

**FINANCE COMMITTEE**  
**WEDNESDAY, DECEMBER 12, 2012**  
**SECOND FLOOR CONFERENCE ROOM**  
**CITY HALL - MANASSAS, VIRGINIA**  
**AGENDA**

**5:30 PM CALL TO ORDER**

- |   |                   |           |
|---|-------------------|-----------|
| 1. Approve Minutes of the November 28, 2012, Finance Committee Meetings   | <b>1 Minute</b>   |           |
|   | <b>Page</b>       | <b>/</b>  |
| <hr/>   |                   |           |
| 2. Resolution 2013-35-R Amending the FY 2013 Budget by Budgeting and Appropriating a \$167,668 Proffer from VanMetre for Installation of Signalization and Crosswalks at the Intersection of Zebedee Street and Center Street (Jennings/Moon) | <b>5 Minutes</b>  |           |
|   | <b>Page</b>       | <b>3</b>  |
| <hr/>   |                   |           |
| 3. Resolution 2013-36-R Amending the FY 2013 Budget by Budgeting and Appropriating \$1,410,370 from the Water Fund Balance/Rate Stabilization Funds for the 24" Water Transmission Main Replacement/Upgrade Capital Project (Dawood)          | <b>20 Minutes</b> |           |
|   | <b>Page</b>       | <b>9</b>  |
| <hr/>   |                   |           |
| 4. Approval of a Non-Public Safety Radio System for the City to be Purchased from Funds Previously Budgeted and Appropriated for Radios (Hood/Moon)   | <b>20 Minutes</b> |           |
|   | <b>Page</b>       | <b>19</b> |
| <hr/>   |                   |           |
| 5. Consideration of Revised FY 2014 Budget Calendar (Budesky/Weiler)  | <b>15 Minutes</b> |           |
|   | <b>Page</b>       | <b>25</b> |
| <hr/>   |                   |           |
| 6. Consideration of Policy Statement #P-2013-01 Non-Profit Grants (Budesky)   | <b>15 Minutes</b> |           |
|   | <b>Page</b>       | <b>27</b> |
| <hr/>   |                   |           |
| <b>City Manager's Time</b>  |                   |           |
| <hr/>   |                   |           |

**ADJOURNMENT**

PAW/bgj

cc: Mayor  
Council Members  
John A. Budesky

Pat Weiler  
Diane Bergeron  
Tamara Sturm



**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE  
WEDNESDAY, NOVEMBER 28, 2012  
SECOND FLOOR CONFERENCE ROOM  
CITY HALL - MANASSAS, VA**

**COMMITTEE MEMBERS PRESENT:** Council Member Marc Aveni, Chairman  
Vice Mayor Andrew L. Harrover  
Council Member J. Stephen Randolph  
Council Member Mark D. Wolfe (Alternate)

**COMMITTEE MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mayor Harry J. Parrish II, City Manager John A. Budesky, Budget Manager Diane V. Bergeron, Neighborhood Services Manager Kisha Wilson-Sogunro

**GUESTS PRESENT:** Superintendent of Schools Dr. Catherine Magouyrk, Associate Superintendent of Schools Ken LaLonde, School Board Chairman Scott Albrecht, School Board Member Tim Demeria, School Board Member Ellen Purdy

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

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

John A. Budesky presented an update on the Joint City / Manassas City Public Schools Capital Improvement needs. This item is for information only.

**AGENDA ITEM #2 Approve Minutes of the November 14, 2012, Finance  
Committee Meeting**

A motion was made and seconded to approve the minutes of the November 14, 2012, Finance Committee Meeting. The Committee approved (3/0).

**AGENDA ITEM #3 Resolution 2013-33-R Amending the FY 2013 Budget by Budgeting and Appropriating \$8,000 from the AmeriCorps VISTA Grant to Support the City's Neighborhood Revitalization Program**

Kisha Wilson-Sogunro presented Staff's recommendation to amend the FY 2013 Budget by budgeting and appropriating \$8,000 from the AmeriCorps VISTA Grant to support the City's Neighborhood Revitalization Program. The Committee approved (3/0). This item will be forwarded to the December 10, 2012, City Council meeting.

**AGENDA ITEM #4 Actual Carryover Amount for Purchase Orders**

Diane Bergeron presented the actual carryover amount for purchase orders. This item is for information only.

**AGENDA ITEM #5 Actual Carryover Amount for Capital Projects**

Diane Bergeron presented the actual carryover amount for capital projects. This item is for information only.

**AGENDA ITEM #6 Consideration of Policy Statement # P-2013-01 Non-Profit Grants**

John A. Budesky provided a status update and asked for guidance in developing Policy Statement # P-2013-01 concerning non-profit grants.

**City Manager's Time – No Items**

School Board Chairman Scott Albrecht reported that the City Charter should be updated to reflect that the City has an elected School Board; a November election; and the procedure for a vacant School Board Member position

The meeting was adjourned at 7:24 p.m. by Chairman Aveni.

## AGENDA STATEMENT

PAGE NO. 3

ITEM NO. 2

**MEETING DATE:** December 12, 2012 – Finance Committee

**TIME ESTIMATE:** 5 Minutes

**AGENDA ITEM TITLE:** Resolution 2013-35-R Amending the FY 2013 Budget by Budgeting and Appropriating a \$167,668 Proffer from Van Metre for Installation of Signalization and Crosswalks at the Intersection of Zebedee Street and Center Street

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

**SUMMARY OF  
ISSUE/TOPIC:** The City has received a cash contribution in the amount of \$167,668 - \$150,000 for Signalization and \$17,668 for Crosswalks - from the developer of the Van Metre at Old Town project for construction of the pedestrian signalization and brick crosswalks at the intersection of Zebedee Street and Center Street.

This resolution will budget and appropriate a \$167,668 developer contribution in the Transportation Capital Projects Fund.

