

**FINANCE COMMITTEE
WEDNESDAY, MAY 10, 2017
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA
AGENDA**

5:30 P.M. CALL TO ORDER

- | | |
|--|-------------------|
| 1. Approve Minutes of the April 12, 2017 Finance Committee Meeting | 1 Minute |
| <hr/> | |
| 2. Consideration of Resolution 2017-10-R Amending the FY 2017 Budget by Budgeting and Appropriating \$90,158 of Insurance Reimbursement for Traffic Signal Repair (Burke) | 2 Minutes |
| <hr/> | |
| 3. Consideration of Resolution 2017-10-R Amending the FY 2017 Budget by Budgeting and Appropriating \$12,000 of State Grant Revenue and \$3,000 of Airport Capital Projects Fund Balance for Change Order #1 of the Runway 34R Medium Intensity Approach Lighting System (MALS-F) Project (Rivera) | 2 Minutes |
| <hr/> | |
| 4. General Fund Quarterly Report (York) | 10 Minutes |

City Manager's Time

ADJOURNMENT

cc: Mayor
Council Members
W. Patrick Pate

Paul York
Diane Bergeron
Tamara Keesecker

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, APRIL 12, 2017
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA**

COMMITTEE MEMBERS PRESENT: Council Member Sheryl L. Bass, Chair
Vice Mayor Marc T. Aveni
Council Member Ken D. Elston
Council Member Pamela J. Sebesky (Alternate)

COMMITTEE MEMBERS ABSENT: N/A

OTHERS PRESENT: Mayor Harry J. Parrish II, City Manager W. Patrick Pate, Finance and Administration Director Paul York, Jolene Berry Senior Airport Operations, Susan Reed General Registrar, Patricia Fields Electoral Board Member, Pamela Kincheloe Electoral Board Member

The meeting was called to order at 5:30 p.m. by Chair Sheryl L. Bass.

AGENDA ITEM #1 Approve Minutes of the February 8, 2017 Finance Committee Meeting

A motion was made and seconded to approve the Minutes of the February 8, 2017, Finance Committee meeting. The Committee approved (3/0).

AGENDA ITEM #2 Consideration of Resolution 2017-09-R Amending the FY 2017 Budget by Budgeting and Appropriating \$47,032 of Airport Capital Projects Fund Fund Balance for Phase III of the Airport's Signage Plan

Jolene Berry presented Staff's recommendation to amend the FY 2017 budget by budgeting and appropriating \$47,032 of Airport Capital Projects Fund Fund Balance for Phase III of the Airport's Signage Plan. The Committee approved (3/0). This item will be forwarded to the April 24, 2017, City Council meeting for consideration.

AGENDA ITEM #3 Consideration of Resolution 2017-09-R Amending the FY 2017 Budget by Budgeting and Appropriating the Use of \$25,130 of General Fund Contingency for the Cost of the April 2017 Special Election and June 2017 Primary Election

Susan Reed presented Staff's recommendation to amend the FY 2017 budget by budgeting and appropriating the Use of \$25,130 of General Fund Contingency for the Cost of the April 2017 Special Election and June 2017 Primary Election. The Committee approved (3/0). This item will be forwarded to the April 24, 2017, City Council meeting for consideration.

City Manager's Time

- Discussed the upcoming Budget Work Session Agenda for Monday, April 17, 2017

The meeting was adjourned at 5:46 p.m. by Chair Sheryl L. Bass.



City of Manassas
Finance Committee
9027 Center Street
Manassas, VA 20110

Meeting Date: May 10, 2017

Time Estimate: 2 Minutes

Agenda Title: Consideration of Resolution 2017-10-R Amending the FY 2017 Budget by Budgeting and Appropriating \$90,158 of Insurance Reimbursement for Traffic Signal Repair

Recommendation: Approve Resolution 2017-10-R

Motion: N/A

**Date Last Considered
by City Council:** N/A

**Summary and/or
Comments:**

A traffic collision damaged the traffic signal equipment at Liberia Avenue and Davis Ford Crossing on May 28, 2016, and a traffic collision damaged the LED Message Sign on Dumfries Road at Hastings Drive on October 3, 2016. Insurance reimbursements for damage repair have been received for \$39,607.36 and \$50,550.00 respectively. Funds will be used to replenish the inventory/stock for repairs related to Liberia Avenue and to replace the message sign on Dumfries Road.

This resolution will budget and appropriate \$90,158 of Insurance Reimbursements Revenue in the General Fund.

**Board – Committee – or
Commission Reviewed:** N/A

Fiscal Impact: \$90,158- Insurance Reimbursement

Staff Contact: Steve Burke, Director of Public Works
sburke@manassasva.gov
(703) 257-8476





CITY OF MANASSAS

PURCHASING DIVISION

8500 Public Works Drive
Manassas, VA 20110
Telephone: (703) 257-8368 - Facsimile: (703) 257-5813
www.manassascity.org

EMERGENCY PURCHASE EXPLANATION

PURPOSE: This form must be submitted in addition to an electronic requisition for a Purchase Order (PO), as soon as practicable, to the Purchasing Division giving the basis for the emergency and for the selection of the contractor when the purchase will exceed \$3,000.00. An emergency is an occurrence of a serious and urgent nature that demands immediate action to protect personal safety, life or property. In the case of an emergency, a contract/PO may be awarded without competitive bidding or competitive negotiation, however such procurement shall be made with such competition as is practicable under the circumstances. A confirming purchase order will be issued by Purchasing.

STATEMENT: I am aware that Commonwealth of Virginia and City procurement regulations require procurements to be done competitively wherever possible. I am submitting this emergency purchase explanation in support of this emergency purchase. The following statements are complete and accurate, based on my professional judgment and investigations. I also certify that no personal advantage, gain or privilege has (or will) accrue to my immediate family or myself through the purchase from this vendor, nor is a family member employed by or is an officer of this vendor.

NOTE: This form must be signed in the order listed below.

1. Department Requester's Signature: *Christina Moore* Date: 11/9/16

2. Department Director's signature: _____ Date: _____

3. Purchasing Manager's signature: _____ Date: _____

4. City Manager's Signature (over \$100,000.00) _____ Date: _____

Contractor's Name: _____

Address: _____

Phone: _____ Fax: _____

1. Briefly describe the product/service purchased:

Installation of a permanent variable message sign
on Dumfries Road

2. This Contractor was selected because:

This contractor is available immediately to replace signals
that were destroyed due to an automobile accident. The
contractor has thorough knowledge of the City's permanent
boards and can react quickly to restore service.

3. The nature of the emergency:

A variable messaging board was directly hit by a
motorist. The accident destroyed the board and it must
be replaced.

4. Date Purchased Awarded: _____

Glen Martin

From: Bob Morin <rmorin@holidaysigns.com>
Sent: Thursday, October 20, 2016 8:34 AM
To: Glen Martin
Subject: Electronic Sign Replacement Quote - Holiday Signs

Hello Glen.

The cost to fix the sign:

Replace demolished sign and make connection to existing electric	\$49,050
Remove damaged unit & secure power	\$ 1,500
Total	\$50,550

This assumes no sales tax is applicable. That should be correct, but If I'm wrong, this needs to be added.

