

**FINANCE COMMITTEE
WEDNESDAY, AUGUST 13, 2014
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA
AGENDA**

5:30 P.M. CALL TO ORDER

- | | | |
|---|------------------|----------------|
| 1. Approve Minutes of the July 30, 2014, Finance Committee Meeting | 1 Minute | |
| | | Page / |
| <hr/> | | |
| 2. Resolution 2015-02-R Amending the FY 2015 Budget by Budgeting and Appropriating \$1,804,500 in State Revenue Sharing Revenue and \$400,000 in Northern Virginia Transportation Authority Revenue for the Prince William Street Transportation Project (Moore/Moon) | 2 Minutes | |
| | | Page 3 |
| <hr/> | | |
| 3. Resolution 2015-02-R Amending the FY 2015 Budget by Budgeting and Appropriating \$103,000 in State Revenue Sharing Revenue for the Mosby Street/Peabody Street Intersection Improvements Project (Moore/Moon) | 2 Minutes | |
| | | Page 9 |
| <hr/> | | |
| 4. Resolution 2015-02-R Amending the FY 2015 Budget by Budgeting and Appropriating \$863,000 of Federal Congestion Mitigation and Air Quality Funds for Traffic Signal Upgrades Phase II Project (Moore) | 2 Minutes | |
| | | Page 13 |
| <hr/> | | |
| 5. Advancing Funds from Capital Reserves to the Northern Virginia Transportation Authority Fund | 2 Minutes | |
| | | Page 19 |

City Manager's Time

ADJOURNMENT

cc: Mayor
Council Members
W. Patrick Pate

Paul York
Diane Bergeron
Tamara Sturm

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, JULY 30, 2014
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. Steven Randolph
Council Member Mark Wolfe (Alternate)

OTHERS PRESENT: Mayor Harry J. Parrish II, City Manager W. Patrick Pate, Finance and Administration Director Paul York, Public Works & Utilities Director Mike Moon, Assistant Fire & Rescue Chief Wade House

GUESTS PRESENT: None

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

AGENDA ITEM #1 Approve Minutes of the July 16, 2014, Finance Committee Meeting

A motion was made and seconded to approve the minutes of the July 16, 2014, Finance Committee Meeting. The Committee approved (2/0).

AGENDA ITEM #2 Resolution 2015-01-R Amending the FY 2015 Budget by Budgeting and Appropriating a \$12,427 Rescue Squad Assistance Fund Grant for Power Pro Cots for Fire and Rescue and Appropriating \$12,427 of Fire and Rescue Fund Balance for the Required Match

Wade House presented Staff's recommendation to amend the FY 2015 Budget by budgeting and appropriating a \$12,427 Rescue Squad Assistance Fund Grant for Power Pro cots for Fire and Rescue and appropriating \$12,427 of Fire and Rescue Fund Balance for the required match. The committee approved (2/0). This item will be forwarded to the August 11, 2014, City Council meeting.

AGENDA ITEM # 3 Resolution 2015-01-R Amending the FY 2015 Budget by Budgeting and Appropriating \$24,000 from Vehicle Maintenance Fund Balance for Replacement of a Damaged Police Motorcycle

Mike Moon presented Staff's recommendation to amend the FY 2015 Budget by budgeting and appropriating \$24,000 from Vehicle Maintenance Fund Balance for replacement of a damaged Police motorcycle. The Committee approved (2/0). This item will be forwarded to the August 11, 2014, City Council meeting for consideration.

City Manager's Time

- Update on refunding Bonds and new school Bonds
- VML letter regarding GMVRS insurance coverage
- Fund Balance Policy briefing

The meeting was adjourned at 6:35 p.m. by Chairman Aveni.

AGENDA STATEMENT

PAGE NO. 3

ITEM NO. 2

MEETING DATE: August 13, 2014 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2015-02-R Amending the FY 2015 Budget by Budgeting and Appropriating \$1,804,500 in State Revenue Sharing Revenue and \$400,000 in Northern Virginia Transportation Authority Revenue for the Prince William Street Transportation Project

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

N/A

**SUMMARY OF
ISSUE/TOPIC:**

The Virginia Department of Transportation (VDOT) approved \$1,804,500 in State Revenue Sharing funds from the FY 2014 Allocation for the Prince William Street transportation project. The State Revenue Sharing Program funds 50% of approved projects. The City has already met the match with a \$333,000 contribution from the General Fund and \$1,630,000 of bond proceeds from the 2014 bond issue.

In addition, the City received \$1,270,822 in FY 2014 from the Northern Virginia Transportation Authority (NVTa) to be used on qualifying transportation projects. The Department of Public Works would like to use \$400,000 of that revenue for right-of-way costs.

