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Manassas
1873-2023

Adopted

FY 2023 Budget

July 1, 2022 - June 30, 2023

City of Manassas, Virginia



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Manassas
Virginia**

For the Fiscal Year Beginning

July 01, 2021

Christopher P. Morill

Executive Director

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July 1, 2022

Mayor and City Council:

I am pleased to provide you the FY 2023 Budget as adopted by City Council on May 9, 2022. As you are aware, considerable time and effort were spent preparing this budget so that it is aligned with the Council adopted strategic plan and needs of the community. Thank you for the time you spent in Council planning sessions, numerous budget work sessions and public hearings during the presentation and adoption of this budget. This document is available for public review at City Hall and on the City website at www.manassasva.gov/budget.

The total adopted FY 2023 Budget for all funds is \$410,458,985 of which \$139,178,135 represents the Manassas City Public Schools' budget which is a part of the strategic priority of **Educational Attainment**. **Economic Prosperity** can be seen in the commitment to infrastructure that supports projects like the Micron expansion and Landing at Cannon Branch. Substantial efforts were also made on implementation of programs to support a 21st century workforce. Improvement projects along the Route 28 corridor along with support for public transportation and alternative modes of transportation like bicycle lanes are examples of efforts to meet our **Transformative Mobility** goals.

Community Vitality efforts can be seen in the plans for Parks, Culture and Recreation facilities including the expansion of the Manassas Museum. We have also enhanced our efforts to attract visitors to our thriving historic downtown and the many events that we are known for hosting. The adopted budget also shows the growth in our tax base as Council priorities were funded with an adopted real estate tax rate of \$1.342 which is almost nine cents lower than the prior year real estate tax rate. Under the key priority of **Sustaining Excellence**, this budget addresses completion of the public safety facilities, enhancements to public safety equipment and funding that will support the retention of our excellent staff. The first year, of the five-year capital improvement plan totaling \$73,845,000, shows substantial capital investments being made to improve our community.

Each budget year provides its own unique challenges and opportunities for budget preparation. Delays by the General Assembly in adopting a state budget and the volatility of the economy provided specific challenges for this budget. Guidance from the Governing Body on policy, financial and operational plans allowed city staff to meet each challenge that we faced this year. As we prepare for the new budget year, we will continue our efforts to provide outstanding customer service in delivering the services and programs necessary to meet the goals and objectives established within this budget.

Respectfully,

W. Patrick Pate
City Manager



February 28, 2022

Mayor Davis-Younger and Members of the City Council:

We are approaching the FY 2023 budget with a significant amount of uncertainty and unknown factors that may need to be addressed before adopting a final budget. One challenge of presenting in February is not knowing what actions will be taken by the General Assembly as they complete their session. While the Commonwealth of Virginia is forecasting the largest revenue surplus they have seen in many years, they are still considering substantial tax cuts that will impact local jurisdictions along with a number of actions that would create unfunded mandates. There are also a number of changes related to Shared Service costs that have been included in the Prince William County budget that essentially also become unfunded mandates for the City. In addition, while we have weathered the initial impacts of the pandemic very well, there is still concern over the long-term impacts that may be seen, particularly in revenues such as sales and meals tax and in the need for continued services that have been expanded during the pandemic.

On the other hand, having dealt with two years of a pandemic, it is easy to see the benefits of our outstanding financial policies and practices. Over the past two years we have seen significant municipal accomplishments, no major local government service impacts and outstanding results from our community satisfaction survey. We pivoted to provide economic relief programs to businesses and individuals and used technology to provide more online services and allow for expanded remote work. We have had significant economic growth which has allowed us to reduce tax rates and fund service expansions. We have completed Fire Station #21, added Annaburg Manor to the park system, opened a new City Library and a Customer Service Center, completed water plant upgrades, added a new water storage tank and expanded utility capacity for economic growth. We have a new Public Safety Center under construction, a Museum expansion under bid and are completing designs for City Hall renovations. We have also established a plan to fund a new Dean School along with other significant transportation, stormwater, utility and parks improvements.

Strategic Budget Priorities

During the past several months, we have highlighted key projects and performance benchmarks in departmental annual reports and at the Council retreat. We have discussed our financial condition and revenue projections along with the strategic plan priorities that were used to develop this budget. This budget is built to support existing services along with the employees that provide those services, debt service for community and school enhancements and our contractual obligation for shared services. Highlighted below are some of the significant budget issues impacting this budget and these strategic priorities.

Community Vitality:

We will be a city that celebrates and promotes the safety, diversity and character of our community, working together to build pride in our neighborhoods.

During the past year you received the Equity and Inclusion Study from the community members selected to participate on this Task Force. One of the recommendations of this report was to create an Equity and Inclusion Officer which is included in this budget. The report also recommends that we place more emphasis on creating Spanish materials, so a Spanish speaking Communications Coordinator is also included to assist with the provision of Spanish language materials and provide interpretation services at Council meetings and town halls.

An emphasis on the growing Parks, Culture and Recreation Division continues with the addition of a Parks Maintenance Program, including a Parks Maintenance Worker, and additional part-time help at the Stonewall Pool and the Harris Pavilion. As new capital facilities are enhanced in the CIP in areas such as Dean Park, Annaburg Manor Park, the Manassas Museum and at a variety of fields in our neighborhood parks, the need for additional staff and maintenance will be necessary.

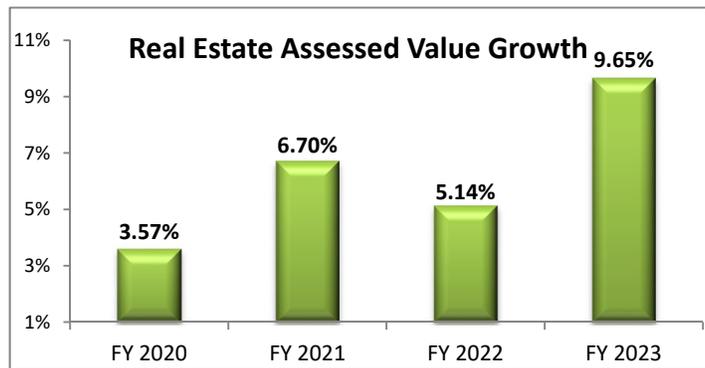
Efforts to promote housing and redevelopment opportunities in the community, with particular attention being paid to the “South of Downtown” area, remains an important goal and is highlighted by new private development and several CIP projects in this corridor.

Economic Prosperity:

We will be a city where the combination of an entrepreneurial spirit, an involved business community, and supportive economic development presence results in growing businesses, a thriving active community, and a strong sense of place and opportunity.

Real Estate Assessments

The Commissioner of the Revenue’s Office has determined that real estate assessments for the 2022 tax year have grown from \$5.680 billion to \$6.229 billion. This equates to a 9.65% overall increase, which is the highest growth rate in over a decade. The average residential assessment increase without new construction is 11.86% and the average non-residential assessment increases by 4.22% for the average overall growth of 9.31%. Our assessments have been significantly enhanced by the \$3 billion ongoing investment by Micron in their Manassas semiconductor manufacturing facility. Likewise, the \$250 million Landing at Cannon Branch project, also in the technology corridor, has a completed hotel, office building and residential section.



Likewise, the \$250 million Landing at Cannon Branch project, also in the technology corridor, has a completed hotel, office building and residential section.

During the pandemic we have focused on protecting small businesses and promoting workforce development for our residents. This has led to the successful implementation of expanded outdoor use areas and programs and workforce development like the GRADUATE! and ELEVATE Programs which will continue in the coming year.

Efforts to pursue transformative economic development and redevelopment, and position the City as a top regional destination for business, needs adequate infrastructure investment. This budget contains an Electric Generation Mechanic and a Utility Project Coordinator to assist with our utility infrastructure improvements. Likewise, this budget continues the significant efforts mandated to deal with the Chesapeake Bay watershed requirements. A Stormwater Asset Program Manager along with significant funding for stormwater mapping, drainage maintenance, water quality sampling and stormwater management facility repairs are in this budget.

Efforts to promote tourism and local business development to maintain our vibrant retail and restaurant environment, a thriving arts program and events in the Historic Downtown continue in this budget. As an example, the Manassas Museum is being renovated in preparation for the City’s 150th anniversary in 2023.

Transformative Mobility:

We will be a city that balances all modes of transportation, providing appropriate infrastructure and leveraging technologies to sustain a safe, environmentally responsible, integrated, and well-functioning transportation system that meets the expectations of our diverse community.

Transportation mobility continues to receive emphasis through increased funding from \$1.3 million to \$1.55 million to reduce the paving cycle as well as increased funding to enhance traffic signal maintenance. A Deputy Treasurer position is included at the request of the Treasurer to address parking permit issues and enhance revenue collection. An Airport Operations Officer is included to assist with the increased activity that

is ongoing at the Manassas Regional Airport which, as you know, is the busiest regional airport in the Commonwealth.

Capital investments continue with ongoing projects at Route 28/Nokesville Road, Sudley Road, Grant Avenue, Dean Drive extension and Mathis Avenue. Significant effort continues in the development of pedestrian and bike trails such as those scheduled along Godwin and Gateway Drives. General revenues to supplement gas tax funds of \$270,000 is set aside in this budget to maintain PRTC and VRE services. These funds will also be used to provide matching funds for the NVTA 30% transportation allocation.

Educational Attainment:

We will be a city that partners with the education and business community to create an innovative, engaging, inspiring and challenging learning environment for all students and adult learners that fuels the workforce of tomorrow.

A total of \$63.1 million of local funding is included in the budget to support Manassas City Public Schools (MCPS). This includes \$57 million in local contributions for operational support which is a 3% increase as was presented by the Superintendent in his budget proposal to the School Board. This budget also includes \$6.1 million for school debt service. All funds above the current debt service requirements are being set aside as a part of the funding strategy for the replacement of Dean School in 2026 and other schools in the future. The CIP also assumes the renovation of the current police facility as a new School Administrative Building.

Funds are also included for a Firefighter Candidate recruitment initiative and for a Police Cadet program which will include three part-time cadet positions. Both of these initiatives are aimed at providing opportunities for young people from our community to pursue a public safety career in our community.

Sustaining Excellence:

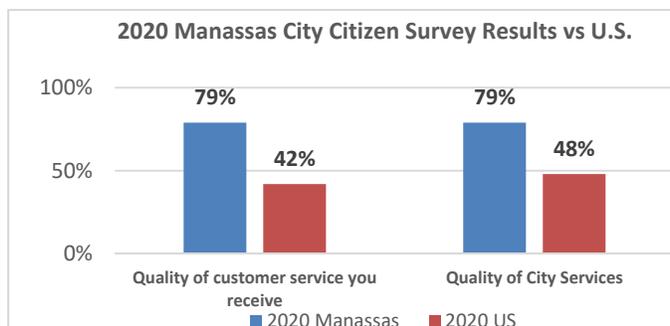
We will be an inclusive organization that reflects our community and embraces excellence by applying our core values of Customer Service, Honesty, Respect, Integrity, Stewardship and Teamwork to everything that we do in order to create a better life for our community.

Fire and Rescue services continue to be a priority in this budget. Since 2013, the City has shown a commitment to fire and rescue services by building Fire and Rescue Station #21, funding the replacement of two fire engines, five medic units, two tower units, a rescue engine and adding nine positions. This budget includes a replacement of a reserve engine with a second Rescue Engine and replacement of the radio system, Lifepaks and Lucas Devices. In addition, three additional ALS Firefighter positions are included to increase staffing on Engine 501.

The Public Safety Center on Grant Avenue is on track to be completed this year addressing police facility needs identified in the CALEA accreditation report. Ongoing building costs for this facility are included in this budget as are the ongoing IT costs associated with programs initiated with CARES Act funds. Additional positions include an Assistant Voter Registrar to meet State mandates, an Automotive Equipment Technician for increased fleet needs, a Budget Analyst related to the expanded capital programs and an HR Business Partner to increase our capacity to deal with employee recruitment and retention.

City Workforce

Sustaining excellence begins with a high-quality workforce. As shown in the 2020 citizen survey, the community appreciates the dedicated staff that makes up the City’s workforce. Satisfaction of “Quality of customer service from City employees” is almost twice as high as the national average. Satisfaction with the “Quality of city services” was also rated almost 70% higher than the national average. Customer service remains a pillar in our core values and performance management rating system, as well as the Code of Ethics signed by each employee.



To that end, maintaining an employee compensation system that provides internal and external equity with a market-based pay philosophy is a key priority. Performance adjustment increases are included in the budget along with funding for a step increase for sworn public safety staff. Market rate adjustments based on the external Classification and Compensation Study with adjustments to the pay ranges are included in the budget, along with benefit adjustments for increases in health insurance and retirement contributions. Staffing and retention continue to be a priority as we seek to select qualified personnel that reflect the diversity of our community and meet the high standards and values that we hold as vital for our city workforce.

Budget and Financial Issues

Total Expenditures by Fund

Total expenditures in the proposed FY2023 City Budget for all funds are \$271.6 million resulting in an overall increase of only \$387,870 over the FY2022 Budget, excluding the non-local MCPS funds. The MCPS Board will provide their budget to you before a joint budget work session meeting on March 30, 2022. The table below summarizes the funds in the Budget excluding the MCPS funds.

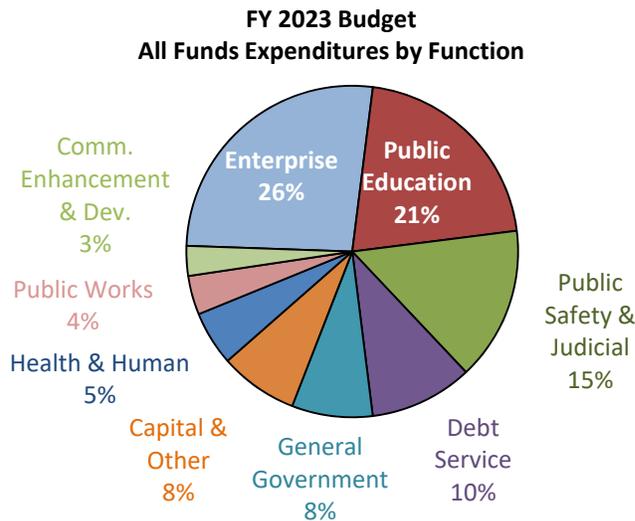
ALL FUNDS SUMMARY (not including MCPS Funds)

Fund	FY 2022 Adopted	FY 2023 Budget	\$ Increase (Decrease)	% Increase (Decrease)
General Fund	127,197,820	135,060,820	7,863,000	6.2%
Social Services Fund	7,621,630	7,946,930	325,300	4.3%
Fire and Rescue Fund	13,150,690	16,013,750	2,863,060	21.8%
Owens Brooke Service District Fund	40,200	40,200	-	0.0%
PEG Fund	150,000	150,000	-	0.0%
Debt Service Fund	11,491,710	12,992,680	1,500,970	13.1%
Sewer Fund	21,017,280	17,648,640	(3,368,640)	-16.0%
Water Fund	26,859,530	12,075,900	(14,783,630)	-55.0%
Electric Fund	41,921,280	45,757,150	3,835,870	9.2%
Stormwater Fund	3,071,000	3,877,500	806,500	26.3%
Airport Fund	4,970,100	3,609,980	(1,360,120)	-27.4%
Solid Waste Fund	3,693,350	3,944,910	251,560	6.8%
Building Maintenance Fund	1,641,120	2,471,530	830,410	50.6%
Vehicle Maintenance Fund	4,227,320	5,096,680	869,360	20.6%
Information Technology Fund	4,102,750	4,856,980	754,230	18.4%
Cemetery Trust Fund	32,800	32,800	-	0.0%
ALL FUNDS TOTAL:	\$ 271,188,580	\$ 271,576,450	\$ 387,870	0.1%

The General Fund increase of 6.2% would be 2.2% if you deducted increases for shared services, debt service, school operations and new program initiatives. A 3% increase of \$1.66 million is included for public education operations and a 5% increase is budgeted for shared services. The Fire and Rescue Fund is also increasing by \$2.86 million with \$2 million dedicated to capital purchases and the balance related to new positions and employee compensation. The debt service fund is increasing by 13% dedicated to School Facility Replacement and to support bonds issued last year. The other funds changes are primarily due to increases or decreases in capital projects from the prior year along with employee compensation.

Total Expenditures by Function

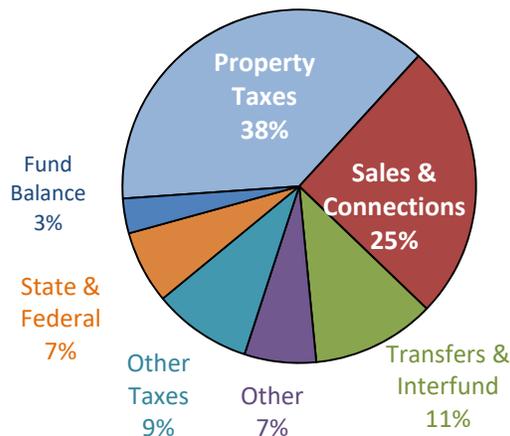
Another way that we compare total expenditures is by functional area. Enterprise or utility funding remains the largest expenditure area due to electric, water and sewer, airport and stormwater costs all supported by utility revenue. Education remains the largest non-utility expenditure at 21% of the budget followed by Public Safety at 15%. Debt Service makes up 10% of the overall budget and along with the 8% for Capital/Other shows the dedication to making long-term capital investments in the community. All of the other areas combined make up only 20% of the total budget



Real Estate Tax Rates

The FY2023 budget as presented can be balanced with a 5.7 cent reduction in the General Fund tax rate to \$1.165 while maintaining the Fire and Rescue tax rate at \$0.207 for a combined tax rate of \$1.372. This results in an overall increase of 5.27% in property tax revenues including new construction. This rate will result in real estate tax revenue growth of \$3.2 million in the General Fund and \$1.0 million in the Fire and Rescue Fund. The average existing residential homeowner would pay \$343 more overall in real estate taxes with this rate.

**FY 2023 Budget
All Funds Revenue by Source**



A not to exceed real estate tax rate will need to be established by the March 9th budget work session for advertisement. Council may wish to consider advertising a rate between the current rate of \$1.429 and the \$1.372 that is needed to balance the proposed budget assuming no revenue loss or major new mandates come from General Assembly actions.

Enterprise Charges

The Utility Commission has endorsed a 3.9% increase in water rates, a 4.9% increase in sewer rates and a 2% increase in electric rates related to increased capital and operating costs for each utility. This equates to a \$5.58 per month increase for the typical residential customer. However, with decreases in PCA and UOSA pass throughs, the Utility Department estimates that the average residential customer will actually see an overall \$0.31 monthly decrease.

Solid waste rates are proposed to remain stable at \$26.59 per month for single-family detached residential and \$27.88 per month for townhouse residential.

Increases in the residential stormwater management fees are necessary to deal with the increasing costs of meeting state and federal stormwater requirements and maintaining existing stormwater facilities. These rates are proposed to increase by \$1.50 per month for single family, \$0.96 for townhomes and \$0.75 for apartment/condos in the current year with additional adjustments requested in future years.

All together these recommended rates would result in an average \$1.19 monthly increase on a typical single-family residential utility consumer’s bill.

Budget Review Process

Your adopted budget calendar includes multiple work sessions to review the FY2023 capital and operating budget and the major issues that could impact this budget. A public hearing on the budget is scheduled for April 25 and a not to exceed tax rate must be set by March 9 to meet our advertising deadlines for this public hearing. Copies of the proposed FY2023 Budget will be available for public review at www.manassasva.gov/budget.

City staff is committed to providing the community with high quality services and programs that meet the needs of our residents. We recognize the need to balance service demands and revenue growth to maintain a sustainable operational and financial position that adheres to our strategic priorities, organizational policies and maintains our fiscal health. I hope you will join me in thanking our City staff for their efforts every day to provide exceptional customer service in the delivery of all services despite the challenges faced in delivering those services. I would also like to specifically recognize Diane Bergeron, Kerri Malin and Sandra Mitchell for their diligent work in getting this budget produced under very challenging conditions.

Over the past two years we have witnessed the importance of being prepared for the inevitable economic cycles that will impact our future. This budget supports the objective of having a sustainable financial plan to provide vital community services. Your senior leadership stands ready to work with Council to finalize a budget that addresses our strategic budget priorities and maintains the "Historic Heart and Modern Beat" of our community.

Respectfully,

A handwritten signature in black ink, appearing to read "William Patrick Pate". The signature is fluid and cursive, with a large initial "W" and "P".

William Patrick Pate
City Manager

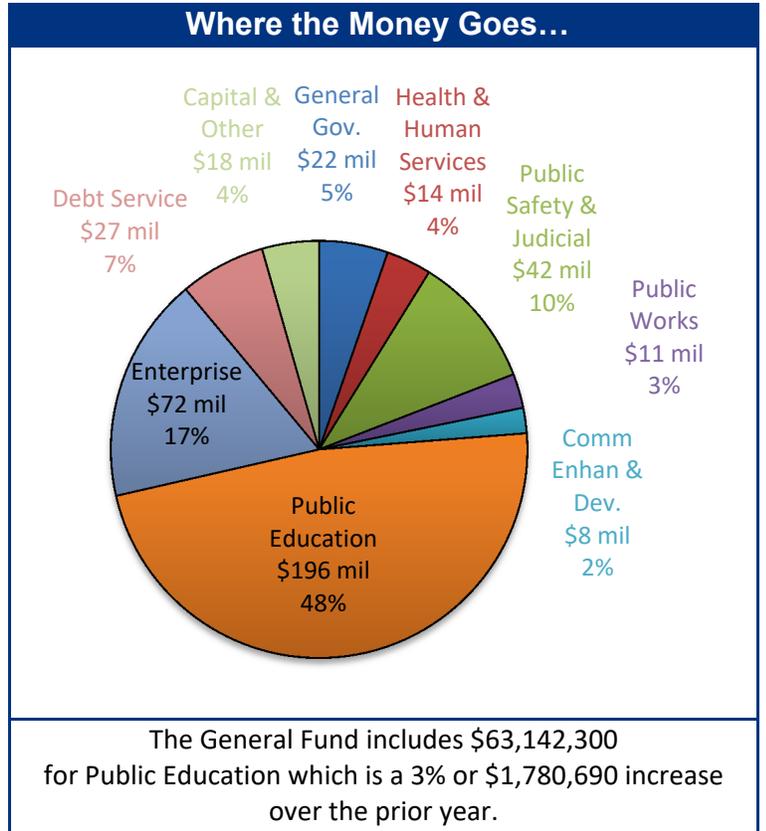
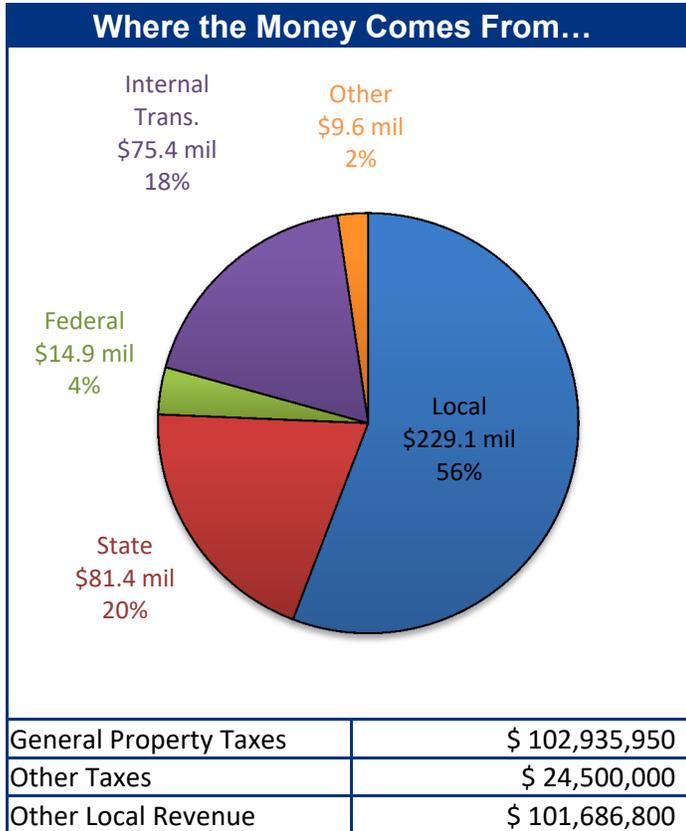
CHANGES FROM PROPOSED

<u>FUND</u>	<u>AMOUNT</u>
FY 2023 PROPOSED BUDGET ALL FUNDS	\$ 271,576,450
<u>GENERAL FUND PROPOSED BUDGET</u>	<u>\$ 135,060,820</u>
Revenue from Cemetery Trust Fund for Increased Mowing Costs at Cemeteries	17,200
GENERAL FUND ADOPTED BUDGET	\$ 135,078,020
<u>FIRE AND RESCUE FUND PROPOSED BUDGET</u>	<u>\$ 16,013,750</u>
Rescue Engine Replacement in FY 2022	(950,000)
FIRE AND RESCUE FUND ADOPTED BUDGET	\$ 15,063,750
<u>STORMWATER FUND PROPOSED BUDGET</u>	<u>\$ 3,877,500</u>
Fund Balance for New Britain Regional Pond Retrofit Project	620,000
STORMWATER FUND ADOPTED BUDGET	\$ 4,497,500
<u>CEMETERY TRUST FUND PROPOSED BUDGET</u>	<u>\$ 32,800</u>
Increased Mowing Costs at Cemeteries	17,200
CEMETERY TRUST FUND ADOPTED BUDGET	\$ 50,000
<u>MANASSAS CITY SCHOOL BOARD ADOPTED BUDGET</u>	
School Board Adopted Budget <i>(Not included in Proposed)</i>	139,178,135
SCHOOLS ADOPTED BUDGET	\$ 139,178,135
FY 2023 ADOPTED BUDGET	\$ 410,458,985

BUDGET IN BRIEF

FY 2023 Budget by Fund		
Fund	Amount	% Inc (Dec)
General Fund	\$ 135,078,020	6.2%
Social Services	7,946,930	4.3%
Fire and Rescue	15,063,750	14.5%
Debt Service	12,992,680	13.1%
Sewer	17,648,640	(16.0%)
Water	12,075,900	(55.0%)
Electric	45,757,150	9.2%
Stormwater	4,497,500	46.5%
Airport	3,609,980	(27.4%)
Solid Waste	3,944,910	6.8%
Internal Services	12,425,190	24.6%
Other Funds	240,200	7.7%
School Funds	139,178,135	2.9%
TOTAL	\$ 410,458,985	1.0%

FY 2023 Capital Expenditures		
Program	FY 2023	Five-Year CIP
General Government	\$ 3,779,000	\$ 18,470,000
Culture & Recreation	13,635,000	20,185,000
Public Safety	130,000	410,000
Transportation	6,825,000	21,492,000
Water/Sewer/Electric	25,325,000	57,550,000
Stormwater	14,251,000	27,501,000
Airport	5,600,000	19,075,000
Schools	4,300,000	77,597,000
Maintenance Capital	6,285,000	N/A
Street Paving	1,550,000	N/A
Vehicles/FR Apparatus	1,630,000	N/A
Equipment	2,380,000	N/A
Virginia Railway Exp	270,000	N/A
TOTAL	\$ 85,960,000	\$ 242,280,000



General Tax & Fee Changes					
Rate/Fee		FY 2022	FY 2023	Rate/Fee	
Owens Brooke Service District		\$0.101	\$0.0869	Personal Property	
				Tangible	\$3.600
				Business	\$3.600
				Machinery & Tool	\$2.100
				M & T Semiconductor	\$0.891
				Utility Rates & Monthly Utility Bill	
Stormwater				Sewer.....4.9%	Water.....3.9%
Single Fam. Detach	\$7.85/month	\$9.35/month		Electric.....2.0%	
Townhome/Mobile	\$5.02/month	\$5.98/month		Sewer.....\$1.15	Water.....\$1.02
Condo/Apartment	\$3.93/month	\$4.68/month		Electric PCA.....\$8.25	Electric.....\$1.91
Non-Residential (per 2,480 sq. ft)	\$7.85/month	\$9.35/month		Stormwater.....\$1.50	

BUDGET IN BRIEF

Real Estate Taxes and Assessments

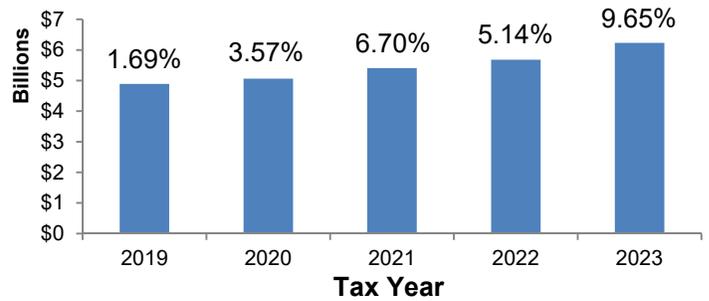
Residential assessments increased 12.14% and non-residential assessments increased 4.70%.

The average commercial tax bill for 2023 is \$21,476, a decrease of 1.84%.

The average residential assessment is \$364,236.

	Tax Rate	Avg. Res. Bill	% Change from 2022
General	\$ 1.135	\$ 4,123	3.89%
Fire & Rescue	\$ 0.207	\$ 752	11.86%
Combined	\$ 1.342	\$ 4,875	5.05%
1 Cent of the Tax Rate ≈ \$600,000			

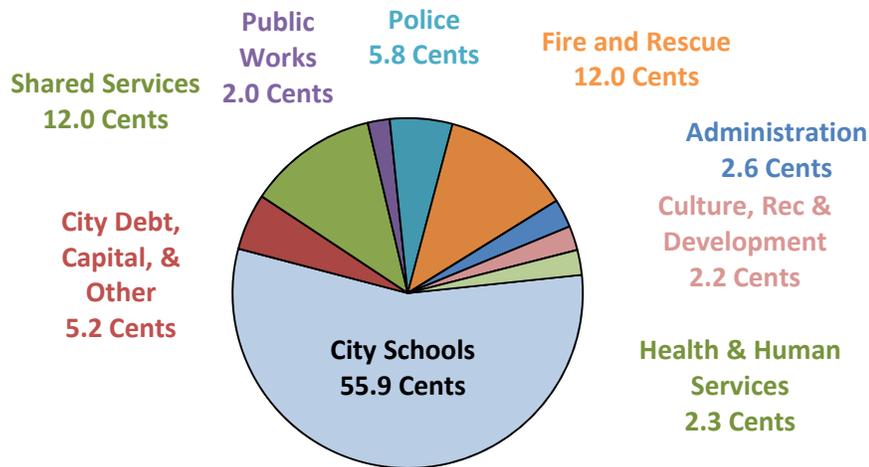
Total Taxable Assessed Value



New Construction - \$19,657,000

Without new construction, residential assessments increased 11.86% and non-residential assessments increased 4.22%

How \$1.00 of Your Taxes is Spent...



Linking the Budget to the City Council Strategic Plan

COUNCIL'S VISION

We will be a community that takes pride in our authentic history, livable neighborhoods, quality schools, healthy economy and outstanding quality of life.



- Construction of Manassas Museum
- New Parks Maintenance Program
- Implementation of GRADUATE! and ELEVATE Programs
- Infrastructure for MICRON Expansion
- The Landing at Cannon Branch Project
- Improvements along Route 28 Corridor
- Continued Maintenance and Improvements of Roads and Trails
- \$63,142,300 in Funding for MCPS
- Fire and Rescue Engine and Equipment Replacements
- Completion of Public Safety Facility
- Classification and Compensation Study Adjustments for Staff

City of Manassas Strategic Plan



Vision and Values

Strategic Platform:

For those who appreciate independence and access, the historic City of Manassas enjoys a strategic location in Northern Virginia where historic charm combines with a new city spirit so you experience a sense of place, a sense of community and a sense of opportunity.

Vision:

A community that takes pride in our authentic history, livable neighborhoods, quality schools, healthy economy and outstanding quality of life

Values:



Customer Service: Our primary duty is to be accessible and responsible to the community that we serve. To that end we must maintain an organizational reputation for consistency, openness, transparency, understanding and active engagement with the stakeholders that we serve.



Honesty: We must demonstrate the highest standards of being true to what we say and do and standing up for our beliefs so that our public activities inspire confidence and trust in our government.



Respect: We honor diversity and individual rights in every interaction we have with another person. We look for balance between self, family, community and work.



Integrity: The courage to be true to yourself and your position. We value integrity in ourselves and others as we work every day with staff, residents and visitors.



Stewardship: We must be diligent to maintain an atmosphere where public resources are always used for the public good. Our organization constantly strives to provide the greatest possible efficiency and effectiveness in the delivery of public services.



Teamwork: It takes teamwork to create success. We work as a team that encourages trust, cooperation and a commitment to communications within the organization. We use our professional judgment to meet customer needs and exceed customer expectations through behaviors consistent with our values.

[Click here to view the full Manassas 2025 Strategic Plan](#)



Priorities



Community Vitality

We will be a city that celebrates and promotes the safety, diversity and character of our community, working together to build pride in our neighborhoods.



Economic Prosperity

We will be a city where the combination of an entrepreneurial spirit, an involved business community, and a supportive economic development presence results in growing businesses, a thriving, active community, and a strong sense of place and opportunity.



Transformative Mobility

We will be a city that equitably balances all modes of transportation, providing appropriate infrastructure and leveraging technologies to sustain a safe, environmentally responsible, integrated, and well-functioning transportation system that meets the expectations of our diverse community.



Educational Attainment

We will be a city that partners with the education and business community to create an innovative, engaging, inspiring and challenging learning environment for all students and adult learners that fuels the workforce of tomorrow.



Sustaining Excellence

We will be an inclusive organization that reflects our community and embraces excellence by applying our core values of Customer Service, Honesty, Respect, Integrity, Stewardship and Teamwork to everything that we do in order to create a better life for our community.

City of Manassas Strategic Plan



Goals



Goal 1: Increase the supply of quality housing options.

Goal 2: Work with individual neighborhoods to preserve and promote their authentic history and character.

Goal 3: Ensure that all neighborhoods have access to attractive and safe places, parks and trails.

Goal 4: Enhance the community identity appearance and safety of older neighborhoods.

Goal 5: Improve citizen satisfaction with the City as a place to live and overall sense of community.



Goal 1: Position the City as one of the top communities for businesses in the Region.

Goal 2: Position the City as one of the top communities for residents in the Region.

Goal 3: Pursue transformative development and redevelopment.



Goal 1: Increase citizen satisfaction with ease of getting around the City.

Goal 2: Decrease the citizens driving alone to lessen congestion.

Goal 3: Collaborate with relevant stakeholders to optimize the transportation system.

Goal 4: Align the City's transportation system with land use objectives.



Goal 1: Develop multiple pathways to success allowing all students to reach their potential.

Goal 2: Ensure that the City's education system is welcoming and open.

Goal 3: Create robust workforce development initiatives aligned with business needs.



Goal 1: Ensure that our business practices are efficient, friendly, and exceptional.

Goal 2: Invest in an accountable and responsive work-force.

Goal 3: Set budget priorities and policies that ensures that public resources are used for the public good.

Goal 4: Maintain safety and security for residents, visitors, businesses and employees.

Goal 5: Enhance and maintain opportunities for the community to engage with government officials.

ASSESSED VALUES AND TAX BILLS

ASSESSED VALUE CHANGES

1 Cent = \$600,000

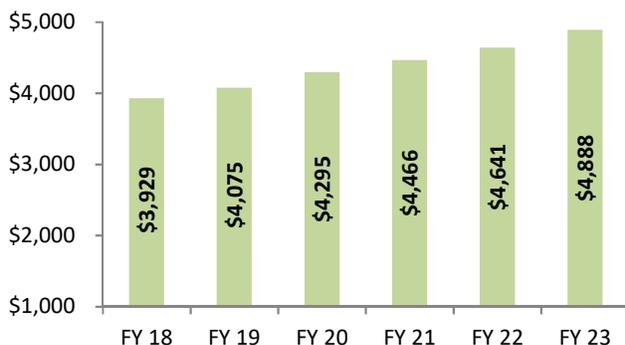
Class	FY 2022		FY 2023		% Change in Value
	Units	Value	Units	Value	
TOWNHOUSE	3,851	1,029,205,400	3,851	1,159,317,600	12.64%
CONDOS	2,239	501,596,100	2,239	550,343,300	9.72%
SINGLE FAMILY	5,561	2,253,188,900	5,560	2,533,690,100	12.45%
TOTAL RESIDENTIAL	11,651	3,783,990,400	11,650	4,243,351,000	12.14%
TOTAL NON-RESIDENTIAL	1,239	1,896,918,600	1,241	1,985,987,800	4.70%
TOTAL ALL CLASSES	12,890	\$5,680,909,000	12,891	\$6,229,338,800	9.65%

AVERAGE REAL ESTATE TAX BILLS - TOTAL TAX RATE

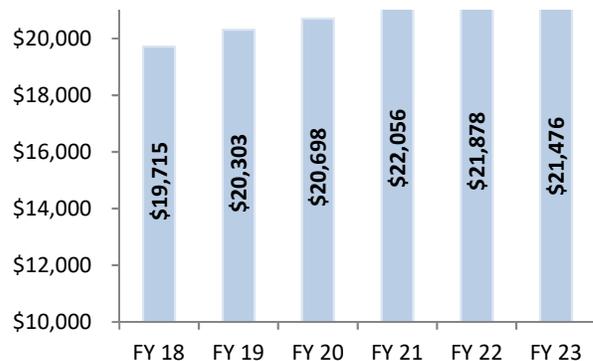
FY 2022	\$1.429
FY 2023	\$1.342
Inc/(Dec)	(\$0.087)

Class	FY 2022		FY 2023		\$ Change in Bill	% Change in Bill
	Average Assessment	Average Tax Bill	Average Assessment	Average Tax Bill		
TOWNHOUSE	267,257	\$3,819	301,043	\$4,040	\$221	5.78%
CONDOS	224,027	\$3,201	245,799	\$3,299	\$97	3.04%
SINGLE FAMILY	405,177	\$5,790	455,700	\$6,115	\$326	5.62%
TOTAL RESIDENTIAL	324,778	\$4,641	364,236	\$4,888	\$247	5.32%
TOTAL NON-RESIDENTIAL	1,531,008	\$21,878	1,600,312	\$21,476	(\$402)	-1.84%
TOTAL ALL CLASSES	\$440,722	\$6,298	\$483,232	\$6,485	\$187	2.97%

Average Residential Tax Bill

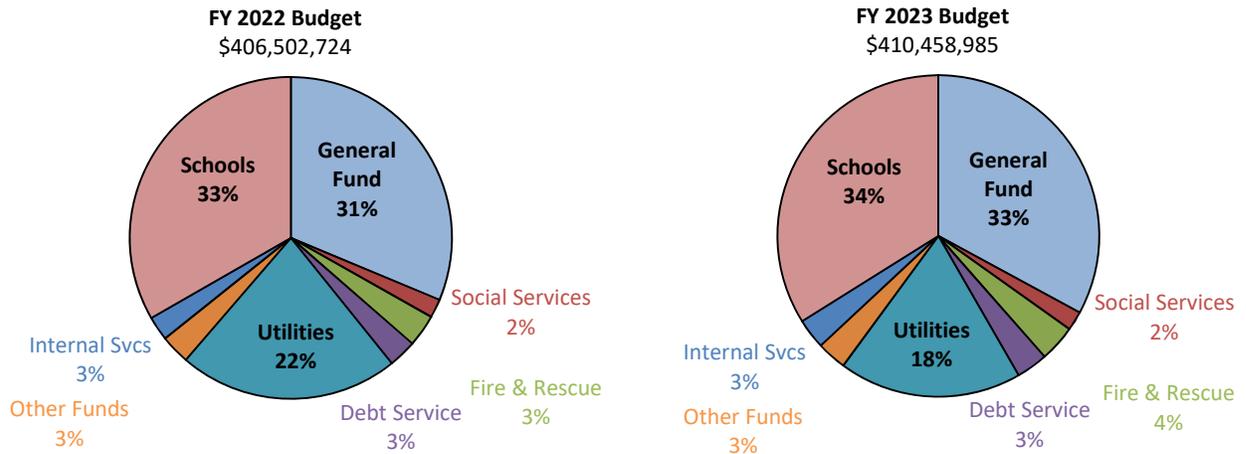


Average Non-Residential Tax Bill



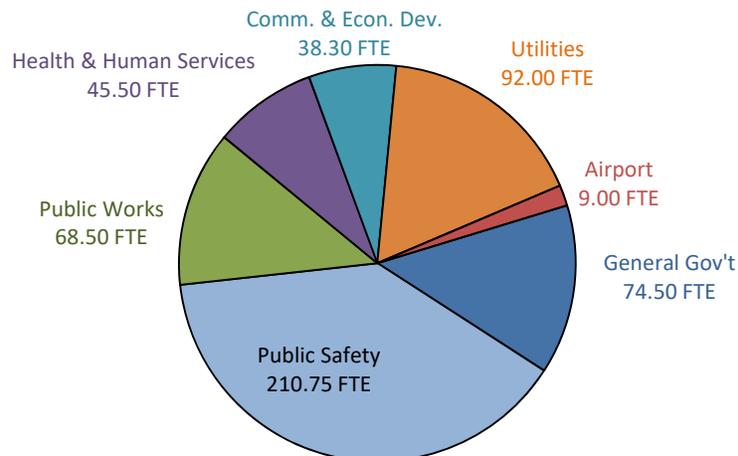
ALL FUNDS SUMMARY

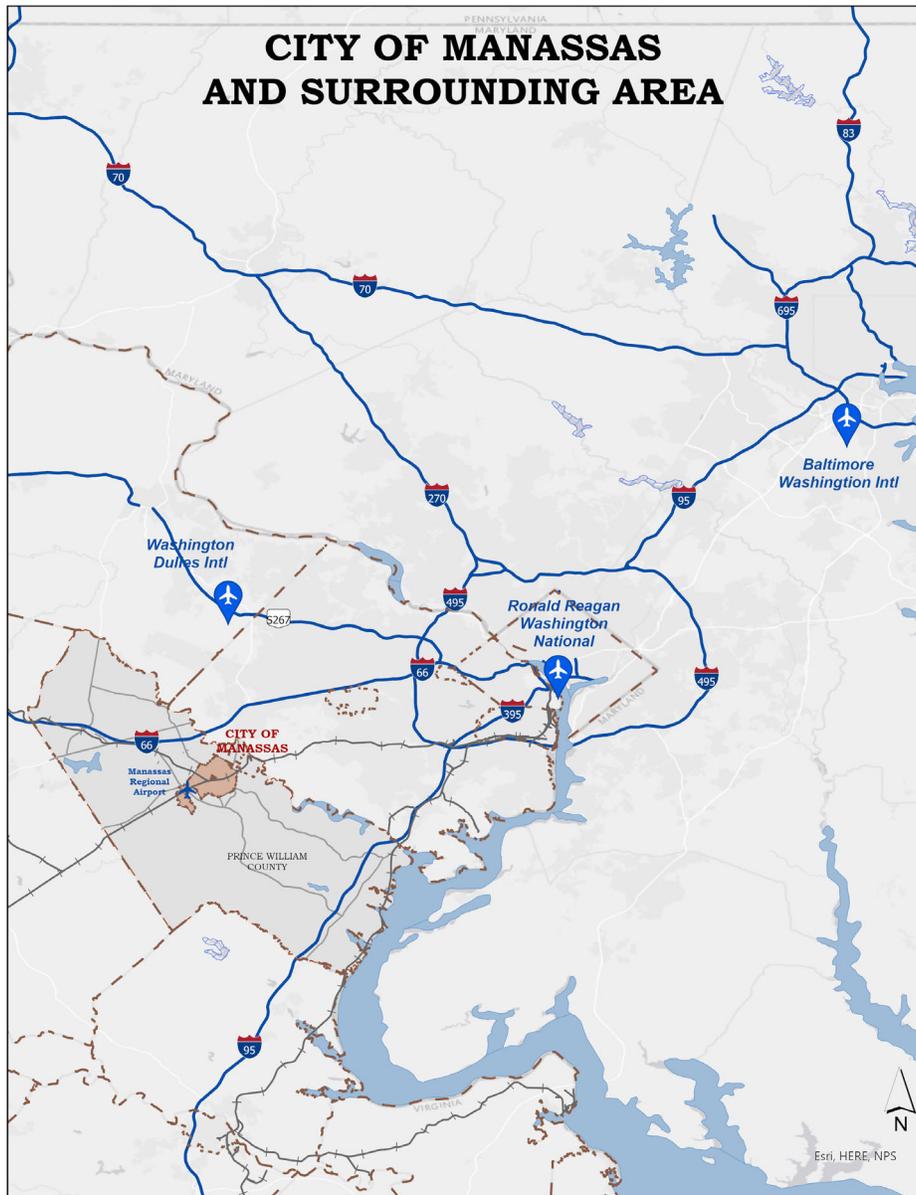
Fund	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
General Fund	125,709,601	127,197,820	134,262,743	135,078,020	7,880,200
Social Services Fund	6,173,988	7,621,630	7,694,069	7,946,930	325,300
Fire and Rescue Fund	11,293,141	13,150,690	14,504,261	15,063,750	1,913,060
Owens Brooke Service District Fund	282,075	40,200	40,200	40,200	-
PEG Fund	31,245	150,000	150,000	150,000	-
Debt Service Fund	10,314,025	11,491,710	11,491,710	12,992,680	1,500,970
Sewer Fund	16,370,243	21,017,280	23,309,698	17,648,640	(3,368,640)
Water Fund	11,108,400	26,859,530	27,678,135	12,075,900	(14,783,630)
Electric Fund	38,716,611	41,921,280	47,287,480	45,757,150	3,835,870
Stormwater Fund	1,571,466	3,071,000	3,137,262	4,497,500	1,426,500
Airport Fund	2,572,433	4,970,100	5,153,117	3,609,980	(1,360,120)
Solid Waste Fund	3,569,343	3,693,350	3,701,457	3,944,910	251,560
Building Maintenance Fund	1,359,456	1,641,120	1,743,104	2,471,530	830,410
Vehicle Maintenance Fund	2,955,472	4,227,320	5,050,800	5,096,680	869,360
Information Technology Fund	3,252,225	4,102,750	4,951,922	4,856,980	754,230
Cemetery Trust Fund	16,059	32,800	32,800	50,000	17,200
School Operating Fund	104,503,449	118,477,032	120,036,954	122,739,280	4,262,248
School Food Service Fund	3,226,531	4,186,043	4,425,282	4,099,775	(86,268)
School Capital Projects Fund	1,701,970	5,190,000	10,928,031	7,784,415	2,594,415
School Grants/Projects Fund	8,155,119	3,915,741	5,847,502	3,996,965	81,224
School Debt Service Fund	6,126,987	3,545,328	3,545,328	557,700	(2,987,628)
ALL FUNDS TOTAL:	\$ 359,009,839	\$ 406,502,724	\$ 434,971,855	\$ 410,458,985	\$ 3,956,261



STAFFING SUMMARY

	FY 2022		FY 2022		FY 2022		FY 2023		FY 2023	
	Adopted		Amended		Over (Under)		Budget		Budget	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
General Government										
City Clerk	2	2.00	2	2.00	-	-	2	2.00	-	-
City Manager / Comms	5	5.00	6	6.00	1	1.00	8	8.00	3	3.00
City Attorney	3	3.00	3	3.00	-	-	3	3.00	-	-
Voter Registration	7	3.00	7	3.00	-	-	8	4.00	1	1.00
Treasurer	7	7.00	7	7.00	-	-	8	8.00	1	1.00
Commissioner of Revenue	11	11.00	11	11.00	-	-	11	11.00	-	-
Finance / IT	31	29.55	30	29.50	(1)	(0.05)	31	30.50	-	0.95
Human Resources	7	7.00	7	7.00	-	-	8	8.00	1	1.00
Public Safety										
Police	142	137.25	143	137.25	1	-	146	138.75	4	1.50
Fire and Rescue	69	69.00	69	69.00	-	-	72	72.00	3	3.00
Health & Human Services										
Social Services	46	45.50	46	45.50	-	-	46	45.50	-	-
Public Works										
Engineering / Stormwater	10	10.00	10	10.00	-	-	11	11.00	1	1.00
Public Works	57	56.50	57	56.50	-	-	58	57.50	1	1.00
Community Enhancements & Development										
Com Dev / PCR	75	35.25	73	34.30	(2)	(0.95)	74	35.30	(1)	0.05
Economic Development	3	3.00	3	3.00	-	-	3	3.00	-	-
Other										
Utilities	90	90.00	90	90.00	-	-	92	92.00	2	2.00
Airport	8	8.00	8	8.00	-	-	9	9.00	1	1.00
Total City of Manassas	573	522.05	572	522.05	(1)	-	590	538.55	17	16.50

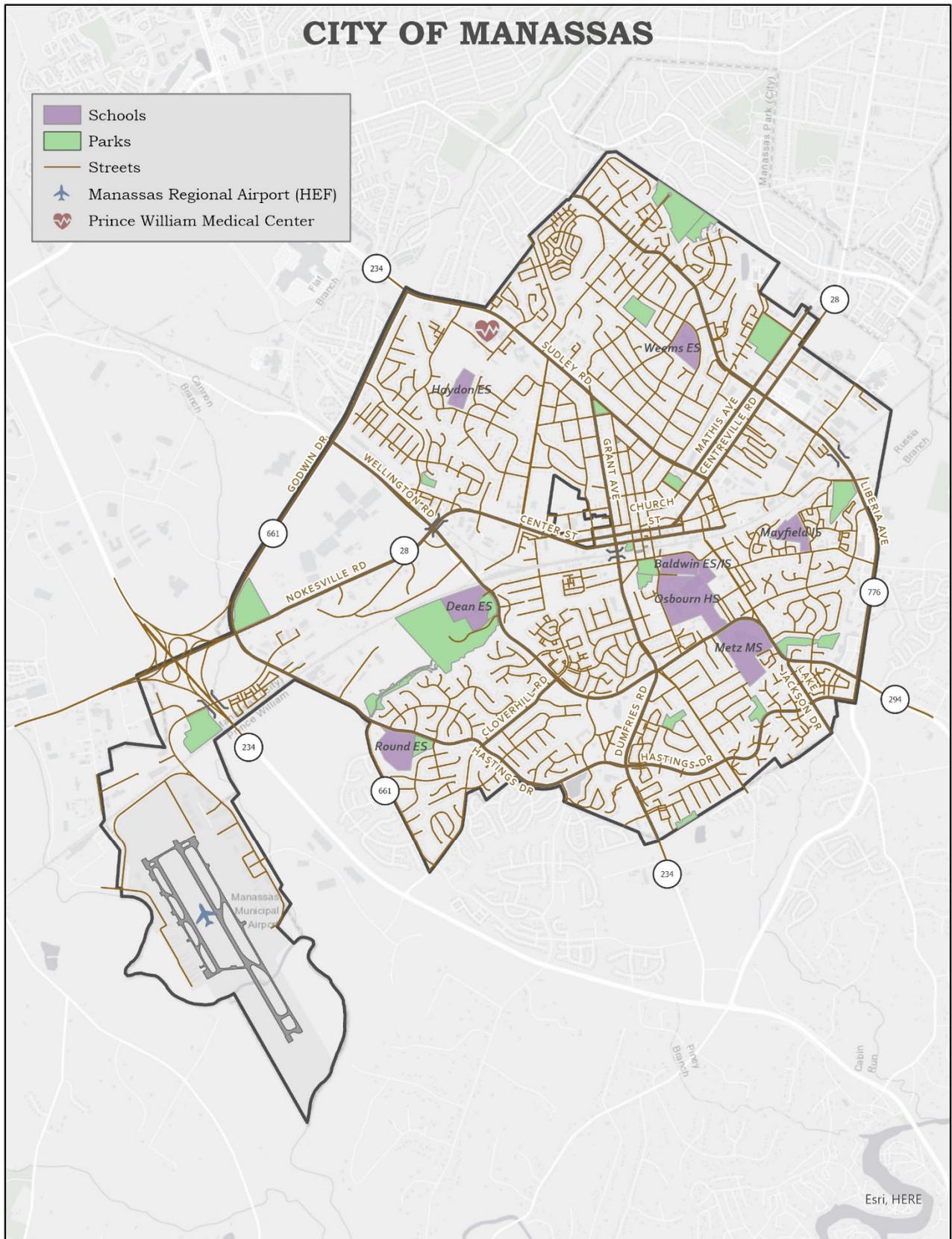




The City of Manassas, a community of approximately 42,772* people, is located in Northern Virginia within the Washington, DC Metropolitan Statistical Area (MSA). Surrounded by Prince William County, the City is thirty miles southwest of the Nation's Capital and encompasses ten square miles.

