

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

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

- |  |                   |
|--|-------------------|
| 1. Approve Minutes of the October 12, 2016 Finance Committee Meeting   | <b>1 Minute</b>   |
|  | <b>Page 1</b>     |
| 2. Consideration of Resolution 2017-05-R Amending the FY 2017 Budget by Budgeting and Appropriating \$257,208 of State Grant Revenue the Repaving on Route 28 from Grant Avenue to Sudley Road (Moore)   | <b>2 Minutes</b>  |
|  | <b>Page 3</b>     |
| 3. Consideration of Resolution 2017-05-R Amending the FY 2017 Budget by Budgeting and Appropriating \$78,000 to Immediately Replace a Damaged High Service Pump (Dawood)   | <b>2 Minutes</b>  |
|  | <b>Page 11</b>    |
| 4. Consideration of Resolution 2017-05-R Amending the FY 2017 Budget by Budgeting and Appropriating \$81,476 from the State/Local Drug Seizure Funds for Police Department Investigations and the Purchase of Power DMS, Replacement Vehicles and Ballistic Rifle Shields (Keen) | <b>5 Minutes</b>  |
|  | <b>Page 13</b>    |
| 5. Treasurer's Managed Investment Portfolio Update (Perkins)   | <b>10 Minutes</b> |
|  | <b>Page 21</b>    |
| 6. General Fund Quarterly Report (York)  | <b>5 Minutes</b>  |
|  | <b>Page 23</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, OCTOBER 12, 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  
Council Member Sheryl Bass (Alternate)

**OTHERS PRESENT:** Mayor Harry J. Parrish II, City Manager W. Patrick Pate, Deputy City Manager Bryan Foster, Finance and Administration Director Paul York, Commissioner of the Revenue Doug Waldron, Airport Director Juan Rivera

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

**AGENDA ITEM #1 Approve Minutes of the July 13, 2016 Finance Committee Meeting**

A motion was made and seconded to approve the minutes of the July 13, 2016, Finance Committee meeting. The Committee approved (2/0).

**AGENDA ITEM #2 Consideration of Resolution 2017-04-R Amending the FY 2017 Budget by Budgeting and Appropriating \$97,301 in State Revenue for the Medium Approach Lighting System (MALS) and \$44,492 in State Revenue for Airport Location Signs and \$37,363 in State Revenue for Runway 17L-34R & Taxiway "B" Bridge Widening**

Juan Rivera presented Staff's recommendation to amend the FY 2017 budget by budgeting and appropriating \$97,301 in State Revenue for the Medium Approach Lighting System, (MALS), \$44,492 in State Revenue for Airport Location Signs, \$37,363 in State Revenue for Runway 17L-34R & Taxiway "B" Bridge Widening. The Committee approved (2/0). This item will be forwarded to the October 24, 2016, City Council meeting for consideration.

### **AGENDA ITEM #3 General Fund Quarterly Status Report**

Paul York presented the General Fund Quarterly Status Report for the fourth quarter (period ending June 30, 2016). This item was for information purposes only and will not be forwarded to Council.

### **AGENDA ITEM #4 Consideration of Tax Relief for Elderly and the Disabled Adjustments**

W. Patrick Pate presented on a request for Consideration of Tax Relief for Elderly and the Disabled Adjustments. This item was for discussion purposes and will be forwarded to the next Finance Committee meeting on November 16, 2016 to continue the discussion to evaluate the tax relief program and other tax relief options.

### **City Manager's Time**

N/A

The meeting was adjourned at 6:37 p.m. by Chairman Aveni.

## AGENDA STATEMENT

PAGE NO. 3

ITEM NO. 2

**MEETING DATE:** November 16, 2016 – Finance Committee

**TIME ESTIMATE:** 2 Minutes

**AGENDA ITEM TITLE:** Consideration of Resolution 2017-05-R Amending the FY 2017 Budget by Budgeting and Appropriating \$257,208 of State Grant Revenue the Repaving on Route 28 from Grant Avenue to Sudley Road

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

N/A

**SUMMARY OF  
ISSUE/TOPIC:**

The Virginia Department of Transportation (VDOT) approved \$257,208 in State Formula funds for the repaving of Route 28. The State Formula funds 100% of state selected projects with no required match. This project will improve the pavement condition on Route 28 through Historic Downtown.

This resolution will budget and appropriate \$257,208 of State Revenue in the Transportation Capital Projects Fund.

### STAFF

**RECOMMENDATION:** Approve Resolution 2017-05-R

**BOARD/COMMISSION/  
COMMITTEE:**

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

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

**COMMENTS:**

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

\$257,208 – State Grant Revenue

**STAFF:**

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

**STANDARD PROJECT ADMINISTRATION AGREEMENT**  
**State-aid Projects**

Project Number	UPC	Local Government
0028-155-308	109450	City of Manassas

THIS AGREEMENT, made and executed in triplicate this 23 day of August, 2016, by and between the City of Manassas, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance the Project(s) and the funding currently allocated or proposed for the project(s) does not include Federal-aid Highway funds; and

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state and local laws and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:
  - a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown in Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.
  - b. Receive prior written authorization from the DEPARTMENT to proceed with the project.
  - c. Administer the project(s) in accordance with guidelines applicable to Locally Administered Projects as published by the DEPARTMENT.
  - d. Provide certification by a LOCALITY official of compliance with applicable laws and regulations on the **State Certification Form for State Funded Projects** or in another manner as prescribed by the DEPARTMENT.
  - e. Maintain accurate and complete records of each Project's development of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for not less than three (3) years following acceptance of the final voucher on each Project.

- f. No more frequently than monthly, submit invoices with supporting documentation to the DEPARTMENT in the form prescribed by the DEPARTMENT. The supporting documentation shall include copies of related vendor invoices paid by the LOCALITY and also include an up-to-date project summary and schedule tracking payment requests and adjustments.
  - g. Reimburse the DEPARTMENT all Project expenses incurred by the DEPARTMENT if due to action or inaction solely by the LOCALITY the project becomes ineligible for state reimbursement, or in the event the reimbursement provisions of Section 33.2-348 or Section 33.2-331 of the Code of Virginia, 1950, as amended, or other applicable provisions of state law or regulations require such reimbursement.
  - h. On Projects that the LOCALITY is providing the required match to state funds, pay the DEPARTMENT the LOCALITY's match for eligible Project expenses incurred by the DEPARTMENT in the performance of activities set forth in paragraph 2.a.
  - i. Administer the Project in accordance with all applicable federal, state, and local laws and regulations. Failure to fulfill legal obligations associated with the project may result in forfeiture of state-aid reimbursements
  - j. If legal services other than that provided by staff counsel are required in connection with condemnation proceedings associated with the acquisition of Right-of-Way, the LOCALITY will consult the DEPARTMENT to obtain an attorney from the list of outside counsel approved by the Office of the Attorney General. Costs associated with outside counsel services shall be reimbursable expenses of the project.
  - k. For Projects on facilities not maintained by the DEPARTMENT, provide, or have others provide, maintenance of the Project upon completion, unless otherwise agreed to by the DEPARTMENT.
2. The DEPARTMENT shall:
- a. Perform any actions and provide any decisions and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.
  - b. Upon receipt of the LOCALITY's invoices pursuant to paragraph 1.f, reimburse the LOCALITY the cost of eligible Project expenses, as described in Appendix A. Such reimbursements shall be payable by the DEPARTMENT within 30 days of an acceptable submission by the LOCALITY.
  - c. If appropriate, submit invoices to the LOCALITY for the LOCALITY's share of eligible project expenses incurred by the DEPARTMENT in the performance of activities pursuant to paragraph 2.a.