Let me know if you have any questions or need additional information.

Best regards.

Bob Morin
President
Holiday Signs

On 10/19/2016 12:50 PM, Glen Martin wrote:

Can you give me a cost of all the thing that will be charged to fix the sign so I can get it the our accident safety group thanks.

Glen H. Martin
Traffic Controls Division Supervisor
8500 Public Works Dr.
Manassas, Va. 20110
Gmartin@ci.manassas.va.us
(703) 257-8365
Cell #571-436-0745

From: Bob Morin [<mailto:rmorin@holidaysigns.com>]
Sent: Tuesday, October 04, 2016 10:16 AM
To: Glen Martin
Subject: Contact information - Holiday Signs

Hello Glen.

I'll be the primary contact for you on replacing the electronic sign that was recently damaged by the car.

Feel free to reach me by return message or by cell phone 804-247-9449.

I'll work up a quote and send to you via return message. If I have any questions, I'll call on your office number 703-257-8365.

Bob Morin
President
Holiday Signs

<http://www.manassascity.org/>



City of Manassas
Finance Committee
9027 Center Street
Manassas, VA 20110

Meeting Date: May 10, 2017

Time Estimate: 2 Minutes

Agenda Title: Consideration of Resolution 2017-10-R Amending the FY 2017 Budget by Budgeting and Appropriating \$12,000 of State Grant Revenue and \$3,000 of Airport Capital Projects Fund Balance for Change Order #1 of the Runway 34R Medium Intensity Approach Lighting System (MALS-F) Project

Recommendation: Approve Resolution 2017-10-R

Motion: N/A

**Date Last Considered
by City Council:** N/A

Summary and/or

Comments: This Change Order is for the work associated with Austin Electrical Construction, Inc. and the threshold bar design revision, the blast pad restoration for the EMT light bar, and concrete work required around an existing handhold for the Runway 34R MALS. The Change Order results in a construction cost increase of \$15,000 or 2.4% of the total construction cost, to be budgeted and appropriated from the Airport Fund and State funding. The State Grant will cover 80% of the increased cost.

This resolution will budget and appropriate \$12,000 of State Grant Revenue and \$3,000 of Fund Balance in the Airport Capital Projects Fund.

**Board – Committee – or
Commission Reviewed:** N/A

Fiscal Impact: \$921,145 - Existing Budget
\$ 15,000 – Increased Costs
\$936,145 – Total Project Cost – Lighting System Runway 34R (A-028)

Staff Contact: Juan Rivera, Airport Director
jrivera@manassasva.gov
(703) 257-8261



909 North Washington Street
Suite 330
Alexandria, Virginia 22314

O 703-549-2472
F 703-549-2582
rsandh.com

April 11, 2017

Mr. Juan Rivera
Manassas Regional Airport
10600 Harry Parrish Blvd
Manassas, Virginia 20110

RE: Runway 34R Medium Intensity Approach Lighting System
Change Order 1
DOAV Grant No: CS0030-32

Dear Mr. Rivera

Please find enclosed, four (4) copies of Change Order No. 1 for Austin Electrical Construction, Inc. for the above noted project. All four copies have been signed by RS&H and Austin Electrical Construction, Inc.

This Change Order is for the work associated with the threshold bar design revision, the blast pad restoration for the EMT light bar, and concrete work required around an existing handhole as described in Change Order No. 1, *Attachment A*. As noted in this attachment, this Change Order results in a construction cost increase of **\$13,217.10**.

Prior to sending to the DOAV, please sign the enclosed Change Orders and send to Mr. James Falls for signature. Please let me know if there are any questions with the enclosed documentation.

Sincerely,

Alan L. McDonald, PE

**CHANGE ORDER NO. 1
TO
MANASSAS REGIONAL AIRPORT
RUNWAY 34R MEDIUM INTENSITY APPROACH LIGHTING SYSTEM
RS&H PROJECT NO. 222-0003-003 (CONSTRUCTION)
DOAV PROJECT NO. CS0030-32**

CONTRACTOR: Austin Electrical Construction, Inc.
17566 Main Street
Buchanan, VA 24066

ENGINEER: Reynolds, Smith and Hills, Inc.
909 North Washington Street, Suite 330
Alexandria, VA 22314

The following changes are hereby made to the Contract Documents: Revision of threshold bar cabling design. Modification to restoration of blast pad pavement. Modification of handhole concrete pad demolition and restoration.

Pay items added for:

Threshold bar cabling upsizing, per LS

Blast pad pavement restoration, per LS

Handhole concrete pad demolition, per LS

Justification/Reason: In a typical design, a distribution rack would be located near MALSF Station 5, but because of the floodplain levels, the panel board was designed to be placed on the equipment platform. However, because of the substantial distance from the platform to the threshold bar, the system was designed utilizing specialty isolation transformers at the threshold bar to avoid the amount of cable which required pulling. However, the specialty transformers and bulbs specified were difficult to source and had long lead times associated with them. The revised design instead upsizes the power cabling for the threshold bar in order to reduce the voltage drop between the threshold bar and the transformer on the equipment platform and to eliminate the specialty isolation transformers. This would allow for the use of more conventional bulbs that are readily available.

During construction, it was determined that the blast pad asphalt and associated cement treated aggregate base extended beyond where it had been shown on the plans. Therefore, installation of the EMT light bar foundation required additional excavation through cement treated aggregate and also required restoration of the blast pad pavement with concrete.

A change was made prior to construction to re-route the 2-4" primary power conduit run across the bridge to tie into an existing handhole with a spare 2" conduit on the south side of the bridge

to eliminate a (City-performed) conduit run between the bridge and the PAPI. This handhole had an 8" thick pad of concrete surrounding it which required additional demolition and restoration work to run conduit to this handhole. A small deduction in Contractor-installed 2-4" primary power conduit across the bridge will be incorporated on a final change order.

Attachments: (List documents supporting change) Refer the attached Change Order No. 1 Summary – Attachment A and Austin Electrical Construction, Inc.'s Change Order Requests – Attachments B-D)

CHANGE IN CONTRACT PRICE:

Original Contract Price:	\$ <u>644,637.50</u>
Previous Change Orders:	\$ <u>0.00</u>
Contract Price prior to this Change Order:	\$ <u>644,637.50</u>
Net (Increase) (Decrease) of this Change Order:	\$ <u>13,217.10</u>
New Contract Price with all approved Change Orders:	\$ <u>657,854.60</u>
Percent change from original contract:	<u>+2.1</u> %

CHANGE IN CONTRACT TIME (Calendar Days):

Original Contract Time:	<u>85</u> days
Net change from previous Change Orders:	<u>0</u> days
Contract Time prior to this Change Order:	<u>85</u> days
Net (Increase) (Decrease) of this Change Order:	<u>0</u> days
Contract Time with all approved Change Orders:	<u>85</u> days

CONDITIONS OF APPROVAL:

None

The aforementioned change(s), and work affected thereby, is subject to all contract stipulations and covenants.

IN WITNESS WHEREOF, the parties hereto have executed this Change Order No. 1, this _____ day of _____, 20__.

