

**FINANCE COMMITTEE  
WEDNESDAY, MAY 29, 2013  
SECOND FLOOR CONFERENCE ROOM  
CITY HALL - MANASSAS, VIRGINIA  
AGENDA**

**5:30 PM CALL TO ORDER**

- |  |                   |
|--|-------------------|
| 1. Approve Minutes of the May 8, 2013, Finance Committee Meeting   | <b>1 Minute</b>   |
|  | <b>Page /</b>     |
| 2. Resolution 2013-58-R Amending the FY 2013 Budget by Budgeting and Appropriating \$950,000 of Bond Proceeds for the Main Street Streetscape Capital Project (Moon/Jennings/Moore/Bergeron) | <b>10 Minutes</b> |
|  | <b>Page 5</b>     |
| 3. Consideration of Non-Profit Donation Committee Recommendations for the FY 2014 Budget (Budesky)   | <b>15 Minutes</b> |
|  | <b>Page 13</b>    |

**City Manager's Time**

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**ADJOURNMENT**

cc: Mayor  
Council Members  
John A. Budesky

Diane Bergeron  
Tamara Sturm



**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE  
WEDNESDAY, MAY 8, 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, City Manager John A. Budesky, Budget Manager Diane V. Bergeron, Public Works and Utilities Director Mike Moon, Assistant Public Works Director Patrick Moore, Building and Grounds Superintendent Tim Fitzwater, Purchasing Manager Jimmy Falls, Community and Economic Development Director Liz Via-Gossman, Police Captain Trey Lawler, Police Fiscal Specialist Nancy Hurley

**GUESTS PRESENT:** Jeanette Smith, Gene Couvillian, Gail Sutter, Mark Olsen

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

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

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

**AGENDA ITEM #2 Consideration of Additional Burial Spaces at Manassas Cemetery and Amendment of Cemetery Rules and Regulations to Establish Price for Sale of Plots**

Mike Moon presented Staff's recommendation for the consideration of additional burial spaces at Manassas Cemetery and amendment of Cemetery rules and regulations to establish price for sale of plots. The recommendation is to proceed with cemetery layout "Option A", establish a lottery system for sale of plots, and approve Ordinance #0-2013-7 amending the City of Manassas Cemeteries Rules and Regulations. The Committee approved (2/0). This item will be forwarded to the June 17, 2013, City Council meeting and will not be on Consent.

**AGENDA ITEM #3 Resolution 2013-54-R Amending the FY 2013 Budget by Budgeting and Appropriating \$1,173 from the State/Local Drug Seizure Funds for Police Department Investigations**

Trey Lawler presented Staff's recommendation to amend the FY 2013 Budget by budgeting and appropriating \$1,173 from the State/Local Drug Seizure Funds for Police Department investigations. The Committee approved (2/0). This item will be forwarded to the May 20, 2013, City Council meeting.

**AGENDA ITEM #4 Resolution 2013-55-R to Budget and Appropriate \$1,100 of Donations to Support the Police Department's Rape Aggression Defense (RAD) Training Program**

Trey Lawler presented Staff's recommendation to budget and appropriate \$1,100 of donations to support the Police Department's Rape Aggression Defense (RAD) training program. The Committee approved (2/0). This item will be forwarded to the May 20, 2013, City Council meeting.

**AGENDA ITEM #5 Resolution 2013-56-R Amending the FY 2013 Budget by Budgeting and Appropriating \$1,500 in Federal Revenue for the Purchase of Forensic Computer Components for the Police Department's Participation in the Electronic Crimes Task Force**

Trey Lawler presented Staff's recommendation to amend the FY 2013 Budget by budgeting and appropriating \$1,500 in Federal Revenue for the purchase of forensic computer components for the Police Department's participation in the Electronic Crimes Task Force. The Committee approved (2/0). This item will be forwarded to the May 20, 2013, City Council meeting.

**AGENDA ITEM #6 Resolution 2013-57-R Amending the FY 2013 Budget by Budgeting and Appropriating \$1,315 from the Virginia State Police for Virginia Help Eliminate Auto Theft (H.E.A.T.) Training**

Trey Lawler presented Staff's recommendation to amend the FY 2013 Budget by budgeting and appropriating \$1,315 from the Virginia State Police for Virginia Help Eliminate Auto Theft (H.E.A.T.) training. The Committee approved (2/0). This item will be forwarded to the May 20, 2013, City Council meeting.

