

FINANCE COMMITTEE
WEDNESDAY, JUNE 15, 2016
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA
AGENDA

5:30 P.M. CALL TO ORDER

- | | |
|---|-------------------|
| 1. Approve Minutes of the May 11, 2016 Finance Committee Meeting | 1 Minute |
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| <hr/> | |
| 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 (Hurley) | 4 Minutes |
| | Page 3 |
| <hr/> | |
| 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) (Simpson) | 2 Minutes |
| | Page 7 |
| <hr/> | |
| 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 (Simpson) | 2 Minutes |
| | Page 9 |
| <hr/> | |
| 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 (Simpson) | 2 Minutes |
| | Page 11 |
| <hr/> | |
| 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 (Foster) | 2 Minutes |
| | Page 15 |
| <hr/> | |
| 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 (Foster) | 2 Minutes |
| | Page 17 |
| <hr/> | |
| 8. Consideration of Resolution 2016-13-R Amending the FY 2016 Budget by Budgeting and Appropriating \$300,000 from the NVTa Fund Balance for the July 1, 2016, Payment by PRTC to Support VRE Operations (York) | 10 Minutes |
| | Page 19 |
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9.	Investment Report Presentation By Treasurer (Perkins)	10 Minutes
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10.	General Fund Status Report (York)	5 Minutes
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City Manager's Time

ADJOURNMENT

cc: Mayor
Council Members
W. Patrick Pate

Paul York
Diane Bergeron
Tamara Keesecker

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, MAY 11, 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 Cheryl Bass (Alternate)

COMMITTEE MEMBERS ABSENT: N/A

OTHERS PRESENT: Mayor Parrish, Council Member Ken Elston, Council Member Ian Lovejoy, Finance and Administration Director Paul York, City Manager Pat Pate, Deputy City Manager Bryan Foster, Police Chief Douglas Keen, Fire & Rescue Chief Brett Bowman, Information Technology Manager Sean Whitfield, 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 April 13, 2016 Finance Committee Meeting

A motion was made and seconded to approve the Minutes of the April 13, 2016, Finance Committee meeting. The Committee approved (3/0).

AGENDA ITEM #2 Resolution 2016-12-R Amending the FY 2016 Budget by Budgeting and Appropriating \$38,000 of Information Technology Fund Balance for the Procurement of Replacement Hardware and Software for Enterprise Back-up at Public Works and City Hall

Sean Whitfield presented Staff's recommendation to amend the FY 2016 budget by budgeting and appropriating \$38,000 of Information Technology Fund Balance for the Procurement of Replacement Hardware and Software for Enterprise Back-up at Public Works and City Hall. The Committee approved (3/0). This item will be forwarded to the May 16, 2016, City Council meeting for consideration.

City Manager's Time

N/A

The meeting was adjourned at 5:32 p.m. by Chairman Aveni.

AGENDA STATEMENT

PAGE NO. 3

ITEM NO. 2

MEETING DATE: June 15, 2016 – Finance Committee

TIME ESTIMATE: 4 Minutes

AGENDA ITEM TITLE: 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

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

N/A

**SUMMARY OF
ISSUE/TOPIC:**

The City of Manassas Police Department has begun the process of replacing duty weapons because they are 10 years old. Currently we have two guns used as duty firearms, the Sig P-226 and 229, requiring two different holsters and magazine pouches. The magazines cannot be switched between the two because they are different sizes and not compatible. The night sights which glow in the dark for night time visibility are beginning to fail and are expensive to replace. Even though these two firearms are similar they do not share the same parts. When considering all of these concerns, the replacement of duty firearms is a priority. Reducing the cost of the duty weapon maintenance and duty gear, needs to be taken in to consideration. This includes parts, magazines and holsters. The need for duty weapons to have interoperability i.e.; sharing the same magazines, use of the same holster and the need to purchase parts for only one duty firearm will help reduce long term cost. Sight replacement is expensive and very time consuming. All these issues are addressed with the new replacement duty weapons. To help offset the cost of these purchases, retired duty weapons were sold to officers as established in the state code. We are requesting that the \$7,800 from these sales be returned to the Department so that we can continue with the duty weapon replacement.

During FY 2016, one of our K9 Officers purchased his dog for \$4,000 when he resigned from the Department. We are requesting that the money from this sale be returned to the Department so that we can use it in support of the K9 Unit for supplies and various training.

This resolution will budget and appropriate \$11,800 of Donations Revenue in the General Fund.

STAFF

RECOMMENDATION: Approve Resolution 2016-13-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

\$11,800 – Donations/Contributions/Police Miscellaneous

STAFF:

Nancy Hurley, Fiscal Specialist, (703) 257-8065
Captain Tina P. Laguna, Administrative Services Division (703) 257-8005

Account number . . . : 100-0000-318.17-29

Fund : 100 General Fund
Department : 00
Division : 00
Activity basic . . . : 31 Local Revenues
Sub activity : 8 Other Revenues
Element : 17 Donations/Contributions
Object : 29 Police Miscellaneous

Estimated revenue :	0		
Actual receipts - current . . . :	.00		
Actual receipts - ytd :	11,400.00		
Unposted receipts :	400.00		
Total receipts :	11,800.00	0.0	%
Unrealized revenue :	11,800.00-	0.0	%

F7=Project data	F8=Misc inquiry	F10=Detail trans
F11=Acct activity list	F12=Cancel	F24=More keys
	F13=Misc Budget	

AGENDA STATEMENT

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ITEM NO. 3

MEETING DATE: June 15, 2016 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: 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)

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

N/A

**SUMMARY OF
ISSUE/TOPIC:**

In its FY 2016 CIP, the Electric Fund submitted and Council approved a total budget of \$930,000 for this project which is for removing 21 spans of overhead 3-phase distribution facilities on Prince William Street and installing 3,300' of 3-phase underground distribution. This project is now projected to cost \$1,021,000 or \$91,000 more than originally projected. The additional requested funds would come from Electric Fund balance.

This resolution will budget and appropriate \$91,000 of Electric Fund Fund Balance in the Electric Fund and a Transfer from Electric Fund in the NVTa Capital Projects Fund.

**STAFF
RECOMMENDATION:**

Approve Resolution 2016-13-R

**BOARD/COMMISSION/
COMMITTEE:**

Utility Commission – June 9, 2016

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

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

\$91,000 – Transfer from Electric Fund (Fund Balance)

STAFF:

Glenn Simpson, Utilities Finance Manager, (703) 257-8356

City of Manassas						
NVTA (Fund 399)						
Prince William St (Grant Ave to Wellington Rd) CP3635						
Project to Date						
As of 05/18/16						
CIP # E-014	Revenues					Expenditures
				Electric	Total	Total
		Bond Proceeds	General Fund	Fund	Revenues	Expenditures
<u>BUDGET</u>						
FY 2014 RES #2014-55-R				600,000.00	600,000.00	600,000.00
FY 2016 RES #R-2015-39				330,000.00	330,000.00	330,000.00
Project to Date Budget		-	-	930,000.00	930,000.00	930,000.00
<u>ACTUAL</u>						
FY 2014				600,000.00	600,000.00	-
FY 2015				(600,000.00)	(600,000.00)	287,362.63
FY 2016				930,000.00	930,000.00	667,626.72
Project to Date Actual		-	-	930,000.00	930,000.00	954,989.35
Remaining Budget Balance		-	-	-	-	(24,989.35)
				Encumbrances		-
				Budget Balance		(24,989.35)
				Budget Balance per HTE		(24,989.72)
				Difference		0.37

AGENDA STATEMENT**PAGE NO.** 9**ITEM NO.** 4**MEETING DATE:** June 15, 2016 – Finance Committee**TIME ESTIMATE:** 2 Minutes**AGENDA ITEM TITLE:** 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**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:** September 22, 2014

**SUMMARY OF
ISSUE/TOPIC:** The 11 MW gas turbine owned by the City for the benefit of Micron was in need of significant repairs. The City solicited a quotation for the repair work as well as controls upgrade from Alba Power. This proposal is to repair the gas turbine, upgrade the controls, reinstall the unit, and repair the building. The estimated cost of this work was 1,136,300. The actual cost was \$1,207,446. The City has already billed and Micron has paid the remainder of the project costs except for \$164. This budget and appropriation resolution is to account for the final actual cost which is being paid for primarily by Micron.

