

**FINANCE COMMITTEE**  
**WEDNESDAY, JULY 13, 2016**  
**SECOND FLOOR CONFERENCE ROOM**  
**CITY HALL - MANASSAS, VIRGINIA**  
**AGENDA**

**5:30 P.M. CALL TO ORDER**

- |  |                   |
|--|-------------------|
| 1. Approve Minutes of the June 15, 2016 Finance Committee Meeting  | <b>1 Minute</b>   |
|  | <b>Page 1</b>     |
| 2. Consideration of Resolution 2017-02-R Amending the FY 2017 Budget by Budgeting and Appropriating \$8,221 in State Revenue for Supplemental Nutrition Assistance Program (SNAP) Outreach   | <b>15 Minutes</b> |
|  | <b>Page 5</b>     |
| 3. Consideration of Resolution 2017-02-R Amending the FY 2017 Budget by Budgeting and Appropriating \$3,150 in State Revenue for Fostering Futures Foster Care Assistance  | <b>15 Minutes</b> |
|  | <b>Page 11</b>    |
| 4. Consideration of Resolution 2017-02-R Amending the FY 2017 Budget by Budgeting and Appropriating \$24,044 in State Revenue; \$34,847 of Federal Revenue; and \$10,803 of the General Fund Contingency for the Addition of a Benefits Program Specialist I in the Social Services Fund | <b>5 Minutes</b>  |
|  | <b>Page 13</b>    |
| 5. Consideration of Resolution 2017-02-R Amending the FY 2017 Budget by Budgeting and Appropriating \$225,000 of Rent Revenue for the Costs of Operating and Maintaining 9608 and 9608 A Grant Avenue  | <b>5 Minutes</b>  |
|  | <b>Page 15</b>    |
| 6. Investment Report Presentation By Treasurer (Perkins)   | <b>10 Minutes</b> |
|  | <b>Page 21</b>    |

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**City Manager's Time**

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# ADJOURNMENT

cc: Mayor  
Council Members  
W. Patrick Pate

Paul York  
Diane Bergeron  
Tamara Keesecker

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE  
WEDNESDAY, JUNE 15, 2016  
SECOND FLOOR CONFERENCE ROOM  
CITY HALL - MANASSAS, VA**

**COMMITTEE MEMBERS PRESENT:** Council Member Marc Aveni, Chairman  
Vice Mayor Jonathan L. Way  
Council Member Mark Wolfe  
Council Member Sheryl Bass (Alternate)

**COMMITTEE MEMBERS ABSENT:** N/A

**OTHERS PRESENT:** Mayor Parrish, Council Member Ian Lovejoy, Council Member Ken Elston, Finance and Administration Director Paul York, City Manager Pat Pate, Deputy City Manager Bryan Foster, Acting City Clerk/Assistant to the City Manager Toni Elgart, Treasurer Robin Perkins, Stormwater Program Manager Jacob Renaud, Utilities Finance Manager Glenn Simpson, Fiscal Specialist Nancy Hurley, Economic Development Director Patrick Small, Deputy City Attorney Martin Crim

The meeting was called to order at 5:29 p.m. by Chairman Marc Aveni.

**AGENDA ITEM #1 Approve Minutes of the May 11, 2016 Finance Committee Meeting**

A motion was made and seconded to approve the minutes of the May 11, 2016, Finance Committee meeting. The Committee approved (3/0).

**AGENDA ITEM #2 Consideration of Resolution 2016-13-R Amending the FY 2016 Budget by Budgeting and Appropriating \$11,800 of Donation Revenue From the Sale of Retired Duty Weapons and a K9**

Nancy Hurley presented Staff's recommendation to amend the FY 2016 budget by budgeting and appropriating \$11,800 of Donation Revenue from the sale of retired duty weapons and a K9. The Committee approved (3/0). This item will be forwarded to the June 27, 2016, City Council meeting for consideration.

