add a significant aesthetic feature to Old Town. The cost of the mural is \$70,000.

This resolution will budget and appropriate \$70,000 of Capital Reserve Funds in the Water Fund.

STAFF
RECOMMENDATION: Approve Resolution 2014-16-R

BOARD/COMMISSION/
COMMITTEE:

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

DISCUSSION
(IF NECESSARY):

BUDGET/FISCAL
IMPACT: \$70,000 – Capital Reserve Funds

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

RESOLUTION 2014-16-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 16th day of September, 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	Capital Reserve Funds	\$ 70,000
<u>Expenditures:</u>		
100-9600-491-92-53	Transfer to Water Fund	\$ 70,000
WATER FUND		
<u>Revenues:</u>		
530-0000-345-10-00	Transfer from General Fund	\$ 70,000
<u>Expenditures:</u>		
530-3521-501-33-26	Prince William Water Tank Mural Painting	\$ 70,000

For: Capital Reserves for Painting of Prince William Water Tank

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

PUBLIC WORKS & UTILITIES

DEPARTMENT

May 30, 2013

TO: Diane Bergeron, Acting Finance Manager
FROM: Michael Moon, Director of Public Works & Utilities
RE: FY13 End of Year Request

A handwritten signature in dark ink, appearing to read "Michael Moon", is written over the "FROM:" line of the memo.

Please note the request from Water & Sewer for end of year general fund dollars as noted below:

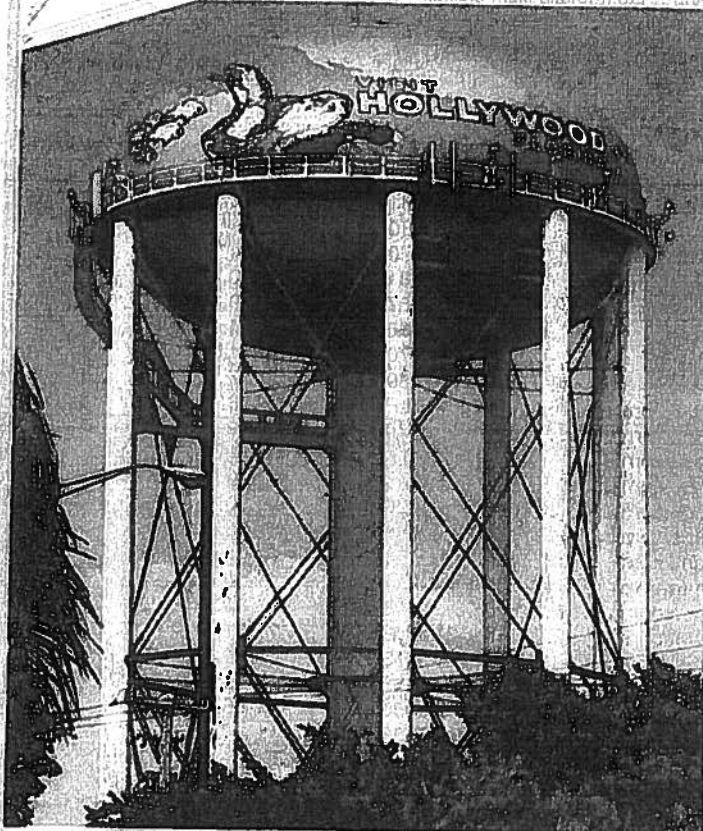
1. Prince William Water Tank – The Water Department is spending approximately \$300,000 to clean, sandblast, and paint the tank. The Department has been working with Community Development to have a historic civil war mural painted on the tank. This would add a significant aesthetic feature to the Old Town.

• Requested ~~\$80,000~~

70,000

l-winning water landmarks

Co. Inc.'s fifth annual Tank of the Year awards.



WINNER: CITY OF HOLLYWOOD, FLA.
BUILT: 1955

CAPACITY: 1 million gallons

GRAPHIC DESIGN: Hunter, HamerSmith & Associates Advertising Inc.