**STAFF  
RECOMMENDATION:** Approve Resolution 2013-35-R

**BOARD/COMMISSION/  
COMMITTEE:**

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

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

**COMMENTS:**

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**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:** \$167,668 Developer Contribution

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

## RESOLUTION 2013-35-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 14<sup>th</sup> day of January, 2013, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
<b>GENERAL FUND</b>		
<u>Revenue:</u>		
100-0000-346-01-01	Van Metre Profer - Signalization & Crosswalks (Center & Zebedee)	\$ 167,668
<u>Expenditure:</u>		
100-9600-491-92-31	Transfer to Transportation Capital Projects Fund	\$ 167,668
<b>TRANSPORTATION CAPITAL PROJECTS FUND</b>		
<u>Revenue:</u>		
340-0000-345-10-00 CP5132	Transfer from General Fund	\$ 167,668
<u>Expenditure:</u>		
340-5132-505-39-00 CP5132	Signalization & Crosswalk (Van Metre) Capital Project	\$ 167,668
<u>Actual Transfers</u>		
100-0000-216-51-05	\$167,668.00	

For: Van Metre Contribution for Signalization and Crosswalks

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 2013

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

12/06/12  
15:52:11

Account number . . : 100-0000-216.51-05 Db/Cr . : C

Fund . . . . . : 100 General Fund  
Department . . . . : 00  
Division . . . . . : 00  
Activity basic . . . : 21 Current Liability  
Sub activity . . . . : 6 Proffer  
Element . . . . . : 51 Proffer/Van Metre  
Object . . . . . : 05 Signal Center & Zebedee

	<u>Debits</u>	<u>Credits</u>	<u>Account balance</u>
			.00
Current . . . . . :	.00	.00	
Unposted . . . . . :	.00	167,668.00	
Total . . . . . :	.00	167,668.00	167,668.00

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

PROFFER STATEMENT  
Van Metre at Old Town Manassas  
Rezoning # 2012-01  
December 6, 2011  
Page 4 of 9

APPROVED  
For City / Development Plan

VFN #4404-7

Signed

Date

1/9/12

11. The Applicant shall secure and seal any abandoned wells located on the Subject Property in accordance with all applicable state and federal laws, at no cost to the City.

12. The Subject Property shall be served by City public water and sewer.

#### LANDSCAPING

13. Subject to modifications necessitated by final engineering, specific structure locations and requirements of City, State or Federal regulations that do not substantially alter the layout or design, the landscaping of the Subject Property shall be in substantial conformance with the General Development Plan including landscape and amenity details prepared by Kimley-Horn and Associates, Inc. dated July 15, 2011 and last revised December 2, 2011 (Sheets 4 and 5).

13.1 The Applicant shall provide and install City approved street trees of 3" caliper or larger along the Property frontage on Center Street, Zebedee Street, Quarry Road, and Fairview Avenue in substantial conformance with the GDP.

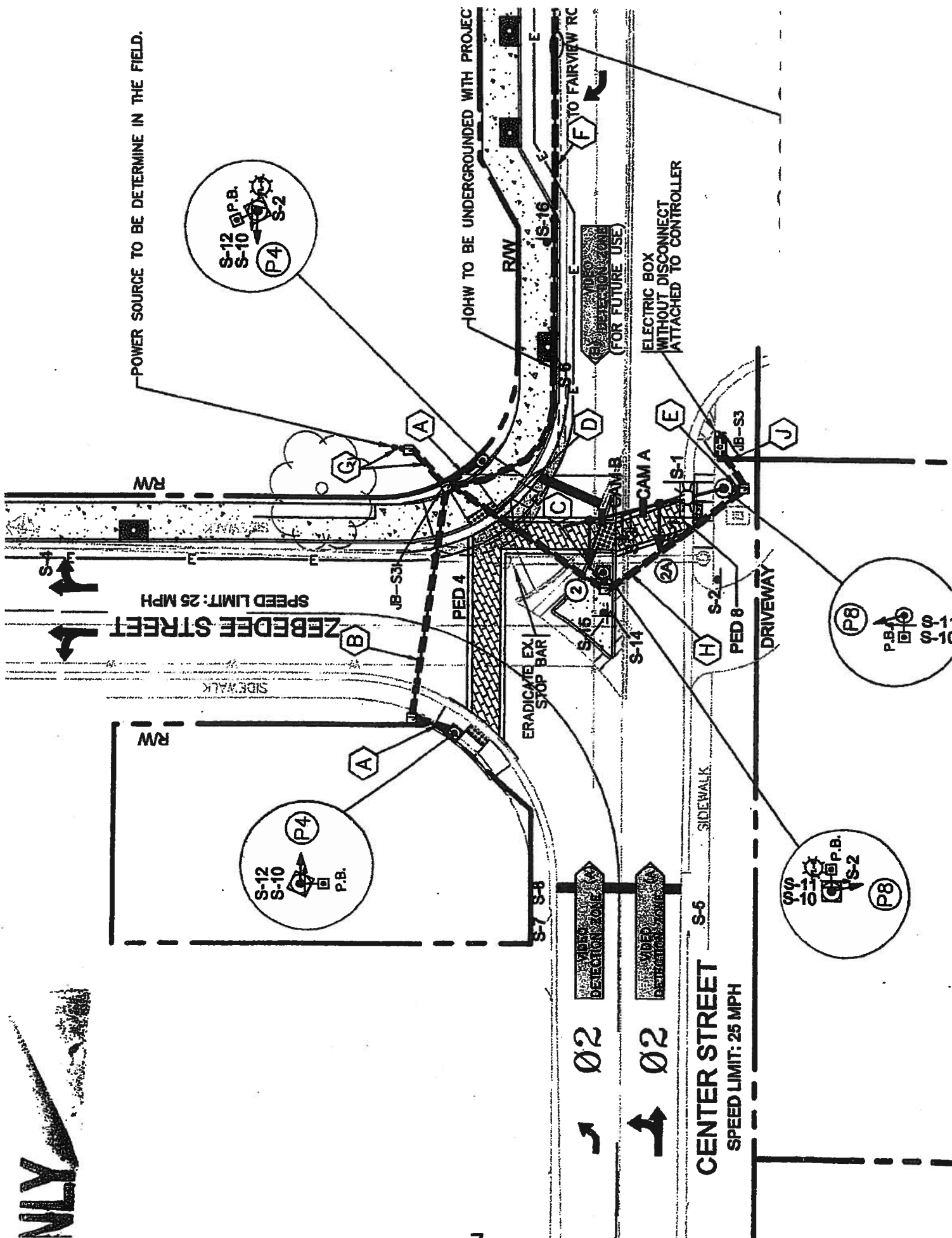
14. The Applicant shall not remove the existing White Fir tree on Zebedee Street during the construction of the townhomes, shall provide root pruning as directed by a qualified arborist, and shall provide an expanded root area with sidewalk variation and tree well as generally shown on the GDP. In addition, the Applicant shall not remove the existing Sycamore tree within the existing tree conservation easement located near the intersection of Fairview Avenue and Center Street.