**AGENDA ITEM #7 Resolution 2013-53-R Amending the FY 2013 Budget by Transferring \$25,000 from General Fund Contingency for an Industrial Zoning Study**

Liz Via-Gossman presented Staff's recommendation to amend the FY 2013 Budget by transferring \$25,000 from General Fund Contingency for an Industrial Zoning Study. The Committee was split on this item (1/1). This item will be forwarded to the May 20, 2013, City Council meeting and will not be on Consent.

## **City Manager's Time**

John A. Budesky reported that Staff is working on a Memorandum of Understanding with Manassas City Public Schools regarding the CIP financing.

The meeting was adjourned at 6:28 p.m. by Chairman Marc Aveni.



**AGENDA STATEMENT**

**PAGE NO.** 5

**ITEM NO.** 2

**MEETING DATE:** May 29, 2013 – Finance Committee

**TIME ESTIMATE:** 10 Minutes

**AGENDA ITEM TITLE:** Resolution 2013-58-R Amending the FY 2013 Budget by Budgeting and Appropriating \$950,000 of Bond Proceeds for the Main Street Streetscape Capital Project

Resolution R-2013-57 Resolution of Official Intent to Reimburse Expenditures with Proceeds of a Borrowing

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

May 13, 2013 – Adoption of the FY 2014 Five Year Capital Improvement Program

**SUMMARY OF ISSUE/TOPIC:**

The FY 2014 CIP has a bond issue of \$950,000 for the Main Street Streetscape project. It is anticipated that the City will issue the bonds in FY 2014. Staff recommends starting the Main Street Streetscape project in June in order to meet the recommended completion in the Fall of 2013.

The Reimbursement Resolution will allow Staff to advertise, award, and begin the Main Street Streetscape project and meet our projected timeline for a Fall 2013 completion.

Resolution 2013-58-R will budget and appropriate \$950,000 of bond proceeds in the Transportation Capital Projects Fund.

**STAFF RECOMMENDATION:**

Approve Resolution 2013-58-R and Resolution R-2013-57

**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:**

\$950,000 - Bond Proceeds

**STAFF:**

Mike Moon, Director of Public Works & Utilities, (703) 257-8226  
Gene Jennings, Deputy Director of Public Works, (703) 257-8251  
Patrick Moore, Assistant Director of Public Works, (703) 257-8266  
Diane Bergeron, Budget Manager, (703) 257-8272

**RESOLUTION 2013-58-R**

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 20<sup>th</sup> day of May 2013, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
<b>TRANSPORTATION CAPITAL PROJECTS FUND</b>			
<u>Revenue:</u>			
340-0000-344-01-00	CP5127	Bond Proceeds	\$ 950,000
<u>Expenditure:</u>			
340-5127-505-39-00	CP5127	Main Street Streetscape	\$ 950,000

For: Bonds Proceeds for Main Street Streetscape Capital 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



**MOTION:** \_\_\_\_\_

**June 17, 2013**

**Regular Meeting**

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

**Res. No. R-2013-57**

**RE: RESOLUTION OF OFFICIAL INTENT TO REIMBURSE  
EXPENDITURES WITH PROCEEDS OF A BORROWING**

**WHEREAS**, the City of Manassas, Virginia (the "Borrower"), intends to acquire, construct and equip improvements to public facilities including streets and road, specifically Main Street (the "Project"); and

**WHEREAS**, plans for the Project have advanced and the Borrower expects to advance its own funds to pay expenditures related to the Project (the "Expenditures") prior to incurring indebtedness and to receive reimbursement for such Expenditures from proceeds of tax-exempt bonds or taxable debt, or both.

**NOW, THEREFORE, BE IT RESOLVED** that:

1. The Borrower intends to utilize the proceeds of tax-exempt bonds (the "Bonds") or to incur other debt, in an amount not currently expected to exceed \$950,000 to pay the costs of the Project.
2. The Borrower intends that the proceeds of the Bonds be used to reimburse the Borrower for Expenditures with respect to the Project made on or after the date that is no more than 60 days prior to the date of this Resolution. The Borrower reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Bonds or other debt.
3. Each Expenditure was or will be, unless otherwise approved by bond counsel, either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the Borrower so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the Borrower.

