Finance Department

Annual Report

January 8, 2024
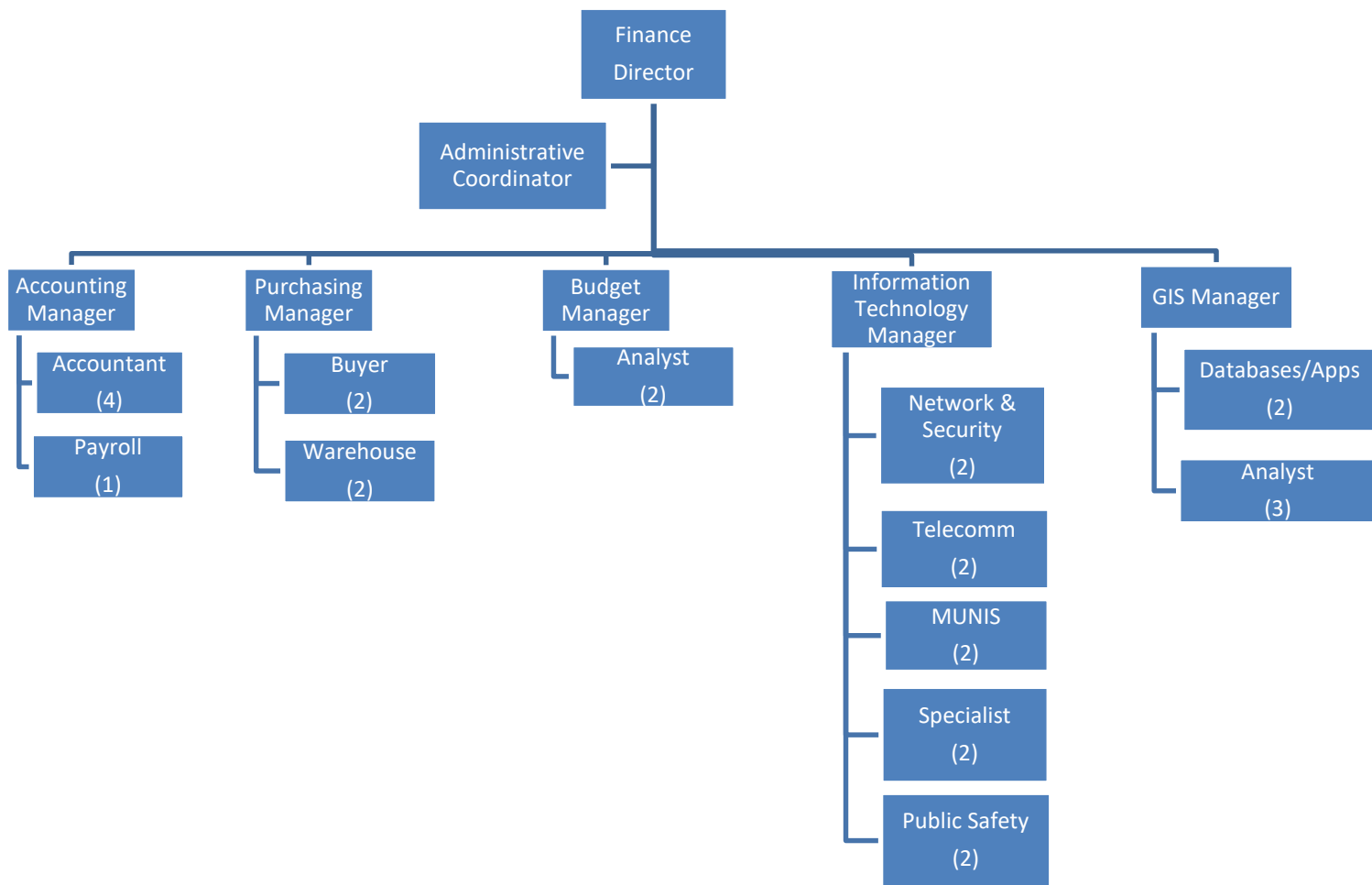
Our Mission

Sustaining Excellence

AND

Supporting Other Departments in Achieving Their Goals

Our Structure

Finance Director
- Administrative Coordinator
- Accounting Manager
  - Accountant (4)
  - Payroll (1)
- Purchasing Manager
  - Buyer (2)
  - Warehouse (2)
- Budget Manager
  - Analyst (2)
- Information Technology Manager
  - Network & Security (2)
  - Telecomm (2)
  - MUNIS (2)
  - Specialist (2)
  - Public Safety (2)
- GIS Manager
  - Databases/Apps (2)
  - Analyst (3)