**AGENDA ITEM #3 Consideration of Resolution 2016-13-R Amending the FY 2016 Budget by Budgeting and Appropriating a \$91,000 Transfer from the Electric Fund in the NVTa Capital Projects Fund for Prince William Street (Grant Avenue to Wellington Rd)**

Glenn Simpson presented Staff's recommendation to amend the FY 2016 budget by budgeting and appropriating a \$91,000 transfer from the Electric Fund in the NVTa Capital Projects Fund for Prince William Street (Grant Avenue to Wellington Rd). The Committee approved (3/0). This item will be forwarded to the June 27, 2016, City Council meeting for consideration.

**AGENDA ITEM #4 Consideration of Resolution 2016-13-R Amending the FY 2016 Budget by Budgeting and Appropriating \$71,147 of Micron Commercial & Industrial Sales Revenue in the Electric Capital Projects Fund for Micron Generator Repair**

Glenn Simpson presented Staff's recommendation to amend the FY 2016 budget by budgeting and appropriating \$28,000 from the General Fund Contingency. The Committee approved (3/0). This item will be forwarded to the June 27, 2016, City Council meeting for consideration.

**AGENDA ITEM #5 Consideration of Resolution 2016-13-R Amending the FY 2016 Budget by Budgeting and Appropriating \$189,006 of Insurance Reimbursement in the Electric Capital Projects Fund for the VMEA Generator Repair**

Glenn Simpson presented Staff's recommendation to amend the FY 2016 budget by budgeting and appropriating \$189,006 of insurance reimbursement in the Electric Capital Projects Fund for the VMEA Generator Repair. The Committee approved (3/0) and will be forwarded to the June 27, 2016, City Council meeting for consideration.

**AGENDA ITEM #6 Consideration of Resolution 2016-13-R Amending the FY 2016 Budget by Budgeting and Appropriating \$100,000 of Broad Run Stormwater Escrow Funds for School Street Drainage Improvements and Unbudgeting and Unappropriating \$180,192 in State Revenue for the Prince William Hospital Pond Project**

Jacob Renaud presented Staff's recommendation to amend the FY 2016 budget by budgeting and appropriating \$100,000 of Broad Run Stormwater Escrow Funds for School Street Drainage Improvements and unbudgeting and unappropriating \$180,192 in State revenue for the Prince William Hospital Pond Project. The Committee approved (3/0) and will be forwarded to the June 27, 2016, City Council meeting for consideration.

**AGENDA ITEM #7 Consideration of Resolution 2016-13-R Amending the FY 2016 Budget by Budgeting and Appropriating \$103,000 of Federal Congestion Mitigation and Air Quality Funds and Transferring \$181,000 of Federal Congestion Mitigation and Air Quality Funds to the Traffic Operations Improvements Project**

Bryan Foster presented Staff's recommendation to amend the FY 2016 budget by budgeting and appropriating \$103,000 of Federal Congestion Mitigation and Air Quality Funds and transferring \$181,000 of Federal Congestion Mitigation and Air Quality Funds to the Traffic Operations Improvements Project. The Committee approved (3/0) and will be forwarded to the June 27, 2016, City Council meeting for consideration.

**AGENDA ITEM #8 Consideration of Resolution 2016-13-R Amending the FY 2016 Budget by Budgeting and Appropriating \$300,000 from the NVTAFund Balance for the July 1, 2016, Payment by PRTC to Support VRE Operations**

Paul York presented Staff's recommendation to amend the FY 2016 budget by budgeting and appropriating \$300,000 from the NVTAFund Balance for the July 1, 2016, Payment by PRTC to support VRE operations. The Committee decided to amend the resolution committing \$325,000 of NVTAFunds in the FY 2017 Budget for PRTC OMNILINK Bus Service to be used for the July VRE payment and Repeal Resolutions R-2016-29 and R-2016-31. The Committee approved (3/0) and will be forwarded to the June 27, 2016, City Council meeting for consideration.

Also discussed was the need for a Work Session meeting with PRTC to discuss future funding requirements for the gas tax revenues as related to PRTC and VRE services.