4. The Borrower intends to make a reimbursement allocation, which is a written allocation by the Borrower that evidences the Borrower's use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the latter of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Borrower recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction of at least five years.
5. The Borrower intends that the adoption of this resolution confirms the "official intent" within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.
6. This resolution shall take effect immediately upon its passage.

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

ATTEST:

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

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**Pat Weiler**

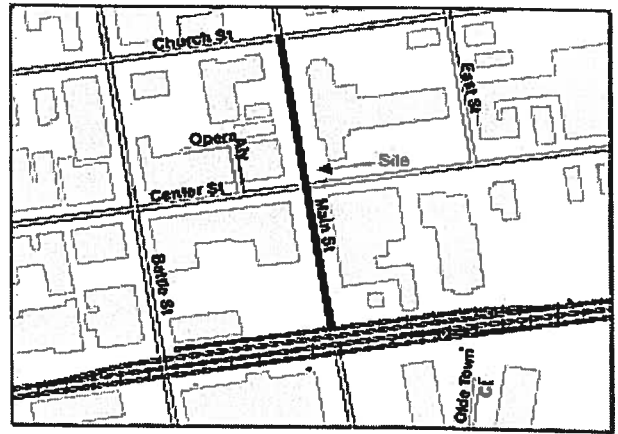
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**From:** Pat Weiler  
**Sent:** Friday, July 26, 2002 12:01 PM  
**To:** Mike C. Moon; Janie Tutko; Gene Jennings  
**Subject:** RE: Reimbursement Resolution

The City may incur expenditures and get reimbursed from bond proceeds as long as within 60 days of the date it pays the expenditure, the City Council passes a reimbursement resolution **AND** the City then issues the bonds within 18 months following the later of (i) the date the original expenditure is paid or (ii) the date the project is placed in service, but in no event later than 3 years after the original expenditure is paid.

## T-065 - Main Street Streetscape

**Change from Prior:** Cost Decreased  
**Year Introduced:** 2013  
**Associated Project:**  
**Conforms With:** Comprehensive Plan



### Project Description:

This project will consist of widening sidewalks and modifying parking to make Main Street more pedestrian and congregating friendly. Replacement of old traffic signals at Church Street and Center Street will be included.

### Project Justification:

The Main Street enhancement project is being introduced to the CIP to help with economic development in the Old Town area. The project will widen sidewalks and change parking configurations to promote shopping and dining in Old Town. The project will be similar in look to a recent capital project on Battle Street, which was meant to serve the same purpose.

### Financial Summary (dollars in thousands):

Funding Source	5 Year	Total	FY 2013	Future					
	CIP Total	Project	& Prior	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Years
General Fund	-	-	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-	-	-
MCPS Fund	-	-	-	-	-	-	-	-	-
Bonds	950	950	-	950	-	-	-	-	-
Other Local Government	-	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-	-
Gas Taxes	-	125	125	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-	-	-
Storm Water Mgmt Fees	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>950</b>	<b>1,075</b>	<b>125</b>	<b>950</b>	-	-	-	-	-

### Operating Budget Impacts (dollars in thousands):

FTE's	-	-	-	-	-	-	-	-	-
Revenue Offset	-	-	-	-	-	-	-	-	-
Facility Costs	-	-	-	-	-	-	-	-	-
Debt Service	284	1,425	-	-	71	71	71	71	1,141
<b>Net Impact</b>	<b>284</b>	<b>1,425</b>	<b>-</b>	<b>-</b>	<b>71</b>	<b>71</b>	<b>71</b>	<b>71</b>	<b>1,141</b>

<b>City of Manassas</b>				
<b>Street and Highway Projects Fund (Fund 340)</b>				
<b>Main Street Streetscape - CP5127</b>				
<b>Project to Date</b>				
<b>As of 5/3/2013</b>				
<b>T-65</b>				
		<b>Revenues</b>		<b>Expenditures</b>
			<b>Total</b>	<b>Total</b>
		<b>Gas Tax</b>	<b>Revenues</b>	<b>Expenditures</b>
<b><u>BUDGET</u></b>				
FY 2013 2013-01-R		125,000.00	125,000.00	125,000.00
Project to Date Budget		125,000.00	125,000.00	125,000.00
<b><u>ACTUAL</u></b>				
FY 2013		9,560.00	9,560.00	20,241.34
Project to Date Actual		9,560.00	9,560.00	20,241.34
<b>=</b>				
<b>Remaining Budget Balance</b>		<b>(115,440.00)</b>	<b>(115,440.00)</b>	<b>104,758.66</b>