PAINTING/LETTERING, ELECTRICAL CONTRACTOR: Jim Kelly of Industrial Commercial Signs

CONSULTANT: Florida Protective Coatings Consultants Inc., Lake Mary, Fla.

Every year hundreds of loggerhead sea turtles return to Hollywood Beach to lay their eggs. Emphasizing the migration of this endangered species earned Hollywood, Fla., first place from among 140 candidates. It's also the first logged tank (it has 10) to receive the honor in the competition's five-year history.

The city's Community Redevelopment Agency paid for the design, which anyone driving Interstate 95 between Fort Lauderdale and Miami can now see at night because the Department of Public Services decided to add lighting around the balcony and base.

The design uses 19 colors in Thomeco Co. Inc. Series 700 HydroFlon, an advanced fluoropolymer.



RUNNER-UP: VILLAGE OF OAK LAWN, ILL.

Fifteen colors of Thomeco's Series V700 Low-VOC HydroFlon were specified so this mural complies with Illinois volatile organic compound (VOC) regulations. The project was an overcoat of a 12-year-old coating system.

PREPARATION: SSPC-SP12/NACE No. 5 Surface Preparation and Cleaning of Metals by Waterjetting Prior to Recoating

SPOT PRIMER: Series 135 Chembuild

INTERMEDIATE COAT: Series 1075 Endura-Shield II

FINISH COAT: Series V700 HydroFlon

CONSULTANT: Taylor Coating Sales Inc., Brookfield, Ill.



RUNNER-UP: CITY OF ST. ROBERT, MO.

Public Works Director Steve Long is a modern Renaissance Man. He submitted three designs for this 250,000-gallon tank in honor of Waynesville High School's mascot; and designed artwork for another tank in the city.

PREPARATION: SSPC-SP6/NACE No. 3 Commercial Blast Cleaning

PRIMER: Thomeco Series 94-H2O Hydro-Zinc

INTERMEDIATE COAT: Series 73 Endura-Shield

TOPCOAT: Series 700 HydroFlon

CONSULTANT: Midwest Coating Consultants Inc., North Kansas City, Mo.

CONTRACTOR: Ozark Applicators LLC, Van Buren, Mo.



RUNNER-UP: VILLAGE OF WAUNAKEE, WIS.

This 380,000-gallon steel tank used to have an aluminum exterior finish with 'Waunakee' in block lettering. No more! PREPARATION: SSPC-SP6/NACE No. 3 Commercial Blast Cleaning

BASE COAT: Thomeco Series N140 Pota-Pox Plus

INTERMEDIATE COAT: Series 73 Endura-Shield

TOPCOAT: Series 700 HydroFlon

CONSULTANT: Coating Specialists Inc., Green Bay, Wis.



RUNNER-UP: YORK COUNTY, S.C.

The Charlotte Knights picked up part of the cost of bringing the motif on this 250,000-gallon tower back to life.

PREPARATION: SSPC-SP-3 Power Tool Cleaning

PRIMER: Thomeco Series 135 Chembuild

INTERMEDIATE COAT: Series 73 Endura-Shield

TOPCOAT: Series 700 HydroFlon

CONSULTANT: TSE Inc., Columbia, S.C.

MANASSAS 150 CIVIL WAR

MANASSAS 150 CIVIL WAR

**City of Manassas
Proposed Uses
Capital Reserve Fund**

Current Balance \$1,623,149

Description	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
<i>Way Finding Signage</i>	<i>(50,000)</i>				
<i>Parking Enforcement Road Work</i>	<i>(45,000)</i>				
<i>AED's</i>	<i>(25,000)</i>				
<i>Portable Message Signs</i>	<i>(34,000)</i>				
<i>Water Tower Painting</i>	<i>(70,000)</i>				
City Parks Future Needs Study (R-34)			(75,000)		
Museum Improvements (M-8)				(50,000)	(40,000)
City Hall Improvements (G-16)					(155,000)
Total Use	(224,000)	-	(75,000)	(50,000)	(195,000)
Estimated Balance	1,399,149	1,399,149	1,324,149	1,274,149	1,079,149