**AGENDA ITEM #9 Investment Report Presentation By Treasurer**

Robin Perkins presented the Treasurer's Investment Report as of March 2016. This item was for information purposes only.

**AGENDA ITEM #10 General Fund Status Report**

Paul York presented the FY 2016 General Fund Status Report as of March 31, 2016.

**City Manager's Time**

N/A

The meeting was adjourned at 6:10 p.m. by Chairman Aveni.



## AGENDA STATEMENT

PAGE NO. 5

ITEM NO. 2

**MEETING DATE:** July 13, 2016 – Finance Committee

**TIME ESTIMATE:** 15 Minutes

**AGENDA ITEM TITLE:** Consideration of Resolution 2017-02-R Amending the FY 2017 Budget by Budgeting and Appropriating \$8,221 in State Revenue for Supplemental Nutrition Assistance Program (SNAP) Outreach

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

N/A

**SUMMARY OF  
ISSUE/TOPIC:**

The City of Manassas Department of Social Services (CMDSS) has agreed to provide fiduciary oversight and administration of the SNAP Outreach Plan on behalf of Virginia Department of Social Services (VDSS). The purpose of this agreement is to increase awareness of the SNAP program, identify individuals potentially eligible for the program, and assist those individuals with applying for the program. The City will act as a pass-thru entity and reimburse Northern Virginia Family Service (NVFS) up to fifty percent (50%) of \$16,441 in expenditures (\$8,221) with funds provided by USDA to VDSS for this purpose. NVFS is the subcontractor and will be the agency providing the services and covering the local match. Payments to NVFS must be completed within 30 days of receiving the VDSS funding.

This resolution will budget and appropriate \$8,221 of State Revenue in the Social Services Fund.

**STAFF  
RECOMMENDATION:** Approve Resolution 2017-02-R

**BOARD/COMMISSION/  
COMMITTEE:**

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

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

**COMMENTS:**

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:** \$8,221 – State Revenue

**STAFF:** LaTanya Bell, Social Services Finance Manager, (703) 361-8277  
Ronald King, Family Services Director, (703) 361-8277

**MEMORANDUM OF AGREEMENT**  
**Contract # BEN-16-070**

Between

**Virginia Department of Social Services (VDSS)**  
**Benefit Programs Division**  
801 East Main Street  
Richmond, VA 23219

And

**City of Manassas Department of Social Services (CMDSS)**  
9324 West Street  
Manassas, VA 20110

Inasmuch as the Virginia Department of Social Services (VDSS) requires certain services and the City of Manassas Social Services (CMDSS) has agreed to provide such services, by result of negotiation between the parties, and for and in consideration of the respective undertakings of the parties to this document, the following agreements are made:

**1.0 PURPOSE**

The purpose of this Agreement is for CMDSS to provide fiduciary oversight and administration of the Supplemental Nutrition Assistance Program (SNAP) Outreach Plan on behalf of VDSS.

**2.0 PERIOD OF AGREEMENT**

- 2.1 This Agreement is effective June 1, 2016 through September 30, 2016. The agreement is renewable upon written agreement of both parties for one (1) successive one-year period, under the terms of the current agreement.
- 2.2 If this Agreement is terminated, VDSS shall be liable only for payment of services rendered before the effective date of termination.

**3.0 SCOPE OF WORK and DELIVERABLES**

CMDSS shall provide services as follows, in conjunction with its subcontractor, Northern Virginia Family Service (NVFS), and in accordance with the 2016 Outreach Plan, Attachment A, which is incorporated herein:

- 3.1.1 Increase awareness of the SNAP through distribution of informational materials and participation in, or presentations, at community events.



- 3.1.2 Identify individuals potentially eligible for SNAP by completing online pre-screening tools.
- 3.1.3 Assist potentially eligible individuals complete a SNAP application and gather necessary documentation for the application.
- 3.1.4 Keep records for SNAP outreach activities and expenses for a five-year period.

