

FINANCE COMMITTEE
WEDNESDAY, MARCH 16, 2016
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA
AGENDA

5:30 P.M. CALL TO ORDER

- | | |
|---|-------------------|
| 1. Approve Minutes of the January 13, 2016 Finance Committee Meeting | 1 Minute |
| | Page 1 |
| <hr/> | |
| 2. Resolution 2016-09-R Amending the FY 2016 Budget by Budgeting and Appropriating \$2,350 from the State / Local Drug Seizure Funds for Police Department Investigations (Hurley) | 2 Minutes |
| | Page 3 |
| <hr/> | |
| 3. Resolution 2016-09-R Amending the FY 2016 Budget by Budgeting and Appropriating \$255,940 of the General Fund Contingency and \$173,710 of the General Fund Fund Balance (Moore) | 2 Minutes |
| | Page 5 |
| <hr/> | |
| 4. Resolution 2016-09-R Resolution 2016-09-R Amending the FY 2016 Budget by Budgeting and Appropriating \$28,000 from the General Fund Contingency (York) | 5 Minutes |
| | Page 9 |
| <hr/> | |
| 5. Presentation of Late Payment Penalty for Real Estate and Personal Property Taxes (Perkins) | 10 Minutes |
| | Page 25 |
| <hr/> | |
| City Manager's Time | |
| <hr/> | |

ADJOURNMENT

cc: Mayor
Council Members
W. Patrick Pate

Paul York
Diane Bergeron
Tamara Keesecker

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, JANUARY 13, 2016
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA**

COMMITTEE MEMBERS PRESENT: Council Member Marc Aveni, Chairman
Council Member Mark Wolfe

COMMITTEE MEMBERS ABSENT: Vice Mayor Jonathan L. Way and Council Member Cheryl Bass (Alternate)

OTHERS PRESENT: Mayor Parrish, Council Member Ian Lovejoy, Finance and Administration Director Paul York, City Manager Pat Pate, Deputy City Manager Bryan Foster, Commissioner of the Revenue Douglas Waldron, Director of Utilities Tony Dawood

The meeting was called to order at 5:27 p.m. by Chairman Marc Aveni.

AGENDA ITEM #1 Approve Minutes of the November 18, 2015 Finance Committee Meeting

A motion was made and seconded to approve the minutes of the November 18, 2015 Finance Committee meeting. The Committee approved (2/0).

AGENDA ITEM #2 Resolution 2016-08-R Amending the FY 2016 Budget by Budgeting and Appropriating the Use of \$28,000 of General Fund Contingency for the Upgrade of the Vision CAMA Real Estate Assessment Software

Douglas Waldron presented Staff's recommendation to amend the FY 2016 budget by budgeting and appropriating the use of \$28,000 of General Fund Contingency for the upgrade of the Vision CAMA Real Estate Assessment Software. The Committee approved (2/0). This item will be forwarded to the January 25, 2016, City Council meeting for consideration.

AGENDA ITEM #3 Resolution 2016-08-R Amending the FY 2016 Budget by Budgeting and Appropriating \$200,000 of Electric Fund Fund Balance for the Purchase of Two (2) Micron CAT Diesel Generators and \$650,000 of Equipment Sale Proceeds for the Micron Gas Turbine (G.T.) Engine

Tony Dawood presented Staff's recommendation to amend the FY 2016 budget by budgeting and appropriating \$200,000 of Electric Fund Fund Balance for the Purchase of Two (2) Micron CAT Diesel Generators and \$650,000 of Equipment Sale Proceeds for the Micron Gas Turbine (G.T.) Engine. The Committee approved (2/0). This item will be forwarded to the January 25, 2016, City Council meeting for consideration.

City Manager's Time

- Treasurer Robin Perkins retirement was discussed
- The FY 2017 Budget process and calendar was mentioned
- Contribution to group for air show
- Parking issues at the Old Town Square were discussed

The meeting was adjourned at 6:09 p.m. by Chairman Aveni.

