

FINANCE COMMITTEE
WEDNESDAY, OCTOBER 12, 2016
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA
AGENDA

5:30 P.M. CALL TO ORDER

- | | |
|---|-------------------|
| 1. Approve Minutes of the July 13, 2016 Finance Committee Meeting | 1 Minute |
| | Page 1 |
| <hr/> | |
| 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 (Rivera) | 5 Minutes |
| | Page 3 |
| <hr/> | |
| 3. General Fund Quarterly Status Report (York) | 5 Minutes |
| | Page 17 |
| <hr/> | |
| 4. Consideration of Tax Relief for Elderly and the Disabled Adjustments (Pate) | 30 Minutes |
| | Page 31 |
| <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, JULY 13, 2016
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA**

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

COMMITTEE MEMBERS ABSENT: N/A

OTHERS PRESENT: Finance and Administration Director Paul York, City Manager Pat Pate, Economic Development Director Patrick Small, Social Services Director Ron King, Treasurer Robin Perkins, Nelson Bush of PFM Asset Management LLC

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

AGENDA ITEM #1 Approve Minutes of the June 15, 2016 Finance Committee Meeting

A motion was made and seconded to approve the minutes of the June 15, 2016, Finance Committee meeting. The Committee approved (3/0).

AGENDA ITEM #2 Consideration of Resolution 2017-02-R Amending the FY 2017 Budget by Budgeting and Appropriating \$8,221 in State Revenue for Supplemental Nutrition Assistance Program (SNAP) Outreach

Ron King presented Staff's recommendation to amend the FY 2017 budget by budgeting and appropriating \$8,221 in State Revenue for Supplemental Nutrition Assistance Program (SNAP) Outreach. The Committee approved (3/0). This item will be forwarded to the July 25, 2016, City Council meeting for consideration.

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

Ron King presented Staff's recommendation to amend the FY 2017 budget by budgeting and appropriating \$3,150 in State Revenue for Fostering Futures Foster Care Assistance. The Committee approved (3/0). This item will be forwarded to the July 25, 2016, City Council meeting for consideration.

AGENDA ITEM #4 Consideration of Resolution 2017-02-R Amending the FY 2017 Budget by Budgeting and Appropriating \$24,044 in State Revenue; \$34,847 of Federal Revenue; and \$10,803 of the General Fund Contingency for the Addition of a Benefits Program Specialist I in the Social Services Fund

Due to recent developments with regard to the State budget this item was removed from the agenda and was moved to next month's Finance Committee meeting set for August 3, 2016. The Committee approved (3/0) to move this to the August meeting.

AGENDA ITEM #5 Consideration of Resolution 2017-02-R Amending the FY 2017 Budget by Budgeting and Appropriating \$225,000 of Rent Revenue for the Costs of Operating and Maintaining 9608 and 9608 A Grant Avenue

Patrick Small presented Staff's recommendation to amend the FY 2017 budget by budgeting and appropriating \$225,000 of Rent Revenue for the Costs of Operating and Maintaining 9608 and 9608 A Grant Avenue. The Committee approved (3/0). This item will be forwarded to the July 25, 2016, City Council meeting for consideration.

AGENDA ITEM #6 Investment Report Presentation By Treasurer through PFM Asset Management LLC

Treasurer Robin Perkins introduced Nelson Bush from PFM Asset Management LLC who presented their investment program report to the Finance Committee. In the future PFM will be making quarterly investment program reports to the Finance Committee. This item was for information purposes only.

City Manager's Time

- Discussed rating meetings with S&P and Moody's related to the City's upcoming Bond issue
- Centreville Road Mobile Home Park purchase moving forward
- The Utility Commission wants to know that their investment in the Mobile Home Park will be returned to the Sewer Fund after purchase
- Non-GMBL wants more frequent mowing of the baseball fields for higher permit fees

The meeting was adjourned at 7:20 p.m. by Chairman Aveni.

AGENDA STATEMENT

PAGE NO. 3

ITEM NO. 2

MEETING DATE: October 12, 2016 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Consideration of Resolution 2017-04-R

- (A) Amending the FY 2017 Budget by Budgeting and Appropriating \$97,301 in State Revenue for the Medium Approach Lighting System (MALS)
- (B) Amending the FY 2017 Budget by Budgeting and Appropriating \$44,492 in State Revenue for Airport Location Signs
- (C) Amending the FY 2017 Budget by Budgeting and Appropriating \$37,363 in State Revenue for Runway 17L-34R & Taxiway “B” Bridge Widening

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

N/A

**SUMMARY OF
ISSUE/TOPIC:**

- (A) The FY 2017 Adopted Five-Year CIP included \$536,000 in State Revenue for the Installation of Approach Lighting System for Runway 34R (A-028). The grant received from Virginia Department of Aviation (VDOA) was for \$633,301, representing an increase of \$97,301. The grant represents 80% of the total cost of the construction phase for the medium approach lighting system (MALS) which is \$791,626. The additional match requirement is available in the Airport Capital Projects Fund.

This resolution will budget and appropriate \$97,301 of State Revenue in the Airport Capital Projects Fund.

- (B) The Airport received \$44,492 from the VDOA for the installation of four (4) new Airport Location signs. The grant is for 80% of the total cost (\$55,615). The Airport’s share is \$11,123 and has already been budget and appropriated.

This resolution will budget and appropriate \$44,492 of State Revenue in the Airport Capital Projects Fund.

- (C) The VDOA Amended Grant CF0030-38 by \$37,362.77 to cover additional costs associated with the Runway 16L-34R & Taxiway “B” Bridge Widening project.

This resolution will budget and appropriate \$37,363 of State Revenue in the Airport Capital Projects Fund.

STAFF

RECOMMENDATION: Approve Resolution 2017-04-R

**BOARD/COMMISSION/
COMMITTEE:**

Airport Commission

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

N/A

**BUDGET/FISCAL
IMPACT:**

(A) \$ 97,301 – State Grant for Installation of Approach Lighting System (A-028)

(B) \$ 44,492 – State Grant for Airport Location Signs

(C) \$ 37,363 – State Grant for Runway 16L/34R Extension & Bridge Widening

STAFF:

Juan E. Rivera, Airport Director, (703) 361-1882



RECEIVED

SEP 19 2016

COMMONWEALTH of VIRGINIA

Randall P. Burdette
Executive Director

Department of Aviation
5702 Gulfstream Road
Richmond, Virginia 23250-2422

V/TDD • (804) 236-3624
FAX • (804) 236-3635

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September 8, 2016

Mr. Juan E. Rivera, Director
Manassas Regional Airport
10600 Harry J. Parrish Blvd.
Manassas, VA 20110

**Re: Manassas Regional Airport
CS0030-32 – Runway 34R Medium Intensity Approach Lighting System with Sequenced
Flashers (Construction)**

Dear Mr. Rivera:

Please find enclosed three originals of the Grant Offer for the project referenced above. This offer, once accepted, becomes your Grant Agreement with the Commonwealth of Virginia, Department of Aviation.

This Agreement must be executed on behalf of the sponsor by an official authorized to take such action, and the sponsor's attorney must execute the certificate on page 2. This offer must be accepted and certified by **November 6, 2016** or may otherwise be withdrawn.

The amount of this grant has been determined by the costs associated with a fixed scope of work. As such, no changes in the scope of work should be undertaken without first obtaining the approval of the Department of Aviation.

After acceptance of the offer, please return two originals to this office and keep one for your files. Should there be questions, you have only to call upon us.