- d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with applicable laws and regulations.
  - e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.
- 3. Appendix A identifies the funding sources for the project, phases of work to be administered by the LOCALITY, and additional project-specific requirements agreed to by the parties. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.
  - 4. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.2-1011 of the Code of Virginia, 1950, as amended.
  - 5. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. In the event the cost of a Project is anticipated to exceed the allocation shown for such respective Project on Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its cost exceeds the allocated amount, however the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated pursuant to an annual or other lawful appropriation.
  - 6. Nothing in this agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.
  - 7. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
  - 8. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this of this Agreement or otherwise. Notwithstanding any other provision of this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY or the DEPARTMENT shall not be bound by any agreements between the either party and other persons or entities concerning any matter which is the subject of this Agreement, unless and until the LOCALITY or the DEPARTMENT has, in writing,



receive a true copy of such agreement(s) and has affirmatively agreed, in writing, to be bound by such Agreement.

9. This agreement may be terminated by either party upon 30 days advance written notice. Eligible Project expenses incurred through the date of termination shall be reimbursed in accordance with paragraphs 1.f, 1.g, and 2.b, subject to the limitations established in this Agreement and Appendix A. Upon termination and unless otherwise agreed to, the DEPARTMENT shall retain ownership of plans, specifications, and right of way for which state funds have been provided, unless all state funds provided for the Project have been reimbursed to the DEPARTMENT by the LOCALITY, in which case the LOCALITY will have ownership of the plans, specifications, and right of way.

THE LOCALITY and DEPARTMENT acknowledge and agree that this Agreement has been prepared jointly by the parties and shall be construed simply and in accordance with its fair meaning and not strictly for or against any party.

THE LOCALITY and the DEPARTMENT further agree that should Federal-aid Highway funds be added to the project, this agreement is no longer applicable and shall be terminated. The LOCALITY and the DEPARTMENT mutually agree that they shall then enter into a Standard Project Administration Agreement for Federal-aid Projects.

THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

The remainder of this page is BLANK

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

**CITY OF MANASSAS, VIRGINIA:**



W. PATRICK PATE  
Typed or printed name of signatory

City Manager  
Title

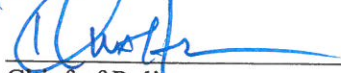
8/3/16  
Date

  
Signature of Witness

8/3/16  
Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this agreement.

**COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:**



Chief of Policy  
Commonwealth of Virginia  
Department of Transportation

8/23/16  
Date

  
Signature of Witness

8/23/2016  
Date

**Attachment**  
Appendix A UPC 109450

Project Number:	0028-155-308	UPC:	109450	Locality:	City of Manassas
Project Location ZIP+4: 20110-5133		Locality DUNS# 30342448		Locality Address (incl ZIP+4): 9027 Center Street, Manassas, VA 20110-5445	
<b>Project Narrative</b>					
Scope:	Mill Overlay Route existing pavement on Rte 28, SR00028 Center Street				
From:	1. NB from Grant Avenue 2. SB from Sudley Road				
To:	1. Sudley Road 2. Battle				
Locality Project Manager Contact info: Patrick Moore, (703) 257-8266 <a href="mailto:pmoore@ci.manassas.va.us">pmoore@ci.manassas.va.us</a>					
Department Project Coordinator Contact Info: John Flemming, (703) 259-2387 <a href="mailto:John.Flemming@VDOT.Virginia.gov">John.Flemming@VDOT.Virginia.gov</a>					


Project Estimates				
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$0	\$0	\$254,635	\$254,635
Estimated VDOT Project Expenses	\$0	\$0	\$2,573	\$2,573
Estimated Total Project Costs	\$0	\$0	\$257,208	\$257,208

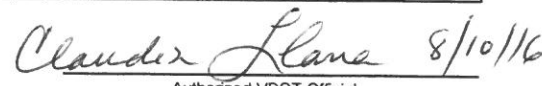
Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type (Choose from drop down box)	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering						
<b>Total PE</b>						\$0
Right of Way & Utilities						
<b>Total RW</b>						\$0
Construction	\$257,208	State Funds	0%	\$0	\$257,208	
			0%	\$0	\$0	
<b>Total CN</b>	\$257,208			\$0	\$257,208	\$254,635
<b>Total Estimated Cost</b>	\$257,208			\$0	\$257,208	\$254,635

<b>Total Maximum Reimbursement by VDOT to Locality (Less Local Share)</b>	\$257,208
<b>Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)</b>	\$254,635

Project Financing					
CTB Formula	State				Aggregate Allocations (A+B+C+D+E+F)
Funds					
\$257,208					\$257,208

<b>Program and project Specific Funding Requirements</b>	
<ul style="list-style-type: none"> <li>This project shall be administered in accordance with VDOT's Urban Manual</li> <li>This project shall be administered in accordance with VDOT's Locally Administered Projects Manual</li> <li>This project shall meet all applicable ADA requirements</li> <li>The Locality will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the Locality subsequent project completion without approval of the Department, the locality inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the Department.</li> <li>Funds for this project are not available until July 1, 2016</li> <li>This project must be advertised within six months of award funding or be subject to deallocation</li> <li>This is a limited funds project. The Locality shall be responsible for any additional funding in excess of \$257,208 (if applicable)</li> </ul>	
Total project allocations:	\$257,208

  
 Authorized Locality Official and date

 8/10/16  
 Authorized VDOT Official  
 Recommendation and Date

W. PATRICK PATE  
 Typed or printed name of person signing

Claudia Llana  
 Typed or printed name of person signing  
 Version 8/19/11



**AGENDA STATEMENT****PAGE NO.** 11**ITEM NO.** 3**MEETING DATE:** November 16, 2016 – Finance Committee**TIME ESTIMATE:** 2 Minutes**AGENDA ITEM TITLE:** Consideration of Resolution 2017-05-R Amending the FY 2017 Budget by Budgeting and Appropriating \$78,000 to Immediately Replace a Damaged High Service Pump**DATE THIS ITEM WAS  
LAST CONSIDERED  
BY COUNCIL:****SUMMARY OF  
ISSUE/TOPIC:**

In September, 2016 one of four 350 Horsepower high service pumps used at the Water Plant was damaged and is now out of service. Normal operations require the operation of three pumps. Until the fourth pump is replaced, the plant has no back up pump. The Water Fund is requesting the budget and appropriation of \$78,000 to immediately replace the damaged high service pump. The Water Department expects to repair the damaged pump in FY 2018 to have as a contingency for future disruptions.

This resolution will budget and appropriate \$78,000 of Water Fund Fund Balance in the Water Fund.

**STAFF  
RECOMMENDATION:** Approve Resolution 2017-05-R**BOARD/COMMISSION/  
COMMITTEE:****RECOMMENDATION:** ☐ **Approve** ☐ **Disapprove** ☐ **Reviewed** ☐ **See Comments****CITY MANAGER:** ☐ **Approve** ☐ **Disapprove** ☐ **Reviewed** ☐ **See Comments****COMMENTS:** \_\_\_\_\_**DISCUSSION  
(IF NECESSARY):****BUDGET/FISCAL  
IMPACT:** \$78,000 – Fund Balance (Water Fund)**STAFF:** Tony Dawood, Director of Utilities, (703) 257-8382



## AGENDA STATEMENT

PAGE NO. 13

ITEM NO. 4

**MEETING DATE:** November 16, 2016 – Finance Committee

**TIME ESTIMATE:** 2 Minutes

**AGENDA ITEM TITLE:** Consideration of Resolution 2017-05-R Amending the FY 2017 Budget by Budgeting and Appropriating \$81,476 from the State/Local Drug Seizure Funds for Police Department Investigations and the Purchase of Power DMS, Replacement Vehicles and Ballistic Rifle Shields

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

N/A

**SUMMARY OF  
ISSUE/TOPIC:**

The Prince William County (PWC) / Manassas City Police Department Joint Narcotics Task Force investigates narcotics cases for both 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. This payment of \$1,745 will cover expenditures for the period of July 1 – September 30, 2016.

The department is fully committed to maintaining professional standards and excellence as evidenced by its "Gold Standard" National Accreditation status awarded by the Commission on Accreditation for Law Enforcement Agencies (CALEA). CALEA now requires the use of Power DMS, a web-based data management software program for policy and standard management, which will simplify the reaccreditation process and ensure our compliance. The cost of the program is \$6,731.