ATTEST:

City of Manassas, VA

James M. Falls, Purchasing Manager

Juan E. Rivera, Airport Director

SEAL

ATTEST:

Kathy Stevens Austin

KATHY STEVENS AUSTIN

James M. Falls

Austin Electrical Construction, Inc.

SEAL

APPROVED BY: _____

Mike Swain, P.E.

Virginia Department of Aviation

RECOMMENDED BY: _____

Alan L. McDonald, P.E.

Reynolds, Smith and Hills, Inc.

**LOCATION: Manassas Regional Airport
Manassas, Virginia**

Reynolds, Smith and Hills, Inc.
Prepared By: ALM
RS&H Project No. 222-0003-003

PROJECT DESCRIPTION:

Runway 34R Medium Intensity Approach Lighting System

DOAV Design Project No. CS0030-30, Construction Project No. CS0030-32

					CS0030-32 Grant	
ITEM NO.	SPEC REFER.	WORK ITEM DESCRIPTION	UNIT	PROJECT QUANTITY	UNIT PRICE	AMOUNT
Base Bid + Bid Additive #2: Runway 34R Medium Intensity Approach Lighting System						
1	G-100-3.1	Mobilization and General Conditions	LS	1	\$ 52,000.00	\$ 52,000.00
2	G-102-10.1	Safety and Security	LS	1	\$ 3,500.00	\$ 3,500.00
3	G-104-5.1	Project Survey and Stakeout	LS	1	\$ 6,000.00	\$ 6,000.00
4	G-105-5.1	Temporary Construction Items	LS	1	\$ 8,000.00	\$ 8,000.00
5	VDOT-208-1	Aggregate Base Material	SY	2,250	\$ 16.50	\$ 37,125.00
6	VDOT-303-1	Erosion and Sedimentation Control	LS	1	\$ 7,000.00	\$ 7,000.00
7	VDOT-303-2	Temporary Rock Check Dam	EA	2	\$ 600.00	\$ 1,200.00
8	VDOT-303-3	Temporary Silt Fence	LF	1,000	\$ 3.75	\$ 3,750.00
9	VDOT-602-1	Topsoil	CY	1,500	\$ 18.00	\$ 27,000.00
10	VDOT-603-1	Seeding and Mulching	AC	3.5	\$ 3,200.00	\$ 11,200.00
11	X-200-1	REIL Foundation Removal	EA	2	\$ 900.00	\$ 1,800.00
12	DIV-16-1	Medium Intensity Approach Lighting System (MALS)	LS	1	\$ 370,000.00	\$ 370,000.00
13	DIV-16-2	(2) 4" Primary Power Conduit	LF	550	\$ 11.50	\$ 6,325.00
14	DIV-16-3	(1) 4" Primary Power Conduit	LF	950	\$ 6.25	\$ 5,937.50
15	DIV-16-5	Remove and Replace Existing Handhole	LF	1	\$ 5,600.00	\$ 5,600.00
16	DIV-16-6	Handhole, Install Only	LF	1	\$ 2,600.00	\$ 2,600.00
17	F-162-5.1	Chain-Link Fence	LF	90	\$ 165.00	\$ 14,850.00
18	F-162-5.2	Removal of Chain-Link Fence with Barbed Wire	LF	50	\$ 35.00	\$ 1,750.00
19	DIV-128-1	Airport Lighting Control System Modification	ALLOW	1	\$ 34,000.00	\$ 34,000.00
20	DIV-16-4	Sequenced Flashers	LS	1	\$ 45,000.00	\$ 45,000.00
TOTAL					\$	644,637.50
Change Order No. 1						
	CO-1.1	Threshold bar cabling upsizing	LS	1	\$ 11,302.10	\$ 11,302.10
	CO-1.2	Blast pad pavement restoration	LS	1	\$ 859.55	\$ 859.55
	CO-1.3	Handhole concrete pad demolition	LS	1	\$ 1,055.45	\$ 1,055.45
Change Order No. 1 TOTAL					\$	13,217.10
TOTAL AFTER CO NO. 1					\$	657,854.60



April 7, 2017

Alan Mc Donald, PE
Aviation Engineer
909 N. Washington St., Suite 330
Alexandria, VA. 22314

Ref: Manassas Regional Airport PO # 170337
10600 Harry Parrish Blvd.
Manassas, VA 20110
CO: Power Conductors for the Threshold Bar

Regarding: Increase in size of Power Conductors for the Threshold Bar

Dear Mr. McDonald,

Austin Electrical Construction, Inc. would like to submit the following quote to accomplish pulling wire for the increased size of the Power Conductors for the Threshold Bar

Material	\$7,589.30
Labor	\$ 3,712.80
Total increase	\$11,302.10

Sincerely,

Terry Lee Austin
President

<u>Cost Type</u>	<u>Item</u>		<u>Units</u>	<u>Unit Price</u>	<u>Subtotal</u>
Material	#4 Cable (Threshold Bar)	4140	LF	-1.06	-4388.40
Material	#2 Cable	1380	LF	1.55	2139.00
Material	#4 Cable (Threshold Bar)	1380	LF	1.06	1462.80
Material	#1/0 Cable (Threshold Bar)	2760	LF	2.33	6430.80
Material	Splice Kits	42	EA	24.25	1018.50
Labor	Night work	1	LS	3712.80	3712.8
Misc.	Markup	1	LS	926.60	926.60
				TOTAL	11302.10





From:

04/07/2017 13:08

#121 P.001

Apr. 7. 2017 12:33PM

No. 3831 P. 1

Additional cost breakdown for labor increase due to change in wire size.

Labor	Charge per hr	Extra Time	
1 Foreman	122.85*	8	\$982.80
5 Laborer	68.25*	40	\$2,730.00
			\$3,712.80

*Night work rates are 1.5X standard rates

Sincerely,

Kathy Stevens Austin



April 7, 2017

Alan Mc Donald, PE
Aviation Engineer
909 N. Washington St., Suite 330
Alexandria, VA. 22314

Ref: Manassas Regional Airport PO # 170337
10600 Harry Parrish Blvd.
Manassas, VA 20110
CO: Light Station #1 EMT Bar

Regarding: Light Station #1 EMT Bar

Dear Mr. McDonald,

Austin Electrical Construction, Inc. would like to quote sawing, removing, and disposing asphalt and pouring concrete for the above referenced change to the project.

Material	\$425.15
Saw Kerf	\$125.00
<u>Labor</u>	<u>\$309.40</u>
Total increase	\$859.55

Sincerely,

Terry Lee Austin
President



From:

04/07/2017 12:07

#120 P.001

Apr. 7. 2017 10:36AM

No. 3827 P. 5



Additional cost breakdown for labor increase light station 1 .

Labor	Charge per hr	Extra Time
1 Foreman	\$ 81.90	1 \$ 81.90
5 Laborer	\$ 45.50	5 \$ 227.50
		\$ 309.40

Sincerely,
Kathy Stevens Austin



April 7, 2017

Alan Mc Donald, PE
Aviation Engineer
909 N. Washington St., Suite 330
Alexandria, VA. 22314

Ref: Manassas Regional Airport PO # 170337
10600 Harry Parrish Blvd.
Manassas, VA 20110

CO: Tie into existing manhole @ the south side of the bridge

Regarding: Tie into existing manhole @ the south side of the bridge

Dear Mr. McDonald,

Austin Electrical Construction, Inc. would like to quote tying into the existing manhole at the south side of the bridge for the above referenced change to the project.