#### **4.0 COMPENSATION and METHOD OF PAYMENT**

- 4.1 For providing the services specified above and for the initial five-month period, the United States Department of Agriculture (USDA) has approved total expenditures of \$16,441. VDSS will reimburse CMDSS up to fifty percent (50%) of \$16,441 in expenditures, or up to \$8,221, with funds provided by USDA to VDSS for this purpose.
- 4.2 CMDSS shall submit a quarterly invoice to VDSS detailing total SNAP outreach costs for the period. CMDSS shall receive monthly or quarterly invoices from its subcontractor, Northern Virginia Family Service (NVFS), and shall submit a copy of those invoices along with its own quarterly invoice to VDSS. CMDSS shall review NVFS' invoices to ensure the costs that are billed are reasonable for the described work.
  - 4.2.1 CMDSS shall request reimbursement for up to fifty percent (50%) of the expenditures and CMDSS (or its subcontractor) must be responsible for the remaining fifty percent (50%). For expenditures not reimbursed by VDSS, non-federal monies must be used for matching funds.
  - 4.2.2 Funds must be expended during the contract period except for pre-award costs that are incurred prior to the effective date of this Agreement directly pursuant to the negotiation and in anticipation of this Agreement where such costs are preapproved by VDSS and are necessary to comply with the proposed delivery schedule or period of performance and would be allowable if incurred after this Agreement start date.
  - 4.2.3 Invoices are to be submitted by the 20th day of the month following the quarter that work is completed.
  - 4.2.4 All invoices or requests for payments submitted by CMDSS must contain the contract number, DUNS number, the Federal Identification Number (FIN) and be submitted to:

Virginia Department of Social Services  
Attn: Claudia Jackson  
801 E. Main Street  
Richmond, VA 23219-2901

## 5.0 GENERAL TERMS

- 5.1 **Authorities:** Nothing in this Agreement shall be construed as authority for either party to make commitments that will bind the other party beyond the scope of services contained herein. Furthermore, CMDSS shall not assign, sublet, or subcontract any work related to this Agreement, other than its subcontract agreement with Northern Virginia Family Service (NVFS), without the prior written consent of VDSS.
- 5.2 **Confidentiality:** CMDSS and VDSS agree that information and data obtained as to personal facts and circumstances related to clients will be collected and held confidential in accordance with state and federal requirements, during and following the term of this Agreement, and will not be divulged without the individual's and VDSS' written consent. Any information to be disclosed, except to VDSS, must be in summary, statistical, or other form that does not identify particular individuals. These provisions apply to each sub-tier contractor performing work as outlined in this Agreement.
- 5.3 **Performances:** All services provided by CMDSS pursuant to this Agreement shall be performed to the satisfaction of VDSS, and in accordance with the applicable federal, state and local laws, ordinances, rules and regulations. CMDSS shall not receive payment for work found by VDSS to be unsatisfactory, or performed in violation of federal, state or local laws, ordinances, rules or regulations.
- 5.4 **Modification of Agreement:** VDSS may issue written modifications to this Agreement upon mutual agreement with CMDSS to include, but not be limited to, the scope of work, budget, deliverables and compensation. All modifications to this Agreement shall be in writing and signed by both parties.
- 5.5 **Audit:** CMDSS agrees to retain all books, records, and other documents relative to this Agreement for five (5) years after final payment. VDSS, its authorized agent, USDA/FNS and/or state auditors shall have full access to and the right to examine any said materials during said period.
- 5.6 **Availability of Funds:** It is understood and agreed between the parties herein that VDSS shall be bound hereunder only to the extent of the funds available or which may become available for the purpose of this Agreement.