The department utilizes seized vehicles for undercover and special operations not suitable for marked patrol vehicles. Some of the current vehicles need to be replaced after years of use and this money will permit the replacement of several vehicles that have become no longer serviceable. The current vehicles will be sold and the proceeds will be deposited back into the State/Local Seizure account. Total replacement cost for the vehicles is approximately \$50,000.

The department would like to purchase and replace ballistic shields currently in use. Ballistic shields are only good for a period of five years from the manufacturer date and current shields have reached the end of their useful lives. These shields will be used in situations such as warrant service, active shooter incidents, etc. Total replacement cost for the shields is approximately \$23,000. With reduced funding available at the local level, the department would like to use seizure funds to make these purchases.

This resolution will budget and appropriate \$81,476 of Drug Seizure Revenue in the General Fund.

**STAFF**

**RECOMMENDATION:** Approve Resolution 2017-05-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 \$141,268.36

**BUDGET/FISCAL**

**IMPACT:**

\$81,476 – State / Local Drug Seizure Revenue

**STAFF:**

Nancy Hurley, Fiscal Specialist, (703) 257-8065

Lt. Brian Larkin, Administrative Services Division (703) 257-8011

Douglas W. Keen, Chief of Police, (703) 257-8000





## 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**

**Barry M. Barnard  
Chief of Police**

**October 3, 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 July 1, 2016 and September 30, 2016**. These expenses were directly related to investigation of Manassas City cases.

Please direct a check for the total amount of **\$1,745.00** 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  
Laura Halo



GM200I02  
Fiscal year 2017

CITY OF MANASSAS  
Account Balance Inquiry

11/07/16  
13:48:57

Account number . . : 100-0000-221.17-32 Db/Cr . : C

Fund . . . . . : 100 General Fund  
Department . . . . : 00  
Division . . . . . : 00  
Activity basic . . : 22 Current Liability  
Sub activity . . . : 1 Other Deposits  
Element . . . . . : 17 Police Department  
Object . . . . . : 32 State/Local Drug Seizure

	<u>Debits</u>	<u>Credits</u>	<u>Account balance</u>
Current . . . . . :	114,644.15	232,739.34	.00
Unposted . . . . . :	25,948.00	49,121.17	
Total . . . . . :	140,592.15	281,860.51	141,268.36

F7=Project data  
F11=Account activity

F8=Misc inquiry  
F12=Cancel

F16=Pending trans

F10=Detail trans  
F24=More keys

## R E S O L U T I O N 2017-05-R

Adopted:

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

<u>ACCOUNT NO.</u>				<u>AMOUNT</u>
<b>TRANSPORTATION CAPITAL PROJECTS FUND</b>				
<u>Revenues:</u>				
340-0000-324-25-00	CP5164	State Grant	\$	257,208
<u>Expenditures:</u>				
340-5164-505-39-00	CP5164	Route 28 Paving	\$	257,208

For: State Grant for Paving Route 28 (Grant Avenue to Sudley Road)

<u>ACCOUNT NO.</u>				<u>AMOUNT</u>
<b>WATER FUND</b>				
<u>Revenues:</u>				
530-0000-346-04-00		Net Assets (Fund Balance)	\$	78,000
<u>Expenditures:</u>				
530-3531-501-71-00		Capital Equipment/Machinery	\$	78,000

For: Replacement of 350 Horsepower High Service Pump at the Water Plant

<b><u>ACCOUNT NO.</u></b>			<b><u>AMOUNT</u></b>
<b>GENERAL FUND</b>			
<u>Revenues:</u>			
100-0000-318-16-00	Drug Seizure Revenue	\$	81,476
<u>Expenditures:</u>			
100-1701-421-41-19	IT Mid-Year Purchase (Power DMS)	\$	6,731
100-1701-421-42-19	Vehicle Mid-Year Purchase	\$	50,000
100-1701-421-64-00	Safety Apparel (Ballistic Rifle Shields)	\$	23,000
100-1730-421-62-00	Supplies (Joint Narcotics Task Force)	\$	1,745
		\$	<u>81,476</u>

#### **INFORMATION TECHNOLOGY FUND**

<u>Revenues:</u>			
608-0000-319-41-19	Mid-Year Purchase	\$	6,731
<u>Expenditures:</u>			
608-1432-419-62-39	Software Purchase	\$	6,731

#### **VEHICLE MAINTENANCE FUND**

<u>Revenues:</u>			
605-0000-319-42-19	Mid-Year Purchase	\$	50,000
<u>Expenditures:</u>			
605-2555-419-73-00	Capital – Vehicles	\$	50,000

For: Drug Seizure Funds for Investigations, Power DMS (CALEA), Police Vehicles, and Ballistic Rifle Shields

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. 5

**MEETING DATE:** November 16, 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:**

**DISCUSSION  
(IF NECESSARY):**

Treasurer will distribute presentation at the meeting.

**BUDGET/FISCAL  
IMPACT:**

N/A

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





## AGENDA STATEMENT

PAGE NO. 23

ITEM NO. 6

**MEETING DATE:** November 16, 2016 – Finance Committee

**TIME ESTIMATE:** 5 Minutes

**AGENDA ITEM TITLE:** General Fund Quarterly Status Report

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

N/A

**SUMMARY OF  
ISSUE/TOPIC:**

Staff will present the General Fund Quarterly Status Report for the first quarter of FY 2017 (period ending September 30, 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 Quarterly Status Report

FY 2017 - First Quarter

## General Fund Revenue Summary:

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

## First Quarter Summary:

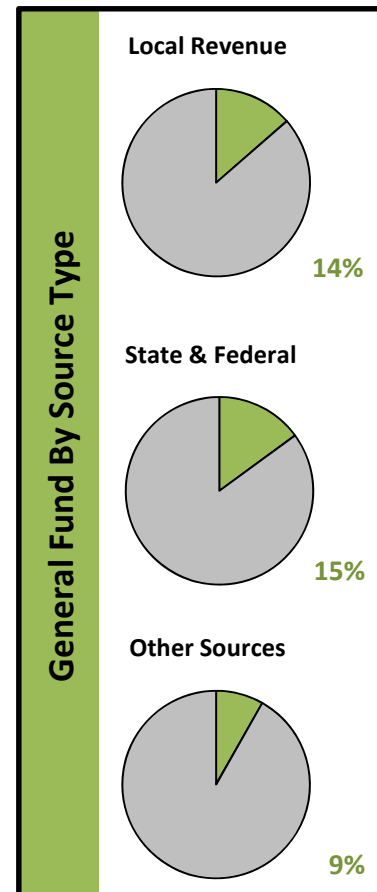
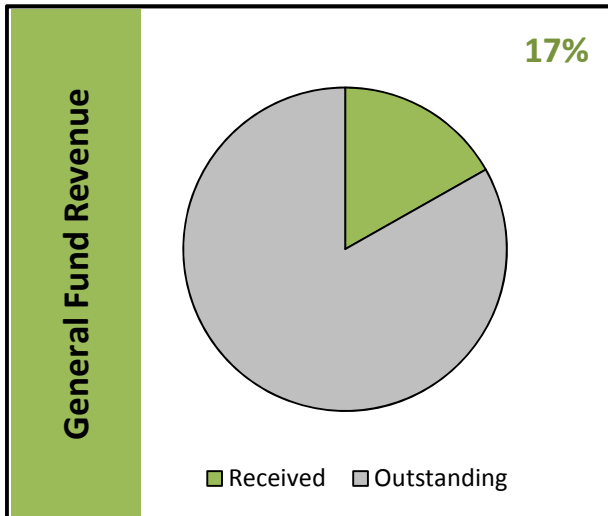
1. Revised FY 2017 Budget - As of September 30, 2016, the Amended Budget for the General Fund was \$113,222,968.
2. First Quarter General Fund Revenue - As of September 30, 2016, 17% of the revenue budgeted in the General Fund had been received. Current projections indicate that there will be a surplus in revenue of approximately \$1 million.
3. First Quarter General Fund Expenditure - As of September 30, 2016, 26% of the General Fund expenditure budget had been spent.