Material	\$150.00
Labor	\$905.45
Total increase	\$ 1055.45

Sincerely,

Terry Lee Austin
President



Additional cost breakdown for labor increase manhole @ bridge

Labor	Charge per hr	Extra Time	
1 Foreman	\$ 81.90	3	\$ 245.70
5 Laborer	\$ 45.50	14.5	\$ 659.75
			\$ 905.45

Sincerely,
Kathy Stevens Austin

RESOLUTION 2017-10-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 22nd day of May, 2017, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
GENERAL FUND			
<u>Revenue:</u>			
10098825-318435	Insurance Reimbursement – Public Works	\$	90,158
<u>Expenditure:</u>			
10042507-462000	PW – Jobs for Others – Supplies	\$	39,608
10042507-471000	PW – Jobs for Others – Capital (Message Sign)	\$	50,550
		\$	90,158

For: Insurance Reimbursements for Traffic Control Work

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>	
AIRPORT CAPITAL PROJECTS FUND				
<u>Revenue:</u>				
57597900-322070	C3778	State Grant	\$	12,000
57599100-346100	C3778	Fund Balance – Airport Capital Projects Fund	\$	3,000
			\$	15,000
<u>Expenditure:</u>				
57505800-439000	C3778	Approach Lighting Runway 34R – Purch. Svcs.	\$	15,000

For: Change Order for Approach Lighting System Runway 34R

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



City of Manassas
Finance Committee

9027 Center Street
Manassas, VA 20110

Meeting Date: May 10, 2017

Time Estimate: 10 Minutes

Agenda Title: General Fund Quarterly Status Report

Recommendation: **INFORMATION ITEM ONLY**

Motion:

**Date Last Considered
by City Council:** N/A

Summary and/or

Comments: Staff will present the General Fund Quarterly Status Report for the third quarter of FY 2017 (period ending March 31, 2017)

Board – Committee – or

Commission Reviewed: N/A

Fiscal Impact: N/A

Staff Contact: York, Paul
pyork@manassasva.gov
(703) 257-8234

General Fund Quarterly Status Report

FY 2017 - Third Quarter

General Fund Revenue Summary:

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

Third Quarter Summary:

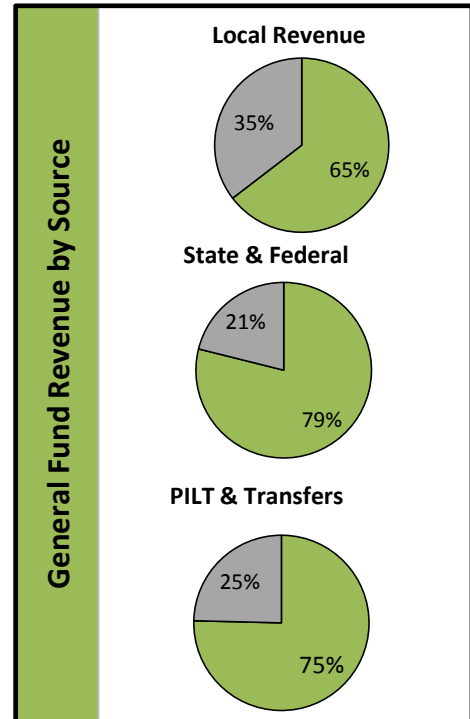
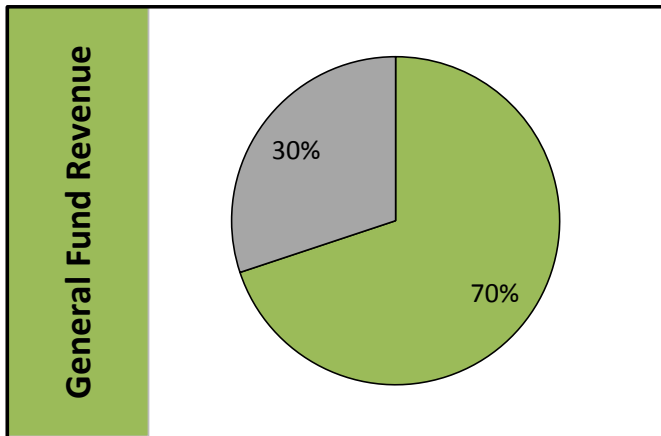
- Revised FY 2017 Budget:** As of March 31, 2017, the revised Budget for the General Fund was \$122,981,428
- Revenue Status:** As of March 31, 2017, 69% of the revised revenue budgeted in the General Fund had been received. Current projections indicate that there will be a surplus in revenue of approximately \$2.3 million.
- Expenditure Status:** As of March 31, 2017, 71% of the General Fund revised budget had been expended, however, this does not include payroll entries for the month of March due to an issue with Munis budget rollout codes.
- The negative warning for use of money & property is due to the Grant Avenue property the city purchased last July. We were anticipating rental income to continue for most of this year; however, almost all the tenants have now vacated the property.

General Fund Quarterly Status Report

FY 2017 - Third Quarter

REVENUE

Category	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 Revenue-to-Date	FY 2017 Remaining Balance	FY 2017 Projected Revenue	Projected Surplus / (Shortfall)
General Property	\$ 69,425,970	\$ 69,425,970	\$ 41,710,683	\$ 27,715,287	\$ 70,277,570	\$ 851,600
Other Taxes	17,990,000	17,990,000	13,696,885	4,293,115	19,385,000	1,395,000
Permits, Fees, & Licenses	768,600	768,600	908,681	(140,081)	1,000,000	231,400
Fines & Forfeitures	692,000	692,000	484,867	207,133	700,000	8,000
Use of Money & Property	299,980	524,980	196,149	328,831	300,000	(224,980)
Charges for Services	562,900	562,900	288,202	274,698	562,900	-
Other Local Revenue	2,799,080	3,062,996	2,317,606	745,390	3,042,305	(20,691)
State	12,027,640	12,092,640	9,588,650	2,503,990	11,992,640	(100,000)
Federal	210,000	137,672	60,407	77,265	162,687	25,015
Bonds	-	13,532,784	13,677,082	(144,298)	13,677,082	144,298
PILT & Transfers	1,866,850	1,836,850	1,384,752	452,098	1,866,850	30,000
	<u>106,643,020</u>	<u>120,627,392</u>	<u>84,313,964</u>	<u>36,313,428</u>	<u>122,967,034</u>	<u>2,339,642</u>
Use of Reserves	585,600	2,354,036	n/a	n/a	n/a	n/a
Total Revenue	\$ 107,228,620	\$ 122,981,428	\$ 84,313,964	\$ 36,313,428	\$ 122,967,034	\$ 2,339,642