The project includes widening Prince William Street from Grant Avenue to Wellington Road as well as installing curb & gutter, sidewalk, and storm drainage. The project will improve safety, traffic flow, and drainage problems in the area.

This resolution will budget and appropriate \$1,804,500 of State Revenue and \$400,000 of NVTa Revenue in the NVTa Capital Projects Fund.

STAFF

RECOMMENDATION: Approve Resolution 2015-02-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

\$1,804,500 – State Revenue Sharing Funds
\$ 400,000 – Northern Virginia Transportation Authority 30% Funds
\$1,630,000 – 2014 Bond Issue
\$ 333,000 – General Fund Contribution
\$4,167,500 – Total Project

STAFF:

Patrick Moore, Assistant Director Public Works, (703) 257-8266
Michael Moon, Director of Public Works & Utilities, (703) 257-8226

Locality's Project #		FY 2014 State Match				Project
Priority	RoadName		Allocations	Location	Scope	Administration
Northern Virginia District						
Manassas (City of)						
Construction Priority						
1	U000-155-R85 Prince William Street	UPC 104238	\$1,804,500	FR: Intersection of Grantt Avenue TO: Intersection of Wellington Road	Reconstruction	Locality
Maintenance Priority						
2	U000-155-R89 Ashton Avenue	UPC 104412	\$90,226	FR: Intersection of Godwin Drive TO: Intersection of Confederate Trail	Pavement Overlay (maintenance)	Locality
Manassas (City of) total		2 projects	\$1,894,726			
Prince William (County of)						
Construction Priority						
1	0640-076-R98 Minnieville Road	UPC 103484	\$10,000,000	FR: Spriggs Road (Route 643) TO: Dumfries Road (Route 234)	Widening (ex. 2 to 4 lanes)	Locality
Prince William (County of) total		1 project	\$10,000,000			
Vienna (Town of)						
Construction Priority						
1	U000-153-R85 Various Town roadways	UPC 104235	\$500,000	FR: Various TO:	Sidewalk (new construction)	Locality
Maintenance Priority						
2	U000-153-R91 Various Town roadways	UPC 104433	\$89,762	FR: Various TO:	Pavement Overlay (maintenance)	Locality
Vienna (Town of) total		2 projects	\$589,762			

CITY OF MANASSAS
Cash Receipts Transaction8/06/14
13:37:09

Group number : 10431 CR CASH RECEIPTS
Accounting period : 12/2014 mm/yyyy
Posting date : 07/01/2014 mm/dd/yyyy

Transaction information:

Transaction date : 06/27/2014 mm/dd/yyyy
Receipt number : 0107160
Account number : 399-0000-318.03-30 NVT A 30% Funds
Project number :
Transaction amount : 1,270,822.00
Description 1 : FY14 30% DISTRIBUTION
Description 2 : HCAHILL 06/27/14 00
Transaction type code . . :
Bank code : 0

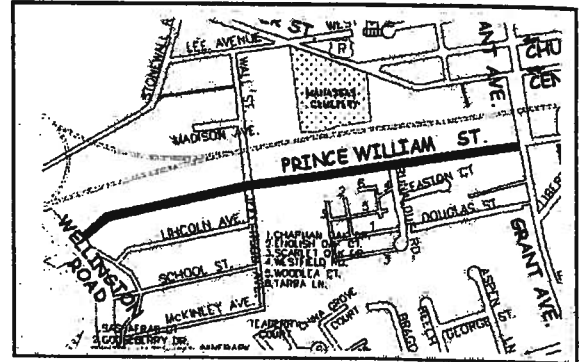
Press Enter to continue.

F3=Exit F12=Cancel F15=Group Inquiry

F20=Imaging

T-019 Prince William Street (Grant Avenue to Wellington Road)

Year Introduced: 2000
Change: No change
Associated Proj: D-025, E-014, S-017, W-063
Program Area: Transportation
Managing Dept: Public Works
Manager: P. Moore
Plan Conformance:
 Old Town Sector Plan,
 Comprehensive Plan 6.2,
 Comprehensive Plan 6.3



Description:

Widen Prince William Street and install curb & gutter, sidewalk, and storm drainage. This will improve safety, traffic flow, and drainage problems. Evaluate the feasibility of installing a bike lane, crosswalks, and pedestrian signals.