This resolution will budget and appropriate \$71,147 of Micron C&I Sales Revenue in the Electric Capital Projects Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2016-13-R**BOARD/COMMISSION/
COMMITTEE:** Utility Commissioner – May 12, 2016**RECOMMENDATION:** ☐ **Approve** ☐ **Disapprove** ☐ **Reviewed** ☐ **See Comments****CITY MANAGER:** ☐ **Approve** ☐ **Disapprove** ☐ **Reviewed** ☐ **See Comments****COMMENTS:****DISCUSSION
(IF NECESSARY):**

BUDGET/FISCAL IMPACT:	<u>Original</u>	<u>Actual</u>	<u>Difference</u>
Expenditures:	\$1,136,300	\$1,207,446	\$ 71,146
Revenues:			
Micron Payments	873,800	944,783	70,983
Transfer from the Electric Fund	<u>262,500</u>	<u>262,663</u>	<u>164</u>
	\$ 1,136,300	\$1,207,446	\$ 71,147

STAFF: Glenn Simpson, Manager, Utilities Finance (703) 257-8226

City of Manassas						
Electric Capital Projects Fund (Fund 545)						
MICRON Gas Turbine Project - CP3692						
Project to Date						
As of 05/18/16						
		Revenues				Expenditures
		Sales	Contracted	Electric	Total	Total
		MICRON C&I	Services	Fund	Revenues	Expenditures
<u>BUDGET</u>						
FY2015 RES# 2015-04-R		873,800.00	-	262,500.00	1,136,300.00	1,136,300.00
Project to Date Budget		873,800.00	-	262,500.00	1,136,300.00	1,136,300.00
<u>ACTUAL</u>						
FY 2015		398,416.70		262,500.00	660,916.70	678,697.30
FY 2016		388,358.01			388,358.01	363,874.96
Project to Date Actual		786,774.71	-	262,500.00	1,049,274.71	1,042,572.26
Remaining Budget Balance		(87,025.29)	-	-	(87,025.29)	93,727.74
					Encumbrances	164,875.00
					Budget Balance	(71,147.26)
					Budget Balance per HTE	(71,146.96)
					Difference	(0.30)

AGENDA STATEMENT**PAGE NO.** 11**ITEM NO.** 5**MEETING DATE:** June 15, 2016 – Finance Committee**TIME ESTIMATE:** 2 Minutes**AGENDA ITEM TITLE:** 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**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:** March 17, 2014

**SUMMARY OF
ISSUE/TOPIC:** The Utilities Department is seeking approval on its updated and final Budget and Appropriation request for repairs to the VMEA generation unit damaged in the January 7, 2014 fire. On January 7, 2014 the City Electric Department was running dispatched generation for Dominion Power due to the high electric loads associated with the cold weather. One of the 16 diesel generators located at the VMEA plant off of Godwin Drive caught fire. The Fire Department responded to the scene and quickly extinguished the fire. The building itself also had fire suppression that limited the spread of the fire in the facility. One generator received significant damage along with some building damage. The cause of the fire is believed to have been a failure of a turbine blade that damaged the turbocharger. The failure in the turbocharger caused the oil supply line to back out, allowing oil to spray onto the turbocharger.

The City does have insurance for both the building and contents which is expected to cover over 95% of the repair costs. The final cost of the repairs was \$189,006 more than originally estimated. All of this difference was covered by insurance.

This resolution will budget and appropriate \$189,006 of Insurance Reimbursement in the Electric Capital Projects Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2016-13-R**BOARD/COMMISSION/
COMMITTEE:** Utility Commission – May 12, 2016**RECOMMENDATION:** **Approve** **Disapprove** **Reviewed** **See Comments****CITY MANAGER:** **Approve** **Disapprove** **Reviewed** **See Comments****COMMENTS:****DISCUSSION
(IF NECESSARY):**

BUDGET/FISCAL IMPACT:	<u>Original</u>	<u>Revised</u>	<u>Difference</u>
Expenditures:	\$ 750,000	\$ 939,006	\$ 189,006
Revenues:			
Insurance Reimbursement	\$715,000	\$906,985	\$ 191,985
Fund Balance – Deductible	5,000	5,000	-
Non-Covered Items	<u>30,000</u>	<u>27,021</u>	<u>(2,979)</u>
	\$750,000	\$939,006	\$ 189,006

STAFF: Glenn Simpson, Manager, Utilities Finance (703) 257-8226

City of Manassas						
Electric Capital Projects Fund (Fund 545)						
VMEA Fire Repairs - CP3690						
Project to Date				DONE		
As of 05/18/16						
		Revenues				Expenditures
		Insurance	Contracted	Electric	Total	Total
		Reimbursements	Services	Fund	Revenues	Expenditures
<u>BUDGET</u>						
FY2014 RES# 2014-44-R		715,000.00	-	35,000.00	750,000.00	750,000.00
Project to Date Budget		715,000.00	-	35,000.00	750,000.00	750,000.00
<u>ACTUAL</u>						
FY 2014				35,000.00	35,000.00	453,039.17
FY 2015		750,000.00	6,569.20		756,569.20	485,966.83
FY 2016		156,985.28			156,985.28	-
Project to Date Actual		906,985.28	6,569.20	35,000.00	948,554.48	939,006.00
Remaining Budget Balance		191,985.28	6,569.20	-	198,554.48	(189,006.00)
					Encumbrances	-
					Budget Balance	(189,006.00)
					Budget Balance per HTE	-
					Difference	(189,006.00)

AGENDA STATEMENT

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ITEM NO. 6

MEETING DATE: June 15, 2016 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: 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

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

N/A

**SUMMARY OF
ISSUE/TOPIC:**

In December 2013, the Virginia Department of Environmental Quality (DEQ) agreed to provide \$1.9M in reimbursable state funding for the Prince William Hospital Pond Project. After receiving bids from contractors on April 27, 2016 the City of Manassas presented the bids to DEQ. Due to the requirements of the grant application, DEQ determined they would only be able to reimburse \$1,740,808 in grants for the project (a reduction of \$180,192). The construction bid exceeds the amount budgeted to the project by \$100,000. To cover the cost, \$100,000 of Stormwater Utility Fund funds was transferred from the School Street Drainage Project to the PW Hospital Pond Project. Staff would then like to budget and appropriate \$100,000 of Broad Run Stormwater Escrows for School Street Drainage Improvements to offset the transfer to the PW Hospital Pond Project. The Broad Run Stormwater Escrows are limited by geographic location and therefore cannot be transferred into the Hospital Pond project directly.

This resolution will transfer \$100,000 of Broad Run Stormwater Escrows from the General Fund to the Stormwater Utility Capital Projects Fund and unbudget and unappropriate \$180,192 in State Grant Revenue in the Stormwater Utility Capital Projects Fund.

**STAFF
RECOMMENDATION:
BOARD/COMMISSION/
COMMITTEE:**

Approve Resolution 2016-13-R

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

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

The DEQ Grant appropriated for CP2617 Hospital Pond was reduced by DEQ

The balance in Broad Run Stormwater Escrows account is \$599,199.62

**BUDGET/FISCAL
IMPACT:**

\$ 100,000 – Broad Run Stormwater Escrows – School Street Drainage
\$(180,192) – Reduction in State Funding – PW Hospital Pond

STAFF:

Jacob Renaud, Stormwater Program Manager, (703) 257-8228
Bryan Foster, Deputy City Manager, (703) 257-8226

GM200I02
Fiscal year 2016

CITY OF MANASSAS
Account Balance Inquiry

6/07/16
15:41:14

Account number . . : 100-0000-218.14-00 Db/Cr . : C

Fund : 100 General Fund
Department : 00
Division : 00
Activity basic . . . : 21 Current Liability
Sub activity : 8 Storm Water Management
Element : 14 Broad Run Stormwater
Object : 00

	<u>Debits</u>	<u>Credits</u>	<u>Account balance</u>
			523,679.31
Current :	.00	206.31	
Unposted :	.00	75,314.00	
Total :	.00	75,520.31	599,199.62

F7=Project data
F11=Account activity

F8=Misc inquiry
F12=Cancel

F16=Pending trans

F10=Detail trans
F24=More keys

AGENDA STATEMENT

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ITEM NO. 7

MEETING DATE: June 15, 2016 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: 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

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

May 18, 2015 – City Council

**SUMMARY OF
ISSUE/TOPIC:**

On May 18, 2015, \$181,000 in funds were budgeted and appropriated to purchase equipment for a Vehicle Monitoring System. Subsequent staff analysis and discussions with vendors revealed that the purchase of additional equipment is unnecessary. Minimal adjustments in data reporting from the existing fleet radio system allows for sufficient monitoring of fleet vehicles. Therefore staff recommends that this project be cancelled.

The Traffic Operations Improvements Project replaces obsolete traffic controllers in 61 traffic signal cabinets throughout the City and replaces antiquated traffic signal software that is no longer technically supported by the City's current traffic software vendor.

On June 9, 2016 The Northern Virginia Transportation Authority (NVTA) approved \$433,000 in Congestion Mitigation and Air Quality funds for the Traffic Operations Improvements Project. Congestion Mitigation and Air Quality program funds usually contribute 80%-100% of federal funding for approved projects. Matching funds may be required and are available in the existing project budget.

This resolution will unbudget and unappropriate \$181,000 in Federal Revenue in the General Capital Projects Fund and budget and appropriate \$284,000 in Federal Revenue in the NVTA Capital Projects Fund.

STAFF

RECOMMENDATION: Approve Resolution 2016-13-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 – Congestion Mitigation and Air Quality (New CMAQ Funds)
\$181,000 – Congestion Mitigation and Air Quality (Transfer of CMAQ Funds)
\$168,620 – NVTA 30% Funds (Existing Appropriation)
\$452,620 – Total Project

STAFF: Bryan Foster, Deputy City Manager, (703) 257-8226

City of Manassas						
NVTA (Fund 399)						
Traffic Operations Improvements - CP5160						
Project to Date						
As of 05/18/16						
		Revenues				Expenditures
					Total	Total
		NVTA 30%	Federal	State	Revenues	Expenditures
<u>BUDGET</u>						
FY 2016 BT-16-40		168,620.00	-	-	168,620.00	168,620.00
Project to Date Budget		168,620.00	-	-	168,620.00	168,620.00
<u>ACTUAL</u>						
FY 2016		168,620.80	-	-	168,620.80	-
Project to Date Actual		168,620.80	-	-	168,620.80	-
Remaining Budget Balance		0.80	-	-	0.80	168,620.00
					Encumbrance	-
					Budget Balance	168,620.00
					Budget Balance Per HTE	168,620.00
					Difference	-

AGENDA STATEMENT**PAGE NO.** 19**ITEM NO.** 8**MEETING DATE:** June 15, 2016 – Finance Committee**TIME ESTIMATE:** 10 Minutes**AGENDA ITEM TITLE:** Consideration of Resolution 2016-13-R Amending the FY 2016 Budget by Budgeting and Appropriating \$300,000 from the NVTA Fund Balance for the July 1, 2016, Payment by PRTC to Support VRE Operations**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:**

N/A

**SUMMARY OF
ISSUE/TOPIC:**

The City was recently contacted by the PRTC regarding the July 1, 2016, scheduled payment they must make to VRE from available City gas tax revenues. The amount of the July 1 payment is \$374,686 and according to estimates by PRTC, only \$102,446 in gas tax revenues are expected to be available. It is recommended that \$300,000 in NVTA funds be allocated to the PRTC to make up the difference needed for the July 1 VRE payment. This is a permitted use of the NVTA funds. As will be noted from the attached summary of gas tax revenue collections there has been a steady decline in gas tax revenues starting in FY 2013. At one point gas tax revenues were averaging over \$160,000 per month. In calendar 2016 the monthly average has fallen to \$52,000. This issue was identified in the FY 2017 Budget with the gas tax projections for FY 2016 through FY 2021.