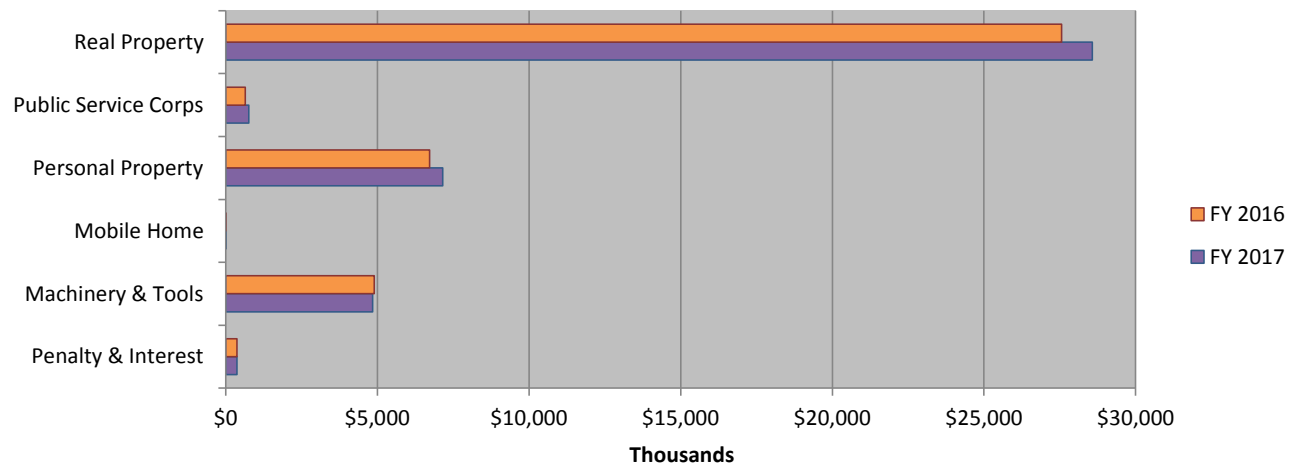


General Fund Quarterly Status Report

FY 2017 - Third Quarter

GENERAL PROPERTY TAXES

Category	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 Revenue-to-Date	FY 2017 Remaining Balance	FY 2017 Projected Revenue	Projected Surplus / (Shortfall)
Real Property	\$ 56,440,970	\$ 56,440,970	\$ 28,567,836	\$ 27,873,134	\$ 56,440,970	\$ -
Public Service Corps	1,242,000	1,242,000	762,998	479,002	1,242,000	-
Personal Property	6,200,000	6,200,000	7,149,504	(949,504)	7,200,000	1,000,000
Mobile Home	8,000	8,000	9,594	(1,594)	9,600	1,600
Machinery & Tools	5,000,000	5,000,000	4,847,735	152,265	4,850,000	(150,000)
Penalty & Interest	535,000	535,000	373,016	161,984	535,000	-
Total Revenue	\$ 69,425,970	\$ 69,425,970	\$ 41,710,683	\$ 27,715,287	\$ 70,277,570	\$ 851,600



Machinery & Tools Tax collections YTD are slightly lower than last fiscal year. Real estate collections were 3.6% higher compared to FY 2016. Personal property taxes are coming in higher than FY 2016.

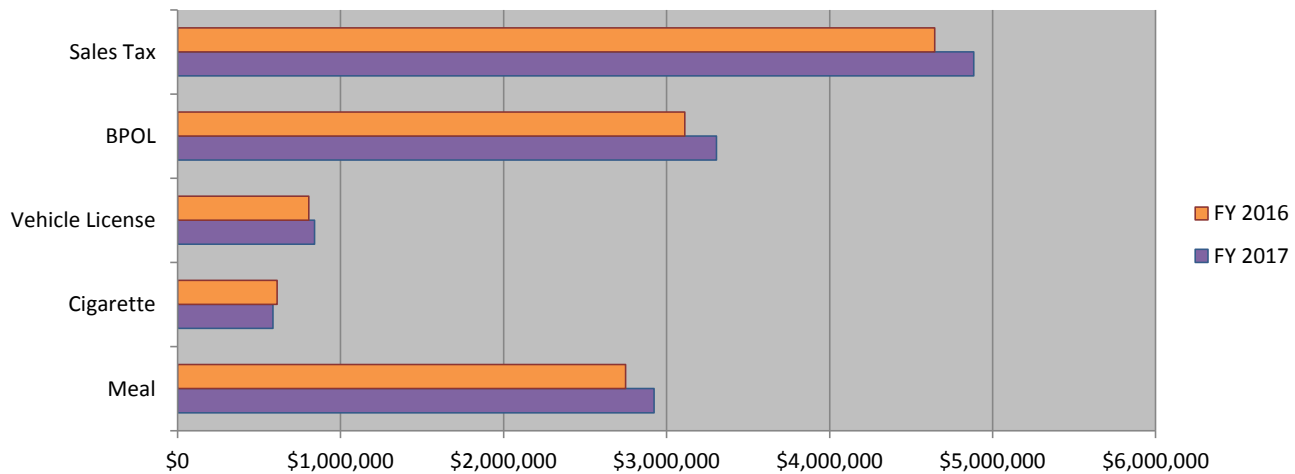
Real Property, Public Service Corps, and Mobile Home revenues YTD are above FY 2016 by 4.4%.

General Fund Quarterly Status Report

FY 2017 - Third Quarter

OTHER TAXES

Category	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 Revenue-to-Date	FY 2017 Remaining Balance	FY 2017 Projected Revenue	Projected Surplus / (Shortfall)
Sales Tax	\$ 7,600,000	\$ 7,600,000	\$ 4,883,522	\$ 2,716,478	\$ 8,300,000	\$ 700,000
Utility Tax	420,000	420,000	270,122	149,878	425,000	5,000
Business License Tax (BPOL)	3,100,000	3,100,000	3,306,933	(206,933)	3,500,000	400,000
Electric Local Consumption	180,000	180,000	114,929	65,071	180,000	-
Gas Local Consumption	25,000	25,000	14,419	10,581	20,000	(5,000)
Vehicle License Tax	760,000	760,000	840,590	(80,590)	900,000	140,000
Bank Stock/Franchise Tax	560,000	560,000	1,349	558,651	560,000	-
Recordation Tax	375,000	375,000	385,860	(10,860)	400,000	25,000
Cigarette Tax	760,000	760,000	584,865	175,135	775,000	15,000
Lodging/Motel Tax	140,000	140,000	124,306	15,694	150,000	10,000
Meal Tax	3,650,000	3,650,000	2,922,263	727,737	3,900,000	250,000
Right-of-Way User Fees	320,000	320,000	166,629	153,371	175,000	(145,000)
Deeds of Conveyance	100,000	100,000	81,097	18,903	100,000	-
Total Revenue	\$ 17,990,000	\$ 17,990,000	\$ 13,696,885	\$ 4,293,115	\$ 19,385,000	\$ 1,395,000



BPOL taxes; sales and meals taxes are above FY 2016 by 6%, 5% and 6% respectively. Vehicle License tax revenue 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 it's downward trend as anticipated.