City of Manassas
Capital Reserve Fund
FY 2014

Date	Action	Description	Amount	Balance
7/1/2009		Balance	\$ -	
9/14/2009	2010-23-R	Close capital projects	920,136	
10/26/2009	2010-46-R	Close capital projects	1,149,412	2,069,548
		Reallocate Transportation Projects		
12/21/2009	2010-65-R	Funding	2,100,000	4,169,548
12/21/2009	2010-65-R	DMV Land Purchase	(2,100,000)	2,069,548
1/25/2010	2010-66-R	GIS Implementation Plan Phase I	(73,795)	1,995,753
4/12/2010	2010-83-R	Brinkley Lane Traffic Signal	(30,000)	1,965,753
4/26/2010	2010-86-R	City Hall Generator Relocation	(24,800)	1,940,953
4/26/2010	2010-90-R	Bike Trails	(51,651)	1,889,302
6/30/2010		Fund Balance in excess of 13%	1,450,761	3,340,063
7/1/2010	2011-08-R	Community Development Software	(192,000)	3,148,063
		Additional 2007 UASI Grant Funds for		
9/13/2010	2011-26-R	Computer Aided Dispatch & Livescan	100,021	3,248,084
2/28/2011	2011-73-R	Sesquicentennial	(409,800)	2,838,284
3/28/2011	2011-86-R	911 Calling System	(367,000)	2,471,284
6/30/2011		Fund Balance in excess of 13%	2,244,828	4,716,112
7/1/2011	2012-01-R	Byrd Park Restrooms (R-23)	(240,000)	4,476,112
7/1/2011	2012-01-R	Stonewall Park Restrooms (R-29)	(260,000)	4,216,112
7/1/2011	2012-01-R	Park Maintenance & Improvements (R-	(74,000)	4,142,112
7/1/2011	2012-01-R	Tennis Court Improvements (R-32)	(150,000)	3,992,112
7/1/2011	2012-01-R	Calvary Run Parking Lot (R-33)	(50,000)	3,942,112
7/1/2011	2012-04-R	Close Capital Projects	216,948	4,159,060
12/12/2011	2012-40-R	Centerville Road and Route 28	234,076	4,393,136
12/12/2011	2012-45-R	Close Capital Projects	36,806	4,429,942
12/12/2011	2012-45-R	Close Capital Projects	1,458	4,431,400
12/12/2011	2012-48-R	Close Capital Projects	268,881	4,700,281
4/9/2012	2012-71-R	PWH Pond Design	(120,000)	4,580,281
6/18/2012	2012-84-R	Radio Replacement	(1,635,000)	2,945,281
6/30/2012	2012-92-R	Close Capital Projects	94,774	3,040,055
6/30/2012	2012-94-R	Close Capital Projects	121,503	3,161,558
6/30/2012	2012-94-R	Close Capital Projects	327,114	3,488,672
6/30/2012	2012-94-R	Close Capital Projects	105,518	3,594,190
6/30/2012		Fund Balance in excess of 13%	735,700	4,329,890