Located within the City, the Prince William County Judicial Center serves the City of Manassas, Prince William County, and the City of Manassas Park. Incorporated in 1975, the City of Manassas is a transportation hub with great restaurants and shops and fun community events.

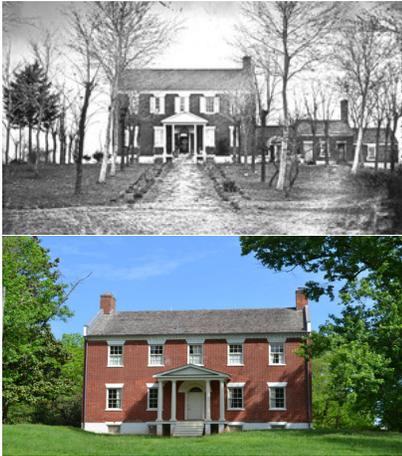
*Source: 2020 United States Census Report



MANASSAS: A HISTORY

The Civil War

Manassas served a key role in the Battle of First Manassas and the Battle of Second Manassas based on its strategic location where the Orange and Alexandria Railroad met the Manassas Gap Railroad. Union forces under General Irvin McDowell saw Manassas Junction as the land approach needed to capture the Confederate capital of Richmond, Virginia.



In addition to the railroad, Confederate and Union forces occupied many homes in Manassas during their campaigns. In 1861, Confederate forces under the command of General P. G. T. Beauregard temporarily forced the Hooes Family to abandon Mayfield Fort in an attempt to defend Manassas Junction against Union troops. Liberia Plantation (shown to the left...then and now) served as headquarters for both the Union and Confederate armies during the war and is believed to have served as a hospital and “death house” after the First Battle of Manassas. During its time as Union Headquarters under General McDowell (around the time of the Second Battle of Manassas), President Abraham Lincoln made a visit to the plantation. The arrival of Union Forces led to many slaves in the Manassas area fleeing for freedom. Liberia Plantation is one of the few structures to have survived the war and still stands today.

The Evolution of Manassas

The evolution of Manassas as a prosperous center of transportation and business began immediately after the war. In 1872 one of Virginia’s first free public schools, Ruffner School Number One opened. The next year saw the incorporation of the Town of Manassas under a charter written by George Carr Round, a Union veteran who became one of the community’s leading citizens. A City elementary school is named after Mr. Round.



Relocation of the county seat from Brentsville to Manassas in 1892 reflected the town’s growing significance. In 1894 a new courthouse opened and in 1911 it was the scene of an address by President William Howard Taft during the Manassas National Jubilee of Peace, marking the 50th anniversary of the First Battle of Manassas. The Old Manassas Courthouse remained in use until 1982. In 2011 restoration was completed and the Courthouse reopened to the public. The upstairs consists of the original courtroom which has been rehabilitated to an elegant ballroom that can be rented for meetings, receptions, and other special events.

In 1892 the Manassas Industrial School for Colored Youth was established through the dedicated efforts of Jennie Dean. Born into slavery in 1852, Miss Dean recognized the need for vocational and academic training for African Americans in Northern Virginia. The school was designed as a private residential institution providing both academic and vocational training within a Christian setting. The first building, Howland Hall, was completed in time for the dedication ceremonies conducted by Frederick Douglass on September 3, 1894.

By the turn of the century, over 150 students attended the schools three-term academic year lasting from October through May. The school survived as a private institution until the 1930s. While the school no longer stands, visitors can visit the Jennie Dean Memorial located on the site of the original school and obtain a sense of where the buildings once stood through concrete outlines of building foundations and a bronze three-dimensional model of the original school campus.

COMMUNITY PROFILE

During the early 20th century Manassas was the center of an agricultural area that provided produce and dairy products for the surrounding region. Citizens commuted to Washington, D.C. via train. Railroad employees built distinguished homes along Prescott Avenue and the adjacent tree-lined streets. Water lines and electrical power service were established during this period, marking the start of the city's impressive utility infrastructure.



Suburban expansion in Northern Virginia during the post-World War II era transformed farm land into housing and business developments. By 1964, the Manassas Regional Airport met a growing need for air travel by moving from Prince William County to its present location, where it is now the busiest general aviation airport in Virginia.

LOCAL GOVERNMENT

The Town of Manassas received its charter in 1873 and operated as an incorporated town in Prince William County until May 1, 1975, when it became a City of the Commonwealth. The City government is organized under a charter, adopted by the General Assembly of Virginia April 12, 1976, which authorizes a council-manager form of government. The governing body, the Mayor and a six-member City Council, is elected at large for staggered four-year terms and makes policies for administration of the City. Elections are held on the first Tuesday following the first Monday in November. The City Council appoints the City Manager to serve as Chief Administrative Officer of the City. The City Manager serves at the pleasure of the City Council, carries out its policies, directs business procedures, and appoints and has the power to remove the heads of all departments and all employees of the City as provided by the City Charter. The current City Council includes the following members:



- Michelle Davis-Younger, Mayor – term ending December 31, 2024
- Pamela J. Sebesky, Council Member and Vice Mayor – term ending December 31, 2024
- Theresa Coates Ellis, Council Member – term ending December 31, 2022
- Lynn Forkell Greene, Council Member – term ending December 31, 2022
- Tom Osina, Council Member – term ending December 31, 2024
- Ralph J. Smith, Council Member – term ending December 31, 2022
- Mark D. Wolfe, Council Member – term ending December 31, 2024

The Manassas City Public School system (MCPS) is governed by a seven member School Board who are elected at large for staggered four-year terms. The School Board appoints the Superintendent who is the Chief Administrative Officer of MCPS. As defined in the Code of the Commonwealth of Virginia, the City Council must approve the budget and appropriate the funds of the MCPS and issue debt. Therefore, the budget for the MCPS is presented in this budget. Further details on the Schools budget can be found by contacting Manassas City Public Schools, Financial Services, 8700 Centreville Road, Suite 400, Manassas, VA, 20110 or by calling (571) 377-6000.

COMMUNITY PROFILE

The City Treasurer and the Commissioner of the Revenue are elected at-large by the voters. Elected officials shared with Prince William County are the Commonwealth's Attorney, the Clerk of the Court, and the Sheriff. The judges of the Circuit Court, General District Court, and Juvenile and Domestic Relations Court are appointed by the State Legislature. The General Registrar is appointed by the three-member electoral board to serve a four-year term. After the initial appointment, the General Registrar can be reappointed by the electoral board for an unlimited number of terms.

TRANSPORTATION SERVICES

In and around the City there are several state roads such as Route 234 and Route 28 connecting the City to major interstates such as I-66 to the north and I-95 to the east. Interstate 66 leads travelers east to Washington D.C. or west to Interstate 81. Interstate 81 travels along the eastern inland coast from the U.S. / Canada border to Knoxville, Tennessee, often running parallel to Interstate 95. Interstate 95 leads travelers north as far as Houlton, Maine and south as far south as Miami, Florida.

In addition to its close proximity to interstates, the City has many transportation options including freight service, passenger rail service, bus service, and easy access to the Washington Metropolitan Area Transit Authority Metro Rail Service. CSX and Norfolk Southern provide freight service while Amtrak and Virginia Railway Express (VRE) provide passenger rail service from the city. Amtrak provides service to more than 500 destinations in 46 states, DC and three Canadian provinces. It is the nation's only high speed intercity passenger rail provider. VRE provides commuter train service to and from Washington, D.C. Monday-Friday. The Manassas Line has two stops in the City, one in Historic Downtown Manassas and at the Manassas Regional Airport (Broad Run station). Services are primarily north to Washington D.C. in the morning hours and south out of the City in the evening hours. Potomac Rappahannock Transportation Commission (PRTC) provides commuter bus and local bus service. OmniRide is PRTC's commuter bus service offered on weekdays along the I-95 and I-66 corridors while Metro Direct buses provide weekday service to Franconia-Springfield and Tysons Corner Metrorail Stations. Local bus service is provided for with PRTC's Omnilink and Cross County Connector.



In 1963, 268 acres were purchased with federal, state, and local funds for the relocation of the Manassas Airport from Manaport Shopping Center in Prince William County to its current location. Manassas Regional Airport (HEF – Harry P. Davis Field) is the busiest general aviation airport in Virginia. It has been designated a National General Aviation Airport by the FAA – one of only 84 airports in the United States with such a designation. For those looking for international flights, the City is less than 20 miles from Dulles International Airport and less than 30 miles from the Vienna Metro Station, providing access to Reagan National Airport.



TOURISM AND MAJOR EVENTS

The City Economic Development Department partners with Historic Manassas, Inc. (HMI) in the coordination of several annual events. Some of these events include the St. Patrick's Day Parade (March), Celebrate America (July 4th), the Railway Festival (June), the Wine & Jazz Festival (June), African American Festival (August), the Old Town Car Show (September), the Latino Festival (September), the Fall Jubilee (October), the Veterans Day Parade (November), and the Christmas Tree Lighting and the Christmas Parade (December). HMI has sponsors a monthly First Friday event with a special event hosted the first Friday of every month.

During the warmer months, residents can take a stroll through Historic Downtown, sampling the various dining options including seafood, tacos, New Orleans fair, or fine dining. Other events offered during the spring and summer include Historic Downtown Walking Tours, Lunch Concerts at the Pavilion on Wednesdays, and bicycle tours. The City holds an annual Banner Art Competition with a top prize of \$1,000. The City hangs banners on all the light poles in the historic downtown section with each banner representing the work of artists, each one different and unique. The winning 50 pieces of art have been printed on individual street banners and are on display in downtown through the summer.



2015 Banner Art Winner – Kelly Willis

Throughout the year the City holds a Farmer's Market in Historic Downtown where those interested can purchase local fruits and vegetables, eggs, meat, baked goods, flowers, honey, wine, crafts, firewood, and many other items from local vendors. The market is offered only once a week in the winter but three times a week during the warmer months of the year.



While the Harris Pavilion hosts the weekday Farmer's Market during the summer months, during the winter it is converted in to an ice skating rink. The rink is generally open weeknights and weekends.



The Manassas Regional Airport hosts an annual airshow. Generally held during the spring, the airshow and open house is a family friendly activity. Activities include the Freedom Museum (based at the Airport), demonstrations by parachute teams, helicopters, and jets, and various displays promoting aviation. The 2015 airshow included performances by the Breitling Jet Team, the world's largest professional civilian flight team performing on jets. Displays included the B-17 Texas Raider, the Fairchild Republic A-10, the Bell Boeing V-22 Osprey, and A-10 Warthogs.



MANASSAS CITY POLICE

Sworn Police Officers 98; K-9 Officers 2; Police Vehicles 51; Motorcycles 5

64,000+ calls for service

MANASSAS CITY FIRE & RESCUE

Fire & Rescue Staff 69; Fire Engines 3; Tower 1; Rescue Engine 1; Ambulances 4



FUN FACT — 1,443 Fire Hydrants



9 SCHOOLS

Elementary: 5
Intermediate: 2
Middle: 1
High: 1



STUDENTS

Elementary: 3,133
Intermediate: 1,076
Middle: 1,115
High School: 2,268

PARKS & RECREATION

Parks 18; Playgrounds 14; Softball/Baseball Diamonds 17; Tennis/Racquetball/Pickleball Courts 24; Basketball Courts 25; Skate Park 1; Roller Hockey Courts 1; Soccer/Football Fields 2



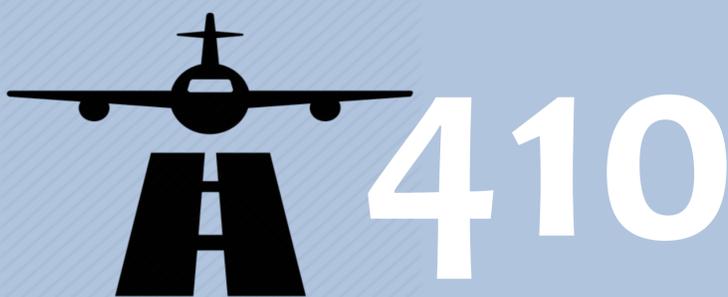
UTILITIES

Drinking Water produced: 4.50 gal
Electric used: 397,219 MW hours
Wastewater processed: 2.47B gal
Sewer overflow rate per 100 miles: 2.0
Utility Bills generated: 216,521



PUBLIC WORKS

264 Acres of Public Parks and Open Space
255 Lane Miles Maintained
63 Traffic Signals
14,001 Tons of Trash
4,660 Tons of Recycling



MANASSAS REGIONAL AIRPORT

Hosts 410 based aircraft and 2 runways

COOL FACT — 92,784 Take-Offs & Landings

COMMUNITY PROFILE

Utility Service Providers

Telephone	Verizon
Electric, Water, Sewer, Trash	City of Manassas
Gas	Columbia Gas
Cable	Comcast/Verizon

Real Estate Taxes

Real Estate Tax Rate

FY 2023: \$1.135 per \$100 Assessed Value

FY 2022: \$1.222 per \$100 Assessed Value

Fire Rescue Levy

FY 2023: \$0.207 per \$100 Assessed Value

FY 2022: \$0.207 per \$100 Assessed Value

Owens Brooke Special Tax District

FY 2023: \$0.0869 per \$100 Assessed Value

FY 2022: \$0.101 per \$100 Assessed Value

Personal Property Taxes

Tangible Personal Property Tax Rate

FY 2023: \$3.60 per \$100 Assessed Value

FY 2022: \$3.60 per \$100 Assessed Value

Business Personal Property Tax Rate

FY 2023: \$3.60 per \$100 Assessed Value

FY 2022: \$3.60 per \$100 Assessed Value

Average Home Values

Condominium	\$243,278
Townhouse	\$300,109
Single-Family Home	\$455,368
Average Residential	\$363,293

City Finances – Bond Ratings

Moody’s Investor Services, Inc.	Aa1
Standard & Poor’s	AAA

Ten Largest Employers

Micron	1,646
Novant Prince William Health System	1,215
Lockheed Martin	1,200
Manassas City Public Schools	1,071
City of Manassas	455
American Disposal Services	390
Aurora Flight Services	363
S.W.I.F.T.	347
BAE Systems	335
ARS (American Residential Services)	180

Population

2020 U.S. Census	42,772
2019 Census Population Estimate	41,174
2017 American Comm. Survey	41,501
2010 U.S. Census	37,821

Age (2020 American Community Survey)

Age 0-19.....	28.8%
Age 20-34.....	21.5%
Age 35-64.....	39.3%
Age 65+.....	10.4%

Race and Ethnicity (2020 ACS)

White.....	39.1%
Black/African American.....	12.0%
Asian.....	6.4%
American Indian/Alaska Native.....	1.2%
Other/Two or More Races.....	41.3%
Hispanic/Latino (Any Race).....	42.9%

Unemployment

	<u>May '20</u>	<u>May '21</u>
City of Manassas	9.5%	4.1%
Virginia	13.0%	4.1%
United States	13.3%	5.8%

RATE SCHEDULE

Real Estate Tax Rates (Authorized by Ordinance O-2022-11)

Assessed at actual value on an annual basis. Tax rates are per \$100 of assessed value.
Tax bills are due December 5 and June 5. The tax year is July 1 to June 30.

Real Estate Tax Rate	\$1.135
Fire and Rescue Levy	\$0.207
Owens Brooke Service District	\$0.0869

Personal Property Tax Rates (Authorized by Ordinance O-2022-12)

Assessed at actual value on an annual basis. Tax rates are per \$100 of assessed value.
Tax bills are due October 5. The tax year is January 1 to December 31.

Tangible Personal Property	\$3.600
Business Personal Property	\$3.600
Machinery & Tools	\$2.100
Machinery & Tools Used in Semiconductor Manufacturing	\$0.793
Programmable Computer Equipment & Peripherals Employed in a Trade or Business	\$1.250

Utility Fees (Authorized by Ordinance O-2022-13)

Sewer Rates:	
RSS - Residential Sewer Service (per month)	\$9.40
Flow Charge per 1,000 Gallons Metered Water (First 5,000 Gallons)	\$3.02
Flow Charge per 1,000 Gallons Metered Water (Over 5,000 Gallons)	\$4.37
Over 14,000 gallons if winter quarter avg is <10,000 gallons	\$0.00
Over 14,000 gallons if winter quarter avg is >10,000 gallons	\$4.37
UOSA Cost Recovery	Varies
GSS – Non-Residential Sewer Service (per month)	
Commercial – Meter Size 3/4" and under (per month)	\$12.94
Commercial – Meter Size 1" (per month)	\$25.87
Commercial – Meter Size 1.5" (per month)	\$38.80
Commercial – Meter Size 2" (per month)	\$50.54
Commercial – Meter Size 3" (per month)	\$62.67
Commercial – Meter Size 4" (per month)	\$88.15
Commercial – Meter Size 6" (per month)	\$138.78
Commercial – Meter Size 8" (per month)	\$223.87
Commercial – Meter Size 10" (per month)	\$348.00
Multi-Family Residential Apartments per Unit	\$7.77
Per 1,000 gallons metered water	\$4.06
UOSA Cost Recovery	Varies
Water Rates:	
RWS - Residential Water Service (per month)	\$10.42
First 5,000 gallons metered water, per 1,000 gallons	\$3.33
Over 5,000-12,000 gallons metered water, per 1,000 gallons	\$3.53
12,001+ gallons metered water, per 1,000 gallons (Nov. – April)	\$3.53
12,001+ gallons metered water, per 1,000 gallons (May – Oct.)	\$3.69

RATE SCHEDULE

Utility Fees (Authorized by Ordinance O-2022-13) (Continued)

Surcharge per 1,000 gallons ALL over 14,000 gallons					\$1.98
CWS - Commercial & Industrial Water Service (per month)					
Meter size 3/4" and under					\$14.82
1" Meter					\$19.88
1.5" Meter					\$26.50
2" Meter					\$34.40
3" Meter					\$61.05
4" Meter					\$85.56
6" Meter					\$164.90
8" Meter					\$262.00
10" Meter					\$382.00
Or for Multi-Family Residential Apartments per unit					\$8.56
Flow Charge per 1,000 gallons metered (First 1 million Gallons)					\$3.77
Flow Charge per 1,000 gallons metered (Over 1 million Gallons)					\$3.28
LUWS - Large User Water Rates (per month)					
Flow Charge per 1,000 gallons metered (First 25,000 Gallons)					\$3.77
Flow Charge per 1,000 gallons metered (Over 25,000 Gallons)					\$3.08
HMS - Hydrant Meters (per month)					
Per 1,000 gallons					\$5.70
LWS - Lake Water Service (per month)					
All usage per 1,000 gallons					\$1.36
Electric Rates					
<i>Service</i>	<i>Per Month</i>	<i>Per KWH</i>	<i>Per KW</i>	<i>Minimum KW Charge</i>	
Residential Service	\$13.90	\$0.0846	N/A	N/A	
Small General Service	\$20.04	\$0.0839	N/A	N/A	
Medium General Service	\$20.07	\$0.0490	\$12.68	10kW	
Large Power Service – Primary	\$164.86	\$0.0264	\$17.59	100kW	
Large Power Service – Secondary	\$142.88	\$0.0268	\$17.80	100kW	
Fuel & Purchased Power Cost Adjustment				varies	

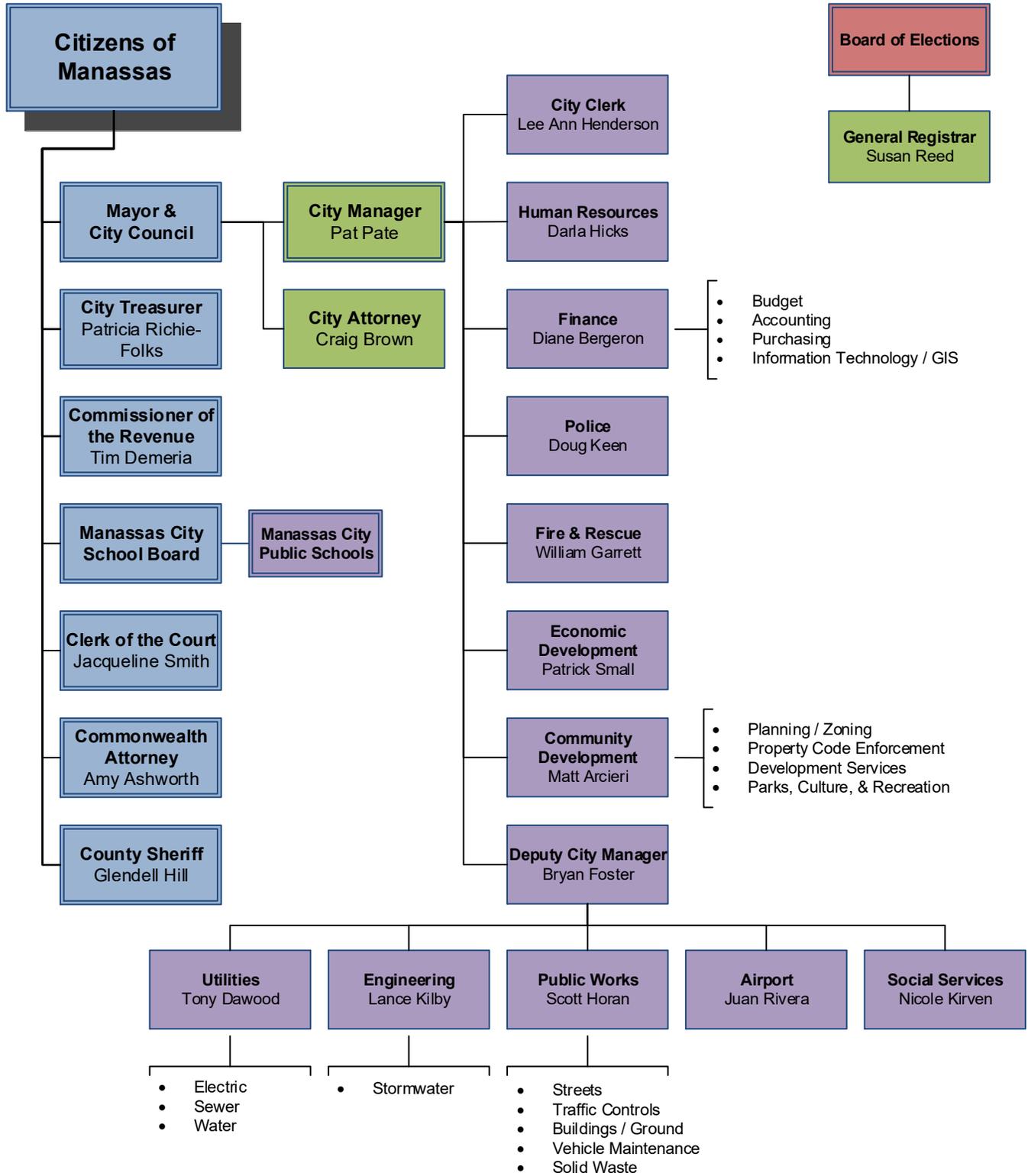
Solid Waste Fees (Authorized by Ordinance O-2020-24)

Monthly Service Fee (Single Family / Townhome)	\$26.59 / \$27.88
Additional Cart Fee (in excess of 2 carts)	\$50.00
Courtesy Truck (per truck per evening)	\$150.00
Bulk Waste Removal Fee	\$250.00

Stormwater Management Fee Schedule (Authorized by Ordinance O-2022-14)

Monthly Service Fee (Single-Family Detached & Commercial / Townhome & Mobile Home)	\$9.35 / \$5.98
Developed Condominium / Apartment Residential (per month)	\$4.68

CITY ORGANIZATIONAL CHART



CITY CONTACTS

CITY COUNCIL

Michelle Davis-Younger, Mayor
Pamela J. Sebesky, Vice Mayor
Theresa Coates Ellis
Lynn Forkell Greene
Tom Osina
Ralph J. Smith
Mark D. Wolfe

Phone: (703) 257-8200
9800 Godwin Drive
Manassas, VA 20110
www.manassascity.org

CITY ADMINISTRATIVE OFFICES

<u>Department</u>	<u>Phone</u>	<u>Fax</u>	<u>Physical Address</u>
City Manager	703-257-8212	703-335-0042	9324 West Street, Fourth Floor, Manassas, VA 20110
City Attorney	703-257-8208	703-365-2060	9324 West Street, Fourth Floor, Manassas, VA 20110
City Clerk	703-257-8280	703-365-2060	9324 West Street, Fourth Floor, Manassas, VA 20110
Voter Registration	703-257-8462	703-257-0080	9025 Center Street, Manassas, VA 20110
Treasurer	703-257-8246	703-257-8303	9800 Godwin Drive, Room 114, Manassas, VA 20110
Commissioner of the Revenue	703-257-8220	703-257-5344	9800 Godwin Drive, Room 131, Manassas, VA 20110
Finance	703-257-8272	703-335-0042	9800 Godwin Drive, Room 122, Manassas, VA 20110
Human Resources	703-257-8248	703-257-5827	8500 Public Works Drive, Manassas, VA 20110
Police	703-257-8000	703-368-6966	9518 Fairview Avenue, Manassas, VA 20110
Fire & Rescue	703-257-8458	703-257-2403	9324 West Street, Suite 204, Manassas, VA 20110
Public Works	703-257-8226	703-330-4429	8500 Public Works Drive, Manassas, VA 20110
Social Services	703-361-8277	703-361-6933	9324 West Street, Manassas, VA 20110
Community Development	703-257-8232	703-257-5117	9800 Godwin Drive, Room 103, Manassas, VA 20110
Economic Development	703-257-8881	703-335-0042	9324 West Street, Fourth Floor, Manassas, VA 20110
Utilities	703-257-8226	703-257-8382	8500 Public Works Drive, Manassas, VA 20110
Airport	703-361-1882	703-257-8286	10600 Harry Parrish Boulevard, Manassas, VA 20110
Schools	571-377-6000	703-257-8801	8700 Centreville Road, Suite 400, Manassas, VA 20110

OTHER AGENCIES

<u>Department</u>	<u>Phone</u>	<u>Fax/Email</u>	<u>Physical Address</u>
Clerk of the Circuit Court	703-792-6015	circuitcourt@pwcgov.org	9311 Lee Avenue, Manassas, VA 20110
Commonwealth Attorney	703-792-6050	703-792-7081	9311 Lee Ave, Suite 200, Manassas, VA 20110
Prince William County Sheriff	703-792-6070	703-792-6493	9311 Lee Avenue, JU130, Manassas, VA 20110
Prince William County Government	703-792-6000	communications@pwcgov.org	Various

BUDGET PROCESS

The budget is the annual plan for the City’s revenues and expenditures. It is also a document that summarizes the programs provided by City departments. The budget presented in this book is the FY 2023 Budget for the period of July 1, 2022 to June 30, 2023.

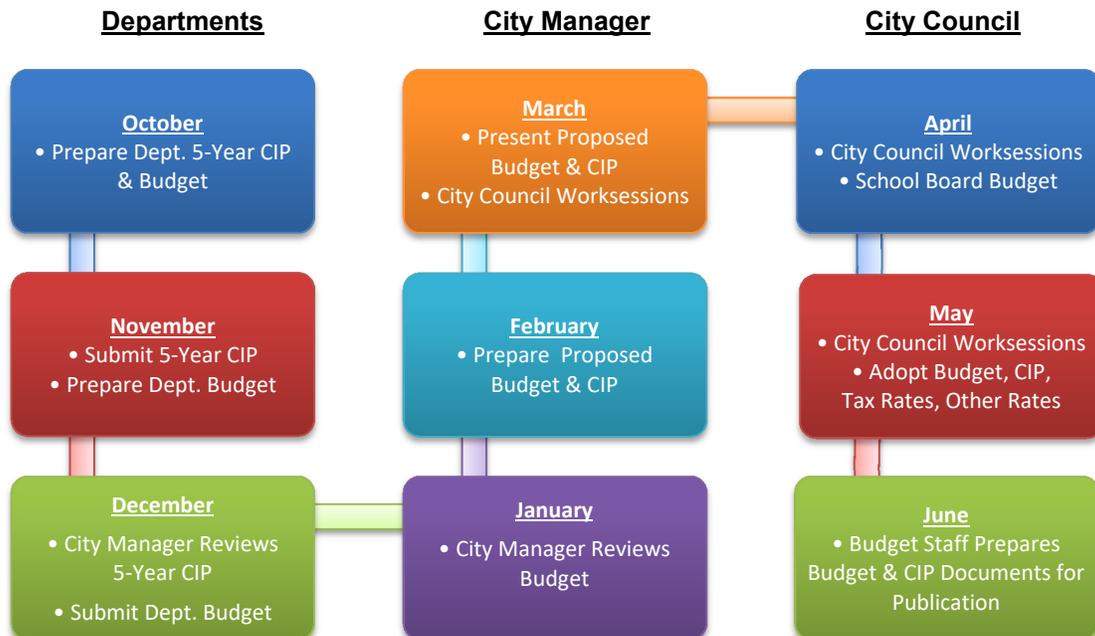
STATE BUDGET LAW

The Code of Virginia governs the budget process in the City of Manassas. Section 15.2-2503 requires that “all officers and heads of departments, offices, divisions, boards, commissions, and agencies of every locality”, including the School Board of the local School Division, to prepare and submit an annual budget to the City Council on or before April 1st. After receipt of the proposed budget, the City Council must authorize the advertisement of the proposed real estate tax and levy rates. Once the proposed rates are advertised, the Council can adopt lower real estate tax and levy rates, but cannot, without additional advertisement, adopt higher rates. State code also requires the Council to hold public hearings on the proposed budget and the proposed tax and levy rates to collect public comment.

The City Council must approve the annual budget and fix a tax rate for the budget year no later than the date on which the fiscal year begins (July 1st). The annual real estate tax levy is due December 5th and June 5th.

FORMULATION OF THE BUDGET

The annual budget process commences in the fall of the preceding year. The budget calendar is developed to establish the timelines for the process including the date of submission of departmental requests, budget work sessions, and public hearings that lead to adoption of the budget. Departments are working on their requested CIP and Budget during the months of October-December. Meetings are held with the City Manager during the month of November (CIP) and January (Budget). The City Manager prepares his proposed budget in February and presents to the City Council in March. On or about April 1st, the School Board presents its recommended budget to the City Council. Work sessions are held during April and May by the City Council to determine the budget to be adopted. As required by Virginia law, a public hearing is conducted to obtain comments and recommendation from the public prior to adoption of the budget. A resolution is adopted in May to appropriate the funds.



BUDGET IMPLEMENTATION / ADMINISTRATION

The budget is posted to the City’s financial management system, which verifies the budget prior to encumbering funds. The City’s appropriated budget is prepared by fund and department. Appropriations are legally controlled at the fund level with the exception of the Schools which are legally controlled at the total appropriation level. The City’s budget is administratively controlled at the department level. Financial and programmatic monitoring of departmental activities by the budget staff ensures conformity with the budget takes place throughout the year.

CAPITAL IMPROVEMENT PLAN

City Council adopts a Five-Year Capital Improvement Program (CIP) annually during the budget process. The CIP is a list of capital projects that are anticipated and scheduled over a five-year period. The CIP includes the planned funding sources as well as the expenditures and is developed to guide future planning. The budget contains an annual appropriation of the first year of the CIP. A proposed CIP is submitted in March with the budget by the City Manager. The City Council meets with the City Manager and departments during budget work sessions to consider the CIP. A public hearing is held and the CIP is adopted through a resolution.

BUDGET AMENDMENTS

The City’s Financial Policies govern transfers within or between funds. The City budget can be amended through increases or decreases in appropriations or through budget transfers. Changes in fund appropriations, including the transfers and appropriations to and from contingencies or reserves require budget and appropriation resolutions adopted with the concurrence of at least four (4) members of the City Council. In the event that the budget should be amended by more than 1% of the adopted budget, the changes must be advertised and a public hearing held, regardless of whether or not the amendment is within the legal level of budgetary control.

The City Manager may approve transfers of budget and appropriations between departments within a fund and Department Directors may approve transfers of budget and appropriations within a department within a fund. The City Council delegates to the City Manager the authority to transfer existing budget and appropriations of fifty thousand dollars (\$50,000) or less between funds even though this is outside the legal level of control. All transfers greater than ten thousand dollars (\$10,000) but less than fifty thousand dollars (\$50,000) will be placed on the City Council Consent Agenda for consideration. Any transfers greater than fifty thousand dollars (\$50,000) will be considered by the Finance Committee prior to placing on the City Council Agenda. Contributions/donations to the City of ten thousand dollars (\$10,000) or less shall be placed directly on the consent agenda of the City Council.

Budget Transfer Matrix

A. Transfers within Fund and Department

<u>Department Head Approval</u>	<u>City Manager Approval</u>	<u>City Council Approval</u>
All	N/A	N/A

B. Transfers within Fund between Departments

<u>Department Head Approval</u>	<u>City Manager Approval</u>	<u>City Council Approval</u>
All	All	N/A

C. Transfers Between Funds

<u>Department Head Approval</u>	<u>City Manager Approval</u>	<u>City Council Approval</u>
All	\$1 - \$50,000	\$10,001 - \$50,000 Info Only \$50,001 + Action Item

D. Transfers To and From Contingencies or Reserves

<u>Department Head Approval</u>	<u>City Manager Approval</u>	<u>City Council Approval</u>
N/A	N/A	All

BUDGET CALENDAR

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

October 4, 2021	Monday	Departments: Access to System Available
November 5, 2021	Friday	Departments: Recommended CIP Due
December 13-17, 2021	Mon-Fri	City Manager: Meets with Departments
January 19, 2022	Wednesday	Planning Commission: CIP Review
February 2, 2022	Wednesday	Planning Commission: Action Taken
February 4, 2022	Friday	Planning Commission: Recommendations to City Manager
March 22, 2022	Tuesday	School Board: Adopts CIP for Manassas City Public Schools

OPERATING BUDGET

October 4, 2021	Monday	Departments: Access to System Available
December 3, 2021	Friday	Departments: Recommended Budget Due
January 18-21, 2022	Mon-Fri	City Manager: Meets with Departments
January 31, 2022	Monday	Utility and Airport Commissions: Changes Due
February 4, 2022	Friday	Departments: Fee Schedule Ordinances Due
March 22, 2022	Tuesday	School Board: Adopts Budget for Manassas City Public Schools

CITY COUNCIL WORKSESSIONS

February 28, 2022	Monday	City Manager: Presents Proposed Budget & CIP
March 7, 2022	Monday	City Council: Budget Worksession <i>Tax Supported Funds Operating & CIP</i>
March 8, 2022	Tuesday	City Council: Budget Worksession <i>Determine Advertised Tax Rate</i> <i>Advertised At Least 30 Days Prior to Public Hearing</i>
March 16, 2022	Wednesday	City Council: Budget Worksession <i>Non Tax Supported Funds Operating & CIP</i>
March 23, 2022	Wednesday	City Council: Budget Worksession <i>Non Tax Supported Funds Operating & CIP</i>
March 30, 2022	Wednesday	City Council & School Board: Joint Budget Worksession
April 13, 2022	Wednesday	City Council: Budget Worksession
April 25, 2022	Monday	City Council: Public Hearing Updated Budget/CIP/Revenue Rates <i>Advertised At Least 7 Days Prior</i>
April 27, 2022	Wednesday	City Council: Budget Worksession <i>Public Hearing Items / Outstanding Issues</i>
May 9, 2022	Monday	City Council: Budget & CIP Adoption, 1st Reading of Rate/Fee ORDs <i>No Sooner than 7 Days After Public Hearing</i>
May 23, 2022	Monday	City Council: 2nd Reading of Rate/Fee ORDs

BUDGET CALENDAR

OCTOBER 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Five-Year Capital Improvement Program
Operating Budget
City Council Worksessions
Adoption

FUND STRUCTURE

The accounts of the City are organized into funds. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The operation of each fund is accounted for with a self-balancing set of accounts that comprise its assets, liabilities, fund balance/net position, revenues, and expenditures. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related requirements. There are three fund type categories: Governmental, Proprietary, and Fiduciary. In addition, the City of Manassas includes a discretely-presented component unit, the Manassas City Public Schools.

GOVERNMENTAL FUNDS

GENERAL FUND: The General Fund accounts for all financial transactions not required to be accounted for in any other fund. The General Fund accounts for the normal recurring activities of the City such as public safety, public works, and other general government departments. These activities are funded by revenue sources such as general property taxes, other local taxes, permits, fees, licenses, fines, forfeitures, charges for services, and aid from the Commonwealth and Federal Government.

SPECIAL REVENUE FUNDS: Special revenue funds account for the proceeds of specific revenue resources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects; these resources require separate accounting because of legal or regulatory provisions or administrative action.

The special revenue funds not included in the City's operating budget are the Merchant Trust Fund (Merchant Family donations for the Museum) and the Speiden Carper House Fund (donations restricted for use at the Speiden Carper House).

The special revenue funds included in the City's operating budget are the following:

- *Social Services Fund* – Administration of the State Social Services Program, the Federal Housing Program, and other Human Services Programs
- *Fire and Rescue Fund* – Revenues received from a tax levy created to fund fire and rescue services
- *Owens Brooke District Fund* – Revenues received from a tax to maintain roads in Owens Brooke
- *PEG Fund* – Revenues received from a cable surcharge to purchase cable equipment

DEBT SERVICE FUNDS: Debt service funds account for the payment of principal and interest on debt. The City has one debt service fund which accounts for the debt service of the General Fund, the Fire and Rescue Fund, and the Manassas City Public Schools. The other governmental funds do not have debt service.

CAPITAL PROJECTS FUNDS: Capital projects funds account for the acquisition, construction, or renovation of major capital facilities of the City. None of the capital projects funds are included in the City's operating budget. The City's capital projects funds are the General Capital Projects Fund (for general government functions), the Gateway Capital Projects Fund (development of the Gateway Business Park), the Transportation Capital Projects Fund (new City streets and highways), and the Northern Virginia Transportation Authority Fund (for projects funded in part by a 0.7% sales tax collected in the Northern Virginia region for transportation improvements).

PERMANENT FUNDS: Permanent funds account for monies provided by private donors that are restricted for a specific use, using only the earnings from the resource and not the principal. The City has one permanent fund, Cemetery Trust Fund, which is used to fund the maintenance of the City's two cemeteries.

PROPRIETARY FUNDS

ENTERPRISE FUNDS: Enterprise funds account for operations that are financed and operated in a manner similar to private business enterprises – where the intent is that the costs of providing goods or services be financed or recovered primarily through user charges. The enterprise funds not included in the City’s operating budget are the capital project funds for the Sewer, Water, Electric, Stormwater, and Airport departments. The enterprise funds included in the City’s operating budget are the following:

- *Sewer Fund* – Operation of the City-owned sewer system
- *Water Fund* – Operation of the City-owned water system
- *Electric Fund* – Operation of the City-owned electrical system
- *Stormwater Fund* – Operation of the City-owned stormwater utility system
- *Airport Fund* – Operation of the City-owned Airport
- *Solid Waste Fund* – Provision of solid waste collection

INTERNAL SERVICE FUNDS: Internal service funds account for the financing of goods and services provided by one department to other departments in the government on a cost reimbursement basis. The internal service funds included in the City’s operating budget are the following:

- *Building Maintenance Fund* – Operation and maintenance of the City buildings
- *Vehicle Maintenance Fund* – Operation, maintenance, acquisition, and replacement of equipment used by City departments
- *Information Technology Fund* – Provision of information technology services to City departments

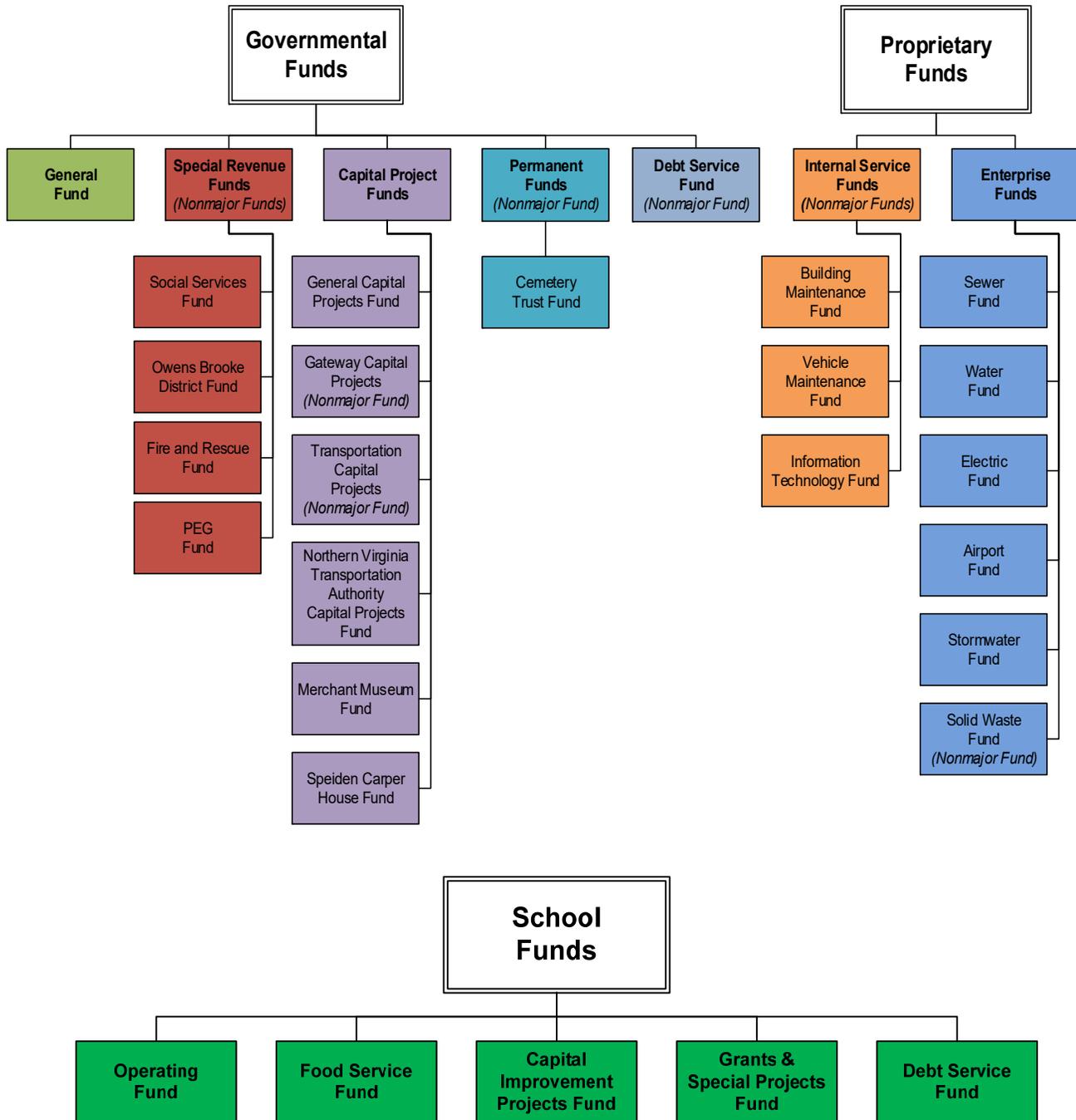
FIDUCIARY FUNDS

Fiduciary funds are used when a government acts in a trustee or agent capacity. This City does not have any fiduciary funds.

COMPONENT UNITS

The City of Manassas Public Schools are a component unit of the City of Manassas. The budget for the school system is adopted by the City Council with the rest of the City’s budget as required by Virginia Law. In FY 2017, the Economic Development Authority became a component unit of the City of Manassas, however, they are an independent body and the City does not adopt their budget.

FUND STRUCTURE



Key:

- The Manassas City Public School is a Discretely Presented Component Unit
- Funds Not Part of the Budget
- All Funds Included in the Budget are Major Funds Unless Otherwise Noted

FUND STRUCTURE

FUND – DEPARTMENT RELATIONSHIP

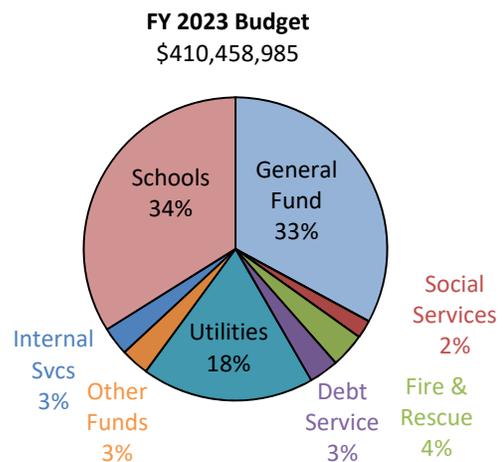
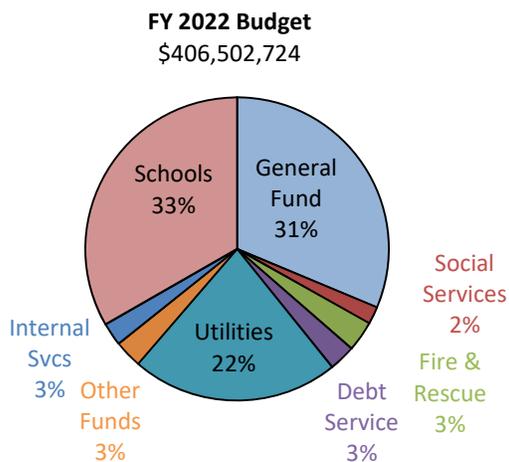
The following table shows each City department and its associated funds (excluding School Funds).