AGENDA STATEMENT**PAGE NO.** 3**ITEM NO.** 2**MEETING DATE:** March 16, 2016 – Finance Committee**TIME ESTIMATE:** 2 Minutes**AGENDA ITEM TITLE:** Consideration of Resolution 2016-09-R Amending the FY 2016 Budget by Budgeting and Appropriating \$2,350 from the State / Local Drug Seizure Funds for Police Department Investigations**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:**

N/A

**SUMMARY OF
ISSUE/TOPIC:**

The Prince William County Police Department and the Manassas City Police Department have a Joint Narcotics Task Force which investigates narcotics cases for both Prince William County (PWC) and the City of Manassas. As a result of these investigations, the City receives a portion of all task force related seizures. PWC currently funds the costs of the City's cases and later invoices the City for these costs. With reduced funding available at the local level, the Department would like to use seizure revenue to reimburse the County for narcotic investigation expenditures. This payment will cover expenditures for the period of October 1, 2015 through December 31, 2015.

This resolution will budget and appropriate \$2,350 of State / Local Drug Seizure Funds in the General Fund.

STAFF**RECOMMENDATION:** Approve Resolution 2016-09-R**BOARD/COMMISSION/
COMMITTEE:****RECOMMENDATION:** ☐ **Approve** ☐ **Disapprove** ☐ **Reviewed** ☐ **See Comments****CITY MANAGER:** ☐ **Approve** ☐ **Disapprove** ☐ **Reviewed** ☐ **See Comments****COMMENTS:****DISCUSSION****(IF NECESSARY):** The balance in the State / Local Drug Seizure Liability Account is \$114,891.21**BUDGET/FISCAL
IMPACT:**

\$2,350 – State / Local Drug Seizure

STAFF:

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



COUNTY OF PRINCE WILLIAM

1 County Complex Court, Prince William, Virginia 22192-9201
(703) 792-6650 Metro 631-1703 FAX: (703) 792-7056

POLICE DEPARTMENT
OFFICE OF THE CHIEF

Stephan M. Hudson
Chief of Police

January 7, 2016

TO: Lieutenant Brian Larkin
Investigative Services Bureau
Manassas City Police Department

FROM: Lieutenant Brandan R. Dudley 
Special Investigations Bureau Commander

RE: Reimbursement of Criminal Investigation Fund for Manassas City
Criminal Investigations

The expenditures listed on the table on the following pages were reported to the PWC/MCPD Narcotics Task Force between October 1, 2015 and December 31, 2015. These expenses were directly related to investigation of Manassas City cases.

Please direct a check for the total amount of **\$2,350.00** to "PW Director of Finance", to:

Katherine Gaskins
Prince William County Police Department
1 County Complex Court
Prince William, Virginia 22192-9201

Thank you for your attention to this matter and continued support of the Narcotics Task Force.

Attachment: Copies of Criminal Investigation Fund Expense Reports

CC: Katherine Gaskins
DeLain Moyers



AGENDA STATEMENT

PAGE NO. 5

ITEM NO. 3

MEETING DATE: March 16, 2016 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Consideration of Resolution 2016-09-R Amending the FY 2016 Budget by Budgeting and Appropriating \$255,940 of the General Fund Contingency and \$173,710 of the General Fund Fund Balance

DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:

N/A

SUMMARY OF
ISSUE/TOPIC:

The current budget for staff overtime, contractor snow removal services, salt, chemicals and concrete replacement is \$299,565. Current expenditures for these budget items are \$655,518, leaving a budget overage of \$363,953. Staff anticipates the need for an additional \$73,700 in funds to replenish salt and chemicals, to repair concrete, guardrail and fences, and to cover remaining staff overtime for on call services through June 30th, 2016.

This resolution will budget and appropriate \$255,940 of the General Fund Contingency and \$173,710 of the General Fund Unassigned Fund Balance.