Sincerely,

J. Michael Swain, P.E.
Manager, Airport Engineering Section
Airport Services Division

/pas
Enclosures





Commonwealth of Virginia
Department of Aviation
5702 Gulfstream Road
Richmond, Virginia 23250-2422

Grant Agreement

Part I - Offer

Project Number: **CS0030-32**
Date of Approval: **August 19, 2016**
Date of Offer: **September 6, 2016**
Date of Offer Expiration: **November 6, 2016**

WHEREAS, by executing a *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* (hereinafter referred to as the "Master Agreement"), effective on October 6, 2010, the **City of Manassas** (hereinafter referred to as the "Sponsor") agreed to the terms and conditions for accepting state aviation funding from the Commonwealth of Virginia (hereinafter referred to as the "Commonwealth"); and

WHEREAS, the Sponsor has submitted a request for a grant of state funds to assist in the development of **Manassas Regional Airport** (hereinafter referred to as the "Airport") together with the appropriate supporting documentation; and

WHEREAS, the Commonwealth acting by and through the Virginia Aviation Board (hereinafter referred to as the "Board") and/or the Department of Aviation (hereinafter referred to as the "Department"), has approved a project for development of the Airport which consists of the following (hereinafter referred to as the "Project"):

Runway 34R Medium Intensity Approach Lighting System with Sequenced Flashers (Construction)

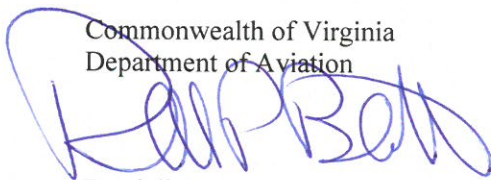
NOW, THEREFORE, pursuant to the authority granted to the Department by §5.1-2.2 of the *Code of Virginia* (1950), as amended, and in consideration of: (a) the authority granted to the Sponsor to operate and maintain the Airport, (b) the Sponsor's adoption and ratification of the assurances provided in the Master Agreement, and (c) the benefits to accrue to the Commonwealth and the public from the accomplishment of this Project, the Department offers to pay, as the Commonwealth's share, **eighty (80)** percent of all eligible Project costs.

This offer is made on and subject to the following terms and conditions:

1. The Master Agreement is incorporated by reference herein, and this offer is subject to the terms and conditions of said Master Agreement.
2. The maximum obligation of the Commonwealth payable under this Grant Agreement shall not exceed **\$633,301.00**.
3. If the Federal Aviation Administration (hereinafter referred to as the "FAA") will be participating in the funding of this Project, the Sponsor has, at the time of the execution of this Grant Agreement, a commitment from FAA for federal funds in the amount of \$ NA.
4. This Grant Payment Term will expire on **December 31, 2017**.
5. The Grant Obligation Term is **20 years**.

The Sponsor's acceptance of this Grant Offer with its terms and conditions shall be evidenced by execution of this Grant Offer by, or on behalf of, the Sponsor, as hereinafter provided, and said Grant Offer and acceptance shall comprise a Grant Agreement for the distribution of funds by the Department as authorized under §5.1-2.2 *Code of Virginia* (1950), as amended. This Grant Agreement shall become effective upon the Sponsor's acceptance and shall remain in full force as provided herein.

Commonwealth of Virginia
Department of Aviation


Randall P Burdette
Executive Director

Date SEP - 8 2016

Part II - Acceptance

The **City of Manassas** does hereby accept and agree all the terms, conditions and assurances contained in this Grant Agreement.

Executed this _____ day of _____, 20____

City of Manassas

By _____

Title _____

Attest _____

Title _____

Certification of Sponsor's Attorney

I, _____,
acting as Attorney for the Sponsor do hereby certify that I have examined the foregoing Grant Agreement and find that the Sponsor has been duly authorized and is fully capable under the laws of the Commonwealth of Virginia of fulfilling all obligations under this Grant Agreement and that this Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms and conditions thereof.

Dated at _____, Virginia this _____ day of _____, 20____

By _____

Title _____

A-028 Installation of Approach Lighting System for Runway 34R

Year Introduced: 2013

Change: Increased Estimate

Associated Proj: N/A

Program Area: Airport

Managing Dept: Airport

Manager: J. Rivera

Plan Conformance:

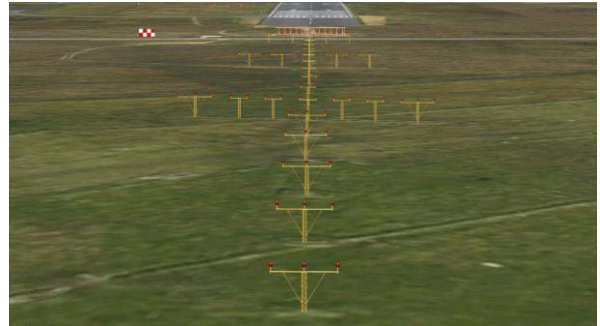
Comprehensive Plan 6.1.4

Airport Master Plan

Airport Strategic Plan

Est. Start: 12/1/2014

Est. Complete: 10/30/2016



Description:

Purchase and install a Medium Intensity Approach Lighting System Flashing (MALS-F) for Runway 34R. Work will be done after the runway extension is complete. The MALS-F will make it easier for pilots to locate the end of the runway during night operations, circling turns/approaches, or low visibility conditions.

(Project II-19 of Airport Layout Plan)

This project will only move forward if grant funds are approved by the State and/or FAA.

PROJECT-TO-DATE		
<i>Account #</i>	<i>CP3778</i>	
Budget:	\$	233,615
Expend. / PO:	\$	129,519
Balance:	\$	104,096

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	234	566	-	-	-	-	-	800
Total Cost	234	566	-	-	-	-	-	800

Funding Sources: (\$ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Enterprise Funds	130	30	-	-	-	-	-	160
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
Other Government	-	-	-	-	-	-	-	-
State	104	536	-	-	-	-	-	640
Federal	-	-	-	-	-	-	-	-
Gas Taxes	-	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-	-
Stormwater Escrows	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Funding	234	566	-	-	-	-	-	800

Operating Impacts: (\$ in 1,000s)								
Revenue Offset	-	-	-	-	-	-	-	-
Personnel	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-8	-	-	-	-	-



COMMONWEALTH of VIRGINIA

Randall P. Burdette
Executive Director

Department of Aviation
5702 Gulfstream Road
Richmond, Virginia 23250-2422

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September 7, 2016

Mr. Juan E. Rivera, Director
Manassas Regional Airport
10600 Harry J. Parrish Blvd.
Manassas, VA 20110

**Re: Manassas Regional Airport
CS0030-31 – Airport Location Signs**

Dear Mr. Rivera:

Please find enclosed three originals of the Grant Offer for the project referenced above. This offer, once accepted, becomes your Grant Agreement with the Commonwealth of Virginia, Department of Aviation.

This Agreement must be executed on behalf of the sponsor by an official authorized to take such action, and the sponsor's attorney must execute the certificate on page 2. This offer must be accepted and certified by **November 2, 2016** or may otherwise be withdrawn.

The amount of this grant has been determined by the costs associated with a fixed scope of work. As such, no changes in the scope of work should be undertaken without first obtaining the approval of the Department of Aviation.

After acceptance of the offer, please return two originals to this office and keep one for your files. Should there be questions, you have only to call upon us.

Sincerely,

Amy Wells, Engineer
Airport Engineering Section
Airport Services Division

/pas
Enclosures





Commonwealth of Virginia
Department of Aviation
5702 Gulfstream Road
Richmond, Virginia 23250-2422

Grant Agreement

Part I - Offer

Project Number: **CS0030-31**
Date of Approval: **August 19, 2016**
Date of Offer: **September 2, 2016**
Date of Offer Expiration: **November 2, 2016**

WHEREAS, by executing a *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* (hereinafter referred to as the "Master Agreement"), effective on October 6, 2010, the **City of Manassas** (hereinafter referred to as the "Sponsor") agreed to the terms and conditions for accepting state aviation funding from the Commonwealth of Virginia (hereinafter referred to as the "Commonwealth"); and

WHEREAS, the Sponsor has submitted a request for a grant of state funds to assist in the development of **Manassas Regional Airport** (hereinafter referred to as the "Airport") together with the appropriate supporting documentation; and

WHEREAS, the Commonwealth acting by and through the Virginia Aviation Board (hereinafter referred to as the "Board") and/or the Department of Aviation (hereinafter referred to as the "Department"), has approved a project for development of the Airport which consists of the following (hereafter referred to as the "Project"):

Airport Location Signs

NOW, THEREFORE, pursuant to the authority granted to the Department by §5.1-2.2 of the *Code of Virginia* (1950), as amended, and in consideration of: (a) the authority granted to the Sponsor to operate and maintain the Airport, (b) the Sponsor's adoption and ratification of the assurances provided in the Master Agreement, and (c) the benefits to accrue to the Commonwealth and the public from the accomplishment of this Project, the Department offers to pay, as the Commonwealth's share, **eighty (80)** percent of all eligible Project costs.