	Special Revenue					Enterprise				Internal Service			Perm- anent	Debt
	General Fund	Social Services	Owens Brooke	Fire and Rescue	PEG	Sewer, Water & Electric Funds	Stormwater	Airport	Solid Waste	Building Maint.	Vehicle Maintenance	Information Tech.	Cemetery	Debt Service Fund
City Council	X													
City Clerk	X													
City Manager	X													
Voter Registrar	X													
Treasurer	X													
Commissioner of the Revenue	X													
Finance	X				X							X		
Engineering	X						X							
Shared Services	X													
Police	X													
Fire and Rescue				X										
Public Works	X		X						X	X	X		X	
Social Services		X												
Community Development	X													
Economic Development	X													
Utilities						X								
Airport								X						
Non-departmental	X													X

REVENUE OVERVIEW

All Funds - by Fund

Fund	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
General Fund	136,775,178	127,197,820	134,262,743	135,078,020	7,880,200
Social Services Fund	6,173,988	7,621,630	7,694,069	7,946,930	325,300
Fire and Rescue Fund	11,980,106	13,150,690	14,504,261	15,063,750	1,913,060
Owens Brooke Service District Fund	40,512	40,200	40,200	40,200	-
PEG Fund	141,290	150,000	150,000	150,000	-
Debt Service Fund	13,996,464	11,491,710	11,491,710	12,992,680	1,500,970
Sewer Fund	16,138,339	21,017,280	23,309,698	17,648,640	(3,368,640)
Water Fund	11,548,368	26,859,530	27,678,135	12,075,900	(14,783,630)
Electric Fund	38,610,013	41,921,280	47,287,480	45,757,150	3,835,870
Stormwater Fund	2,535,829	3,071,000	3,137,262	4,497,500	1,426,500
Airport Fund	3,507,188	4,970,100	5,153,117	3,609,980	(1,360,120)
Solid Waste Fund	3,641,621	3,693,350	3,701,457	3,944,910	251,560
Building Maintenance Fund	1,589,630	1,641,120	1,743,104	2,471,530	830,410
Vehicle Maintenance Fund	3,482,303	4,227,320	5,050,800	5,096,680	869,360
Information Technology Fund	3,682,491	4,102,750	4,951,922	4,856,980	754,230
Cemetery Trust Fund	81,376	32,800	32,800	50,000	17,200
School Operating Fund	107,904,500	118,477,032	120,036,954	122,739,280	4,262,248
School Food Service Fund	1,244,894	4,186,043	4,425,282	4,099,775	(86,268)
School Capital Projects Fund	3,000,000	5,190,000	10,928,031	7,784,415	2,594,415
School Grants/Projects Fund	8,155,119	3,915,741	5,847,502	3,996,965	81,224
School Debt Service Fund	6,808,107	3,545,328	3,545,328	557,700	(2,987,628)
ALL FUNDS TOTAL:	381,037,316	406,502,724	434,971,855	410,458,985	3,956,261



REVENUE OVERVIEW

All Funds - by Fund Type

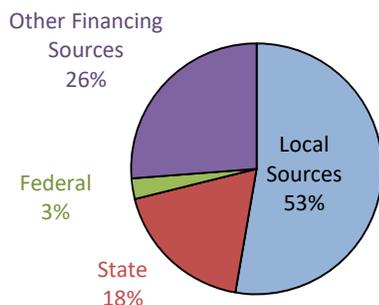
FUND TYPE / Fund	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
GENERAL FUND					
General Fund	136,775,178	127,197,820	134,262,743	135,078,020	7,880,200
Fund Type Total:	136,775,178	127,197,820	134,262,743	135,078,020	7,880,200
SPECIAL REVENUE FUNDS					
Social Services Fund	6,173,988	7,621,630	7,694,069	7,946,930	325,300
Fire and Rescue Fund	11,980,106	13,150,690	14,504,261	15,063,750	1,913,060
Owens Brooke Service District Fund	40,512	40,200	40,200	40,200	-
PEG Fund	141,290	150,000	150,000	150,000	-
Fund Type Total:	18,335,896	20,962,520	22,388,530	23,200,880	2,238,360
DEBT SERVICE FUND					
Debt Service Fund	13,996,464	11,491,710	11,491,710	12,992,680	1,500,970
Fund Type Total:	13,996,464	11,491,710	11,491,710	12,992,680	1,500,970
ENTERPRISE FUNDS					
Sewer Fund	16,138,339	21,017,280	23,309,698	17,648,640	(3,368,640)
Water Fund	11,548,368	26,859,530	27,678,135	12,075,900	(14,783,630)
Electric Fund	38,610,013	41,921,280	47,287,480	45,757,150	3,835,870
Stormwater Fund	2,535,829	3,071,000	3,137,262	4,497,500	1,426,500
Airport Fund	3,507,188	4,970,100	5,153,117	3,609,980	(1,360,120)
Solid Waste Fund	3,641,621	3,693,350	3,701,457	3,944,910	251,560
Fund Type Total:	75,981,359	101,532,540	110,267,149	87,534,080	(13,998,460)
INTERNAL SERVICE FUNDS					
Building Maintenance Fund	1,589,630	1,641,120	1,743,104	2,471,530	830,410
Vehicle Maintenance Fund	3,482,303	4,227,320	5,050,800	5,096,680	869,360
Information Technology Fund	3,682,491	4,102,750	4,951,922	4,856,980	754,230
Fund Type Total:	8,754,424	9,971,190	11,745,826	12,425,190	2,454,000
PERMANENT FUND					
Cemetery Trust Fund	81,376	32,800	32,800	50,000	17,200
Fund Type Total:	81,376	32,800	32,800	50,000	17,200
SCHOOL FUNDS					
School Operating Fund	107,904,500	118,477,032	120,036,954	122,739,280	4,262,248
School Food Service Fund	1,244,894	4,186,043	4,425,282	4,099,775	(86,268)
School Capital Projects Fund	3,000,000	5,190,000	10,928,031	7,784,415	2,594,415
School Grants/Projects Fund	8,155,119	3,915,741	5,847,502	3,996,965	81,224
School Debt Service Fund	6,808,107	3,545,328	3,545,328	557,700	(2,987,628)
Fund Type Total:	127,112,619	135,314,144	144,783,097	139,178,135	3,863,991
ALL FUNDS TOTAL:	381,037,316	406,502,724	434,971,855	410,458,985	3,956,261

REVENUE OVERVIEW

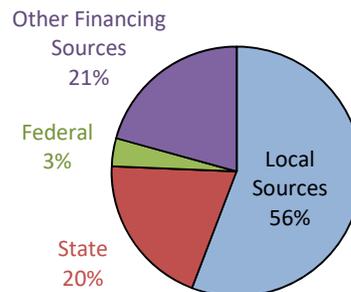
All Funds - by Source

Source / Type	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
LOCAL SOURCES					
General Property Taxes	96,973,951	96,472,890	96,472,890	102,935,950	6,463,060
Other Local Taxes	25,280,495	22,025,000	22,025,000	24,500,000	2,475,000
Permits, Fees, & Licenses	793,862	565,000	565,000	590,000	25,000
Fines & Forfeitures	988,226	810,000	810,000	810,000	-
Interest & Use of Property	3,829,091	4,146,430	4,146,430	3,832,800	(313,630)
Charges for Services	7,347,180	8,406,250	8,406,250	9,217,750	811,500
Sales & Connections	62,761,398	65,870,190	65,870,190	68,948,060	3,077,870
Other Local Revenue	6,643,085	4,631,780	5,874,152	4,706,000	74,220
Interfund Revenue	9,962,770	11,312,200	11,812,200	13,582,190	2,269,990
Source Total:	214,580,058	214,239,740	215,982,112	229,122,750	14,883,010
STATE OF VIRGINIA					
Noncategorical	7,794,485	7,461,000	7,462,860	7,461,000	-
Shared Expenses	302,192	296,000	296,000	296,000	-
Categorical Aid	63,468,954	67,160,340	67,648,138	73,685,747	6,525,407
Source Total:	71,565,631	74,917,340	75,406,998	81,442,747	6,525,407
FEDERAL GOVERNMENT					
Noncategorical	95,189	51,280	51,280	51,280	-
Federal Pass Through	10,700,432	3,356,310	4,831,868	3,643,950	287,640
Categorical	5,222,170	7,420,741	7,967,128	11,205,218	3,784,477
Source Total:	16,017,791	10,828,331	12,850,276	14,900,448	4,072,117
OTHER FINANCING SOURCES					
Payment in Lieu of Taxes	1,994,210	2,104,070	2,104,070	2,126,450	22,380
Debt Issuance	76,099,655	16,600,000	16,600,000	-	(16,600,000)
Transfers from Other Funds	-	75,160,120	75,160,120	73,240,050	(1,920,070)
Use of Fund Balance	-	9,603,123	33,818,279	9,026,540	(576,583)
Tap Fees	779,971	3,050,000	3,050,000	600,000	(2,450,000)
Source Total:	78,873,836	106,517,313	130,732,469	84,993,040	(21,524,273)
ALL SOURCES TOTAL:	381,037,316	406,502,724	434,971,855	410,458,985	3,956,261

FY 2022 Budget



FY 2023 Budget



REVENUE OVERVIEW

All Funds - by Fund and Source

Fund / Source / Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
GENERAL FUND					
Local Sources					
General Property Taxes	86,132,715	84,737,000	84,737,000	90,125,000	5,388,000
Other Local Taxes	25,280,495	22,025,000	22,025,000	24,500,000	2,475,000
Permits, Fees, Licenses	695,114	500,000	500,000	500,000	-
Fines & Forfeitures	974,534	810,000	810,000	810,000	-
Interest & Use of Property	652,977	577,000	577,000	577,000	-
Charges for Services	646,827	500,000	500,000	500,000	-
Other Local Revenue	4,416,698	3,432,450	3,507,474	3,410,070	(22,380)
Source Total:	118,799,360	112,581,450	112,656,474	120,422,070	7,840,620
State of Virginia					
Noncategorical	7,789,313	7,426,000	7,427,860	7,426,000	-
Shared Expenses	302,192	296,000	296,000	296,000	-
Categorical Aid	4,162,899	4,072,500	4,367,158	4,072,500	-
Source Total:	12,254,404	11,794,500	12,091,018	11,794,500	-
Federal Government					
Noncategorical	11,500	10,000	10,000	10,000	-
Federal Pass Through	3,657,955	-	15,144	-	-
Categorical	41,691	500,000	468,791	500,000	-
Source Total:	3,711,145	510,000	493,936	510,000	-
Other Financing Sources					
Payment in Lieu of Taxes	1,994,210	2,104,070	2,104,070	2,126,450	22,380
Transfers	16,059	207,800	207,800	225,000	17,200
Use of Fund Balance	-	-	6,709,445	-	-
Source Total:	2,010,269	2,311,870	9,021,315	2,351,450	39,580
FUND TOTAL:	136,775,178	127,197,820	134,262,743	135,078,020	7,880,200
SOCIAL SERVICES FUND					
Local Sources					
Interest & Use of Property	2	-	-	-	-
Other Local Revenue	36,860	-	-	-	-
Source Total:	36,862	-	-	-	-
State of Virginia					
Categorical Aid	1,378,657	2,063,320	2,063,320	2,100,980	37,660
Source Total:	1,378,657	2,063,320	2,063,320	2,100,980	37,660
Federal Government					
Federal Pass Through	2,372,530	2,956,310	3,028,749	3,243,950	287,640
Source Total:	2,372,530	2,956,310	3,028,749	3,243,950	287,640
Other Financing Sources					
Transfers	2,385,939	2,602,000	2,602,000	2,602,000	-
Source Total:	2,385,939	2,602,000	2,602,000	2,602,000	-
FUND TOTAL:	6,173,988	7,621,630	7,694,069	7,946,930	325,300

REVENUE OVERVIEW

All Funds - by Fund and Source

Fund / Source / Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
FIRE AND RESCUE FUND					
Local Sources					
General Property Taxes	10,800,896	11,695,690	11,695,690	12,770,750	1,075,060
Permits, Fees, Licenses	98,748	65,000	65,000	90,000	25,000
Interest & Use of Property	1,030	15,000	15,000	15,000	-
Charges for Services	693,258	675,000	675,000	688,000	13,000
Other Local Revenue	20,476	-	-	-	-
Source Total:	11,614,409	12,450,690	12,450,690	13,563,750	1,113,060
State of Virginia					
Categorical Aid	188,798	-	193,140	-	-
Source Total:	188,798	-	193,140	-	-
Federal Government					
Federal Pass Through	176,900	400,000	285,809	400,000	-
Source Total:	176,900	400,000	285,809	400,000	-
Other Financing Sources					
Use of Fund Balance	-	300,000	1,574,622	1,100,000	800,000
Source Total:	-	300,000	1,574,622	1,100,000	800,000
FUND TOTAL:	11,980,106	13,150,690	14,504,261	15,063,750	1,913,060
OWENS BROOKE SERVICE DISTRICT FUND					
Local Sources					
General Property Taxes	40,340	40,200	40,200	40,200	-
Interest & Use of Property	172	-	-	-	-
Source Total:	40,512	40,200	40,200	40,200	-
FUND TOTAL:	40,512	40,200	40,200	40,200	-
PEG FUND					
Local Sources					
Interest & Use of Property	1,073	-	-	-	-
Other Local Revenue	140,217	150,000	150,000	150,000	-
Source Total:	141,290	150,000	150,000	150,000	-
FUND TOTAL:	141,290	150,000	150,000	150,000	-
DEBT SERVICE FUND					
Federal Government					
Noncategorical	24,529	-	-	-	-
Source Total:	24,529	-	-	-	-
Other Financing Sources					
Transfers	13,971,934	11,491,710	11,491,710	11,706,150	214,440
Use of Fund Balance	-	-	-	1,286,530	1,286,530
Source Total:	13,971,934	11,491,710	11,491,710	12,992,680	1,500,970
FUND TOTAL:	13,996,464	11,491,710	11,491,710	12,992,680	1,500,970

REVENUE OVERVIEW

All Funds - by Fund and Source

Fund / Source / Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
SEWER FUND					
Local Sources					
Interest & Use of Property	25,455	150,000	150,000	33,000	(117,000)
Sales & Connections	15,469,037	16,505,280	16,505,280	17,250,940	745,660
Other Local Revenue	5,226	12,000	1,179,348	8,000	(4,000)
Source Total:	15,499,718	16,667,280	17,834,628	17,291,940	624,660
Federal Government					
Federal Pass Through	101,969	-	-	-	-
Source Total:	101,969	-	-	-	-
Other Financing Sources					
Debt Issuance	-	3,800,000	3,800,000	-	(3,800,000)
Use of Fund Balance	-	-	1,125,070	156,700	156,700
Tap Fees	536,653	550,000	550,000	200,000	(350,000)
Source Total:	536,653	4,350,000	5,475,070	356,700	(3,993,300)
FUND TOTAL:	16,138,339	21,017,280	23,309,698	17,648,640	(3,368,640)
WATER FUND					
Local Sources					
Interest & Use of Property	25,249	135,000	135,000	50,000	(85,000)
Sales & Connections	10,954,141	10,769,880	10,769,880	11,393,900	624,020
Other Local Revenue	262,863	221,500	221,500	232,000	10,500
Source Total:	11,242,253	11,126,380	11,126,380	11,675,900	549,520
Federal Government					
Noncategorical	32,516	-	-	-	-
Federal Pass Through	30,281	-	-	-	-
Source Total:	62,797	-	-	-	-
Other Financing Sources					
Debt Issuance	-	12,800,000	12,800,000	-	(12,800,000)
Use of Fund Balance	-	433,150	1,251,755	-	(433,150)
Tap Fees	243,318	2,500,000	2,500,000	400,000	(2,100,000)
Source Total:	243,318	15,733,150	16,551,755	400,000	(15,333,150)
FUND TOTAL:	11,548,368	26,859,530	27,678,135	12,075,900	(14,783,630)

REVENUE OVERVIEW

All Funds - by Fund and Source

Fund / Source / Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
ELECTRIC FUND					
Local Sources					
Interest & Use of Property	26,589	110,000	110,000	27,000	(83,000)
Sales & Connections	35,974,965	38,248,640	38,248,640	39,900,220	1,651,580
Other Local Revenue	896,181	774,320	774,320	804,280	29,960
Interfund Revenue	1,574,698	1,695,670	1,695,670	2,049,900	354,230
Source Total:	38,472,433	40,828,630	40,828,630	42,781,400	1,952,770
Federal Government					
Federal Pass Through	137,580	-	-	-	-
Source Total:	137,580	-	-	-	-
Other Financing Sources					
Use of Fund Balance	-	1,092,650	6,458,850	2,975,750	1,883,100
Source Total:	-	1,092,650	6,458,850	2,975,750	1,883,100
FUND TOTAL:	38,610,013	41,921,280	47,287,480	45,757,150	3,835,870
STORMWATER FUND					
Local Sources					
Interest & Use of Property	2,426	3,000	3,000	1,000	(2,000)
Charges for Services	1,884,573	2,372,000	2,372,000	2,976,500	604,500
Other Local Revenue	648,829	-	-	-	-
Source Total:	2,535,829	2,375,000	2,375,000	2,977,500	602,500
Other Financing Sources					
Use of Fund Balance	-	696,000	762,262	1,520,000	824,000
Source Total:	-	696,000	762,262	1,520,000	824,000
FUND TOTAL:	2,535,829	3,071,000	3,137,262	4,497,500	1,426,500
AIRPORT FUND					
Local Sources					
Interest & Use of Property	3,062,738	3,138,130	3,138,130	3,121,400	(16,730)
Sales & Connections	363,255	346,390	346,390	403,000	56,610
Other Local Revenue	49,379	9,300	9,300	9,300	-
Source Total:	3,475,372	3,493,820	3,493,820	3,533,700	39,880
State of Virginia					
Noncategorical	5,172	35,000	35,000	35,000	-
Source Total:	5,172	35,000	35,000	35,000	-
Federal Government					
Noncategorical	26,644	41,280	41,280	41,280	-
Categorical	-	-	148,000	-	-
Source Total:	26,644	41,280	189,280	41,280	-
Other Financing Sources					
Use of Fund Balance	-	1,400,000	1,435,017	-	(1,400,000)
Source Total:	-	1,400,000	1,435,017	-	(1,400,000)
FUND TOTAL:	3,507,188	4,970,100	5,153,117	3,609,980	(1,360,120)

REVENUE OVERVIEW

All Funds - by Fund and Source

Fund / Source / Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
SOLID WASTE FUND					
Local Sources					
Interest & Use of Property	2,512	2,800	2,800	2,800	-
Charges for Services	3,631,000	3,531,500	3,531,500	3,687,500	156,000
Other Local Revenue	65	20,050	20,050	20,050	-
Source Total:	3,633,576	3,554,350	3,554,350	3,710,350	156,000
State of Virginia					
Categorical Aid	8,045	7,000	7,000	7,000	-
Source Total:	8,045	7,000	7,000	7,000	-
Other Financing Sources					
Use of Fund Balance	-	132,000	140,107	227,560	95,560
Source Total:	-	132,000	140,107	227,560	95,560
FUND TOTAL:	3,641,621	3,693,350	3,701,457	3,944,910	251,560
BUILDING MAINTENANCE FUND					
Local Sources					
Interest & Use of Property	1,510	3,000	3,000	1,960	(1,040)
Interfund Revenue	1,588,120	1,638,120	1,638,120	2,059,570	421,450
Source Total:	1,589,630	1,641,120	1,641,120	2,061,530	420,410
Other Financing Sources					
Use of Fund Balance	-	-	101,984	410,000	410,000
Source Total:	-	-	101,984	410,000	410,000
FUND TOTAL:	1,589,630	1,641,120	1,743,104	2,471,530	830,410
VEHICLE MAINTENANCE FUND					
Local Sources					
Interest & Use of Property	1,502	2,500	2,500	1,640	(860)
Other Local Revenue	155,750	-	-	61,000	61,000
Interfund Revenue	3,130,657	3,897,820	3,897,820	4,629,040	731,220
Source Total:	3,287,910	3,900,320	3,900,320	4,691,680	791,360
Other Financing Sources					
Transfers	194,393	327,000	327,000	405,000	78,000
Use of Fund Balance	-	-	823,480	-	-
Source Total:	194,393	327,000	1,150,480	405,000	78,000
FUND TOTAL:	3,482,303	4,227,320	5,050,800	5,096,680	869,360

REVENUE OVERVIEW

All Funds - by Fund and Source

Fund / Source / Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
INFORMATION TECHNOLOGY FUND					
Local Sources					
Interest & Use of Property	2,656	10,000	10,000	2,000	(8,000)
Other Local Revenue	10,540	12,160	12,160	11,300	(860)
Interfund Revenue	3,669,295	4,080,590	4,580,590	4,843,680	763,090
Source Total:	3,682,491	4,102,750	4,602,750	4,856,980	754,230
Other Financing Sources					
Use of Fund Balance	-	-	349,172	-	-
Source Total:	-	-	349,172	-	-
FUND TOTAL:	3,682,491	4,102,750	4,951,922	4,856,980	754,230
CEMETERY TRUST FUND					
Local Sources					
Interest & Use of Property	376	-	-	-	-
Charges for Services	81,000	-	-	-	-
Source Total:	81,376	-	-	-	-
Other Financing Sources					
Use of Fund Balance	-	32,800	32,800	50,000	17,200
Source Total:	-	32,800	32,800	50,000	17,200
FUND TOTAL:	81,376	32,800	32,800	50,000	17,200
SCHOOL OPERATING FUND					
Local Sources					
Fines & Forfeitures	13,693	-	-	-	-
Interest & Use of Property	22,824	-	-	-	-
Charges for Services	381,186	588,750	588,750	595,250	6,500
Source Total:	417,702	588,750	588,750	595,250	6,500
State of Virginia					
Categorical Aid	57,662,185	60,902,000	60,902,000	67,399,830	6,497,830
Source Total:	57,662,185	60,902,000	60,902,000	67,399,830	6,497,830
Federal Government					
Categorical	101,389	-	-	-	-
Source Total:	101,389	-	-	-	-
Other Financing Sources					
Transfers	49,723,223	51,796,282	51,796,282	53,444,200	1,647,918
Use of Fund Balance	-	5,190,000	6,749,922	1,300,000	(3,890,000)
Source Total:	49,723,223	56,986,282	58,546,204	54,744,200	(2,242,082)
FUND TOTAL:	107,904,500	118,477,032	120,036,954	122,739,280	4,262,248

REVENUE OVERVIEW

All Funds - by Fund and Source

Fund / Source / Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
SCHOOL GRANTS/PROJECTS FUND					
Federal Government					
Federal Pass Through	4,223,217	-	1,502,165	-	-
Categorical	3,931,902	3,915,741	4,345,337	3,996,965	81,224
Source Total:	8,155,119	3,915,741	5,847,502	3,996,965	81,224
FUND TOTAL:	8,155,119	3,915,741	5,847,502	3,996,965	81,224
SCHOOL DEBT SERVICE FUND					
Other Financing Sources					
Transfers	6,808,107	3,545,328	3,545,328	557,700	(2,987,628)
Source Total:	6,808,107	3,545,328	3,545,328	557,700	(2,987,628)
FUND TOTAL:	6,808,107	3,545,328	3,545,328	557,700	(2,987,628)
SCHOOL FOOD SERVICE FUND					
Local Sources					
Charges for Services	29,335	739,000	739,000	770,500	31,500
Source Total:	29,335	739,000	739,000	770,500	31,500
State of Virginia					
Categorical Aid	68,369	115,520	115,520	105,437	(10,083)
Source Total:	68,369	115,520	115,520	105,437	(10,083)
Federal Government					
Categorical	1,147,189	3,005,000	3,005,000	3,223,838	218,838
Source Total:	1,147,189	3,005,000	3,005,000	3,223,838	218,838
Other Financing Sources					
Use of Fund Balance	-	326,523	565,762	-	(326,523)
Source Total:	-	326,523	565,762	-	(326,523)
FUND TOTAL:	1,244,894	4,186,043	4,425,282	4,099,775	(86,268)
SCHOOL CAPITAL PROJECTS					
Federal Government					
Categorical	-	-	-	3,484,415	3,484,415
Source Total:	-	-	-	3,484,415	3,484,415
Other Financing Sources					
Transfers	3,000,000	5,190,000	5,190,000	4,300,000	(890,000)
Use of Fund Balance	-	-	5,738,031	-	-
Source Total:	3,000,000	5,190,000	10,928,031	4,300,000	(890,000)
FUND TOTAL:	3,000,000	5,190,000	10,928,031	7,784,415	2,594,415
ALL FUNDS TOTAL:	\$ 381,037,316	\$ 406,502,724	\$ 434,971,855	\$ 410,458,985	\$ 3,956,261

REVENUE OVERVIEW

Major Revenue Source Analysis

MAJOR REVENUE SOURCES

The City of Manassas budgets and accounts for its revenue within the various funds of the City. However, revenue is also budgeted and accounted for by source. The revenue sources for the City are as follows:

Local Revenues:

- General Property Taxes
- Other Taxes
- Permits, Fees, Licenses
- Fines & Forfeitures
- Revenue from the Use of Money and Property (interest and rent)
- Charges for Services
- Sales & Connections
- Other Local Revenue & Interfund Revenue

Revenues from Other Government:

- Revenue from the State
- Revenue from the Federal Government

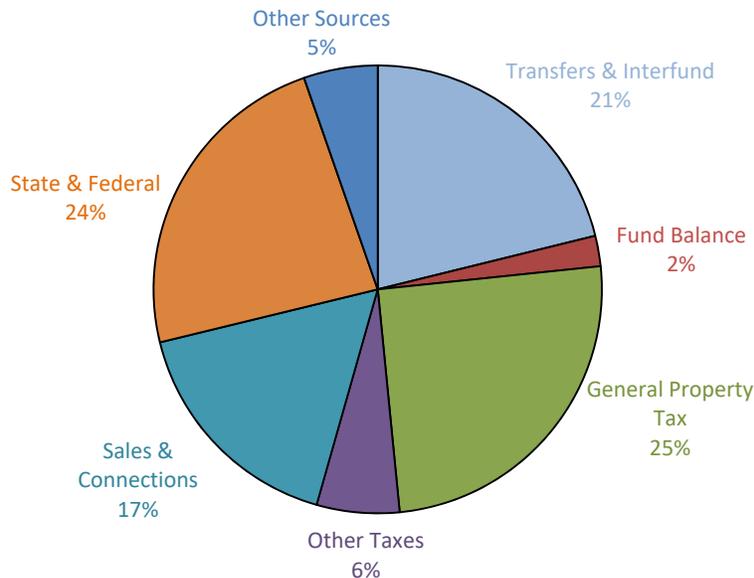
Non-revenue Sources:

- Payment in Lieu of Taxes and Transfers
- Bond Proceeds
- Contribution from Fund Balance

In the FY 2023 Budget, General Property Taxes make up 25% of the total revenue and Other Taxes (sales, business, professional and occupational, meals, utility, etc.) make up 6%. Sales & Connections are 17% of the total revenue and Revenue from the State and Federal Governments make up 24%. Transfers and Interfund revenue make up 21%. These six classifications account for 93% of the total revenue.

The General Fund is supported 67% by General Property Taxes, 18% by Other Taxes, and 15% by all other revenue sources.

The pie chart below shows the FY 2023 Budget (all funds) by funding source.



**Other Sources represents Permits, Licenses, & Fees; Fines & Forfeitures; Interest; Use of Money and Property; Charges for Services; Miscellaneous Revenues; and Other Financing Sources*

REVENUE OVERVIEW

Major Revenue Source Analysis

GENERAL PROPERTY TAXES

General Property Taxes are levied on the assessed value of real and personal property. These taxes include real property taxes and personal property taxes. The tax year for real property taxes is July 1 – June 30; the tax year for personal property taxes is January 1 – December 31. These taxes represent 23% (\$103 million) of the City's total resources.

Real Property Taxes

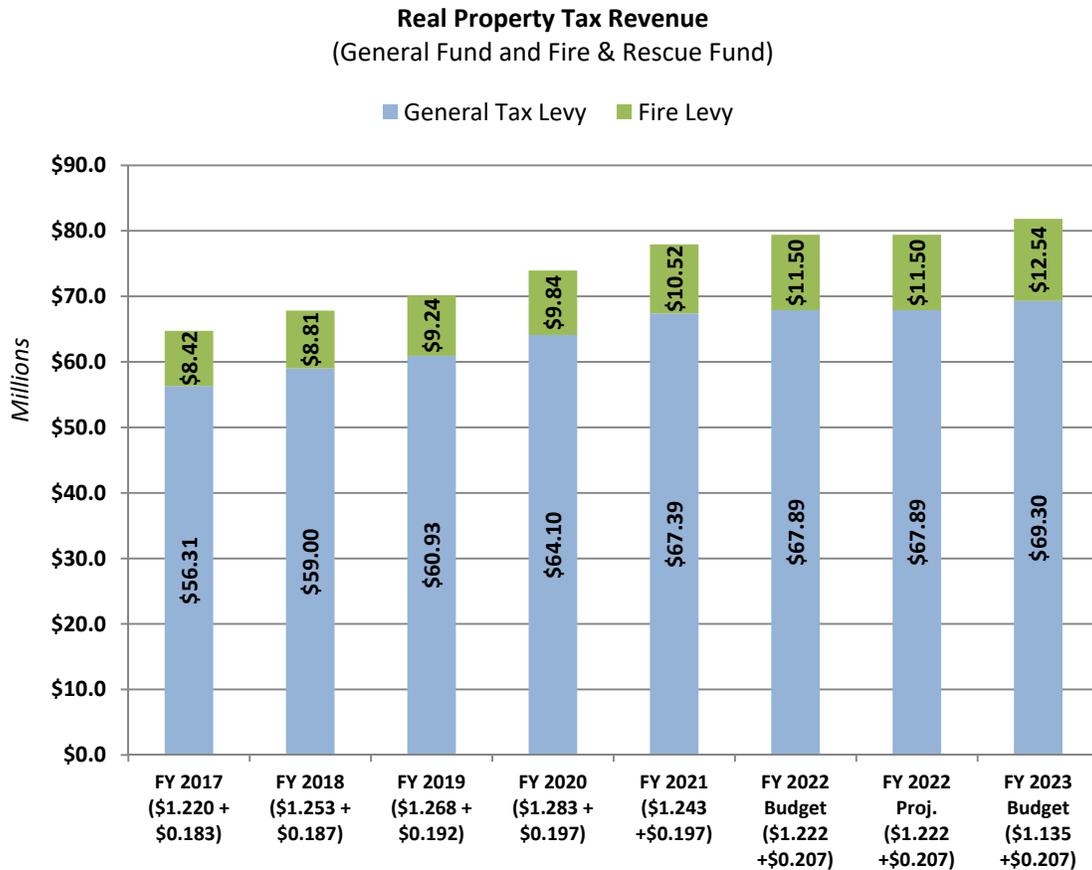
(§58.1-3201 for General, §27-23.1 for Fire, §15.2-2403 for Special Taxing Districts)

The Real Property Tax Rate decreased from \$1.222 to \$1.135 and the Fire and Rescue Levy remained at \$0.207. The Owens Brooke Service District Tax Rate decreased from \$0.101 to \$0.0869. Including new construction, assessments on residential properties have increased since January 1, 2021 an average of 12.14% and non-residential property assessments have increased an average of 4.70%. The average existing residential tax payer will see a 5.0% or \$234 increase to their tax bill. The average existing non-residential tax payer will see a 2.13% or \$465 decrease to their tax bill. The average existing tax bill for all classes will increase 2.65% or \$167. Virginia localities are prohibited from levying separate tax rates on commercial and residential properties.

Real Estate Tax Base

- Total real estate assessments - \$6,229 billion in tax year 2023; an increase of 9.65% from the prior year
- New construction accounts for \$19.7 million of the real estate assessments (0.32%)
- Each penny on the rate generates approximately \$600,000 in real estate revenue in FY 2023
- The City provided \$1,079,477 in Tax Relief for the Elderly and Disabled Program in FY 2021

The chart below shows a history of revenue collections for Real Property Taxes for the General Fund and Fire and Rescue Fund.



REVENUE OVERVIEW

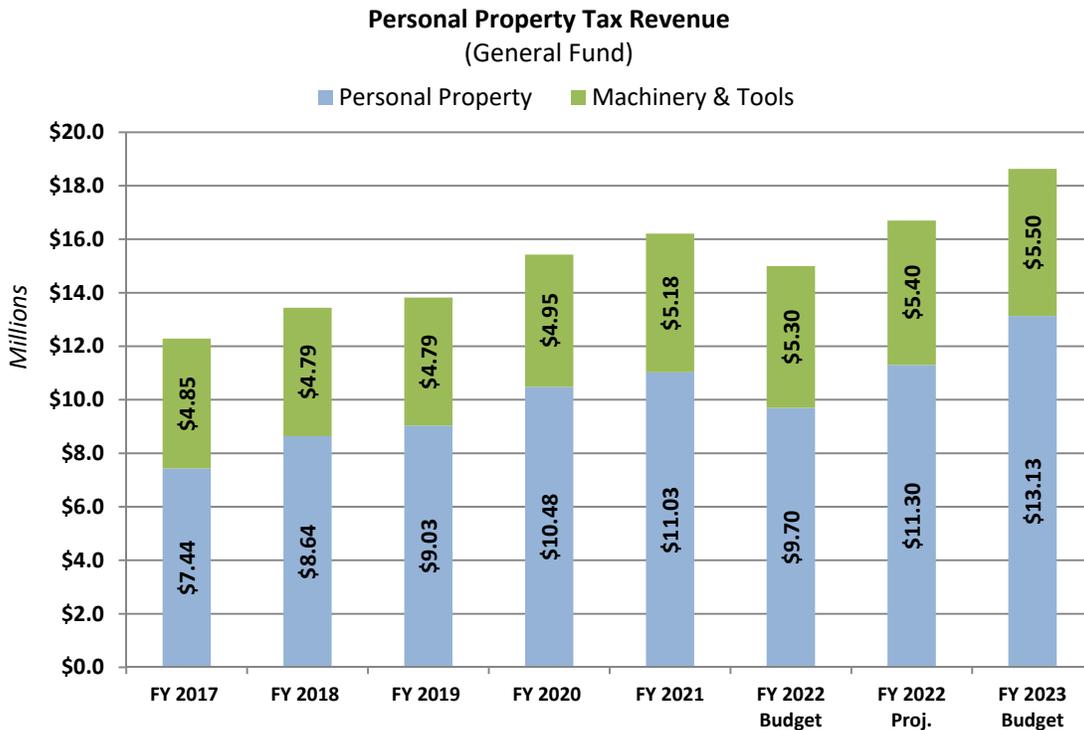
Major Revenue Source Analysis

Personal Property Taxes (§58.1-3500)

Personal Property Tax is levied on all tangible personal property, including motor vehicles and delivery equipment. Household goods and personal effects are exempt.

The Tax Rates are below and the resolution which includes the related Code of Virginia sections can be found in the Policy & Process section of this book.

- Machinery & Tools - \$2.10
- Machinery & Tools Used in Semiconductor Manufacturing – \$0.793
- Programmable Computer Equipment - \$1.25
- Vehicles without motive power, used or designed to be used as manufactured homes - \$1.135
- Aircraft and Antique Motor Vehicles - \$0.00001
- Motor Vehicles as identified in sections (e)-(l) in Ordinance O-2017-05 - \$0.00001
- Business Personal Property - \$3.60
- All Tangible Personal Property except as specified in O-2017-15 1 (a) – (n) - \$3.60



The chart above shows a history of revenue collections for Personal Property Tax.

Below is the billing information for personal property taxes (excluding M&T). The collection rate is 95%-97%.

Classification	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Motor Vehicles	10,335,241	10,681,391	11,012,973	11,605,178	11,998,516
Boats & Motors	10,558	8,072	12,185	13,472	13,836
Business Personal Property	2,018,117	2,037,314	2,444,646	2,592,996	2,238,061
Business Computer Equipment	109,650	131,229	121,593	112,397	130,556
PPTRA (State Revenue)	(3,786,634)	(3,786,634)	(3,786,634)	(3,786,634)	(3,786,634)
Total Billed per COR	8,686,932	9,071,372	9,804,763	10,537,409	10,594,335

REVENUE OVERVIEW

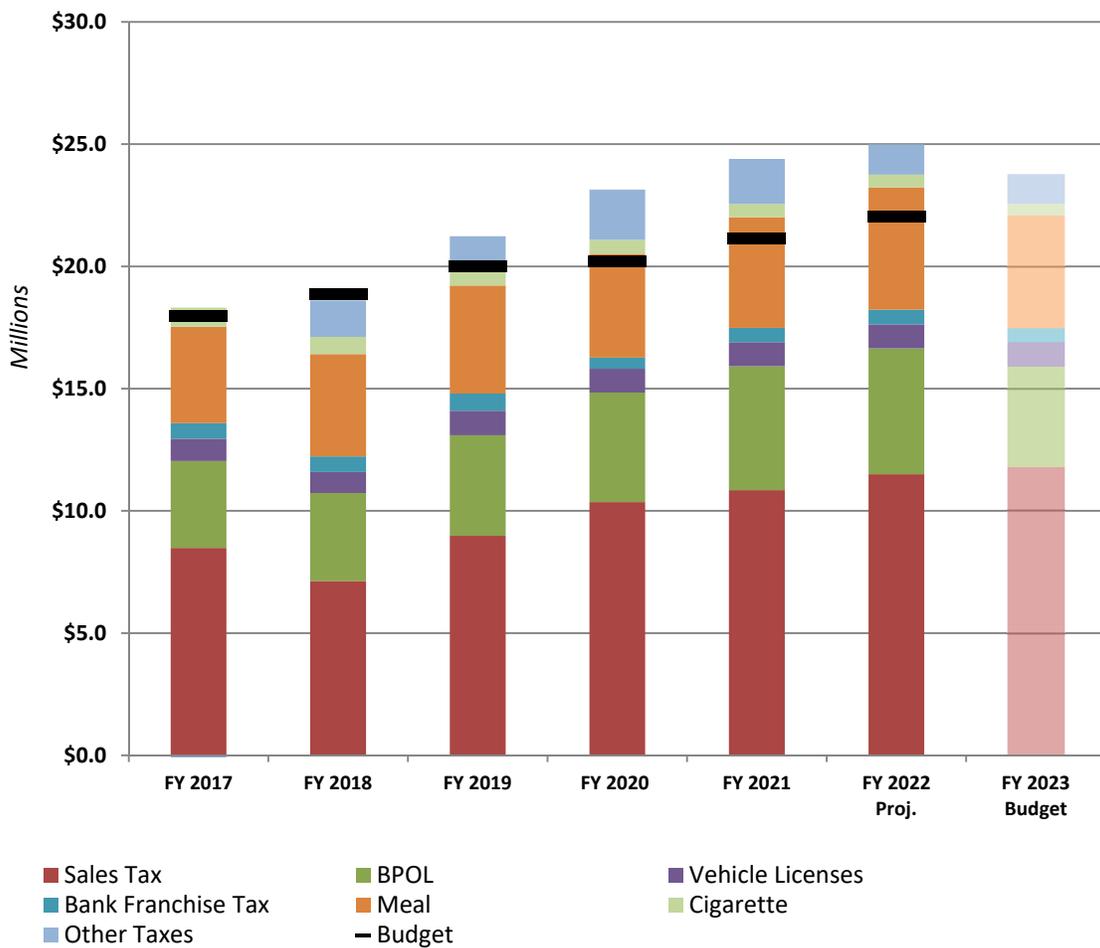
Major Revenue Source Analysis

OTHER LOCAL TAXES

Other Local Taxes are comprised of consumer and business based taxes including Sales Tax, BPOL tax, Vehicle License Tax, Bank Franchise Tax, Meal Tax, and Cigarette Tax. Other local taxes make up \$24.5 million, or 6%, of the City's total Budget (all in the General Fund).

The chart below shows the trend in Other Local Tax revenue. A more in depth analysis of some of the larger tax sources can be found on later pages in this analysis.

Other Local Taxes
(General Fund)



REVENUE OVERVIEW

Major Revenue Source Analysis

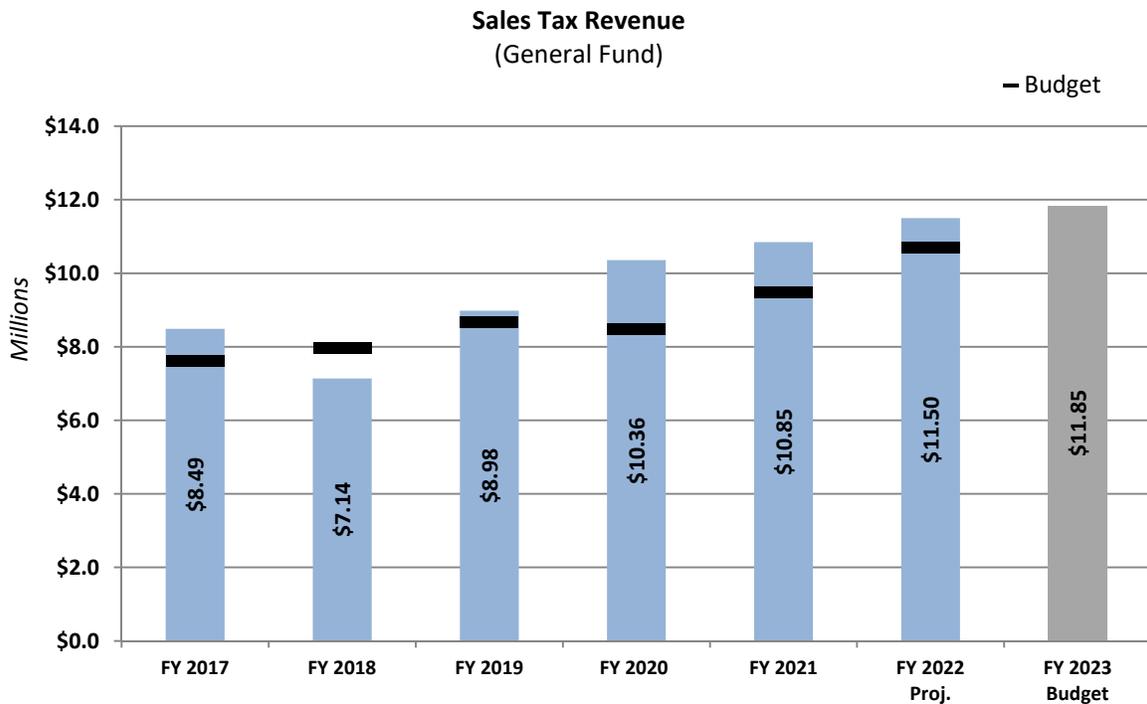
Sales Tax

(§58.1-603)

Sales Tax is levied on the sale, distribution, use, or consumption of tangible personal property, the leasing or renting of tangible personal property, and the storage of personal property inside or outside Virginia that is for use in Virginia. The sales tax rate is 6.0%. This is comprised of a 4.3% tax for the State; a 0.70% tax for NVTA and 1.0% for the City. Sales tax revenue in the General Fund reflects the 1.0% sales tax the City receives. Of the NVTA share, the City is eligible to receive 30% back if the City meets the criteria set forth under HB 2313. This anticipated revenue is not part of the City's operating budget, but rather a funding source in the Five-Year Capital Improvement Program (NVTA source).

Tax receipts are used to project this tax, but revenue is sensitive to underlying price level changes as it will increase with the price of goods sold. Current year estimates are used in projecting next year's revenues after applying overall price assumptions. Changes in the local retail market (such as the opening of new stores, the performance of existing stores) can affect this revenue stream.

The decline in revenue for FY 2018 is due to a taxpayer filing error which resulted in the State reducing sales tax proceeds to the City by \$1,042,990 to account for four years of restated revenues due to this error. Revenues are budgeted with a 3% annual increase.



REVENUE OVERVIEW

Major Revenue Source Analysis

Business, Professional, and Occupational License Tax (BPOL)

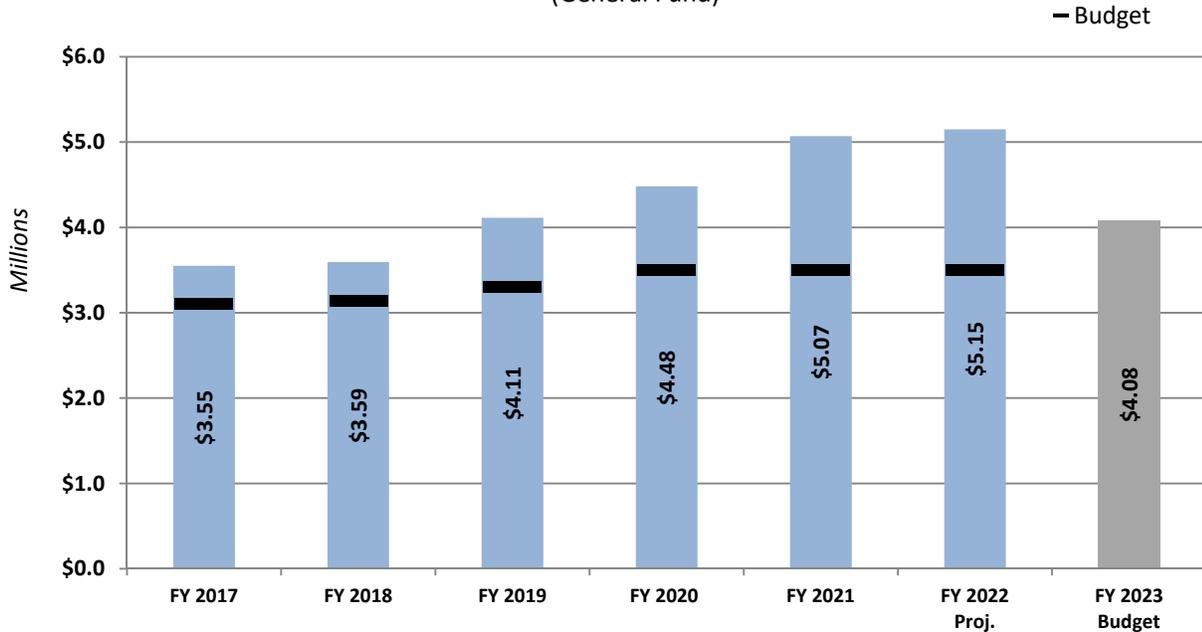
(§58.1-3703)

Business, Professional, and Occupational License Tax is collected from any person who engages in a business, trade, profession, occupation, or other activity in the City. It is also applied to individuals that maintain a place of business, either permanent or temporary, or conduct a business related activity. Rates vary depending on business classification and are generally imposed as a percentage of gross receipts.

- Wholesale Merchants (based on gross purchase): \$0.05 per \$100
- Contractors: \$0.10 per \$100
- Retail Merchants: \$0.12 per \$100
- Repair, Personal, and Business Service Operations: \$0.22 per \$100
- Hotels & Motels: \$0.22 per \$100
- Real Estate Services and Professional Services: \$0.33 per \$100
- Financial Services: \$0.35 per \$100

The chart below reflects the history of revenue (and budget) for BPOL Tax Revenue followed by a table indicating tax revenue by class (Source - Commissioner of the Revenue). Tax revenue by class is based on returns which are due annually by March 1st. Actual receipts may vary depending on timing of payments. Revenues are budgeted with a 2% annual increase.

Business, Professional, Occupational License (BPOL) Tax Revenue
(General Fund)



	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Retail Merchants	1,186,346	1,279,424	1,233,492	1,252,193	1,246,337
Pers. Services	1,091,432	1,156,510	1,170,375	1,427,606	1,329,202
Professional	751,688	758,422	763,943	822,555	704,416
Contractors	209,886	275,652	253,598	645,423	831,266
Wholesale Merchants	74,665	87,972	84,420	99,637	82,600
All Other	196,694	187,560	243,763	239,255	252,953
	\$3,510,711	\$4,348,315	\$3,749,591	4,486,669	4,446,774
<i>% Change from Prior</i>	<i>12.0%</i>	<i>23.85%</i>	<i>-13.61%</i>	<i>19.66%</i>	<i>-0.88%</i>

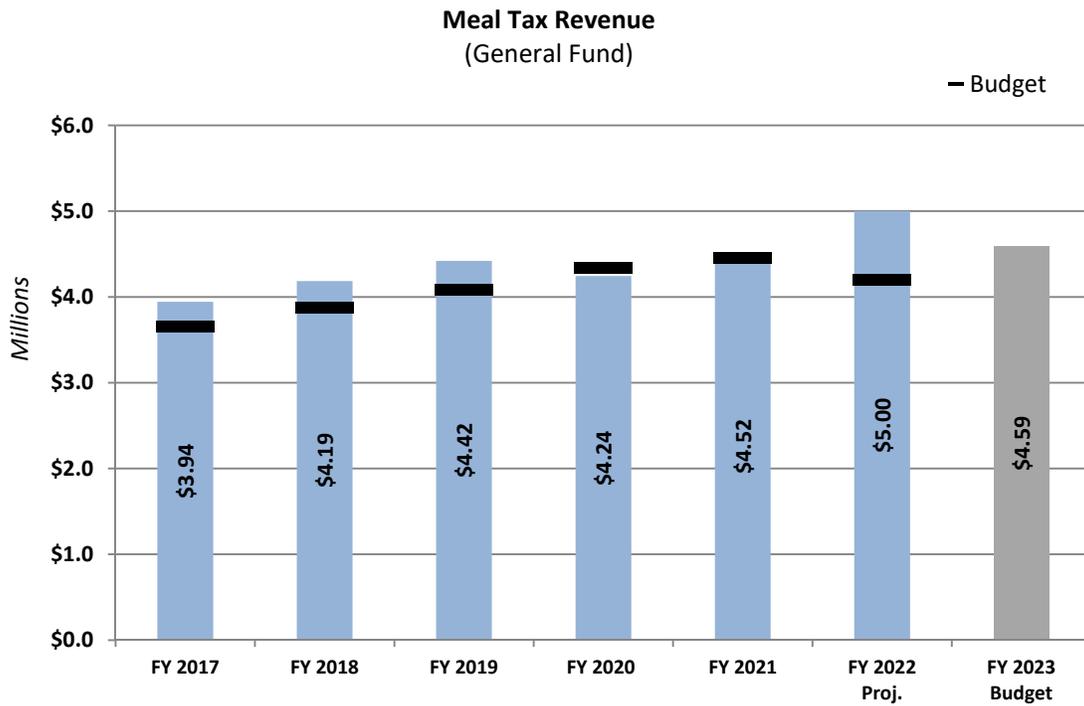
*Source – Commissioner of the Revenue

REVENUE OVERVIEW

Major Revenue Source Analysis

Meal Tax (§58.1-2652)

Restaurants and other sellers of prepared food and beverages are required to collect a 4% tax from the consumer at the time of the sale. These taxes are held in trust by the business until they are remitted to the City (by the 20th of the month following the month the taxes were collected.) Meal Tax is collected at a rate of 4% on the value of the meal. Revenues are budgeted with a 2% annual increase.