STAFF

RECOMMENDATION: Approve Resolution 2016-09-R

BOARD/COMMISSION/
COMMITTEE:

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

DISCUSSION

(IF NECESSARY): The current balance in General Fund Miscellaneous Contingency is \$283,940 and the Unassigned General Fund Balance is \$13,145,824.

BUDGET/FISCAL

IMPACT: \$255, 940 - General Fund Contingency Balance
\$173, 710 - General Fund Fund Balance
\$429, 650 - Total

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



CITY OF MANASSAS

FINANCE & ADMINISTRATION DEPARTMENT

March 8, 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 2016:

BEGINNING / CURRENT BALANCE	\$311,940
Upgrade of Vision CAMA Real Estate Assessment Software	(28,000)
Consulting Services for the City Treasurer with Tyler Technologies	(28,000)
Snow Removal	(255,940)
REMAINING BALANCE	<u>\$0</u>

	Account Number	'16 Amended Budget	Current Expenditures
Staff Overtime	100-2553-431-16-00	\$50,000	\$76,043
Contractor Services	100-2553-431-39-00	\$87,030	\$400,879
Chemicals	100-2553-431-65-00	\$67,535	\$91,596.45
Concrete Replacement	100-2553-431-3903	\$95,000	\$87,000.00
Total		\$299,565	\$655,518
Overage	Needs Thru 2016	Justification	Total Budget Increase Requested
\$26,043	\$6,200	Skeleton crew coverage for 3/3/16 and 3/5/16 events and remaining on-call needs through June 30,2016	\$32,243
\$313,849	\$15,000	Guardrail replacement from accidents and fence damages that occurred during storm.	\$328,849
\$24,061	\$20,000.00	Refill the tank and salt dome	\$44,061
(\$8,000.00)	\$32,500.00	Concrete repairs required through June 30,2016	\$24,500
\$355,953	\$73,700.00		\$355,953

\$429,653

AGENDA STATEMENT**PAGE NO.** 9**ITEM NO.** 4**MEETING DATE:** March 16, 2016 – Finance Committee**TIME ESTIMATE:** 5 Minutes**AGENDA ITEM TITLE:** Consideration of Resolution 2016-09-R Amending the FY 2016 Budget by Budgeting and Appropriating \$28,000 from the General Fund Contingency**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:** N/A**SUMMARY OF
ISSUE/TOPIC:**

With the upcoming retirement of City Treasurer Robin Perkins and the implementation of the new ERP system, staff is recommending contracting with Tyler Technologies for business process review consulting services of the property tax billing processes and procedures in the Treasurer and Commissioner of the Revenue offices. A business process review will provide a comprehensive analysis of operating procedures as they relate to the new Munis property tax billing application being implemented. The Tyler consultants will evaluate how property taxes are processed within each department and will develop recommendations for optimal usage of the new software to maximize functionality. At the completion of the business process review, the city will receive a customized procedures document detailing specific, step by step processes for property tax billings and collections. Staff believes this documentation will be very beneficial for staff reference and the new City Treasurer.

This resolution will budget and appropriate the use of \$28,000 of General Fund Contingency in the General Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2016-09-R**BOARD/COMMISSION/
COMMITTEE:****RECOMMENDATION:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments**CITY MANAGER:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments**COMMENTS:****DISCUSSION
(IF NECESSARY):** The current balance in General Fund Miscellaneous Contingency is \$283,940.**BUDGET/FISCAL
IMPACT:** \$28,000 – General Fund Contingency**STAFF:** Paul York, Director of Finance & Administration (703) 257-8234



CITY OF MANASSAS

FINANCE & ADMINISTRATION DEPARTMENT

March 8, 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 2016:

BEGINNING / CURRENT BALANCE	\$311,940
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Consulting Services for the City Treasurer with Tyler Technologies	(28,000)
Snow Removal	(255,940)
REMAINING BALANCE	<u>\$0</u>