This offer is made on and subject to the following terms and conditions:

1. The Master Agreement is incorporated by reference herein, and this offer is subject to the terms and conditions of said Master Agreement.
2. The maximum obligation of the Commonwealth payable under this Grant Agreement shall not exceed **\$44,492.00**.
3. If the Federal Aviation Administration (hereinafter referred to as the "FAA") will be participating in the funding of this Project, the Sponsor has, at the time of the execution of this Grant Agreement, a commitment from FAA for federal funds in the amount of \$ NA.
4. This Grant Payment Term will expire on **December 31, 2017**.
5. The Grant Obligation Term is **20 years**.

The Sponsor's acceptance of this Grant Offer with its terms and conditions shall be evidenced by execution of this Grant Offer by, or on behalf of, the Sponsor, as hereinafter provided, and said Grant Offer and acceptance shall comprise a Grant Agreement for the distribution of funds by the Department as authorized under §5.1-2.2 *Code of Virginia* (1950), as amended. This Grant Agreement shall become effective upon the Sponsor's acceptance and shall remain in full force as provided herein.

Commonwealth of Virginia
Department of Aviation


Randall P Burdette
Executive Director

Date SEP - 7 2016

Part II - Acceptance

The **City of Manassas** does hereby accept and agree all the terms, conditions and assurances contained in this Grant Agreement.

Executed this 21st day of September, 20 16

City of Manassas

By 

Title City Manager

Attest Andrea P. Madden

Title City Clerk

Certification of Sponsor's Attorney

I, Martin Crim,
acting as Attorney for the Sponsor do hereby certify that I have examined the foregoing Grant Agreement and find that the Sponsor has been duly authorized and is fully capable under the laws of the Commonwealth of Virginia of fulfilling all obligations under this Grant Agreement and that this Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms and conditions thereof.

Dated at Manassas, Virginia this 21st day of September, 20 16

By Martin R. Crim

Title City Attorney



RECEIVED

SEP 12 2016

COMMONWEALTH of VIRGINIA

Randall P. Burdette
Executive Director

Department of Aviation
5702 Gulfstream Road
Richmond, Virginia 23250-2422

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September 7, 2016

Mr. Juan E. Rivera, Manager
Manassas Regional Airport
10600 Harry J. Parrish Boulevard
Manassas, VA 20110

Re: Manassas Regional Airport; Project #CF0030-38

Dear Mr. Rivera:

Enclosed you will find three originals of Amendment No. 2 to your Grant Agreement with the Commonwealth. The amendment will increase the maximum obligation of the Commonwealth of Virginia as provided in Part I from \$275,488.00 to \$312,850.77 (\$37,362.77 increase).

Please have an official, who is authorized to do so, properly execute these documents, have them attested and return two originals to this office.

Should you have any questions or require further information, you have only to call upon us.

Sincerely,

Amy Wells, Engineer
Airport Engineering Section
Airport Services Division

/pas
Enclosures

HEF 100 DOAVAS 16090702 ADM #2 CF0030-38 AW.LET.docx





Commonwealth of Virginia
Department of Aviation
5702 Gulfstream Road
Richmond, Virginia 23250-2422

Grant Amendment

Part I - Offer

Project Number: **CF0030-38**
Amendment Number: **2**
Date of Offer: **September 2, 2016**
Date of Offer Expiration: **November 2, 2016**

WHEREAS, the Commonwealth of Virginia (hereinafter referred to as the "Commonwealth"), acting by and through the Virginia Aviation Board (hereinafter referred to as the "Board") and/or the Department of Aviation (hereinafter referred to as the "Department"), has determined that, in the interests of the Commonwealth, the Grant Agreement relating to the following Project at **Manassas Regional Airport**

Runway 16L-34R & Taxiway "B" Bridge Widening (Construction)

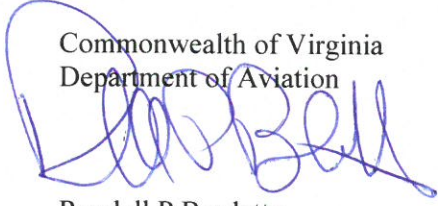
and entered into by and between the Commonwealth, acting by and through the Board and/or the Department, and the **City of Manassas** (hereinafter called "Sponsor"), and effective on **October 24, 2013, and amended on January 30, 2014**, shall be further amended as hereinafter provided,

NOW, THEREFORE, WITNESSETH: That in consideration of the benefits to accrue to the parties hereto, the Board and/or the Department, acting for and on behalf of the Commonwealth, on the one part, and the Sponsor, on the other part, do hereby agree that the said Grant Agreement be, and the same hereby is, amended as follows:

Increase the maximum obligation of the Commonwealth of Virginia as provided in Part I from \$275,488.00 to \$312,850.77 (\$37,362.77 increase).

The Sponsor's acceptance of this offer of Grant Amendment, with its terms and conditions, shall be evidenced by execution of this offer of Grant Amendment by, or on behalf of, the Sponsor, as hereinafter provided, and said offer of Grant Amendment and acceptance along with the Grant Agreement shall comprise the total Grant Amendment for the distribution of funds by the Department as authorized under §5.1-2.2 of the *Code of Virginia* (1950), as amended. This Grant Amendment shall become effective upon the Sponsor's acceptance and shall remain in full force as provided herein.

Commonwealth of Virginia
Department of Aviation


Randall P Burdette
Executive Director

Date SEP - 7 2016

Part II - Acceptance

The **City of Manassas** does hereby accept and agree to all the terms, conditions and assurances contained in this Grant Amendment.

Executed this 13th day of September, 2016

City of Manassas

By

Title


City Manager

Attest

Title

Andrea P. Madden
City Clerk

R E S O L U T I O N 2017-04-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 24th day of October, 2016, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>				<u>AMOUNT</u>	
AIRPORT CAPITAL PROJECTS FUND					
<u>Revenues:</u>					
575-0000-322-21-00	CP3778	State Grant		\$	97,301
<u>Expenditures:</u>					
575-3778-505-39-00	CP3778	Installation of Approach Lighting		\$	97,301

For: Increase in State Grant for Installation of Approach Lighting System 34R (A-028)
(Construction)

<u>ACCOUNT NO.</u>				<u>AMOUNT</u>	
AIRPORT CAPITAL PROJECTS FUND					
<u>Revenues:</u>					
575-0000-322-21-00	CP3783	State Grant		\$	44,492
<u>Expenditures:</u>					
575-3783-505-39-00	CP3783	Airport Location Signs		\$	44,492

For: State Grant for Airport Location Signs

<u>ACCOUNT NO.</u>				<u>AMOUNT</u>
AIRPORT CAPITAL PROJECTS FUND				
<u>Revenues:</u>				
575-0000-322-21-00	CP3777	State Grant	\$	37,363
<u>Expenditures:</u>				
575-3777-505-39-00	CP3777	Runway 16L/34R & Taxiway B Bridge	\$	37,363

For: Increase in State Grant for Runway 16L/34R & Taxiway B Bridge Widening
(Construction)

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. 17

ITEM NO. 3

MEETING DATE: October 12, 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 fourth quarter (period ending June 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 2016 - Fourth Quarter

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	Warning	
• Meal Tax	Positive	Warning
Permits, Fees, Licenses	Negative	2-5% Negative
Fines & Forfeitures	Positive	Variance
Use of Money & Property	Positive	
Charges for Services	Warning	Negative
Other Local Revenue	Positive	<5% Negative
State	Positive	Variance
Federal	Positive	
Other Sources	Positive	

Fourth Quarter Summary:

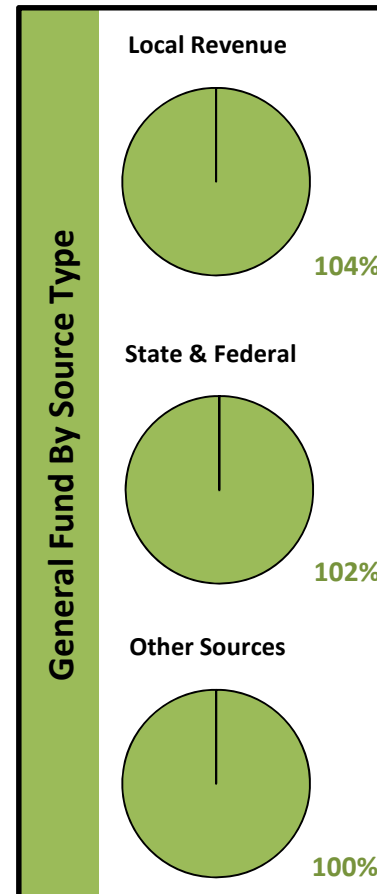
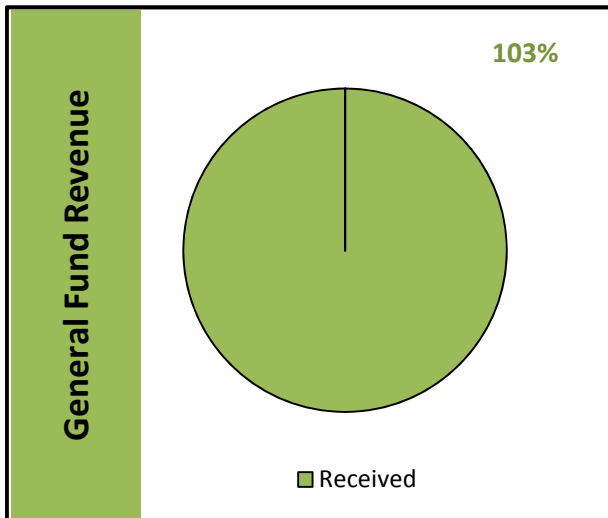
- Revised FY 2016 Budget - As of June 30, 2016, the Amended Budget for the General Fund was \$105,735,013.
- Fourth Quarter General Fund Revenue - As of June 30, 2016, 103% of the revenue budgeted in the General Fund had been received. This reflects a surplus in revenues of \$3.479 million. An analysis of revenues can be found on the next page of this report.
- Fourth Quarter General Fund Expenditure - As of June 30, 2016, 97% of the General Fund expenditure budget had been spent. This is approximately \$2.7 million less than the amended budget. An analysis of expenditure savings can be found on the last page of this report.
- Fund Balances - It is the City's policy to maintain an Unassigned Fund Balance between 13 and 15% of General Fund Operating Revenues. It is projected that the ending balance for Unassigned Fund Balance will be \$15.8 million, or 15%. In addition, it is estimated that capital reserves, a committed fund balance, will be increased by \$325,000. This estimate does not include the increase to capital reserves as result of closing funds (Manassas Landing, City Square Pavilion, Candy Factory, and Parking Garage).

General Fund Quarterly Status Report

FY 2016 - Fourth Quarter

Revenues (Period 12/2016)

Category	FY 2016 Adopted	FY 2016 Amended	FY 2016 YTD	FY 2016 Balance	FY 2016 Projected	Projected Surplus /(Shortfall)
General Property	67,303,780	67,303,780	68,455,478	(1,151,698)	68,455,478	1,151,698
Other Taxes	20,301,000	20,301,000	21,916,270	(1,615,270)	21,916,270	1,615,270
Permits, Fees, Licenses	768,600	768,600	603,585	165,015	603,585	(165,015)
Fines & Forfeitures	700,000	700,000	721,358	(21,358)	751,006	51,006
Use of Money & Property	286,480	286,480	325,483	(39,003)	402,481	116,001
Charges for Services	562,900	562,900	531,905	30,995	537,378	(25,522)
Other Local Revenue	2,698,130	3,023,780	3,617,309	(593,529)	3,550,125	526,345
State	9,025,530	9,065,530	9,335,570	(270,040)	9,356,719	291,189
Federal	180,000	152,128	60,052	92,076	70,675	(81,453)
Other Sources	1,762,630	1,762,630	1,762,630	-	1,762,630	-
	<u>103,589,050</u>	<u>103,926,828</u>	<u>107,329,640</u>	<u>(3,402,812)</u>	<u>107,406,347</u>	<u>3,479,519</u>
Use of Reserves	-	1,808,185	n/a	n/a	n/a	n/a
Total Revenues	<u>103,589,050</u>	<u>105,735,013</u>	<u>107,329,640</u>	<u>(3,402,812)</u>	<u>107,406,347</u>	<u>3,479,519</u>

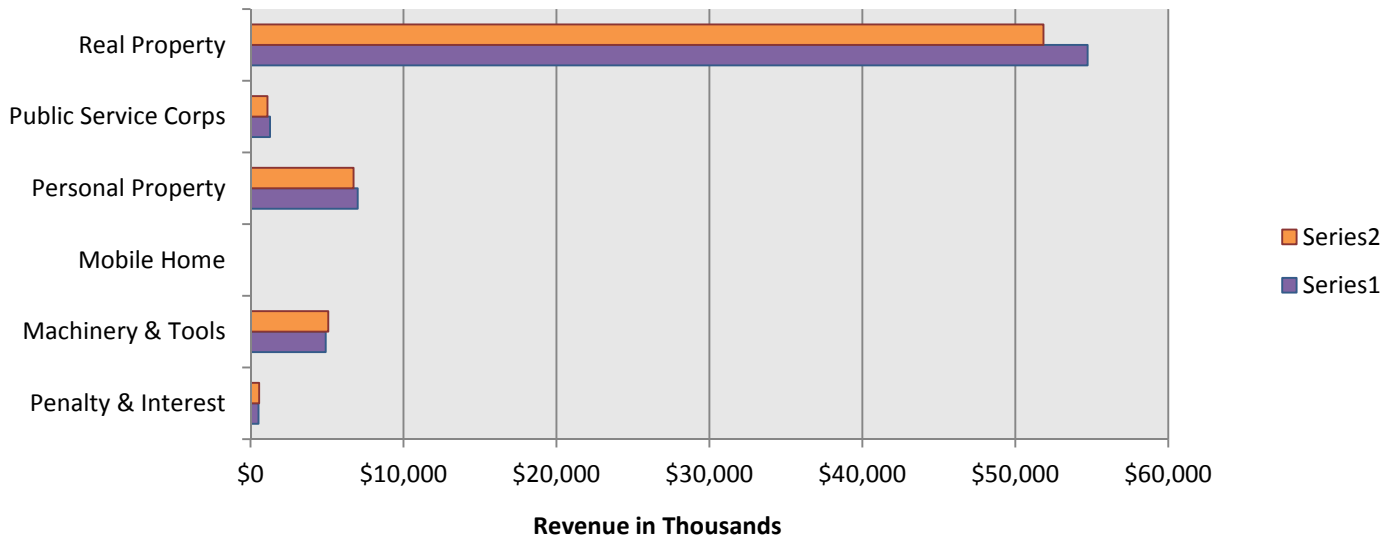


General Fund Quarterly Status Report

FY 2016 - Fourth Quarter

General Property Taxes

Category	FY 2016 Adopted	FY 2016 Amended	FY 2016 YTD	FY 2016 Balance	FY 2016 Projected	Projected Surplus /(Shortfall)
Real Property	54,519,780	54,519,780	54,731,160	(211,380)	54,731,160	211,380
Public Service Corps	989,000	989,000	1,276,656	(287,656)	1,276,656	287,656
Personal Property	6,200,000	6,200,000	7,011,901	(811,901)	7,011,901	811,901
Mobile Home	10,000	10,000	9,819	181	9,819	(181)
Machinery & Tools	5,000,000	5,000,000	4,909,651	90,349	4,909,651	(90,349)
Penalty & Interest	585,000	585,000	516,291	68,709	516,291	(68,709)
Total Property Taxes	67,303,780	67,303,780	68,455,478	(1,151,698)	68,455,478	1,151,698



Overall, property tax revenue came in 1.7% higher than budgeted.

Revenue from real property taxes revenue came in slightly more than budgeted. Of the revenue received, approximately 5% is from delinquent accounts which has been the trend for the past several years.

Revenue from public service corps came in slightly higher than budget as well. The adopted budget for FY 2017 reflects this trend.