- 5.7 **Ownership of Materials and Documents:** Ownership of all data, material, reports, studies, or other documents prepared by CMDSS in the performance of its obligations under this Agreement shall remain the property of VDSS and shall not be copyrighted by CMDSS. CMDSS shall not use, willingly allow or cause to have used such material or data for any purpose other than the performance of CMDSS' obligations under this Agreement without the prior written consent of VDSS. VDSS will exercise all due diligence in approving CMDSS access to any reports produced during this Agreement that could be deemed public information and would otherwise be available for dissemination. These provisions apply to each sub-tier contractor performing work as outlined in this Agreement.
- 5.8 **Renewability of Agreement:** This Agreement is renewable upon written agreement of both parties for one (1) successive one-year period, under the terms of the current agreement. The renewal must include a new budget which should be submitted by July 1, 2016.
- 5.9 **Cancellation of Agreement:** Either party reserves the right to cancel and terminate this Agreement, in part or in whole, without penalty, upon 60 days written notice to the other party. Any cancellation notice shall not relieve CMDSS of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- 5.10 **Payment:**
1. To CMDSS:
    - a. Invoices for items ordered, delivered and accepted shall be submitted by CMDSS to VDSS. All invoices shall show the state contract number, the Federal Identification Number (FIN) and the DUNS number.
    - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. However, this shall not affect offers of discounts for payment in less than 30 days.
  2. Subcontractors:
    - a. CMDSS is hereby obligated:
      - (1) To pay its subcontractor(s) within thirty (30) days of CMDSS' receipt of payment from the Commonwealth of Virginia for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
      - (2) To notify VDSS and the subcontractor(s), in writing, of CMDSS' intention to withhold payment and the reason.
    - b. CMDSS is obligated to pay its subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract)

on all amounts owed by CMDSS that remain unpaid thirty (30) days following receipt of payment from the Commonwealth of Virginia, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. CMDSS' obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth of Virginia.

**EXECUTION:** IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

City of Manassas Dept. of Social Services

Virginia Dept. of Social Services

  
Signature

\_\_\_\_\_  
Signature

By: Ronald King

By: \_\_\_\_\_

Title: Director

Title: \_\_\_\_\_

Date: 5/11/10

Date: \_\_\_\_\_

## AGENDA STATEMENT

PAGE NO. 11

ITEM NO. 3

**MEETING DATE:** July 13, 2016 – Finance Committee

**TIME ESTIMATE:** 15 Minutes

**AGENDA ITEM TITLE:** Consideration of Resolution 2017-02-R Amending the FY 2017 Budget by Budgeting and Appropriating \$3,150 in State Revenue for Fostering Futures Foster Care Assistance

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

**SUMMARY OF  
ISSUE/TOPIC:**

The allocation for Fostering Futures Foster Care Assistance is based on the number of 17 years old currently in foster care in each locality. This program allows for youth in foster care who turn 18 on or after July 1, 2016 to continue in foster care until they turn age 21. There is no local match for this program.

This resolution will budget and appropriate \$3,150 of State Revenue in the Social Services Fund.

**STAFF  
RECOMMENDATION:** Approve Resolution 2017-02-R

**BOARD/COMMISSION/  
COMMITTEE:**

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

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

**COMMENTS:**

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:** \$3,150 – State Revenue

**STAFF:** LaTanya Bell, Social Services Finance Manager, (703) 361-8277  
Ronald King, Family Services Director, (703) 361-8277



## AGENDA STATEMENT

PAGE NO. 13

ITEM NO. 4

**MEETING DATE:** July 13, 2016 – Finance Committee

**TIME ESTIMATE:** 5 Minutes

**AGENDA ITEM TITLE:** Consideration of Resolution 2017-02-R Amending the FY 2017 Budget by Budgeting and Appropriating \$24,044 in State Revenue; \$34,847 of Federal Revenue; and \$10,803 of the General Fund Contingency for the Addition of a Benefits Program Specialist I in the Social Services Fund

Amend the 2017 Adopted Staffing Plan by 1.00 FTE

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

N/A

**SUMMARY OF  
ISSUE/TOPIC:**

The General Assembly appropriated additional administrative funding to assist with Medicaid application and renewal processing. The City of Manassas received additional funds of \$69,694, which includes a required local match of \$10,802.57, representing 15.50%. The Social Services Department would like to use this funding for an additional 1.00 FTE for a Benefit Program Specialist I. Staff proposes the use of General Fund Contingency to cover the required local match. The state/federal funding is not permanent; the provision of these funds is determined on an annual basis.