# General Fund Quarterly Status Report

FY 2017 - First Quarter

## Revenues

Category	FY 2017 Adopted	FY 2017 Amended	FY 2017 YTD	FY 2017 Balance	FY 2017 Projected	Projected Surplus /(Shortfall)
General Property	69,425,970	69,425,970	8,879,871	60,546,099	69,925,970	500,000
Other Taxes	17,990,000	17,990,000	2,727,629	15,262,371	18,375,000	385,000
Permits, Fees, Licenses	768,600	768,600	261,259	507,341	768,600	-
Fines & Forfeitures	692,000	692,000	155,305	536,695	700,000	8,000
Use of Money & Property	299,980	524,980	(16,148)	541,128	524,980	-
Charges for Services	562,900	562,900	114,768	448,132	562,900	-
Other Local Revenue	2,799,080	2,905,305	503,401	2,401,904	3,042,305	137,000
State	12,027,640	12,047,640	1,816,786	10,230,854	11,992,640	(55,000)
Federal	210,000	162,687	7,026	155,661	162,687	-
Other Sources	1,866,850	1,866,850	153,080	1,713,770	1,866,850	-
Bonds	-	3,952,000	4,015,721	(63,721)	4,015,721	63,721
	<u>106,643,020</u>	<u>110,898,932</u>	<u>18,618,698</u>	<u>92,280,234</u>	<u>111,937,653</u>	<u>1,038,721</u>
Use of Reserves	585,600	2,324,036	n/a	n/a	n/a	n/a
<b>Total Revenues</b>	<b><u>107,228,620</u></b>	<b><u>113,222,968</u></b>	<b><u>18,618,698</u></b>	<b><u>92,280,234</u></b>	<b><u>111,937,653</u></b>	<b><u>1,038,721</u></b>

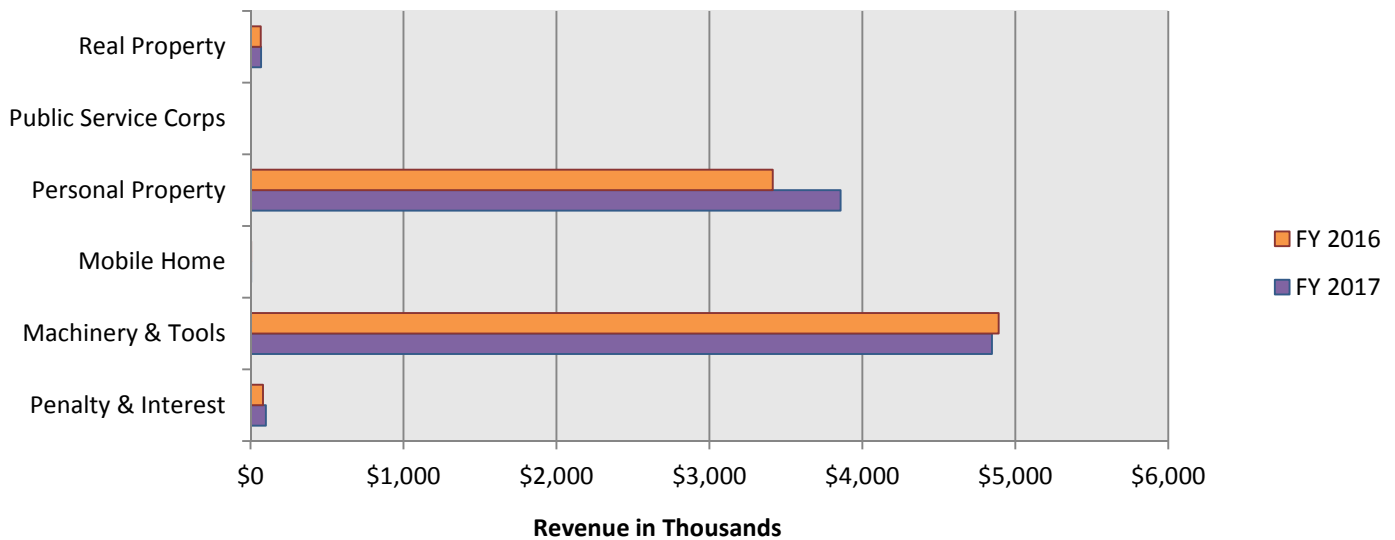


# General Fund Quarterly Status Report

FY 2017 - First Quarter

## General Property Taxes

Category	FY 2017 Adopted	FY 2017 Amended	FY 2017 YTD	FY 2017 Balance	FY 2017 Projected	Projected Surplus /(Shortfall)
Real Property	56,440,970	56,440,970	69,269	56,371,701	56,440,970	-
Public Service Corps	1,242,000	1,242,000	-	1,242,000	1,242,000	-
Personal Property	6,200,000	6,200,000	3,858,588	2,341,412	6,800,000	600,000
Mobile Home	8,000	8,000	4,869	3,131	8,000	-
Machinery & Tools	5,000,000	5,000,000	4,847,666	152,334	4,900,000	(100,000)
Penalty & Interest	535,000	535,000	99,479	435,521	535,000	-
<b>Total Property Taxes</b>	<b>69,425,970</b>	<b>69,425,970</b>	<b>8,879,871</b>	<b>60,546,099</b>	<b>69,925,970</b>	<b>500,000</b>



Machinery & Tools tax has come in slightly lower than last fiscal year. Assessments were down 3% compared to FY 2016. Personal property taxes are coming in higher than FY 2016, which could be a result of payment timing or an increase in assessments.

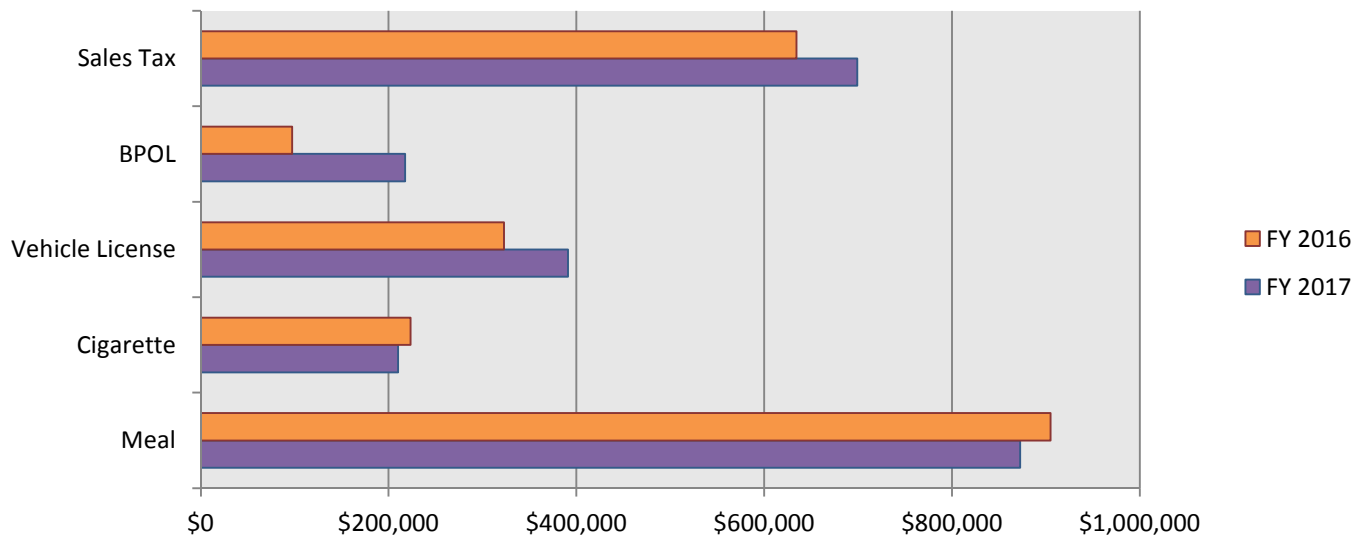
Real Property, Public Service Corps, and Mobile Home revenue will start to come in closer to the end of the calendar year (first payments are due December 5th).