#### TRANSPORTATION AND PEDESTRIAN ACCESS

15. The Applicant shall design and shall pay a \$150,000.00 contribution towards the installation of a traffic signal, and pedestrian signals at the intersection of Center Street and Zebedee Street. Traffic signal poles and fixtures shall be decorative in nature as appropriate for the Historic District and shall be subject to approval by the Director of Public Works. Said contribution shall be a condition of the approval of the first site plan submitted for the Subject Property. In addition to the above contribution, the Applicant shall pay to the City a contribution in the amount equal to the installation cost for two associated pedestrian brick crosswalks at the intersection of Center Street and Zebedee Street; or at the City's option, the Applicant shall install the two pedestrian brick crosswalks in coordination with the City during the City's installation of the traffic signal and pedestrian signal. The exact location of the two pedestrian brick crosswalks shall be determined in coordination with the engineering design of the traffic signal and pedestrian signal.

15.1 The Applicant shall provide and install, in accordance with appropriate City standards, two brick crosswalks at Center Street and Fairview Avenue as shown on the GDP.







**AGENDA STATEMENT**PAGE NO. 9ITEM NO. 3**MEETING DATE:** December 12, 2012 - Finance Committee**TIME ESTIMATE:** 20 Minutes**AGENDA ITEM TITLE:** Resolution 2013-36-R Amending the FY 2013 Budget by Budgeting and Appropriating \$1,410,370 from the Water Fund Balance/Rate Stabilization Funds for the 24" Water Transmission Main Replacement/Upgrade Capital Project**DATE THIS ITEM WAS  
LAST CONSIDERED BY  
COUNCIL:** N/A**SUMMARY OF  
ISSUE/TOPIC:**

The City's 24" water transmission main is 45 years old and approaching on its useful design life. During periods of high demand, the 24" transmission main exceeds its practical upper capacity limits. In order to improve overall system performance, increase reliability, transmission capacity, improve storage tank performance, and meet water demands with minimal supplemental water, the existing 24" water transmission main must be replaced with a 36" water transmission main.

Prince William County has recently awarded the construction of Rollins Ford Road to Shirley Contractors from its current terminus to Vint Hill Road. The proposed road improvement provides a unique opportunity for the City to replace the existing 24" water main from the Water Treatment Plant (currently traversing the Chilian Frances E. TR & Nancy Witte TR property) with a 36" transmission main within the construction limits of Rollins Ford Road at a reduced cost. The Rollins Ford Road improvements will allow the City to fully capitalize on the betterment component of the project. The attached estimate shows the potential savings presented by this opportunity when compared to the cost of the City completing this project at a later date subsequent to the Rollins Ford Road extension.

Since a significant portion of the City's 24" transmission main is made of steel, corrosion is a major concern. A condition assessment currently underway will provide an estimate of the lines useful life as a transmission main. Replacing the steel pipe with Ductile Iron Pipe will ensure system reliability and improve hydraulic conditions.

This resolution will budget and appropriate \$1,410,370 of Fund Balance/Rate Stabilization Funds in the Water Fund.

**STAFF  
RECOMMENDATION:** Approve Resolution 2013-36-R**BOARD/COMMISSION/  
COMMITTEE:** Utility Commission - November 8, 2012**RECOMMENDATION:**  X  Approve   Disapprove   Reviewed   See Comments**CITY MANAGER:**   Approve   Disapprove   Reviewed   See Comments**COMMENTS:****DISCUSSION  
(IF NECESSARY):****BUDGET/FISCAL  
IMPACT:** \$1,410,370 – Water Fund Balance/Rate Stabilization Funds**STAFF:** Tony H. Dawood, P.E., Deputy Director of Water & Sewer, (703) 257-8382

## RESOLUTION 2013-36-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 14<sup>th</sup> day of January, 2013, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
<b>WATER FUND</b>		
<u>Revenues:</u>		
	Reserved Fund Balance/Rate	
530-0000-346-04-01	Stabilization	\$ 1,410,370
<u>Expenditures:</u>		
530-3599-501-92-56	Transfer to Water Capital Projects Fund	\$ 1,410,370
<b>WATER CAPITAL PROJECTS FUND</b>		
<u>Revenues:</u>		
535-0000-345-56-00	CP3688 Transfer from Water Fund	\$ 1,410,370
<u>Expenditures:</u>		
535-3688-505-39-00	CP3688 24" Water Transmission Main Replacement/Upgrade	\$ 1,410,370

For: Reserved Fund Balance/Rate Stabilization for 24" Water Transmission Main 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

## 36" TRANSMISSION MAIN, PHASES I & II FINANCIAL IMPACT

### Option 1: Rollins Ford Road Project

Construct 36" water line concurrent with Prince William County Road Project

**\$1,410,370**

4675 LF x \$336.57/LF	= \$1,573,420
Engineering & Contingency	= <u>75,000</u>
	\$1,648,420
PWC Betterment	<u>238,050</u>
Responsibility	\$1,410,370

### Option 2: City Constructs at Later Date

**\$2,314,125**

4675 Feet x \$450/LF	= \$2,103,750
Easement Acquisition & Contingency	= <u>210,375</u>
City Responsibility	\$2,314,125

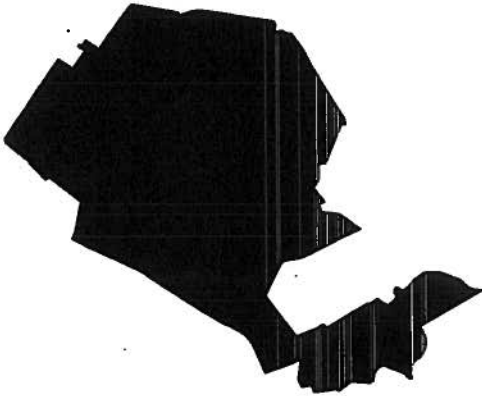
### Opportunity Cost Resulting from foregoing Option 1

**\$903,755**

Option 2	\$2,314,125
Option 1	( <u>1,410,370</u> )
	\$ 903,755

### IMPACT TO WATER FUND

Current Fund Balance	\$12,000,000
Restricted Reserve	<\$4,400,000>
Request from Fund Balance	< <u>\$1,410,000</u> >
Remaining Fund Balance	\$6,190,000
Minimum Cash Requirement Per Policy	\$3,001,000

**Site:****Project Description:**

The purpose of this project is to assess the condition of the 24" water transmission main, provide corrosion protection, and ultimately replace and upgrade to a 36" water main in order to provide for additional capacity from the Water Treatment Plant to the City.