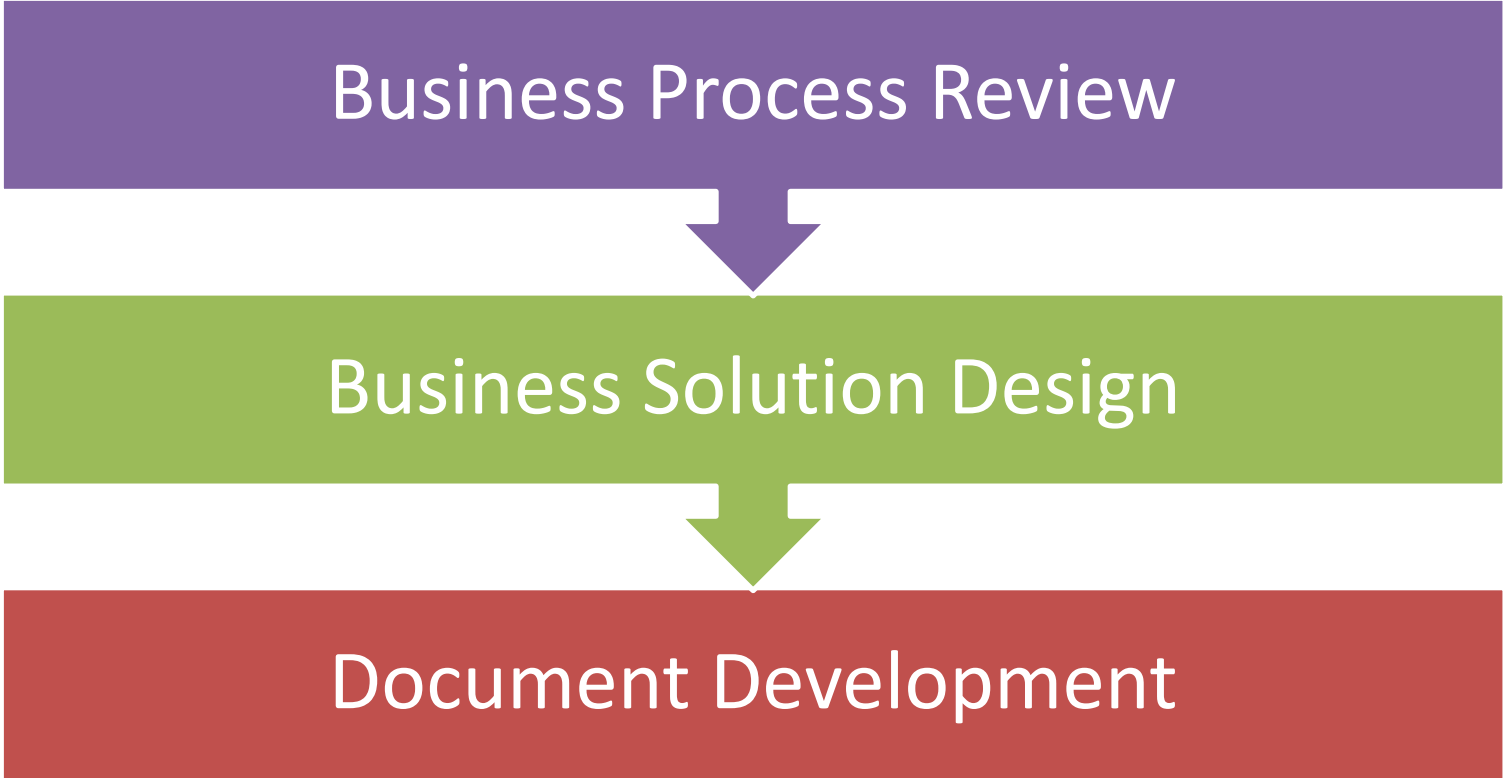
Tyler's Business Process Consulting

Dylan McPhetres, PMP



Tyler's Business Process Consulting

- There are 3 basic phases of the Business Process Consulting (BPC) service:



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graph TD; A[Business Process Review] --> B[Business Solution Design]; B --> C[Document Development];
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Business Process Review

Business Solution Design

Document Development

Business Process Review

- Analyze and understand the current business environment
- Interview functional leaders in order to understand current practices, procedures and policies
- Identify how to improve business processes utilizing MUNIS software
- Conducted On-site with your staff
- There are no deliverables for this phase of BPC

Business Solution Design

- Based on interviews and analysis of Business Process Review, Tyler's Consultant will develop Best Business Practice (BBP) recommendations for the usage and implementation of MUNIS
- Perform auxiliary table analysis and recommend configuration, table design, and product utilization
- Provide Implementation Team with detailed setup plan
- Identify policy and/or procedural areas that may be impacted and require client sign-off and **acceptance**
- An Excel spreadsheet will be created with a detailed analysis citing best business practice criteria, recommendations, and client decision points

Custom Documentation

- System Documentation will be developed to document the step-by-step utilization of each module for the day-to-day use of MUNIS product specific to Your needs. The documents will be organized by process.
 - The table of contents will have items such as How to Add an Account (this would walk them through all auxiliary programs and steps in order, necessary to create an account)
 - The steps will reflect the specific design for you (i.e. press tab through the commodity field as this will not be used), corresponding with decisions made during the Recommendation Acceptance process
 - User Manuals will be a by-product of the process. You can utilize the process documents created to put together a comprehensive user manual for Core and End Users
 - All documents will be delivered in MS Word electronic format
 - Documentation will only be prepared for modules where BPC services have been purchased

Tyler Business Process Consulting

The following services are offered by Tyler's expert implementation team.

Business Process Review

Tyler's experienced consultants utilize the following tools to learn the as-is environment:

- An analysis and questionnaire system containing an inventory of criteria and questions that accumulate our knowledge of our clients' standard operating procedures as they relate to Tyler applications
- Interview functional leads and/or department managers in order to understand current practices, procedures and policies to understand the as-is environment of the client

Tyler consultants perform onsite analysis of how to improve and gain new efficiencies offered by Tyler's software functionality.

Modules available for Business Process Review are:

- » General Ledger
- » Project/Grant Accounting
- » Budget
- » Requisitions & Purchasing
- » Accounts Payable
- » Inventory
- » Bid Management
- » Contract Management
- » Cash Management
- » Work Orders, Fleet & Facilities
- » Fixed Assets
- » Performance Based Budgeting
- » Student Activity
- » Employee Expense Reimbursement
- » HR Management
- » Payroll

- » Applicant Tracking
- » Professional Development
- » General Billing/Accounts Receivable
- » Animal Licenses
- » Parking Licenses
- » Slip Reservations
- » Vehicle Stickers
- » Business Licenses
- » Permits/Code Enforcement
- » Real Estate & Personal Property taxes
- » Utility Billing

Business Solution Design

Consultants evaluate the analysis from the Business Process Review and develop recommendations for the usage and implementation of Tyler's software, maximizing inherent functional opportunities through:

- Setup table options analysis, recommended decisions, table design and project utilization
- Detailed module configuration plans
- Identifying local policy and/or procedural areas that may be impacted and require client action
- Leveraging client specific goals and objectives to distinguish and document when specific work flows would enhance efficiency for related Tyler work flows
- Cross-module functionality sessions to provide an overview on the integration touch points within the Tyler solution, as well as any 3rd party systems that may interface with Tyler's applications

...continued on reverse

Tyler Business Process Consulting Solutions

Business Solution Design (Cont.)