**City of Manassas
Capital Reserve Fund
FY 2014**

Date	Action	Description	Amount	Balance
7/1/2012	2013-01-R	Roof Replacements (G-10)	(405,000)	3,924,890
7/1/2012	2013-01-R	31)	(51,000)	3,873,890
7/1/2012	2013-01-R	Public Safety Facility Study (G-15)	(95,000)	3,778,890
7/1/2012	2013-01-R	School Playground Equipment (R-7)	(30,000)	3,748,890
7/3/2012	2013-01-R	Dean Park Master Plan (R-17)	(75,000)	3,673,890
11/19/2012	2013-28-R	Portner/Battle/Main Storm Sewer Design	(60,000)	3,613,890
2/11/2013	2013-42-R	Dean Park Master Plan (R-17)	75,000	3,688,890
3/11/2013	2013-43-R	Interest on 2010 D Bond Proceeds	26,259	3,715,149
3/25/2013	2013-47-R	Radio Replacement	(1,800,000)	1,915,149
6/30/2013		Fund Balance in excess of 13%		1,915,149
7/1/2013	2014-01-R	PW&UT Facility Improvements (G-020)	(30,000)	1,885,149
7/1/2013	2014-01-R	Train Depot Improvements (M-009)	(95,000)	1,790,149
7/1/2013	2014-01-R	Park Improvements (R-031)	(167,000)	1,623,149

AGENDA STATEMENTPAGE NO. 13ITEM NO. 3**MEETING DATE:** September 4, 2013 – Finance Committee**TIME ESTIMATE:** 2 Minutes**AGENDA ITEM TITLE:** Resolution 2014-15-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**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:**

N/A

**SUMMARY OF
ISSUE/TOPIC:**

The City of Manassas Police Department is renewing its Memorandum of Understanding with the Virginia State Police allowing for the City's continued participation in the Internet Crimes Against Children (ICAC) Task Force. The Virginia State Police funded this position through an ARRA grant for FY 2010 and FY 2011, and offered \$20,000 in reimbursement for FY 2012 and FY 2013. For FY 2014, the Virginia State Police are again only able to reimburse up to \$20,000. This was anticipated during the FY 2013 budget process and as such, the City used year-end carryover monies to fund the position assigned to the ICAC Task Force, less the \$20,000 revenue. Since no grant had officially been awarded to the Virginia State Police at that time, the revenue has not been budgeted and appropriated.

This resolution will budget and appropriate \$20,000 of Federal Grant revenue in the General Fund.

STAFF**RECOMMENDATION:** Approve Resolution 2014-15-R**BOARD/COMMISSION/
COMMITTEE:****RECOMMENDATION:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments**CITY MANAGER:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments**COMMENTS:****DISCUSSION
(IF NECESSARY):****BUDGET/FISCAL
IMPACT:**

\$20,000 – Federal Grant Revenue

STAFF: Captain Tina P. Laguna, (703) 257-8005

RESOLUTION 2014-15-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 16th day of September, 2013, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Revenues:</u>		
100-0000-333-18-47	Federal Grant - ICAC Task Force	\$ 20,000
<u>Expenditures:</u>		
100-1847-421-11-00	ICAC Officer Salary	\$ 12,000
100-1847-421-20-00	ICAC Officer Benefits	\$ 8,000

For: ICAC Task Force Federal 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



Colonel W. S. (Steve) Flaherty
Superintendent
(804) 674-2000

COMMONWEALTH of VIRGINIA
DEPARTMENT OF STATE POLICE

I.t. Col. Robert B. Northern
Deputy Superintendent

P. O. BOX 27472, RICHMOND, VA 23261-7472

July 30, 2013

Douglas W. Keen, Chief of Police
Manassas City Police
9518 Fairview Avenue
Manassas, VA 20110

Dear Chief Keen:

We sincerely appreciate your continued partnership as an affiliate of the Northern Virginia Internet Crimes Against Children (NOVA/DC ICAC) Task Force. Fortunately, we have received 2014 fiscal year funding from the Virginia Department of Criminal Justice (DCJS) that enables us to sub award monies to our task force affiliates who are in good standing.

To facilitate this process, we intend to utilize the previous model of an Interagency Agreement. Your funds may be used to support your agency's ICAC expenses for such things as: equipment, supplies, salary, software, etc., provided the pre-approved expenditure is used exclusively for your work as a NOVA/DC ICAC affiliate. As such, I have enclosed the Interagency Agreement and other related documents. Once reviewed and signed, please return to Captain Kirk S. Marlowe, Virginia State Police, Bureau of Criminal Investigation High Tech Crimes Division, P. O. Box 27472, Richmond Virginia, 23261-7472.