**Service Impact Narrative:**

The City's water transmission main is approximately 40 years old and encroaching on its useful life. In order to maximize its service life, a thorough condition assessment must be completed. Based on the assessment, corrosion protection would be implemented along its alignment during FY 2013. In addition, during the assessment phase, a desktop study will be conducted to determine the feasibility of replacing the 24" with a 36" water main in its current location. Upgrading the pipe to a 36" pipe will provide for additional capacity from the Water Treatment Plant to the City. Subsequently, in 2015 engineering will be performed determining the ultimate alignment for the replacement along Vint Hill Road in the future.

**Comprehensive Plan Conformance:**

The project is in conformance with the Comprehensive Plan.

**Year Introduced in CIP: 2007**

<b>Project Timeline</b>	<b>FY 12 Prior</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>Future</b>
Planning/Design		•		•			
Land Acquisition							
Construction							•

**Associated / Coordinated Projects:**

N/A

**PROJECT: W-42    24" Transmission Main Replacement**

[illegible]

# Proposed 36-Inch Water Main

## (Along Ex. 24-Inch Alignment)

**Water Treatment Plant**  
**Rollins Ford Road Extension**

**Phase I**

**Phase II**

**Phase III**

**Phase IV**

**Dean Tank Storage Facility**

**Legend**

- Roadway Projects
- Proposed Road

**Figure 1**

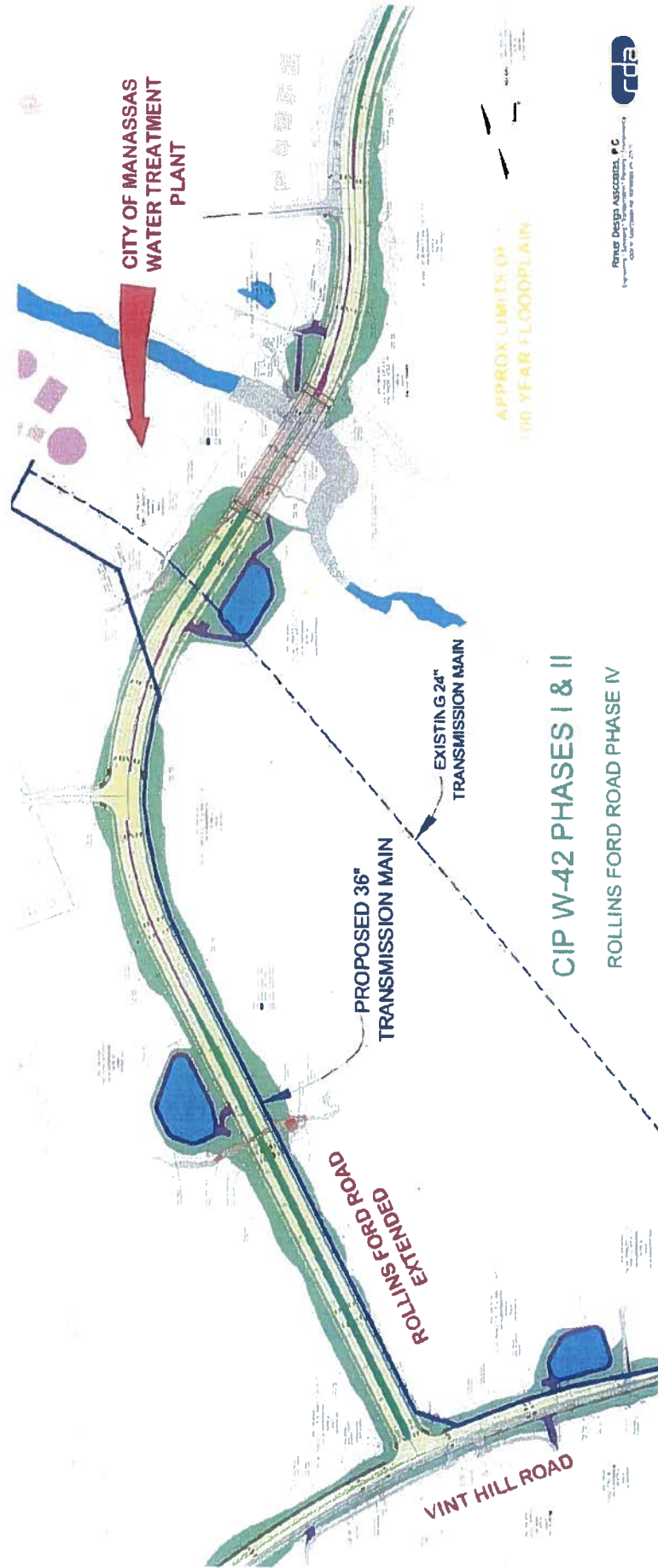
— Roadway Projects  
— Proposed Road

KING RICHARD  
EASTON, VA.