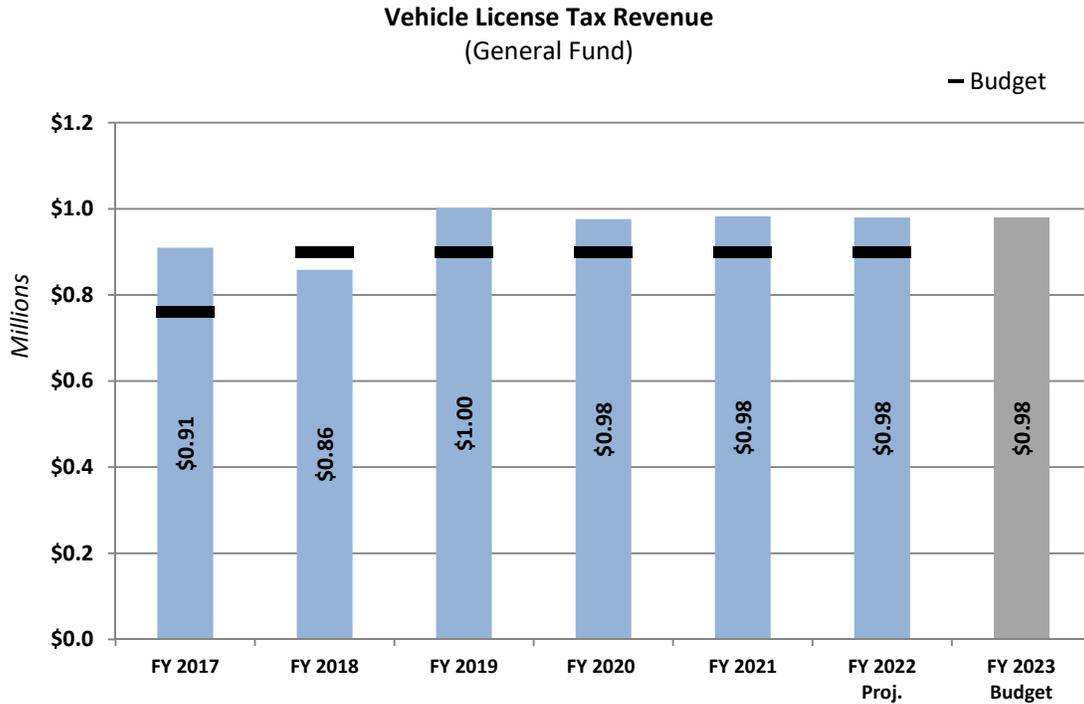


REVENUE OVERVIEW

Major Revenue Source Analysis

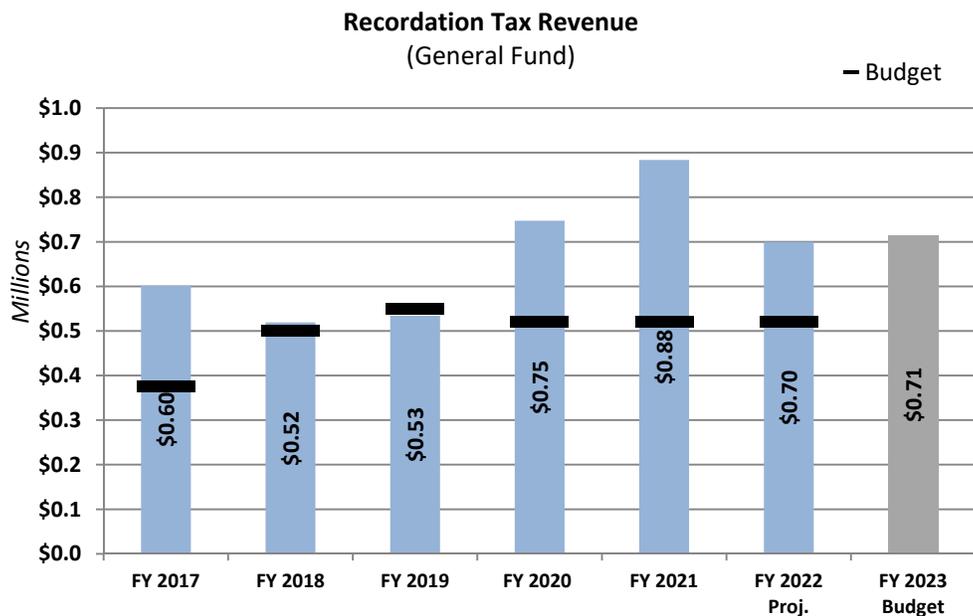
Vehicle License Tax (§46.2-752)

Vehicle licenses are assessed along with personal property taxes and due October 5th of each year. The City's vehicle license rates are \$25 for vehicles and \$10 for motorcycles.



Recordation Tax (§58.1-814)

State and local recordation (grantee) taxes are levied when real estate property in the County is sold, conveyed, or refinanced. The tax is paid by the purchaser of the property. Revenues are budgeted with a 2% annual increase.



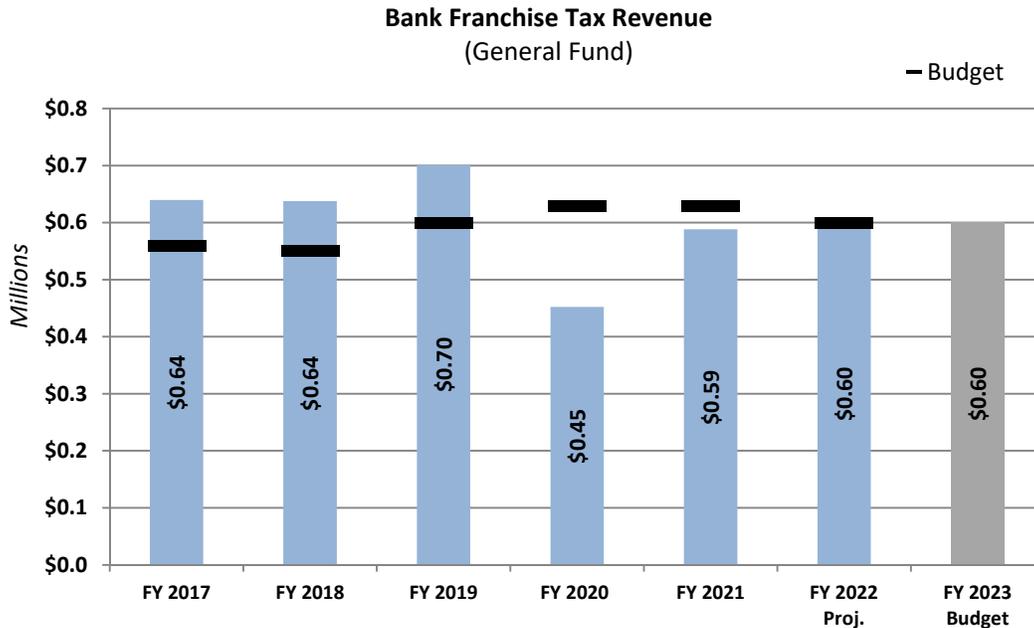
REVENUE OVERVIEW

Major Revenue Source Analysis

Bank Franchise Tax

(§58.1-1204)

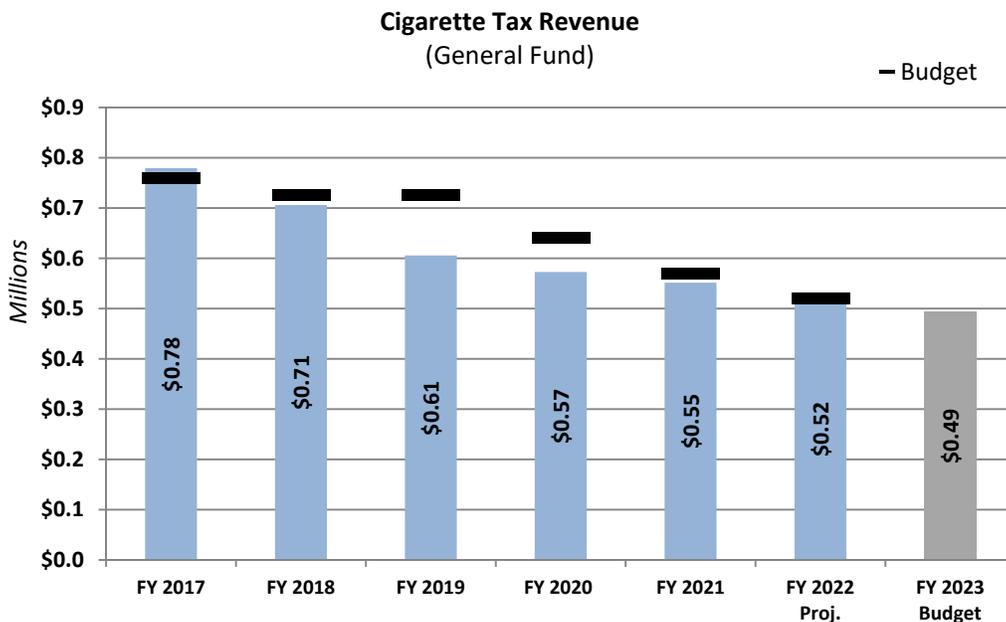
The City of Manassas imposes upon each bank located within the boundaries of the city a tax on net capital equaling 80% of the state rate of the franchise tax set forth in Section 58.1-1204 in the Code of Virginia. The State tax rate is currently \$1 on each \$100 of net capital. Returns are required to be submitted annually to the City no later than March 1st and payment is due June 1st.



Cigarette Tax

(§58.1-3840)

A cigarette tax is levied at a rate of \$0.65 per pack of cigarettes sold within the City limits. This tax is administered by the NOVA Cigarette Tax Board. As shown in the chart, this is a declining revenue stream for the City, due in part to a decrease in the number of active accounts as well as a decrease in overall cigarette purchases. Revenues are budgeted with a 5% annual decrease.

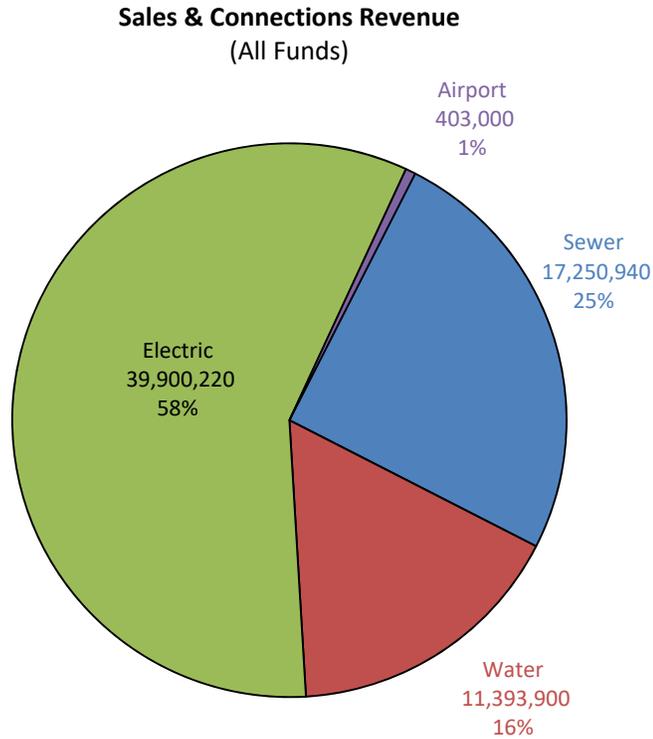


REVENUE OVERVIEW

Major Revenue Source Analysis

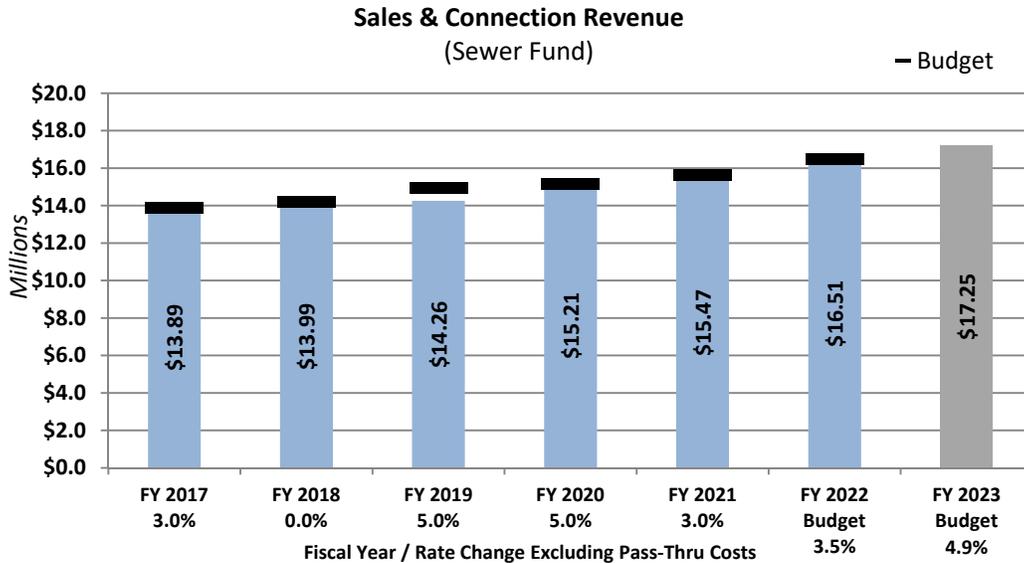
SALES & CONNECTIONS

Sales & Connections revenue makes up 17% or \$68.9 million of the City's total budget. This revenue can be found in the Sewer, Water, Electric, and Airport funds.



Sewer Fund

The chart below shows a history of revenue for Sales & Connections in the Sewer Fund. It also includes the rate change (percentage) for each fiscal year. Sales & Connections revenue includes the UOSA Cost Recovery related to the pass-thru cost of sewer treatment. In years where the actual revenue was less than budgeted, most of the difference can be attributed to lower UOSA Cost Recovery revenues. Since UOSA is a pass-thru cost, this is directly linked to lower than budgeted sewer treatment costs.

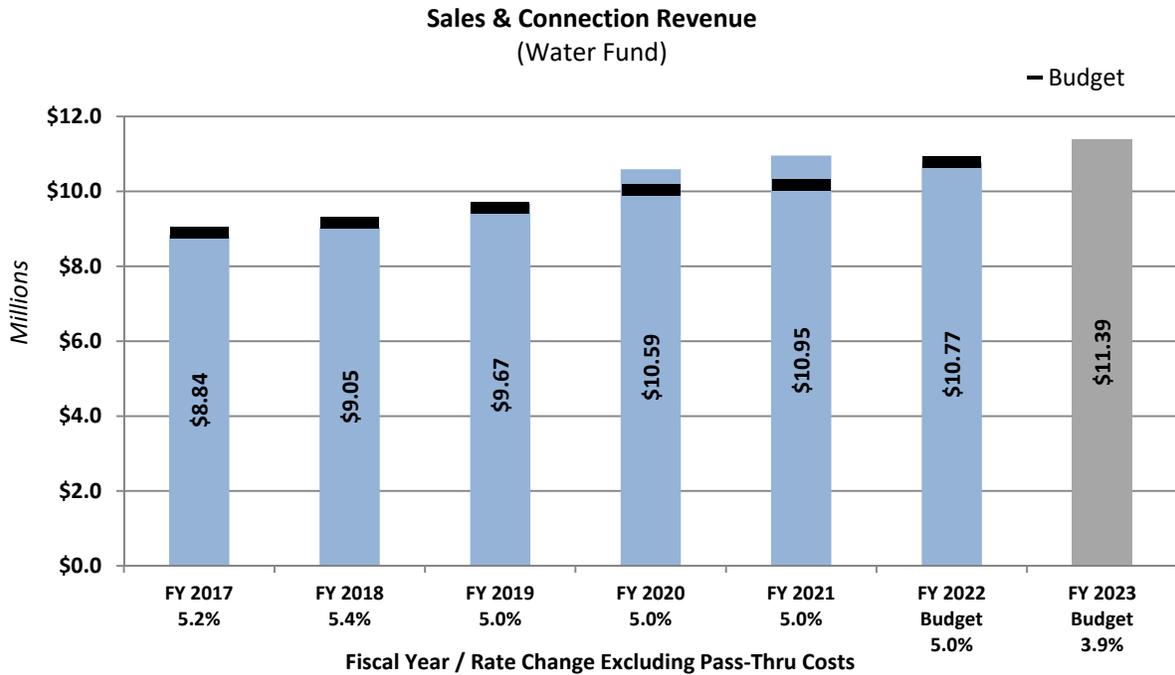


REVENUE OVERVIEW

Major Revenue Source Analysis

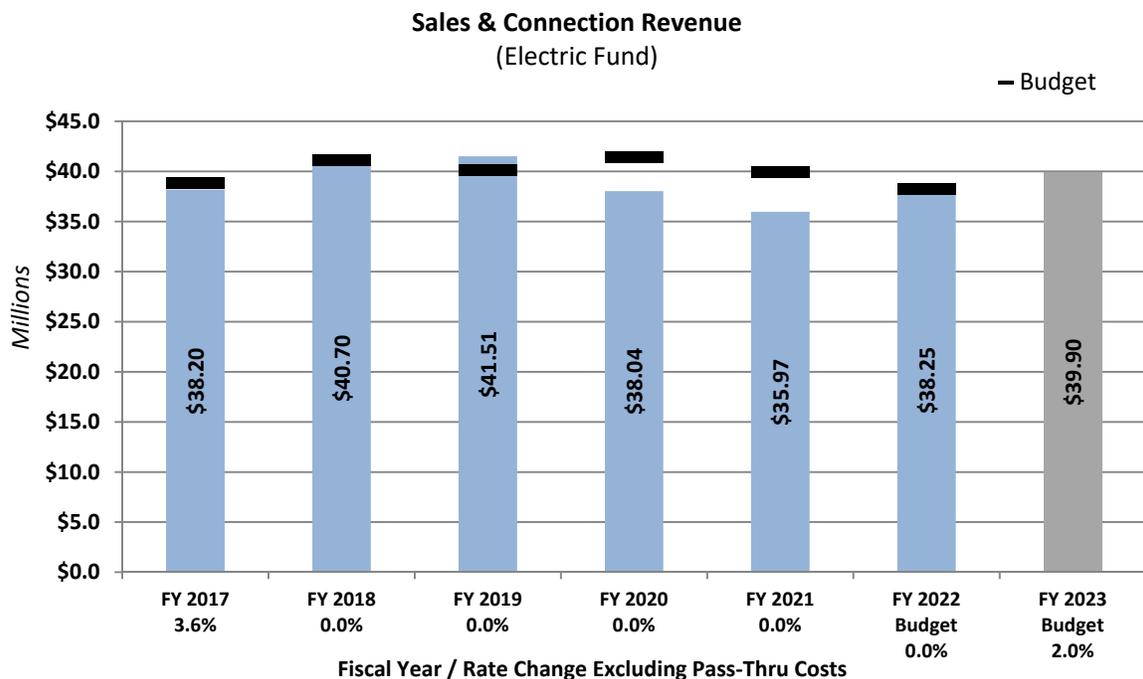
Water Fund

The chart below shows a history of revenue for Sales & Connections in the Water Fund. It also includes the rate change (percentage) for each fiscal year.



Electric Fund

The chart below shows a history of revenue for Sales & Connections in the Electric Fund. It also includes the rate change (percentage) for each fiscal year.

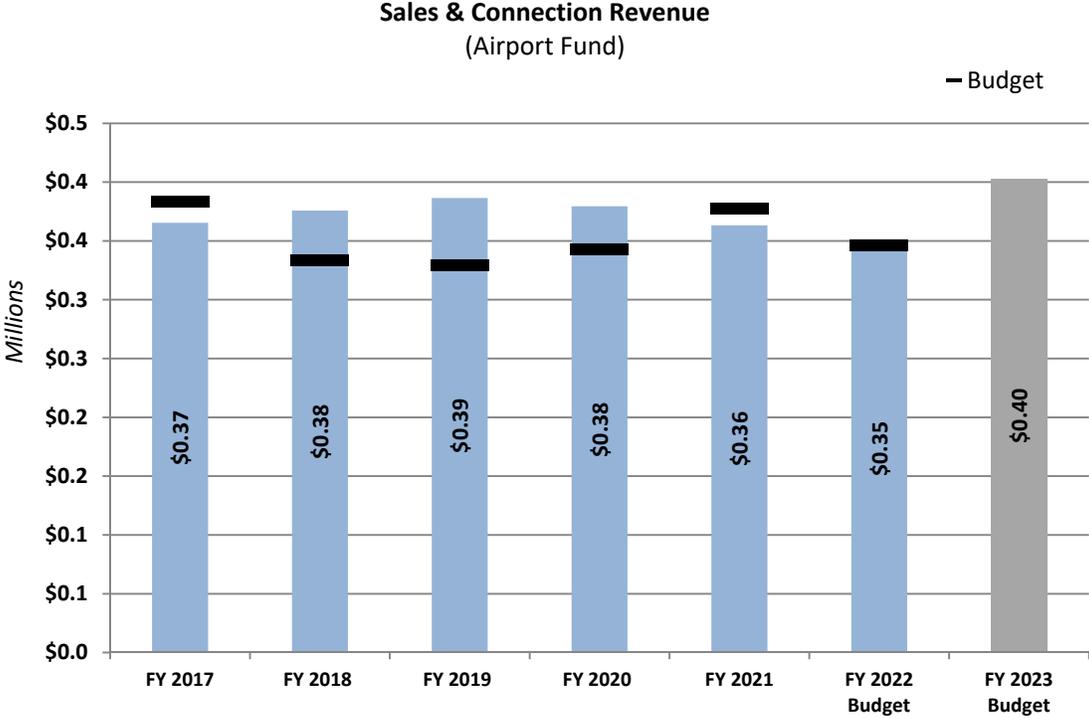


REVENUE OVERVIEW

Major Revenue Source Analysis

Airport Fund

The chart below shows a history of Sales & Connections charges in the Airport Fund. This revenue is fairly stable and reliable. While not a large amount compared to the sales and connections revenue in the utility funds, this is the second largest revenue source for the Airport. Revenues remain stable.



REVENUE OVERVIEW

Major Revenue Source Analysis

REVENUE FROM THE STATE

The Commonwealth of Virginia supports the City through Non-Categorical Aid, Shared Expenses, and Categorical Aid. The State provides 20% of the revenue.

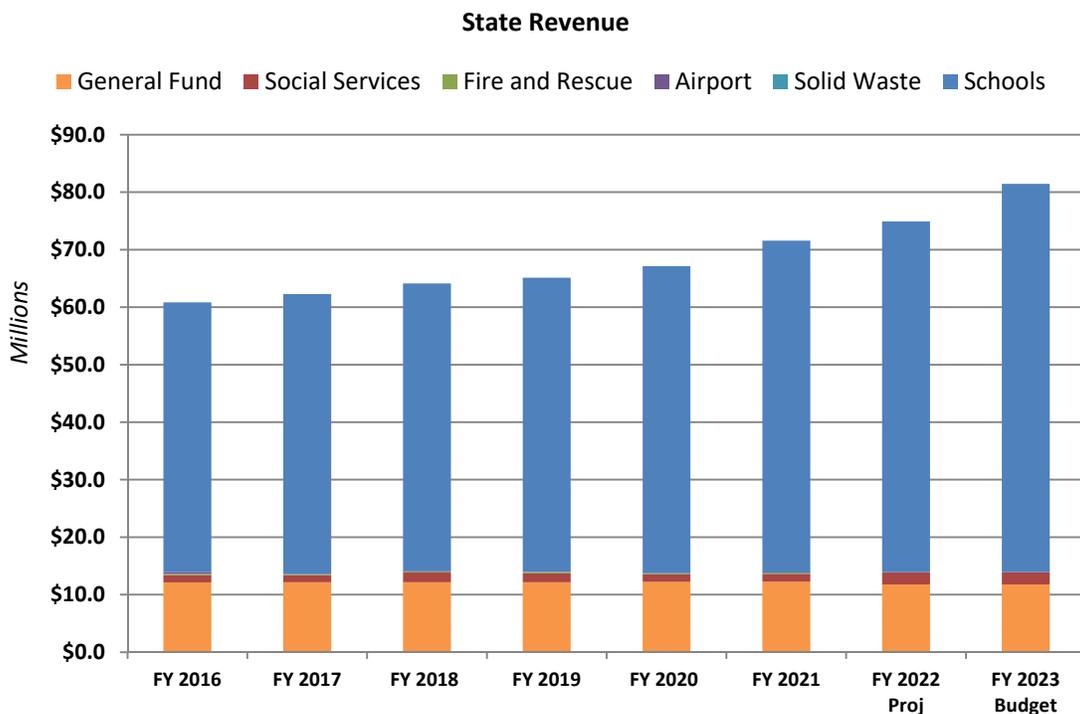
Non-Categorical Aid is revenue to the City without restriction as to use. This includes taxes on communications services, railroad equipment, car rentals, and deeds. Also included are HB 599 funds in accordance with House Bill 599 that was enacted in 1981 to provide aid to localities for law enforcement. This law was a companion to State legislation restricting annexation and thus impeding a city’s ability to increase its boundaries and tax base. The annual amount is determined based on a formula including the average crime rate, population density, and certain population characteristics. A share of the total revenue growth Statewide is provided to localities.

Shared Expenses consist of recovered costs for a portion of the salaries and operating expenses of constitutional and other offices serving the Manassas community, including the City Treasurer, the Commissioner of Revenue, and the Voter Registrar.

Categorical Aid is revenue given to the City for a specific purpose such as education, public assistance grants, social service programs, street maintenance, and many police/public safety grants. State reimbursements for the cost of operating the Social Services Department include cost of personnel services, fringe benefits, non-personal services, and rent for buildings. The reimbursement rate varies by program from 50-70% of the overall costs incurred. Street construction and maintenance revenue is received from the Virginia Department of Transportation to maintain the City’s arterial and collector roads and streets. The revenue is provided based on a statewide maintenance index of the unit costs used on roads and bridges. Changes in the index are used to calculate and implement annual per-land-mile rates. The revenue to the City fluctuates based on index changes and the number of road miles assessed. Funds offset qualifying operating costs recorded in the City’s budget.

Although the School Funds receive the most State revenue in the City budget the General Fund receives 14.5% mostly for Personal Property Tax Relief (PPTRA), Highway Maintenance, and Communications Tax; the Social Services Fund receives 2.6% primarily for eligibility service and Children’s Services Act (CSA). Together the other funds make up less than 1 % of State revenue. State revenue in these funds generally consists of grants.

The chart below shows collection of state revenue for the City as a whole.



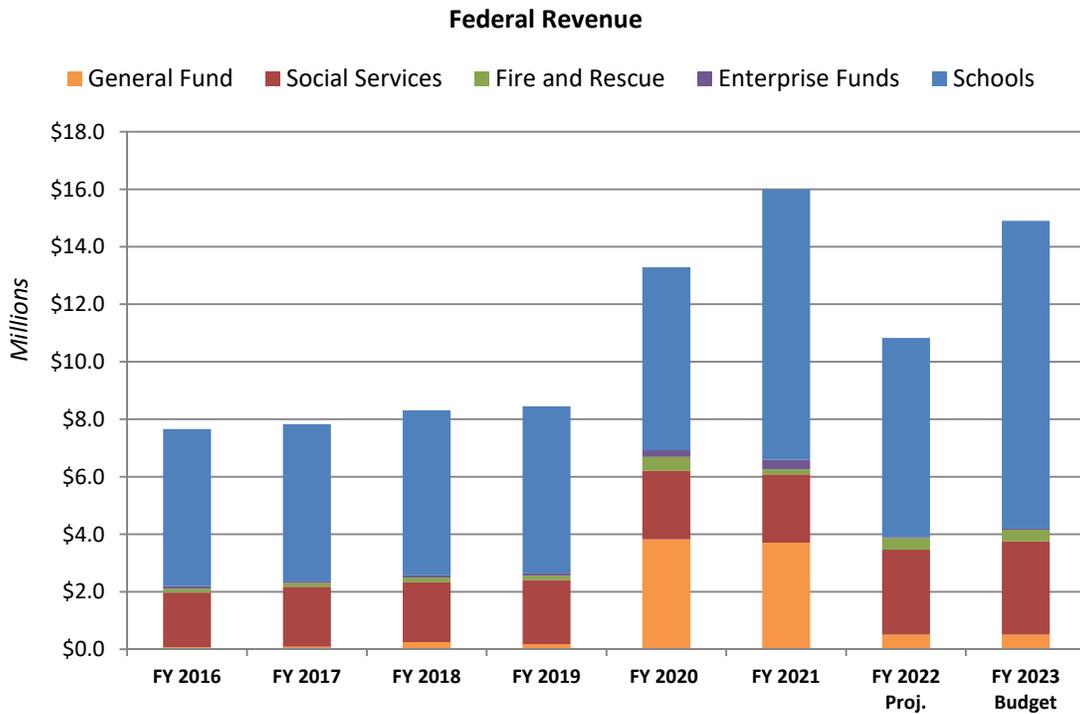
REVENUE OVERVIEW

Major Revenue Source Analysis

REVENUE FROM FEDERAL GOVERNMENT

As with Revenue from the State, the funds the City receives from the Federal Government may be Categorical Aid or Non-Categorical Aid. The Federal Government provides 4% of the total budget. Majority of federal revenue in the City is for Education purposes. The Social Services Fund receives 21.8% of the City's federal revenue, the General Fund and Fire and Rescue Fund comprise a total of 6.1% (mostly in the form of grants), and the Airport receives less than 1% of the Federal Revenue.

The chart below shows collection of federal revenue for the City as a whole.



REVENUE OVERVIEW

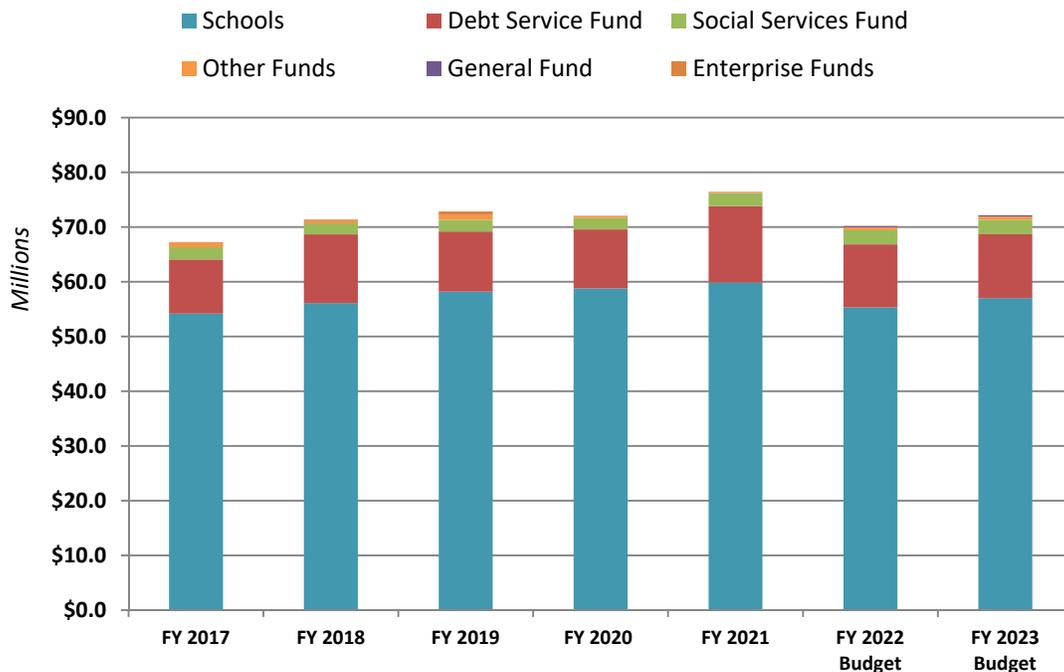
Major Revenue Source Analysis

TRANSFERS

There are several operating transfers between funds in the budget. The largest single transfer is in the School Funds and represents the transfer from the General Fund. The chart below shows transfer revenues by fund and purpose.

Transfer To	Transfer From	Purpose	Amount
General Fund	Cemetery Fund	Cemetery Maintenance	50,000
	Stormwater Fund	Streets - Stormwater work	100,000
	Solid Waste Fund	Street Sweeping	75,000
			225,000
Social Services Fund	General Fund	Local Match	2,602,000
Debt Service Fund	General Fund - City	Debt service & future capacity	4,795,750
	General Fund - Schools	Debt service & future capacity	6,140,400
	Fire and Rescue Fund	Current debt service	770,000
			11,706,150
Vehicle Maintenance	Sewer Fund	Vehicle Replacement	225,000
	Electric Fund	Vehicle Replacement	180,000
			405,000
School Funds	General Fund	Operations	57,001,900
Total Transfers			\$ 71,940,050

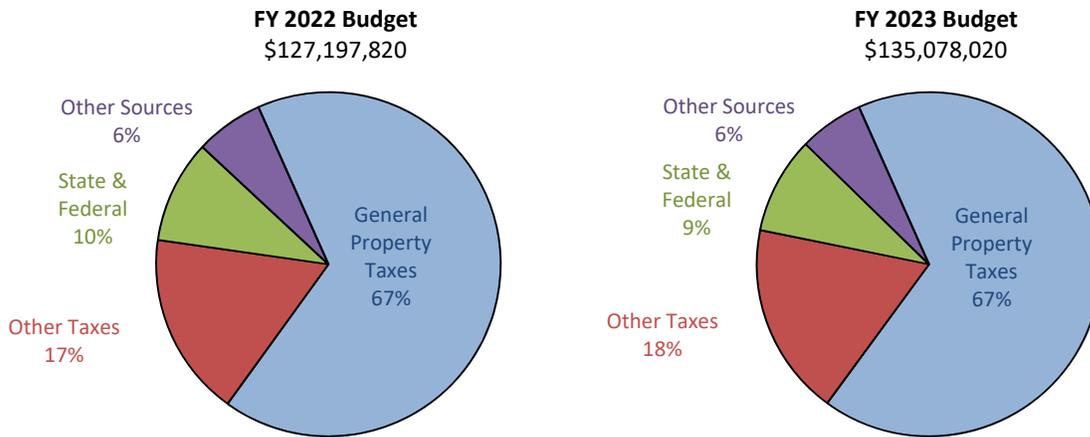
Transfer Revenue



REVENUE OVERVIEW

General Fund - by Source

Source / Type	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
LOCAL SOURCES					
General Property Taxes	86,132,715	84,737,000	84,737,000	90,125,000	5,388,000
Other Local Taxes	25,280,495	22,025,000	22,025,000	24,500,000	2,475,000
Permits, Fees, & Licenses	695,114	500,000	500,000	500,000	-
Fines & Forfeitures	974,534	810,000	810,000	810,000	-
Interest & Use of Property	652,977	577,000	577,000	577,000	-
Charges for Services	646,827	500,000	500,000	500,000	-
Other Local Revenue	4,416,698	3,432,450	3,507,474	3,410,070	(22,380)
Source Total:	118,799,360	112,581,450	112,656,474	120,422,070	7,840,620
STATE OF VIRGINIA					
Noncategorical	7,789,313	7,426,000	7,427,860	7,426,000	-
Shared Expenses	302,192	296,000	296,000	296,000	-
Categorical Aid	4,162,899	4,072,500	4,367,158	4,072,500	-
Source Total:	12,254,404	11,794,500	12,091,018	11,794,500	-
FEDERAL GOVERNMENT					
Noncategorical	11,500	10,000	10,000	10,000	-
Federal Pass Through	3,657,954	-	15,144	-	-
Categorical	41,691	500,000	468,792	500,000	-
Source Total:	3,711,145	510,000	493,936	510,000	-
OTHER FINANCING SOURCES					
Payment in Lieu of Taxes	1,994,210	2,104,070	2,104,070	2,126,450	22,380
Transfers from Other Funds	16,059	207,800	207,800	225,000	17,200
Use of Fund Balance	-	-	6,709,445	-	-
Source Total:	2,010,269	2,311,870	9,021,315	2,351,450	39,580
ALL SOURCES TOTAL:	\$ 136,775,178	\$ 127,197,820	\$ 134,262,743	\$ 135,078,020	\$ 7,880,200

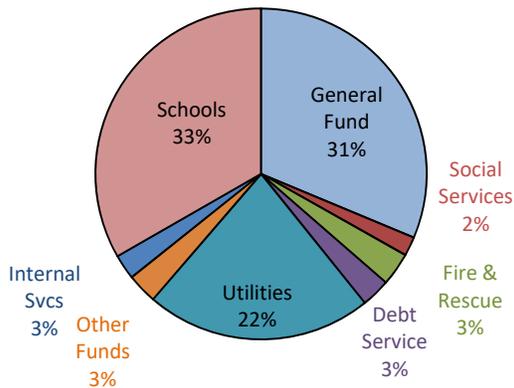


EXPENDITURE OVERVIEW

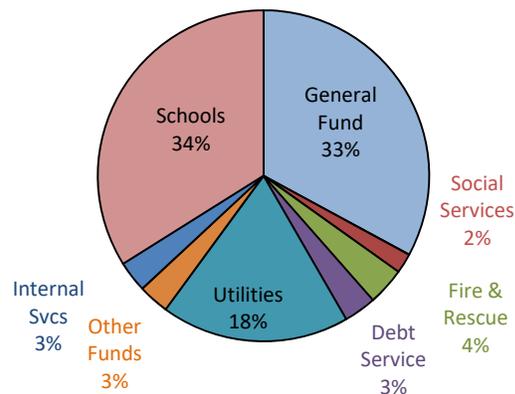
All Funds - by Fund

Fund	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
General Fund	125,709,601	127,197,820	134,262,743	135,078,020	7,880,200
Social Services Fund	6,173,988	7,621,630	7,694,069	7,946,930	325,300
Fire and Rescue Fund	11,293,141	13,150,690	14,504,261	15,063,750	1,913,060
Owens Brooke Service District Fund	282,075	40,200	40,200	40,200	-
PEG Fund	31,245	150,000	150,000	150,000	-
Debt Service Fund	10,314,025	11,491,710	11,491,710	12,992,680	1,500,970
Sewer Fund	16,370,243	21,017,280	23,309,698	17,648,640	(3,368,640)
Water Fund	11,108,400	26,859,530	27,678,135	12,075,900	(14,783,630)
Electric Fund	38,716,611	41,921,280	47,287,480	45,757,150	3,835,870
Stormwater Fund	1,571,466	3,071,000	3,137,262	4,497,500	1,426,500
Airport Fund	2,572,433	4,970,100	5,153,117	3,609,980	(1,360,120)
Solid Waste Fund	3,569,343	3,693,350	3,701,457	3,944,910	251,560
Building Maintenance Fund	1,359,456	1,641,120	1,743,104	2,471,530	830,410
Vehicle Maintenance Fund	2,955,472	4,227,320	5,050,800	5,096,680	869,360
Information Technology Fund	3,252,225	4,102,750	4,951,922	4,856,980	754,230
Cemetery Trust Fund	16,059	32,800	32,800	50,000	17,200
School Operating Fund	104,503,449	118,477,032	120,036,954	122,739,280	4,262,248
School Food Service Fund	3,226,531	4,186,043	4,425,282	4,099,775	(86,268)
School Capital Projects Fund	1,701,970	5,190,000	10,928,031	7,784,415	2,594,415
School Grants/Projects Fund	8,155,119	3,915,741	5,847,502	3,996,965	81,224
School Debt Service Fund	6,126,987	3,545,328	3,545,328	557,700	(2,987,628)
ALL FUNDS TOTAL:	359,009,839	406,502,724	434,971,855	410,458,985	3,956,261

FY 2022 Budget
\$406,502,724



FY 2023 Budget
\$410,458,985



EXPENDITURE OVERVIEW

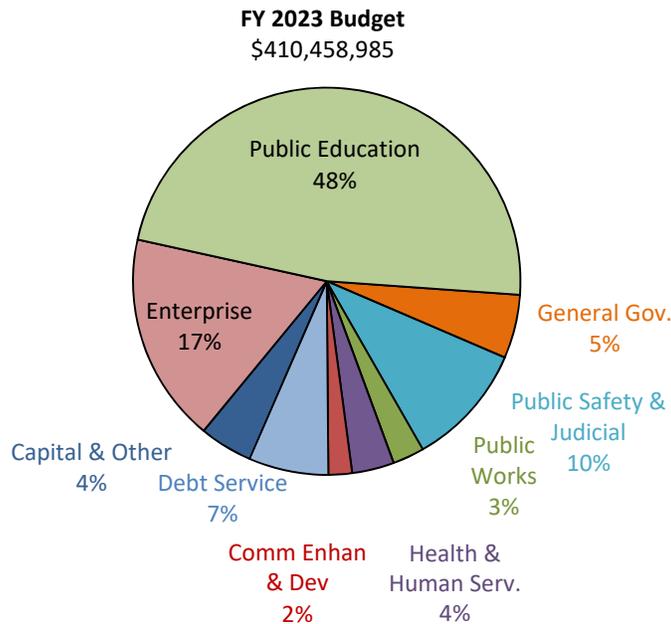
All Funds - by Fund Type

FUND TYPE / Fund	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
GENERAL FUND					
General Fund	125,709,601	127,197,820	134,262,743	135,078,020	7,880,200
Fund Type Total:	125,709,601	127,197,820	134,262,743	135,078,020	7,880,200
SPECIAL REVENUE FUNDS					
Social Services Fund	6,173,988	7,621,630	7,694,069	7,946,930	325,300
Fire and Rescue Fund	11,293,141	13,150,690	14,504,261	15,063,750	1,913,060
Owens Brooke Service District F	282,075	40,200	40,200	40,200	-
PEG Fund	31,245	150,000	150,000	150,000	-
Fund Type Total:	17,780,449	20,962,520	22,388,530	23,200,880	2,238,360
DEBT SERVICE FUND					
Debt Service Fund	10,314,025	11,491,710	11,491,710	12,992,680	1,500,970
Fund Type Total:	10,314,025	11,491,710	11,491,710	12,992,680	1,500,970
ENTERPRISE FUNDS					
Sewer Fund	16,370,243	21,017,280	23,309,698	17,648,640	(3,368,640)
Water Fund	11,108,400	26,859,530	27,678,135	12,075,900	(14,783,630)
Electric Fund	38,716,611	41,921,280	47,287,480	45,757,150	3,835,870
Stormwater Fund	1,571,466	3,071,000	3,137,262	4,497,500	1,426,500
Airport Fund	2,572,433	4,970,100	5,153,117	3,609,980	(1,360,120)
Solid Waste Fund	3,569,343	3,693,350	3,701,457	3,944,910	251,560
Fund Type Total:	73,908,496	101,532,540	110,267,149	87,534,080	(13,998,460)
INTERNAL SERVICE FUNDS					
Building Maintenance Fund	1,359,456	1,641,120	1,743,104	2,471,530	830,410
Vehicle Maintenance Fund	2,955,472	4,227,320	5,050,800	5,096,680	869,360
Information Technology Fund	3,252,225	4,102,750	4,951,922	4,856,980	754,230
Fund Type Total:	7,567,153	9,971,190	11,745,826	12,425,190	2,454,000
PERMANENT FUND					
Cemetery Trust Fund	16,059	32,800	32,800	50,000	17,200
Fund Type Total:	16,059	32,800	32,800	50,000	17,200
SCHOOL FUNDS					
School Operating Fund	104,503,449	118,477,032	120,036,954	122,739,280	4,262,248
School Food Service Fund	3,226,531	4,186,043	4,425,282	4,099,775	(86,268)
School Capital Projects Fund	1,701,970	5,190,000	10,928,031	7,784,415	2,594,415
School Grants/Projects Fund	8,155,119	3,915,741	5,847,502	3,996,965	81,224
School Debt Service Fund	6,126,987	3,545,328	3,545,328	557,700	(2,987,628)
Fund Type Total:	123,714,056	135,314,144	144,783,097	139,178,135	3,863,991
ALL FUNDS TOTAL:	359,009,839	406,502,724	434,971,855	410,458,985	3,956,261

EXPENDITURE OVERVIEW

All Funds - by Function

Function	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Gen. Gov. / Internal Services	18,490,054	18,737,150	22,070,432	21,910,220	3,173,070
Public Safety & Judicial	33,946,714	38,413,290	39,862,470	42,232,330	3,819,040
Public Works	9,131,392	9,487,060	10,279,852	10,907,240	1,420,180
Health & Welfare	11,199,070	13,659,020	13,731,459	14,402,030	743,010
Comm. Enhancement & Dev.	6,701,616	7,694,490	8,384,319	8,092,220	397,730
Debt Service	22,934,472	25,268,170	25,268,170	27,278,020	2,009,850
Capital & Other	15,584,031	35,621,128	39,979,285	18,165,100	(17,456,028)
Enterprise	58,310,422	67,511,990	75,816,489	71,849,490	4,337,500
Public Education	182,712,070	190,110,426	199,579,379	195,622,335	5,511,909
ALL FUNDS TOTAL:	\$ 359,009,839	\$ 406,502,724	\$ 434,971,855	\$ 410,458,985	\$ 3,956,261



EXPENDITURE OVERVIEW

All Funds - by Fund and Department

<u>Fund / Department</u>	<u>FY 2021 Actual</u>	<u>FY 2022 Adopted</u>	<u>FY 2022 Amended</u>	<u>FY 2023 Budget</u>	<u>Increase (Decrease)</u>
GENERAL FUND					
Non-Departmental	16,730,020	16,455,210	19,794,378	16,358,150	(97,060)
Shared Services	10,103,425	12,981,990	13,481,990	13,620,310	638,320
City Council	381,029	434,480	434,480	398,940	(35,540)
City Clerk	283,063	311,570	311,570	349,320	37,750
City Manager	1,107,269	1,213,570	1,217,770	1,623,230	409,660
City Attorney	386,016	493,550	493,550	516,000	22,450
Voter Registration & Elections	480,435	371,500	431,975	490,260	118,760
Treasurer	870,902	906,840	906,840	1,095,830	188,990
Commissioner of the Revenue	1,426,401	1,535,390	1,535,790	1,612,690	77,300
Finance	1,637,146	2,076,110	2,262,196	2,410,310	334,200
Human Resources	1,658,727	2,008,950	2,552,371	2,258,450	249,500
Police	16,634,842	17,465,900	18,314,131	19,980,950	2,515,050
Engineering	1,040,843	1,319,800	1,352,341	1,509,180	189,380
Public Works	7,847,105	8,089,760	8,915,011	9,303,360	1,213,600
Community Development	4,673,569	5,131,510	5,670,830	5,467,100	335,590
Economic Development	917,479	1,060,080	1,245,910	1,082,040	21,960
Schools Transfer (Operating)	59,531,330	55,341,610	55,341,610	57,001,900	1,660,290
FUND TOTAL:	125,709,601	127,197,820	134,262,743	135,078,020	7,880,200
SOCIAL SERVICES FUND					
Social Services	6,173,988	7,621,630	7,694,069	7,946,930	325,300
FUND TOTAL:	6,173,988	7,621,630	7,694,069	7,946,930	325,300
FIRE AND RESCUE FUND					
Fire and Rescue	11,293,141	13,150,690	14,504,261	15,063,750	1,913,060
FUND TOTAL:	11,293,141	13,150,690	14,504,261	15,063,750	1,913,060
OWENS BROOKE SERVICE DISTRICT FUND					
Public Works	282,075	40,200	40,200	40,200	-
FUND TOTAL:	282,075	40,200	40,200	40,200	-
PEG FUND					
Finance	31,245	150,000	150,000	150,000	-
FUND TOTAL:	31,245	150,000	150,000	150,000	-
DEBT SERVICE FUND					
Non-Departmental	10,314,025	11,491,710	11,491,710	12,992,680	1,500,970
FUND TOTAL:	10,314,025	11,491,710	11,491,710	12,992,680	1,500,970
SEWER FUND					
Utilities	16,370,243	21,017,280	23,309,698	17,648,640	(3,368,640)
FUND TOTAL:	16,370,243	21,017,280	23,309,698	17,648,640	(3,368,640)