This resolution will budget and appropriate \$300,000 of NVTA Fund Balance in the NVTA Capital Projects Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2016-13-R**BOARD/COMMISSION/
COMMITTEE:****RECOMMENDATION:** ☐ **Approve** ☐ **Disapprove** ☐ **Reviewed** ☐ **See Comments****CITY MANAGER:** ☐ **Approve** ☐ **Disapprove** ☐ **Reviewed** ☐ **See Comments****COMMENTS:****DISCUSSION
(IF NECESSARY):****BUDGET/FISCAL
IMPACT:**

The \$300,000 is available in the NVTA Fund and support of the VRE is an appropriate use of these funds. The current balance of unobligated NVTA 30% funds is \$455,000.

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

PRTC
Manassas Cash Flow Analysis - FY16

	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total
Begin Balance	598,670	2,017	84,304	170,789	245,578	318,195	403,166	19,324	1,904	54,413	110,470	143,672	
Fuel Tax	81,405	82,285	98,482	74,762	72,580	84,895	(615)	59,103	52,489	56,013	33,202	59,454	754,055
Interest	7	2	13	27	37	76	18	27	20	44			271
State Grant Reimbursement			2,367									100,711	103,078
VRE Subsidy	(383,246)						(383,245)						(766,491)
PRTC Admin Subsidy	(21,600)												(21,600)
PRTC Link, Marketing, Capital Subsidy	(88,400)		(14,377)					(76,550)				(90,000)	(269,327)
Parking Lot Leases													(72,830)
Parking Garage Debt Service	(184,819)												(223,380)
Other Transportation Projects													
End Balance	2,017	84,304	170,789	245,578	318,195	403,166	19,324	1,904	54,413	110,470	143,672	102,446	

FY16 Notes:

- Actuals are reflected in bold; the rest are projections.
- The first half FY16 payment of PRTC subsidies has been reduced by the \$63,773 of PRTC operating carryforward attributable to Manassas.
- The second half FY16 payment of PRTC subsidies has been spread February - June 2016 due to cash flow limitations.

City of Manassas
Gas Tax Net of State Administration Fee

<u>GAS TAX REVENUE</u>	<u>AFTER AUDIT</u>						
	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
July	110,678.89	186,282.87	189,499.79	121,391.18	36,965.66	122,091.82	98,501.81
August	114,914.17	183,686.70	223,651.91	94,872.36	155,478.84	122,183.87	74,742.57
September	141,963.27	108,279.45	138,972.98	159,131.59	146,974.87	104,731.22	72,579.39
October	69,402.34	177,734.49	154,671.92	130,112.86	174,623.94	98,219.22	84,894.59
November	150,007.11	143,591.95	159,315.21	108,156.55	115,228.13	107,322.73	58,488.34
December	47,852.74	149,713.27	150,600.33	78,751.16	136,534.80	70,860.10	52,489.17
January	239,452.93	143,923.40	148,427.89	125,171.88	126,742.08	76,678.45	56,013.39
February	149,531.68	157,579.04	136,533.73	62,361.03	103,989.75	51,090.89	33,201.70
March	175,769.77	174,937.87	156,145.34	97,801.99	126,717.77	70,185.87	59,453.55
April	198,655.75	177,443.03	131,609.52	155,833.83	121,920.87	109,452.10	
May	197,998.48	219,871.54	122,988.14	93,465.38	114,055.54	81,404.57	
June	191,780.40	179,661.06	149,241.59	156,684.55	146,261.96	82,285.03	
Total	\$1,788,007.53	\$2,002,704.67	\$1,861,658.35	\$1,383,734.36	\$1,505,494.21	\$1,096,505.87	\$590,364.51
Monthly Average	149,001	166,892	155,138	115,311	125,458	91,375	65,596
Increase from prior year	378,317.28	\$214,697.14	(\$141,046.32)	(\$477,923.99)	\$121,759.85	(\$408,988.34)	(\$506,141.36)
% increase	26.84%	12.01%	-7.04%	-25.67%	-11.01%	-11.87%	-29.82%

CASH RECEIVED

	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
July	110,678.89	186,282.87	189,499.79	121,391.18	36,965.66	122,091.82	98,501.81
August	114,914.17	183,686.70	223,651.91	94,872.36	155,478.84	122,183.87	74,742.57
September	141,963.27	108,279.45	100,703.61	62,365.83	146,974.87	104,731.22	72,579.39
October	69,402.34	117,423.12	154,671.92	131,111.34	174,623.94	98,219.22	84,894.59
November	150,007.11	192,141.00	159,315.21	108,156.55	115,228.13	107,322.73	58,488.34
December	47,852.74	149,713.27	150,600.33	78,751.16	136,534.80	70,860.10	52,489.17
January	239,452.93	143,923.40	38,324.69	68,864.53	126,742.08	76,678.45	56,013.39
February	149,531.68	152,746.98	10,533.73	62,361.03	103,989.75	51,090.89	33,201.70
March	175,769.77	152,232.90	10,274.86	97,801.99	126,717.77	70,185.87	59,453.55
April	198,655.75	109,072.95	10,609.52	40,478.47	121,920.87	109,452.10	
May	197,998.48	219,682.52	9,988.14	8,431.05	114,055.54	81,404.57	
June	191,780.40	179,661.06	(105,307.10)	17,603.46	146,261.96	82,285.03	
Total	\$1,788,007.53	\$1,894,846.22	\$952,866.61	\$892,188.95	\$1,505,494.21	\$1,096,505.87	\$590,364.51

Prior Year Current	823,364	590,365	-28%
Prior Year Future	273,142	195,847	
City Projection	786,211	901,879	
		(115,668)	

CAPITAL PROGRAM
City Gas Tax Projections

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
<u>Revenues</u>						
NVTA Funds	-	325,000	-	-	-	-
Gas Tax Receipts	901,879	847,245	876,456	911,268	963,351	990,405
Total Revenues	901,879	1,172,245	876,456	911,268	963,351	990,405
<u>Expenditures</u>						
PRTC Administration	21,600	21,300	22,500	23,100	24,300	25,600
PRTC Marketing	18,200	21,400	23,900	24,700	25,700	26,900
Local Capital Match	4,000	11,600	23,500	23,000	18,100	13,800
Omni Link	310,900	328,300	351,300	376,600	376,600	385,300
Virginia Railway Express	766,491	749,371	748,660	774,120	771,120	794,254
Buchanan Lease	58,928	60,696	62,517	64,392	66,324	68,314
Norfolk Southern Lease	2,716	2,988	3,286	3,615	3,976	4,374
Journal Messenger Lease	11,180	-	-	-	-	-
Parking Garage Debt	223,380	222,540	222,070	221,630	221,620	221,220
operating expenditures	1,417,395	1,418,194	1,457,733	1,511,157	1,507,740	1,539,762
capital expenditures	-	-	-	-	-	-
Total Expenditures	1,417,395	1,418,194	1,457,733	1,511,157	1,507,740	1,539,762
Beginning Fund Balance	764,726	249,210	3,260	(578,017)	(1,177,906)	(1,722,296)
Fund Balance	(515,516)	(245,950)	(581,277)	(599,889)	(544,390)	(549,357)
Ending Fund Balance	\$ 249,210	\$ 3,260	\$ (578,017)	\$ (1,177,906)	\$ (1,722,296)	\$ (2,271,652)

R E S O L U T I O N 2016-13-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 27th day of June, 2016, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Revenues:</u>		
100-0000-318-1729	Police Donations/Contributions	\$ 11,800
<u>Expenditures:</u>		
100-1701-421-6297	Police – Weapons	\$ 7,800
100-1720-421-6213	Police – K9 Supplies	\$ 4,000
		<hr/>
		\$ 11,800

For: Donation Revenue for New Duty Weapons and K9

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
ELECTRIC FUND		
<u>Revenues:</u>		
540-0000-346-0400	Retained Earnings/Fund Balance	\$ 91,000
<u>Expenditures:</u>		
540-3599-501-9239	Transfer to NVTA Capital Projects	\$ 91,000
NVTA CAPITAL PROJECTS FUND		
<u>Revenues:</u>		
399-0000-345-5400	CP3635 Transfer from Electric Fund	\$ 91,000
<u>Expenditures:</u>		
399-3635-505-3900	CP3635 Prince William Street	\$ 91,000

For: Additional Funding for Prince William Street (Electric project)

<u>ACCOUNT NO.</u>				<u>AMOUNT</u>
ELECTRIC CAPITAL PROJECTS FUND				
<u>Revenues:</u>				
545-0000-317-1021	CP3692	Micron C&I	\$	71,147
<u>Expenditures:</u>				
545-3692-505-3900	CP3692	Micron Gas Turbine Project	\$	71,147