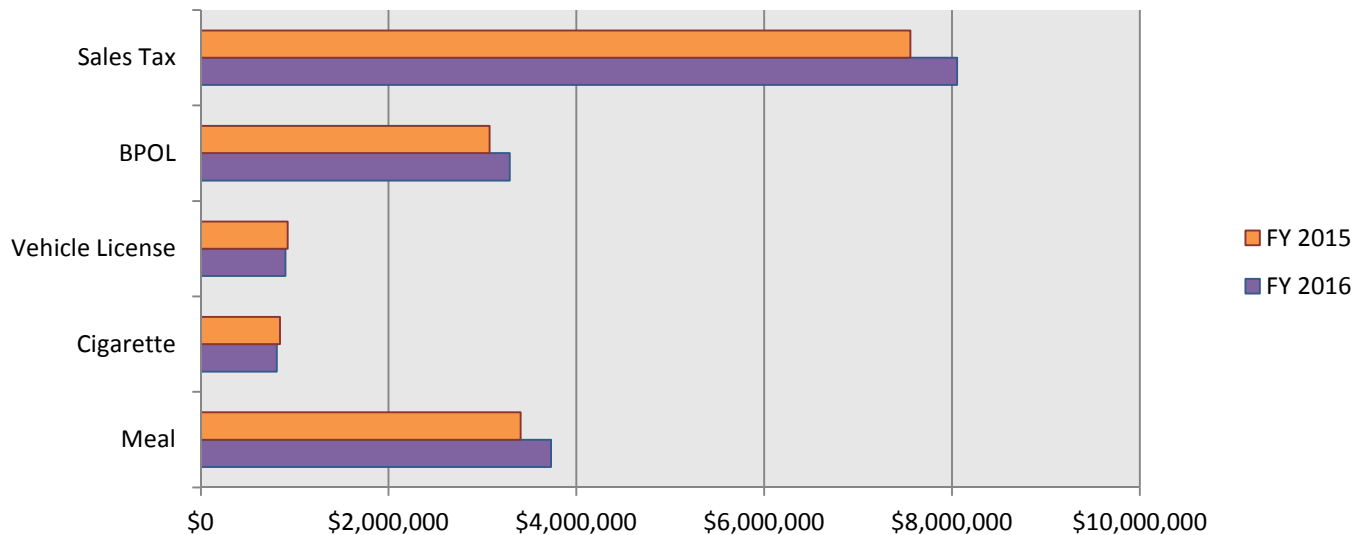
Revenue from personal property taxes came in higher than budgeted and is believed to be the result of higher values of personal property.

General Fund Quarterly Status Report

FY 2016 - Fourth Quarter

Other Taxes

Category	FY 2016 Adopted	FY 2016 Amended	FY 2016 YTD	FY 2016 Balance	FY 2016 Projected	Projected Surplus /(Shortfall)
Sales Tax	7,350,000	7,350,000	8,055,065	(705,065)	8,055,065	705,065
Utility Tax	424,000	424,000	405,306	18,694	405,306	(18,694)
Business License Tax (BPOL)	3,100,000	3,100,000	3,290,009	(190,009)	3,290,009	190,009
Electric Local Consumption	180,000	180,000	178,742	1,258	178,742	(1,258)
Gas Local Consumption	25,000	25,000	20,773	4,227	20,773	(4,227)
Vehicle License Tax	760,000	760,000	901,246	(141,246)	901,246	141,246
Bank Stock/Franchise Tax	500,000	500,000	550,517	(50,517)	550,517	50,517
Recordation Tax	340,000	340,000	509,164	(169,164)	509,164	169,164
Cigarette Tax	835,000	835,000	810,531	24,469	810,531	(24,469)
Lodging/Motel Tax	140,000	140,000	145,030	(5,030)	145,030	5,030
Meals Tax	3,383,000	3,383,000	3,728,988	(345,988)	3,728,988	345,988
Right-of-Way User Fees	227,000	227,000	272,542	(45,542)	272,542	45,542
Fiber Use	77,000	77,000	83,857	(6,857)	83,857	6,857
Communications Tax	2,875,000	2,875,000	2,793,148	81,852	2,793,148	(81,852)
Deeds of Conveyance	85,000	85,000	171,352	(86,352)	171,352	86,352
Total Other Taxes	20,301,000	20,301,000	21,916,270	(1,615,270)	21,916,270	1,615,270



Overall, Other Taxes came in 8.0% higher than budgeted, mostly due to higher than anticipated revenues in Sales Tax and Meals Tax.

Other increases can be found in BPOL tax, vehicle licenses, recordation taxes, and deeds of conveyance.

General Fund Quarterly Status Report

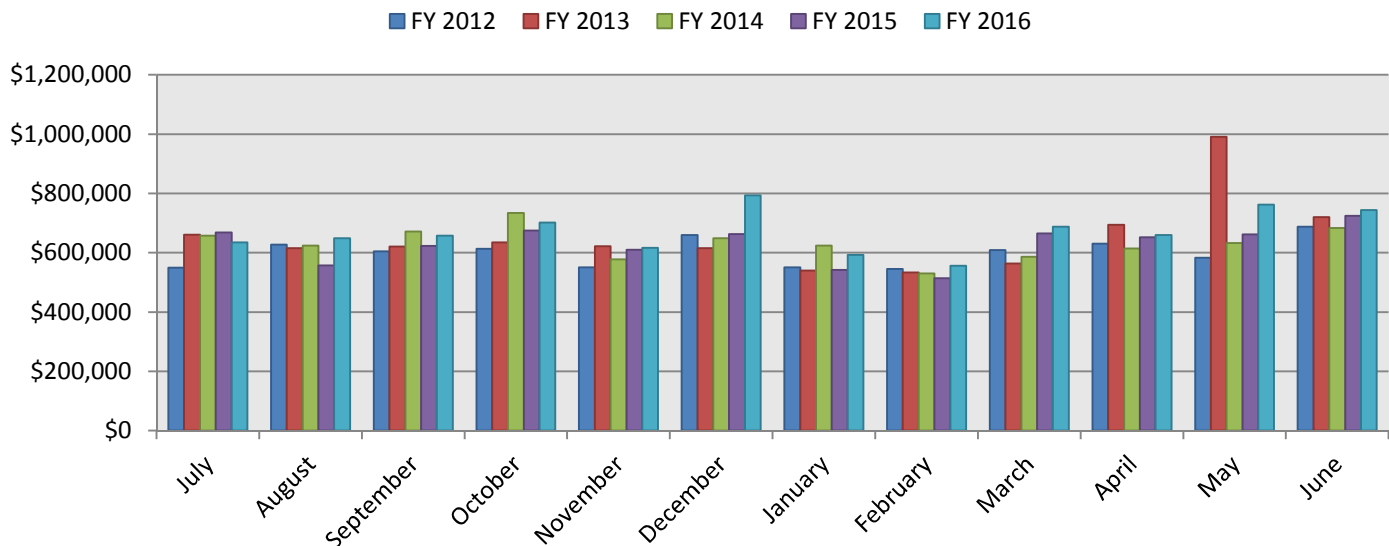
FY 2016 - Fourth Quarter

Other Taxes (Continued)

A Closer Look at Sales Tax

Month	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-Over-Year % Change
July	549,043	661,089	657,166	668,665	634,382	-5%
August	626,862	615,503	623,689	556,707	649,151	17%
September	605,022	621,294	671,517	623,177	657,161	5%
October	612,722	634,730	733,739	674,395	701,354	4%
November	550,438	621,718	577,749	610,187	616,565	1%
December	659,980	615,795	648,345	662,394	793,560	20%
January	550,361	539,552	624,104	542,498	592,402	9%
February	545,616	533,397	529,669	513,694	555,993	8%
March	608,651	563,090	585,889	665,545	688,112	3%
April	630,823	693,956	614,405	652,423	660,128	1%
May	583,040	990,891	632,417	661,397	762,107 *	15%
June	688,140	720,484	683,139	724,261	744,151 *	3%
Total Revenue Received	\$ 7,210,698	\$ 7,811,499	\$ 7,581,829	\$ 7,555,344	\$ 8,055,065	
Change from Prior	-1.3%	8.3%	-2.9%	-0.3%	8,055,065	Projection
					6.6%	
Adopted Budget	7,215,000	7,500,000	7,650,000	8,240,000	7,350,000	
Over (Under) Budget	(4,302)	311,499	(68,171)	(684,656)	705,065	

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 in sales tax revenue.