EXPENDITURE OVERVIEW

All Funds - by Fund and Department

Fund / Department	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
WATER FUND					
Utilities	11,108,400	26,859,530	27,678,135	12,075,900	(14,783,630)
FUND TOTAL:	11,108,400	26,859,530	27,678,135	12,075,900	(14,783,630)
ELECTRIC FUND					
Utilities	38,716,611	41,921,280	47,287,480	45,757,150	3,835,870
FUND TOTAL:	38,716,611	41,921,280	47,287,480	45,757,150	3,835,870
STORMWATER FUND					
Engineering	1,571,466	3,071,000	3,137,262	4,497,500	1,426,500
FUND TOTAL:	1,571,466	3,071,000	3,137,262	4,497,500	1,426,500
AIRPORT FUND					
Airport	2,572,433	4,970,100	5,153,117	3,609,980	(1,360,120)
FUND TOTAL:	2,572,433	4,970,100	5,153,117	3,609,980	(1,360,120)
SOLID WASTE FUND					
Public Works	3,569,343	3,693,350	3,701,457	3,944,910	251,560
FUND TOTAL:	3,569,343	3,693,350	3,701,457	3,944,910	251,560
BUILDING MAINTENANCE FUND					
Public Works	1,359,456	1,641,120	1,743,104	2,471,530	830,410
FUND TOTAL:	1,359,456	1,641,120	1,743,104	2,471,530	830,410
VEHICLE MAINTENANCE FUND					
Public Works	2,955,472	4,227,320	5,050,800	5,096,680	869,360
FUND TOTAL:	2,955,472	4,227,320	5,050,800	5,096,680	869,360
INFORMATION TECHNOLOGY FUND					
Finance	3,252,225	4,102,750	4,951,922	4,856,980	754,230
FUND TOTAL:	3,252,225	4,102,750	4,951,922	4,856,980	754,230
CEMETERY TRUST FUND					
Public Works	16,059	32,800	32,800	50,000	17,200
FUND TOTAL:	16,059	32,800	32,800	50,000	17,200
SCHOOL OPERATING FUND					
Manassas City Public Schools	104,503,449	118,477,032	120,036,954	122,739,280	4,262,248
FUND TOTAL:	104,503,449	118,477,032	120,036,954	122,739,280	4,262,248
SCHOOL GRANTS/PROJECTS FUND					
Manassas City Public Schools	8,155,119	3,915,741	5,847,502	3,996,965	81,224
FUND TOTAL:	8,155,119	3,915,741	5,847,502	3,996,965	81,224

EXPENDITURE OVERVIEW

All Funds - by Fund and Department

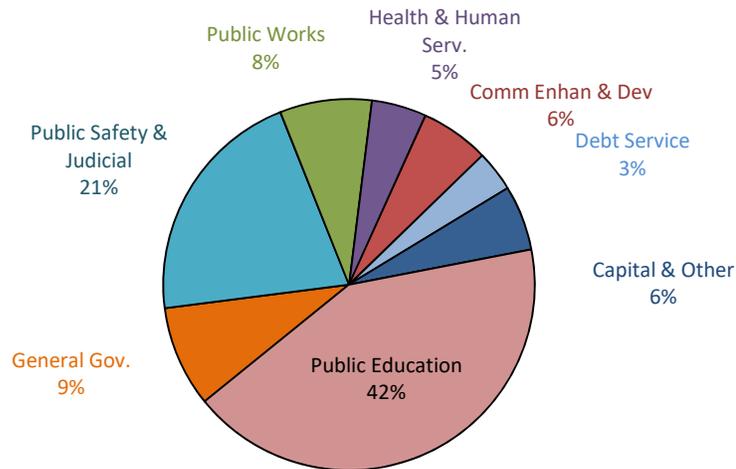
<u>Fund / Department</u>	<u>FY 2021 Actual</u>	<u>FY 2022 Adopted</u>	<u>FY 2022 Amended</u>	<u>FY 2023 Budget</u>	<u>Increase (Decrease)</u>
SCHOOL DEBT SERVICE FUND					
Manassas City Public Schools	6,126,987	3,545,328	3,545,328	557,700	(2,987,628)
FUND TOTAL:	6,126,987	3,545,328	3,545,328	557,700	(2,987,628)
SCHOOL FOOD SERVICE FUND					
Manassas City Public Schools	3,226,531	4,186,043	4,425,282	4,099,775	(86,268)
FUND TOTAL:	3,226,531	4,186,043	4,425,282	4,099,775	(86,268)
SCHOOL CAPITAL PROJECTS					
Manassas City Public Schools	1,701,970	5,190,000	10,928,031	7,784,415	2,594,415
FUND TOTAL:	1,701,970	5,190,000	10,928,031	7,784,415	2,594,415
ALL FUNDS TOTAL:	\$ 359,009,839	\$ 406,502,724	\$ 434,971,855	\$ 410,458,985	\$ 3,956,261

EXPENDITURE OVERVIEW

General Fund - by Function

Function	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
General Government	11,921,853	10,525,960	13,445,194	11,905,030	1,379,070
Public Safety & Judicial	22,849,124	25,642,600	26,960,753	28,350,580	2,707,980
Public Works	8,833,258	9,414,060	10,206,852	10,817,040	1,402,980
Health & Welfare	5,025,082	6,037,390	6,037,390	6,455,100	417,710
Comm. Enhancement & Dev.	6,701,616	7,694,490	8,384,319	8,092,220	397,730
Debt Service	4,609,520	4,701,710	4,701,710	4,795,750	94,040
Capital & Other	6,237,818	7,840,000	9,184,914	7,660,400	(179,600)
Public Education	59,531,330	55,341,610	55,341,610	57,001,900	1,660,290
ALL FUNDS TOTAL:	\$ 125,709,601	\$ 127,197,820	\$ 134,262,743	\$ 135,078,020	\$ 7,880,200

FY 2023 Budget
\$135,078,020

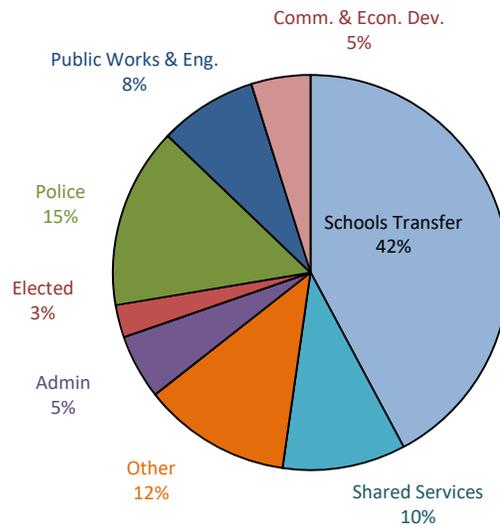


EXPENDITURE OVERVIEW

General Fund - by Department

Department	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
City Council	381,029	434,480	434,480	398,940	(35,540)
City Clerk	283,063	311,570	311,570	349,320	37,750
City Manager	1,107,269	1,213,570	1,217,770	1,623,230	409,660
City Attorney	386,016	493,550	493,550	516,000	22,450
Voter Registration & Elections	480,435	371,500	431,975	490,260	118,760
Treasurer	870,902	906,840	906,840	1,095,830	188,990
Commissioner of the Revenue	1,426,401	1,535,390	1,535,790	1,612,690	77,300
Finance	1,637,146	2,076,110	2,262,196	2,410,310	334,200
Human Resources	1,658,727	2,008,950	2,552,371	2,258,450	249,500
Shared Services	10,103,425	12,981,990	13,481,990	13,620,310	638,320
Police	16,634,842	17,465,900	18,314,131	19,980,950	2,515,050
Engineering	1,040,843	1,319,800	1,352,341	1,509,180	189,380
Public Works	7,847,105	8,089,760	8,915,011	9,303,360	1,213,600
Community Development	4,673,569	5,131,510	5,670,830	5,467,100	335,590
Economic Development	917,479	1,060,080	1,245,910	1,082,040	21,960
Schools Transfer (Operating)	59,531,330	55,341,610	55,341,610	57,001,900	1,660,290
Non-Departmental	16,730,020	16,455,210	19,794,378	16,358,150	(97,060)
ALL FUNDS TOTAL:	\$ 125,709,601	\$ 127,197,820	\$ 134,262,743	\$ 135,078,020	\$ 7,880,200

FY 2023 Budget
\$135,078,820



FINANCIAL OVERVIEW

Five-Year Forecast

GENERAL FUND

	FY 2023 Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected
Property Taxes	90,125,000	93,400,700	96,801,289	100,331,600	103,996,656
Other Local Taxes	24,500,000	25,026,270	25,568,348	26,126,570	26,701,287
State and Federal	12,304,500	12,304,500	12,304,500	12,304,500	12,304,500
Fees, Fines, Interest, etc.	5,797,070	5,797,070	5,797,070	5,797,070	5,797,070
Transfers, Reserves, etc.	2,351,450	2,351,450	2,351,450	2,351,450	2,351,450
TOTAL REVENUE:	135,078,020	138,879,990	142,822,657	146,911,190	151,150,963
<i>Increase (Decrease)</i>		3,801,970 2.8%	3,942,667 2.8%	4,088,533 2.9%	4,239,773 2.9%
Shared Services	13,620,310	14,301,325	15,016,391	15,767,211	16,555,571
School Debt Service	6,140,400	6,263,208	6,388,472	6,516,242	6,646,566
City Debt Service	4,795,750	4,891,665	4,989,499	5,089,288	5,191,074
School Operating	57,001,900	58,711,957	60,473,316	62,287,516	64,156,141
City Operating	53,519,660	55,125,250	56,779,007	58,482,378	60,236,849
TOTAL EXPENDITURES:	135,078,020	139,293,405	143,646,685	148,142,634	152,786,202
<i>Increase (Decrease)</i>		4,215,386 3.1%	4,353,280 3.1%	4,495,949 3.1%	4,643,568 3.1%
SUMMARY:					
Revenue	135,078,020	138,879,990	142,822,657	146,911,190	151,150,963
Expenditures	135,078,020	139,293,405	143,646,685	148,142,634	152,786,202
Excess (Deficit)	-	(413,415)	(824,028)	(1,231,444)	(1,635,239)
ESTIMATED UNASSIGNED FUND BALANCE:					
Beginning of the Year	26,952,982	26,952,982	27,713,376	28,501,910	29,319,616
(Use of) Contribution To	-	760,394	788,534	817,706	847,954
End of Year	26,952,982	27,713,376	28,501,910	29,319,616	30,167,570
<i>As % of General Revenue</i>	20%	20%	20%	20%	20%

Revenue Assumptions:

Property Taxes includes Real Estate which is projected with approximately a 4% annual increase and Business and Personal Property which is projected with approximately a 2.4% annual increase. Other Local Taxes are projected to increase approximately 2.1% annually. All other revenues are projected flat.

Expenditure Assumptions:

Shared Services costs are estimated to increase 5% annually. City and School Debt Service contributions are estimated to increase 2% annually. City operating expenditures and the funding for School operations are estimated to increase 3% annually.

Fund Balance Assumptions:

The City's General Fund Unassigned Fund Balance policy is to maintain a minimum of 15% of operating revenues. The current level is 20% and is anticipated to remain at 20%. If budgeted expenditures are fully spent it would fall below 20%. Sufficient savings are anticipated annually to prevent this from occurring. If savings are not sufficient in any year, Council can uncommit its Capital Reserves to cover this or can allow the fund balance to fall to 15% while still being within policy.

FINANCIAL OVERVIEW

Estimated Changes in Fund Balance / Net Position

	Estimated Beginning Fund Balance	Revenue & Other Financing Sources	Expenditure & Other Financing Uses	Estimated Ending Fund Balance	Change \$ Amount	%
General Fund	58,525,644	135,078,020	135,078,020	58,525,644	-	0%
SPECIAL REVENUE FUNDS:						
Social Services	-	7,946,930	7,946,930	-	-	0%
Fire and Rescue	1,927,262	-	-	1,927,262	-	0% *
Owens Brooke Dist.	100,798	40,200	40,200	100,798	-	0% *
PEG	1,013,841	150,000	150,000	1,013,841	-	0% *
ENTERPRISE FUNDS:						
Sewer	33,774,586	17,491,940	17,648,640	33,617,886	(156,700)	0%
Water	48,855,969	12,075,900	12,037,700	48,894,169	38,200	0%
Electric	35,696,313	42,781,400	45,757,150	32,720,563	(2,975,750)	-8%
Stormwater	19,962,653	2,977,500	4,497,500	18,442,653	(1,520,000)	-8%
Airport	43,820,523	3,609,980	3,326,580	44,103,923	283,400	1%
Solid Waste	1,979,914	3,717,350	3,944,910	1,752,354	(227,560)	-11%
INTERNAL SERVICE FUNDS:						
Building Maint.	1,359,817	2,061,530	2,471,530	949,817	(410,000)	-30% *
Vehicle Maint.	4,246,853	5,096,680	5,096,680	4,246,853	-	0% *
Information Tech.	2,764,549	4,856,980	4,856,980	2,764,549	-	0% *
OTHER FUNDS:						
Debt Service	13,062,478	11,706,150	12,247,070	12,521,558	(540,920)	-4% *
Cemetery Trust	312,947	-	50,000	262,947	(50,000)	-16% *
Schools (ALL)	10,340,969	137,878,135	139,178,135	9,040,969	(1,300,000)	-13%

**These funds are accumulating fund balances to be used for future needs, replacements, and/or improvements.*

Notes:

Debt Service Fund - Use of reserves for City debt service.

Cemetery Trust Fund - Use of reserves that were set aside to maintain the City's two cemeteries.

FINANCIAL OVERVIEW

Revenues & Expenditures - All Funds

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget
Revenue:				
Local Sources	216,729,716	214,239,740	215,982,112	229,122,750
State	71,923,442	74,917,340	75,406,998	81,442,747
Federal Government	21,233,518	10,828,331	12,850,276	14,900,448
Subtotal	309,886,675	299,985,411	304,239,386	325,465,945
Other Financing Sources	79,367,013	80,314,190	85,504,190	75,966,500
TOTAL REVENUES	389,253,689	380,299,601	389,743,576	401,432,445
Expenditure:				
Personnel Services	38,166,187	40,714,870	41,593,725	44,801,230
Employee Benefits	14,682,335	16,791,160	16,810,190	18,912,900
Purchased Services	18,467,848	19,897,565	26,686,091	21,713,035
Internal Services	12,816,397	13,424,040	13,741,167	15,403,060
Other Services and Charges	18,145,240	21,755,245	22,885,838	22,658,975
Supplies	30,096,148	33,939,310	38,574,338	37,938,780
Capital	2,132,771	2,667,800	7,017,957	4,160,000
Debt Service, Depreciation, & Other	35,407,277	33,528,290	33,528,320	35,539,760
Manassas City Public Schools	183,245,386	190,655,754	200,124,707	196,180,035
Subtotal	353,159,588	373,374,034	400,962,333	397,307,775
Other Financing Uses	6,473,437	16,399,260	16,737,416	11,489,000
TOTAL EXPENDITURES	359,633,025	389,773,294	417,699,749	408,796,775
Excess (Deficit)	29,620,664	(9,473,693)	(27,956,173)	(7,364,330)
Est. Beginning Fund Balance/Net Position	285,554,321	315,174,985	305,701,292	277,745,118
Change in Fund Balance/Net Position	29,620,664	(9,473,693)	(27,956,174)	(7,364,330)
Est. Ending Fund Balance/Net Position	315,174,985	305,701,292	277,745,118	270,380,788

This schedule varies from the Adopted Budget Resolution for the adopted budget columns due to the use of and contribution to fund balance/net position. To balance the budget, the use of fund balance is considered a revenue and the contribution to fund balance is considered an expenditure. The net of the use of and contribution to fund balance can be seen in the row titled "Change in Fund Balance/Net Position".

FINANCIAL OVERVIEW

Revenues & Expenditures - General Fund

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget
Revenue:				
Local Sources	118,799,360	112,581,450	112,656,474	120,422,070
State	12,254,404	11,794,500	12,091,018	11,794,500
Federal Government	3,711,145	510,000	493,936	510,000
Subtotal	134,764,909	124,885,950	125,241,428	132,726,570
Other Financing Sources	2,010,269	2,311,870	2,311,870	2,351,450
TOTAL REVENUES	136,775,178	127,197,820	127,553,298	135,078,020
Expenditure:				
Personnel Services	19,904,348	20,815,070	21,327,345	23,223,070
Employee Benefits	7,707,232	8,485,350	8,504,380	9,568,960
Purchased Services	3,307,471	3,275,785	7,067,130	4,055,295
Internal Services	6,051,272	6,349,900	6,663,927	7,480,440
Other Services and Charges	13,421,441	15,865,275	16,901,651	16,676,615
Supplies	2,103,230	1,621,120	1,618,694	1,713,590
Capital	1,888,318	-	1,336,914	-
Debt Service, Depreciation, & Other	7,609,520	10,721,710	10,721,740	10,936,150
Manassas City Public Schools	59,531,330	55,341,610	55,341,610	57,001,900
Subtotal	121,524,162	122,475,820	129,483,391	130,656,020
Other Financing Uses	4,185,439	4,722,000	4,779,351	4,422,000
TOTAL EXPENDITURES	125,709,601	127,197,820	134,262,743	135,078,020
Excess (Deficit)	11,065,577	-	(6,709,445)	-
Estimated Beginning Fund Balance	54,169,512	65,235,089	65,235,089	58,525,644
Change in Fund Balance	11,065,577	-	(6,709,445)	-
Estimated Ending Fund Balance	65,235,089	65,235,089	58,525,644	58,525,644

FINANCIAL OVERVIEW

Revenues & Expenditures - Social Services Fund

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget
Revenue:				
Local Sources	36,862	-	-	-
State	1,378,657	2,063,320	2,063,320	2,100,980
Federal Government	2,372,530	2,956,310	3,028,749	3,243,950
Subtotal	3,788,049	5,019,630	5,092,069	5,344,930
Other Financing Sources	2,385,939	2,602,000	2,602,000	2,602,000
TOTAL REVENUES	6,173,988	7,621,630	7,694,069	7,946,930
Expenditure:				
Personnel Services	2,645,487	3,142,000	3,142,000	3,279,970
Employee Benefits	1,119,042	1,346,390	1,346,390	1,436,380
Purchased Services	113,278	179,000	179,000	173,720
Internal Services	128,280	118,530	118,530	128,940
Other Services and Charges	2,138,871	2,797,510	2,869,949	2,839,720
Supplies	29,030	38,200	38,200	38,200
Capital	-	-	-	-
Debt Service, Depreciation, & Other	-	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	6,173,988	7,621,630	7,694,069	7,896,930
Other Financing Uses	-	-	-	50,000
TOTAL EXPENDITURES	6,173,988	7,621,630	7,694,069	7,946,930
Excess (Deficit)	-	-	-	-
Estimated Beginning Fund Balance	-	-	-	-
Change in Fund Balance	-	-	-	-
Estimated Ending Fund Balance	-	-	-	-

FINANCIAL OVERVIEW

Revenues & Expenditures - Fire and Rescue Fund

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget
Revenue:				
Local Sources	11,614,409	12,450,690	12,450,690	13,563,750
State	188,798	-	193,140	-
Federal Government	176,900	400,000	285,809	400,000
Subtotal	11,980,107	12,850,690	12,929,639	13,963,750
Other Financing Sources	-	-	-	-
TOTAL REVENUES	11,980,107	12,850,690	12,929,639	13,963,750
Expenditure:				
Personnel Services	5,485,000	5,778,650	5,997,230	6,355,030
Employee Benefits	2,170,489	2,485,000	2,485,000	2,789,260
Purchased Services	394,368	395,900	404,959	399,460
Internal Services	1,241,466	1,372,570	1,375,670	1,603,350
Other Services and Charges	795,107	878,960	885,427	780,040
Supplies	242,415	589,610	483,430	589,610
Capital	195,552	380,000	1,602,544	1,182,000
Debt Service, Depreciation, & Other	768,744	770,000	770,000	770,000
Manassas City Public Schools	-	-	-	-
Subtotal	11,293,140	12,650,690	14,004,261	14,468,750
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	11,293,140	12,650,690	14,004,261	14,468,750
Excess (Deficit)	686,967	200,000	(1,074,622)	(505,000)
Estimated Beginning Fund Balance	2,114,917	2,801,884	3,001,884	1,927,262
Change in Fund Balance	686,967	200,000	(1,074,622)	(505,000)
Estimated Ending Fund Balance	2,801,884	3,001,884	1,927,262	1,422,262

The use of Fund Balance is for the replacement of equipment.

FINANCIAL OVERVIEW

Revenues & Expenditures - Owens Brooke Tax District Fund

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget
Revenue:				
Local Sources	40,512	40,200	40,200	40,200
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	40,512	40,200	40,200	40,200
Other Financing Sources	-	-	-	-
TOTAL REVENUES	40,512	40,200	40,200	40,200
Expenditure:				
Personnel Services	-	-	-	-
Employee Benefits	-	-	-	-
Purchased Services	278,565	36,700	36,700	36,700
Internal Services	-	-	-	-
Other Services and Charges	3,158	3,500	3,500	3,500
Supplies	353	-	-	-
Capital	-	-	-	-
Debt Service, Depreciation, & Other	-	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	282,076	40,200	40,200	40,200
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	282,076	40,200	40,200	40,200
Excess (Deficit)	(241,565)	-	-	-
Estimated Beginning Fund Balance	342,363	100,798	100,798	100,798
Change in Fund Balance	(241,565)	-	-	-
Estimated Ending Fund Balance	100,798	100,798	100,798	100,798

FINANCIAL OVERVIEW

Revenues & Expenditures - PEG Fund

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget
Revenue:				
Local Sources	141,290	150,000	150,000	150,000
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	141,290	150,000	150,000	150,000
Other Financing Sources	-	-	-	-
TOTAL REVENUES	141,290	150,000	150,000	150,000
Expenditure:				
Personnel Services	-	-	-	-
Employee Benefits	-	-	-	-
Purchased Services	4,434	-	-	-
Internal Services	-	-	-	-
Other Services and Charges	-	-	-	-
Supplies	18,921	-	-	-
Capital	7,890	150,000	150,000	150,000
Debt Service, Depreciation, & Other	-	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	31,245	150,000	150,000	150,000
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	31,245	150,000	150,000	150,000
Excess (Deficit)	110,045	-	-	-
Estimated Beginning Fund Balance	903,796	1,013,841	1,013,841	1,013,841
Change in Fund Balance	110,045	-	-	-
Estimated Ending Fund Balance	1,013,841	1,013,841	1,013,841	1,013,841

FINANCIAL OVERVIEW

Revenues & Expenditures - Sewer Fund

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget
Revenue:				
Local Sources	15,752,496	16,667,280	17,834,628	17,291,940
State	-	-	-	-
Federal Government	101,969	-	-	-
Subtotal	15,854,464	16,667,280	17,834,628	17,291,940
Other Financing Sources	612,573	550,000	550,000	200,000
TOTAL REVENUES	16,467,037	17,217,280	18,384,628	17,491,940
Expenditure:				
Personnel Services	738,003	911,790	911,790	943,790
Employee Benefits	305,857	365,890	365,890	389,890
Purchased Services	7,185,907	7,639,000	9,228,652	7,895,500
Internal Services	984,457	1,037,080	1,037,080	1,164,590
Other Services and Charges	18,460	37,430	37,430	38,000
Supplies	93,925	123,760	123,851	115,050
Capital	-	-	160,000	-
Debt Service, Depreciation, & Other	5,430,678	6,218,400	6,218,400	6,195,820
Manassas City Public Schools	-	-	-	-
Subtotal	14,757,287	16,333,350	18,083,093	16,742,640
Other Financing Uses	150,000	1,875,000	1,875,000	906,000
TOTAL EXPENDITURES	14,907,287	18,208,350	19,958,093	17,648,640
Excess (Deficit)	1,559,750	(991,070)	(1,573,465)	(156,700)
Estimated Beginning Net Position	34,779,371	36,339,121	35,348,051	33,774,586
Change in Net Position	1,559,750	(991,070)	(1,573,465)	(156,700)
Estimated Ending Net Position	36,339,121	35,348,051	33,774,586	33,617,886

The use of Fund Balance is for capital projects.

FINANCIAL OVERVIEW

Revenues & Expenditures - Water Fund

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget
Revenue:				
Local Sources	12,710,918	11,126,380	11,126,380	11,675,900
State	-	-	-	-
Federal Government	62,797	-	-	-
Subtotal	12,773,716	11,126,380	11,126,380	11,675,900
Other Financing Sources	451,604	2,500,000	2,500,000	400,000
TOTAL REVENUES	13,225,319	13,626,380	13,626,380	12,075,900
Expenditure:				
Personnel Services	1,910,223	2,134,150	2,134,150	2,254,650
Employee Benefits	701,845	943,500	943,500	1,037,500
Purchased Services	615,036	874,420	1,454,049	626,700
Internal Services	1,356,057	1,439,380	1,439,380	1,641,850
Other Services and Charges	484,265	572,200	572,200	568,600
Supplies	1,764,672	1,792,180	1,922,857	2,170,750
Capital	-	-	108,300	100,000
Debt Service, Depreciation, & Other	3,329,540	3,128,700	3,128,700	3,437,650
Manassas City Public Schools	-	-	-	-
Subtotal	10,161,638	10,884,530	11,703,135	11,837,700
Other Financing Uses	1,025,844	3,175,000	3,175,000	200,000
TOTAL EXPENDITURES	11,187,482	14,059,530	14,878,135	12,037,700
Excess (Deficit)	2,037,838	(433,150)	(1,251,755)	38,200
Estimated Beginning Net Position	48,503,037	50,540,875	50,107,725	48,855,969
Change in Net Position	2,037,838	(433,150)	(1,251,755)	38,200
Estimated Ending Net Position	50,540,875	50,107,725	48,855,969	48,894,169

The contribution to Fund Balance is due to increased water rates.

FINANCIAL OVERVIEW

Revenues & Expenditures - Electric Fund

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget
Revenue:				
Local Sources	38,855,015	40,828,630	40,828,630	42,781,400
State	-	-	-	-
Federal Government	137,580	-	-	-
Subtotal	38,992,596	40,828,630	40,828,630	42,781,400
Other Financing Sources	208,972	-	-	-
TOTAL REVENUES	39,201,568	40,828,630	40,828,630	42,781,400
Expenditure:				
Personnel Services	4,493,000	4,620,910	4,620,910	4,778,700
Employee Benefits	1,652,323	1,837,500	1,837,500	1,938,510
Purchased Services	1,329,313	1,274,330	1,617,041	1,324,130
Internal Services	1,654,231	1,644,580	1,644,580	1,712,350
Other Services and Charges	337,145	469,760	473,379	442,300
Supplies	24,816,637	27,931,490	32,508,744	30,976,740
Capital	-	264,800	426,610	181,000
Debt Service, Depreciation, & Other	3,270,772	1,297,910	1,297,910	1,323,420
Manassas City Public Schools	-	-	-	-
Subtotal	37,553,422	39,341,280	44,426,675	42,677,150
Other Financing Uses	733,549	2,580,000	2,860,805	3,080,000
TOTAL EXPENDITURES	38,286,971	41,921,280	47,287,480	45,757,150
Excess (Deficit)	914,597	(1,092,650)	(6,458,850)	(2,975,750)
Estimated Beginning Net Position	42,333,216	43,247,813	42,155,163	35,696,313
Change in Net Position	914,597	(1,092,650)	(6,458,850)	(2,975,750)
Estimated Ending Net Position	43,247,813	42,155,163	35,696,313	32,720,563

The use of Fund Balance is for capital projects.

FINANCIAL OVERVIEW

Revenues & Expenditures - Stormwater Fund

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget
Revenue:				
Local Sources	2,562,501	2,375,000	2,375,000	2,977,500
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	2,562,501	2,375,000	2,375,000	2,977,500
Other Financing Sources	-	-	-	-
TOTAL REVENUES	2,562,501	2,375,000	2,375,000	2,977,500
Expenditure:				
Personnel Services	212,039	191,500	191,500	367,320
Employee Benefits	47,497	80,000	80,000	188,870
Purchased Services	125,957	263,930	330,192	630,000
Internal Services	445,970	483,590	483,590	528,810
Other Services and Charges	22,693	33,870	33,870	39,000
Supplies	7,869	42,000	42,000	42,000
Capital	-	-	-	-
Debt Service, Depreciation, & Other	764,272	295,110	295,110	456,500
Manassas City Public Schools	-	-	-	-
Subtotal	1,626,296	1,390,000	1,456,262	2,252,500
Other Financing Uses	-	1,681,000	1,681,000	2,245,000
TOTAL EXPENDITURES	1,626,296	3,071,000	3,137,262	4,497,500
Excess (Deficit)	936,205	(696,000)	(762,262)	(1,520,000)
Estimated Beginning Net Position	20,484,710	21,420,915	20,724,915	19,962,653
Change in Net Position	936,205	(696,000)	(762,262)	(1,520,000)
Estimated Ending Net Position	21,420,915	20,724,915	19,962,653	18,442,653

The use of Fund Balance is for capital projects.

FINANCIAL OVERVIEW

Revenues & Expenditures - Airport Fund

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget
Revenue:				
Local Sources	3,490,376	3,493,820	3,493,820	3,533,700
State	362,983	35,000	35,000	35,000
Federal Government	5,230,539	41,280	189,280	41,280
Subtotal	9,083,898	3,570,100	3,718,100	3,609,980
Other Financing Sources	-	-	-	-
TOTAL REVENUES	9,083,898	3,570,100	3,718,100	3,609,980
Expenditure:				
Personnel Services	654,457	669,800	817,800	792,500
Employee Benefits	192,906	272,530	272,530	351,730
Purchased Services	337,209	626,200	650,937	631,700
Internal Services	317,764	318,910	318,910	349,200
Other Services and Charges	196,125	288,500	292,905	291,800
Supplies	118,177	308,500	314,375	336,500
Capital	-	106,000	106,000	107,000
Debt Service, Depreciation, & Other	2,801,568	241,200	241,200	205,150
Manassas City Public Schools	-	-	-	-
Subtotal	4,618,206	2,831,640	3,014,657	3,065,580
Other Financing Uses	-	2,138,460	2,138,460	261,000
TOTAL EXPENDITURES	4,618,206	4,970,100	5,153,117	3,326,580
Excess (Deficit)	4,465,692	(1,400,000)	(1,435,017)	283,400
Estimated Beginning Net Position	42,189,848	46,655,540	45,255,540	43,820,523
Change in Net Position	4,465,692	(1,400,000)	(1,435,017)	283,400
Estimated Ending Net Position	46,655,540	45,255,540	43,820,523	44,103,923

The contribution to Fund Balance is due to increased leases in hangers.

FINANCIAL OVERVIEW

Revenues & Expenditures - Solid Waste Fund

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget
Revenue:				
Local Sources	3,633,576	3,554,350	3,554,350	3,710,350
State	8,045	7,000	7,000	7,000
Federal Government	-	-	-	-
Subtotal	3,641,621	3,561,350	3,561,350	3,717,350
Other Financing Sources	-	-	-	-
TOTAL REVENUES	3,641,621	3,561,350	3,561,350	3,717,350
Expenditure:				
Personnel Services	86,773	110,000	110,000	102,200
Employee Benefits	31,955	40,000	40,000	34,800
Purchased Services	3,181,388	3,174,450	3,182,557	3,333,330
Internal Services	246,240	260,700	260,700	356,240
Other Services and Charges	4,828	9,700	9,700	6,700
Supplies	14,032	8,500	8,500	8,640
Capital	-	7,000	7,000	20,000
Debt Service, Depreciation, & Other	8,861	8,000	8,000	8,000
Manassas City Public Schools	-	-	-	-
Subtotal	3,574,078	3,618,350	3,626,457	3,869,910
Other Financing Uses	-	75,000	75,000	75,000
TOTAL EXPENDITURES	3,574,078	3,693,350	3,701,457	3,944,910
Excess (Deficit)	67,543	(132,000)	(140,107)	(227,560)
Estimated Beginning Net Position	2,184,478	2,252,021	2,120,021	1,979,914
Change in Net Position	67,543	(132,000)	(140,107)	(227,560)
Estimated Ending Net Position	2,252,021	2,120,021	1,979,914	1,752,354

The use of Fund Balance is for capital purchases and expanded contracts.

FINANCIAL OVERVIEW

Revenues & Expenditures - Building Maintenance Fund

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget
Revenue:				
Local Sources	1,589,630	1,641,120	1,641,120	2,061,530
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	1,589,630	1,641,120	1,641,120	2,061,530
Other Financing Sources	-	-	-	-
TOTAL REVENUES	1,589,630	1,641,120	1,641,120	2,061,530
Expenditure:				
Personnel Services	206,604	337,000	337,000	385,000
Employee Benefits	96,851	150,000	150,000	182,000
Purchased Services	399,260	542,900	634,447	730,000
Internal Services	28,430	29,790	29,790	33,530
Other Services and Charges	357,991	387,300	387,300	517,000
Supplies	76,394	81,500	91,936	114,000
Capital	-	100,000	100,000	510,000
Debt Service, Depreciation, & Other	40,602	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	1,206,132	1,628,490	1,730,474	2,471,530
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	1,206,132	1,628,490	1,730,474	2,471,530
Excess (Deficit)	383,498	12,630	(89,354)	(410,000)
Estimated Beginning Net Position	1,053,043	1,436,541	1,449,171	1,359,817
Change in Net Position	383,498	12,630	(89,354)	(410,000)
Estimated Ending Net Position	1,436,541	1,449,171	1,359,817	949,817

The use of Fund Balance is for capital purchases.

FINANCIAL OVERVIEW

Revenues & Expenditures - Vehicle Maintenance Fund

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget
Revenue:				
Local Sources	3,287,910	3,900,320	3,900,320	4,691,680
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	3,287,910	3,900,320	3,900,320	4,691,680
Other Financing Sources	194,393	327,000	327,000	405,000
TOTAL REVENUES	3,482,303	4,227,320	4,227,320	5,096,680
Expenditure:				
Personnel Services	554,875	650,000	650,000	758,000
Employee Benefits	209,257	245,000	245,000	317,000
Purchased Services	113,271	195,000	195,000	210,000
Internal Services	269,220	272,050	272,050	267,780
Other Services and Charges	214,188	223,700	223,700	251,700
Supplies	607,870	1,058,150	1,058,150	1,462,200
Capital	3,600	1,580,000	2,403,480	1,830,000
Debt Service, Depreciation, & Other	849,217	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	2,821,499	4,223,900	5,047,380	5,096,680
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	2,821,499	4,223,900	5,047,380	5,096,680
Excess (Deficit)	660,804	3,420	(820,060)	-
Estimated Beginning Net Position	4,402,689	5,063,493	5,066,913	4,246,853
Change in Net Position	660,804	3,420	(820,060)	-
Estimated Ending Net Position	5,063,493	5,066,913	4,246,853	4,246,853

FINANCIAL OVERVIEW

Revenues & Expenditures - Information Technology Fund

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget
Revenue:				
Local Sources	3,682,491	4,102,750	4,602,750	4,856,980
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	3,682,491	4,102,750	4,602,750	4,856,980
Other Financing Sources	-	-	-	-
TOTAL REVENUES	3,682,491	4,102,750	4,602,750	4,856,980
Expenditure:				
Personnel Services	1,275,378	1,354,000	1,354,000	1,561,000
Employee Benefits	447,081	540,000	540,000	678,000
Purchased Services	1,082,300	1,379,950	1,665,427	1,626,500
Internal Services	93,010	96,960	96,960	135,980
Other Services and Charges	150,966	187,540	194,826	204,000
Supplies	202,623	344,300	363,601	371,500
Capital	37,411	80,000	617,109	80,000
Debt Service, Depreciation, & Other	219,568	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	3,508,338	3,982,750	4,831,922	4,656,980
Other Financing Uses	-	120,000	120,000	200,000
TOTAL EXPENDITURES	3,508,338	4,102,750	4,951,922	4,856,980
Excess (Deficit)	174,153	-	(349,172)	-
Estimated Beginning Net Position	2,939,568	3,113,721	3,113,721	2,764,549
Change in Net Position	174,153	-	(349,172)	-
Estimated Ending Net Position	3,113,721	3,113,721	2,764,549	2,764,549

FINANCIAL OVERVIEW

Revenues & Expenditures - Debt Service Fund

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget
Revenue:				
Local Sources	-	-	-	-
State	-	-	-	-
Federal Government	24,529	-	-	-
Subtotal	24,529	-	-	-
Other Financing Sources	13,971,934	11,491,710	11,491,710	11,706,150
TOTAL REVENUES	13,996,463	11,491,710	11,491,710	11,706,150
Expenditure:				
Personnel Services	-	-	-	-
Employee Benefits	-	-	-	-
Purchased Services	91	40,000	40,000	40,000
Internal Services	-	-	-	-
Other Services and Charges	-	-	-	-
Supplies	-	-	-	-
Capital	-	-	-	-
Debt Service, Depreciation, & Other	10,313,934	10,847,260	10,847,260	12,207,070
Manassas City Public Schools	-	-	-	-
Subtotal	10,314,025	10,887,260	10,887,260	12,247,070
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	10,314,025	10,887,260	10,887,260	12,247,070
Excess (Deficit)	3,682,438	604,450	604,450	(540,920)
Estimated Beginning Fund Balance	8,171,140	11,853,578	12,458,028	13,062,478
Change in Fund Balance	3,682,438	604,450	604,450	(540,920)
Estimated Ending Fund Balance	11,853,578	12,458,028	13,062,478	12,521,558

The use of Fund Balance is for City debt service.

FINANCIAL OVERVIEW

Revenues & Expenditures - Cemetery Trust Fund

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget
Revenue:				
Local Sources	81,376	-	-	-
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	81,376	-	-	-
Other Financing Sources	-	-	-	-
TOTAL REVENUES	81,376	-	-	-
Expenditure:				
Personnel Services	-	-	-	-
Employee Benefits	-	-	-	-
Purchased Services	-	-	-	-
Internal Services	-	-	-	-
Other Services and Charges	-	-	-	-
Supplies	-	-	-	-
Capital	-	-	-	-
Debt Service, Depreciation, & Other	-	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	-	-	-	-
Other Financing Uses	16,059	32,800	32,800	50,000
TOTAL EXPENDITURES	16,059	32,800	32,800	50,000
Excess (Deficit)	65,317	(32,800)	(32,800)	(50,000)
Estimated Beginning Fund Balance	313,230	378,547	345,747	312,947
Change in Fund Balance	65,317	(32,800)	(32,800)	(50,000)
Estimated Ending Fund Balance	378,547	345,747	312,947	262,947

The use of Fund Balance is for maintenance of the City's two cemeteries.

FINANCIAL OVERVIEW

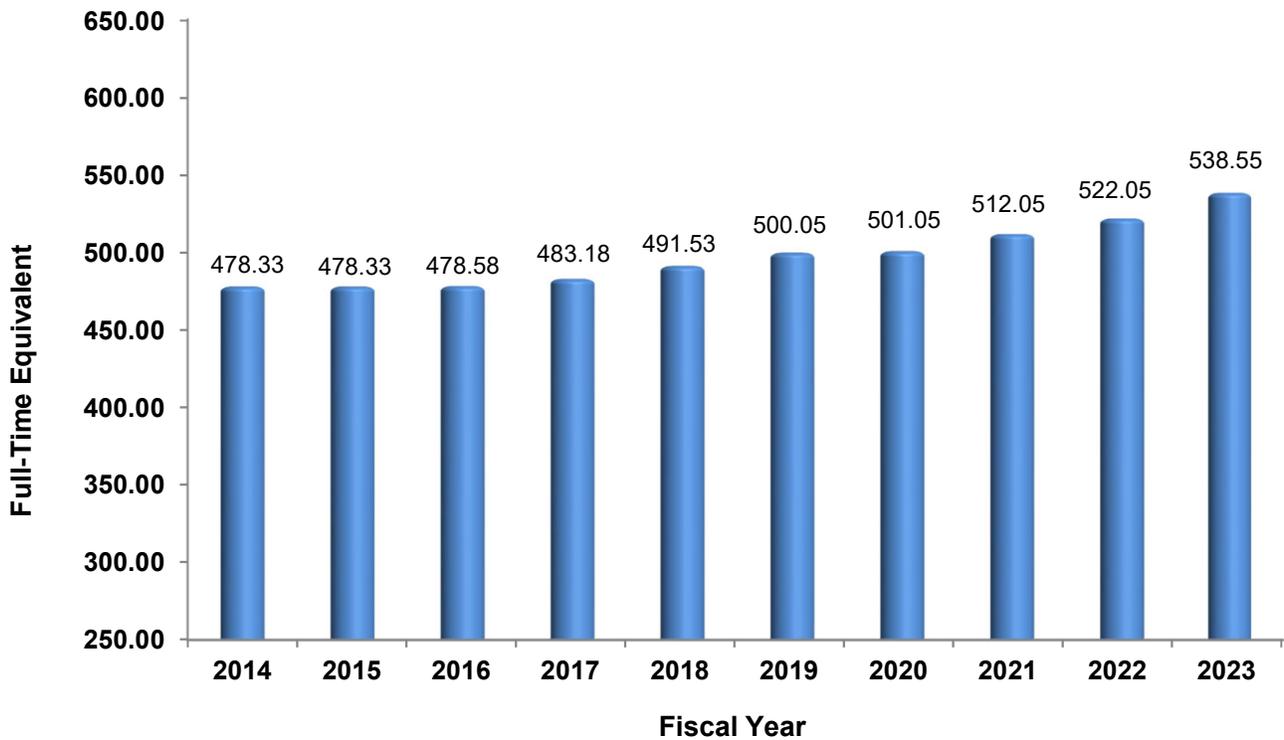
Revenues & Expenditures - School Funds

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget
Revenue:				
Local Sources	447,038	1,327,750	1,327,750	1,365,750
State	57,730,555	61,017,520	61,017,520	67,505,267
Federal Government	9,415,529	6,920,741	8,852,502	10,705,218
Subtotal	67,593,121	69,266,011	71,197,772	79,576,235
Other Financing Sources	59,531,330	60,531,610	65,721,610	58,301,900
TOTAL REVENUES	127,124,451	129,797,621	136,919,382	137,878,135
Expenditure:				
School Operating	104,503,449	118,477,032	120,036,954	122,739,280
School Food Service	3,226,531	4,186,043	4,425,282	4,099,775
School Capital Improvement	1,701,970	5,190,000	10,928,031	7,784,415
School Grants/Special Projects	8,155,119	3,915,741	5,847,502	3,996,965
School Debt Service	6,126,987	3,545,328	3,545,328	557,700
Subtotal	123,714,056	135,314,144	144,783,097	139,178,135
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	123,714,056	135,314,144	144,783,097	139,178,135
Excess (Deficit)	3,410,396	(5,516,523)	(7,863,715)	(1,300,000)
Estimated Beginning Fund Balance	20,310,812	23,721,208	18,204,685	10,340,969
Change in Fund Balance	3,410,396	(5,516,523)	(7,863,715)	(1,300,000)
Estimated Ending Fund Balance	23,721,208	18,204,685	10,340,969	9,040,969

The use of Fund Balance is for capital projects.