General Fund Quarterly Status Report

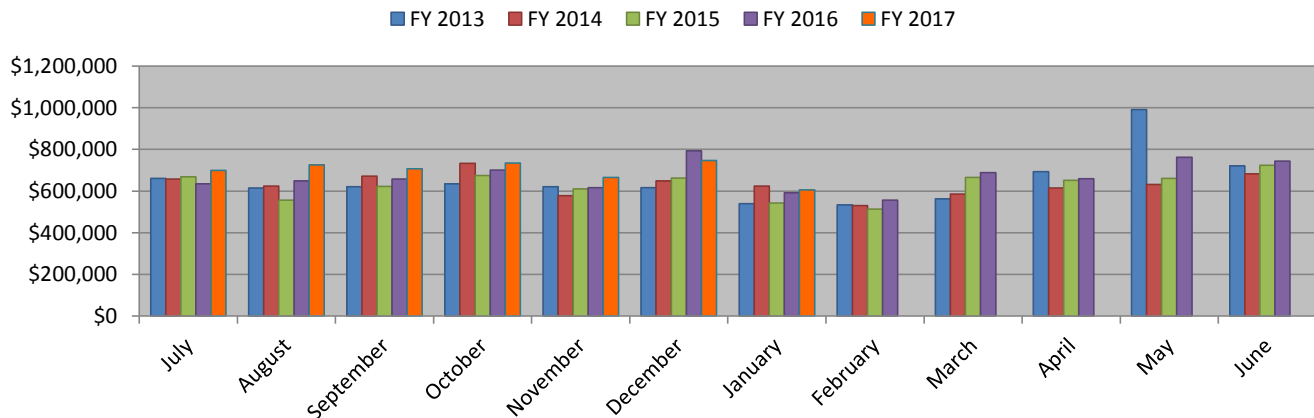
FY 2017 - Third Quarter

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	\$ 699,219	10.2%
August	615,503	623,689	556,707	649,151	725,915	11.8%
September	621,294	671,517	623,177	657,161	706,893	7.6%
October	634,730	733,739	674,395	701,354	734,582	4.7%
November	621,718	577,749	610,187	616,565	665,223	7.9%
December	615,795	648,345	662,394	793,560	746,444	-5.9%
January	539,552	624,104	542,498	592,402	605,247	2.2%
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		
Total Revenue Received	\$ 7,811,499	\$ 7,581,829	\$ 7,555,344	\$ 8,055,065	\$ 4,883,523	
Change from Prior	8.3%	-2.9%	-0.3%	6.6%	\$ 8,300,000	Projection
					3.0%	
Adopted Budget	\$ 7,500,000	\$ 7,650,000	\$ 8,240,000	\$ 7,350,000	\$ 7,600,000	
Over (Under) Budget	\$ 311,499	\$ (68,171)	\$ (684,656)	\$ 705,065	\$ 700,000	

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 2 month-lag.

General Fund Quarterly Status Report

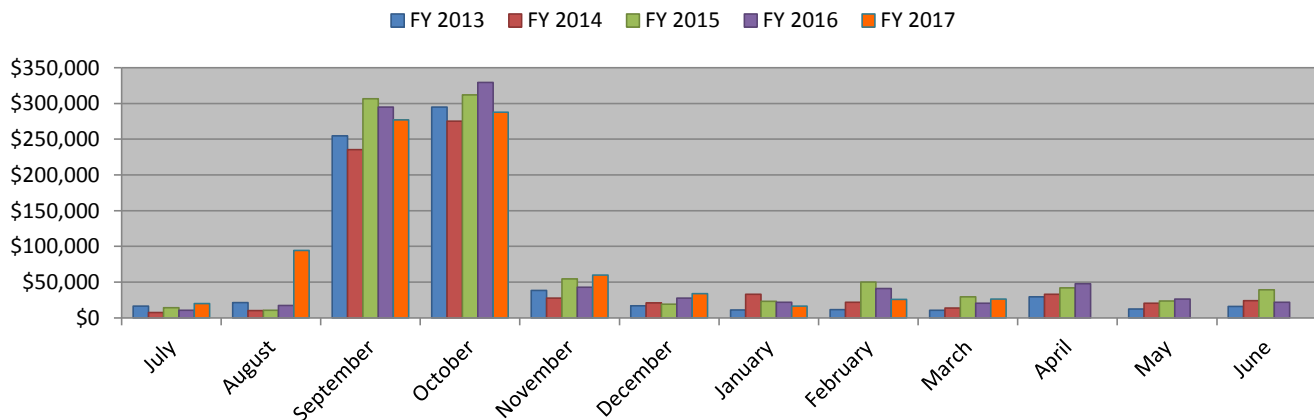
FY 2017 - Third Quarter

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	90.4%
August	21,465	9,870	10,492	17,408	94,232	441.3%
September	254,501	235,578	306,594	294,944	276,903	-6.1%
October	294,785	275,405	312,144	329,286	287,832	-12.6%
November	38,166	27,519	54,658	42,591	59,593	39.9%
December	16,610	20,810	18,899	27,568	33,946	23.1%
January	10,834	33,097	23,248	21,533	16,373	-24.0%
February	11,415	21,545	49,888	41,185	25,682	-37.6%
March	10,327	13,869	29,423	20,463	25,988	27.0%
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		
Total Revenue Received	\$ 732,067	\$ 722,290	\$ 924,347	\$ 901,246	\$ 840,590	
Change from Prior	-4.7%	-1.3%	28.0%	-2.5%	\$ 900,000 -0.1%	Projection
Adopted Budget	\$ 730,000	\$ 785,400	\$ 730,000	\$ 760,000	\$ 760,000	
Over (Under) Budget	\$ 2,067	\$ (63,110)	\$ 194,347	\$ 141,246	\$ 140,000	

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

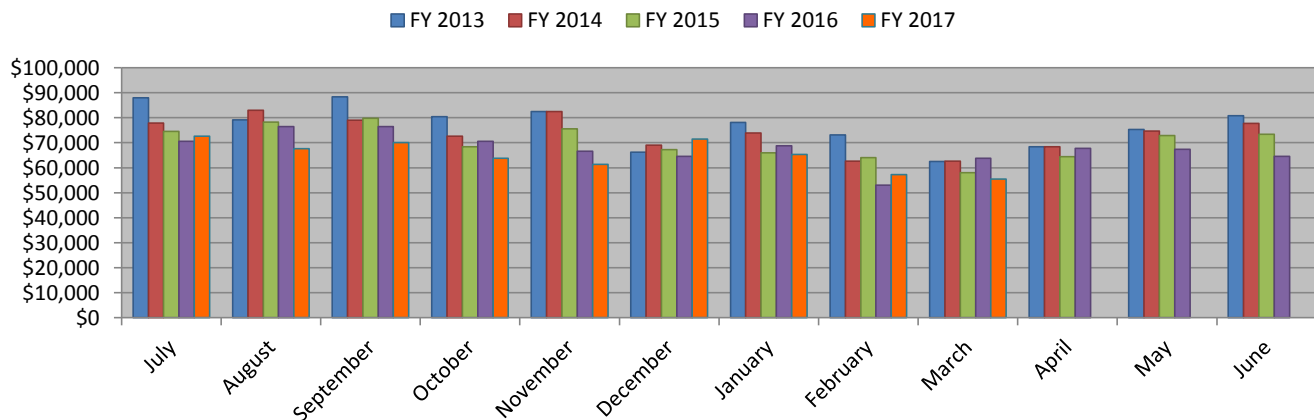
FY 2017 - Third Quarter

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	2.8%
August	79,114	83,040	78,267	76,492	67,616	-11.6%
September	88,376	79,020	79,804	76,403	70,021	-8.4%
October	80,453	72,628	68,354	70,544	63,779	-9.6%
November	82,424	82,503	75,543	66,653	61,316	-8.0%
December	66,242	69,093	67,180	64,514	71,485	10.8%
January	78,138	73,883	66,000	68,833	65,314	-5.1%
February	73,180	62,602	63,995	52,988	57,226	8.0%
March	62,549	62,643	57,966	63,846	55,518	-13.0%
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		
Total Revenue Received	\$ 923,138	\$ 884,092	\$ 842,283	\$ 810,531	\$ 584,866	
Change from Prior	-4.7%	-4.2%	-4.7%	-3.8%	\$ 775,000 -4.4%	Projection
Adopted Budget	\$ 1,050,000	\$ 987,360	\$ 880,000	\$ 835,000	\$ 760,000	
Over (Under) Budget	\$ (126,862)	\$ (103,268)	\$ (37,717)	\$ (24,469)	\$ 15,000	