For: Additional Funds for Micron Gas Turbine Project

<u>ACCOUNT NO.</u>				<u>AMOUNT</u>
ELECTRIC CAPITAL PROJECTS FUND				
<u>Revenues:</u>				
545-0000-318-1516	CP3690	Insurance Reimbursement	\$	189,006
<u>Expenditures:</u>				
545-3690-505-3900	CP3690	VMEA Fire Repairs	\$	189,006

For: Additional Insurance Reimbursement for VMEA Fire Repairs

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

Revenues:

100-0000-346-0101	Reserves – Broad Run SWM Escrows	\$	100,000
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Expenditures:

100-9600-491-9250	Transfer to Stormwater Utility CIP	\$	100,000
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STORMWATER UTILITY CAPITAL PROJECTS FUND

Revenues:

555-0000-345-1000	CP5135	Transfer from General Fund	\$	100,000
555-0000-322-2100	CP2617	State Grant	\$	(180,192)

Expenditures:

555-5135-505-3900	CP5135	School Street Drainage Improvements	\$	100,000
555-2617-505-3900	CP2617	PW Hospital Pond	\$	(180,192)

Actual Transfers:

100-0000-218-1400	\$100,000.00	Broad Run Stormwater Escrows
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For: Broad Run Stormwater Escrows for School Street Drainage and Reduce State Grant for Prince William Hospital Pond

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
GENERAL CAPITAL PROJECTS FUND			

Revenues:

310-0000-333-2521	CP5153	Federal CMAQ	\$	(181,000)
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Expenditures:

310-5153-505-6200	CP5153	Vehicle Monitoring System	\$	(181,000)
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NVTA CAPITAL PROJECTS FUND

Revenues:

399-0000-333-2521	CP5160	Federal CMAQ	\$	284,000
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Expenditures:

399-5160-505-3900	CP5160	Traffic Operation Improvements	\$	284,000
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For: CMAQ Funding for Traffic Operation Improvements

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
NVTA CAPITAL PROJECTS FUND			
<u>Revenues:</u>			
399-0000-346-0100	Fund Balance	\$	300,000
<u>Expenditures:</u>			
399-9600-491-9210	Transfer to General Fund	\$	300,000
GENERAL FUND			
<u>Revenues:</u>			
100-0000-345-3900	Transfer from NVTA Fund	\$	300,000
<u>Expenditures:</u>			
100-2549-431-3900	PRTC – VRE	\$	300,000

For: NVTA Fund Balance for VRE Operations

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. 27

ITEM NO. 9

MEETING DATE: June 15, 2016 – Finance Committee

TIME ESTIMATE: 10 Minutes

AGENDA ITEM TITLE: Treasurer's Investment Report

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

August 2015

**SUMMARY OF
ISSUE/TOPIC:**

Treasurer will present the investment report.

STAFF

RECOMMENDATION: INFORMATION ONLY

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

DISCUSSION

(IF NECESSARY):

Treasurer will distribute investment report at meeting.

**BUDGET/FISCAL
IMPACT:**

N/A

STAFF:

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

AGENDA STATEMENT

PAGE NO. 29

ITEM NO. 10

MEETING DATE: June 15, 2016 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: General Fund Status Report

DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:

N/A

SUMMARY OF
ISSUE/TOPIC:

Staff will present the FY 2016 General Fund Status Report as of March 31, 2016.

STAFF

RECOMMENDATION: INFORMATION ITEM ONLY

BOARD/COMMISSION/
COMMITTEE:

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

DISCUSSION
(IF NECESSARY):

BUDGET/FISCAL
IMPACT:

N/A

STAFF:

Paul E. York, Finance & Administration Director, (703) 257-8234

GENERAL FUND STATUS REPORTS

Activity Thru March 31, 2016

General Fund Revenue Summary

	YTD Status	
Property Taxes	Positive	
Other Taxes	Positive	
• Sales Tax	Positive	Positive
• Vehicle Licenses	Positive	<2% Negative
• Cigarette Tax	Warning	Variance
• Communications Tax	Warning	
• Business License Tax (BPOL)	Positive	Warning
• Meal Tax	Positive	2-5% Negative
Permits, Fees, & Licenses	Negative	Variance
Fines & Forfeitures	Positive	
Interest & Use of Property	Positive	Negative
Charges for Service	Positive	<5% Negative
Other Local Revenue	Positive	Variance
State	Positive	
Federal	Positive	
Other Financing Sources	Positive	

	FY 2015 Amended Budget	FY 2015 Actual Thru Period 09	FY 2016 Amended Budget	FY 2016 Actual Thru Period 09	FY 2016 Projected	Projected % Surplus or (Deficit)
Property Taxes	63,918,760	38,589,965	67,303,780	40,208,657	68,143,780	1.2%
Other Taxes	21,248,000	13,755,088	20,301,000	14,708,132	21,207,000	4.5%
Permit, License, Fee	839,450	779,117	768,600	449,741	549,100	-28.6%
Fines & Forfeitures	667,050	455,255	700,000	468,269	692,000	-1.1%
Interest & Use of Property	45,000	55,139	286,480	240,263	310,000	8.2%
Charges for Service	546,150	307,716	562,900	257,680	570,000	1.3%
Other Local Revenue	2,834,416	2,206,022	3,007,980	2,330,737	3,088,000	2.7%
PIL Debt Service	5,060,070	-	-	-	-	N/A
State	8,838,050	7,778,717	9,065,530	7,931,313	9,160,000	1.0%
Federal	152,814	82,268	156,128	56,518	156,128	0.0%
Other Financing Sources	1,908,360	1,259,866	1,762,630	1,321,975	1,762,030	0.0%
Total Revenues	106,058,120	65,269,154	103,915,028	67,973,287	105,638,038	1.7%
Contribution from Surplus	3,239,816	-	962,602	-	-	
Total Budget	109,297,936	65,269,154	104,877,630	67,973,287	105,638,038	

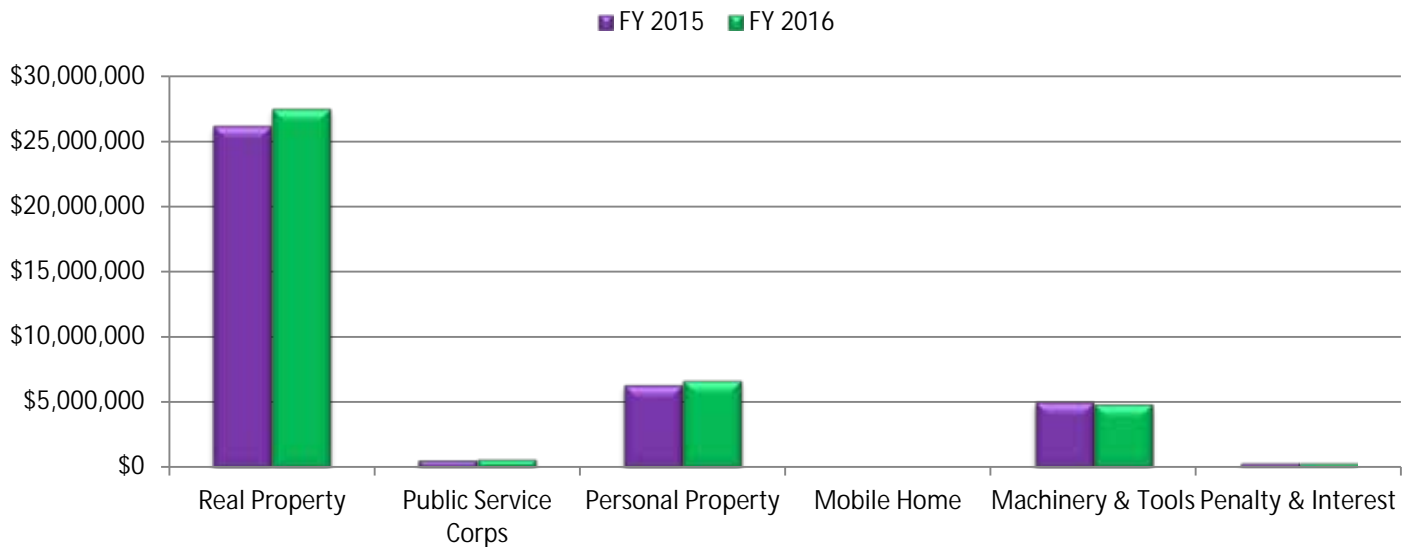
Overall, revenues are up 1.3% compared to FY 2015 for the same period. Most of this increase lies in taxes (property and other). The increase in revenue shown under Interest & Use of Property relates to the Candy Factory and Manassas Landing function being transferred to the General Fund beginning in FY 2016. Projected revenues for FY 2016 total \$105,309,603 reflecting an estimated surplus of 1.7%.

GENERAL FUND STATUS REPORTS

Activity Thru March 31, 2016

General Fund Property Tax Revenue (311)

	FY 2015 Amended Budget	FY 2015 Actual Thru Period 09	FY 2016 Amended Budget	FY 2016 Actual Thru Period 09	FY 2016 Projected	Projected % Surplus or (Deficit)
Real Property	51,388,760	26,186,645	54,519,780	27,558,224	54,519,780	0.0%
Public Service Corps	880,000	570,880	989,000	648,193	1,200,000	21.3%
Personal Property	6,200,000	6,371,357	6,200,000	6,722,163	6,975,000	12.5%
Mobile Home	10,000	7,863	10,000	8,996	9,000	-10.0%
Machinery & Tools	4,900,000	5,071,095	5,000,000	4,899,927	4,900,000	-2.0%
Penalty & Interest	540,000	382,125	585,000	371,155	540,000	-7.7%
Total Property Tax Revenues	63,918,760	38,589,965	67,303,780	40,208,657	68,143,780	1.2%
Projected Surplus/(Shortfall)					840,000	



Real Estate Taxes are due December 5th and June 5th. The annual projection for this revenue stream is the adopted budget of \$54,519,780. Revenues received thru March 31st exceed the amount in FY 2015 by 5.2%.