# General Fund Quarterly Status Report

FY 2017 - First Quarter

## Other Taxes

Category	FY 2017 Adopted	FY 2017 Amended	FY 2017 YTD	FY 2017 Balance	FY 2017 Projected	Projected Surplus /(Shortfall)
Sales Tax	7,600,000	7,600,000	699,218	6,900,782	7,600,000	-
Utility Tax	420,000	420,000	53,202	366,798	425,000	5,000
Business License Tax	3,100,000	3,100,000	217,537	2,882,463	3,100,000	-
Electric Local Consumption	180,000	180,000	15,858	164,142	170,000	(10,000)
Gas Local Consumption	25,000	25,000	1,095	23,905	20,000	(5,000)
Vehicle License Tax	760,000	760,000	391,176	368,824	850,000	90,000
Bank Stock/Franchise Tax	560,000	560,000	-	560,000	560,000	-
Recordation Tax	375,000	375,000	140,834	234,166	400,000	25,000
Cigarette Tax	760,000	760,000	210,229	549,771	760,000	-
Lodging/Motel Tax	140,000	140,000	50,735	89,265	150,000	10,000
Meal Tax	3,650,000	3,650,000	872,655	2,777,345	3,900,000	250,000
Right-of-Way User Fees	240,000	240,000	20,939	219,061	240,000	-
Fiber Use	80,000	80,000	29,400	50,600	80,000	-
Deeds of Conveyance	100,000	100,000	24,752	75,248	120,000	20,000
<b>Total Other Taxes</b>	<b>17,990,000</b>	<b>17,990,000</b>	<b>2,727,629</b>	<b>15,262,371</b>	<b>18,375,000</b>	<b>385,000</b>



Not enough information is available at this time for Sales Tax or BPOL tax revenue to make valuable projections for the year. Vehicle License tax revenue, though, is trending in the positive direction and anticipated to come in higher than budgeted for the third year in a row. This is most likely due to increased collections of delinquent license fees through personal property tax collections. Cigarette tax revenue continues its downward trend as anticipated. Meal Tax revenue appears lower than receipts in FY 2016 based on the information thru period 03, however, this appears to be a result of payment and adjustment timing. Meals tax revenue is projected to continue its year-over-year increase.

# General Fund Quarterly Status Report

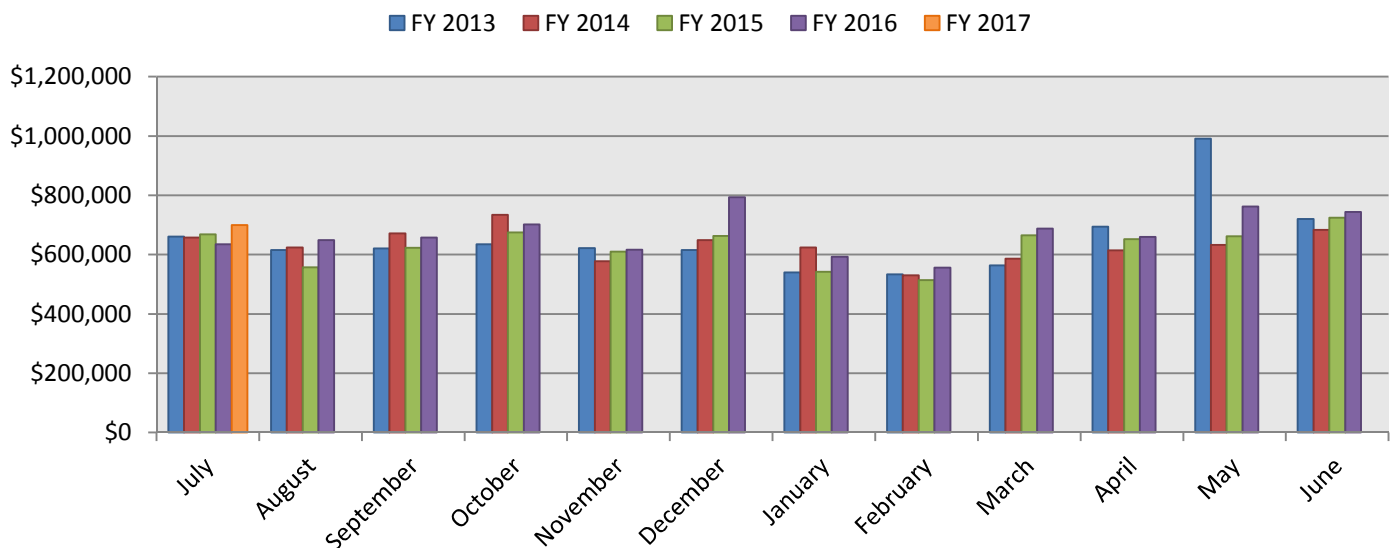
FY 2017 - First Quarter

## Other Taxes (Continued)

### A Closer Look at Sales Tax

Month	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Year-Over-Year % Change
July	661,089	657,166	668,665	634,382	699,218	10%
August	615,503	623,689	556,707	649,151		
September	621,294	671,517	623,177	657,161		
October	634,730	733,739	674,395	701,354		
November	621,718	577,749	610,187	616,565		
December	615,795	648,345	662,394	793,560		
January	539,552	624,104	542,498	592,402		
February	533,397	529,669	513,694	555,993		
March	563,090	585,889	665,545	688,112		
April	693,956	614,405	652,423	660,128		
May	990,891	632,417	661,397	762,107		
June	720,484	683,139	724,261	744,151		
<b>Total Revenue Received</b>	<b>\$ 7,811,499</b>	<b>\$ 7,581,829</b>	<b>\$ 7,555,344</b>	<b>\$ 8,055,065</b>	<b>\$ 699,218</b>	
Change from Prior	8.3%	-2.9%	-0.3%	6.6%	7,600,000	Projection
					-5.6%	
<b>Adopted Budget</b>	<b>7,500,000</b>	<b>7,650,000</b>	<b>8,240,000</b>	<b>7,350,000</b>	<b>7,600,000</b>	
<b>Over (Under) Budget</b>	<b>311,499</b>	<b>(68,171)</b>	<b>(684,656)</b>	<b>705,065</b>	<b>-</b>	

### Sales Tax Revenue by Month and Fiscal Year



Revenue is remitted on a monthly basis and is reflected in the month it is for, not the month received. There is a two month-lag.