General Fund Quarterly Status Report

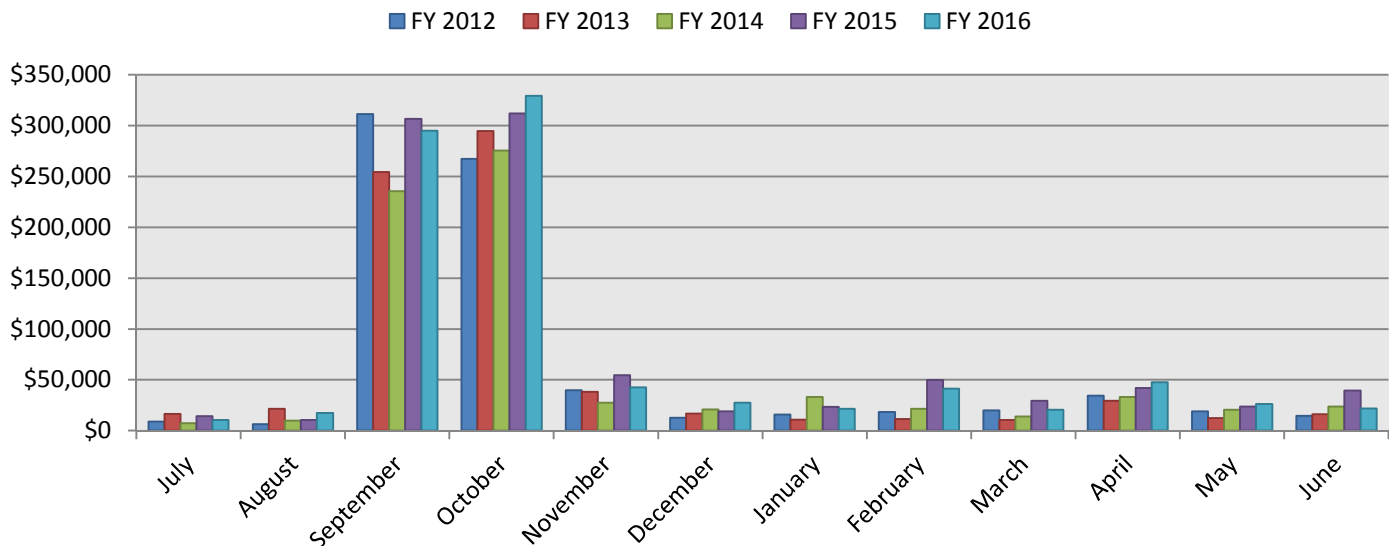
FY 2016 - Fourth Quarter

Other Taxes (Continued)

A Closer Look at Vehicle License Tax

Month	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-Over-Year % Change
July	8,828	16,310	7,332	14,162	10,522	-26%
August	6,274	21,465	9,870	10,492	17,408	66%
September	311,317	254,501	235,578	306,594	294,944	-4%
October	267,339	294,785	275,405	312,144	329,286	5%
November	39,860	38,166	27,519	54,658	42,591	-22%
December	12,661	16,610	20,810	18,899	27,568	46%
January	15,904	10,834	33,097	23,248	21,533	-7%
February	18,468	11,415	21,545	49,888	41,185	-17%
March	19,753	10,327	13,869	29,423	20,463	-30%
April	34,334	29,197	33,006	41,988	47,722	14%
May	18,890	12,479	20,475	23,526	26,120	11%
June	14,620	15,977	23,785	39,325	21,904	-44%
Total Revenue Received	\$ 768,248	\$ 732,067	\$ 722,290	\$ 924,347	\$ 901,246	
Change from Prior	5.4%	-4.7%	-1.3%	28.0%	-2.5%	Projection
Adopted Budget	625,000	730,000	785,400	730,000	760,000	
Over (Under) Budget	143,248	2,067	(63,110)	194,347	141,246	

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

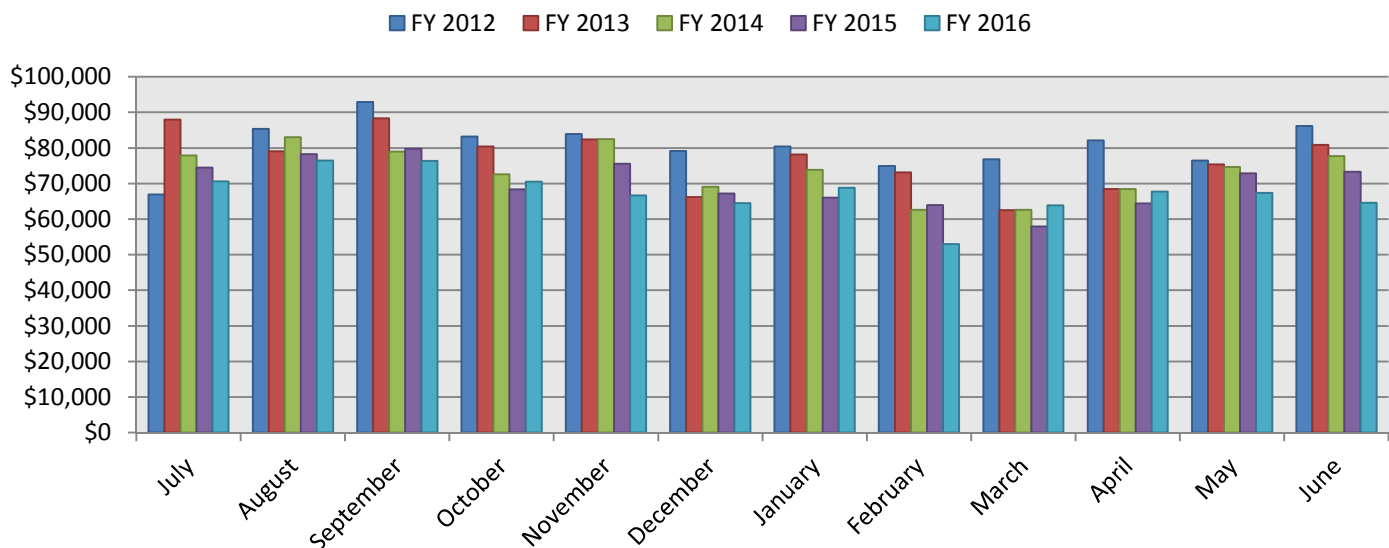
FY 2016 - Fourth Quarter

Other Taxes (Continued)

A Closer Look at Cigarette Tax

Month	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-Over-Year % Change
July	66,972	88,000	77,886	74,510	70,601	-5%
August	85,364	79,114	83,040	78,267	76,492	-2%
September	92,908	88,376	79,020	79,804	76,403	-4%
October	83,205	80,453	72,628	68,354	70,544	3%
November	83,933	82,424	82,503	75,543	66,653	-12%
December	79,153	66,242	69,093	67,180	64,514	-4%
January	80,378	78,138	73,883	66,000	68,833	4%
February	74,923	73,180	62,602	63,995	52,988	-17%
March	76,845	62,549	62,643	57,966	63,846	10%
April	82,089	68,429	68,450	64,427	67,696	5%
May	76,424	75,358	74,643	72,884	67,370	-8%
June	86,187	80,874	77,701	73,353	64,592	-12%
Total Revenue Received	\$ 968,381	\$ 923,138	\$ 884,092	\$ 842,283	\$ 810,531	
Change from Prior	29.1%	-4.7%	-4.2%	-4.7%	810,531	Projection
					-3.8%	
Adopted Budget	970,000	1,050,000	987,360	880,000	835,000	
Over (Under) Budget	(1,619)	(126,862)	(103,268)	(37,717)	(24,469)	