2000 Traffic Count was 2,092 ADT.

PROJECT-TO-DATE

Account # CP2651

Budget:	\$	1,963,000
Expenditures:	\$	178,490
Balance:	\$	1,784,510

Project Estimate: (\$ in thousands)	Prior Years	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Future	Total Project
Planning	333	-	-	-	-	-	-	333
Land	-	-	-	-	-	-	-	-
Construction	1,630	-	-	-	-	-	-	1,630
Total Project Estimate	1,963	-	-	-	-	-	-	1,963

Funding Sources: (\$ in thousands)

General Fund	333	-	-	-	-	-	-	333
Enterprise Funds	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	1,630	-	-	-	-	-	-	1,630
Other Local Government	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
Gas Taxes	-	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-	-
Storm Water Mgmt Fees	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Funding Sources	1,963	-	-	-	-	-	-	1,963

Operating Impacts: (\$ in thousands)

Personnel	-	-	-	-	-	-	-	-
Revenue Offset	-	-	-	-	-	-	-	-
Facility Costs	-	-	-	-	-	-	-	-
Program Costs	-	-	-	-	-	-	-	-
Debt Service	-	(122)	(122)	(122)	(122)	(122)	(1,835)	(2,445)
Net Revenue	-	(122)	(122)	(122)	(122)	(122)	(1,835)	(2,445)

City of Manassas					
NVTA (Fund 399)					
Prince William Street (Grant Ave to Wellington Rd) CP2651					
Project to Date					
As of 6/30/14 - Period 12					
CIP# T-019	Revenues				Expenditures
	2014 Bond		Total		Total
	Proceeds	General Fund	Revenues		Expenditures
BUDGET					
FY 2014 RES#14-55-R	1,630,000.00	208,599.00	1,838,599.00		1,838,599.00
Project to Date Budget	1,630,000.00	208,599.00	1,838,599.00		1,838,599.00
ACTUAL					
FY 2014	1,646,597.29	208,599.00	1,855,196.29		72,291.43
Project to Date Actual	1,646,597.29	208,599.00	1,855,196.29		72,291.43
Remaining Budget Balance	16,597.29	-	16,597.29		1,766,307.57

AGENDA STATEMENT

PAGE NO. 9

ITEM NO. 3

MEETING DATE: August 13, 2014 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2015-02-R Amending the FY 2015 Budget by Budgeting and Appropriating \$103,000 in State Revenue Sharing Revenue for the Mosby Street/Peabody Street Intersection Improvements Project

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

N/A

**SUMMARY OF
ISSUE/TOPIC:**

The Virginia Department of Transportation (VDOT) approved \$103,000 in State Revenue Sharing funds from the FY 2013 Allocation for the intersection improvements at Mosby Street and Peabody Street. The State Revenue Sharing Program funds 50% of approved projects. The City's match was budgeted and appropriated in FY 2013 with gas tax funds. The project improves and widens the intersection, improving traffic flow and providing a safer intersection.

This resolution will budget and appropriate \$103,000 of State Revenue in the Transportation Capital Projects Fund.

STAFF

RECOMMENDATION: Approve Resolution 2015-02-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

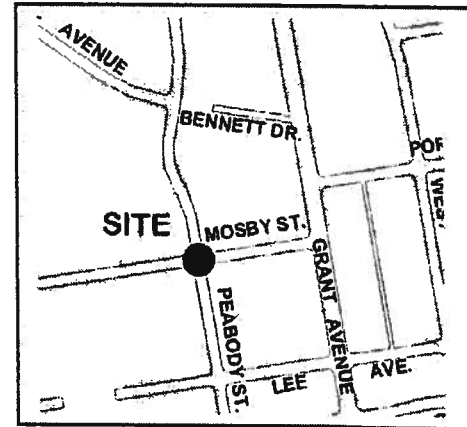
**BUDGET/FISCAL
IMPACT:** \$103,000 – State Revenue Sharing
\$103,000 – Gas Taxes
\$206,000 – Total Project

STAFF: Patrick Moore, Assistant Director Public Works, (703) 257-8266
Michael Moon, Director of Public Works & Utilities, (703) 257-8226