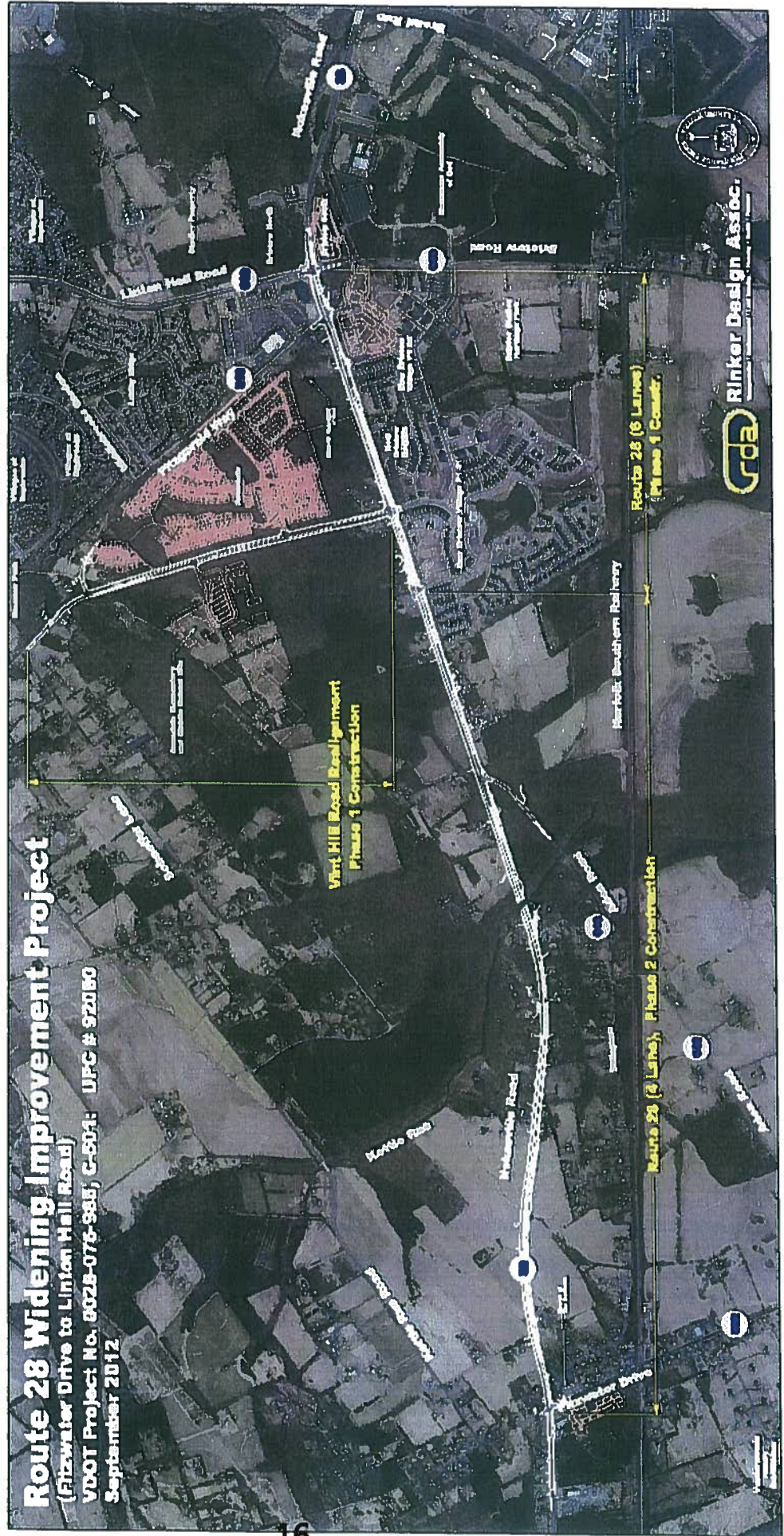


# ROLLINS FORD ROAD EXTENDED

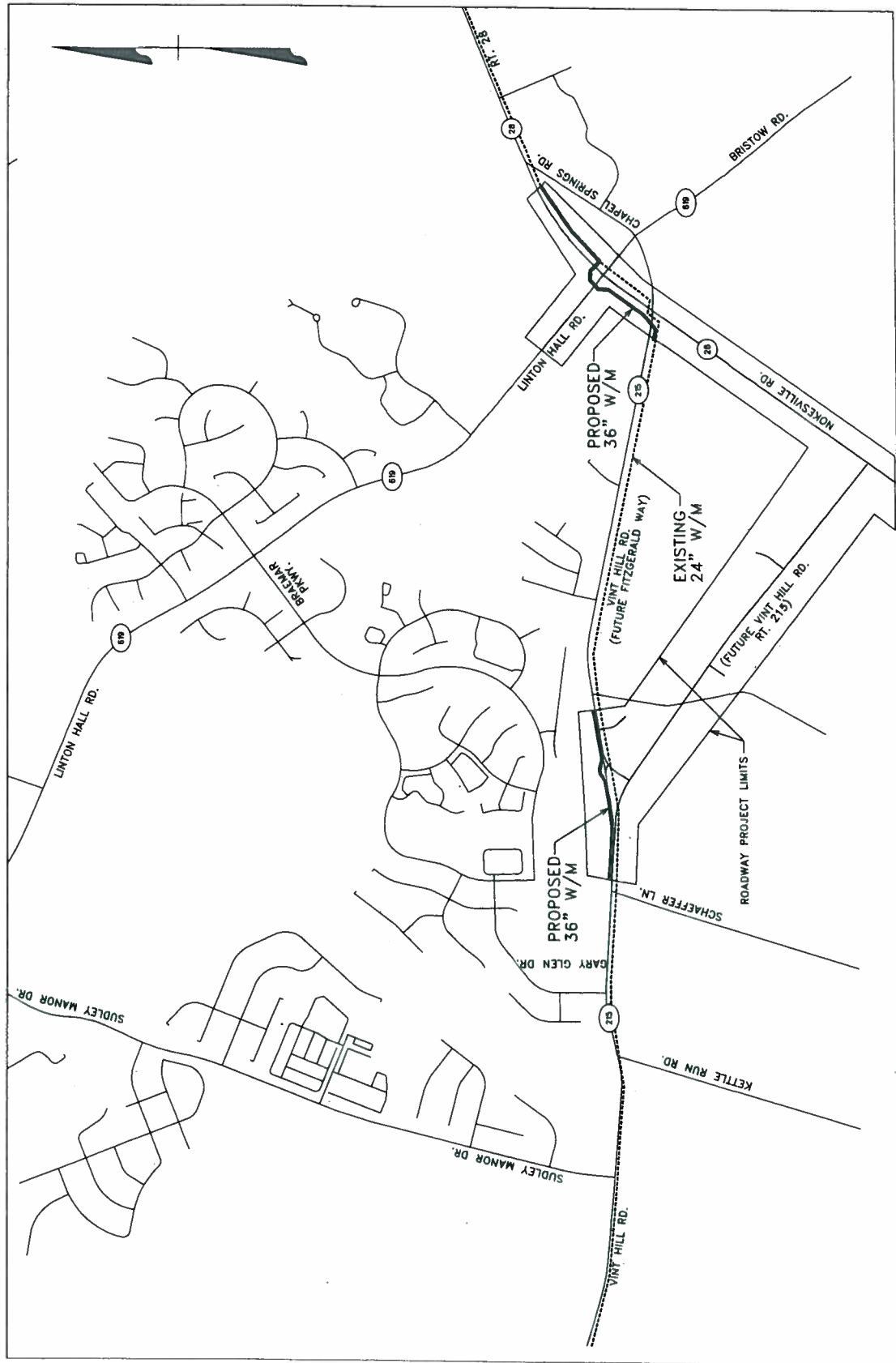
## CIP W-42 PHASES I & II



# ROUTE 28 / VINT HILL ROAD CIP W-42 PHASE III







NOVEMBER 2012

VICINITY MAP

SCALE: 1" = 500'



**Baker**

ROUTE 28/ PRINCE WILLIAM, NOKESVILLE RD.  
& ROUTE 215/VINT HILL RD

CITY OF MANASSAS  
WATER MAIN RELOCATIONS AND  
WATER SYSTEM IMPROVEMENTS

VDOT PROJECT 0028-076-982, PE-101,RW-201, C-501



## AGENDA STATEMENT

PAGE NO. 19

ITEM NO. 4

**MEETING DATE:** December 12, 2012 – Finance Committee

**TIME ESTIMATE:** 20 Minutes

**AGENDA ITEM TITLE:** Approval of a Non-Public Safety Radio System for the City to be Purchased from Funds Previously Budgeted and Appropriated for Radios

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

June 18, 2012 – City Council (Approve Resolution 2012-84-R - Budget and Appropriate \$1,996,376 for Radio Replacement)

**SUMMARY OF  
ISSUE/TOPIC:**

On June 18, 2012, City Council approved Resolution 2012-84-R to budget and appropriate \$1,996,376 for radio replacement. The radios that were proposed on June 18<sup>th</sup> all met the criteria for Public Safety (P25 System). At the time, Staff also reported that the radio system purchase would be brought back to Council at a future date. Staff has since found a system that does not meet the criteria for public safety, but could be used for the City's non-public safety radios (Public Works, Utilities). The cost of the radios is significantly cheaper than the P25 radios. Staff is requesting approval to purchase this non-public safety system. The funds originally budgeted for general use radios exceeds the amount needed for the secondary system and radios.

Staff will also provide an update on the P25 public safety radio system procurement.

**STAFF  
RECOMMENDATION:**

Approve a Non-Public Safety Radio System for the City to be Purchased from Funds Previously Budgeted and Appropriated for Radios

**BOARD/COMMISSION/  
COMMITTEE:**

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

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

**COMMENTS:**

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**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

\$372,148 City - Radio Savings  
\$200,000 Future System Savings (Consoles at Public Works)  