# General Fund Quarterly Status Report

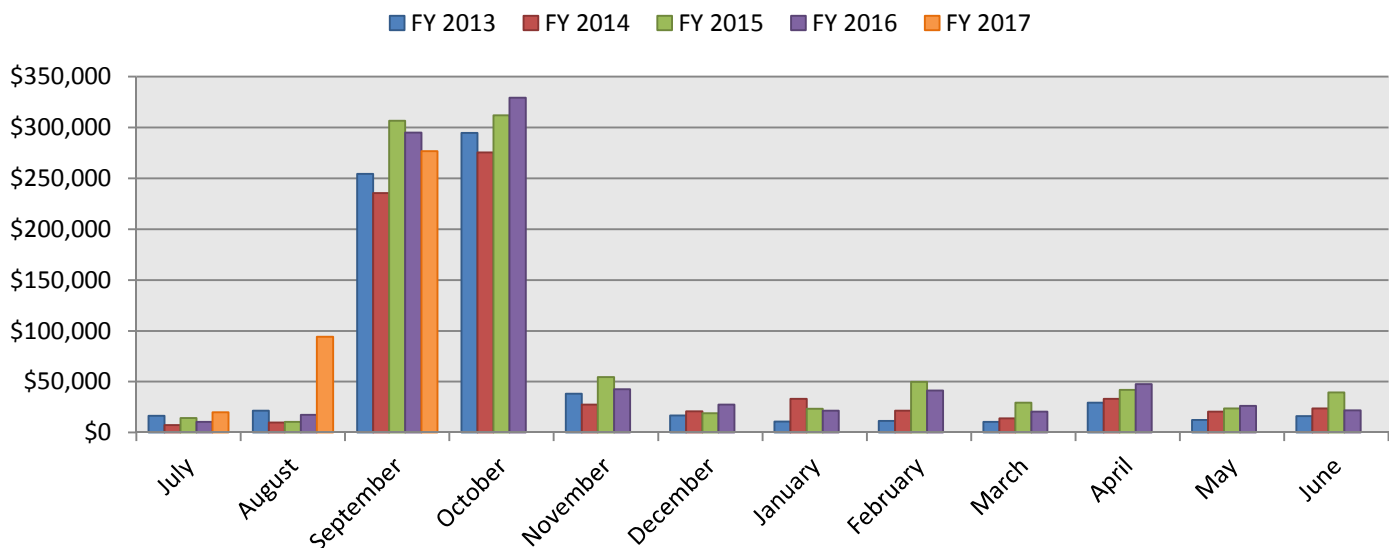
FY 2017 - First Quarter

## Other Taxes (Continued)

### A Closer Look at Vehicle License Tax

Month	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Year-Over-Year % Change
July	16,310	7,332	14,162	10,522	20,040	90%
August	21,465	9,870	10,492	17,408	94,232	441%
September	254,501	235,578	306,594	294,944	276,903	-6%
October	294,785	275,405	312,144	329,286		
November	38,166	27,519	54,658	42,591		
December	16,610	20,810	18,899	27,568		
January	10,834	33,097	23,248	21,533		
February	11,415	21,545	49,888	41,185		
March	10,327	13,869	29,423	20,463		
April	29,197	33,006	41,988	47,722		
May	12,479	20,475	23,526	26,120		
June	15,977	23,785	39,325	21,904		
<b>Total Revenue Received</b>	<b>\$ 732,067</b>	<b>\$ 722,290</b>	<b>\$ 924,347</b>	<b>\$ 901,246</b>	<b>\$ 391,175</b>	
Change from Prior	-4.7%	-1.3%	28.0%	-2.5%	850,000	Projection
					-15.7%	
<b>Adopted Budget</b>	<b>730,000</b>	<b>785,400</b>	<b>730,000</b>	<b>760,000</b>	<b>760,000</b>	
<b>Over (Under) Budget</b>	<b>2,067</b>	<b>(63,110)</b>	<b>194,347</b>	<b>141,246</b>	<b>90,000</b>	

### Vehicle License Tax Revenue by Month and Fiscal Year



Revenue is reflected in the month it is received. Vehicle License Taxes are due October 5th.

# General Fund Quarterly Status Report

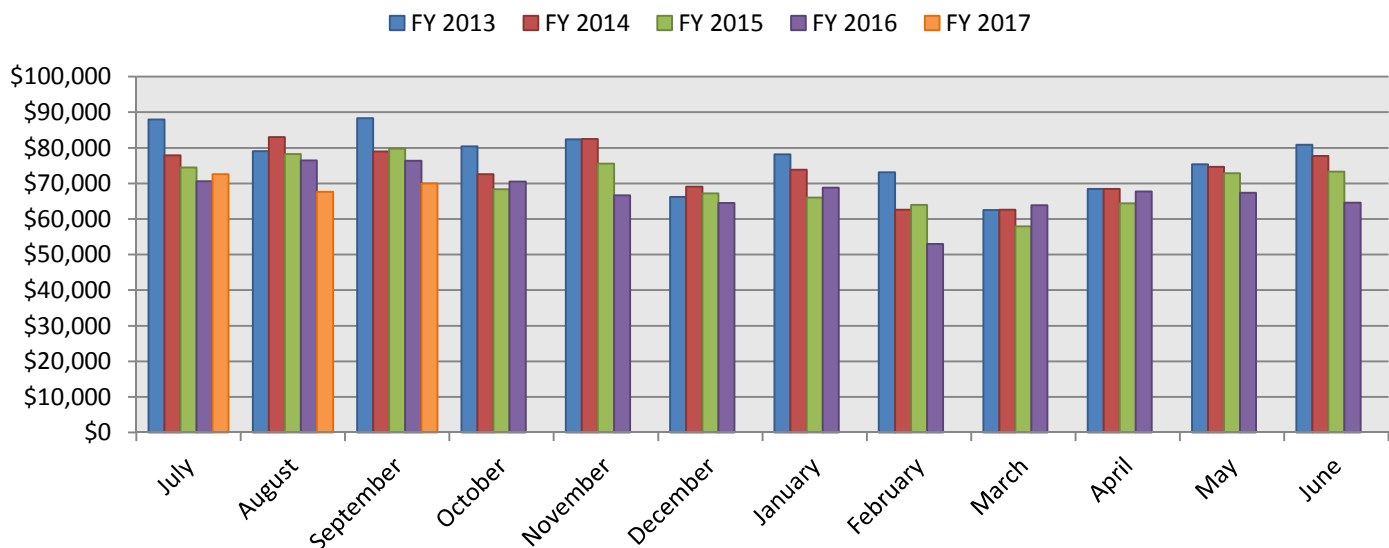
FY 2017 - First Quarter

## Other Taxes (Continued)

### A Closer Look at Cigarette Tax

Month	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Year-Over-Year % Change
July	88,000	77,886	74,510	70,601	72,592	3%
August	79,114	83,040	78,267	76,492	67,616	-12%
September	88,376	79,020	79,804	76,403	70,021	-8%
October	80,453	72,628	68,354	70,544		
November	82,424	82,503	75,543	66,653		
December	66,242	69,093	67,180	64,514		
January	78,138	73,883	66,000	68,833		
February	73,180	62,602	63,995	52,988		
March	62,549	62,643	57,966	63,846		
April	68,429	68,450	64,427	67,696		
May	75,358	74,643	72,884	67,370		
June	80,874	77,701	73,353	64,592		
<b>Total Revenue Received</b>	<b>\$ 923,138</b>	<b>\$ 884,092</b>	<b>\$ 842,283</b>	<b>\$ 810,531</b>	<b>\$ 210,229</b>	
Change from Prior	-4.7%	-4.2%	-4.7%	-3.8%	760,000	Projection
					-6.2%	
<b>Adopted Budget</b>	<b>1,050,000</b>	<b>987,360</b>	<b>880,000</b>	<b>835,000</b>	<b>760,000</b>	
<b>Over (Under) Budget</b>	<b>(126,862)</b>	<b>(103,268)</b>	<b>(37,717)</b>	<b>(24,469)</b>	<b>-</b>	

### Cigarette Tax Revenue by Month and Fiscal Year



Revenue is remitted on a monthly basis and is reflected in the month it is for. There is no lag.