Locality's Priority	Project # RoadName	UPC#	State Match Requested	State Match Recommended FY 2013	Location	Scope	Administered By
Northern Virginia District							
Manassas (City)							
2	U000-155-R78 Peabody Street and Mosby Street	102791	\$103,000	\$103,000	FR: Intersection of Mosby St/Peabody St To: 200 LF Northwest	Intersection Improvement	Locality
Manassas (City) total			\$207,000	\$207,000			
Prince William (County)							
1	0001-076-070 Jefferson Davis Highway	100426	\$10,000,000	\$10,000,000	FR: Neabsco Mills Road To: Featherstone Road	Widening (ex. 2 to 4 lanes)	Locality
Prince William (County) total			\$10,000,000	\$10,000,000			
Vienna (Town)							
1	U000-153-R72 Follin Lane Southeast	102795	\$1,000,000	\$1,000,000	FR: Maple Avenue To: Echols Street	Reconstruction	Locality
Vienna (Town) total			\$1,000,000	\$1,000,000			
Northern Virginia District summary (15 projects)			\$25,469,500	\$25,469,500			
Richmond District							
Brunswick (County)							
1	U000-012-R31 Johnson Run Road	102923	\$25,000	\$25,000	FR: Brunswick/Greensville County Line To: End of State Maintenance	Reconstruction	VDOT
Brunswick (County) total			\$25,000	\$25,000			
Chesterfield (County)							
1	9999-020-R48 Kelly Green Drive	102983	\$382,546	\$382,546	FR: Old Hundred Rd To: Genito Road	Bikeway/Sidewalks	Locality
1	9999-020-R47 Route 60	102981	\$617,454	\$617,454	FR: Courthouse Rd To: Old Buckingham Rd	Bikeway/Sidewalks	Locality

T-050 Mosby Street/Peabody Street Intersection Improvements

Year Introduced: 2008
Change: No change
Associated Proj: N/A
Program Area: Transportation
Managing Dept: Public Works
Manager: P. Moore
Plan Conformance:
 Comprehensive Plan 6.3



Description:

Improve the existing intersection and widen approximately 200 LF of Mosby Street. This will improve traffic flow and provide a safer intersection. Drainage improvements will also be made.

PROJECT-TO-DATE

Account # CP5125

Budget:	\$	103,000
Expenditures:	\$	-
Balance:	\$	103,000

Project Estimate: (\$ in thousands)	Prior Years	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Future	Total Project
Planning	5	-	-	-	-	-	-	5
Land	28	-	-	-	-	-	-	28
Construction	70	-	-	-	-	-	-	70
Total Project Estimate	103	-	-	-	-	-	-	103

Funding Sources: (\$ in thousands)

General Fund	-	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
Other Local Government	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
Gas Taxes	103	-	-	-	-	-	-	103
Proffers	-	-	-	-	-	-	-	-
Storm Water Mgmt Fees	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Funding Sources	103	-	-	-	-	-	-	103

Operating Impacts: (\$ in thousands)

Personnel	-	-	-	-	-	-	-	-
Revenue Offset	-	-	-	-	-	-	-	-
Facility Costs	-	-	-	-	-	-	-	-
Program Costs	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

City of Manassas				
Street and Highway Projects Fund (Fund 340)				
Mosby St/Peabody St Intersection Improvement - CP5125				
Project to Date				
As of 6/30/14 - Period 12				
T-050				
		Revenues		Expenditures
			Total	Total
		Gas Tax	Revenues	Expenditures
<u>BUDGET</u>				
FY 2013 2013-01-R		103,000.00	103,000.00	103,000.00
Project to Date Budget		103,000.00	103,000.00	103,000.00
<u>ACTUAL</u>				
FY 2013			-	-
Project to Date Actual		-	-	-
N				
Remaining Budget Balance		(103,000.00)	(103,000.00)	103,000.00

AGENDA STATEMENT

PAGE NO. 13

ITEM NO. 4

MEETING DATE: August 13, 2014 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2015-02-R Amending the FY 2015 Budget by Budgeting and Appropriating \$863,000 of Federal Congestion Mitigation and Air Quality Funds for Traffic Signal Upgrades Phase II Project

DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:

N/A

SUMMARY OF ISSUE/TOPIC:

The Traffic Signal Upgrades Phase II Project consists of upgrading current traffic signal equipment and replacing span wire and poles with mast arms. Intersection includes Dumfries Road/Hastings Drive, Grant Avenue/Byrd Drive, and Hastings Drive/Battlefield Drive. This project is federally funded with Congestion Mitigation and Air Quality (CMAQ) funds. The City has been awarded a total of \$1,044,000 in CMAQ funding for the project, of which \$181,000 was budgeted and appropriated with the FY 2015 Adopted Five-Year Capital Improvement Program. These leaves an additional \$863,000 to be budgeted and appropriated.

This resolution will budget and appropriate \$863,000 of Federal Revenues in the Transportation Capital Projects Fund.