This resolution will budget and appropriate \$24,044 of State Revenue; \$34,847 of Federal Revenue; and \$10,803 of Transfer Revenue in the Social Services Fund; authorizes the use of General Fund contingency for the local match; and authorizes the addition of 1.00 FTE to the FY 2017 Adopted Staffing Plan.

### STAFF

**RECOMMENDATION:** Approve Resolution 2017-02-R

**BOARD/COMMISSION/  
COMMITTEE:**

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

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

**COMMENTS:**

**DISCUSSION  
(IF NECESSARY):**

The balance in General Fund Contingency is \$311,940.

**BUDGET/FISCAL  
IMPACT:**

\$58,891 – State Revenue

\$10,803 – Local Match from the General Fund

**\$69,694 – Total Salary & Benefits for Benefits Program Specialist I**

**STAFF:**

LaTanya Bell, Social Services Finance Manager, (703) 361-8277  
Ronald King, Family Services Director, (703) 361-8277



# CITY OF MANASSAS

## FINANCE & ADMINISTRATION DEPARTMENT

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July 6, 2016

**TO:** W. Patrick Pate, City Manager  
**FROM:** Diane Bergeron, Budget Manager  
**SUBJECT:** Current Status of General Fund Contingency

The following is a list of the transfers from the General Fund contingency account during Fiscal Year 2017:

<b>BEGINNING / CURRENT BALANCE</b>	<b>\$311,940</b>
Local Match for Benefit Programs Specialist I	(10,803)
<b>REMAINING BALANCE</b>	<b><u>\$301,137</u></b>



## AGENDA STATEMENT

PAGE NO. 15

ITEM NO. 5

**MEETING DATE:** July 13, 2016 – Finance Committee

**TIME ESTIMATE:** 5 Minutes

**AGENDA ITEM TITLE:** Consideration of Resolution 2017-02-R Amending the FY 2017 Budget by Budgeting and Appropriating \$225,000 of Rent Revenue for the Costs of Operating and Maintaining 9608 and 9608 A Grant Avenue

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

N/A

**SUMMARY OF  
ISSUE/TOPIC:**

On July 5 the City acquired the property located at 9608 and 9608 A Grant Avenue which is the location of a retail shopping center with approximately twelve existing retail businesses. The City plans to use the site for public purposes after all the existing leases have expired. Until that time the existing leases will continue until approximately May 2018 during which the City must maintain and operate the property. The City will be collecting rental income from the leases and will be responsible for all costs associated with operating the property such as property management, cleaning, repairs, utilities and solid waste removal.

This resolution will budget and appropriate \$225,000 of Use of Property Revenue in the General Fund.

**STAFF**

**RECOMMENDATION:** Approve Resolution 2017-02-R

**BOARD/COMMISSION/  
COMMITTEE:**

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

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

**COMMENTS:**

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

Rental income is estimated to be \$224,689 and operating/maintenance expenses are estimated to be \$204,049 for fiscal year 2017.

**STAFF:**

Paul York, Finance & Administration Director, (703) 257-8234  
Pat Pate, City Manager, (703) 257-8212