STAFFING OVERVIEW

Ten-Year Staffing History



Explanation of Significant Staffing Level Changes:

FY18 - Reorganization to create Engineering Department (staff moved from Public Works & Utilities), Human Resources moved out of City Manager, Additional staffing for Public Safety, Brought Legal Services in house

FY19 - Reorganization to move Stormwater Program and Electrical Engineers from Engineering to Utilities, Additional staffing for Medicaid Expansion, Additional staffing for Public Safety

FY21 - Brought additional Legal Services in house, Staffing for Police Red Light Photo Program and COPS Grant, State Mandated Social Services staffing, Additional staffing for Public Works, Stormwater Program and Airport

FY22 - Additional staffing for Social Service and Fire Rescue, Cyber Security position for State Election Mandates, Police positions for State Mandated Mental Health/Domestic Response

FY23 - Additional Staffing for Public Safety, Administrative/Internal Services, State Election Mandates, Equity/Inclusion, Communications/Translation, Parks, Utilities and Airport

STAFFING OVERVIEW

Ten-Year Staffing History

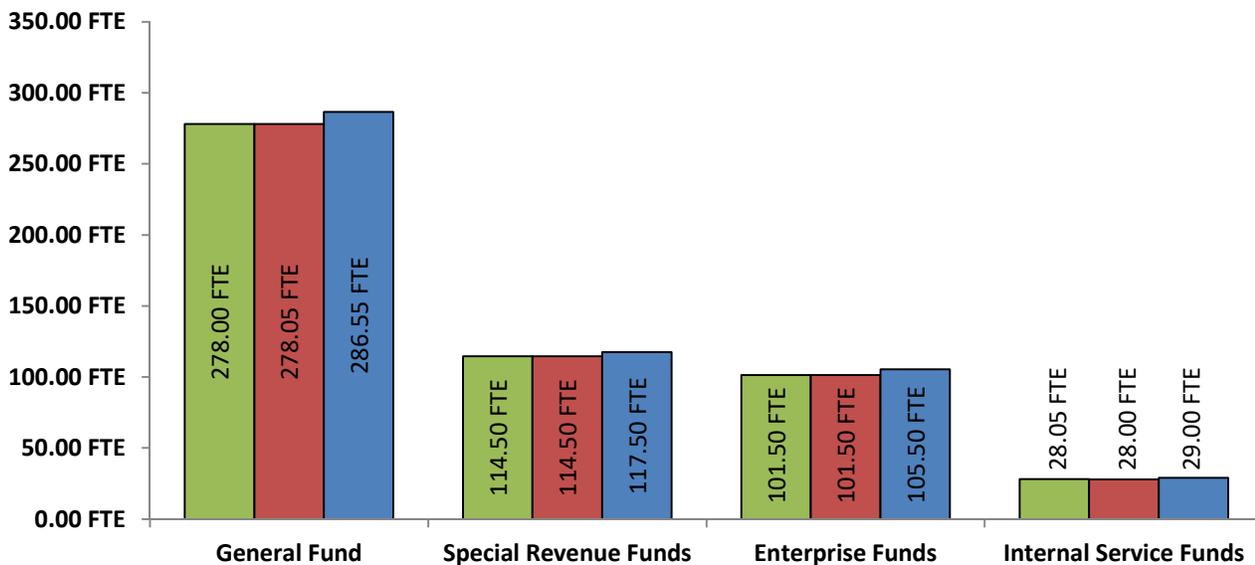
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Function										
General Government										
City Clerk	3.00	3.00	3.00	3.00	3.00	2.00	2.00	2.00	2.00	2.00
City Manager / Comms	8.00	10.00	10.00	11.00	5.00	5.00	5.00	5.00	6.00	8.00
City Attorney	0.00	0.00	0.00	0.00	1.00	2.00	2.00	3.00	3.00	3.00
Voter Registration	2.05	2.05	2.05	2.15	2.75	3.00	3.00	3.00	3.00	4.00
Treasurer	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	8.00
Commission of Revenue	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Finance / IT	27.30	25.30	25.30	26.30	25.30	26.55	27.55	28.55	29.50	30.50
Human Resources	0.00	0.00	0.00	0.00	7.00	7.00	7.00	7.00	7.00	8.00
Public Safety										
Police	127.25	127.25	126.50	127.00	129.25	130.25	130.25	134.75	137.25	138.75
Fire & Rescue	60.00	60.00	60.00	62.00	64.00	66.00	66.00	66.00	69.00	72.00
Public Works										
Public Works	59.50	59.50	60.50	62.00	55.00	55.00	55.00	56.50	56.50	57.50
Engineering	0.00	0.00	0.00	0.00	14.00	10.00	9.00	8.00	8.00	8.00
Community Enhancements & Development										
Com Dev / PCR	33.75	33.75	33.75	33.75	33.75	35.25	35.25	35.25	34.30	35.30
Economic Development	2.50	2.50	2.50	2.50	2.50	3.00	3.00	3.00	3.00	3.00
Health & Human Services										
	37.48	37.48	37.48	37.48	37.98	40.00	40.00	42.00	45.50	45.50
Utilities (Wtr, Swr, Etc, Str)										
	92.50	92.50	92.50	91.00	86.00	90.00	91.00	92.00	92.00	95.00
Airport										
	7.00	7.00	7.00	7.00	7.00	7.00	7.00	8.00	8.00	9.00
Total	478.33	478.33	478.58	483.18	491.53	500.05	501.05	512.05	522.05	538.55

STAFFING OVERVIEW

Staffing by Fund

	FY 2022 Adopted		FY 2022 Amended		FY 2023 Budget		FY 2023 Budget Over (Under) FY 2022 Adopted	
	#	FTE	#	FTE	#	FTE	#	FTE
	General Fund	327	278.00	327	278.05	337	286.55	10
Special Revenue Funds								
Social Services Fund	46	45.50	46	45.50	46	45.50	-	-
Fire and Rescue Fund	69	69.00	69	69.00	72	72.00	3	3.00
Enterprise Funds								
Water & Sewer Funds	37	37.00	37	37.00	38	38.00	1	1.00
Electric Fund	53	53.00	53	53.00	54	54.00	1	1.00
Stormwater Fund	2	2.00	2	2.00	3	3.00	1	1.00
Airport Fund	8	8.00	8	8.00	9	9.00	1	1.00
Solid Waste Fund	2	1.50	2	1.50	2	1.50	-	-
Internal Service Funds								
Building Maintenance Fund	5	5.00	5	5.00	5	5.00	-	-
Vehicle Maintenance Fund	8	8.00	8	8.00	9	9.00	1	1.00
Information Technology Fund	16	15.05	15	15.00	15	15.00	(1)	(0.05)
Total City of Manassas	573	522.05	572	522.05	590	538.55	17	16.50

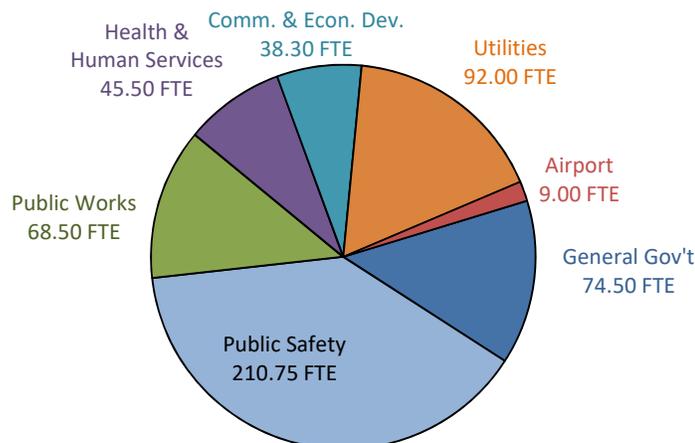
■ Adopted
 ■ Amended
 ■ Budget



STAFFING OVERVIEW

Staffing by Function & Department

	FY 2022		FY 2022		FY 2022		FY 2023		FY 2023	
	Adopted		Amended		Over (Under)		Budget		Budget	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
General Government										
City Clerk	2	2.00	2	2.00	-	-	2	2.00	-	-
City Manager / Comms	5	5.00	6	6.00	1	1.00	8	8.00	3	3.00
City Attorney	3	3.00	3	3.00	-	-	3	3.00	-	-
Voter Registration	7	3.00	7	3.00	-	-	8	4.00	1	1.00
Treasurer	7	7.00	7	7.00	-	-	8	8.00	1	1.00
Commissioner of Revenue	11	11.00	11	11.00	-	-	11	11.00	-	-
Finance / IT	31	29.55	30	29.50	(1)	(0.05)	31	30.50	-	0.95
Human Resources	7	7.00	7	7.00	-	-	8	8.00	1	1.00
Public Safety										
Police	142	137.25	143	137.25	1	-	146	138.75	4	1.50
Fire and Rescue	69	69.00	69	69.00	-	-	72	72.00	3	3.00
Health & Human Services										
Social Services	46	45.50	46	45.50	-	-	46	45.50	-	-
Public Works										
Engineering / Stormwater	10	10.00	10	10.00	-	-	11	11.00	1	1.00
Public Works	57	56.50	57	56.50	-	-	58	57.50	1	1.00
Community Enhancements & Development										
Com Dev / PCR	75	35.25	73	34.30	(2)	(0.95)	74	35.30	(1)	0.05
Economic Development	3	3.00	3	3.00	-	-	3	3.00	-	-
Other										
Utilities	90	90.00	90	90.00	-	-	92	92.00	2	2.00
Airport	8	8.00	8	8.00	-	-	9	9.00	1	1.00
Total City of Manassas	573	522.05	572	522.05	(1)	-	590	538.55	17	16.50



STAFFING OVERVIEW

Staffing Changes

Position	Department	#	FTE	FTE
FY 2022 Adopted Staffing Plan		573	522.05	
Communications Coordinator	Communications	1	1.00	1.00
Videographer (PEG)	Finance - IT	(1)	(0.05)	
IT Network Administrator, Senior	Finance - IT	1	1.00	
IT Network Administrator	Finance - IT	(1)	(1.00)	
IT Data Engineer I	Finance - IT	1	1.00	
ERP Analyst	Finance - IT	(1)	(1.00)	(0.05)
HR Business Partner, Senior	Human Resources	1	1.00	
HR Business Partner	Human Resources	2	2.00	
Human Resources Analyst, Senior	Human Resources	(1)	(1.00)	
Human Resources Analyst	Human Resources	(2)	(2.00)	0.00
Administrative Assistant II	Police	2	1.00	
Police Accreditation Coordinator	Police	(1)	(1.00)	0.00
Crew Leader	Public Works - Streets	2	2.00	
Maintenance Worker	Public Works - Streets	1	1.00	
Equipment Operator	Public Works - Streets	(3)	(3.00)	0.00
Assistant Director, Social Services	Social Services	2	2.00	
Social Services Finance Manager	Social Services	(1)	(1.00)	
Family Services Manager	Social Services	(1)	(1.00)	
Benefit Programs Manager	Social Services	1	1.00	
Benefit Programs Specialist	Social Services	(1)	(1.00)	0.00
Planning & Zoning Manager	Community Development - P&D	1	1.00	
Dep Director / Director of Planning & Dev	Community Development - P&D	(1)	(1.00)	
Permit Technician	Community Development - P&D	1	1.00	
Construction Plans Examiner	Community Development - P&D	(1)	(1.00)	
Property Code Officer	Community Development - P&D	3	3.00	
Property Code Inspector	Community Development - P&D	(3)	(3.00)	

STAFFING OVERVIEW

Staffing Changes

Position	Department	#	FTE	FTE
Communications Coordinator	Community Development - PCR	(1)	(1.00)	
Program Attendant	Community Development - PCR	2	1.00	
Seasonal Historic Living Interpreter	Community Development - PCR	(4)	(1.00)	
Seasonal Program Attendant	Community Development - PCR	1	0.05	(0.95)
Utility Analyst	Utilities - Admin	1	1.00	
Utility Billing Coordinator	Utilities - Admin	(1)	(1.00)	
Fiscal Specialist	Utilities - Admin	1	1.00	
Administrative Coordinator	Utilities - Water/Sewer	(1)	(1.00)	
Utility Project Manager	Utilities - Water/Sewer	1	1.00	
Utility Program Manager	Utilities - Electric	(1)	(1.00)	
Crew Leader	Utilities - Water/Sewer	1	1.00	
Inflow & Infiltration Technician	Utilities - Water/Sewer	1	1.00	
Water & Sewer Utility Technician	Utilities - Water/Sewer	(2)	(2.00)	0.00
FY 2022 Amended Staffing Plan		572	522.05	0.00
Equity and Inclusion Officer	City Manager	1	1.00	1.00
Communications Coordinator	Communications	1	1.00	1.00
Assistant Registrar	Voter Registration	1	1.00	
Seasonal Election Technician	Voter Registration	5	1.00	
Seasonal Assistant Registrar	Voter Registration	(5)	(1.00)	1.00
Deputy Treasurer, Revenue	Treasurer	1	1.00	1.00
Budget Analyst	Finance - Budget	1	1.00	1.00
HR Business Partner	Human Resources	1	1.00	1.00
Police Cadet	Police	3	1.50	1.50
Firefighter/Technician	Fire and Rescue	3	3.00	3.00
Automotive/Equipment Technician	Public Works - Vehicle Maint	1	1.00	1.00

STAFFING OVERVIEW

Staffing Changes

Position	Department	#	FTE	FTE
Parks Maintenance Worker	Community Development - PCR	1	1.00	1.00
Electric Generation Mechanic	Utilities - Electric	1	1.00	
Utility Project Coordinator	Utilities - Water	1	1.00	2.00
Stormwater Asset Manager	Stormwater	1	1.00	1.00
Airport Operations Officer	Airport	1	1.00	1.00
FY 2023 Staffing Plan		590	538.55	16.50

STAFFING

Staffing Plan

	FY 2022		FY 2022		FY 2022		FY 2023		FY 2023	
	Adopted		Amended		Amended		Budget		Budget	
	#	FTE								
CITY CLERK										
City Clerk	1	1.00	1	1.00	-	-	1	1.00	-	-
Deputy City Clerk	1	1.00	1	1.00	-	-	1	1.00	-	-
DEPARTMENT TOTAL	2	2.00	2	2.00	-	-	2	2.00	-	-
CITY MANAGER										
Administration										
City Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Deputy City Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Equity and Inclusion Officer	-	-	-	-	-	-	1	1.00	1	1.00
Executive Assistant	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	3	3.00	3	3.00	-	-	4	4.00	1	1.00
Communications										
Communications Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Communications Coordinator (I, II, senior)	1	1.00	2	2.00	1	1.00	3	3.00	2	2.00
Division Total	2	2.00	3	3.00	1	1.00	4	4.00	2	2.00
DEPARTMENT TOTAL	5	5.00	6	6.00	1	1.00	8	8.00	3	3.00
CITY ATTORNEY										
City Attorney	1	1.00	1	1.00	-	-	1	1.00	-	-
Assistant City Attorney	1	1.00	1	1.00	-	-	1	1.00	-	-
Paralegal	1	1.00	1	1.00	-	-	1	1.00	-	-
DEPARTMENT TOTAL	3	3.00	3	3.00	-	-	3	3.00	-	-

STAFFING

Staffing Plan

	FY 2022		FY 2022		FY 2022		FY 2023		FY 2023	
	Adopted		Amended		Amended		Budget		Budget	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
VOTER REGISTRATION & ELECTIONS										
General Registrar	1	1.00	1	1.00	-	-	1	1.00	-	-
Deputy Registrar	1	1.00	1	1.00	-	-	1	1.00	-	-
Assistant Registrar	-	-	-	-	-	-	1	1.00	1	1.00
Election Technician (Seasonal)	-	-	-	-	-	-	5	1.00	5	1.00
Assistant Registrar (Seasonal)	5	1.00	5	1.00	-	-	-	-	(5)	(1.00)
DEPARTMENT TOTAL	7	3.00	7	3.00	-	-	8	4.00	1	1.00
TREASURER										
City Treasurer	1	1.00	1	1.00	-	-	1	1.00	-	-
Chief Deputy City Treasurer	1	1.00	1	1.00	-	-	1	1.00	-	-
Deputy Treasurer, Compliance	1	1.00	1	1.00	-	-	1	1.00	-	-
Deputy Treasurer, Finance	1	1.00	1	1.00	-	-	1	1.00	-	-
Deputy Treasurer, Revenue	-	-	-	-	-	-	1	1.00	1	1.00
Revenue Specialist (I, II)	3	3.00	3	3.00	-	-	3	3.00	-	-
DEPARTMENT TOTAL	7	7.00	7	7.00	-	-	8	8.00	1	1.00
COMMISSIONER OF THE REVENUE										
Administration										
Commissioner of the Revenue	1	1.00	1	1.00	-	-	1	1.00	-	-
Chief Deputy Commissioner of the Revenue	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	2	2.00	2	2.00	-	-	2	2.00	-	-
Real Estate										
Real Estate Appraiser II	1	1.00	1	1.00	-	-	1	1.00	-	-
Real Estate Appraiser I	2	2.00	2	2.00	-	-	2	2.00	-	-
Real Estate Specialist	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	4	4.00	4	4.00	-	-	4	4.00	-	-

STAFFING

Staffing Plan

	FY 2022		FY 2022		FY 2022		FY 2023		FY 2023	
	Adopted		Amended		Amended		Budget		Budget	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
Tax Services										
Personal Property Tax Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Tax Specialist	2	2.00	2	2.00	-	-	2	2.00	-	-
Division Total	3	3.00	3	3.00	-	-	3	3.00	-	-
Compliance										
Business Tax Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Business Tax Auditor	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	2	2.00	2	2.00	-	-	2	2.00	-	-
DEPARTMENT TOTAL	11	11.00	11	11.00	-	-	11	11.00	-	-

STAFFING

Staffing Plan

	FY 2022		FY 2022		FY 2022		FY 2023		FY 2023	
	Adopted		Amended		Amended		Budget		Budget	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
FINANCE										
Administration										
Finance Director	1	1.00	1	1.00	-	-	1	1.00	-	-
Administrative Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	2	2.00	2	2.00	-	-	2	2.00	-	-
Budget										
Budget Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Budget Analyst	1	1.00	1	1.00	-	-	2	2.00	1	1.00
Division Total	2	2.00	2	2.00	-	-	3	3.00	1	1.00
Accounting										
Accounting Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Accountant (I, II, senior)	4	3.50	4	3.50	-	-	4	3.50	-	-
Accounting Technician (I, II)	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	6	5.50	6	5.50	-	-	6	5.50	-	-
Purchasing										
Procurement Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Buyer, Senior	1	1.00	1	1.00	-	-	1	1.00	-	-
Buyer	1	1.00	1	1.00	-	-	1	1.00	-	-
Warehouse Technician (I, II, senior)	2	2.00	2	2.00	-	-	2	2.00	-	-
Division Total	5	5.00	5	5.00	-	-	5	5.00	-	-
Information Technology (IT)										
IT Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
IT Telecommunications Administrator	1	1.00	1	1.00	-	-	1	1.00	-	-
IT Network Administrator, Senior	-	-	1	1.00	1	1.00	1	1.00	1	1.00
IT Network Administrator	1	1.00	-	-	(1)	(1.00)	-	-	(1)	(1.00)
IT Security Administrator	1	1.00	1	1.00	-	-	1	1.00	-	-
IT Specialist	1	1.00	1	1.00	-	-	1	1.00	-	-
IT Technician	1	1.00	1	1.00	-	-	1	1.00	-	-
IT ERP Administrator	1	1.00	1	1.00	-	-	1	1.00	-	-

STAFFING

Staffing Plan

	FY 2022		FY 2022		FY 2022		FY 2023		FY 2023	
	Adopted		Amended		Amended		Budget		Budget	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
IT Data Engineer I	-	-	1	1.00	1	1.00	1	1.00	1	1.00
ERP Analyst	1	1.00	-	-	(1)	(1.00)	-	-	(1)	(1.00)
IT Public Safety System Analyst	1	1.00	1	1.00	-	-	1	1.00	-	-
IT Public Safety Specialist	1	1.00	1	1.00	-	-	1	1.00	-	-
Videographer (PEG)	1	0.05	-	-	(1)	(0.05)	-	-	(1)	(0.05)
Division Total	11	10.05	10	10.00	(1)	(0.05)	10	10.00	(1)	(0.05)
Geographic Information Systems (GIS)										
GIS Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
GIS Database Administrator	1	1.00	1	1.00	-	-	1	1.00	-	-
GIS Enterprise Application Specialist	1	1.00	1	1.00	-	-	1	1.00	-	-
GIS Analyst (I, II, senior)	2	2.00	2	2.00	-	-	2	2.00	-	-
Division Total	5	5.00	5	5.00	-	-	5	5.00	-	-
DEPARTMENT TOTAL	31	29.55	30	29.50	(1)	(0.05)	31	30.50	-	0.95
HUMAN RESOURCES										
Human Resources Director	1	1.00	1	1.00	-	-	1	1.00	-	-
HR Business Partner, Senior	-	-	1	1.00	1	1.00	1	1.00	1	1.00
HR Business Partner	-	-	2	2.00	2	2.00	3	3.00	3	3.00
Human Resources Analyst, Senior	1	1.00	-	-	(1)	(1.00)	-	-	(1)	(1.00)
Human Resources Analyst	2	2.00	-	-	(2)	(2.00)	-	-	(2)	(2.00)
Risk and Safety Analyst, Senior	1	1.00	1	1.00	-	-	1	1.00	-	-
Risk and Safety Analyst	1	1.00	1	1.00	-	-	1	1.00	-	-
Administrative Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-
DEPARTMENT TOTAL	7	7.00	7	7.00	-	-	8	8.00	1	1.00

STAFFING

Staffing Plan

	FY 2022		FY 2022		FY 2022		FY 2023		FY 2023	
	Adopted		Amended		Amended		Budget		Budget	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
POLICE										
Administration										
Police Chief	1	1.00	1	1.00	-	-	1	1.00	-	-
Police Captain	1	1.00	1	1.00	-	-	1	1.00	-	-
Police Lieutenant	2	2.00	2	2.00	-	-	2	2.00	-	-
Police Sergeant	3	3.00	3	3.00	-	-	3	3.00	-	-
Police Officer (recruit, I, II, III)	4	4.00	3	3.00	(1)	(1.00)	3	3.00	(1)	(1.00)
Police Officer (recruit, I, II, III) School Resource Officer	4	3.50	4	3.50	-	-	4	3.50	-	-
Police Officer (recruit, I, II, III) COPS Grant Restricted/Grant	2	2.00	2	2.00	-	-	2	2.00	-	-
Police Officer (recruit, I, II, III) Mental Health Restricted/Grant	1	1.00	1	1.00	-	-	1	1.00	-	-
Police Cadets	-	-	-	-	-	-	3	1.50	3	1.50
Mental Health/Domestic Case Coordinator Restricted/Grant	1	1.00	1	1.00	-	-	1	1.00	-	-
Crime Prevention Specialist	1	1.00	1	1.00	-	-	1	1.00	-	-
Police Accreditation Coordinator	1	1.00	-	-	(1)	(1.00)	-	-	(1)	(1.00)
Property & Evidence Technician	2	1.50	2	1.50	-	-	2	1.50	-	-
Police Records Specialist	2	2.00	2	2.00	-	-	2	2.00	-	-
Gang Task Force Executive Coordinator Restricted/Grant	1	0.75	1	0.75	-	-	1	0.75	-	-
Administrative Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-
Administrative Assistant II	-	-	1	0.50	1	0.50	1	0.50	1	0.50
Administrative Assistant I	1	0.75	1	0.75	-	-	1	0.75	-	-
Fiscal Specialist, Public Safety	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	29	27.50	28	26.00	(1)	(1.50)	31	27.50	2	-
Patrol Services										
Police Captain	1	1.00	1	1.00	-	-	1	1.00	-	-
Police Lieutenant	7	7.00	7	7.00	-	-	7	7.00	-	-
Police Sergeant	7	7.00	7	7.00	-	-	7	7.00	-	-
Police Officer (recruit, I, II, III)	50	50.00	50	50.00	-	-	50	50.00	-	-
Police Officer (recruit, I, II, III) Red Light Photo Enforcement	2	1.50	2	1.50	-	-	2	1.50	-	-

STAFFING

Staffing Plan

	FY 2022		FY 2022		FY 2022		FY 2023		FY 2023	
	Adopted		Amended		Amended		Budget		Budget	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
Police Officer (recruit, I, II, III) Lake Patrol Restricted/Grant	1	0.50	1	0.50	-	-	1	0.50	-	-
Parking Enforcement Officer	6	5.25	6	5.25	-	-	6	5.25	-	-
Administrative Assistant II	-	-	1	0.50	1	0.50	1	0.50	1	0.50
Division Total	74	72.25	75	72.75	1	0.50	75	72.75	1	0.50
Investigative Services										
Police Captain	1	1.00	1	1.00	-	-	1	1.00	-	-
Police Lieutenant	1	1.00	1	1.00	-	-	1	1.00	-	-
Police Sergeant	2	2.00	2	2.00	-	-	2	2.00	-	-
Police Officer (recruit, I, II, III)	9	9.00	10	10.00	1	1.00	10	10.00	1	1.00
Police Officer (recruit, I, II, III) Internet Crimes Against Children	1	1.00	1	1.00	-	-	1	1.00	-	-
Police Officer (recruit, I, II, III) Gang Task Force	1	1.00	1	1.00	-	-	1	1.00	-	-
Crime Analyst	1	1.00	1	1.00	-	-	1	1.00	-	-
Administrative Assistant II	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	17	17.00	18	18.00	1	1.00	18	18.00	1	1.00
Communications Center										
Public Safety Communications Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Public Safety Communications Supervisor	4	4.00	4	4.00	-	-	4	4.00	-	-
Public Safety Communications Specialist (I, II)	10	9.50	10	9.50	-	-	10	9.50	-	-
Division Total	15	14.50	15	14.50	-	-	15	14.50	-	-
Animal Control										
Police Sergeant	1	1.00	1	1.00	-	-	1	1.00	-	-
Police Officer (recruit, I, II, III)	1	1.00	1	1.00	-	-	1	1.00	-	-
Animal Control Officer	1	1.00	1	1.00	-	-	1	1.00	-	-
Animal Shelter Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Animal Caretaker	3	2.00	3	2.00	-	-	3	2.00	-	-
Division Total	7	6.00	7	6.00	-	-	7	6.00	-	-
DEPARTMENT TOTAL	142	137.25	143	137.25	1	-	146	138.75	4	1.50

STAFFING

Staffing Plan

	FY 2022		FY 2022		FY 2022		FY 2023		FY 2023	
	Adopted		Amended		Amended		Budget		Budget	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
FIRE AND RESCUE										
Administration										
Fire & Rescue Chief	1	1.00	1	1.00	-	-	1	1.00	-	-
Fire & Rescue Deputy Chief	1	1.00	1	1.00	-	-	1	1.00	-	-
Administrative Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-
Fiscal Specialist, Public Safety	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	4	4.00	4	4.00	-	-	4	4.00	-	-
Operations										
Fire & Rescue Battalion Chief	3	3.00	3	3.00	-	-	3	3.00	-	-
Fire & Rescue Captain	5	5.00	5	5.00	-	-	5	5.00	-	-
Fire & Rescue Lieutenant	6	6.00	6	6.00	-	-	6	6.00	-	-
Firefighter/Technician	48	48.00	48	48.00	-	-	51	51.00	3	3.00
Division Total	62	62.00	62	62.00	-	-	65	65.00	3	3.00
Prevention & Preparedness										
Fire Marshal	1	1.00	1	1.00	-	-	1	1.00	-	-
Deputy Fire Marshal	1	1.00	1	1.00	-	-	1	1.00	-	-
Emergency Management Planner Restricted/Grant	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	3	3.00	3	3.00	-	-	3	3.00	-	-
DEPARTMENT TOTAL	69	69.00	69	69.00	-	-	72	72.00	3	3.00

STAFFING

Staffing Plan

	FY 2022		FY 2022		FY 2022		FY 2023		FY 2023	
	Adopted		Amended		Amended		Budget		Budget	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
ENGINEERING										
Administration										
City Engineer	1	1.00	1	1.00	-	-	1	1.00	-	-
Engineer, Senior	2	2.00	2	2.00	-	-	2	2.00	-	-
Engineer, Senior (PW)	1	1.00	1	1.00	-	-	1	1.00	-	-
Engineer	1	1.00	1	1.00	-	-	1	1.00	-	-
Site Inspector, Senior	1	1.00	1	1.00	-	-	1	1.00	-	-
Site Inspector	1	1.00	1	1.00	-	-	1	1.00	-	-
Engineering Technician	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	8	8.00	8	8.00	-	-	8	8.00	-	-
Stormwater										
Stormwater Program Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Stormwater Asset Manager	-	-	-	-	-	-	1	1.00	1	1.00
Environmental Planner	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	2	2.00	2	2.00	-	-	3	3.00	1	1.00
DEPARTMENT TOTAL	10	10.00	10	10.00	-	-	11	11.00	1	1.00
PUBLIC WORKS										
Public Works Administration										
Public Works Director	1	1.00	1	1.00	-	-	1	1.00	-	-
Assistant Director, Public Works	1	1.00	1	1.00	-	-	1	1.00	-	-
Administrative Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	3	3.00	3	3.00	-	-	3	3.00	-	-
Streets										
Street Maintenance Superintendent	1	1.00	1	1.00	-	-	1	1.00	-	-
Crew Leader, Streets	1	1.00	3	3.00	2	2.00	3	3.00	2	2.00
Equipment Operator (I, II, III)	15	15.00	12	12.00	(3)	(3.00)	12	12.00	(3)	(3.00)
Public Works Maintenance Worker	3	3.00	4	4.00	1	1.00	4	4.00	1	1.00
Division Total	20	20.00	20	20.00	-	-	20	20.00	-	-

STAFFING

Staffing Plan

	FY 2022		FY 2022		FY 2022		FY 2023		FY 2023	
	Adopted		Amended		Amended		Budget		Budget	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
Traffic Control										
Traffic Control Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Traffic Control Technician (apprentice, I, II)	4	4.00	4	4.00	-	-	4	4.00	-	-
Division Total	5	5.00	5	5.00	-	-	5	5.00	-	-
Buildings & Grounds										
<u> GROUNDS</u>										
Buildings & Grounds Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Grounds Maintenance Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Grounds Technician	1	1.00	1	1.00	-	-	1	1.00	-	-
Public Works Maintenance Worker	6	6.00	6	6.00	-	-	6	6.00	-	-
<u> BEAUTIFICATION</u>					-	-				
Arborist	1	1.00	1	1.00	-	-	1	1.00	-	-
Horticultural Technician	1	1.00	1	1.00	-	-	1	1.00	-	-
Public Works Maintenance Worker	3	3.00	3	3.00	-	-	3	3.00	-	-
<u> BUILDING MAINTENANCE FUND</u>					-	-				
Building Maintenance Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Building Maintenance Technician, Senior	1	1.00	1	1.00	-	-	1	1.00	-	-
Building Maintenance (worker, tech I, II)	3	3.00	3	3.00	-	-	3	3.00	-	-
Division Total	19	19.00	19	19.00	-	-	19	19.00	-	-

STAFFING

Staffing Plan

	FY 2022		FY 2022		FY 2022		FY 2023		FY 2023	
	Adopted		Amended		Amended		Budget		Budget	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
Vehicle Maintenance										
Fleet Services Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Automotive/Equipment Technician (I, II, III, senior)	6	6.00	6	6.00	-	-	7	7.00	1	1.00
Administrative Assistant II	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	8	8.00	8	8.00	-	-	9	9.00	1	1.00
Refuse & Recycling										
Refuse-Recycling Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-
Administrative Assistant I	1	0.50	1	0.50	-	-	1	0.50	-	-
Division Total	2	1.50	2	1.50	-	-	2	1.50	-	-
DEPARTMENT TOTAL	57	56.50	57	56.50	-	-	58	57.50	1	1.00

STAFFING

Staffing Plan

	FY 2022		FY 2022		FY 2022		FY 2023		FY 2023	
	Adopted		Amended		Amended		Budget		Budget	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
SOCIAL SERVICES										
Joint Program										
Social Services Director	1	1.00	1	1.00	-	-	1	1.00	-	-
Assistant Director, Social Services	-	-	2	2.00	2	2.00	2	2.00	2	2.00
Social Services Finance Manager	1	1.00	-	-	(1)	(1.00)	-	-	(1)	(1.00)
Administrative Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-
Fiscal Specialist	1	1.00	1	1.00	-	-	1	1.00	-	-
Administrative Assistant II	1	1.00	1	1.00	-	-	1	1.00	-	-
Family Services Manager	1	1.00	-	-	(1)	(1.00)	-	-	(1)	(1.00)
Family Services Specialist (I, II, III, IV)	9	9.00	9	9.00	-	-	9	9.00	-	-
Benefit Programs Manager	1	1.00	2	2.00	1	1.00	2	2.00	1	1.00
Benefit Programs Specialist (I, II, III)	16	16.00	15	15.00	(1)	(1.00)	15	15.00	(1)	(1.00)
Human Services Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Human Services Assistant	4	4.00	4	4.00	-	-	4	4.00	-	-
Self Sufficiency Specialist	2	2.00	2	2.00	-	-	2	2.00	-	-
CSA Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-
Intensive Care Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-
Social Services Position	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	42	42.00	42	42.00	-	-	42	42.00	-	-
VHDA Housing Program										
Housing Program Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Housing Program Agent (I, II)	2	1.50	2	1.50	-	-	2	1.50	-	-
Division Total	3	2.50	3	2.50	-	-	3	2.50	-	-
VJCCCA										
Family Services Specialist (I, II, III, IV)	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	1	1.00	1	1.00	-	-	1	1.00	-	-
DEPARTMENT TOTAL	46	45.50	46	45.50	-	-	46	45.50	-	-

STAFFING

Staffing Plan

	FY 2022		FY 2022		FY 2022		FY 2023		FY 2023	
	Adopted		Amended		Amended		Budget		Budget	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
COMMUNITY DEVELOPMENT										
Administration										
Planning & Community Development Director	1	1.00	1	1.00	-	-	1	1.00	-	-
Administrative Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-
Communications Coordinator	1	1.00	-	-	(1)	(1.00)	-	-	(1)	(1.00)
Division Total	3	3.00	2	2.00	(1)	(1.00)	2	2.00	(1)	(1.00)
Planning & Zoning										
Planning Manager	-	-	1	1.00	1	1.00	1	1.00	1	1.00
Deputy Director / Director of Planning & Development	1	1.00	-	-	(1)	(1.00)	-	-	(1)	(1.00)
Planner (I, II, senior)	2	2.00	2	2.00	-	-	2	2.00	-	-
Division Total	3	3.00	3	3.00	-	-	3	3.00	-	-
Development Services										
Building Development Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Land Development Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Construction Plans Examiner	1	1.00	-	-	(1)	(1.00)	-	-	(1)	(1.00)
Combination Plan Reviewer / Inspector	1	1.00	1	1.00	-	-	1	1.00	-	-
Planner (I, II, Senior)	1	1.00	1	1.00	-	-	1	1.00	-	-
Combination Inspector (I, II, senior)	1	1.00	1	1.00	-	-	1	1.00	-	-
Permit Technician (I, II, senior)	2	2.00	3	3.00	1	1.00	3	3.00	1	1.00
Division Total	8	8.00	8	8.00	-	-	8	8.00	-	-
Property Code Enforcement										
Property Code Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Property Code Officer (I, II, senior)	-	-	3	3.00	3	3.00	3	3.00	3	3.00
Property Code Inspector	3	3.00	-	-	(3)	(3.00)	-	-	(3)	(3.00)
Division Total	4	4.00	4	4.00	-	-	4	4.00	-	-

STAFFING

Staffing Plan

	FY 2022		FY 2022		FY 2022		FY 2023		FY 2023	
	Adopted		Amended		Amended		Budget		Budget	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
Parks, Culture, & Recreation										
<u>ADMINISTRATION</u>					-	-				
Culture and Recreation Services Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Administrative Assistant II	1	1.00	1	1.00	-	-	1	1.00	-	-
<u>PARKS</u>					-	-				
Operations and Maintenance Recreation Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Parks Maintenance Worker (I, II, senior)	-	-	-	-	-	-	1	1.00	1	1.00
<u>PROGRAMS AND EVENTS</u>					-	-				
Recreation Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Program Attendant	-	-	1	0.50	1	0.50	1	0.50	1	0.50
Program Attendant (Seasonal)	-	-	1	0.05	1	0.05	1	0.05	1	0.05
<u>MUSEUM</u>					-	-				
Museum Curator	1	1.00	1	1.00	-	-	1	1.00	-	-
Programs and Events Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-
Business Services Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Visitor Services Aide	4	2.00	4	2.00	-	-	4	2.00	-	-
Program Attendant	-	-	1	0.50	1	0.50	1	0.50	1	0.50
Historic Living Interpreter (Seasonal)	4	1.00	-	-	(4)	(1.00)	-	-	(4)	(1.00)
<u>POOL</u>					-	-				
Pool Staff (Seasonal)	42	7.25	42	7.25	-	-	42	7.25	-	-
Division Total	57	17.25	56	17.30	(1)	0.05	57	18.30	-	1.05
DEPARTMENT TOTAL	75	35.25	73	34.30	(2)	(0.95)	74	35.30	(1)	0.05
ECONOMIC DEVELOPMENT										
Economic Development Director	1	1.00	1	1.00	-	-	1	1.00	-	-
Assistant Director, Economic Development	1	1.00	1	1.00	-	-	1	1.00	-	-
Administrative Assistant I	1	1.00	1	1.00	-	-	1	1.00	-	-
DEPARTMENT TOTAL	3	3.00	3	3.00	-	-	3	3.00	-	-

STAFFING

Staffing Plan

	FY 2022		FY 2022		FY 2022		FY 2023		FY 2023	
	Adopted		Amended		Amended		Budget		Budget	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
UTILITIES										
Utility Administration										
Utilities Director	1	1.00	1	1.00	-	-	1	1.00	-	-
Utilities Finance Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Utility Analyst	-	-	1	1.00	1	1.00	1	1.00	1	1.00
Utility Billing Coordinator	1	1.00	-	-	(1)	(1.00)	-	-	(1)	(1.00)
Fiscal Specialist	-	-	1	1.00	1	1.00	1	1.00	1	1.00
Administrative Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	4	4.00	5	5.00	1	1.00	5	5.00	1	1.00
Utility Services										
<u>UTILITY BILLING</u>										
Utility Billing Coordinator	2	2.00	2	2.00	-	-	2	2.00	-	-
<u>CUSTOMER SERVICE</u>										
Utilities Customer Service Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Customer Service Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Customer Service Representative II	1	1.00	1	1.00	-	-	1	1.00	-	-
Customer Service Representative I	5	5.00	5	5.00	-	-	5	5.00	-	-
<u>METER SERVICES</u>										
Meter Services Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Meter Technician II	1	1.00	1	1.00	-	-	1	1.00	-	-
Meter Technician I	2	2.00	2	2.00	-	-	2	2.00	-	-
Division Total	14	14.00	14	14.00	-	-	14	14.00	-	-

STAFFING

Staffing Plan

	FY 2022		FY 2022		FY 2022		FY 2023		FY 2023	
	Adopted		Amended		Amended		Budget		Budget	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
Electric Utility										
<u>DISTRIBUTION ADMINISTRATION</u>										
Assistant Director, Electric	1	1.00	1	1.00	-	-	1	1.00	-	-
Electric Utility Designer, Senior	2	2.00	2	2.00	-	-	2	2.00	-	-
Engineering Technician	1	1.00	1	1.00	-	-	1	1.00	-	-
Utility Program Manager	1	1.00	-	-	(1)	(1.00)	-	-	(1)	(1.00)
<u>OPERATIONS CENTER</u>										
Systems Operations & Generation Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Systems Operator, Senior	1	1.00	1	1.00	-	-	1	1.00	-	-
Systems Operator (I, II)	4	4.00	4	4.00	-	-	4	4.00	-	-
Utilities Locator	1	1.00	1	1.00	-	-	1	1.00	-	-
<u>DISTRIBUTION</u>										
Electric Distribution Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Electric Line Technician, Senior	2	2.00	2	2.00	-	-	2	2.00	-	-
Electric Line Technician (apprentice, 1, 2, 3 class)	8	8.00	8	8.00	-	-	8	8.00	-	-
<u>SUBSTATIONS</u>										
Electric Substation Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Electric Substation Electrician (apprentice, senior)	2	2.00	2	2.00	-	-	2	2.00	-	-
<u>GENERATION</u>										
Electric Generation Maintenance Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Electric Generation Mechanic	1	1.00	1	1.00	-	-	2	2.00	1	1.00
<u>COMMUNICATIONS & CONTROLS</u>										
Electronics Systems Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Electronics Systems Technician (I, II, senior)	6	6.00	6	6.00	-	-	6	6.00	-	-
Division Total	35	35.00	34	34.00	(1)	(1.00)	35	35.00	-	-

STAFFING

Staffing Plan

	FY 2022		FY 2022		FY 2022		FY 2023		FY 2023	
	Adopted		Amended		Amended		Budget		Budget	
					Over (Under)				Over (Under)	
	FY 2022		FY 2022		FY 2022		FY 2023		FY 2023	
	Adopted		Amended		Adopted		Budget		Adopted	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
Water & Sewer Utility										
<u>WATER/SEWER ADMINISTRATION</u>										
Assistant Director, Water & Sewer	1	1.00	1	1.00	-	-	1	1.00	-	-
Distribution & Collection Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Utility Project Manager	-	-	1	1.00	1	1.00	1	1.00	1	1.00
Administrative Coordinator	1	1.00	-	-	(1)	(1.00)	-	-	(1)	(1.00)
<u>SEWER - COLLECTION, TRANSMISSION & TREATMENT</u>										
Inflow & Infiltration Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-
Crew Leader, Water & Sewer	2	2.00	2	2.00	-	-	2	2.00	-	-
Inflow & Infiltration Technician	-	-	1	1.00	1	1.00	1	1.00	1	1.00
Water & Sewer Utility Tech (worker, I, II, III)	7	7.00	6	6.00	(1)	(1.00)	6	6.00	(1)	(1.00)
<u>WATER - TRANSMISSION & DISTRIBUTION</u>										
Distribution & Collection Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Utility Project Coordinator	1	1.00	1	1.00	-	-	2	2.00	1	1.00
Crew Leader, Water & Sewer	-	-	1	1.00	1	1.00	1	1.00	1	1.00
Backflow/Cross Connection Program Inspector	1	1.00	1	1.00	-	-	1	1.00	-	-
Water & Sewer Utility Tech (worker, I, II, III)	6	6.00	5	5.00	(1)	(1.00)	5	5.00	(1)	(1.00)
<u>WATER PLANT</u>										
Water Plant Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Environmental Program Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Water Plant Lead Operator	4	4.00	4	4.00	-	-	4	4.00	-	-
Water Plant Maintenance Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Water Plant Operator (trainee, I, II, III)	5	5.00	5	5.00	-	-	5	5.00	-	-
Plant Maintenance Mechanic	1	1.00	1	1.00	-	-	1	1.00	-	-
Laboratory Analyst	2	2.00	2	2.00	-	-	2	2.00	-	-
Division Total	37	37.00	37	37.00	-	-	38	38.00	1	1.00
DEPARTMENT TOTAL	90	90.00	90	90.00	-	-	92	92.00	2	2.00

STAFFING

Staffing Plan

	FY 2022		FY 2022		FY 2022		FY 2023		FY 2023	
	Adopted		Amended		Amended		Budget		Budget	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
AIRPORT										
Airport Director	1	1.00	1	1.00	-	-	1	1.00	-	-
Airport Operations Officer, Senior	1	1.00	1	1.00	-	-	1	1.00	-	-
Airport Operations Officer	1	1.00	1	1.00	-	-	2	2.00	1	1.00
Airport Maintenance Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Airport Maintenance (worker, tech I, II)	3	3.00	3	3.00	-	-	3	3.00	-	-
Administrative Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-
DEPARTMENT TOTAL	8	8.00	8	8.00	-	-	9	9.00	1	1.00
TOTAL CITY OF MANASSAS	573	522.05	572	522.05	(1)	-	590	538.55	17	16.50

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CAPITAL PROGRAM

2040 Comprehensive Plan

The projects contained in the Five-Year Capital Improvement Program support the goals and objectives outlined in the City’s Comprehensive Plan and are intended to establish the long-term spending priorities identified by the City Council.

The 2040 Comprehensive Plan defines the future of Manassas, but its implementation and ultimate success is tied to many other City documents. Manassas has a number of existing plans and studies that guide new development and resource priorities (e.g., capital projects, budget, and staff resources).

As part of the development of the 2040 Comprehensive Plan, the following technical studies have been incorporated into the strategies for each of the Plan’s subject areas:

Transportation Master Plan

Assesses the Manassas transportation network and identifies multimodal recommendations to improve mobility through 2040.

Housing Plan

Includes analysis, observations, and recommendations to plan for and promote quality housing and neighborhoods for Manassas residents.

Parks, Recreation, and Cultural Needs Assessment and Facilities Plan

Identifies needs for parks, recreation, and cultural facilities and programs based on citizen survey, community meetings, and benchmarking data.

Manassas City Public Schools Facility Plan 2020-2030

Provides student enrollment projections through 2030 and a recommended facility plan to meet the projected need.

These strategies and priorities are used to make decisions regarding the annual operating budgets and capital improvement programming as well as to identify new department-specific initiatives, such as studies or policies.

Each year, the City undertakes an evaluation of the Comprehensive Plan that includes coordination of the Plan with the development of the Capital Improvement Program to ensure that capital projects are in conformance with the Plan as required by Section 15.2-2232 of the Code of Virginia.



[Click here to view the full 2040 Comprehensive Plan.](#)

CAPITAL PROGRAM

Five-Year Capital Improvement Program - Summary (Dollars in Thousands)

	<u>Total Project Budget</u>	<u>FY 2022 and Prior Years</u>	<u>Five-Year CIP FY 2023-27</u>	<u>FY 2028 and Future Years</u>
Program Area:				
General Government Projects	36,976	12,167	18,470	6,339
Culture & Recreation Projects	33,745	9,260	20,185	4,300
Public Safety Projects	67,199	41,964	410	24,825
Transportation Projects	88,572	60,292	21,492	6,788
Sewer Projects	38,565	7,465	31,100	-
Water Projects	55,381	32,681	22,700	-
Electric Projects	50,405	46,655	3,750	-
Stormwater Projects	31,668	3,417	27,501	750
Airport Projects	55,003	5,278	19,075	30,650
School Projects	80,597	-	77,597	3,000
Total	538,111	219,179	242,280	76,652
Funding Source:				
General Fund	4,015	2,095	1,920	-
Sewer Fund	7,538	4,402	3,136	-
Water Fund	17,599	15,784	1,815	-
Electric Fund	8,372	5,022	3,350	-
Stormwater Fund	2,278	288	1,240	750
Airport Fund	3,475	1,964	417	1,094
School Fund	20,600	-	17,600	3,000
Bonds	204,410	87,099	73,247	44,064
State	16,918	10,430	3,347	3,141
Federal	112,409	32,386	61,208	18,815
NVTA 30%	12,345	6,787	5,115	443
Other Source	128,152	52,922	69,885	5,345
Project Cost Total:	538,111	219,179	242,280	76,652

To view the full FY 2023-2027 Five Year Capital Improvement Program, [click here.](#)

CAPITAL PROGRAM

Five-Year Capital Improvement Program - Project Listing (Dollars in Thousands)

	Total Project Budget	FY 2022 and Prior Years	Five-Year CIP FY 2023-27	FY 2028 and Future Years
General Government Projects				
City Hall	10,707	10,707	-	-
Public Works & Utilities Facility Improvements	7,799	1,460	-	6,339
City Hall Annex	5,605	-	5,605	-
City Hall / Downtown Parking	10,515	-	10,515	-
Building Automation System	340	-	340	-
Fuel Island Upgrade at Public Works Facility	750	-	750	-
Building Maintenance Shop Facility	1,260	-	1,260	-
Program Total	36,976	12,167	18,470	6,339
Culture & Recreation Projects				
Manassas Museum	6,790	6,590	200	-
Dean Park	9,614	754	8,860	-
Byrd Park	1,800	-	1,800	-
Annaburg Manor	8,466	1,916	2,250	4,300
Cedar Crest Park	500	-	500	-
Stonewall Park	6,575	-	6,575	-
Program Total	33,745	9,260	20,185	4,300
Public Safety Projects				
Public Safety Facility	41,964	41,964	-	-
Animal Shelter Improvements	410	-	410	-
Fire/Rescue Station 1	24,825	-	-	24,825
Program Total	67,199	41,964	410	24,825
Transportation Projects				
Sudley Road Third Lane	8,005	7,400	605	-
Grant Ave (Lee Ave to Wellington Rd)	12,320	12,020	300	-
Dean Drive Extended	4,461	4,430	31	-
Dean Drive (Animal Shelter to Wellington Rd)	8,300	-	6,857	1,443
Route 28 / Nokesville Rd Widening	21,534	21,534	-	-
Liberia Avenue	8,855	-	3,510	5,345
Stonewall Park Trail Extension	2,000	-	2,000	-
Godwin Drive Bike Trail	1,703	1,703	-	-
Commercial Corridor Streetscapes	667	597	70	-
Traffic Signal Span Wire to Mast Arms	869	-	869	-
Gateway Boulevard Sidewalk/Trail	758	758	-	-

CAPITAL PROGRAM

Five-Year Capital Improvement Program - Project Listing (Dollars in Thousands)

	Total Project Budget	FY 2022 and Prior Years	Five-Year CIP FY 2023-27	FY 2028 and Future Years
Longstreet Water Line & Sidewalk	3,750	-	3,750	-
Roundabout Sudley/Centreville	3,825	3,825	-	-
Mathis Avenue	7,227	6,027	1,200	-
Quarry Streetscape	1,000	1,000	-	-
Wellington Road Shared-Use Path Gap	998	998	-	-
Wakeman Tract Pond Trail	2,300	-	2,300	-
Program Total	88,572	60,292	21,492	6,788
Sewer Projects				
Upper Flat Branch Interceptor Replacement	4,765	2,765	2,000	-
Sewer Capacity Expansion	30,000	900	29,100	-
Airport Infrastructure Improvements	3,800	3,800	-	-
Program Total	38,565	7,465	31,100	-
Water Projects				
24" Transmission Main Replacement	32,710	16,710	16,000	-
Finished Water Capacity Increases	7,600	7,600	-	-
Clear-Well Addition and Roof Renovation	5,071	5,071	-	-
Nokesville Road Upgrade	1,300	1,300	-	-
Surge Tank Expansion	2,000	2,000	-	-
Screw Press Decant	6,700	-	6,700	-
Program Total	55,381	32,681	22,700	-
Electric Projects				
New Fiber Optic Loop/Ring	505	505	-	-
LED Streetlight Replacement	925	575	350	-
Manassas Airport Distribution Improvements	1,775	875	900	-
Distribution Facility Relocations	500	-	500	-
AWS/BCG Substation	43,700	41,700	2,000	-
Lockheed Substation Relocation/Upgrade	3,000	3,000	-	-
Program Total	50,405	46,655	3,750	-

CAPITAL PROGRAM

Five-Year Capital Improvement Program - Project Listing (Dollars in Thousands)

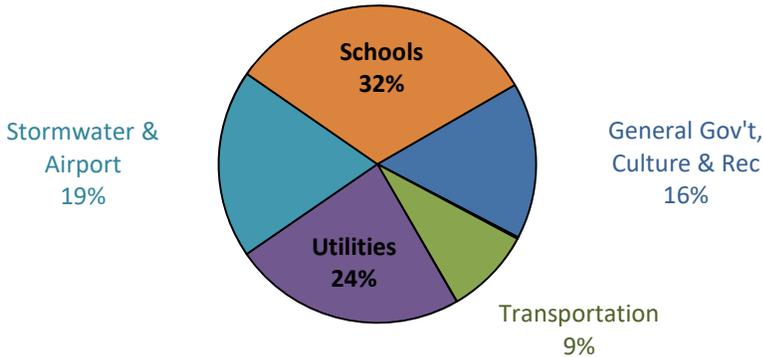
	Total Project Budget	FY 2022 and Prior Years	Five-Year CIP FY 2023-27	FY 2028 and Future Years
Stormwater Projects				
Euclid/Sills Warehouse Pond Retrofit	699	699	-	-
Liberia Stream Restoration	2,470	2,470	-	-
Sumner Lake Stream Restoration	4,900	-	4,900	-
Public Facilities Stormwater Improvements	750	-	-	750
Round Elementary Pond & Stream Restoration	5,314	14	5,300	-
Cannon Branch/Winters Branch Stream	4,435	88	4,347	-
Lucasville Regional Pond Retrofit	1,950	146	1,804	-
Cannon Branch/Flat Branch Stream Restoration	6,400	-	6,400	-
Oakenshaw Regional Pond Retrofit	1,950	-	1,950	-
New Britain Regional Pond Retrofit	2,800	-	2,800	-
Program Total	31,668	3,417	27,501	750
Airport Projects				
Air Traffic Control Tower	8,600	-	-	8,600
Realignment of Wakeman Dr & Observation Rd	3,850	-	-	3,850
Land Acquisition Southwest Side of Airport	3,000	-	-	3,000
Fuel Farm Update	550	-	-	550
Taxiway A Rehabilitation	2,800	2,800	-	-
North East Apron Expansion	2,200	-	-	2,200
Rehab/Widen Taxiway B	5,578	578	5,000	-
Terminal Parking Lot Expansion	1,100	-	-	1,100
Installation of Backup Generators	550	-	-	550
West Corporate Development Site / Drainage	1,900	1,900	-	-
Rehabilitation of Runway 16L/34R	5,600	-	5,600	-
East Apron Rehabilitation	5,900	-	5,900	-
Runway 16R/34L Extension	3,775	-	275	3,500
South East Airport Complex Site Development	7,700	-	400	7,300
South West Hangar Redevelopment	200	-	200	-
Design Construct Taxilane X-Ray	1,700	-	1,700	-
Program Total	55,003	5,278	19,075	30,650
School Projects				
District Wide - Classroom Trailers	900	-	650	250
District Wide - Technology Upgrades	1,200	-	1,000	200
District Wide - School Bus Replacements	3,000	-	2,500	500
District Wide - School Bus Additions	750	-	625	125

CAPITAL PROGRAM

Five-Year Capital Improvement Program - Project Listing (Dollars in Thousands)

	<u>Total Project Budget</u>	<u>FY 2022 and Prior Years</u>	<u>Five-Year CIP FY 2023-27</u>	<u>FY 2028 and Future Years</u>
Central Office - Replacement	1,594	-	1,594	-
Osbourn - Roof Replacement	4,375	-	3,000	1,375
Osbourn - Fire Alarm System Replacement	975	-	975	-
Osbourn - Window/Door Replacement	550	-	275	275
Osbourn - Turf Field Installation	2,600	-	2,600	-
Osbourn - Concession Stand	400	-	400	-
Metz - Restroom Refurbishment	500	-	500	-
Metz - Window/Door Replacement	275	-	-	275
Metz - Fire Alarm System Replacement	575	-	575	-
Mayfield - Drop Off Area & Parking Lot Paving	200	-	200	-
Haydon - Window/Door Replacement	100	-	100	-
Round - Window/Door Replacement	100	-	100	-
Round - Parking Lot Replacement	200	-	200	-
Weems - Window/Door Replacement	131	-	131	-
New Dean - Building Replacement	62,172	-	62,172	-
Program Total	80,597	-	77,597	3,000
TOTAL	538,111	219,179	242,280	76,652

FY 2023 Five-Year CIP by Program



CAPITAL PROGRAM

Five-Year Capital Improvement Program - Impact on the Operating Budget

Most capital improvement projects generate future operating budget costs in one or more of three ways: debt service; PAYGO (both to offset the need to issue debt and to fund projects not eligible for debt); and changes to the Operating Budget to support new or renovated facilities. Debt service and annual PAYGO are the most **significant** financial impacts of the City's five-year capital improvement program.