Personal Property taxes were due October 5th and so far are above the revenue seen in FY 2015 (+5.5%).

Machinery & Tools tax revenue is below the FY 2015 amount (-3.4%).

Overall property tax revenue is estimated to be \$68,143,780 or 1.2% above the FY 2016 Adopted Budget.

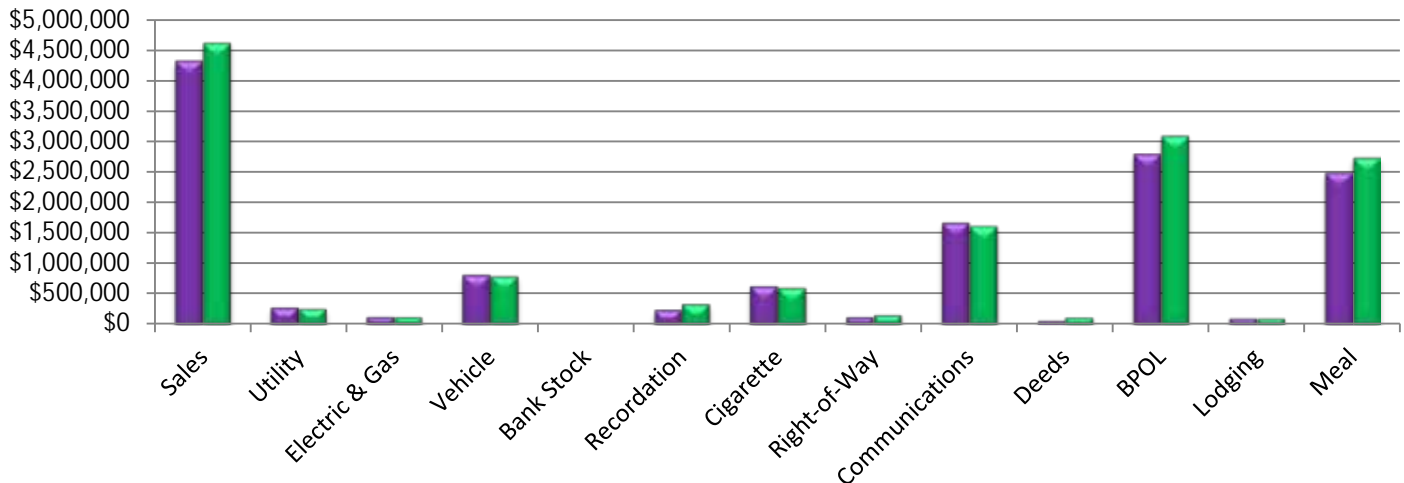
GENERAL FUND STATUS REPORTS

Activity Thru March 31, 2016

General Fund Other Tax Revenue (312)

	FY 2015 Amended Budget	FY 2015 Actual Thru Period 09	FY 2016 Amended Budget	FY 2016 Actual Thru Period 09	FY 2016 Projected	Projected % Surplus or (Deficit)
Sales Tax	8,240,000	4,338,023	7,350,000	4,644,575	7,650,000	4.1%
Utility Tax	410,000	279,415	424,000	270,416	410,000	-3.3%
Business License Tax	3,000,000	2,809,072	3,100,000	3,111,981	3,200,000	3.2%
Electric Local Consumption	188,000	111,525	180,000	111,386	180,000	0.0%
Gas Local Consumption	25,000	17,174	25,000	14,423	20,000	-20.0%
Vehicle License Tax	730,000	819,508	760,000	805,500	880,000	15.8%
Bank Stock/Franchise Tax	480,000	(1,207)	500,000	339	590,000	18.0%
Recordation Tax	449,000	241,575	340,000	341,873	480,000	41.2%
Cigarette Tax	880,000	631,619	835,000	610,873	805,000	-3.6%
Lodging/Motel Tax	146,000	102,094	140,000	104,970	140,000	0.0%
Meal Tax	3,400,000	2,501,530	3,383,000	2,747,773	3,600,000	6.4%
Right-of-Way User Fees	147,000	124,211	227,000	166,849	245,000	7.9%
Fiber Use	80,000	38,741	77,000	26,900	77,000	0.0%
Communications Tax	2,950,000	1,679,568	2,875,000	1,631,594	2,780,000	-3.3%
Deeds of Conveyance	123,000	62,239	85,000	118,681	150,000	76.5%
Total Other Tax Revenues	21,248,000	13,755,088	20,301,000	14,708,132	21,207,000	4.5%
Projected Surplus/(Shortfall)					906,000	

■ FY 2015 ■ FY 2016



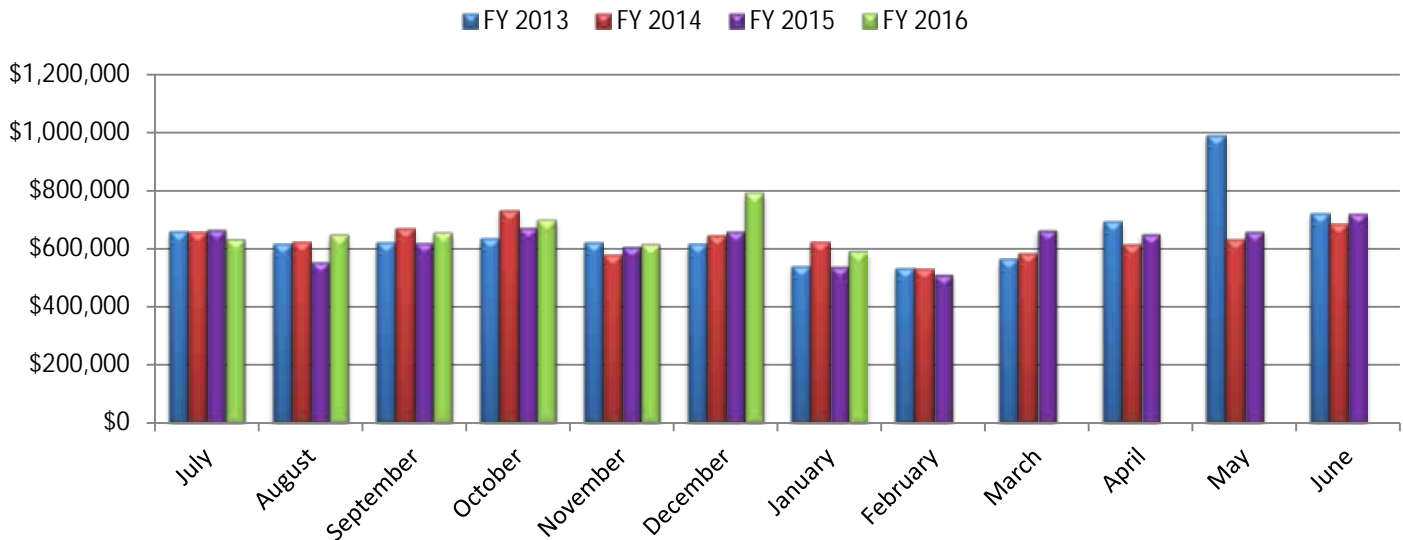
Other Tax Revenue is projected at \$21,207,000, which is \$906,000 above the FY 2016 Adopted Budget (or 4.5%). There have been significant increases in Sales Tax (7.1%), Business License Tax (10.8%), Recordation Tax (41.5%), Meal Tax (9.8%), and Deeds of Conveyance (90.7%).

GENERAL FUND STATUS REPORTS

Activity Thru March 31, 2016

A Closer Look at Sales Tax....

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	YOY Change	MOM Change
July	661,089	657,166	668,665	634,382	-5.1%	-12.4%
August	615,503	623,689	556,707	649,151	16.6%	2.3%
September	621,294	671,517	623,177	657,161	5.5%	1.2%
October	634,730	733,739	674,395	701,354	4.0%	6.7%
November	621,718	577,749	610,187	616,565	1.0%	-12.1%
December	615,795	648,345	662,394	793,560	19.8%	28.7%
January	539,552	624,104	542,498	592,402	9.2%	-25.3%
February	533,397	529,669	513,694			
March	563,090	585,889	665,545			
April	693,956	614,405	652,423			
May	990,891	632,417	661,397			
June	720,484	683,139	724,261			
	7,811,499	7,581,829	7,555,344	4,644,574	7.1%	
Adopted Budget	7,500,000	7,650,000	8,240,000	7,350,000		
				7,650,000	FY 2016 Projection	
Actual Over (Under) Budget	311,499	(68,171)	(684,656)	300,000		