**\$572,148 Total Approximate Savings**

**STAFF:** Paul Hood, Electronic Systems Supervisor, (703) 257-8461  
Michael Moon, Director Public Works & Utilities (703) 257-8226

## City of Manassas System Options

	Original Estimates Manassas Owned P25 or PWC Owned P25	Original Estimates Manassas Owned P25 & MotoTRBO	-15% Negotiated Manassas Owned P25 & MotoTRBO
<b>Manassas Infrastructure</b>	<b>\$1,440,000</b>	<b>\$1,323,186</b>	<b>\$1,130,498</b>
<i>Fire/Rescue</i>	\$0	\$0	\$0
<i>Police</i>	\$804,000	\$1,284,586	\$1,091,898
<i>General Fund</i>	\$228,000	\$13,838	\$13,838
<i>Airport</i>	\$0	\$0	\$0
<i>Electric</i>	\$240,000	\$14,566	\$14,566
<i>Water/Sewer</i>	\$168,000	\$10,196	\$10,196
<b>Manassas Park Infrastructure</b>	<b>\$260,000</b>	<b>\$415,414</b>	<b>\$353,102</b>
<b>Dispatch Consoles Manassas</b>	<b>\$700,000</b>	<b>\$522,120</b>	<b>\$447,120</b>
<i>Fire/Rescue</i>	\$0	\$0	\$0
<i>Police</i>	\$390,833	\$500,000	\$425,000
<i>General Fund</i>	\$110,833	\$7,930	\$7,930
<i>Airport</i>	\$0	\$0	\$0
<i>Electric</i>	\$116,667	\$8,347	\$8,347
<i>Water/Sewer</i>	\$81,667	\$5,843	\$5,843
<b>Dispatch Consoles Manassas Park</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$255,000</b>
<b>Manassas System Total</b>	<b>\$2,140,000</b>	<b>\$1,845,306</b>	<b>\$1,577,618</b>
<b>Manassas Park System Total</b>	<b>\$560,000</b>	<b>\$715,414</b>	<b>\$608,102</b>
<b>Combined System Total</b>	<b>\$2,700,000</b>	<b>\$2,560,720</b>	<b>\$2,185,720</b>
<b>Manassas Radios</b>	<b>\$1,986,775</b>	<b>\$1,614,627</b>	<b>\$1,614,627</b>
<i>Fire/Rescue</i>	\$596,050	\$596,050	\$596,050
<i>Police</i>	\$850,450	\$850,450	\$850,450
<i>General Fund</i>	\$180,300	\$33,150	\$33,150
<i>Airport</i>	\$21,513	\$21,513	\$21,513
<i>Electric</i>	\$205,137	\$84,514	\$84,514
<i>Water/Sewer</i>	\$133,325	\$28,950	\$28,950
<b>Manass System &amp; Radios Total</b>	<b>\$4,126,775</b>	<b>\$3,459,933</b>	<b>\$3,192,245</b>
<i>Fire/Rescue</i>	\$596,050	\$596,050	\$596,050
<i>Police</i>	\$2,045,283	\$2,635,036	\$2,367,348
<i>General Fund</i>	\$519,133	\$54,918	\$54,918
<b>Combined General Fund &amp; PD</b>	<b>\$2,564,417</b>	<b>\$2,689,954</b>	<b>\$2,422,266</b>
<i>Airport</i>	\$21,513	\$21,513	\$21,513
<i>Electric</i>	\$561,804	\$107,427	\$107,427
<i>Water/Sewer</i>	\$382,992	\$44,989	\$44,989
<b>Manass Park Total</b>	<b>\$560,000</b>	<b>\$715,414</b>	<b>\$608,102</b>
<b>Grand Total</b>	<b>\$4,686,775</b>	<b>\$4,175,347</b>	<b>\$3,800,347</b>