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

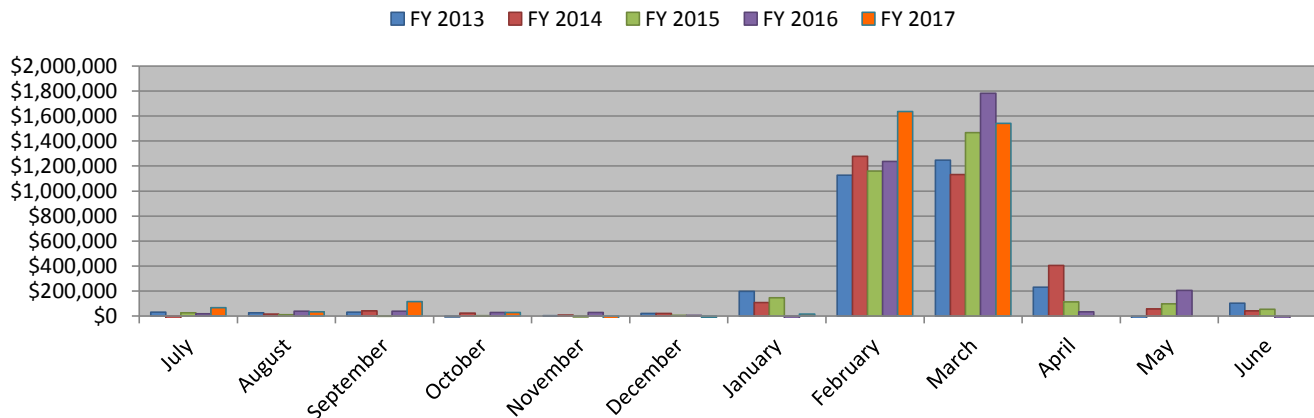
FY 2017 - Third Quarter

OTHER TAXES (Continued)

A Closer Look at Business License (BPOL) 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	246.5%
August	24,920	16,132	10,356	39,967	34,709	-13.2%
September	31,426	42,235	(2,926)	38,151	115,986 *	204.0%
October	(7,156)	23,638	2,334	27,963	29,589	5.8%
November	4,144	7,641	(5,855)	28,519	(125,252)	-539.2%
December	20,851	21,364	5,125	6,361	(8,714)	-237.0%
January	198,413	109,309	146,962	(67,732)	15,457	-122.8%
February	1,126,618	1,278,537	1,160,000	1,238,087	1,637,152	32.2%
March	1,246,855	1,133,125	1,467,867	1,781,375	1,541,163	-13.5%
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)		
Total Revenue Received	\$ 2,957,117	\$ 3,110,196	\$ 3,075,033	\$ 3,290,009	\$ 3,306,933	
Change from Prior	0.9%	5.2%	-1.1%	7.0%	\$ 3,500,000	Projection
					6.4%	
Adopted Budget	\$ 2,800,000	\$ 2,998,800	\$ 3,000,000	\$ 3,100,000	\$ 3,100,000	
Over (Under) Budget	\$ 157,117	\$ 111,396	\$ 75,033	\$ 190,009	\$ 400,000	

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

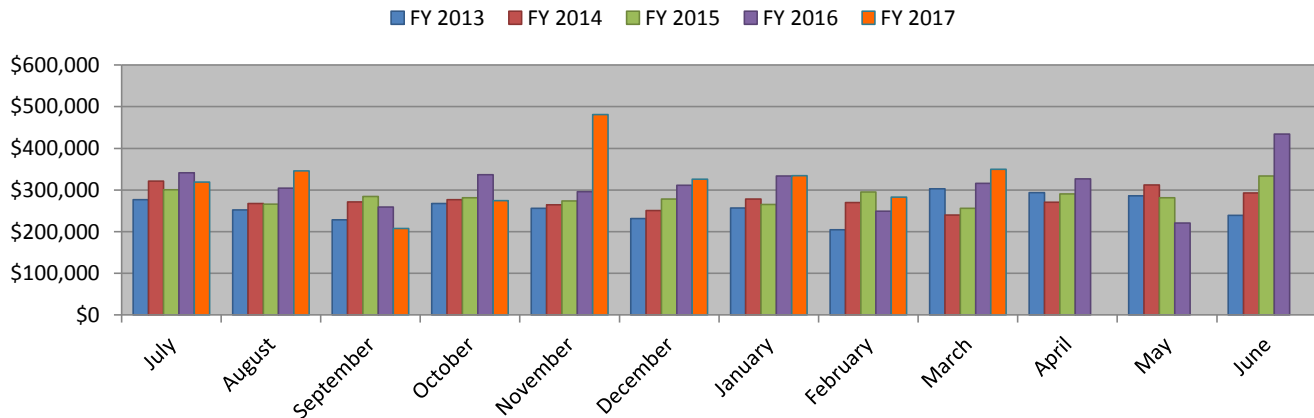
FY 2017 - Third Quarter

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	-6.5%
August	252,268	267,466	266,122	304,552	345,771	13.5%
September	228,511	271,346	284,744	259,445	207,912 *	-19.9%
October	267,738	277,034	281,285	336,693	274,477	-18.5%
November	255,819	264,542	273,860	296,303	480,742	62.2%
December	231,370	250,469	278,135	311,662	326,274	4.7%
January	256,589	278,019	265,237	333,453	334,776	0.4%
February	204,663	269,669	294,952	248,818	283,279	13.9%
March	302,984	240,190	256,326	315,852	350,060	10.8%
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		
Total Revenue Received	\$ 3,094,965	\$ 3,315,080	\$ 3,406,893	\$ 3,728,988	\$ 2,922,263	
Change from Prior	6.9%	7.1%	2.8%	9.5%	\$ 3,900,000	Projection
					4.6%	
Adopted Budget	\$ 2,800,000	\$ 3,060,000	\$ 3,400,000	\$ 3,383,000	\$ 3,650,000	
Over (Under) Budget	\$ 294,965	\$ 255,080	\$ 6,893	\$ 345,988	\$ 250,000	

Meal Tax Revenue by Month and Fiscal Year



Revenue is reflected in the month it is for.