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

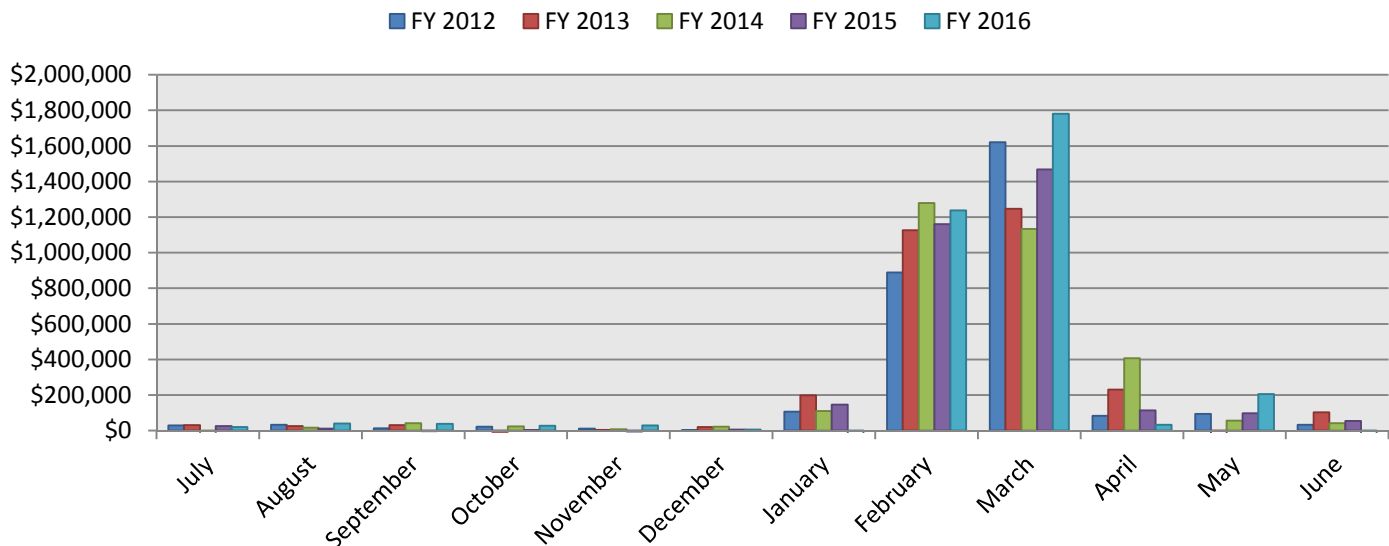
FY 2016 - Fourth Quarter

Other Taxes (Continued)

A Closer Look at Business License Tax

Month	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-Over-Year % Change
July	29,005	30,980	(24,898)	25,208	19,291	-23%
August	32,000	24,920	16,132	10,356	39,967	286%
September	12,991	31,426	42,235	(2,926)	38,151	-1404%
October	21,805	(7,156)	23,638	2,334	27,963	1098%
November	10,741	4,144	7,641	(5,855)	28,519	-587%
December	2,748	20,851	21,364	5,125	6,361	24%
January	105,857	198,413	109,309	146,962	(67,732)	-146%
February	888,372	1,126,618	1,278,537	1,160,000	1,238,087	7%
March	1,620,675	1,246,855	1,133,125	1,467,867	1,781,375	21%
April	82,325	231,384	406,213	113,888	32,737	-71%
May	93,157	(54,920)	55,734	97,756	205,419	110%
June	32,106	103,602	41,165	54,317	(60,128)	-211%
Total Revenue Received	\$ 2,931,782	\$ 2,957,117	\$ 3,110,196	\$ 3,075,033	\$ 3,290,009	
Change from Prior	6.3%	0.9%	5.2%	-1.1%	3,290,009	Projection
					7.0%	
Adopted Budget	2,682,000	2,800,000	2,998,800	3,000,000	3,100,000	
Over (Under) Budget	249,782	157,117	111,396	75,033	190,009	

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.

General Fund Quarterly Status Report

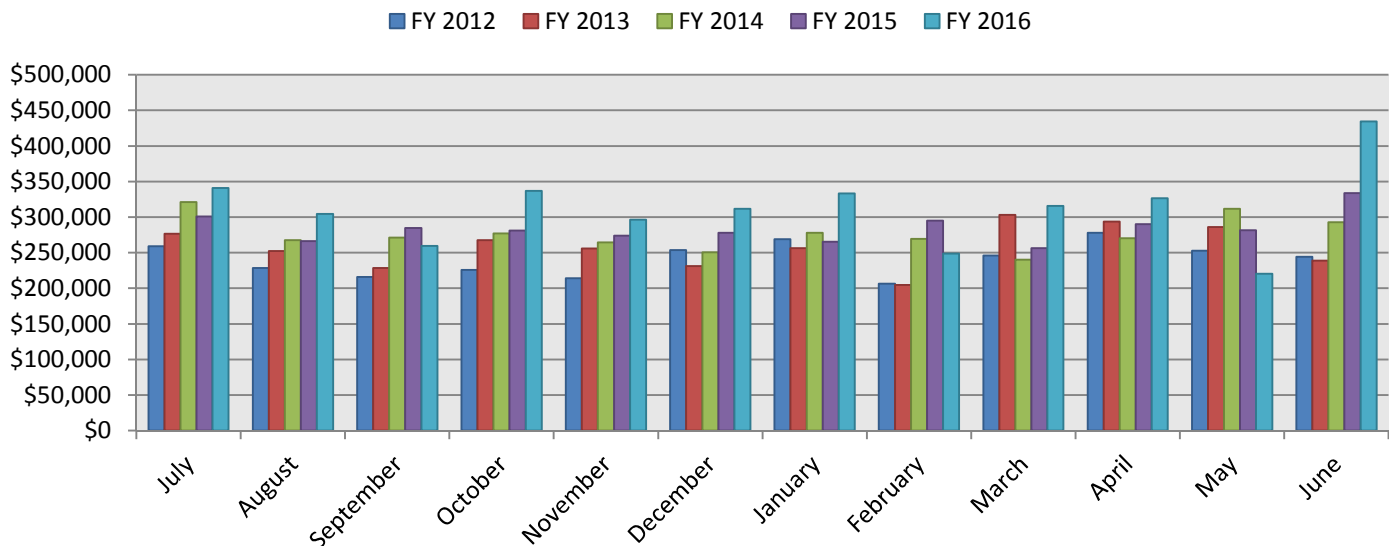
FY 2016 - Fourth Quarter

Other Taxes (Continued)

A Closer Look at Meal Tax Revenue

Month	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-Over-Year % Change
July	259,168	276,563	321,245	300,869	340,995	13%
August	228,620	252,268	267,466	266,122	304,552	14%
September	216,152	228,511	271,346	284,744	259,445	-9%
October	225,776	267,738	277,034	281,285	336,693	20%
November	214,148	255,819	264,542	273,860	296,303	8%
December	253,788	231,370	250,469	278,135	311,662	12%
January	268,819	256,589	278,019	265,237	333,453	26%
February	206,622	204,663	269,669	294,952	248,818	-16%
March	246,159	302,984	240,190	256,326	315,852	23%
April	278,153	293,638	270,493	290,335	326,403	12%
May	252,972	285,976	311,934	281,490	220,508	-22%
June	244,154	238,845	292,674	333,538	434,305	30%
Total Revenue Received	\$ 2,894,531	\$ 3,094,965	\$ 3,315,080	\$ 3,406,893	\$ 3,728,988	
Change from Prior	12.0%	6.9%	7.1%	2.8%	9.5%	Projection
Adopted Budget	2,650,000	2,800,000	3,060,000	3,400,000	3,383,000	
Over (Under) Budget	244,531	294,965	255,080	6,893	345,988	