At the conclusion of the Business Solution Design process, Tyler consultants deliver and present a configuration document with line-item analysis citing recommendations for best use of Tyler software options, and clearly identify client adoption decision requirements (i.e. key dates and potential implementation impacts).

Static Environment Testing

Prior to any conversion of legacy system data, a Static Environment Test (SET) will be conducted to confirm that the decisions made during the analysis process will meet the client's needs. Testing will be conducted with a customized script which will allow review and discussions of the decisions being tested. Once the testing and decision discussions are complete, clients have the opportunity to test processes using a "hands-on" approach on the Tyler system.

Customized Procedural Documents

Procedure manuals document client-specific, step-by-step utilization for the day-to-day use of Tyler's solution. The manuals are specific and customized for each client, with the exception of general system navigation. Setup table maintenance is documented within these manuals if the maintenance of such is required on a regular basis (i.e. one-time setup tables are not part of procedural documentation).

Tyler's consultants author, group and deliver the Customized Procedural Manuals for each respective module purchased, including applicable decentralized functions in Microsoft Word®. Procedure manuals are only available for modules purchased as part of the Business Process Review and Business Solution Design areas.

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OVER-SHORT ADJUSTMENT PROCESS	ERROR! BOOKMARK NOT DEFINED.
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DETAIL RECEIVABLES REGISTER	ERROR! BOOKMARK NOT DEFINED.
BILL PRINT	ERROR! BOOKMARK NOT DEFINED.
TAX PROCESS CHECKLIST.....	ERROR! BOOKMARK NOT DEFINED.
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AGENDA STATEMENT

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ITEM NO. 5

MEETING DATE: March 16, 2015 – Finance Committee

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: Late payment penalty for real estate and personal property taxes

**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:** 1978

**SUMMARY OF
ISSUE/TOPIC:** Review state and city code on late payment penalty in the month that taxes are due.

**STAFF
RECOMMENDATION:** Informational only at this time.

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):** Should the late payment penalty remain the same or be changed.

**BUDGET/FISCAL
IMPACT:** If the percentage is changed there will be budget impacts.

STAFF: Robin R. Perkins, City Treasurer
703-257-8246

Late Payment Penalty

10.00

10%

Not to exceed amount of tax due

§ 58.1-3916. Counties, cities and towns may provide dates for filing returns, set penalties, interest, etc.

Notwithstanding provisions contained in §§ [58.1-3518](#), [58.1-3900](#), [58.1-3913](#), [58.1-3915](#), and [58.1-3918](#), the governing body of any county, city, or town may provide by ordinance the time for filing local license applications and annual returns of taxable tangible personal property, machinery and tools, and merchants' capital.

may provide by ordinance penalties for failure to file such applications and returns and for nonpayment in time;

City of Manassas Code of Ordinances

- Sec. 110-10. - Penalty and interest on delinquent taxes.
- (a)
- Any person who shall fail to pay his taxes on or before the dates established in [section 110-2](#) shall be assessed a penalty thereon of ten percent of the tax due or a sum of \$10.00, whichever shall be greater, which shall be added to the amount of taxes or levies due from such taxpayer, and the treasurer shall proceed with the collection of such taxes or levies as provided by law. The penalty for failure to pay any tax shall be assessed on the day after the tax or an installment is due.
- (b)
- Interest at the rate of ten percent per annum shall be assessed upon delinquent taxes from the first day of the month following the month in which such taxes were due, which interest, together with the penalty imposed by subsection (a) of this section, shall be collected and accounted for by the treasurer, along with the principal thereof, as provided by the law of the Commonwealth.
- (c)
- No penalty or interest shall be imposed in conflict with the provisions of Code of Virginia, § 58.1-3916.
- (Code 1978, § 30-7; Ord. No. O-2004-27, § 1, 2-9-2004; Ord. No. O-2007-26, § 1, 5-16-2007)
- **State Law reference**— Authority for above section, Code of Virginia, § 58.1-3916