**AGENDA STATEMENT**PAGE NO. 13ITEM NO. 4

MEETING DATE: June 18, 2012

TIME ESTIMATE: Consent

AGENDA ITEM TITLE: Resolution 2012-84-R Amending the FY 2012 Budget by Budgeting and Appropriating \$1,996,376 for Radio Replacement

DATE THIS ITEM WAS  
LAST CONSIDERED  
BY COUNCIL: Discussed During FY 2013 Budget Work Sessions  
June 6, 2012 – Finance Committee

**SUMMARY OF  
ISSUE/TOPIC:** The City Police and Fire Rescue Departments interoperate on systems throughout the National Capitol Region. Fairfax and Prince William Counties are two specific systems that are interoperated with the most and are switching to P25 Systems. The Fire and Rescue Department operates solely on the Prince William County system which will be converted to P25 in January 2013. The City's radios are not P25 capable and therefore all interoperability would be lost with P25 systems. Additionally, the majority of the City's radios are no longer supported by Motorola due to age and model phase out. These radios cannot be repaired. The City's radio system will also reach its end-of-life and support in 2013. All new systems must be P25 and therefore all radios purchased must also be P25. New P25 radios meet the latest standards for interoperability and compatibility. The City can take advantage of significant discounts (31-34%) negotiated through the Prince William County contract with Motorola if radios are purchased by January 2013.

This resolution will budget an appropriate \$1,996,376 in the General Capital Projects Fund.

**STAFF  
RECOMMENDATION:** Approve Resolution 2012-84-R  
**BOARD/COMMISSION/  
COMMITTEE:** June 6, 2012 – Finance Committee (3/0)

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

**BUDGET/FISCAL  
IMPACT:** \$ 66,663 - Sewer Fund  
\$ 66,663 - Water Fund  
\$ 206,100 - Electric Fund  
\$ 21,950 - Airport Fund  
\$1,635,000 - Capital Reserve Fund (Police/Fire/Rescue/General Government)  
**\$1,996,376 Total Radio Replacement**

**STAFF:** Michael Moon, Director Public Works & Utilities, (703) 257-8226  
Paul Hood, Electronic Systems Supervisor, (703) 257-8461

**RESOLUTION 2012-84-R**

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 18<sup>th</sup> day of June 2012, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
<b>SEWER FUND</b>		
<u>Revenue:</u>		
520-0000-346-04-00	Sewer Fund Retained Earnings	\$ 66,663
<u>Expenditure:</u>		
520-3599-501-92-31	Transfer to General Capital Projects Fund	\$ 66,663
<b>WATER FUND</b>		
<u>Revenue:</u>		
530-0000-346-04-00	Water Fund Retained Earnings	\$ 66,663
<u>Expenditure:</u>		
530-3599-501-92-31	Transfer to General Capital Projects Fund	\$ 66,663
<b>ELECTRIC FUND</b>		
<u>Revenue:</u>		
540-0000-346-04-00	Electric Fund Retained Earnings	\$ 206,100
<u>Expenditure:</u>		
540-3599-501-92-31	Transfer to General Capital Projects Fund	\$ 206,100
<b>AIRPORT FUND</b>		
<u>Revenue:</u>		
570-0000-346-04-00	Airport Fund Retained Earnings	\$ 21,950
<u>Expenditure:</u>		
570-3701-501-92-31	Transfer to General Capital Projects Fund	\$ 21,950
<b>GENERAL FUND</b>		
<u>Revenue:</u>		
100-0000-346-01-01	Capital Reserve Funds	\$ 1,635,000
<u>Expenditure:</u>		
100-9600-491-92-31	Transfer to General Capital Projects Fund	\$ 1,635,000
<b>GENERAL CAPITAL PROJECTS FUND</b>		
<u>Revenue:</u>		
310-0000-345-52-00	CP3687 Transfer from Sewer Fund	\$ 66,663
310-0000-345-53-00	CP3687 Transfer from Water Fund	\$ 66,663
310-0000-345-54-00	CP3687 Transfer from Electric Fund	\$ 206,100
310-0000-345-57-00	CP3687 Transfer from Airport Fund	\$ 21,950
310-0000-345-10-00	CP3687 Transfer from General Fund	\$ 1,635,000
<b>Total Revenue</b>		<b>\$ 1,996,376</b>



Expenditure:

310-3687-505-39-00 CP3687 Radio Replacement Project \$ 1,996,376

For: Radio Replacement 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



## AGENDA STATEMENT

PAGE NO. 25

ITEM NO. 5

**MEETING DATE:** December 12, 2012 – Finance Committee

**TIME ESTIMATE:** 15 Minutes

**AGENDA ITEM TITLE:** Consideration of Revised FY 2014 Budget Calendar

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

N/A

**SUMMARY OF  
ISSUE/TOPIC:**

Discussion of Revised FY 2014 Budget Calendar.

**STAFF**

**RECOMMENDATION:** Approve Revised FY 2014 Budget Calendar

**BOARD/COMMISSION/  
COMMITTEE:**

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

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

**COMMENTS:**

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**DISCUSSION  
(IF NECESSARY):**

PROPOSED CALENDAR WILL BE DISTRIBUTED AT THE MEETING

**BUDGET/FISCAL  
IMPACT:**

N/A

**STAFF:**

John A. Budesky, City Manager, (703) 257-8212

Patricia A. Weiler, Finance and Administration Director, (703) 257-8234



## AGENDA STATEMENT

PAGE NO. 27

ITEM NO. 6

**MEETING DATE:** December 12, 2012 – Finance Committee

**TIME ESTIMATE:** 15 Minutes

**AGENDA ITEM TITLE:** Consideration of Policy Statement #P-2013-01 Non-Profit Grants

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

N/A

**SUMMARY OF  
ISSUE/TOPIC:**

Discussion of Policy Statement #P-2013-01 Non-Profit Grants.