The NOVA/DC ICAC Task Force continues to make a significant impact across the region as we work collaboratively to pursue those who choose to prey upon our children. Your continued partnership is vital to the task force's overall success and we hope you find this funding beneficial to your efforts to combat child sexual predators and child pornography.

Again, I thank you for all you do in support of the NOVA/DC ICAC Task Force. Should you have any questions please do not hesitate to contact me at (804) 674-2767 or Supervisory Special Agent Hall at (571) 722-9635.

Sincerely,

A handwritten signature in black ink that reads "Kirk S. Marlowe".

Captain Kirk S. Marlowe
Division Commander
Bureau of Criminal Investigation
High Tech Crimes Division

Attachment
KSM/jcb

INTERAGENCY AGREEMENT
Between The
Virginia State Police for the
Northern Virginia / District of Columbia (NOVA/DC)
Internet Crimes Against Children Task Force (ICAC)
And
Manassas City Police
Under A Grant From
The Virginia Department of Criminal Justice Services

July 30, 2013

This Interagency Agreement ("IA") is entered into by the Virginia State Police (VSP) and the Manassas City Police.

WHEREAS, the VSP has been designated as the recipient of grant funds (grantee) by the Virginia Department of Criminal Justice Services (DCJS), for the purpose of detecting, investigating, and preventing internet crimes against children; and

WHEREAS, the Manassas City Police (sub-grantee) has provided ongoing expertise and assistance with these activities and efforts in previously funded ICAC Program grants managed by VSP; and

WHEREAS, it is the express intent of both VSP and Manassas City Police, as well as DCJS that this partnership continues especially as it relates to a sworn investigator who is highly trained and experienced in the field of child pornography and child exploitation investigations or who possesses the potential for expertise; and

WHEREAS, DCJS will provide VSP with additional grant funds for this program, of which VSP intends to allocate a **maximum of \$20,000** to offset the ICAC related costs (salaries, overtime, vehicle expenses, equipment, training, etc.) of one (1) full-time sworn investigator over the 2013/2014 fiscal period; expiring June 30, 2014; and

WHEREAS, the VSP has the authority to execute this IA including any amendments and/or revisions thereof in order to distribute funds provided under this grant in a manner consistent with the intent of said award and in furtherance of the ICAC program administered by the United States DOJ/OJJDP.

NOW THEREFORE, it is agreed by the parties hereto that:

- A. Manassas City Police shall assign one (1) sworn investigator on a full-time basis to the ICAC project through June 30, 2014.
- B. Manassas City Police shall invoice VSP on a quarterly basis for an amount not to exceed \$5,000 per quarter, while the investigator is assigned to the ICAC project. (Last quarter reimbursement must be made prior to May 15, 2014 This is to ensure accounting reconciliation) Exceptions to the per-quarter threshold may be granted on a case-by-case basis by the NOVA/DC ICAC Commander. Further, should additional funds become available during the agreed upon period, this agreement may be amended by written

correspondence from the NOVA/DC ICAC Commander to permit the expenditures of the additional funds.