# General Fund Quarterly Status Report

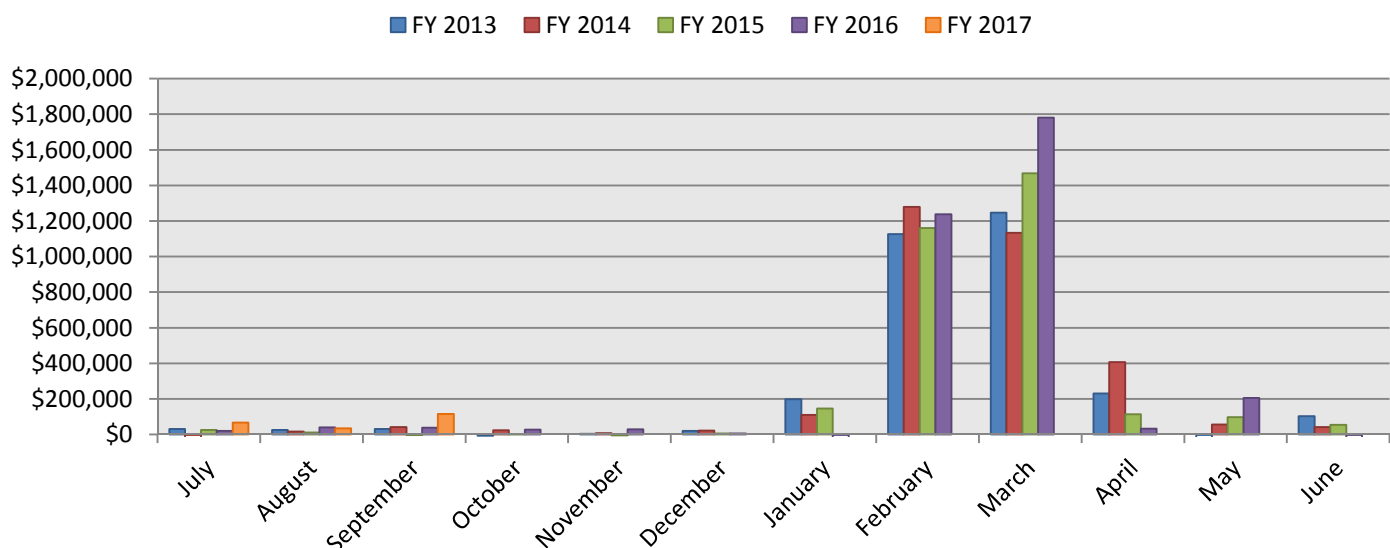
FY 2017 - First Quarter

## Other Taxes (Continued)

### A Closer Look at Business License Tax

Month	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Year-Over-Year % Change
July	30,980	(24,898)	25,208	19,291	66,842	247%
August	24,920	16,132	10,356	39,967	34,709	-13%
September	31,426	42,235	(2,926)	38,151	115,986 *	204%
October	(7,156)	23,638	2,334	27,963		
November	4,144	7,641	(5,855)	28,519		
December	20,851	21,364	5,125	6,361		
January	198,413	109,309	146,962	(67,732)		
February	1,126,618	1,278,537	1,160,000	1,238,087		
March	1,246,855	1,133,125	1,467,867	1,781,375		
April	231,384	406,213	113,888	32,737		
May	(54,920)	55,734	97,756	205,419		
June	103,602	41,165	54,317	(60,128)		
<b>Total Revenue Received</b>	<b>\$ 2,957,117</b>	<b>\$ 3,110,196</b>	<b>\$ 3,075,033</b>	<b>\$ 3,290,009</b>	<b>\$ 217,537</b>	
Change from Prior	0.9%	5.2%	-1.1%	7.0%	3,100,000	Projection
					-5.8%	
<b>Adopted Budget</b>	<b>2,800,000</b>	<b>2,998,800</b>	<b>3,000,000</b>	<b>3,100,000</b>	<b>3,100,000</b>	
<b>Over (Under) Budget</b>	<b>157,117</b>	<b>111,396</b>	<b>75,033</b>	<b>190,009</b>	<b>-</b>	

### Business License Tax Revenue by Month and Fiscal Year



Revenue is reflected in the month it is received. Business License Taxes are due March 1st.

\*Revenue for September appears high because it includes revenue recoded to Meal Tax after the reporting period.

# General Fund Quarterly Status Report

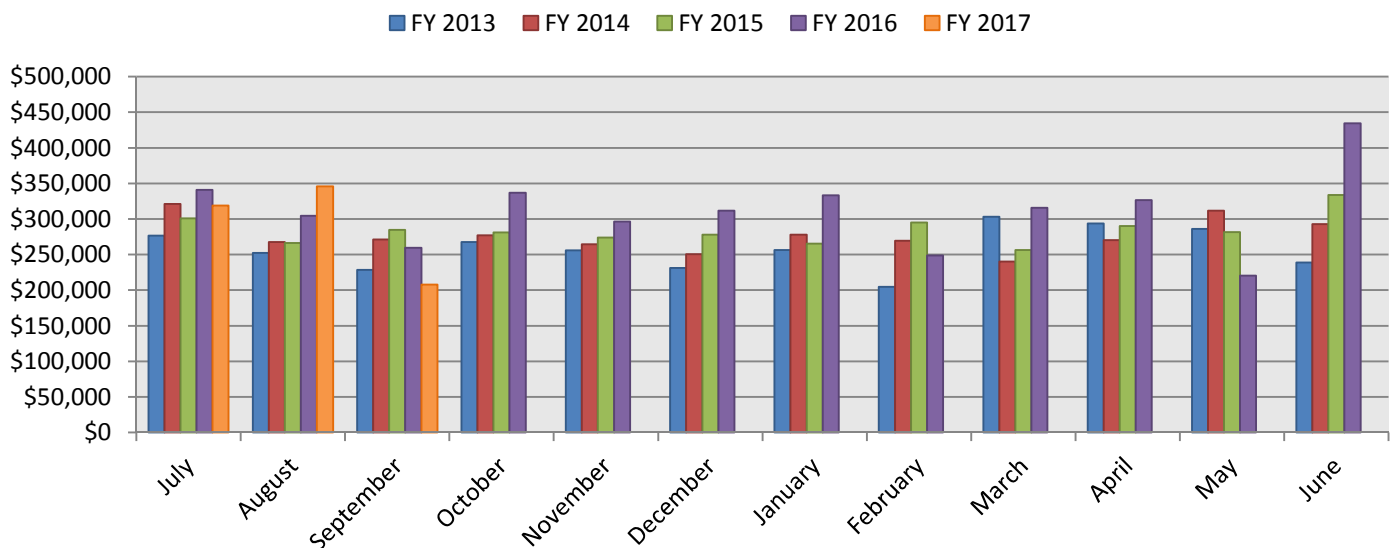
FY 2017 - First Quarter

## Other Taxes (Continued)

### A Closer Look at Meal Tax Revenue

Month	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Year-Over-Year % Change
July	276,563	321,245	300,869	340,995	318,972	-6%
August	252,268	267,466	266,122	304,552	345,771	14%
September	228,511	271,346	284,744	259,445	207,912 *	-20%
October	267,738	277,034	281,285	336,693		
November	255,819	264,542	273,860	296,303		
December	231,370	250,469	278,135	311,662		
January	256,589	278,019	265,237	333,453		
February	204,663	269,669	294,952	248,818		
March	302,984	240,190	256,326	315,852		
April	293,638	270,493	290,335	326,403		
May	285,976	311,934	281,490	220,508		
June	238,845	292,674	333,538	434,305		
<b>Total Revenue Received</b>	<b>\$ 3,094,965</b>	<b>\$ 3,315,080</b>	<b>\$ 3,406,893</b>	<b>\$ 3,728,988</b>	<b>\$ 872,655</b>	
Change from Prior	6.9%	7.1%	2.8%	9.5%	3,900,000	Projection
					4.6%	
<b>Adopted Budget</b>	<b>2,800,000</b>	<b>3,060,000</b>	<b>3,400,000</b>	<b>3,383,000</b>	<b>3,650,000</b>	
<b>Over (Under) Budget</b>	<b>294,965</b>	<b>255,080</b>	<b>6,893</b>	<b>345,988</b>	<b>250,000</b>	

### Meal Tax Revenue by Month and Fiscal Year



Revenue is reflected in the month it is for.