DEBT SERVICE

Bonds are used to spread the cost of construction over time, so that those who benefit from the project over time also assist in the funding of the project. General Obligation Bonds are issued for a wide variety of functions such as transportation, public schools, public safety, and utility infrastructure. These bonds are legally-binding general obligations of the City and constitute an irrevocable pledge of its full faith and credit and unlimited taxing power. Tax-supported debt (for purposes of this discussion) includes debt to be repaid by the General Fund, Fire and Rescue Fund, and School Fund. Debt repaid by the enterprise funds (Sewer, Water, Electric, Airport, and Stormwater) is supported by the revenues of those funds. Future debt service is funded through a combination of debt roll-off, reduced expenditures, and increased taxes and fees.

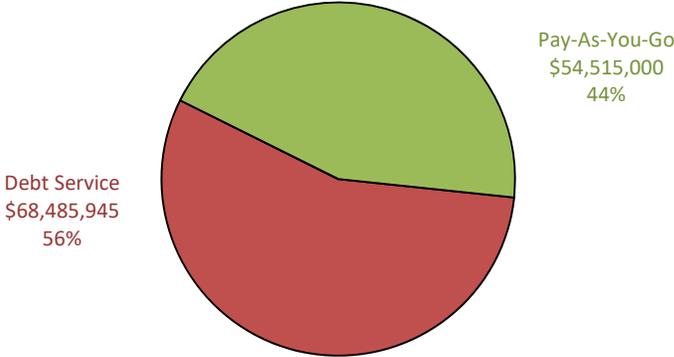
PAYGO

Certain capital projects are funded directly with current revenues of the City in order to avoid the cost of borrowing (PAYGO). These amounts for the first year of the Adopted CIP are included in the operating budget as specific transfers to the respective capital project funds. PAYGO is often split between capital projects, which are in the CIP, and maintenance capital projects which are not considered part of the CIP. For this analysis both are included.

OPERATING BUDGET IMPACTS

The construction of government buildings and facilities usually results in new annual costs for maintenance, utilities, and additional staffing required for facility management and operation. Whenever a new or expanded facility involves program expansion, the required staffing and equipment represent additional operating budget expenditures. Many of these facilities will serve as replacements for existing facilities as opposed to additional facilities.

Impact of Five-Year CIP on Operating Budget



CAPITAL PROGRAM

Five-Year Capital Improvement Program - Impact on the Operating Budget

Five Year Capital Improvement Program - Impact on Operating Budget (All Funds)

Supporting Fund / Project	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<u>Debt Service</u>					
General Fund	-	-	-	-	-
Fire and Rescue Fund	-	-	-	-	-
Sewer Fund	-	-	-	-	-
Water Fund	-	-	-	-	-
Electric Fund	-	-	-	-	-
Stormwater Fund	-	-	-	-	728,750
Airport Fund	-	-	-	-	-
School Fund	-	-	-	-	3,299,835
Debt Service	-	-	-	-	4,028,585
<u>PAYGO</u>					
General Fund	1,250,000	1,250,000	1,250,000	1,405,000	1,365,000
Fire and Rescue Fund	-	-	-	-	-
Sewer Fund	481,000	450,000	575,000	3,430,000	450,000
Water Fund	-	800,000	725,000	2,290,000	900,000
Electric Fund	2,900,000	2,635,000	2,750,000	3,110,000	1,950,000
Stormwater Fund	2,765,000	1,000,000	1,000,000	625,000	625,000
Airport Fund	211,000	117,000	184,000	192,000	50,000
School Fund	4,360,000	4,300,000	3,060,000	3,000,000	3,060,000
PAYGO	11,967,000	10,552,000	9,544,000	14,052,000	8,400,000
<u>Other Operating Costs (Savings)</u>					
General Fund	379,000	597,000	597,000	597,000	597,000
Fire and Rescue Fund	-	-	-	-	-
Sewer Fund	-	-	-	-	-
Water Fund	-	-	-	-	-
Electric Fund	-	-	-	-	-
Stormwater Fund	-	-	-	-	-
Airport Fund	-	-	-	-	-
School Fund	-	-	-	-	-
Other Operating Costs (Savings)	379,000	597,000	597,000	597,000	597,000
Total Operating Impacts	12,346,000	11,149,000	10,141,000	14,649,000	13,025,585

CAPITAL PROGRAM

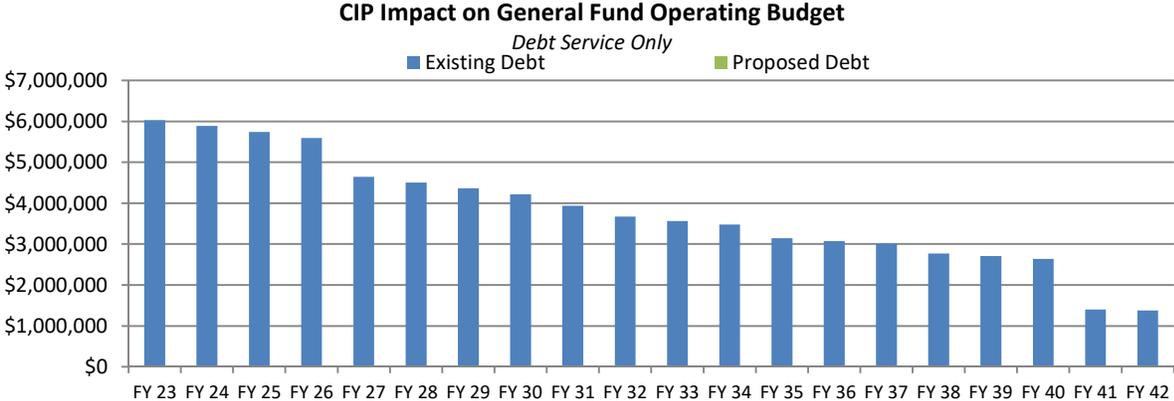
Five-Year Capital Improvement Program - Impact on the Operating Budget

Five Year Capital Improvement Program - Impact on General Fund Operating Budget

Supporting Fund / Project	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
General Fund					
<u>Debt Service</u>					
n/a No Bond Projects	-	-	-	-	-
Proposed Debt	-	-	-	-	-
PAYGO (Capital & Maint.)	1,250,000	1,250,000	1,250,000	1,405,000	1,365,000
Other Operating Costs (Savings)	379,000	597,000	597,000	597,000	597,000
Total Operating Impacts	\$ 1,629,000	\$ 1,847,000	\$ 1,847,000	\$ 2,002,000	\$ 1,962,000

General Fund debt service is funded with tax revenues raised in the General Fund and transferred to the Debt Service Fund. This transfer is based on the budget as opposed to actual debt service costs to build future debt capacity.

There are no proposed bond issues for the General Government program in the Five-Year Capital Improvement Program. The only impact of the Five-Year CIP is the annual PAYGO contribution.



CAPITAL PROGRAM

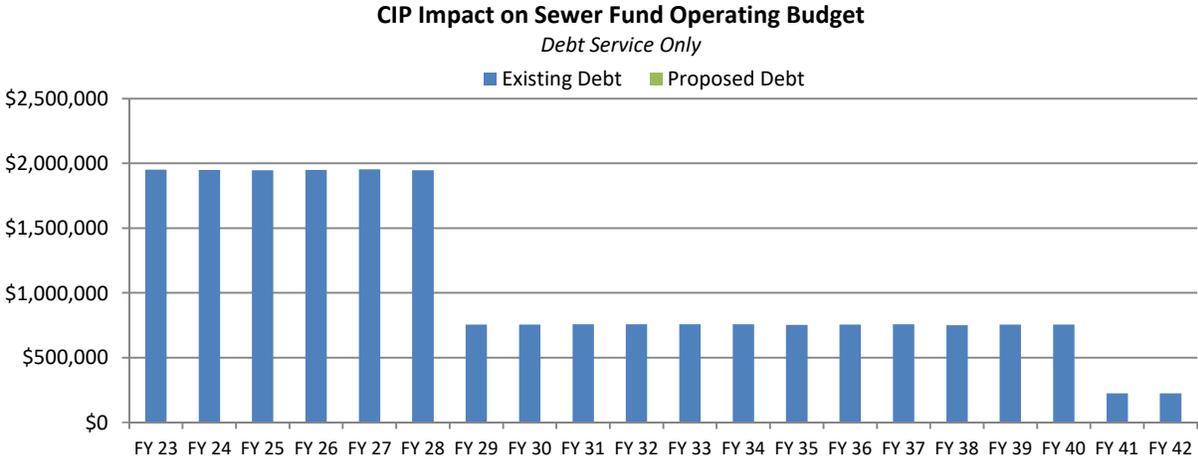
Five-Year Capital Improvement Program - Impact on the Operating Budget

Five Year Capital Improvement Program - Impact on Sewer Fund Operating Budget

Supporting Fund / Project	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Sewer Fund					
<u>Debt Service</u>					
n/a No Bond Projects	-	-	-	-	-
Proposed Debt	-	-	-	-	-
PAYGO (Capital & Maint.)	481,000	450,000	575,000	3,430,000	450,000
Other Operating Costs (Savings)	-	-	-	-	-
Total Operating Impacts	\$ 481,000	\$ 450,000	\$ 575,000	\$ 3,430,000	\$ 450,000

Sewer Fund debt service is supported by sewer utility rates and paid out of the Sewer Fund.

There are no proposed bond issues for the Sewer program in the Five-Year Capital Improvement Program. The only impact of the Five-Year CIP is the annual PAYGO contribution.



CAPITAL PROGRAM

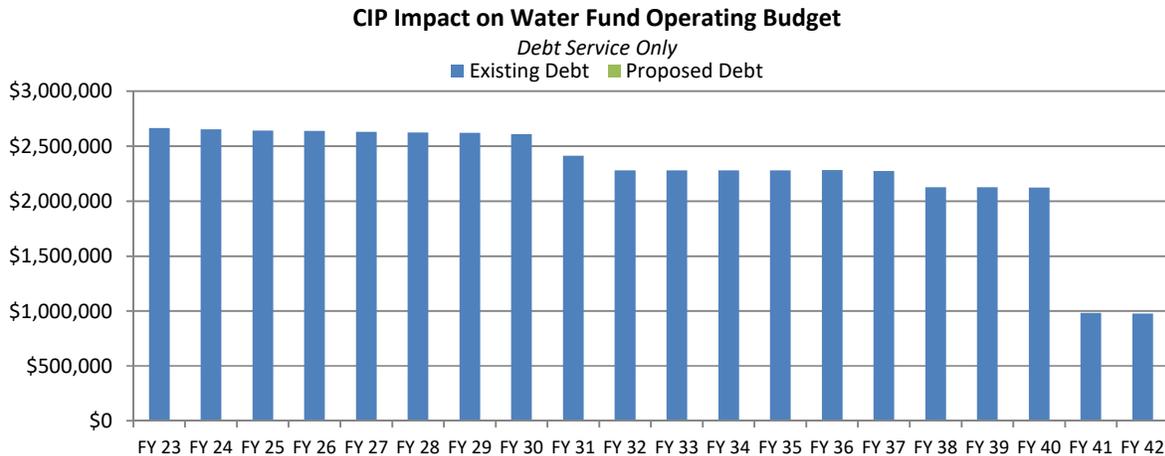
Five-Year Capital Improvement Program - Impact on the Operating Budget

Five Year Capital Improvement Program - Impact on Water Fund Operating Budget

Supporting Fund / Project	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Water Fund					
<u>Debt Service</u>					
n/a No Bond Projects	-	-	-	-	-
Proposed Debt	-	-	-	-	-
PAYGO (Capital & Maint.)	-	800,000	725,000	2,290,000	900,000
Other Operating Costs (Savings)	-	-	-	-	-
Total Operating Impacts	\$ -	\$ 800,000	\$ 725,000	\$ 2,290,000	\$ 900,000

Water Fund debt service is supported by water utility rates and paid out of the Water Fund.

There are no proposed bond issues for the Water program in the Five-Year Capital Improvement Program. The only impact of the Five-Year CIP is the annual PAYGO contribution.



CAPITAL PROGRAM

Five-Year Capital Improvement Program - Impact on the Operating Budget

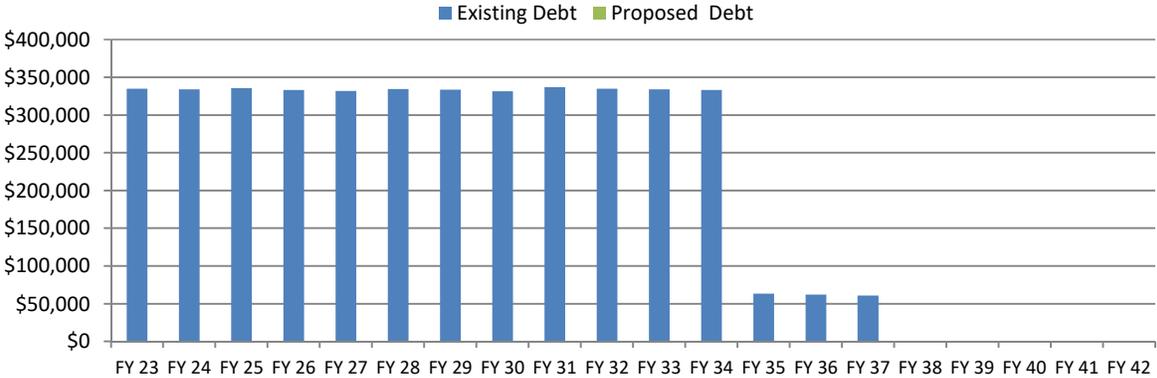
Five Year Capital Improvement Program - Impact on Electric Fund Operating Budget

Supporting Fund / Project	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Electric Fund					
n/a No Bond Projects	-	-	-	-	-
Proposed Debt	-	-	-	-	-
PAYGO (Capital & Maint.)	2,900,000	2,635,000	2,750,000	3,110,000	1,950,000
Other Operating Costs (Savings)	-	-	-	-	-
Total Operating Impacts	\$ 2,900,000	\$ 2,635,000	\$ 2,750,000	\$ 3,110,000	\$ 1,950,000

Electric Fund debt service is supported by electric utility rates and paid out of the Electric Fund.

There are no bond issues for the Electric program in the Five-Year Capital Improvement Program. The only impact of the Five-Year CIP is the annual PAYGO contribution.

CIP Impact on Electric Fund Operating Budget
Debt Service Only



CAPITAL PROGRAM

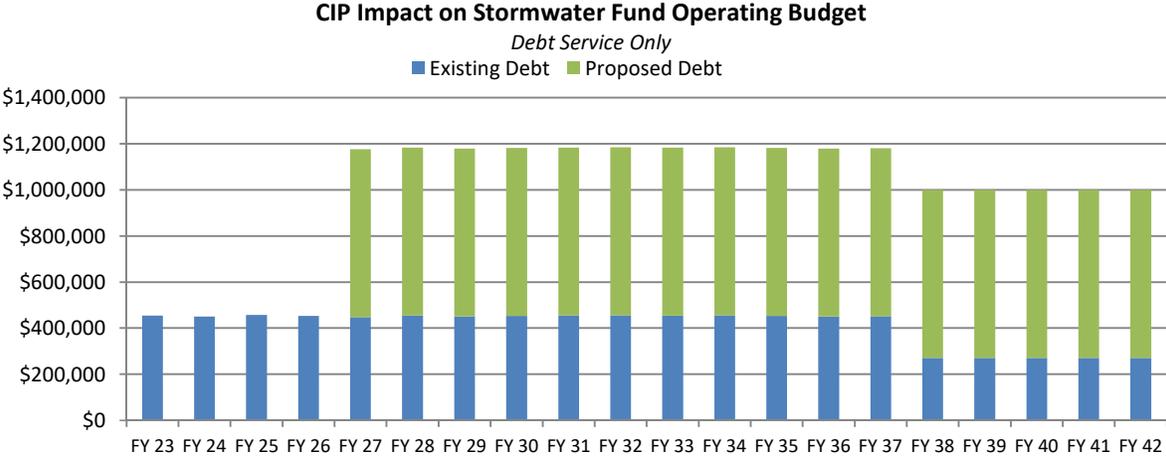
Five-Year Capital Improvement Program - Impact on the Operating Budget

Five Year Capital Improvement Program - Impact on Stormwater Fund Operating Budget

Supporting Fund / Project	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Stormwater Fund					
D-028 Sumner Lake Stream Restoratic	-	-	-	-	269,500
D-040 Cannon Branch/Flat Branch Str	-	-	-	-	352,000
D-042 Oakenshaw Regional Pond Ret	-	-	-	-	107,250
Proposed Debt	-	-	-	-	728,750
PAYGO (Capital & Maint.)	2,765,000	1,000,000	1,000,000	625,000	625,000
Other Operating Costs (Savings)	-	-	-	-	-
Total Operating Impacts	\$ 2,765,000	\$ 1,000,000	\$ 1,000,000	\$ 625,000	\$ 1,353,750

Stormwater Fund debt service is supported by stormwater management fees and paid out of the Stormwater Fund.

Proposed bond issues in the Five-Year CIP include \$4.9 million for Sumner Lake Stream Restoration, \$6.4 million for Cannon Branch/Flat Branch Stream Restoration, and \$1.95 million for Oakenshaw Regional Pond Retrofit in FY 2026. The estimated debt service is shown above.



CAPITAL PROGRAM

Five-Year Capital Improvement Program - Impact on the Operating Budget

Five Year Capital Improvement Program - Impact on Airport Fund Operating Budget

Supporting Fund / Project	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Airport Fund					
<u>Debt Service</u>					
n/a No Bond Projects	-	-	-	-	-
Proposed Debt	-	-	-	-	-
PAYGO (Capital & Maint.)	211,000	117,000	184,000	192,000	50,000
Other Operating Costs (Savings)	-	-	-	-	-
Total Operating Impacts	\$ 211,000	\$ 117,000	\$ 184,000	\$ 192,000	\$ 50,000

Airport Fund debt service is supported by airport rentals and leases and is paid out of the Airport Fund.

There are no bond issues for the Airport program in the Five-Year Capital Improvement Program. The only impact of the Five-Year CIP is the annual PAYGO contribution. The annual contribution fluctuates from year-to-year based on the timing of federal and state grant opportunities. These grant opportunities are the main drivers behind the timing of the projects since the Airport Fund generally only funds 2% for federally supported projects and 20% for state supported projects.

CIP Impact on Airport Fund Operating Budget

Debt Service Only



CAPITAL PROGRAM

Five-Year Capital Improvement Program - Impact on the Operating Budget

Five Year Capital Improvement Program - Impact on School Fund Operating Budget

Supporting Fund / Project	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
School Funds					
1301 New Dean - Building Replacem	-	-	-	-	3,299,835
Proposed Debt	-	-	-	-	3,299,835
PAYGO (Capital & Maint.)	4,360,000	4,300,000	3,060,000	3,000,000	3,060,000
Other Operating Costs (Savings)	-	-	-	-	-
Total Operating Impacts	\$ 4,360,000	\$ 4,300,000	\$ 3,060,000	\$ 3,000,000	\$ 6,359,835

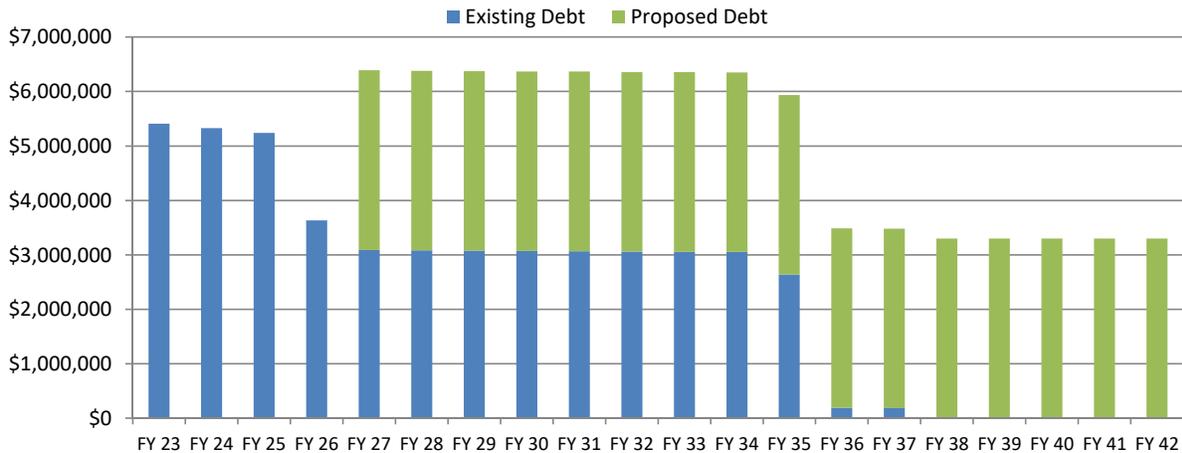
School debt service is supported by tax revenue raised in the General Fund. Debt service payments are paid out of the Debt Service Fund and funded by a transfer from the School Funds.

Proposed bond issues in the Five-Year CIP includes \$59.9 million in FY 2026 for the Building Replacement of Dean School. The estimated debt service is shown above.

In addition to debt service costs, the Schools Program includes an annual PAYGO contribution. The annual amount is typically \$3 million.

CIP Impact on School Fund Operating Budget

Debt Service Only



CAPITAL PROGRAM

FY 2023 Capital Projects (Dollars in Thousands)

Capital Projects are identified as projects with a cost greater than \$100,000 and a useful life exceeding 10 years. Projects that do not meet these criteria, but are capital in nature, are considered Maintenance Capital Projects. While not part of the Five-Year CIP, these projects are included in the CIP in summary schedules for informational purposes.

	<u>Proj. #</u>	<u>FY 2023</u>
General Government		
City Hall Annex	G-023	439
City Hall / Downtown Parking	G-024	3,000
Building Automation System	G-025	340
		<u>3,779</u>
Culture & Recreation		
Manassas Museum	C-006	200
Dean Park	C-017	8,860
Annaburg Manor	C-041	2,250
Stonewall Park	C-048	2,325
		<u>13,635</u>
Public Safety		
Animal Shelter Improvements	P-018	130
		<u>130</u>
Transportation		
Sudley Road Third Lane	T-015	605
Grant Avenue (Lee Avenue to Wellington Road)	T-021	300
Dean Drive Extended (Existing Cul-de-sac to Animal Shelter)	T-030	31
Commercial Corridor Streetscapes	T-070	70
Traffic Signal Span Wire to Mast Arms	T-079	869
Longstreet Water Line & Sidewalk	T-084	3,750
Mathis Avenue	T-086	1,200
		<u>6,825</u>
Water		
24" Transmission Main Replacement	W-042	16,000
Screw Press Decant	W-076	6,700
		<u>22,700</u>
Electric		
LED Streetlight Replacement	E-034	125
Manassas Airport Distribution Improvements	E-035	450
Distribution Facility Relocations (Pr Wm Water Tank Site)	E-039	50
AWS/BCG Substation	E-040	2,000
		<u>2,625</u>

CAPITAL PROGRAM

FY 2023 Capital Projects (Dollars in Thousands)

Capital Projects are identified as projects with a cost greater than \$100,000 and a useful life exceeding 10 years. Projects that do not meet these criteria, but are capital in nature, are considered Maintenance Capital Projects. While not part of the Five-Year CIP, these projects are included in the CIP in summary schedules for informational purposes.

	<u>Proj. #</u>	<u>FY 2023</u>
Stormwater		
Round Elementary Pond Retrofit & Stream Restoration	D-036	5,300
Cannon Branch/Winters Branch Stream Restoration	D-037	4,347
Lucasville Regional Pond Retrofit	D-039	1,804
New Britain Regional Pond Retrofit	D-043	2,800
		<u>14,251</u>
Airport		
Rehab/Widen Taxiway B with Lighting System Upgrades	A-074	5,000
Rehabilitation of Runway 16L/34R	A-091	600
		<u>5,600</u>
Schools		
District Wide - Classroom Trailers	0101	250
District Wide - Technology Upgrades	0102	200
District Wide - School Bus Replacements	0103	500
District Wide - School Bus Additions	0105	125
Central Office - Replacement	0201	1,594
Osborn - Turf Field Installation	0420	1,300
Mayfield - Drop Off Area & Parking Lot Paving	0604	200
Weems - Window/Door Replacement	1104	131
		<u>4,300</u>
	TOTAL	<u><u>73,845</u></u>

CAPITAL PROGRAM

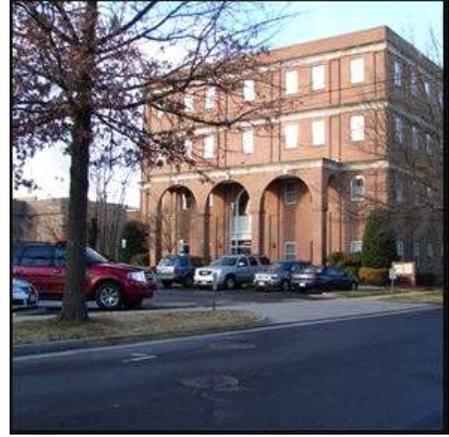
FY 2023 Capital Projects (Dollars in Thousands)

	<u>FY 2023</u>
Funding Sources	
General Fund	130
Sewer Fund	31
Water Fund	-
Electric Fund	925
Stormwater Fund	1,240
Airport Fund	112
School Fund	4,300
Bonds	-
State	1,517
Federal	46,826
NVTA	3,020
Other Sources	15,744
	<hr/>
TOTAL	73,845
	<hr/> <hr/>

G-023 City Hall Annex

Year Introduced: 2021
Change: Moved From Future
Associated Proj: G-024
Program Area: General Government
Managing Dept: Public Works
Manager: S. Horan
Plan Conformance:
 CFI 7.1.1

Est. Start: 7/1/2023
Est. Complete: 12/31/2025



Description:

Construct a new 4-story building adjacent City Hall. The new facility will allow for enhanced customer service in one central location and would include the relocation of the Social Services Department from leased commercial space expiring in 2025.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	439	-	-	-	-	-	439
Land	-	-	-	-	-	-	-	-
Construction	-	-	5,166	-	-	-	-	5,166
Total Cost	-	439	5,166	-	-	-	-	5,605

Funding Sources: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	439	5,166	-	-	-	-	5,605
Total Funding	-	439	5,166	-	-	-	-	5,605

Operating Impacts: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

G-024 City Hall / Downtown Parking

Year Introduced: 2016
Change: Moved From Future
Associated Proj: G-023
Program Area: General Government
Managing Dept: Public Works
Manager: S. Horan



Plan Conformance:
 LU 3.4.1
 ED 5.3.1

Est. Start: 7/1/2023
Est. Complete: 12/31/2026

Description:

Construct a new north side parking garage at City Hall to provide parking to the government complex as well as help address the existing imbalance of public parking north of the railroad tracks.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	-	-	140	-	-	-	140
Land	-	3,000	-	-	-	-	-	3,000
Construction	-	-	-	7,375	-	-	-	7,375
Total Cost	-	3,000	-	7,515	-	-	-	10,515

Funding Sources: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	3,000	-	7,515	-	-	-	10,515
Total Funding	-	3,000	-	7,515	-	-	-	10,515

Operating Impacts: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

G-025 Building Automation System

Year Introduced: 2022
Change: Decreased Estimate
Associated Proj: N/A
Program Area: General Government
Managing Dept: Public Works
Manager: S. Horan
Plan Conformance:
 CFI 7.1.5

Est. Start: 7/1/2022
Est. Complete: 6/30/2023



Description:

Installation of digital building automation systems (BAS) for existing city buildings (Old Town Hall, Public Works, Train Depot, Animal Shelter, and Harris Pavilion) to provide automated HVAC controls. Currently all city buildings do not have any type of BAS resulting in inefficient operations of HVAC systems and less than optimal system response. The improvements will allow staff to remotely access, increase response time, save energy, and reduce utility costs.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	10	-	-	-	-	-	10
Land	-	-	-	-	-	-	-	-
Construction	-	330	-	-	-	-	-	330
Total Cost	-	340	-	-	-	-	-	340

Funding Sources: (\$ in 1,000s)

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	340	-	-	-	-	-	340
Total Funding	-	340	-	-	-	-	-	340

Operating Impacts: (\$ in 1,000s)

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

C-006 Manassas Museum

Year Introduced: 2001
Change: No change
Associated Proj: N/A
Program Area: Culture & Recreation
Managing Dept: Public Works
Manager: S. Horan

Plan Conformance:
 PCR 9.6.2
 Est. Start: 2/11/2008
Est. Complete: 12/31/2023



Description:

Construct a small addition for a multi-purpose space, special exhibits, storage, and events in anticipation of the 150th anniversary celebration of the incorporation of Manassas in 2023. Additional funding from private donations and fundraising is included for FY23.

Status: Construction

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	390	-	-	-	-	-	-	390
Land	-	-	-	-	-	-	-	-
Construction	6,200	200	-	-	-	-	-	6,400
Total Cost	6,590	200	-	-	-	-	-	6,790

Funding Sources: (\$ in 1,000s)								
General Fund	1,069	-	-	-	-	-	-	1,069
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	4,521	-	-	-	-	-	-	4,521
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	1,000	200	-	-	-	-	-	1,200
Total Funding	6,590	200	-	-	-	-	-	6,790

Operating Impacts: (\$ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	(58)	(58)	(58)	(58)	-	(232)
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	(58)	(58)	(58)	(58)	-	(232)

C-017 Dean Park

Year Introduced: 2016
Change: Increased Estimate
Associated Proj: 1301
Program Area: Culture & Recreation
Managing Dept: Engineering
Manager: L. Kilby

Plan Conformance:
 PCR 9.1.2 **Est. Start:** 7/1/2016
Est. Complete: 6/30/2025



Description:

Enhance park facilities with additional sports fields, courts, and trails per the master plan and in conjunction with Dean School replacement. Prior year efforts include master planning (FY19-20) and construction of a dog park (FY20-21). Completion of a Ph. 1 design is anticipated in FY22. Funding for construction of Ph 1. and Ph. 2 using ARPA funding is shown in FY23.

Status: Design

Estimated Construction Start: Fall 2022

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	229	110	-	-	-	-	-	339
Land	-	-	-	-	-	-	-	-
Construction	525	8,750	-	-	-	-	-	9,275
Total Cost	754	8,860	-	-	-	-	-	9,614

Funding Sources: (\$ in 1,000s)

General Fund	264	-	-	-	-	-	-	264
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	240	-	-	-	-	-	-	240
State	-	-	-	-	-	-	-	-
Federal	-	8,860	-	-	-	-	-	8,860
NVTA	-	-	-	-	-	-	-	-
Other Sources	250	-	-	-	-	-	-	250
Total Funding	754	8,860	-	-	-	-	-	9,614

Operating Impacts: (\$ in 1,000s)

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	(75)	(75)	(75)	(75)	-	(300)
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	(75)	(75)	(75)	(75)	-	(300)

C-041 Annaburg Manor

Year Introduced: 2019
Change: Increased Estimate
Associated Proj: N/A
Program Area: Culture & Recreation
Managing Dept: Community Development
Manager: M. Arcieri



Plan Conformance:
 PCR 9.2.1

Est. Start: 4/1/2019
Est. Complete: 6/30/2024

Description:

Provide park improvements in accordance with the master plan and building stabilization. Prior year efforts include purchasing the site (FY19), roof replacement, exterior stabilization, and master planning (FY20-21). FY23 funding includes improvements to park infrastructure and building including additional paint removal. Future funding would add historic site amenities, restrooms, a playground, and restore the interior of the home for public use.

Status: Design

Estimated Construction Start: Fall 2022

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	35	250	-	-	-	-	400	685
Land	846	-	-	-	-	-	-	846
Construction	1,035	2,000	-	-	-	-	3,900	6,935
Total Cost	1,916	2,250	-	-	-	-	4,300	8,466

Funding Sources: (\$ in 1,000s)

General Fund	50	-	-	-	-	-	-	50
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	4,300	4,300
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	1,866	2,250	-	-	-	-	-	4,116
Total Funding	1,916	2,250	-	-	-	-	4,300	8,466

Operating Impacts: (\$ in 1,000s)

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	(20)	(20)	(20)	(20)	(20)	-	(100)
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	(4,730)	(4,730)
Net Revenue	-	(20)	(20)	(20)	(20)	(20)	(4,730)	(4,830)

C-048 Stonewall Park

Year Introduced: 2023
Change: New Project
Associated Proj: T-052
Program Area: Culture & Recreation
Managing Dept: Community Development
Manager: M. Arcieri
Plan Conformance:
 PCR 9.1.2 **Est. Start:** 7/1/2022
Est. Complete: 12/31/2027



Description:

Renovate the rectangular field and add lighting. Renovate the existing playgrounds, pavilion, tennis, and sport courts and add trail and walking path connections. Stormwater enhancements to address City MS4 permit requirements are included in FY23. The park amenities portion of the project would be funded through the dedicated funding from the sale of the E.G. Smith Ballfields.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	225	-	-	450	-	-	675
Land	-	-	-	-	-	-	-	-
Construction	-	2,100	-	-	3,800	-	-	5,900
Total Cost	-	2,325	-	-	4,250	-	-	6,575

Funding Sources: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	2,325	-	-	4,250	-	-	6,575
Total Funding	-	2,325	-	-	4,250	-	-	6,575

Operating Impacts: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

P-018 Animal Shelter Improvements

Year Introduced: 2023
Change: New Project
Associated Proj: N/A
Program Area: Public Safety
Managing Dept: Public Works
Manager: S. Horan

Plan Conformance:
 CFI 7.1.5
 Est. Start: 7/1/2022
Est. Complete: 6/30/2024



Description:

Expansion of the exterior secure dog run area to include mason company cages, site grading (cut and fill), dog run area, new fencing, additional concrete walk ways, exterior walk in freezer for the preservation of deceased animals, and electrical lighting for site.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	130	280	-	-	-	-	410
Total Cost	-	130	280	-	-	-	-	410
Funding Sources: (\$ in 1,000s)								
General Fund	-	130	280	-	-	-	-	410
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	-	130	280	-	-	-	-	410
Operating Impacts: (\$ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

T-015 Sudley Road Third Lane

Year Introduced: 2000
Change: Increased Estimate
Associated Proj: N/A
Program Area: Transportation
Managing Dept: Engineering
Manager: J. Keenan



Plan Conformance:
 MOB 6.3.1

Est. Start: 7/1/2017
Est. Complete: 12/31/2024

Description:

Install a northbound third lane on Sudley Road with curb, gutter, sidewalk, and drainage from Grant Avenue to Godwin Drive. The new lane and sidewalk will tie to the existing third lane and sidewalk in Prince William County past Godwin Drive and connect to the proposed Godwin Drive extension. This project will improve traffic flow and pedestrian access. Additional RSTP funding previously transferred from Prince William County has been added in FY23.

Status: Design

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	7,400	605	-	-	-	-	-	8,005
Total Cost	7,400	605	-	-	-	-	-	8,005

Funding Sources: (\$ in 1,000s)

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	1,480	121	-	-	-	-	-	1,601
Federal	5,920	484	-	-	-	-	-	6,404
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	7,400	605	-	-	-	-	-	8,005

Operating Impacts: (\$ in 1,000s)

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

T-021 Grant Avenue (Lee Avenue to Wellington Road)

Year Introduced: 2000
Change: Increased Estimate
Associated Proj: P-015
Program Area: Transportation
Managing Dept: Engineering
Manager: N. Roberson-Ramos
Plan Conformance:
 MOB 6.2.1 **Est. Start:** 12/1/2015
Est. Complete: 6/30/2023



Description:

Reconstruct Grant Avenue between Prince William Street and Wellington Road as a two lane facility with dedicated turn lanes and median control. The project will add utility, pedestrian, and streetscape improvements and a shared use path. Additional funding for LED street lights has been added in FY23. The second phase of this project from Prince William Street to Lee Avenue is expected to be completed by the end of 2026.

Status: Construction

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	750	-	-	-	-	-	-	750
Land	-	-	-	-	-	-	-	-
Construction	11,270	300	-	-	-	-	-	11,570
Total Cost	12,020	300	-	-	-	-	-	12,320

Funding Sources: (\$ in 1,000s)

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	680	-	-	-	-	-	-	680
Water Fund	2,346	-	-	-	-	-	-	2,346
Electric Fund	1,172	300	-	-	-	-	-	1,472
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	4,000	-	-	-	-	-	-	4,000
State	2,796	-	-	-	-	-	-	2,796
Federal	-	-	-	-	-	-	-	-
NVTA	900	-	-	-	-	-	-	900
Other Sources	126	-	-	-	-	-	-	126
Total Funding	12,020	300	-	-	-	-	-	12,320

Operating Impacts: (\$ in 1,000s)

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

T-030 Dean Drive Extended (Existing Cul-de-sac to Animal Shelter)

Year Introduced: 2001
Change: Increased Estimate
Associated Proj: W-050
Program Area: Transportation
Managing Dept: Engineering
Manager: J. Keenan

Plan Conformance:
 ED 5.3.1
 Est. Start: 9/1/2015
Est. Complete: 7/1/2023



Description:

Extend and improve Dean Drive by installing curb, gutter, sidewalk, bike lanes, and drainage. This will improve access and provide economic development stimulus for industrial property along Dean Drive. It will also improve drainage at the intersection of Foster Drive and Dean Drive.

Status: Construction

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	450	-	-	-	-	-	-	450
Land	110	-	-	-	-	-	-	110
Construction	3,870	31	-	-	-	-	-	3,901
Total Cost	4,430	31	-	-	-	-	-	4,461

Funding Sources: (\$ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	20	31	-	-	-	-	-	51
Water Fund	80	-	-	-	-	-	-	80
Electric Fund	135	-	-	-	-	-	-	135
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	1,231	-	-	-	-	-	-	1,231
Federal	-	-	-	-	-	-	-	-
NVTA	2,769	-	-	-	-	-	-	2,769
Other Sources	195	-	-	-	-	-	-	195
Total Funding	4,430	31	-	-	-	-	-	4,461

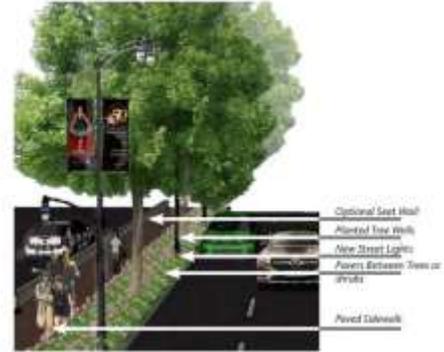
Operating Impacts: (\$ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-							

T-070 Commercial Corridor Streetscapes

COMMERCIAL STREETSCAPE

Year Introduced: 2019
Change: Increased Estimate
Associated Proj: T-086
Program Area: Transportation
Managing Dept: Engineering
Manager: J. Keenan
Plan Conformance:
 ED 5.3.1

Est. Start: 7/1/2018
Est. Complete: 12/31/2023



Description:

Commercial Corridor Streetscape Enhancements. Plan, design, and construct streetscape enhancements within the Route 28, Mathis Avenue (T-086), and Sudley Road commercial corridors as well as within the Historic Downtown. Remaining funding will be used for the pedestrian improvements at the intersection of Liberia Avenue and Centreville Road.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	597	-	-	-	-	-	-	597
Land	-	-	-	-	-	-	-	-
Construction	-	70	-	-	-	-	-	70
Total Cost	597	70	-	-	-	-	-	667

Funding Sources: (\$ in 1,000s)

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	597	70	-	-	-	-	-	667
Other Sources	-	-	-	-	-	-	-	-
Total Funding	597	70	-	-	-	-	-	667

Operating Impacts: (\$ in 1,000s)

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-							

T-079 Traffic Signal Span Wire to Mast Arms

Year Introduced: 2016
Change: Increased Estimate
Associated Proj: N/A
Program Area: Transportation
Managing Dept: Public Works
Manager: S. Horan
Plan Conformance:
 MOB 6.3.3

Est. Start: 7/1/2022
Est. Complete: 6/30/2023



Description:

Upgrade current traffic signal equipment, replace the City's two remaining traffic signals on span wire to poles with mast arms, and improve pedestrian crossings. The signal locations are Dumfries Road at Milic Street/Donner Drive and Godwin Drive at the Lockheed Martin entrance.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	50	-	-	-	-	-	50
Land	-	-	-	-	-	-	-	-
Construction	-	819	-	-	-	-	-	819
Total Cost	-	869	-	-	-	-	-	869
Funding Sources: (\$ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	174	-	-	-	-	-	174
Federal	-	695	-	-	-	-	-	695
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	-	869	-	-	-	-	-	869
Operating Impacts: (\$ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

T-084 Longstreet Water Line & Sidewalk

Year Introduced: 2023
Change: New Project
Associated Proj: W-050
Program Area: Transportation
Managing Dept: Utilities
Manager: M. Nicholson

Plan Conformance:
 MOB 6.3.5 **Est. Start:** 7/1/2022
Est. Complete: 3/24/2024



Description:

Replace the water and sanitary sewer on Longstreet Drive from Grant Avenue to Weems Road. This project will occur concurrently with construction of sidewalk, curb and gutter.

Status: Design
 Estimated Construction Start: Spring 2023

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	3,750	-	-	-	-	-	3,750
Total Cost	-	3,750	-	-	-	-	-	3,750

Funding Sources: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	1,750	-	-	-	-	-	1,750
Other Sources	-	2,000	-	-	-	-	-	2,000
Total Funding	-	3,750	-	-	-	-	-	3,750

Operating Impacts: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

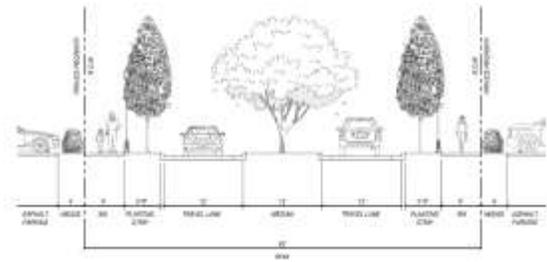
T-086 Mathis Avenue

Year Introduced: 2019
Change: Timeline
Associated Proj: T-070
Program Area: Transportation
Managing Dept: Engineering
Manager: J. Keenan

Plan Conformance:

ED 5.3.1
MOB 6.2.4

Est. Start: 7/1/2020
Est. Complete: 6/30/2024



Description:

Reconstruct Mathis Avenue from Sudley Road to Liberia Avenue as a two lane facility with a planted median and dedicated turn lanes within the existing right-of-way. This project includes streetscape and pedestrian improvements. Federal funds are being sought to fully fund the project and the required local match is shown in FY23.