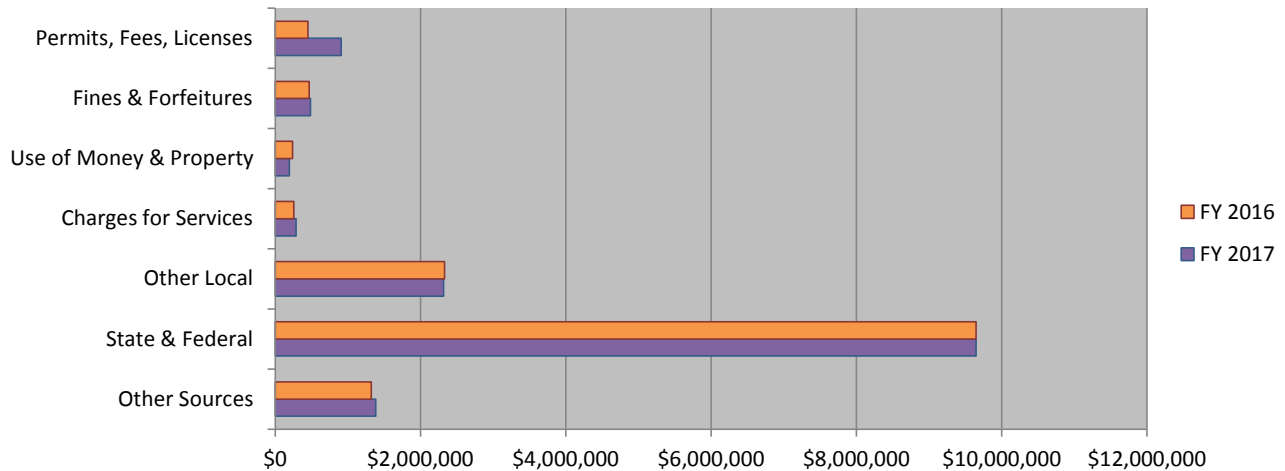
*Revenue for September appears low because revenue was recoded from BPOL after the reporting period.

General Fund Quarterly Status Report

FY 2017 - Third Quarter

OTHER REVENUE

Category	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 Revenue-to-Date	FY 2017 Remaining Balance	FY 2017 Projected Revenue	Projected Surplus / (Shortfall)
Permits, Fees, & Licenses	\$ 768,600	\$ 768,600	\$ 908,681	\$ (140,081)	\$ 1,000,000	\$ 231,400
Fines & Forfeitures	692,000	692,000	484,867	207,133	700,000	8,000
Use of Money & Property	299,980	524,980	196,149	328,831	300,000	(224,980)
Charges for Services	562,900	562,900	288,202	274,698	562,900	-
Other Local Revenue	2,799,080	3,062,996	2,317,606	745,390	3,042,305	(20,691)
State	12,027,640	12,092,640	9,588,650	2,503,990	11,992,640	(100,000)
Federal	210,000	137,672	60,407	77,265	162,687	25,015
Bonds	-	13,532,784	13,677,082	(144,298)	13,677,082	144,298
Other Sources	1,866,850	1,836,850	1,384,752	452,098	1,866,850	30,000
Total Revenue	\$ 19,227,050	\$ 33,211,422	\$ 28,906,396	\$ 4,305,026	\$ 33,304,464	\$ 93,042



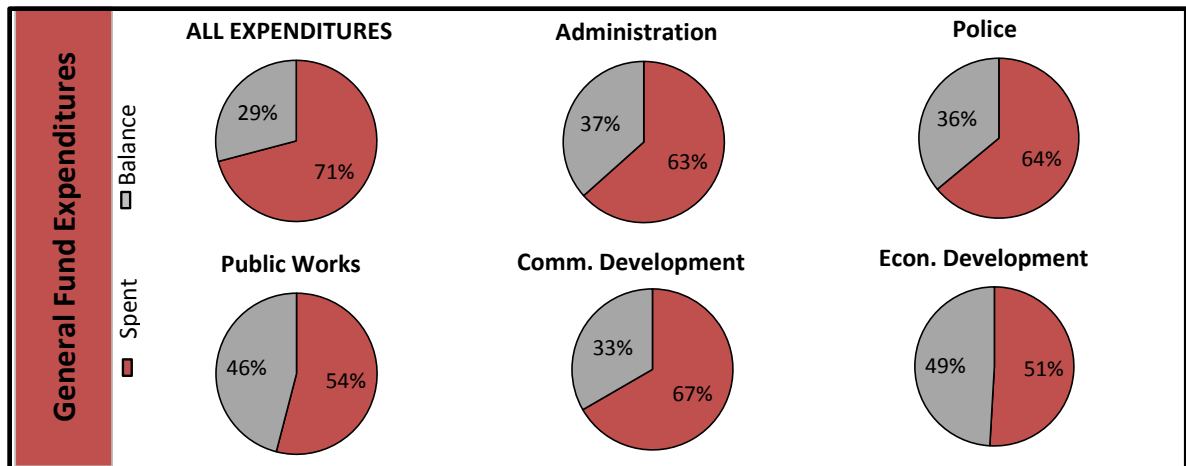
Projections for most of the revenue sources shown above are projected to meet the amended budget. There are a few revenue streams though that are known to be trending higher or lower. Those include Fines & Forfeitures due to higher than anticipated E-Summons Revenue (restricted in use); Other Local Sources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

General Fund Quarterly Status Report

FY 2017 - Third Quarter

EXPENDITURES

Department	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 Expenditure-to-Date	FY 2017 Remaining Balance	FY 2017 Projected Expenditures	Projected Surplus / (Shortfall)
Administration	\$ 8,334,050	\$ 8,310,202	\$ 5,269,114	\$ 3,041,088	\$ 8,287,482	\$ (22,720)
Police	15,034,350	15,732,485	10,066,808	5,665,677	15,338,819	(393,666)
Corrections/Shared Services	10,252,880	10,290,504	8,001,795	2,288,709	9,939,890	(350,614)
Public Works	7,281,870	7,624,273	4,120,279	3,503,994	7,274,273	(350,000)
Community Development	4,348,410	4,501,392	3,000,102	1,501,290	4,100,000	(401,392)
Economic Development	915,950	1,516,956	772,377	744,579	1,491,956	(25,000)
MCPS	54,194,600	58,146,600	44,661,674	13,484,926	58,146,600	-
Non-Departmental*	6,866,510	16,787,816	11,250,684	5,537,132	16,787,816	-
Total Expenditures	\$ 107,228,620	\$ 122,910,228	\$ 87,142,833	\$ 35,767,395	\$ 121,366,836	\$ (1,543,392)



The FY 2017 budget assumed that the City would recognize at least \$585,600 in expenditure savings. For the purpose of this analysis, this amount has been allocated to the largest departments based on payroll. Expenditures overall through 3/31/17 are 71% of Revised Budget and there do not appear to be any areas of concern with department spending. It should be noted that due to issues with budget rollup allocations in Munis the expenditure totals do not include payroll charges for the month of March. This issue is currently awaiting correction from Tyler so future quarterly reports should not have this issue. The MCPS allocation is now occurring on a monthly basis instead of at the end of the fiscal year. Actual expenditures are projected to be less than budget for fiscal year end.