**STAFF**

**RECOMMENDATION:** Approve Policy Statement #P-2013-01

**BOARD/COMMISSION/  
COMMITTEE:**

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

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

**COMMENTS:**

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**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

Funds are budgeted annually for non-profit contributions.

**STAFF:**

John A. Budesky, City Manager, (703) 257-8212

# POLICY STATEMENT #P-2012-01

REGULAR COUNCIL MEETING

January 23, 2012

## RE: CITY OF MANASSAS NON-PROFIT GRANTS

Virginia Code Section 15.2-953 allows the City government to give voluntary donations of public funds to charitable organizations, located within its respective limits or outside its limits if such institution or association provides services to the residents of the locality; however, such institutions or associations shall not be controlled in whole or in part by any church or sectarian society. Virginia Code further provides that the words "sectarian society" shall not be construed to mean a nondenominational Young Men's Christian Association, a nondenominational Young Women's Christian Association, Habitat for Humanity, or the Salvation Army.

It is the policy of the City of Manassas (City) to award grants to non-profit organizations with the adoption of the annual operating budget. Grants will only be awarded to non-profit organizations with IRS 501(c)3 status and as allowed by Virginia Code Section 15.2-953. The amounts of the grants shall be determined as outlined in the procedure.

## PROCEDURE


1. Each year, with the adoption of the Five Year Forecast, the City Council will allocate for the next fiscal year's annual operating budget an amount to award as Human Services Non-Profit Grants and an amount to award as Arts/Cultural Non-Profit Grants.
2. The Mayor will appoint two (2) Council Members to a Non-Profit Grants Committee. Members of the Non-Profit Grants Committee may not be currently affiliated with any organization awarded a Non-Profit Grant.
3. City staff will ensure that
  - a. a grant application is developed
  - b. grant applications are distributed to all requesting organizations
  - c. all grant applications are recorded when received
  - d. all applicants are eligible to receive funding per this policy
  - e. members of the Non-Profit Grant Committee (Committee) receive copies of all eligible grant applications
  - f. the Committee has clerical and logistics support
4. The Non-Profit Grant Committee (Committee) will
  - a. read all eligible grant applications
  - b. at the Committee's discretion, allow each applicant the opportunity to present their request to the Committee
  - c. determine the amount to grant to each applicant
  - d. make their recommendation to the City Council at a Budget Work Session in March

**POLICY STATEMENT #P-2012-01**  
**CITY OF MANASSAS NON-PROFIT GRANTS**  
**REGULAR COUNCIL MEETING**  
**January 23, 2012**

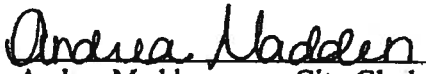
5. When determining the amounts of the grants, the Committee will
  - a. favor applicants with a local orientation of the services provided
  - b. favor applicants serving the most needy
  - c. favor applicants which otherwise have funding difficulties
  - d. favor applicants which have a broad service appeal
  - e. avoid applicants which advocate on either side of social issues
6. The City Council will consider the recommendation of the Committee in the adoption of the Annual Operating Budget.

**POLICY SUPERCEDES OTHER POLICIES**

It is the intent of this policy to repeal any inconsistent policy or practice adopted prior to this date.

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

ATTEST:

  
Andrea Madden                      City Clerk

# POLICY STATEMENT #P-2013-01

REGULAR COUNCIL MEETING

December 17, 2012

## RE: CITY OF MANASSAS COMMUNITY PARTNERS - FUNDING OF NON-PROFIT ORGANIZATIONS

Virginia Code Section 15.2-953 allows the City government to give voluntary donations of public funds to charitable organizations, located within its respective limits or outside its limits if such institution or association provides services to the residents of the locality; however, such institutions or associations shall not be controlled in whole or in part by any church or sectarian society. Virginia Code further provides that the words "sectarian society" shall not be construed to mean a nondenominational Young Men's Christian Association, a nondenominational Young Women's Christian Association, Habitat for Humanity, or the Salvation Army.

It is the policy of the City of Manassas (City) to award voluntary donations to non-profit organizations with the adoption of the annual operating budget. The donations will only be awarded to non-profit organizations with a current IRS 501(c)3 status and as allowed by Virginia Code Section 15.2-953.

1. Each year, with the adoption of the Five Year Forecast, the City Council will designate for the next fiscal year's annual operating budget an amount to donate to non-project organizations. This amount is for proposed budget purposes only. The actual amount to be donated will be determined by the City Council with adoption and appropriation of the Annual Operating Budget.
2. The City Council will appoint the members of a Non-Profit Donations Committee (Committee). Members of the Committee with an actual or perceived conflict-of-interest with a non-profit organization will abstain from any votes or decisions on a City donation to that non-profit organization.
3. City staff will ensure that
  - a. an application is developed
  - b. the application is made available on the City website and distributed to all requesting organizations by December 1
  - c. the application clearly states the due date of February 1 and that applications received after the due date will not be considered
  - d. all applications received are recorded when received and each requesting non-profit organization is reviewed for determination of eligibility for donation per this policy
  - e. the Committee members are provided copies of the applications received by the due date from eligible non-profit organizations
  - f. the Committee has clerical and logistics support
4. The Committee will review all applications and allocate the amount designated by City Council in 1. (above) to the non-profit organizations within the following guidelines.
  - a. A non-profit organization may or may not receive funding.
  - b. The allocation to a non-profit organization will be no more than     % of the total revenue of the non-profit organization.



- c. The allocation will be based on how the non-profit organization's program supports or enhances the City Council's Strategic Plan.
  - d. The Committee will forward their recommendation to the City Manager by March 1.
5. The City Council will consider the recommendation of the Committee in the adoption and appropriation of the Annual Operating Budget.

**POLICY SUPERCEDES OTHER POLICIES**

It is the intent of this policy to repeal any inconsistent policy or practice adopted prior to this date.

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

ATTEST:

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Andrea Madden              City Clerk