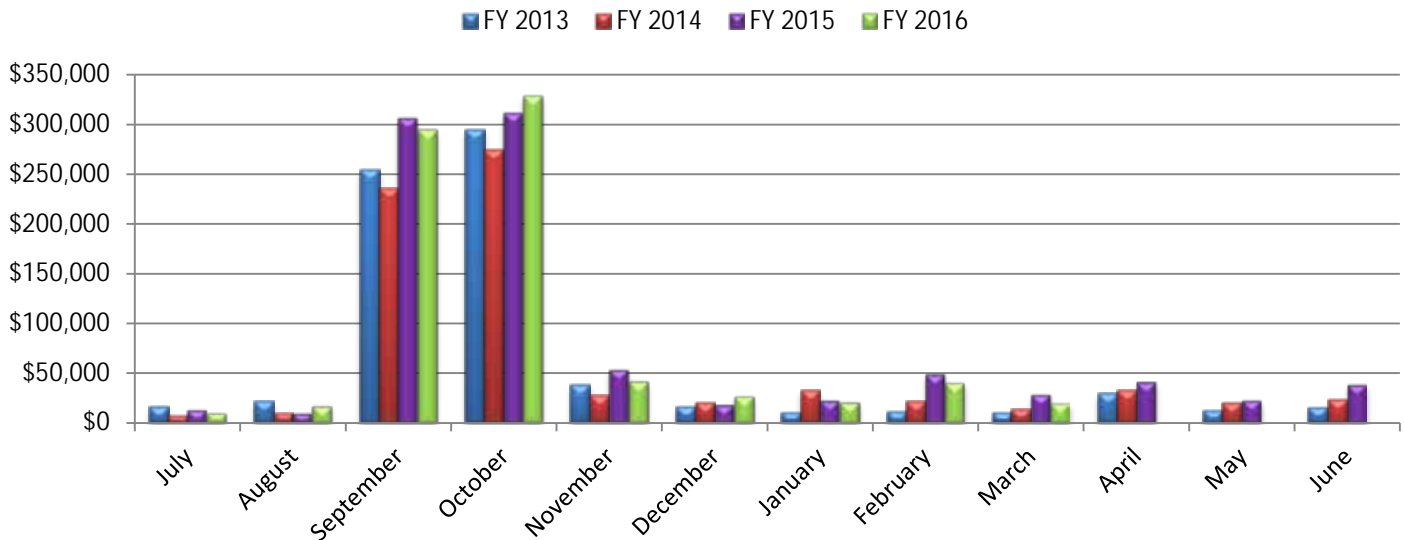
Sales tax revenue for FY 2016 is up 7.1% compared to the same period in FY 2015. The Commissioner of the Revenue's Office has indicated that some of this increase can be attributed to tax audits. The lowest months of revenue tend to be January and February, both of which have already been received. Based on revenue trends, total revenue for FY 2016 is projected to be \$7,650,000.

GENERAL FUND STATUS REPORTS

Activity Thru March 31, 2016

A Closer Look at Vehicle License Tax Revenue....

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	YOY Change	MOM Change
July	16,310	7,332	14,162	10,522	-25.7%	-73.2%
August	21,465	9,870	10,492	17,408	65.9%	65.4%
September	254,501	235,578	306,594	294,944	-3.8%	1594.3%
October	294,785	275,405	312,144	329,286	5.5%	11.6%
November	38,166	27,519	54,658	42,591	-22.1%	-87.1%
December	16,610	20,810	18,899	27,568	45.9%	-35.3%
January	10,834	33,097	23,248	21,533	-7.4%	-21.9%
February	11,415	21,545	49,888	41,185	-17.4%	91.3%
March	10,327	13,869	29,423	20,463	-30.5%	-50.3%
April	29,197	33,006	41,988			
May	12,479	20,475	23,526			
June	15,977	23,785	39,325			
	732,067	722,290	924,347	805,500	-1.7%	
Adopted Budget	730,000	785,400	730,000	760,000		
				880,000	FY 2016 Projection	
Actual Over (Under) Budget	2,067	(63,110)	194,347	120,000		



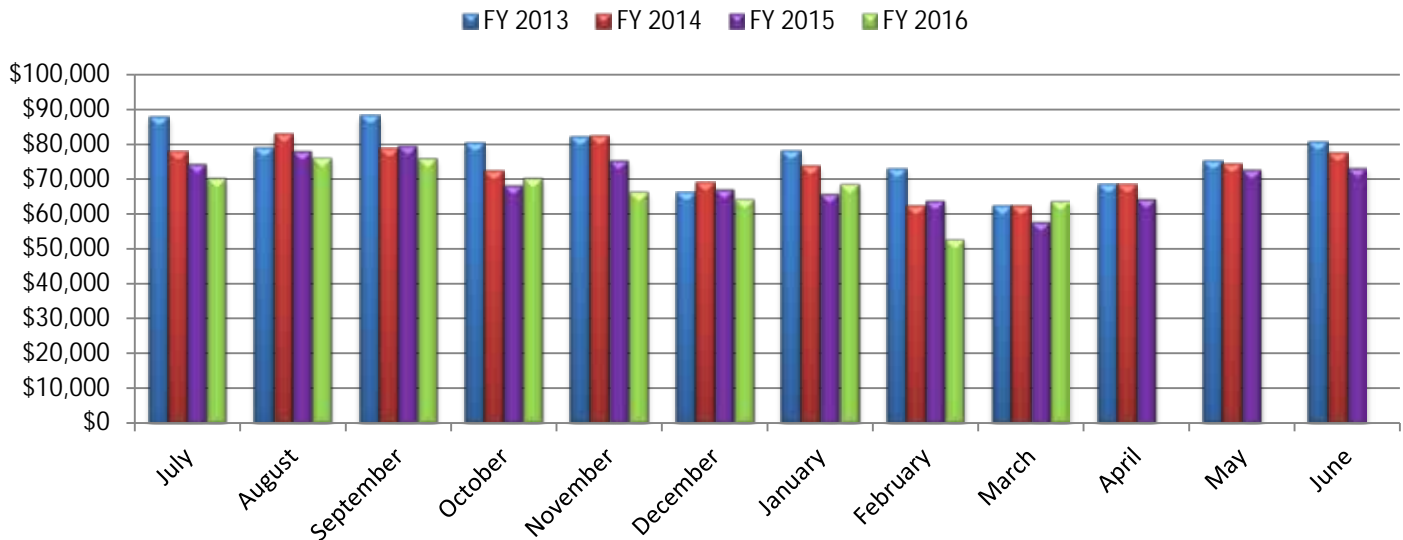
Vehicle License Tax revenue is down 1.70% when compared to FY 2015. We have seen an increase in this revenue stream for two years in a row after two years of declining revenue (FY 2013 and FY 2014). While it is clear that revenue for FY 2016 will be more than the adopted budget, it is estimated that revenue will reflect a decline of 4.7% compared to FY 2015.

GENERAL FUND STATUS REPORTS

Activity Thru March 31, 2016

A Closer Look at Cigarette Tax Revenue....

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	YOY Change	MOM Change
July	88,000	77,886	74,510	70,601	-5.2%	-3.8%
August	79,114	83,040	78,267	76,492	-2.3%	8.3%
September	88,376	79,020	79,804	76,403	-4.3%	-0.1%
October	80,453	72,628	68,354	70,544	3.2%	-7.7%
November	82,424	82,503	75,543	66,653	-11.8%	-5.5%
December	66,242	69,093	67,180	64,514	-4.0%	-3.2%
January	78,138	73,883	66,000	68,833	4.3%	6.7%
February	73,180	62,602	63,995	52,988	-17.2%	-23.0%
March	62,549	62,643	57,966	63,846	10.1%	20.5%
April	68,429	68,450	64,427			
May	75,358	74,643	72,884			
June	80,874	77,701	73,353			
	923,138	884,092	842,283	610,873	-3.3%	
Adopted Budget	1,050,000	987,360	880,000	835,000		
				805,000	FY 2016 Projection	
Actual Over (Under) Budget	(126,862)	(103,268)	(37,717)	(30,000)		



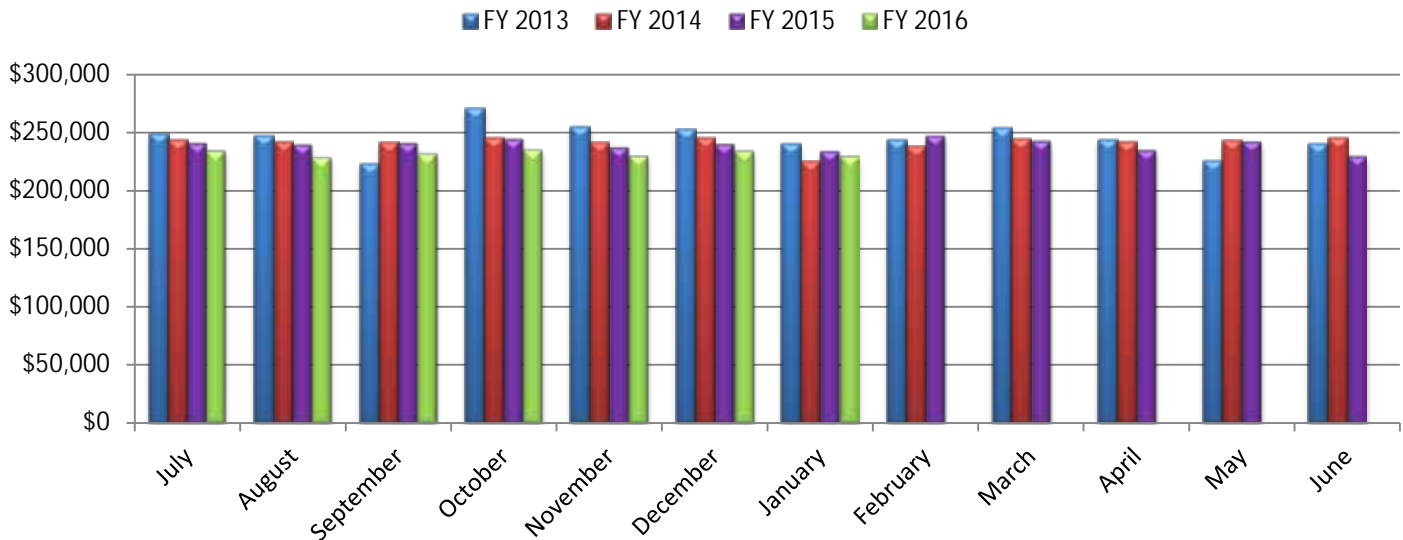
Cigarette Tax revenue continues to decline approximately 4.5% annually. It is believed that declining revenues can be attributed to the use of vapor devices. Projected revenue for FY 2016 is \$805,000 reflecting a shortfall of \$30,000.