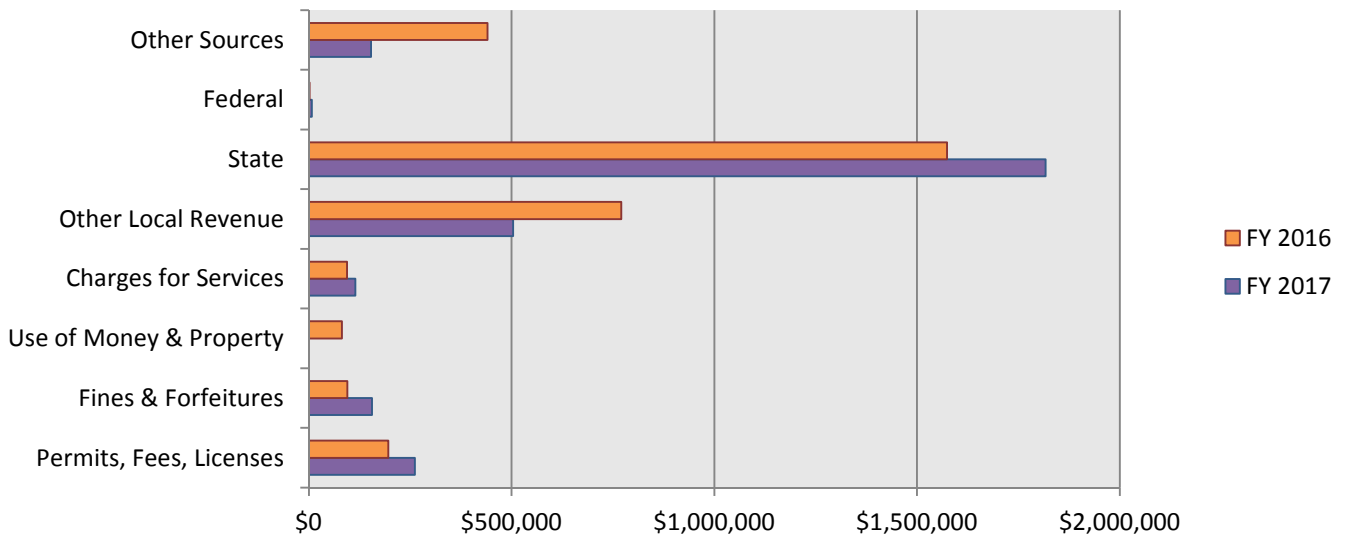
\*Revenue for September appears low because revenue was recoded from BPOL after the reporting period.

# General Fund Quarterly Status Report

FY 2017 - First Quarter

## Non-Tax Revenue

Function	FY 2017 Adopted	FY 2017 Amended	FY 2017 YTD	FY 2017 Balance	FY 2017 Projected	Projected Surplus /(Shortfall)
Permits, Fees, Licenses	768,600	768,600	261,259	507,341	768,600	-
Fines & Forfeitures	692,000	692,000	155,305	536,695	700,000	8,000
Use of Money & Property	299,980	524,980	(16,148)	541,128	524,980	-
Charges for Services	562,900	562,900	114,768	448,132	562,900	-
Other Local Revenue	2,799,080	2,905,305	503,401	2,401,904	3,042,305	137,000
State	12,027,640	12,047,640	1,816,786	10,230,854	11,992,640	(55,000)
Federal	210,000	162,687	7,026	155,661	162,687	-
Other Sources	1,866,850	1,866,850	153,080	1,713,770	1,866,850	-
Bonds	-	3,952,000	4,015,721	(63,721)	4,015,721	63,721
<b>Total Non-Tax Revenue</b>	<b>19,227,050</b>	<b>23,482,962</b>	<b>7,011,198</b>	<b>16,471,764</b>	<b>23,636,683</b>	<b>153,721</b>



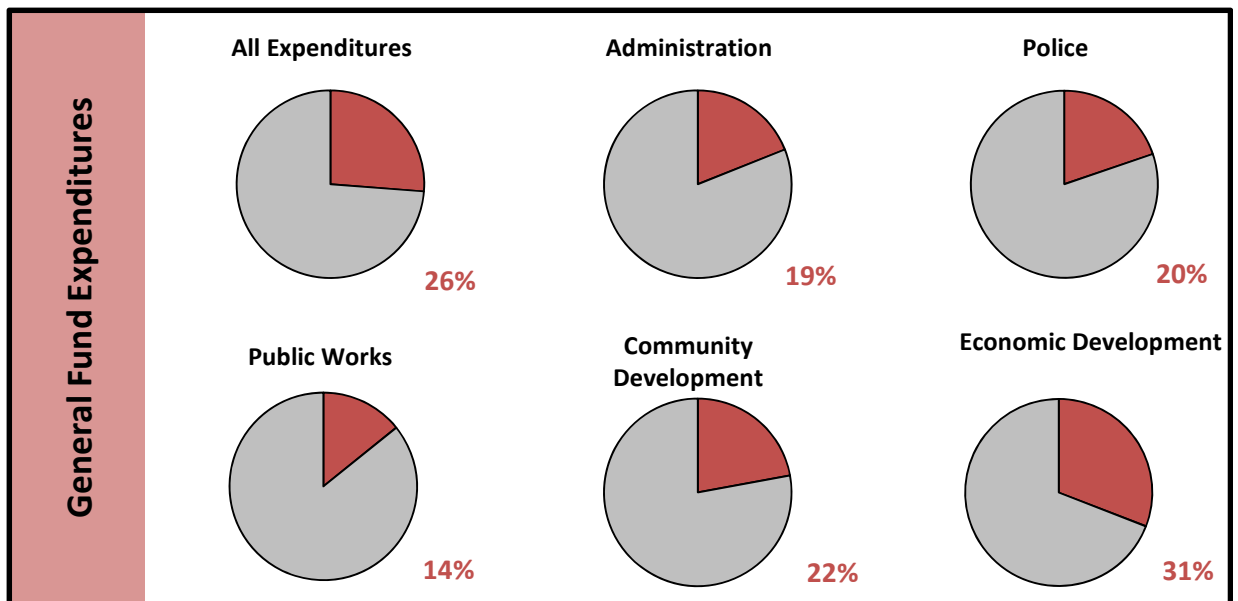
Projections for most of the revenue sources shown above are projected to meet the amended budget. There are a few revenue streams though that are known to be trending higher or lower. Those include Fines & Forfeitures due to higher than anticipated E-Summons Revenue (restricted in use); Other Local Sources due to Cost Allocation for the Deputy City Manager; State Revenue due to lower than anticipated highway maintenance revenues; and Bonds due to bond premium. These bonds were issued for the schools and as such the premium was transferred to the schools.

# General Fund Quarterly Status Report

FY 2017 - First Quarter

## Expenditures

Department	FY 2017 Adopted	FY 2017 Amended	FY 2017 YTD	FY 2017 Balance	FY 2017 Projected	Projected Surplus /(Shortfall)
Administration	8,334,050	8,423,082	1,597,504	6,825,578	8,287,482	135,600
Police	15,034,350	15,438,819	3,052,809	12,386,010	15,338,819	100,000
Corrections/Shared Services	10,252,880	9,939,890	2,934,650	7,005,240	9,939,890	-
Public Works	7,281,870	7,624,273	1,084,957	6,539,316	7,274,273	350,000
Community Development	4,348,410	3,807,182	841,393	2,965,789	3,807,182	-
Economic Development	915,950	1,491,956	460,949	1,031,008	1,491,956	-
Schools	54,194,600	58,146,600	17,564,370	40,582,230	58,210,321	(63,721)
Non-Departmental*	6,866,510	8,351,166	2,163,589	6,187,577	8,351,166	-
<b>Total Expenditures</b>	<b>107,228,620</b>	<b>113,222,968</b>	<b>29,700,219</b>	<b>83,522,749</b>	<b>112,701,089</b>	<b>521,879</b>



The FY 2017 budget assumed that the City would recognize at least \$585,600 in expenditure savings. For the purposes of this analysis, this amount has been allocated to the largest departments based on payroll.

The large percentage of expenditures shown under Economic Development is a result of several large contracts that were due in the first quarter of the year including HMI and the Flory Business Center. Expenditures spent in Public Works represent a little under 1/4 of the total budget due to the paving, which makes up almost 10% of the department's budget. No expenditures related to paving have been incurred so far this fiscal year.

The change in the adopted budget for MCPS reflects the transfer of bond proceeds to the schools (OHS Ball fields). Starting this year, the transfer to MCPS is occurring on a monthly basis instead of at the end of the fiscal year.

*\*Until the financial system conversion in January, non-departmental includes joint services/memberships and donations/contributions. After go-live they will show up in the appropriate department.*