STAFF

RECOMMENDATION: Approve Resolution 2015-02-R

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT:

\$1,044,000 – Federal CMAQ Funds

STAFF: Patrick Moore, Assistant Director Public Works, (703) 257-8266



About

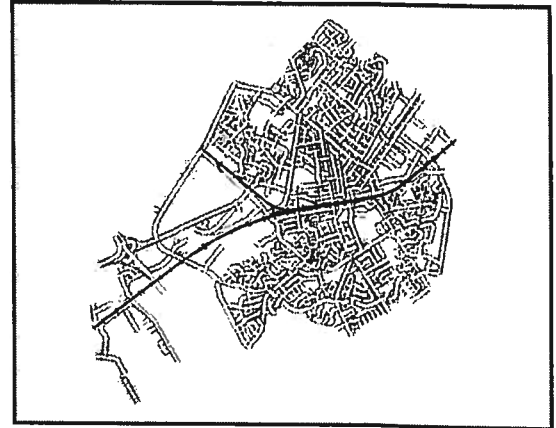
Line Item Details

VDOT Six-Year Improvement Program v1.0

$$= \$1,044,000$$

T-067 Traffic Signal Upgrades Phase II

Year Introduced: 2014
Change: Decreased Estimate
Associated Proj: N/A
Program Area: Transportation
Managing Dept: Public Works
Manager: P. Moore
Plan Conformance:
 Comprehensive Plan 6.3



Description:

Upgrade current traffic signal equipment and replace span wire and poles with mast arms. Dumfries Road/Hastings Drive, Grant Avenue/Byrd Drive, Hastings Drive/Battlefield Drive.

PROJECT-TO-DATE

Account # N/A

Budget: \$ -
Expenditures: \$ -
Balance: \$ -

Project Estimate: (\$ in thousands)	Prior Years	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	181	-	-	-	-	-	181
Total Project Estimate	-	181	-	-	-	-	-	181

Funding Sources: (\$ in thousands)

General Fund	-	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
Other Local Government	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	181	-	-	-	-	-	181
Gas Taxes	-	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-	-
Storm Water Mgmt Fees	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Funding Sources	-	181	-	-	-	-	-	181

Operating Impacts: (\$ in thousands)

Personnel	-	-	-	-	-	-	-	-
Revenue Offset	-	-	-	-	-	-	-	-
Facility Costs	-	-	-	-	-	-	-	-
Program Costs	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

R E S O L U T I O N 2015-02-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 8th day of September, 2014, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
NORTHERN VIRGINIA TRANSPORTATION AUTHORITY CAPITAL PROJECTS FUND:			
<u>Revenue:</u>			
399-0000-324-25-31	CP2651	State Revenue Sharing	\$ 1,804,500
399-0000-318-03-30	CP2651	NVTA 30% Funds	\$ 400,000
			<u>\$ 2,204,500</u>

<u>Expenditure:</u>			
399-2651-505-39-00	CP2651	Prince William Street Transportation Project	\$ 2,204,500

For: State Revenue Sharing & Northern Virginia Transportation Authority Funds for Prince William Street Transportation Project

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
TRANSPORTATION CAPITAL PROJECTS FUND:			
<u>Revenue:</u>			
340-0000-324-25-31	CP5125	State Revenue Sharing	\$ 103,000
<u>Expenditure:</u>			
340-5125-505-39-00	CP5125	Mosby/Peabody St Intersection Improvements	\$ 103,000

For: State Revenue Sharing for Mosby Street/Peabody Street Intersection Improvements

ACCOUNT NO.

AMOUNT

TRANSPORTATION CAPITAL PROJECTS FUND:

Revenue:

340-0000-333-25-21	CP5146	CMAQ Funds	\$	863,000
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Expenditure:

340-5146-505-39-00	CP5146	Traffic Signal Upgrades Phase II	\$	863,000
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For: Congestion Mitigation and Air Quality (CMAQ) Funds for Traffic Signal Upgrades 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

AGENDA STATEMENT

PAGE NO. 19

ITEM NO. 5

MEETING DATE: August 13, 2014 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Advancing Funds From Capital Reserves to the Northern Virginia Transportation Authority Fund

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

SUMMARY OF ISSUE/TOPIC:

In order for the City of Manassas to receive its share of 30% regional revenues from the Northern Virginia Transportation Authority (NVTA), an equivalent of 12.5% of the Commercial & Industrial (C&I) Tax must be funded in the City's NVTA fund for Fiscal Year 2015. The City's 12.5% tax equivalent for FY 2015 is \$1,746,109. A total of \$550,000 has already been transferred in to the NVTA Fund, leaving an additional \$1,196,109 to be transferred.

The transfer of these funds qualifies the City of Manassas to receive its 30% local funding from NVTA's Fiscal Year 2015 Revenue Stream.

STAFF RECOMMENDATION:

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL
IMPACT: No budgetary impact

STAFF: Paul York, Finance & Administration Director, (703) 257-8234