GENERAL FUND STATUS REPORTS

Activity Thru March 31, 2016

A Closer Look at Communications Tax Revenue....

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	YOY Change	MOM Change
July	249,604	244,194	241,296	235,473	-2.4%	2.4%
August	248,074	242,230	239,903	229,762	-4.2%	-2.4%
September	224,025	241,854	241,166	233,111	-3.3%	1.5%
October	271,431	245,752	244,791	236,270	-3.5%	1.4%
November	255,821	241,791	237,763	230,980	-2.9%	-2.2%
December	253,430	246,513	240,358	235,281	-2.1%	1.9%
January	240,467	225,442	234,291	230,717	-1.5%	-1.9%
February	244,840	238,647	247,756			
March	254,688	245,470	243,319			
April	244,570	242,537	235,238			
May	226,355	243,495	242,538			
June	240,683	245,804	229,939			
	<u>2,953,989</u>	<u>2,903,730</u>	<u>2,878,359</u>	<u>1,631,594</u>	<u>-2.9%</u>	
Adopted Budget	3,150,000	3,060,000	2,950,000	2,875,000		
				2,780,000	FY 2016 Projection	
Actual Over (Under) Budget	(196,011)	(156,270)	(71,641)	(95,000)		



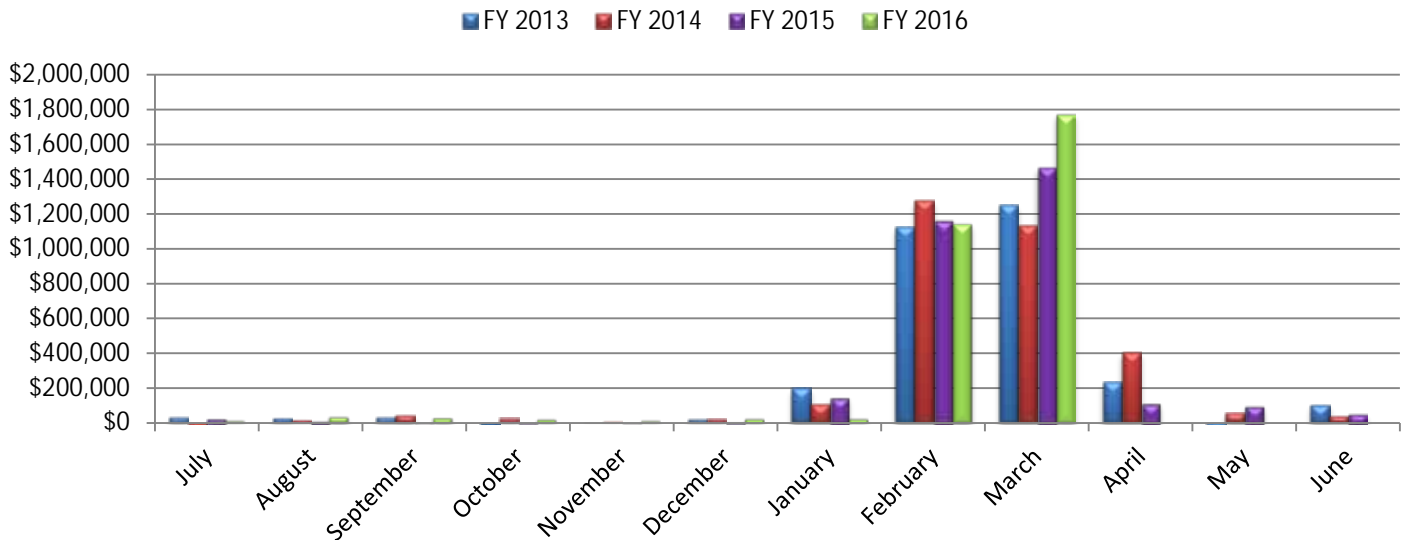
Revenue from the State administered communications tax continues to decline. FY 2016 year-to-date revenue is 2.9% below FY 2015 revenue for the same period. Revenue is projected at \$2,780,000 for the year reflecting a deficit of \$95,000 compared to the FY 2016 Adopted Budget.

GENERAL FUND STATUS REPORTS

Activity Thru March 31, 2016

A Closer Look at Business License Tax Revenue....

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	YOY Change	MOM Change
July	30,980	(24,898)	25,208	17,450	-30.8%	-67.9%
August	24,920	16,132	10,356	40,425	290.4%	131.7%
September	31,426	42,235	(2,926)	32,929	1225.5%	-18.5%
October	(7,156)	23,638	2,334	23,913	-924.4%	-27.4%
November	4,144	7,641	(5,855)	17,228	394.2%	-28.0%
December	20,851	21,364	5,125	26,563	-418.3%	54.2%
January	198,413	109,309	146,962	25,847	82%	-2.7%
February	1,126,618	1,278,537	1,160,000	1,146,156	1%	4334.4%
March	1,246,855	1,133,125	1,467,867	1,776,382	-21%	55.0%
April	231,384	406,213	113,888			
May	(54,920)	55,734	97,756			
June	103,602	41,165	54,317			
	<u>2,957,117</u>	<u>3,110,196</u>	<u>3,075,033</u>	<u>3,106,893</u>	<u>10.6%</u>	
Adopted Budget	2,800,000	2,998,800	3,000,000	3,100,000		
				3,200,000	FY 2016 Projection	
Actual Over (Under) Budget	157,117	111,396	75,033	100,000		



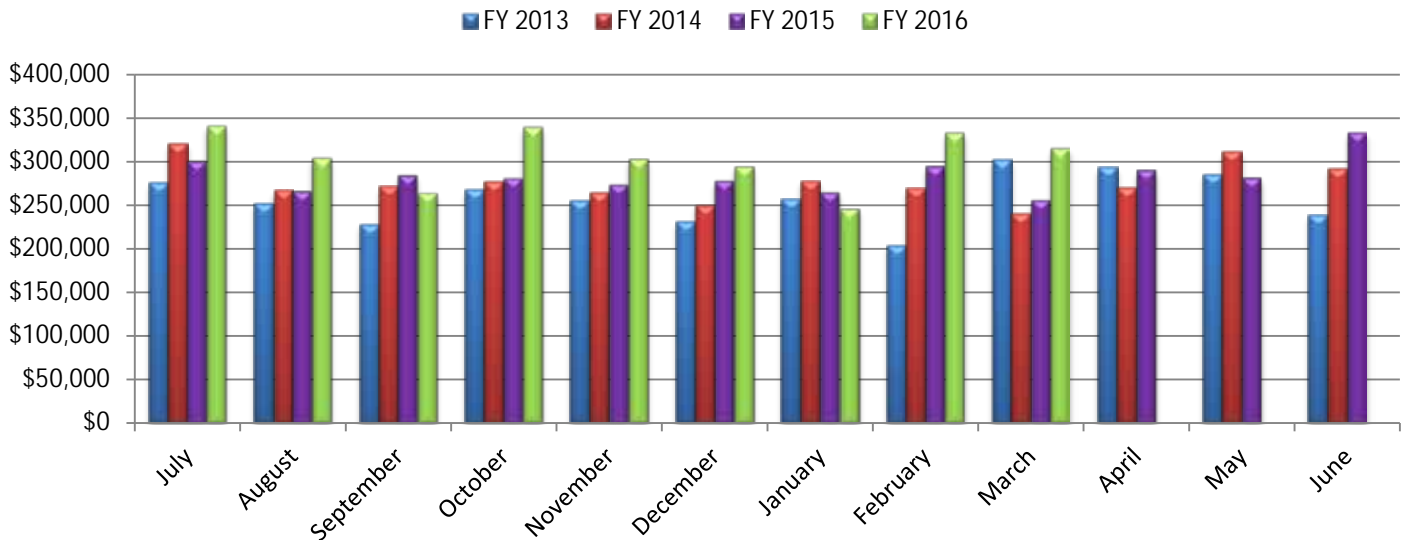
Revenue from business licenses is up 10.6% when compared to revenues in FY 2015 for the same period. It is believed that this increase in revenue is in part due to the timing of payments. Filings and taxes are due on March 1st of each year. It is estimated that BPOL revenue for FY 2016 will be \$3,200,000, reflecting a 4.0% increase compared to FY 2015.

GENERAL FUND STATUS REPORTS

Activity Thru March 31, 2016

A Closer Look at Meal Tax Revenue....