6/29/2016		9608 & 9608A Grant Avenue Profit & Loss Budget Overview July 1, 2016 through June 30, 2017												
		Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	TOTAL July 2016 - Dec 2017
Ordinary Income/Expense														
Income														
	Rental Income	13,080.08	13,080.08	13,080.08	13,080.08	13,080.08	13,080.08	13,080.08	13,080.08	13,080.08	13,080.08	13,080.08	13,080.08	156,960.96
	CAM Income	4,858.80	4,858.80	4,858.80	4,858.80	4,858.80	4,858.80	4,858.80	4,858.80	4,858.80	4,858.80	4,858.80	4,858.80	58,305.60
	Real Estate Tax Reimbursement	785.23	785.23	785.23	785.23	785.23	785.23	785.23	785.23	785.23	785.23	785.23	785.23	9,422.76
Total Income		224,689.32												
Expense														
	Janitorial	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	20,400.00
	Electrical Repairs	297.50	297.50	297.50	297.50	297.50	297.50	297.50	297.50	297.50	297.50	297.50	297.50	3,570.00
	Lighting	467.50	467.50	467.50	467.50	467.50	467.50	467.50	467.50	467.50	467.50	467.50	467.50	5,610.00
	HVAC Contract/Repairs	493.00	493.00	493.00	493.00	493.00	493.00	10,493.00	493.00	493.00	493.00	493.00	493.00	15,916.00
	Fire Safety Inspections	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	1,440.00
	Fire Safety Repairs	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
	Fire Safety Monitoring	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
	Misc. Items	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
	Plumbing Repairs	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
	Pest Control Contract	91.00	91.00	91.00	91.00	91.00	91.00	91.00	91.00	91.00	91.00	91.00	91.00	1,092.00
	Security Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Signage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Trash Removal Contract	315.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	3,780.00
	Snow Removal	0.00	0.00	0.00	0.00	0.00	1,100.00	1,100.00	1,100.00	1,100.00	0.00	0.00	0.00	4,400.00
	Utilities- Electric/Gas/Water/Sewer	3,691.47	3,691.47	3,691.47	3,691.47	3,691.47	3,691.47	3,691.47	3,691.47	3,691.47	3,691.47	3,691.47	3,691.47	44,297.64
	Accounting Services & Audit Fees	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
	Management Fee	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	24,000.00
	Engineer Labor	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	1,020.00
	Parking Lot Repairs	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00
	Real Estate Property Tax	4,132.79	4,132.79	4,132.79	4,132.79	4,132.79	4,132.79	4,132.79	4,132.79	4,132.79	4,132.79	4,132.79	4,132.79	49,593.48
	Property Insurance	333.34	333.34	333.34	333.34	333.34	333.34	333.34	333.34	333.34	333.34	333.34	333.34	4,000.08
	Landscape Contract	127.50	127.50	127.50	127.50	127.50	127.50	127.50	127.50	127.50	127.50	127.50	127.50	1,530.00
Total Expense		15,804.10	15,804.10	15,804.10	15,804.10	15,804.10	16,904.10	26,904.10	16,904.10	16,904.10	15,804.10	15,804.10	15,804.10	204,049.20
CAM Analysis														
	Total Building SF'age	30,480												
	Tenant RSF'age	5,367												
	Remaining RSF'age	25,113												
	Tenant % Occupancy of Building	17.6%												
	Future Tenant % Occupancy of Bldg	82.4%												
		\$/SF		Tenant Portion		Tenant Monthly		Future Tenant Portion		Future Tenant Monthly				
	CAM	\$154,455.72		\$5.07	\$27,196.98	\$2,266.41	\$127,258.74	\$10,604.90						
	RE Tax	\$49,593.48		\$1.63	\$8,732.55	\$727.71	\$40,860.93	\$3,405.08						
		\$204,049.20		\$6.69	\$35,929.53	\$2,994.13	\$168,119.67	\$14,009.97						
				Monthly Rent		Monthly CAM		Monthly RET		Total Monthly Payment				
	Bella Mia (2% CAM, 2% RET)	3,089.11	991.87	400.00		257.43		82.66		740.08				
	City Wireless (0% CAM, 0% RET)	0.00	0.00	1,365.00		0.00		0.00		1365.00				
	Cowboy Store (6% CAM, 0% RET, Minus Utilities)	6,609.48	0.00	3,059.00		550.79		0.00		3609.79				
	Gladys Hair Salon (3% CAM, 0% RET)	4,633.67	0.00	1,470.00		386.14		0.00		1,856.14				
	H&G Perfumeria (5% CAM, 0% RET)	7,722.79	0.00	945.00		643.57		0.00		1,588.57				
	Shoes Store (6% CAM, 6% RET)	9,267.34	2,975.61	1,507.00		772.28		247.97		2,527.25				
	Sky Productions (5% CAM, 0% RET)	7,722.79	0.00	650.00		643.57		0.00		1,293.57				
	USA Five Star Multiservice (0% CAM, 0% RET)	0.00	0.00	1,092.73		0.00		0.00		1,092.73				
	HG Apparel (5% CAM, 5% RET)	7,722.79	2,479.67	1,000.00		643.57		206.64		1,850.21				
	USA Furniture (6% CAM, 6% RET)	9,267.34	2,975.61	1,591.35		772.28		247.97		2,611.60				
		56,035.32	9,422.76	13,080.08		4,669.61		785.23		\$18,534.92				