- C. VSP shall make every effort to process the invoices in a timely manner and consistent with prompt payment procedures, so that Manassas City Police is reimbursed at the agreed-upon rate and as soon after the conclusion of the reporting quarter as feasible. Reimbursement to Manassas City Police will be limited to actual expenses documented and submitted to VSP. All reimbursement requests shall be accompanied by original receipts for previously approved ICAC-related expenditures and a properly executed invoice signed by the officer or the officers executing this agreement; and shall be submitted to Captain Kirk S. Marlowe, Virginia State Police P.O. Box 27472 Richmond, Virginia 23261. Additional supporting documentation shall be made available by Manassas City Police upon request to comply with grant documentation requirements and/or audits. The grantee (VSP) is responsible for submitting quarterly reports to DCJS and the Office of Juvenile Justice and Delinquency Prevention (OJJDP) at the conclusion of the quarter. Accordingly, required Performance Measure documentation must be submitted to the ICAC Task Force Coordinator by the 10th day of the last month of each quarter in order for Manassas City Police to receive reimbursement.
- D. Manassas City Police, as a sub-grantee agrees to comply with performance measure reporting requirements as it relates to the assigned sworn investigator. While it is anticipated that the duration of this grant funding will enable state and local governments to staff the agreed upon position, it is not a requirement of this grant for the grantee or sub-grantee to maintain this position upon the cessation of funding.
- E. Manassas City Police, as a sub-grantee, agrees to comply with any additional requirements or special conditions which DCJS or OJJDP may require. Manassas City Police agrees to comply with any "sub recipient monitoring" and financial reporting requirements that VSP may require including timesheet documentation for the assigned sworn investigator. A certification that all reimbursed expenses are grant funded and dedicated for ICAC purposes shall be submitted with the quarterly invoice and/or payroll documentation.
- F. This IA may be modified only by a written document signed by all parties, and no oral understanding or agreement shall be binding on the parties.
- G. In the event the grant is terminated by DCJS or the participation of Manassas City Police is altered substantially, this IA shall become null and void.

Captain Kirk S. Marlowe
Virginia State Police

Date

Douglas W. Keen
Chief of Police
Manassas City Police

Date



**Northern Virginia-District of Columbia
Internet Crimes Against Children Task Force
Sub-Award**

Program:	Northern Virginia-District of Columbia Internet Crimes Against Children Task Force 2013-2014 Sub-Award Program		Sub-Award Amount:	\$20,000																																			
Agency Name:	CITY OF MANASSAS		Statistical Work Book Current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																			
Agency Federal ID Number:	54-6001411		Affiliate in good standing?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																			
Jurisdiction(s) Served and Zip Codes:	CITY OF MANASSAS - 20110																																						
Expiration Date:	March 1, 2014		DUNS NUMBER:	030342448																																			
Type of Sub-Award:	<input checked="" type="checkbox"/> One time allocation		<input type="checkbox"/> Rural <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban																																				
<table border="1" style="width:100%"> <thead> <tr> <th colspan="2">Primary Agency Contact</th> <th>Project Administrator</th> <th colspan="2">Finance Officer</th> </tr> </thead> <tbody> <tr> <td>Name:</td> <td>TINA P. LAGUNA</td> <td>LAWRENCE D. HUGHES</td> <td colspan="2">TAMARA STURN</td> </tr> <tr> <td>Title:</td> <td>CAPTAIN</td> <td>ACTING CITY MANAGER</td> <td colspan="2">FISCAL SPECIALIST</td> </tr> <tr> <td>Address:</td> <td>MANASSAS CITY POLICE 9510 FAIRVIEW AVENUE MANASSAS, VA 20110</td> <td>CITY HALL 9027 CENTER STREET MANASSAS, VA 20110</td> <td colspan="2">CITY HALL 9027 CENTER STREET MANASSAS, VA 20110</td> </tr> <tr> <td>Phone:</td> <td>703-257-8005</td> <td>703-257-8210</td> <td colspan="2">703-257-8310</td> </tr> <tr> <td>Fax:</td> <td>703-368-6966</td> <td>703-335-0040</td> <td colspan="2">703-335-0040</td> </tr> <tr> <td>E-Mail:</td> <td>tlaguna@manassas.va.gov</td> <td>lhughes@ci.manassas.va.us</td> <td colspan="2">tsturn@ci.manassas.va.us</td> </tr> </tbody> </table>					Primary Agency Contact		Project Administrator	Finance Officer		Name:	TINA P. LAGUNA	LAWRENCE D. HUGHES	TAMARA STURN		Title:	CAPTAIN	ACTING CITY MANAGER	FISCAL SPECIALIST		Address:	MANASSAS CITY POLICE 9510 FAIRVIEW AVENUE MANASSAS, VA 20110	CITY HALL 9027 CENTER STREET MANASSAS, VA 20110	CITY HALL 9027 CENTER STREET MANASSAS, VA 20110		Phone:	703-257-8005	703-257-8210	703-257-8310		Fax:	703-368-6966	703-335-0040	703-335-0040		E-Mail:	tlaguna@manassas.va.gov	lhughes@ci.manassas.va.us	tsturn@ci.manassas.va.us	
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Signature of Project Administrator:																																							