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	YOY Change	MOM Change
July	276,563	321,245	300,869	342,063	13.7%	2.6%
August	252,268	267,466	266,122	304,692	14.5%	-10.9%
September	228,511	271,346	284,744	264,748	-7.0%	-13.1%
October	267,738	277,034	281,285	340,521	21.1%	28.6%
November	255,819	264,542	273,860	303,909	11.0%	-10.8%
December	231,370	250,469	278,135	295,280	6.2%	-2.8%
January	256,589	278,019	265,237	246,838	-6.9%	-16.4%
February	204,663	269,669	294,952	333,906	13.2%	35.3%
March	302,984	240,190	256,326	315,815	23.2%	-5.4%
April	293,638	270,493	290,335			
May	285,976	311,934	281,490			
June	238,845	292,674	333,538			
	3,094,965	3,315,080	3,406,893	2,747,772	9.8%	
Adopted Budget	2,800,000	3,060,000	3,400,000	3,383,000		
				3,600,000	FY 2016 Projection	
Actual Over (Under) Budget	294,965	255,080	6,893	217,000		



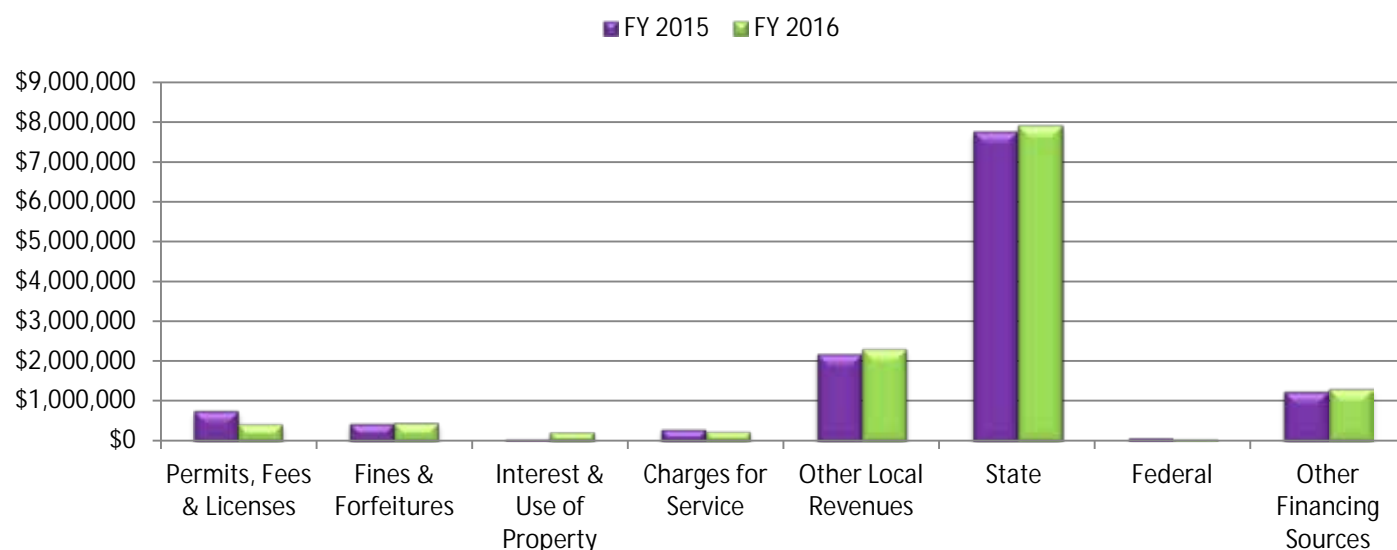
Meal tax revenue is up 9.8% when compared to revenue for FY 2015 for the same time period. Of the nine months received-to-date, only two months have been less than the amount received in FY 2015 for the corresponding month. Meal tax revenue has seen year-over-year increases since FY 2011 and it is estimated that tax revenue for FY 2016 will be \$3,600,000 or an additional \$217,000 over the FY 2016 Adopted Budget. This would reflect an annual increase of 5.6% compared to FY 2015.

GENERAL FUND STATUS REPORTS

Activity Thru March 31, 2016

General Fund: Other Revenue Sources

	FY 2015 Amended Budget	FY 2015 Actual Thru Period 09	FY 2016 Amended Budget	FY 2016 Actual Thru Period 09	FY 2016 Projected	Projected % Surplus or (Deficit)
Permits, Fees & Licenses	839,450	779,117	768,600	449,741	549,100	-28.6%
Fines & Forfeitures	667,050	455,255	700,000	468,269	692,000	-1.1%
Interest & Use of Property	45,000	55,139	286,480	240,263	310,000	8.2%
Charges for Service	546,150	307,716	562,900	257,680	570,000	1.3%
Other Local Revenues	2,834,416	2,206,022	3,007,980	2,330,737	3,088,000	2.7%
Payment in Lieu of Debt Service	5,060,070	-	-	-	-	n/a
State	8,838,050	7,778,717	9,065,530	7,931,313	9,160,000	1.0%
Federal	152,814	82,268	156,128	56,518	156,128	0.0%
Other Financing Sources	1,908,360	1,259,866	1,762,030	1,321,975	1,762,030	0.0%
	20,891,360	12,924,100	16,309,648	13,056,497	16,287,258	-0.1%
			Projected Surplus/(Shortfall)		(22,390)	



Permits, Fees, and License revenue is down significantly compared to last year. This revenue source depends on construction activity and is highly volatile. Revenues are projected to be \$219,500 less than the FY 2016 Adopted Budget.

Fines and Forfeitures revenue is projected to be slightly less than the FY 2016 Adopted Budget (1.1%). Court fines and parking ticket revenue have seen an uptick in the last quarter.

State revenue is estimated to be slightly higher than budgeted for FY 2016 due to increased highway maintenance revenues, increased car rental tax revenue, and increased reimbursements for the Treasurer and Commissioner of the Revenue.

Overall, these other revenue sources are projected to be 0.01% below the FY 2016 Adopted Budget.

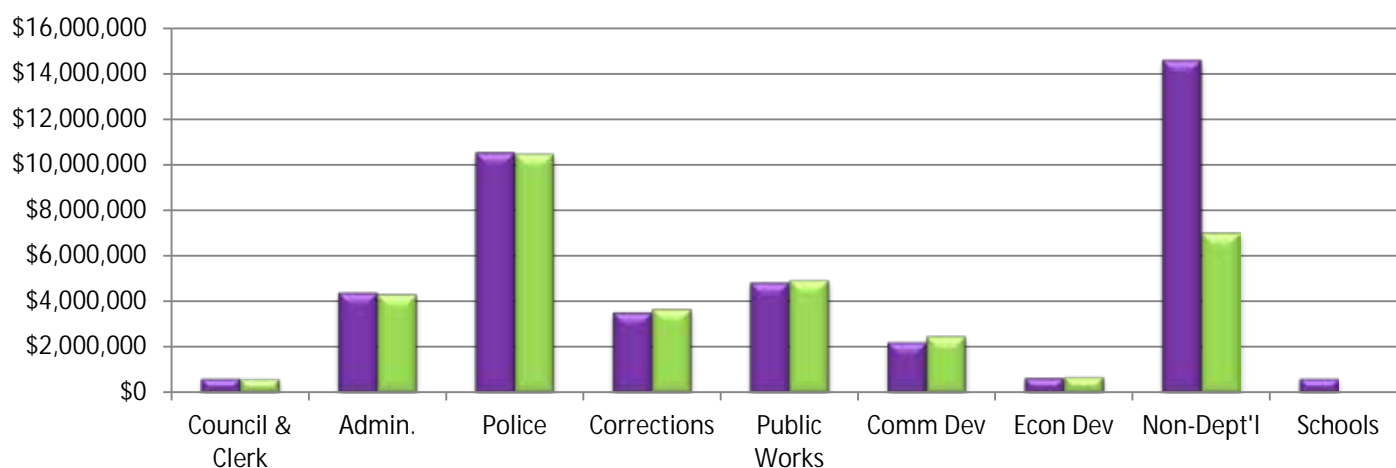
GENERAL FUND STATUS REPORTS

Activity Thru March 31, 2016

General Fund Expenditures

	FY 2015 Amended Budget	FY 2015 Actual Thru Period 09	% of Budget Paid	FY 2016 Amended Budget	FY 2016 Actual Thru Period 09	% of Budget Paid
City Council & Clerk	1,013,522	641,230	63.3%	1,014,761	607,957	59.9%
Administration	6,462,370	4,418,983	68.4%	6,914,892	4,340,154	62.8%
Police	14,840,860	10,587,725	71.3%	14,776,540	10,507,562	71.1%
Corrections	4,730,705	3,554,236	75.1%	4,821,545	3,701,428	76.8%
Public Works	7,444,831	4,864,194	65.3%	7,661,757	4,973,357	64.9%
Community Development	3,301,097	2,253,392	68.3%	3,712,817	2,495,898	67.2%
Economic Development	959,052	673,093	70.2%	941,778	691,516	73.4%
Non-Departmental	18,496,149	14,643,687	79.2%	12,225,160	7,041,755	57.6%
Schools	52,049,350	642,000	1.2%	52,808,380	-	0.0%
Total Expenditures	109,297,936	42,278,540	38.7%	104,877,630	34,359,626	32.8%

■ FY 2015 ■ FY 2016



Overall, expenditures are down compared to FY 2015. Most of this is reflected under Non-Departmental and is a result of the establishment of a Debt Service Fund. The debt service costs for FY 2016 will be seen at the end of the fiscal year after the transfer to the Debt Service Fund has been posted and will not include School Debt Service. By this time last fiscal year, a total of \$6,580,920 had been spent on debt service and bond issuance costs (School and City). Additionally, FY 2015 included an advance from Capital Reserves to the NVTAFund for approximately \$1.2 million.

Other expenditure differences can be found under City Council & Clerk, Administration, and Economic Development. The decrease shown under City Council & Clerk is a result of decreased expenses for the City Attorney as well as miscellaneous operating accounts. The decrease shown in Administration is a reflection of the cost in FY 2015 to clean-up the building collapse on Battle Street. This expense was reimbursed in FY 2016. Additionally, there have been staffing changes and vacancies in the Administration area during FY 2016. The increase in expenditures shown under Economic Development is a direct result of staffing of the relatively new department. The Economic Development Coordinator position was vacant until April of FY 2015.