Accomplishments
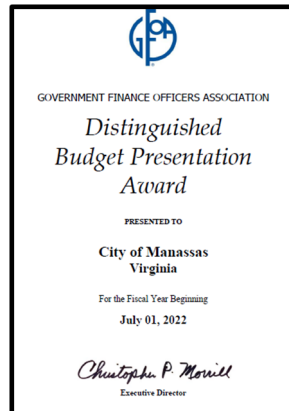
Clean Audit Opinion

- No Findings
- No Material Weaknesses or Significant

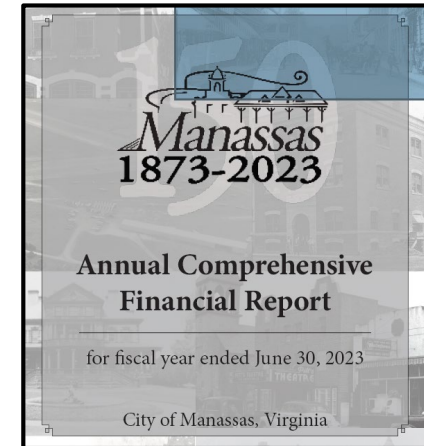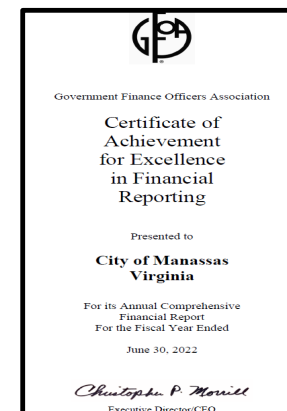Deficiencies in Internal Controls

Met Fund Balance Policy

Maintained Bond Rating

No Formal Procurement Protests

GFOA Budget Document Award

GFOA Financial Report Award

Financial Management

- Financial Policies, Laws, Best Practices *(research & comply)*
- Mandated Financial Reporting *(35 reports - 100% on time)*
- Internal Training Programs *(budget prep, payables)*

- Debt Service *($168 M p&i, 12 issues)*
- Capital Project Financial Planning *(debt service plans)*
- SEC Bond Disclosure Requirements *(100% on time)*

- Annual Operating Budget *($444 M, 22 funds)*
- Five Year Capital Improvement Plan *($242 M / 63 projects)*
- Rev/Exp Monitoring *(forecasts, quarterly reports)*

Financial Management

- Accounts Payable *(570 invoices weekly - 94% on time)*

- Payroll *(521 employees biweekly - 99% w/o error)*

- Capital Assets *(1,597 assets/$389 M...not including UT)*

- New Accounting Standards *(leases/tech subscriptions)*

- Goods/Services Procurement *(611 POs/32 Bids)*

- Contract Management *(negotiation & enforcement)*

- Inventory Warehouse *(1,342 unique items/$3.8 M)*

On the Horizon

- Bond Issue for Dean School
- Continued ARPA Management/Reporting
- Implementation of New Federal Reporting Requirements
- Implementation of New Accounting Standards
- Revamp City Purchasing Card Program
- Develop Internal Training Programs

IT Overview

IT is a broad category covering communications networks, safeguarding data, supporting critical business information systems, and troubleshooting user computer problems.

FY 2023 IT Support Metrics include:

- 4000 Helpdesk tickets closed in 2023
- Managing 20+ critical business applications
- 95 Server and Network devices with a 99% uptime
- Supporting and protecting 540 staff with 145 remote users
- Maintaining 575 desktops, laptops, and tablets
- Over 400 mobile and desktop phones
- More than 540 email accounts
- PEG channel broadcasts and events
- Preventing 10,000 unsuccessful attacks every week

IT Projects

Building Upgrades and Moves

- Building moves and hardware setups included security, network, and phones installation @ the Public Safety Facility, Public Safety Dispatch, Museum expansion, Train Depot, FS Piedmont, Fire Station, and others.

Law Enforcement Software Replacement

- Released RFP for PD CAD/RMS/Mobile replacement, evaluated responses, signed vendor contract, and started implementation. Expected launch June 2025.

Public WiFi and Museum Renovation

- The City upgraded the Free Public WiFi @ the Manassas Museum. This network supports a new public classroom in the Museum renovation.

IT Projects

Application Upgrades

– Application enhancements include: Upgraded License Plate Readers, Upgraded Tyler Energov and Cashiering, Upgraded Kinetics signal, Upgraded to Laserfische, and Windows 10 rollout.