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) CITY OF MANASSAS, VIRGINIA	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶	
	<input checked="" type="checkbox"/> Other (see instructions) ▶	
	<input checked="" type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.) 9027 CENTEX STREET		Requester's name and address (optional)
City, state, and ZIP code MANASSAS, VIRGINIA 20110		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number 54 6001411

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

AGENDA STATEMENT

PAGE NO. 21

ITEM NO. 4

MEETING DATE: September 4, 2013 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2014-13-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$4,600 Donation from the Manassas Museum Associates to Fund a Collections Management Internship

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

**SUMMARY OF
ISSUE/TOPIC:** The Manassas Museum Associates contributed \$4,600 to the Museum to fund a Collections Management Internship for a total of 280 hours of work.

This resolution will budget and appropriate \$4,600 of donation revenue in the General Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2014-13-R

**BOARD/COMMISSION/
COMMITTEE:** Museum Associates Board - August 13, 2013

RECOMMENDATION: X Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** \$4,600 – Museum Associates Donation

STAFF: Elizabeth S. Via-Gossman, Community Development Director, (703) 257-8224
Mary Helen Dellinger, Curator, (703) 257-8452

RESOLUTION 2014-13-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 16th day of September, 2013, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Revenues:</u>		
100-0000-316-31-08	Museum Associates Donation	\$ 4,600
<u>Expenditures:</u>		
100-3101-453-11-00	Museum Collections Intern Wages	\$ 4,600

For: Museum Associates Donation for Collections Internship

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**8/27/13
14:49:49

Group number : 901 CR CASH RECEIPTS
Accounting period : 02/2014 mm/yyyy
Posting date : 08/20/2013 mm/dd/yyyy

Transaction information:

Transaction date : 08/16/2013 mm/dd/yyyy
Receipt number : 0002745
Account number : 100-0000-316.31-08 Associates Contributions
Project number :
Transaction amount : 4,600.00
Description 1 : DONATION FROM MUSEUM ASSO
Description 2 : EEVANS 08/16/13 00
Transaction type code . . :
Bank code : 0

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

AGENDA STATEMENT

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ITEM NO. 5

MEETING DATE: September 4, 2013 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Resolution 2014-12-R Amending the FY 2014 Budget by Budgeting and Appropriating \$20,844 from the McBryde Library Donation Account to Install a Mobile Filing System

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

**SUMMARY OF
ISSUE/TOPIC:**

This project is to purchase and install a Spacesaver Mechanical Assist High-Density Mobile Filing System in the McBryde Library located at the Manassas Museum. This system will allow the McBryde Library to make optimal use of the space the library is located in. The monies in the McBryde Library account were given with the designation that the funds be used exclusively for the library.

This resolution will budget and appropriate \$20,844 of donation revenue in the General Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2014-12-R

**BOARD/COMMISSION/
COMMITTEE:** Historic Resources Board - August 6, 2013

RECOMMENDATION: X Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS:

**DISCUSSION
(IF NECESSARY):** The current balance of the McBryde Library donation account is \$30,633.82.

**BUDGET/FISCAL
IMPACT:** \$20,844 – Museum Donations for McBryde Library

STAFF: Elizabeth S. Via-Gossman, Community Development Director, (703) 257-8224
Mary Helen Dellinger, Curator, (703) 257-8452

RESOLUTION 2014-12-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 16th day of September, 2013, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Revenues:</u>		
100-0000-318-32-01	Museum Donations - McBryde Library	\$ 20,844
<u>Expenditures:</u>		
100-3101-453-71-00	Museum Capital - Filing System	\$ 20,844
<u>Actual Transfers</u>		
100-0000-221-31-77	\$20,844.00	

For: McBryde Library Mobile Filing System

This resolution shall take effect upon its passage.