## R E S O L U T I O N 2017-02-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 25<sup>th</sup> day of July, 2016, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
<b>SOCIAL SERVICES FUND</b>		
<u>Revenues:</u>		
102-0000-324-27-04	State Revenue – SNAP	\$ 8,221
<u>Expenditures:</u>		
102-2879-444-57-89	SNAP Outreach Program	\$ 8,221

For: State Revenue for Supplemental Nutrition Assistance Program (SNAP Outreach)

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
<b>SOCIAL SERVICES FUND</b>		
<u>Revenues:</u>		
102-0000-324-27-54	State Revenue - Fostering Futures Foster Care Assistance	\$ 3,150
<u>Expenditures:</u>		
102-2773-444-57-88	Fostering Futures Foster Care Assistance	\$ 3,150

For: State Revenue for Fostering Futures Foster Care Assistance

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
<b>GENERAL FUND</b>		

Revenues:

100-9600-411-95-01	General Fund Contingency	\$	(10,803)
100-9600-491-92-12	Transfer to Social Services Fund	\$	10,803

**SOCIAL SERVICES FUND**

Revenues:

102-0000-324-27-63	State Revenue - Local Staff/Operations	\$	24,044
102-0000-333-27-63	Federal Revenue - Local Staff/Operat.	\$	34,847
102-0000-345-10-00	Transfer from General Fund	\$	10,803
		\$	<u>69,694</u>

Expenditures:

102-2701-444-11-00	Salaries & Wages	\$	49,780
102-2701-444-20-00	Employee Benefits	\$	19,914
		\$	<u>69,694</u>

For: State and Federal Revenue with Local Match for Additional Benefit Programs  
Specialist I

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
<b>GENERAL FUND</b>		

Revenues:

100-0000-315-02-13	Rent - Grant Ave Shopping Center	\$	225,000
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Expenditures:

100-3440-419-39-00	Purchased Services	\$	225,000
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For: Rental Income and Operating Expenses for Grant Avenue Shopping Center

This resolution shall take effect upon its passage.

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

ATTEST:

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Andrea P. Madden                      City Clerk



## AGENDA STATEMENT

PAGE NO. 21

ITEM NO. 6

**MEETING DATE:** July 13, 2016 – Finance Committee

**TIME ESTIMATE:** 10 Minutes

**AGENDA ITEM TITLE:** Treasurer's Managed Investment Portfolio Update

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

N/A

**SUMMARY OF  
ISSUE/TOPIC:**

Nelson Bush from PFM Asset Management LLC will present an overview of current holdings in the City's managed investment portfolio.

**STAFF  
RECOMMENDATION:** INFORMATIONAL ONLY

**BOARD/COMMISSION/  
COMMITTEE:**

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

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

**COMMENTS:**

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**DISCUSSION  
(IF NECESSARY):**

Treasurer will distribute presentation at the meeting

**BUDGET/FISCAL  
IMPACT:**

**STAFF:** Robin R. Perkins, Treasurer (703) 257-8246