Security Upgrades

– Upgrades include: New security endpoints, New email anti-phishing, New VPN solution, and New security awareness training content. IT also added a security analyst position.

Upcoming IT Projects

To maintain user functionality and productivity, IT will replace 500 computers and 50 servers/network devices over the next five years as part of our hardware replacement plan.

The following major projects will also help us innovate and better support our business entities:

– Continue preparation and move to updated City Hall.

– Preparation of CSC and relocation of Family Services.

– Upgrade Tyler Financials to a newer version including Munis, Energov, and Cashiering.

– Microsoft Upgrades including Active Directory, Office, and Windows 11.

– Continue Annual IT Security audits and Security upgrades.

– Migrate, configure, and rollout the CLOUD PD CAD/RMS/Mobile software by June of 2025

– Upgrade to Tyler Financials CLOUD version by 2029.
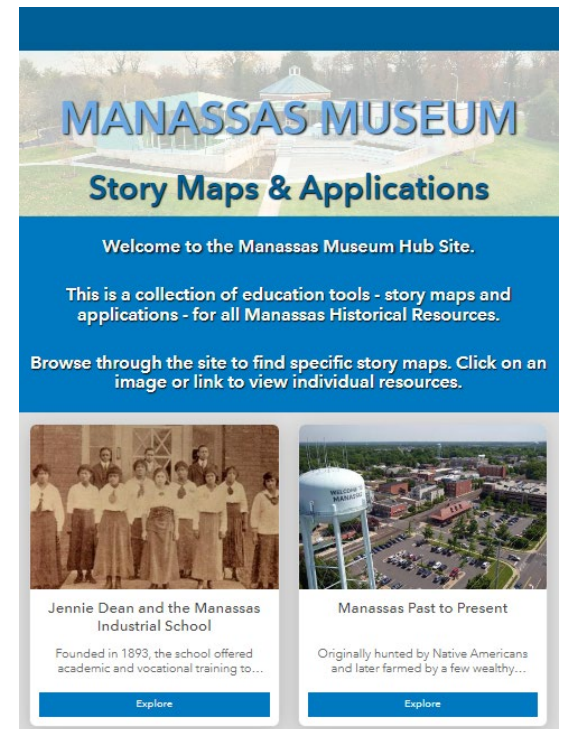
GIS Overview
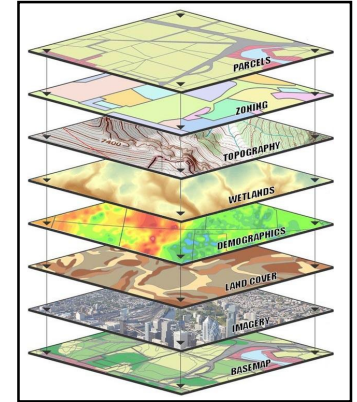
- Provide GIS, Database, and Data Services to departments and public.
  - Maintain and manage over 300 GIS data layers.
  - Develop mobile and desktop data solutions.
  - Support critical business processes such as Next Gen 911, Permitting, Emergency Management, Real Estate, Utilities/Public Works, etc.
  - Manage 10+ city databases and provide support for MUNIS, Police, and other databases.
  - Support 125+ city staff users of GIS desktop and mobile software.

Public GIS Resources

- Develop and support over 25 public Web Applications available at:
  https://www.manassasva.gov/maps

  Top visited applications:
  - Interactive Mapping Application
  - Parcel & Assessment Finder App
  - Trash & Recycling Services App
  - Zoning & Parcel Map App
  - Parking District Finder App

New: Manassas Museum Hub Site

MANASSAS MUSEUM
Story Maps & Applications

Welcome to the Manassas Museum Hub Site.

This is a collection of education tools - story maps and applications - for all Manassas Historical Resources.

Browse through the site to find specific story maps. Click on an image or link to view individual resources.

Jennie Dean and the Manassas Industrial School

Founded in 1893, the school offered academic and vocational training to…

Explore

Manassas Past to Present

Originally hunted by Native Americans and later farmed by a few wealthy…

Explore

GIS Data Collection

- Develop and support 30+ department specific mobile data collection applications.
  - Streamline business processes.
  - Provide real-time visibility of inspection/maintenance results.
  - Eliminate redundant paper process.
  - Improve maintenance need communication with photo documentation.

GIS Looking Forward

- Expand authoritative datasets for accuracy and increased functionality.

- Support increased data collection and delivery of content for public and internal business processes.

- Continue to provide critical data validation and integration for nearly every department in the City.

- Leverage new/improved GIS software and platforms to evolve services.