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

ATTEST:

Andrea P. Madden City Clerk

CITY OF MANASSAS
Account Balance Inquiry

8/27/13
11:43:33

Account number . . : 100-0000-221.31-77 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 : 77 McBryde Library

	<u>Debits</u>	<u>Credits</u>	<u>Account balance</u>
Current :	.00	30,633.82	.00
Unposted :	.00	.00	
Total :	.00	30,633.82	30,633.82

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. 29

ITEM NO. 6

MEETING DATE: September 4, 2013 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Resolution 2014-14-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$3,243 VML Insurance Program Risk Management Grant for a Portable AED (Automated External Defibrillator) Unit for Fire and Rescue and to Equip Three Property Code Enforcement Vehicles with Emergency Lights for Community Development

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

**SUMMARY OF
ISSUE/TOPIC:**

The City received a \$3,243 Risk Management Grant from the VML Insurance Program. The grant will be used for a portable AED unit for Fire and Rescue (\$1,000) and for emergency lights on three Property Code Enforcement vehicles for when inspectors pull over in the right-of-way to remove illegal signs (\$2,243). There is no match required for this grant.

This resolution will budget and appropriate \$3,243 of grant revenue - \$2,243 in the General Fund and \$1,000 in the Fire Rescue Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2014-14-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** \$3,243 – VML Grant

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

RESOLUTION 2014-14-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 16th day of September, 2013, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Revenues:</u>		
100-0000-318-96-00	VML Grant	\$ 2,243
<u>Expenditures:</u>		
100-3371-424-42-19	Vehicle Maintenance Mid Year Purchases	\$ 2,243
VEHICLE MAINTENANCE FUND		
<u>Revenues:</u>		
605-0000-319-42-19	Mid Year Purchases	\$ 2,243
<u>Expenditures:</u>		
605-2555-419-68-00	Vehicle Supplies	\$ 2,243
FIRE RESCUE FUND		
<u>Revenues:</u>		
285-0000-318-96-00	VML Grant	\$ 1,000
<u>Expenditures:</u>		
285-2001-422-71-00	AED Equipment	\$ 1,000

For: VML Grant for Fire Rescue AED and Community Development Vehicle Lights

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

8/27/13
17:36:22

Group number : 628 CR CASH RECEIPTS
Accounting period : 02/2014 mm/yyyy
Posting date : 08/13/2013 mm/dd/yyyy

Transaction information:

Transaction date : 08/07/2013 mm/dd/yyyy
Receipt number : 0002216
Account number : 100-0000-318.96-00 Miscellaneous
Project number :
Transaction amount : 2,243.00
Description 1 : GRANTS***
Description 2 : EEVANS 08/07/13 00
Transaction type code . . :
Bank code : 0

Press Enter to continue.

F3=Exit F12=Cancel F15=Group Inquiry

F20=Imaging

CITY OF MANASSAS
Cash Receipts Transaction

8/27/13
17:36:41

Group number : 628 CR CASH RECEIPTS
Accounting period : 02/2014 mm/yyyy
Posting date : 08/13/2013 mm/dd/yyyy

Transaction information:

Transaction date : 08/07/2013 mm/dd/yyyy
Receipt number : 0002216
Account number : 285-0000-318.96-00 Miscellaneous
Project number :
Transaction amount : 1,000.00
Description 1 : VML INSURANCE
Description 2 : EEVANS 08/07/13 00
Transaction type code . . :
Bank code : 0

Press Enter to continue.

F3=Exit F12=Cancel F15=Group Inquiry

F20=Imaging