Real Estate Penalty									
FY-2013		FY-2014		FY-2015		FY-2016			
1	2	1	2	1	2	1	2		
22,911.78	20,604.64	33,182.86	36,392.44	49,693.76	35,983.02	39,300.16	39,300.16		
10%	43,516.42	69,575.30		85,676.78		78,600.32			
2%	8,703.28	13,915.06		17,135.36		15,720.06			
	34,813.14	55,660.24		68,541.42		62,880.26			

Personal Property Penalty				
	2013	2014	2015	
10%	27,875.68	36,790.00	53,117.96	
2%	5,575.14	7,358.00	10,623.59	
	22,300.54	29,432.00	42,494.37	

Current Penalty is \$10.00, 10 % not to exceed the amount of tax due.

* Estimated for June collection 2016

FY - Totals 77,960.78 97,973.42 105,374.62

Real Estate Penalty									
FY-2013		FY-2014		FY-2015		FY-2016			
1	2	1	2	1	2	1	2		
22,911.78	20,604.64	33,182.86	36,392.44	49,693.76	35,983.02	39,300.16	39,300.16		
10%	43,516.42	69,575.30		85,676.78		78,600.32			
3%	13,054.93	20,872.59		25,703.03		23,580.10			
	30,461.49	48,702.71		59,973.75		55,020.22			

Personal Property Penalty				
	2013	2014	2015	
10%	27,875.68	36,790.00	53,117.96	
3%	8,362.70	7,358.00	10,623.59	
	19,512.98	29,432.00	42,494.37	

Current Penalty is \$10.00, 10 % not to exceed the amount of tax due.

* Estimated for June collection 2016

FY - Totals	68,215.69	89,405.75	97,514.59
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Real Estate Penalty									
FY-2013		FY-2014		FY-2015		FY-2016			
1	2	1	2	1	2	1	2		
22,911.78	20,604.64	33,182.86	36,392.44	49,693.76	35,983.02	39,300.16	39,300.16		
10%	43,516.42	69,575.30		85,676.78		78,600.32			
5%	21,758.21	34,787.65		42,838.39		39,300.16			
	21,758.21	34,787.65		42,838.39		39,300.16			

Personal Property Penalty				
	2013	2014	2015	
10%	27,875.68	36,790.00	53,117.96	
5%	13,937.84	18,395.00	26,558.98	
	13,937.84	18,395.00	26,558.98	

Current Penalty is \$10.00, 10 % not to exceed the amount of tax due.

* Estimated for June collection 2016

FY - Totals	48,725.49	61,233.39	65,859.14
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RESOLUTION 2016-09-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 28th day of March, 2016, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
GENERAL FUND			
<u>Revenue:</u>			
100-0000-318-16-00	State / Local Drug Seizure Funds	\$	2,350
<u>Expenditure:</u>			
100-1730-421-62-00	PWC Reimbursement	\$	2,350
Actual Transfers:			
100-0000-221-17-32		\$2,350.00	

For: Prince William County Drug Seizure Funds Reimbursement

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
GENERAL FUND			
<u>Revenue:</u>			
100-0000-346-01-00	General Fund Fund Balance	\$	173,710
<u>Expenditure:</u>			
100-9600-411-95-01	General Fund Contingency	\$	(255,940)
100-2553-431-16-00	S4013 Overtime	\$	32,250
100-2553-431-39-00	S4013 Other Purchased Services	\$	328,850
100-2553-431-39-03	S4013 Concrete Services	\$	24,500
100-2553-431-66-05	S4013 Chemicals	\$	44,050
			<u>\$ 173,710</u>

For: General Fund Contingency and Fund Balance for FY 2016 Snow Removal

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
GENERAL FUND			
<u>Expenditure:</u>			
100-9600-411-95-01	General Fund Contingency	\$	(28,000)
100-0801-415-39-00	Other Purchased Services	\$	28,000

For: Business Process Review for Treasurer's Office

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