Meal Tax Revenue by Month and Fiscal Year



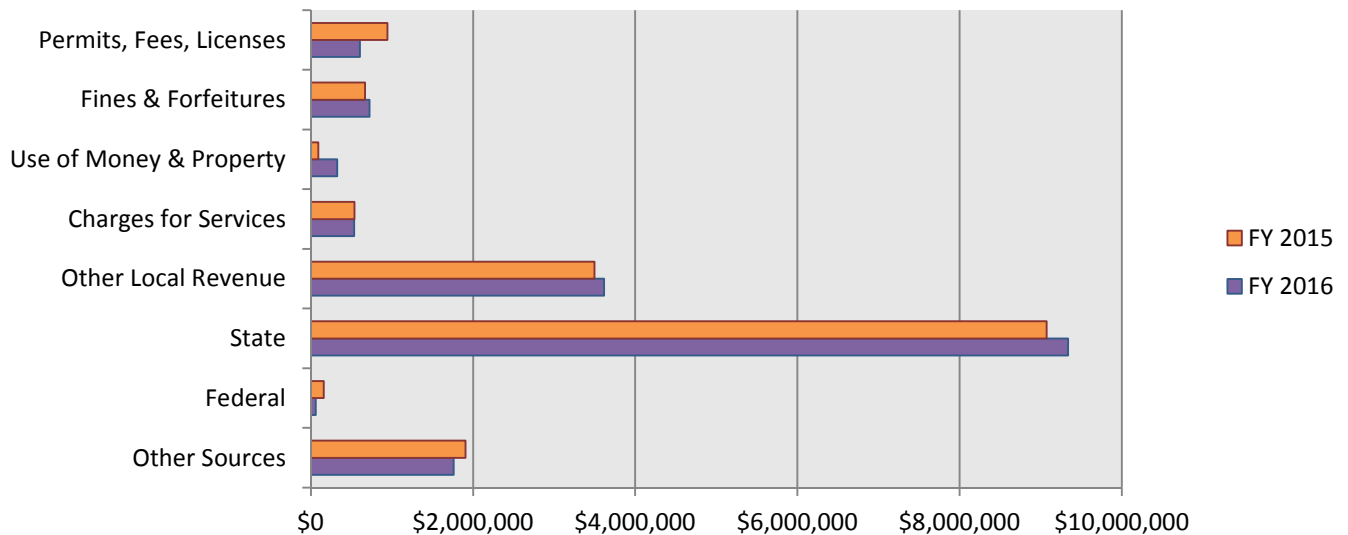
*Revenue is reflected in the month it is received.

General Fund Quarterly Status Report

FY 2016 - Fourth Quarter

Non-Tax Revenue

Function	FY 2016 Adopted	FY 2016 Amended	FY 2016 YTD	FY 2016 Balance	FY 2016 Projected	Projected Surplus /(Shortfall)
Permits, Fees, Licenses	768,600	768,600	603,585	165,015	603,585	(165,015)
Fines & Forfeitures	700,000	700,000	721,358	(21,358)	751,006	51,006
Use of Money & Property	286,480	286,480	325,483	(39,003)	402,481	116,001
Charges for Services	562,900	562,900	531,905	30,995	537,378	(25,522)
Other Local Revenue	2,698,130	3,023,780	3,617,309	(593,529)	3,550,125	526,345
State	9,025,530	9,065,530	9,335,570	(270,040)	9,356,719	291,189
Federal	180,000	152,128	60,052	92,076	70,675	(81,453)
Other Sources	1,762,630	1,762,630	1,762,630	-	1,762,630	-
Total Non-Tax Revenue	15,984,270	16,322,048	16,957,892	(635,844)	17,034,599	712,551



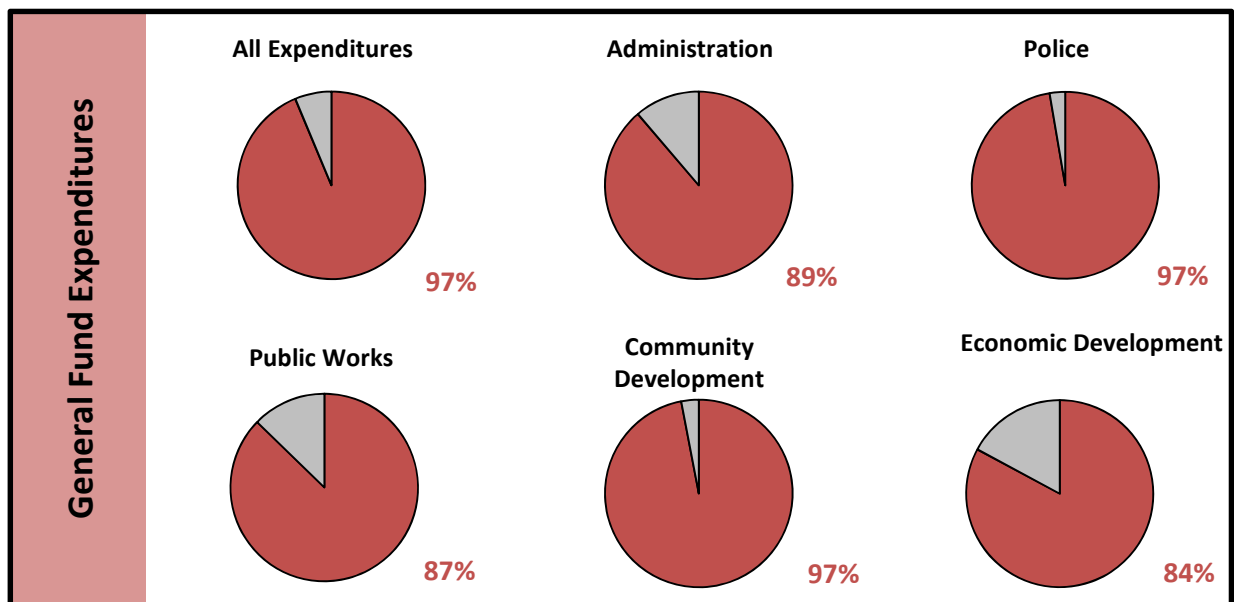
For most revenue streams, more revenue was received in FY 2016 than in FY 2015. There were a few exceptions, though. The category of "Other Sources" decreased in FY 2016 due to the closing of Manassas Landing Fund; these activities are now part of the General Fund and revenue from the property is shown in Use of Money & Property. Federal revenue also decreased which is a reflection of fewer grants and is offset with a lower than budgeted expenditure in federal grants. The reduction in revenue received for permits, fees, and licenses is a combination of lower than anticipated revenues in FY 2016 as well as higher than normal revenues in FY 2015.

General Fund Quarterly Status Report

FY 2016 - Fourth Quarter

Expenditures

Department	FY 2016 Adopted	FY 2016 Amended	FY 2016 YTD	FY 2016 Balance	FY 2016 Projected	Projected Surplus /(Shortfall)
Administration	7,647,990	7,933,653	7,037,281	896,372	7,063,968	869,685
Police	14,660,010	14,788,340	14,391,806	396,534	14,396,089	392,251
Corrections/Shared Services	9,810,590	9,836,135	9,701,175	134,960	9,546,359	289,776
Public Works	7,189,250	7,661,757	6,685,597	976,160	6,701,893	959,864
Community Development	3,675,250	3,707,022	3,594,154	112,868	3,610,537	96,485
Economic Development	884,370	1,041,778	861,600	180,178	870,053	171,725
Schools	52,808,380	53,559,758	53,559,758	-	53,559,758	-
Non-Departmental*	6,913,210	7,206,570	2,968,655	4,237,915	7,254,072	(47,502)
Total Expenditures	103,589,050	105,735,013	98,800,025	6,934,988	103,002,729	2,732,284



Most of the expenditure savings in the General Fund are due to personnel (vacancies, turnover, benefit election changes, etc.), most of which can be found in Police and Public Works. The labor vacancy rate is budgeted under non-departmental but the savings are recognized in the appropriate department(s).

In addition to salary savings, several projects remained unfinished at the end of the fiscal year and were carried forward into FY 2017. These projects include street paving (unfinished due to staffing changes), proffers for CIP, landscape and facade improvement grants, police grants, and open purchase orders. The transfer to the Social Services Fund was also less than budgeted, a savings of approximately \$166,000. Jail true-ups have been received thru FY 2016 and the estimated savings for FY 2016 is \$256,448.

AGENDA STATEMENT

PAGE NO. 31

ITEM NO. 4

MEETING DATE: October 12, 2016 – Finance Committee

TIME ESTIMATE: 30 minutes

AGENDA ITEM TITLE: Consideration of Tax Relief for Elderly and the Disabled Adjustments

**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:** May 2, 2016

**SUMMARY OF
ISSUE/TOPIC:**

At the Special City Council Meeting of May 2, 2016, during the Budget discussion process, the City Council discussed tax relief for the elderly and disabled. The Commissioner of the Revenue presented information showing that the amount of relief currently provided is exceeding the original intent of Council and the amount of relief provided by other jurisdictions. This is a continuation of the discussion of tax relief for the elderly and disabled as requested by Council during the budget discussions.

**STAFF
RECOMMENDATION:** Consideration of changes in the tax relief to the elderly and disabled program to bring it back into line with the original intent of Council.

**BOARD/COMMISSION/
COMMITTEE:**

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

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

This program provided \$922, 230 in tax relief in FY 2015 and is growing each year.

STAFF: W. Patrick Pate, City Manager, (703) 257-8212