**AGENDA STATEMENT**

PAGE NO. 13

ITEM NO. 3

**MEETING DATE:** May 29, 2013 – Finance Committee

**TIME ESTIMATE:** 15 Minutes

**AGENDA ITEM TITLE:** Consideration of Non-Profit Donation Committee Recommendations for the FY 2014 Budget

**DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL:** May 13, 2013 – Adoption of the FY 2014 Budget

**SUMMARY OF ISSUE/TOPIC:** The City Council has Policy Statement #P-2013-01, City of Manassas Community Partners – Funding of Non-Profit Organizations with Voluntary Donations which details the City Council's policy for allocating funding for donations in the Annual Operating Budget Process.

For the FY 2014 Budget, City Council appointed the City Manager and his designated staff to the Non-Profit Donations Committee. The Committee was made up of City Manager John Budesky, Budget Manager Diane Bergeron, Communications Coordinator Patty Prince and Budget Technician Tamara Sturm. The recommendations of the Committee are attached.

**STAFF RECOMMENDATION:** Approve Non-Profit Donation Committee Recommendations for FY 2014

**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:** \$142,500 is budgeted for donations to non-profit organizations. \$6,000 of this total is a direct contribution to the St Patricks Day Parade (\$2,500) and Christmas Parade (\$3,500).

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

**City of Manassas  
Contributions**

Entity/Description	FY 2013	FY 2014 Req.	FY 2014 Recom.	Rec. Increase
	Adopted Budget			(Decrease) from FY 2013
<b>Health &amp; Welfare</b>				
ARC of Greater Prince William	1,000	2,000	2,000	1,000
Project Mend-A-House	2,500	5,000	5,000	2,500
Voluntary Action Center	5,000	20,000	2,000	(3,000)
Habitat for Humanity	4,500	-	-	(4,500)
ACTS - Turning Points	16,000	25,000	16,000	-
American Red Cross	8,000	-	-	(8,000)
ACTS - Suicide Prevention	9,500	15,000	9,500	-
Healthy Families - NVFS	9,000	12,000	12,000	3,000
Independence Empowerment	-	5,000	2,000	2,000
B.E.A.C.O.N.	1,000	9,500	5,000	4,000
Community Health	2,000	25,000	-	(2,000)
Pharmacy Central - NVFS	4,000	5,000	4,000	-
Healthlink - NVFS	4,000	5,000	4,000	-
Free Clinic	10,000	-	-	(10,000)
Brethren Housing Corporation	1,000	-	-	(1,000)
E. Carrington Family Enrichment Center	500	-	-	(500)
Wesley Housing Development Corporati	-	5,500	-	-
City of Manassas Public School Educatio	-	24,500	-	-
Training Futures - NVFS	-	10,000	10,000	10,000
<b>Total Health &amp; Welfare</b>	<b>78,000</b>	<b>168,500</b>	<b>71,500</b>	<b>(6,500)</b>
<b>Cultural Enrichment</b>				
St Patricks Day Parade	2,500	-	2,500	-
Center for the Arts	35,000	40,000	36,000	1,000
Manassas Ballet Theatre	18,000	35,000	23,000	5,000
Christmas Parade	3,500	-	3,500	-
NOVA Symphony / Manassas Symphon	2,500	6,550	2,000	(500)
Prince William Little Theatre	1,500	3,000	-	(1,500)
Hylton Performing Arts Center	-	10,000	2,000	2,000
Manassas Community Chorale	1,500	4,000	2,000	500
<b>Total Cultural Enrichment</b>	<b>64,500</b>	<b>98,550</b>	<b>71,000</b>	<b>6,500</b>
<b>Total Contributions</b>	<b>142,500</b>	<b>267,050</b>	<b>142,500</b>	<b>-</b>

→ Direct Contribution

→ Direct Contribution



# 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. the City application is made available on the City website and distributed to all requesting organizations by December 1
  - b. the application clearly states the due date of February 1 and that applications received after the due date will not be considered
  - c. all applications received are recorded when received and each requesting non-profit organization is reviewed for determination of eligibility for donation per this policy
  - d. the Committee members are provided copies of the applications received by the due date from eligible non-profit organizations
  - e. 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 will be based on how the non-profit organization's program supports or enhances the City Council's Strategic Plan.
  - c. The Committee will forward their recommendation to the City Manager by March 1.