Status: Design

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	430	-	-	-	-	-	-	430
Land	-	-	-	-	-	-	-	-
Construction	5,597	1,200	-	-	-	-	-	6,797
Total Cost	6,027	1,200	-	-	-	-	-	7,227

Funding Sources: (\$ in 1,000s)

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	5,550	-	-	-	-	-	-	5,550
NVTA	477	1,200	-	-	-	-	-	1,677
Other Sources	-	-	-	-	-	-	-	-
Total Funding	6,027	1,200	-	-	-	-	-	7,227

Operating Impacts: (\$ in 1,000s)

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-							

W-042 24" Transmission Main Replacement

Year Introduced: 2007
Change: Funding Source
Associated Proj: T-042
Program Area: Water
Managing Dept: Utilities
Manager: T. Dawood
Plan Conformance:

CFI 7.4.3
CFI 7.4.11

Est. Start: 7/1/2012
Est. Complete: 6/30/2025



Description:

Replace the existing 45-year old water transmission main with a 36" water transmission main in order to increase reliability and water transmission capacity from the Water Treatment Plant to the City. The main is approaching the end of its useful life and experiences unacceptable hydraulic conditions during peak demand periods. Two phases have already been completed, one phase is in construction and half completed, three more phases are in design, and the last is being planned out. The project will be coordinated with both City roadway improvements and Prince William County roadway improvements. ARPA funding to complete the project is shown in FY23.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	1,225	-	-	-	-	-	-	1,225
Land	-	-	-	-	-	-	-	-
Construction	15,485	16,000	-	-	-	-	-	31,485
Total Cost	16,710	16,000	-	-	-	-	-	32,710

Funding Sources: (\$ in 1,000s)

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	8,130	-	-	-	-	-	-	8,130
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	8,580	-	-	-	-	-	-	8,580
State	-	-	-	-	-	-	-	-
Federal	-	16,000	-	-	-	-	-	16,000
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	16,710	16,000	-	-	-	-	-	32,710

Operating Impacts: (\$ in 1,000s)

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

W-076 Screw Press Decant

Year Introduced: 2021
Change: Increased Estimate
Associated Proj: W-047
Program Area: Water
Managing Dept: Utilities
Manager: M. Nicholson
Plan Conformance:
 CFI 7.4.3

Est. Start: 1/1/2021
Est. Complete: 6/30/2023



Description:

Installation of a screw press decant to optimize the solids removal for more efficient disposal using ARPA funding. With the future upgrade there will be an increase in sludge generated from the treatment process. Additionally, the upgrade will reduce the potential of violations associated with the National Pollution Discharge Elimination System permit.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	6,700	-	-	-	-	-	6,700
Total Cost	-	6,700	-	-	-	-	-	6,700
Funding Sources: (\$ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	6,700	-	-	-	-	-	6,700
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	-	6,700	-	-	-	-	-	6,700
Operating Impacts: (\$ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

E-034 LED Streetlight Replacement

Year Introduced: 2017
Change: No change
Associated Proj: N/A
Program Area: Electric
Managing Dept: Utilities
Manager: T. Dawood
Plan Conformance:
 CFI 7.4.10

Est. Start: 7/1/2016
Est. Complete: 6/30/2025



Description:

Upgrade all Manassas City streetlights (approx. 2,800) to LED over seven years.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	50	-	-	-	-	-	-	50
Land	-	-	-	-	-	-	-	-
Construction	525	125	125	100	-	-	-	875
Total Cost	575	125	125	100	-	-	-	925

Funding Sources: (\$ in 1,000s)

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	575	125	125	100	-	-	-	925
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	575	125	125	100	-	-	-	925

Operating Impacts: (\$ in 1,000s)

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-							

E-035 Manassas Airport Distribution Improvements

Year Introduced: 2020
Change: No change
Associated Proj: N/A
Program Area: Electric
Managing Dept: Utilities
Manager: T. Dawood

Plan Conformance:
 CFI 7.4.8
 Est. Start: 7/1/2019
Est. Complete: 6/30/2024



Description:

The electrical distribution system at Manassas Regional Airport has been installed over time without a coordinated plan for redundancy and reliability. This project will study the new loads planned at the Airport and develop a replacement and upgrade plan for the electrical infrastructure. This will include adding switching options for redundancy and a review and upgrade of the backup generation.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	75	-	-	-	-	-	-	75
Land	-	-	-	-	-	-	-	-
Construction	800	450	450	-	-	-	-	1,700
Total Cost	875	450	450	-	-	-	-	1,775

Funding Sources: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	875	450	450	-	-	-	-	1,775
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	875	450	450	-	-	-	-	1,775

Operating Impacts: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

E-039 Distribution Facility Relocations (Pr Wm Water Tank Site)

Year Introduced: 2022
Change: Timeline
Associated Proj: E-032
Program Area: Electric
Managing Dept: Utilities
Manager: T. Dawood
Plan Conformance:
 CFI 7.4.8

Est. Start: 7/1/2022
Est. Complete: 6/30/2025



Description:

This is a project to complete all the electric work needed to accommodate the removal of the existing Water Tank at Prince William Substation. The scope of work includes the relocation of two Prince William Distribution Circuits (Ckt. 101 & Ckt. 102) that are in conflict up to the first manhole, demolishing and removing the existing control building and installing a new pre-fab control building with pad and foundation. The scope of work includes the removal of all communication antennas and fiber optic circuits and relocating them to the new location.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	50	-	-	-	-	-	50
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	450	-	-	-	450
Total Cost	-	50	-	450	-	-	-	500

Funding Sources: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	50	-	450	-	-	-	500
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	-	50	-	450	-	-	-	500

Operating Impacts: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

E-040 AWS/BCG Substation

Year Introduced: 2022
Change: Increased Estimate
Associated Proj: N/A
Program Area: Electric
Managing Dept: Utilities
Manager: T. Dawood
Plan Conformance:
 CFI 7.4.8

Est. Start: 7/1/2021
Est. Complete: 6/30/2023



Description:

This is a project to build a new, dedicated, dual-feed electric substation for the sole purpose of serving an industrial-grade customer electric load. The scope of work includes the planning, engineering, design, and build of the electric substation including high side delivery point tap fee, two (2) 50 MVA transformers, two (2) 230 KV gas circuit breakers, switchgear, control house, battery banks & back up systems, UG cables and protection relays.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	2,900	200	-	-	-	-	-	3,100
Land	-	-	-	-	-	-	-	-
Construction	38,800	1,800	-	-	-	-	-	40,600
Total Cost	41,700	2,000	-	-	-	-	-	43,700

Funding Sources: (\$ in 1,000s)

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	41,700	2,000	-	-	-	-	-	43,700
Total Funding	41,700	2,000	-	-	-	-	-	43,700

Operating Impacts: (\$ in 1,000s)

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

D-036 Round Elementary Pond Retrofit & Stream Restoration

Year Introduced: 2022
Change: Expanded Scope
Associated Proj: N/A
Program Area: Stormwater
Managing Dept: Engineering
Manager: L. Kilby
Plan Conformance:
 CFI 7.4.7

Est. Start: 7/1/2021
Est. Complete: 6/30/2025



Description:

Renovate existing dry pond that provides water quality and quantity controls using ARPA funding to include culvert replacement and pond maintenance. Project will also include restoration of up to 2,500 LF of upstream bank improvements. This will assist the City in meeting the Total Maximum Daily Load (TMDL) program nutrient reductions as required by VADEQ and USEPA.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	275	-	-	-	-	-	275
Land	-	-	-	-	-	-	-	-
Construction	14	5,025	-	-	-	-	-	5,039
Total Cost	14	5,300	-	-	-	-	-	5,314

Funding Sources: (\$ in 1,000s)

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	14	-	-	-	-	-	-	14
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	5,300	-	-	-	-	-	5,300
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	14	5,300	-	-	-	-	-	5,314

Operating Impacts: (\$ in 1,000s)

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-							

D-037 Cannon Branch/Winters Branch Stream Restoration

Year Introduced: 2022
Change: Expanded Scope
Associated Proj: N/A
Program Area: Stormwater
Managing Dept: Engineering
Manager: L. Kilby



Plan Conformance:
 CFI 7.4.7 **Est. Start:** 7/1/2021
Est. Complete: 6/30/2025

Description:

Repair the eroded stream banks of the Winters Branch tributary using ARPA funding from Grant Avenue to Wellington Road and restore elements of the Winters Branch SWM facility. Stabilize and protect the stream bank from further erosion. This project will result in Total Maximum Daily Load (TMDL) program credit.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	600	-	-	-	-	-	600
Land	-	-	-	-	-	-	-	-
Construction	88	3,747	-	-	-	-	-	3,835
Total Cost	88	4,347	-	-	-	-	-	4,435

Funding Sources: (\$ in 1,000s)

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	88	-	-	-	-	-	-	88
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	3,747	-	-	-	-	-	3,747
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	600	-	-	-	-	-	600
Total Funding	88	4,347	-	-	-	-	-	4,435

Operating Impacts: (\$ in 1,000s)

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-							

D-039 Lucasville Regional Pond Retrofit

Year Introduced: 2022
Change: Timeline
Associated Proj: N/A
Program Area: Stormwater
Managing Dept: Engineering
Manager: L. Kilby
Plan Conformance:
 CFI 7.4.7

Est. Start: 7/1/2021
Est. Complete: 6/30/2024



Description:

Retrofit existing uncredited wet pond to a Level 2 Wet Pond facility that provides water quality and quantity controls. This will assist the City in meeting the Total Maximum Daily Load (TMDL) program nutrient reductions as required by VADEQ and USEPA. State SLAF funding is included in FY23.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	146	150	-	-	-	-	-	296
Land	-	-	-	-	-	-	-	-
Construction	-	1,654	-	-	-	-	-	1,654
Total Cost	146	1,804	-	-	-	-	-	1,950

Funding Sources: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	146	-	-	-	-	-	-	146
State	-	774	-	-	-	-	-	774
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	1,030	-	-	-	-	-	1,030
Total Funding	146	1,804	-	-	-	-	-	1,950

Operating Impacts: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

D-043 New Britain Regional Pond Retrofit

Year Introduced: 2023
Change: New Project
Associated Proj: N/A
Program Area: Stormwater
Managing Dept: Engineering
Manager: L. Kilby

Plan Conformance:
 CFI 7.4.7

Est. Start: 7/1/2022
Est. Complete: 6/30/2024



Description:

Retrofit existing City stormwater management facility for TMDL pollution reduction credits. Requirement for MS4 permit compliance by 2028 deadlines. Proposed improvements will be dependent on results of the feasibility study.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	350	-	-	-	-	-	350
Land	-	-	-	-	-	-	-	-
Construction	-	2,450	-	-	-	-	-	2,450
Total Cost	-	2,800	-	-	-	-	-	2,800

Funding Sources: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	1,240	-	-	-	-	-	1,240
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	1,560	-	-	-	-	-	1,560
Total Funding	-	2,800	-	-	-	-	-	2,800

Operating Impacts: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

A-074 Rehab/Widen Taxiway B with Lighting System Upgrades

Year Introduced: 2017

Change: Increased Estimate

Associated Proj: N/A

Program Area: Airport

Managing Dept: Airport

Manager: J. Rivera

Plan Conformance:

MOB 6.1.4

Airport Master Plan

Airport Strategic Plan

Est. Start: 7/1/2021
Est. Complete: 12/31/2023



Description:

Taxiway B is showing signs of stress and wear and tear. The pavement has been crack sealed to extend its useful life, but it needs to be milled and overlaid. This project also includes widening the taxiway to 50 feet to accommodate the Boeing Business Jet (BBJ) and other aircraft that have outboard engines that hang over the grass when taxiing. This project includes replacing the existing taxiway edge lights with LED. The estimated cost of the LED lights is \$400,000 and will save the Airport money on energy cost.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	578	-	-	-	-	-	-	578
Land	-	-	-	-	-	-	-	-
Construction	-	5,000	-	-	-	-	-	5,000
Total Cost	578	5,000	-	-	-	-	-	5,578

Funding Sources: (\$ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	8	100	-	-	-	-	-	108
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	32	400	-	-	-	-	-	432
Federal	538	4,500	-	-	-	-	-	5,038
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	578	5,000	-	-	-	-	-	5,578

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

A-091 Rehabilitation of Runway 16L/34R

Year Introduced: 2021
Change: No change
Associated Proj: N/A
Program Area: Airport
Managing Dept: Airport
Manager: J. Rivera



Plan Conformance:
 MOB 6.1.4
 Airport Strategic Plan
 Airport Master Plan

Est. Start: 10/1/2022
Est. Complete: 11/1/2025

Description:

Runway 16L/34R is 6,200 feet long and is the longest runway at the Airport. The pavement has reached its useful life and needs to be replaced. This project entails the repaving of 16L/34, restriping of the runway, and the replacement of airfield signs and lights. The estimated cost of the LED lights is \$350,000 and will save the Airport money on energy costs.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	600	-	-	-	-	-	600
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	5,000	-	-	-	5,000
Total Cost	-	600	-	5,000	-	-	-	5,600

Funding Sources: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	12	-	100	-	-	-	112
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	48	-	400	-	-	-	448
Federal	-	540	-	4,500	-	-	-	5,040
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	-	600	-	5,000	-	-	-	5,600

Operating Impacts: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

0101 District Wide - Classroom Trailers

Year Introduced: 2020
Change: No change
Associated Proj: N/A
Program Area: Schools
Managing Dept: Schools
Manager: Schools
Plan Conformance:



Est. Start:
Est. Complete:

Description:

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	250	200	200	-	-	250	900
Total Cost	-	250	200	200	-	-	250	900
Funding Sources: (\$ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	250	200	200	-	-	250	900
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	-	250	200	200	-	-	250	900
Operating Impacts: (\$ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

0102 District Wide - Technology Upgrades

Year Introduced: 2013
Change: No change
Associated Proj: N/A
Program Area: Schools
Managing Dept: Schools
Manager: Schools
Plan Conformance:
 CFI 7.2

Est. Start:
Est. Complete:



Description:

Information technology infrastructure upgrades based on technology planning. The systematic replacement of network infrastructure is necessary as devices reach the end of their useful lives and become obsolete. This project will encompass the refresh of routers, switches, wireless access points, and data center major systems and components.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	200	200	200	200	200	200	1,200
Total Cost	-	200	200	200	200	200	200	1,200
Funding Sources: (\$ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	200	200	200	200	200	200	1,200
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	-	200	200	200	200	200	200	1,200
Operating Impacts: (\$ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

0103 District Wide - School Bus Replacements

Year Introduced: 2013
Change: No change
Associated Proj: N/A
Program Area: Schools
Managing Dept: Schools
Manager: Schools
Plan Conformance:
 CFI 7.2

Est. Start:
Est. Complete:



Description:

Five-year replacement cycle of existing school buses as recommended by the Transportation Director.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	500	500	500	500	500	500	3,000
Total Cost	-	500	500	500	500	500	500	3,000
Funding Sources: (\$ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	500	500	500	500	500	500	3,000
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	-	500	500	500	500	500	500	3,000
Operating Impacts: (\$ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

0105 District Wide - School Bus Additions

Year Introduced: 2017
Change: No change
Associated Proj: N/A
Program Area: Schools
Managing Dept: Schools
Manager: Schools
Plan Conformance:
 CFI 7.2

Est. Start:
Est. Complete:



Description:

Add school buses to the existing fleet due to local population growth and enrollment projections.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	125	125	125	125	125	125	750
Total Cost	-	125	125	125	125	125	125	750
Funding Sources: (\$ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	125	125	125	125	125	125	750
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	-	125	125	125	125	125	125	750
Operating Impacts: (\$ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

0201 Central Office - Replacement

Year Introduced: 2011
Change: No change
Associated Proj: N/A
Program Area: Schools
Managing Dept: Schools
Manager: Schools
Plan Conformance:
 CFI 7.1.1

Est. Start: 7/1/2021
Est. Complete: 6/30/2023



Description:

A new facility for the school division central administration offices. The division is currently leasing office space at 8700 Centreville Road; the lease expires in 2023.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	1,594	-	-	-	-	-	1,594
Total Cost	-	1,594	-	-	-	-	-	1,594
Funding Sources: (\$ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	1,594	-	-	-	-	-	1,594
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	-	1,594	-	-	-	-	-	1,594
Operating Impacts: (\$ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

0420 Osbourn - Turf Field Installation

Year Introduced: 2023
Change: New Project
Associated Proj: N/A
Program Area: Schools
Managing Dept: Schools
Manager: Schools
Plan Conformance:

Est. Start: 7/1/2022
Est. Complete: 6/30/2024



Description:

Install a new multi-sport turf field in the football stadium.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	1,300	1,300	-	-	-	-	2,600
Total Cost	-	1,300	1,300	-	-	-	-	2,600
Funding Sources: (\$ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	1,300	1,300	-	-	-	-	2,600
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	-	1,300	1,300	-	-	-	-	2,600
Operating Impacts: (\$ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

0604 Mayfield - Drop Off Area & Parking Lot Paving

Year Introduced: 2023
Change: New Project
Associated Proj: N/A
Program Area: Schools
Managing Dept: Schools
Manager: Schools
Plan Conformance:

Est. Start: 7/1/2022
Est. Complete: 6/30/2023



Description:

Repave and stripe the drop off area and parking lot at Mayfield Intermediate School.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	200	-	-	-	-	-	200
Total Cost	-	200	-	-	-	-	-	200
Funding Sources: (\$ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	200	-	-	-	-	-	200
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	-	200	-	-	-	-	-	200
Operating Impacts: (\$ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

1104 Weems - Window/Door Replacement

Year Introduced: 2023
Change: New Project
Associated Proj: N/A
Program Area: Schools
Managing Dept: Schools
Manager: Schools
Plan Conformance:

Est. Start: 7/1/2022
Est. Complete: 6/30/2023



Description:

Replace the windows at Weems Elementary.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	131	-	-	-	-	-	131
Total Cost	-	131	-	-	-	-	-	131
Funding Sources: (\$ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	131	-	-	-	-	-	131
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	-	131	-	-	-	-	-	131
Operating Impacts: (\$ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

CAPITAL PROGRAM

FY 2023 Maintenance Capital Projects (Dollars in Thousands)

Capital Projects are identified as projects with a cost greater than \$100,000 and a useful life exceeding 10 years. Projects that do not meet these criteria, but are capital in nature, are considered Maintenance Capital Projects. While not part of the Five-Year CIP, these projects are included in the CIP in summary schedules for informational purposes.

	<u>Proj. #</u>	<u>FY 2023</u>
Culture & Recreation		
School Playground Equipment Replacement	C-007	120
Candy Factory Improvements	C-010	270
Stonewall Pool Improvements	C-046	40
Historic Site Improvements	C-047	150
		<u>580</u>
Transportation		
Sidewalk & Bicycle Infill	T-058	360
Traffic Signal Coordination & Upgrades	T-064	200
Project Development	T-090	250
Culvert Maintenance	T-092	100
		<u>910</u>
Sewer		
Sewer Main Replacement	S-023	450
		<u>450</u>
Electric		
Electric T&D Maintenance and Improvements	E-030	800
Alternative Generation Initiatives	E-031	300
Place Overhead Lines Underground (Non-Transportation)	E-033	500
Substation Capacity and Reliability Improvements	E-037	375
		<u>1,975</u>
Stormwater		
SWMF Annual/Deferred Maintenance	D-029	900
Floodplain Mapping Update Program	D-030	125
Drainage Maintenance & Construction	D-035	500
Upstream Inspections & Repairs	D-038	550
		<u>2,075</u>
Airport		
Airfield Improvements	A-082	80
Airfield Paving Program	A-084	135
Security Equipment Replacement Program	A-104	45
Terminal Building Improvements	A-105	35
		<u>295</u>
	TOTAL	<u><u>6,285</u></u>

CAPITAL PROGRAM

FY 2023 Maintenance Capital Projects (Dollars in Thousands)

	<u>FY 2023</u>
Funding Sources	
General Fund	1,120
Sewer Fund	450
Water Fund	-
Electric Fund	1,975
Stormwater Fund	1,525
Airport Fund	99
School Fund	60
Bonds	-
State	196
Federal	50
NVTA	700
Other Sources	110
TOTAL	<u><u>6,285</u></u>

CAPITAL PROGRAM

FY 2023 Capital Projects Pay-Go

The Five-Year Capital Improvement program includes projects that the City has identified that meet the definition of a capital project. A capital project is a project with a total cost in excess of \$100,000 **and** a useful life of at least 10 years. Projects that are capital in nature but do not meet this criteria are considered maintenance capital projects.

Fund / Project	CIP #	Amount
General Fund		
Animal Shelter Improvements	P-018	130,000
Total General Fund		130,000
Sewer Fund		
Dean Drive Extended (Existing Cul-de-sac to Animal Shelter)	T-030	31,000
Total Sewer Fund		31,000
Electric Fund		
LED Streetlight Replacement	E-034	125,000
Manassas Airport Distribution Improvements	E-035	450,000
Distribution Facility Relocations (Pr Wm Water Tank Site)	E-039	50,000
Grant Avenue (Lee Avenue to Wellington Road)	T-021	300,000
Total Electric Fund		925,000
Stormwater Fund		
New Britain Regional Pond Retrofit	D-043	1,240,000
Total Stormwater Fund		1,240,000
Airport Fund		
Rehab/Widen Taxiway B with Lighting System Upgrades	A-074	100,000
Rehabilitation of Runway 16L/34R	A-091	12,000
Total Airport Fund		112,000
School Funds		
District Wide - Classroom Trailers	0101	250,000
District Wide - Technology Upgrades	0102	200,000
District Wide - School Bus Replacements	0103	500,000
District Wide - School Bus Additions	0105	125,000
Central Office - Replacement	0201	1,594,000
Osborn - Turf Field Installation	0420	1,300,000
Mayfield - Drop Off Area & Parking Lot Paving	0604	200,000
Weems - Window/Door Replacement	1104	131,000
Total School Funds		4,300,000
Total Local Share - FY 2023 Capital Projects Pay-Go		6,738,000

CAPITAL PROGRAM

FY 2023 Maintenance Capital Projects Pay-Go

A capital project is a project with a total cost in excess of \$100,000 **and** a useful life of at least 10 years. Projects that are capital in nature but do not meet this criteria are considered maintenance capital projects. While not part of the Five-Year Capital Improvement Program (CIP), summary schedules of these projects are included in the CIP for informational purposes.

Fund / Project	CIP #	Amount
General Fund		
School Playground Equipment Replacement	C-007	60,000
Candy Factory Improvements	C-010	270,000
Stonewall Pool Improvements	C-046	40,000
Historic Site Improvements	C-047	150,000
Upstream Inspections & Repairs	D-038	500,000
Culvert Maintenance	T-092	100,000
Total General Fund		1,120,000
Sewer Fund		
Sewer Main Replacement	S-023	450,000
Total Sewer Fund		450,000
Electric Fund		
Electric T&D Maintenance and Improvements	E-030	800,000
Alternative Generation Initiatives	E-031	300,000
Place Overhead Lines Underground (Non-Transportation)	E-033	500,000
Substation Capacity and Reliability Improvements	E-037	375,000
Total Electric Fund		1,975,000
Stormwater Fund		
SWMF Annual/Deferred Maintenance	D-029	900,000
Floodplain Mapping Update Program	D-030	125,000
Drainage Maintenance & Construction	D-035	500,000
Total Stormwater Fund		1,525,000
Airport Fund		
Airfield Improvements	A-082	16,000
Airfield Paving Program	A-084	27,000
Security Equipment Replacement Program	A-104	45,000
Terminal Building Improvements	A-105	11,000
Total Airport Fund		99,000
School Funds		
School Playground Equipment Replacement	C-007	60,000
Total School Funds		60,000
Total Local Share - FY 2023 Maintenance Capital Projects Pay-Go		5,229,000

CAPITAL PROGRAM

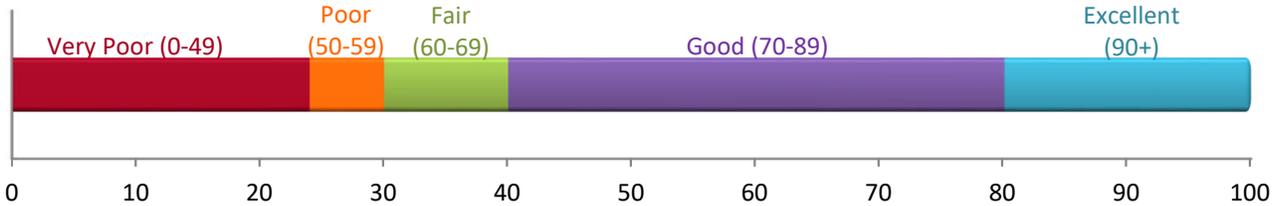
FY 2023 Street Paving

The industry standard for paving roads is every 15-20 years. The City has advanced its efforts to achieve a targeted 16.2 year paving cycle goal. The City aims to achieve an average paving rate of 60. Several factors are taken into consideration when scheduling paving including pavement ratings as determined by the CCI (Critical Condition Index).

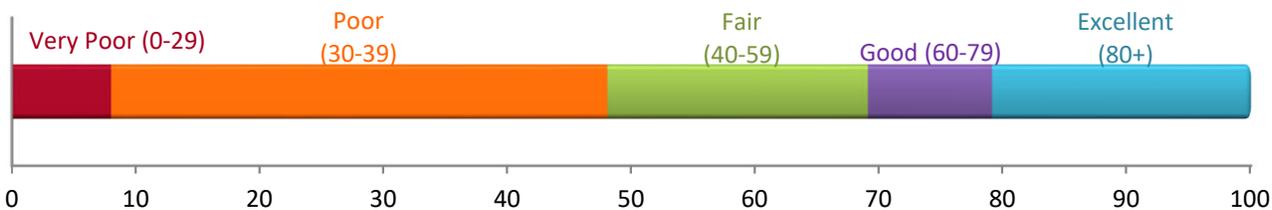
Street Name and Section	Rating	Sq. Yards	Amount
Bayberry Avenue (Liberia Avenue to Cul-de-sac)	30	14,172	171,456
Bayberry Court (Bayberry Avenue to Cul-de-sac)	38	2,383	28,834
Thornwood Lane (Liberia Avenue to Cul-de-sac)	30	7,789	94,230
Thornwood Court (Thornwood Lane to Cul-de-sac)	38	1,583	19,155
Oakglen Road (Bayberry Avenue to Cul-de-sac)	21	4,550	55,046
Oakglen Court (Oakglen Road to Cul-de-sac)	36	2,111	25,540
Holly Grove Court (Thornwood Lane to Cul-de-sac)	42	1,661	20,096
Ellicott Lane (Wellington Road to Wesley Avenue)	36	2,000	24,196
Wesley Avenue (Fairview Avenue to Ellicott Lane)	15	2,639	31,925
Garden Street (Wellington Road to Wesley Avenue)	39	2,667	32,261
Confederate Trail (Ashton Avenue to Cul-de-sac)	27	13,072	158,148
Burnside Road (Confederate Trail to Ashton Avenue)	31	3,506	42,410
Liberia Avenue (Centreville Road to Kirby Street)	32	20,556	248,681
Center Street (W Courthouse Road to Church Street)	21	8,600	104,043
Concrete (associated with paving above streets)	NA	NA	443,979
Stamped crosswalks (associated with paving above streets)	NA	NA	50,000
Total Local Share - FY 2023 Street Paving Program			1,550,000

The City has \$1.550 million in funding for street paving/resurfacing in the Public Works General Fund operating budget.

VDOT PAVEMENT RATINGS - CCI INDEX (PRINCIPAL & MINOR ARTERIAL)



VDOT PAVEMENT RATINGS - CCI INDEX (LOCAL & COLLECTOR)



CAPITAL PROGRAM

FY 2023 Vehicles

The Vehicle Maintenance Fund purchases all vehicles for the City of Manassas **with the exception of fire engines and ambulances (apparatus)**. Factors taken into consideration for determining replacement are age, mileage, and general vehicle condition. Utility and Airport funds reimburse the Vehicle Maintenance Fund for vehicle replacements directly whereas other departments pay higher support costs to fund future vehicle replacements. The Fire and Rescue Fund fully funds the replacement of apparatus.

Description (Vehicle #)	Quantity	Unit Cost	Amount
Police Utility (PD 61, 91, 97)	3	50,000	150,000
Police K9 Utility (PD 81, 82)	2	55,000	110,000
Police F250 4X4 (PD11)	1	40,000	40,000
Police CID Utility (PD49)	1	40,000	40,000
Streets John Deere 544 (S46)	1	220,000	220,000
Streets Freightliner/Plow/Spreader (S22, S52)	2	175,000	350,000
Streets Craftco Supershot 125DC	1	95,000	95,000
Parks F350 4X4 Utility/Lift Gate (R4)	1	48,000	48,000
Parks Zero Turn (R25, R26)	2	12,000	24,000
Garage F450 Utility (M1)	1	120,000	120,000
IT Ford Transit Connect (A14)	1	28,000	28,000
Total Vehicle Maintenance Fund	16		1,225,000
Sewer 7x16 Enclosed Trailer (W45)	1	10,000	10,000
Sewer John Deere 710 (W22)	1	215,000	215,000
Electric Altec DB37 (E38)	1	180,000	180,000
Total Utility Funds	3		405,000
Total Local Share - FY 2023 Vehicles	19		1,630,000

CAPITAL PROGRAM

FY 2023 Equipment (Purchases)

The City identifies a capital asset as a tangible or intangible asset that has an initial useful life of more than one year and has an initial cost of \$5,000 or more. The cost of a capital asset includes all necessary charges incurred to acquire or construct an asset. In the case of computers, these devices are not capitalized individually; instead the entire computer system is treated as a single capital asset.

Fund / Equipment Description	Amount
Fire and Rescue Fund	
EMS Equipment Replacement	31,000
Fire Equipment Replacement	51,000
Radios	700,000
Monitors	400,000
Total Fire and Rescue Fund	1,182,000
 PEG Fund	
PEG Channel Broadcasting Equipment	150,000
 Water Fund	
Water Quality Monitoring	100,000
Total Water Fund	100,000
 Electric Fund	
Ground Tester	7,000
Radiator	39,000
Engine Controllers Upgrade	80,000
Airport Cisco Network Core Switch	55,000
Total Electric Fund	181,000
 Airport Fund	
F450 with Snow Plow Package	67,000
F250 with Snow Plow Package	40,000
Total Airport Fund	107,000
 Solid Waste Fund	
Leaf Box Replacement	20,000
Total Solid Waste Fund	20,000
 Building Maintenance Fund	
Animal Shelter Fire Alarm	40,000
City Hall Exterior LED Lighting	25,000
Public Works & Utilities Facility Exterior LED Lighting	25,000
Harris Pavilion Exterior LED Lighting	10,000

CAPITAL PROGRAM

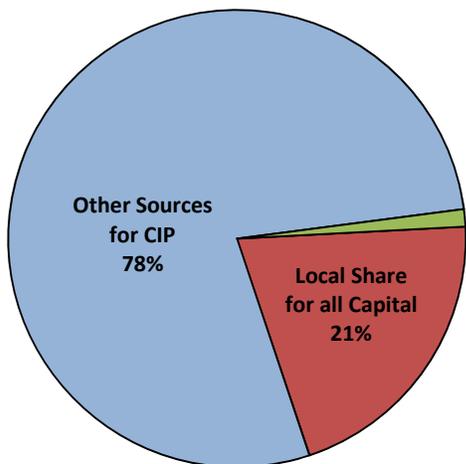
FY 2023 Equipment (Purchases)

The City identifies a capital asset as a tangible or intangible asset that has an initial useful life of more than one year and has an initial cost of \$5,000 or more. The cost of a capital asset includes all necessary charges incurred to acquire or construct an asset. In the case of computers, these devices are not capitalized individually; instead the entire computer system is treated as a single capital asset.

Fund / Equipment Description	Amount
Building Automation	340,000
Repair Snow Barn Door	70,000
Total Building Maintenance Fund	510,000
Vehicle Maintenance Fund	
Anticipated Mid-Year Purchase Requests	200,000
Information Technology Fund	
Servers	30,000
Anticipated Mid-Year Purchase Requests	50,000
Total Information Technology Fund	80,000
Total Local Share - FY 2023 Capital Equipment (Purchases)	2,380,000

FY 2023 Capital Program Expenditure Summary

Capital Projects Pay-Go	6,738,000
Maintenance Capital Projects Pay-Go	5,229,000
Street Paving	1,550,000
Vehicles	1,630,000
Equipment Purchases	2,380,000
Total Local Share	17,527,000
Other Sources for Capital Projects	67,107,000
Other Sources for Maintenance Capital Projects	1,056,000
Virginia Railway Express	270,000
Total Other Sources	68,433,000
TOTAL	85,960,000

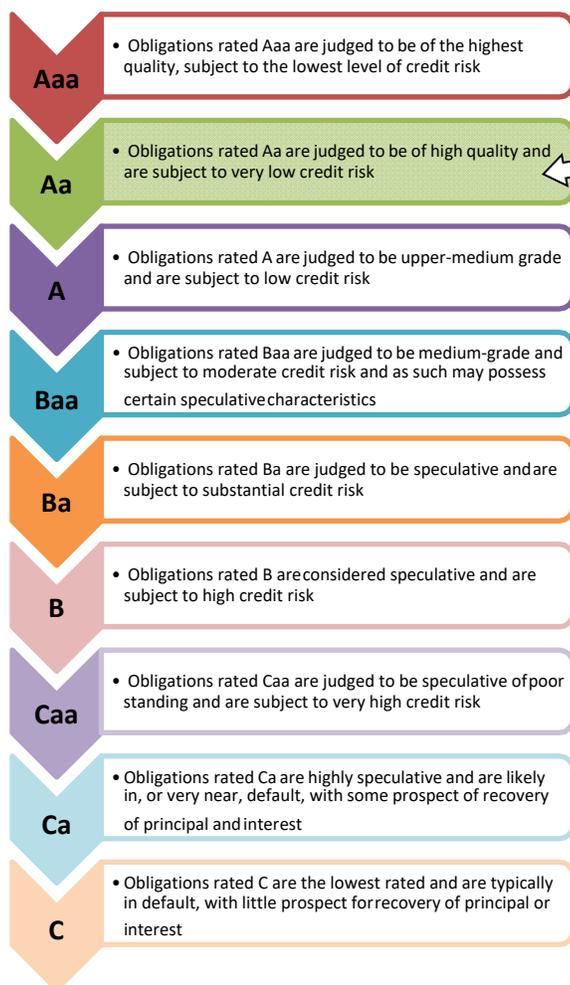


The City's General Obligation Debt ratings with Moody's Investors Service and Standard and Poor's Rating Services are **Aa1 (Moody's Investor Services)** and **AAA (Standard & Poor's)**.

The ratings were affirmed in May 2021. Remarks from the ratings include:

- Strong economy, with access to a broad and diverse metropolitan statistical area
- Very strong management, with strong financial policies and practices
- Strong budgetary performance, with operating surpluses in the general fund and at the total governmental fund level in fiscal 2020
- Very strong budgetary flexibility, with an available fund balance in fiscal 2020 of 45% of operating expenditures
- Very strong liquidity, with total government available cash at 123.6% of total governmental fund expenditures and 20.8x governmental debt service, and access to external liquidity considered strong
- Very strong institutional framework

Moody's Investor Services Rating Scales



Moody's appends numerical modifiers 1, 2, and 3 to each generic rating classification from Aa through Caa. Modifier 1 indicates that the obligation ranks in the higher end of its generic rating category.

Standard & Poor's Rating Scale



S&P ratings may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the major category rating.

City's S&P Rating
AAA

City's Moody's Rating
Aa1

DEBT MANAGEMENT

Debt Limits

STATE DEBT LIMITS

Pursuant to the Constitution of Virginia and the Public Finance Act of 1991, a City in Virginia is authorized to issue bonds and notes secured by the pledge of its full faith and credit. The Constitution and the Public Finance Act limit the indebtedness which may be incurred by cities to 10% of the assessed valuation of real estate subject to local taxation.

Legal Debt Margin Calculation for June 30, 2022

Assessed value of taxable real property as of January 1, 2021	\$	5,680,909,000
Debt Limit - 10% of assessed valuation		568,090,900
Direct Debt outstanding chargeable to debt limit at June 30, 2022		168,510,000
Legal Debt Margin Remaining	\$	399,580,900

Total Net Debt Applicable to Limit as a Percent of Debt Limit

<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
24.26%	21.54%	23.97%	21.60%	29.70%	27.28%	23.85%	29.66%

CITY DEBT LIMITS (PER POLICY)

The City's Debt Policy is outlined as part of its Financial Policies.

- Net debt as a percentage of estimated market value of taxable property shall not exceed 3.0%. Net debt is defined as any and all debt that is tax-supported. Should this ratio exceed 3%, staff must request an exception from the City Council stating the justification and expected duration of the policy exemption.

As of July 8, 2021, this ratio was 1.99%, which is within the policy limit.

- Debt service expenditures a percentage of total governmental fund expenditures shall not exceed 15.0%. Should this ratio exceed 15%, staff must request an exception from the City Council stating the justification and expected duration of the policy exception.

As of July 8, 2021, this ratio was 6.6%, which is within the policy limit.

- Payout of aggregate outstanding tax-supported debt principal shall be no less than 50% repaid in 10 years. Should this ratio fall below 50%, staff must request an exception from the City Council stating the justification and expected duration of the policy exception.

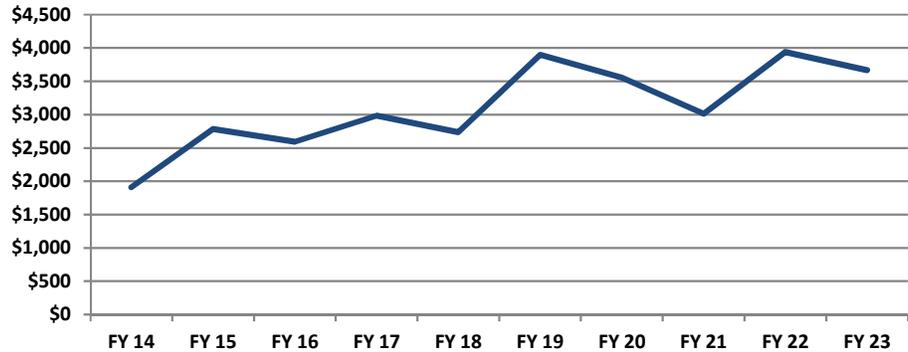
As of July 8, 2021, the 10-year payout ratio was 62%, which is within the policy limit.

DEBT MANAGEMENT

Debt Limits

OUTSTANDING DEBT SUPPORTED BY TAXPAYERS PER CAPITA

Year Begin.	Amount
FY 14	\$ 1,909
FY 15	\$ 2,783
FY 16	\$ 2,595
FY 17	\$ 2,986
FY 18	\$ 2,736
FY 19	\$ 3,898
FY 20	\$ 3,553
FY 21	\$ 3,013
FY 22	\$ 3,940
FY 23	\$ 3,669



Source: 2021 Comprehensive Annual Financial Report (FY14-20)
 Estimated by Budget Office (FY21-23)

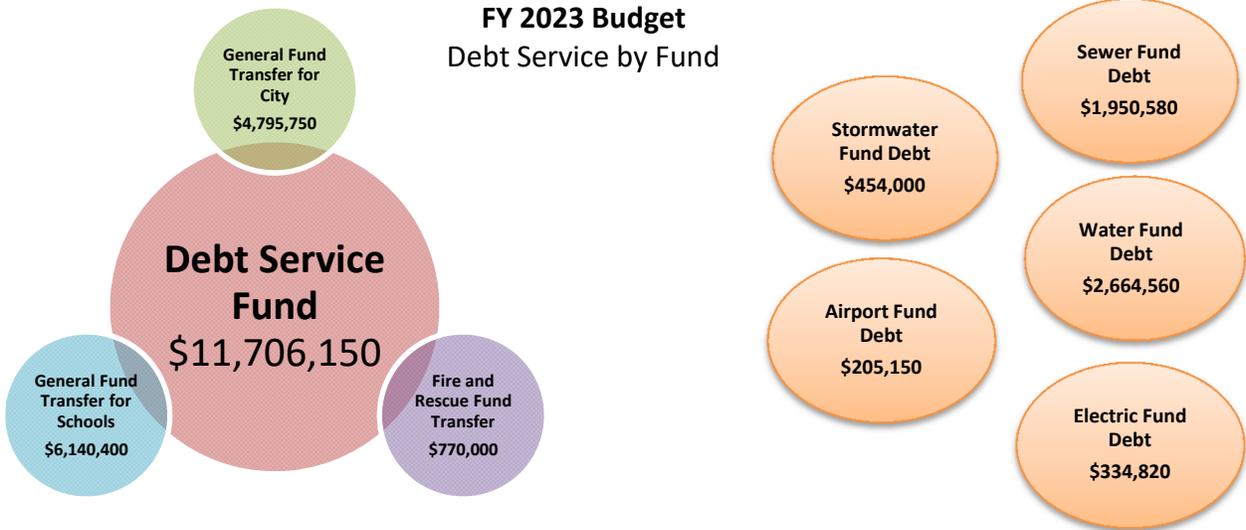
Debt per capita above reflects all general obligation bonds, both tax-supported and enterprise fund supported in accordance with the reporting requirements of the Comprehensive Annual Financial Report).

DEBT MANAGEMENT

Debt Service

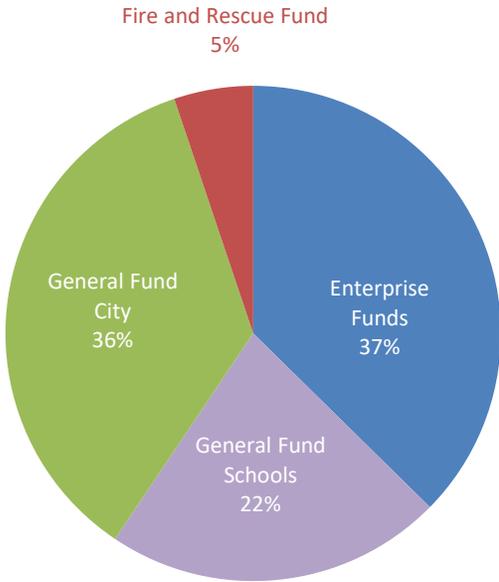
DEBT OVERVIEW

The City will have \$168,510,000 (principal only) of outstanding bonded debt as of June 30, 2022. The Enterprise Funds (Sewer, Water, Electric, Airport, and Stormwater) pay the debt service on the bonds related to their function. Of the total debt principal, \$62,002,650, or 37%, is enterprise debt. The remaining debt principal of \$106,507,350 is supported by the taxpayers via the General Fund for City and Schools and the Fire and Rescue Fund. This tax-supported debt is paid out of the Debt Service Fund through transfers from the respective governmental funds and enterprise debt is paid directly from the appropriate enterprise funds. The estimated per capita outstanding bond principal supported by taxpayers as of June 30, 2022 will be \$3,940 - of this \$2,490 is related to the tax-supported debt of governmental funds.



OUTSTANDING DEBT

	Principal	Interest	Total
FY 2023	11,575,000	6,230,904	17,805,904
FY 2024	11,910,000	5,649,948	17,559,948
FY 2025	12,260,000	5,051,919	17,311,919
FY 2026	11,060,000	4,488,494	15,548,494
FY 2027	9,840,000	3,984,469	13,824,469
FY 2028	10,155,000	3,512,544	13,667,544
FY 2029	9,235,000	3,078,894	12,313,894
FY 2030	9,460,000	2,680,169	12,140,169
FY 2031	9,390,000	2,276,413	11,666,413
FY 2032	9,350,000	1,895,700	11,245,700
FY 2033	9,575,000	1,558,428	11,133,428
FY 2034	9,765,000	1,274,631	11,039,631
FY 2035	9,010,000	996,525	10,006,525
FY 2036	6,680,000	805,300	7,485,300
FY 2037	6,765,000	648,175	7,413,175
FY 2038	5,560,000	501,656	6,061,656
FY 2039	5,640,000	359,050	5,999,050
FY 2040	5,715,000	212,584	5,927,584
FY 2041	2,770,000	111,300	2,881,300
FY 2042	2,795,000	55,900	2,850,900
Total	\$168,510,000	\$45,373,002	\$213,883,002



DEBT MANAGEMENT

Debt Service

City Projects - General Fund Debt Service

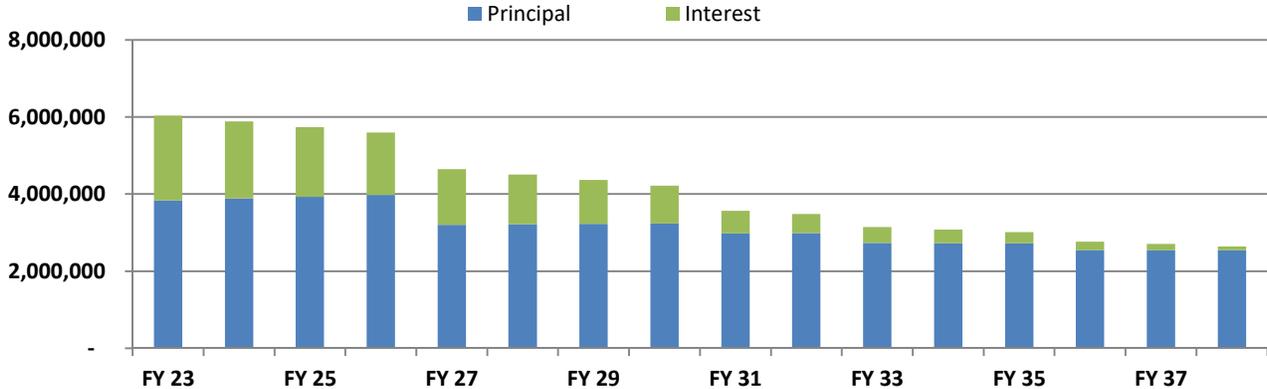
The General Fund Debt Service for City Projects for FY 2023 will be \$6,032,275 reflecting an increase of \$1,758,293 or 41.1% from prior year debt service. This increase is due to the first year of payments on the Series 2021 Bonds. General Fund debt service is tax-supported debt. The General Fund will transfer \$4,795,750 for City projects to the Debt Service Fund in FY 2023. The planned used of debt service reserves of approximately \$1.2 million begins in FY 2023 as well.

FY 2023 General Fund debt issue payments for City projects are as follows:

	<u>Amount</u>	<u>Pay Off Year</u>
Series 2010 D	\$ 160,650	FY 2025
Series 2016 - Refunding	\$ 810,825	FY 2026
Series 2021 - Refunding	\$ 145,340	FY 2030
Series 2014 C - Refunding	\$ 38,454	FY 2031
Series 2014 A	\$ 267,662	FY 2034
Series 2016	\$ 269,406	FY 2037
Series 2019	\$ 2,061,013	FY 2040
Series 2021	\$ 2,278,925	FY 2042

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2023	3,835,360	2,196,915	6,032,275	FY 2033	2,980,980	583,379	3,564,359
FY 2024	3,883,380	2,004,247	5,887,627	FY 2034	2,984,440	496,162	3,480,602
FY 2025	3,931,290	1,809,253	5,740,543	FY 2035	2,730,000	414,194	3,144,194
FY 2026	3,980,230	1,615,633	5,595,863	FY 2036	2,725,000	351,375	3,076,375
FY 2027	3,204,730	1,440,379	4,645,109	FY 2037	2,725,000	288,631	3,013,631
FY 2028	3,216,820	1,286,166	4,502,986	FY 2038	2,540,000	227,225	2,767,225
FY 2029	3,230,320	1,134,026	4,364,346	FY 2039	2,540,000	163,781	2,703,781
FY 2030	3,235,260	983,115	4,218,375	FY 2040	2,540,000	99,594	2,639,594
FY 2031	3,105,720	832,638	3,938,358	FY 2041	1,350,000	54,000	1,404,000
FY 2032	2,972,520	697,180	3,669,700	FY 2042	1,350,000	27,000	1,377,000
	34,595,630	13,999,551	48,595,181		24,465,420	2,705,341	27,170,761
				Total	\$ 59,061,050	\$ 16,704,892	\$ 75,765,942

City Projects - General Fund Debt Service



DEBT MANAGEMENT

Debt Service

Schools Projects - General Fund Debt Service

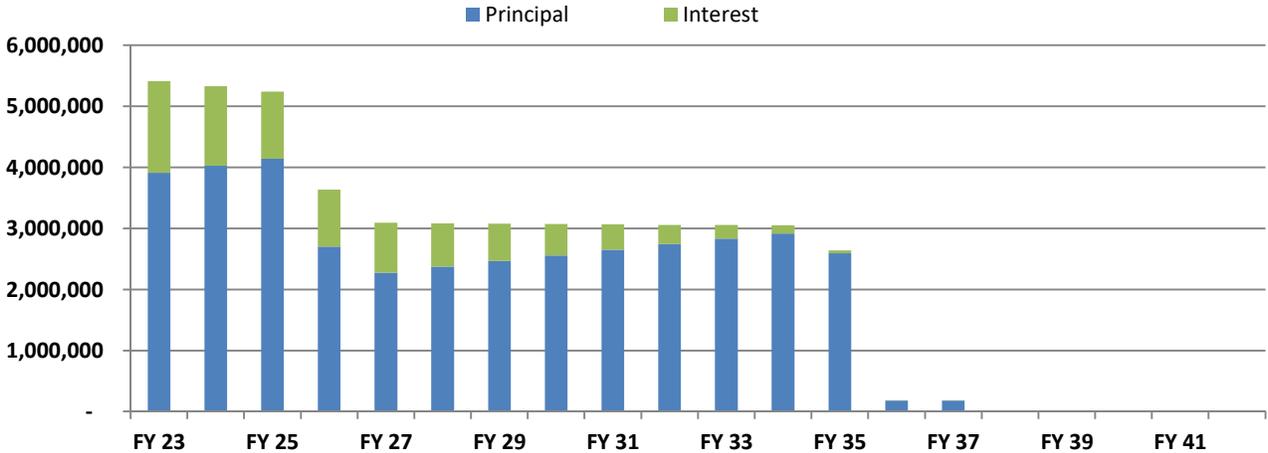
The General Fund Debt Service for Schools Projects for FY 2023 will be \$5,411,586, reflecting a decrease of \$92,775 or 1.7% from prior year debt service. This decrease is due debt annual roll-off. General Fund debt service is tax-supported debt. The General Fund will transfer \$6,140,400 for Schools projects to the Debt Service Fund in FY 2023, approximately \$730K above current debt service to build future debt capacity.

FY 2023 General Fund debt issue payments for Schools projects are as follows:

	<u>Amount</u>	<u>Pay Off Year</u>
Series 2010 D - Refunding	\$ 1,749,375	FY 2025
Series 2016 - Refunding	\$ 540,550	FY 2026
Series 2014 A	\$ 409,086	FY 2034
Series 2014 C	\$ 2,443,825	FY 2035
Series 2016	\$ 268,750	FY 2037

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
FY 2023	3,910,530	1,501,056	5,411,586	FY 2033	2,833,590	221,487	3,055,077
FY 2024	4,024,615	1,303,055	5,327,670	FY 2034	2,916,520	135,453	3,051,973
FY 2025	4,139,545	1,099,274	5,238,819	FY 2035	2,590,000	46,275	2,636,275
FY 2026	2,699,165	934,513	3,633,678	FY 2036	180,000	6,075	186,075
FY 2027	2,273,940	816,618	3,090,558	FY 2037	180,000	2,025	182,025
FY 2028	2,372,560	708,900	3,081,460	FY 2038	-	-	-
FY 2029	2,468,335	608,123	3,076,458	FY 2039	-	-	-
FY 2030	2,556,955	513,948	3,070,903	FY 2040	-	-	-
FY 2031	2,649,885	416,805	3,066,690	FY 2041	-	-	-
FY 2032	2,740,660	315,559	3,056,219	FY 2042	-	-	-
	29,836,190	8,217,850	38,054,040		8,700,110	411,315	9,111,425
				Total	\$ 38,536,300	\$ 8,629,166	\$ 47,165,466

Schools Projects - General Fund Debt Service



DEBT MANAGEMENT

Debt Service

Fire and Rescue Fund Debt Service

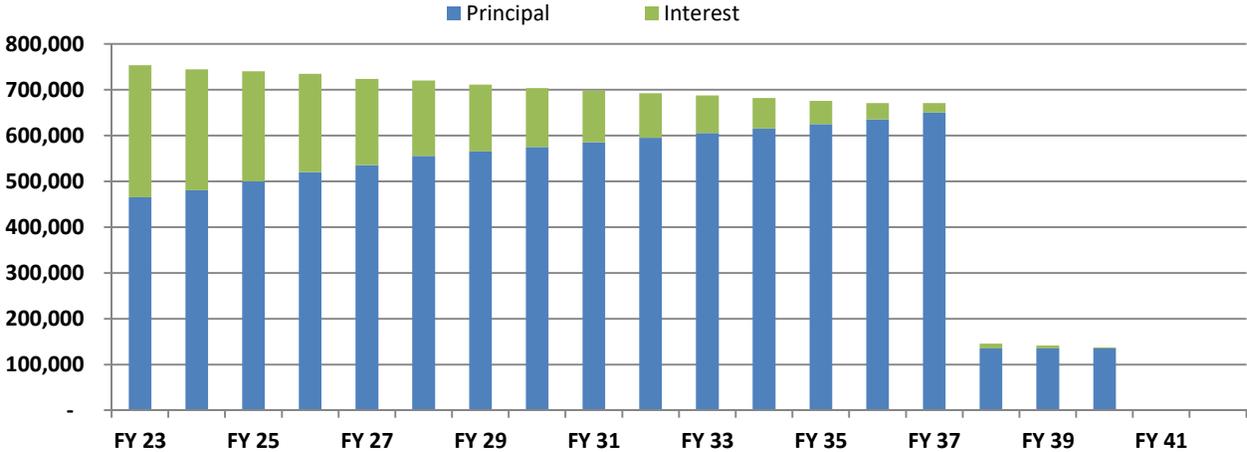
The Fire and Rescue Fund Debt Service for FY 2023 will be \$753,194, reflecting a minor decrease of \$7,875 or 1% from prior year debt service. This decrease is due debt annual roll-off. Fire and Rescue Fund debt service is tax-supported debt.

FY 2023 Fire and Rescue Fund debt issue payments are as follows:

	<u>Amount</u>	<u>Pay Off Year</u>
Series 2016	\$ 520,150	FY 2037
Series 2019	\$ 233,044	FY 2040

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2023	465,000	288,194	753,194	FY 2033	605,000	82,225	687,225
FY 2024	480,000	264,569	744,569	FY 2034	615,000	66,431	681,431
FY 2025	500,000	240,069	740,069	FY 2035	625,000	50,794	675,794
FY 2026	520,000	214,569	734,569	FY 2036	635,000	35,691	670,691
FY 2027	535,000	188,194	723,194	FY 2037	650,000	20,306	670,306
FY 2028	555,000	165,144	720,144	FY 2038	135,000	10,463	145,463
FY 2029	565,000	145,644	710,644	FY 2039	135,000	6,328	141,328
FY 2030	575,000	128,044	703,044	FY 2040	135,000	2,109	137,109
FY 2031	585,000	112,394	697,394	FY 2041	-	-	-
FY 2032	595,000	97,219	692,219	FY 2042	-	-	-
	5,375,000	1,844,038	7,219,038	Total	3,535,000	274,347	3,809,347
				Total	\$ 8,910,000	\$ 2,118,385	\$ 11,028,385

Fire and Rescue Fund Debt Service



DEBT MANAGEMENT

Debt Service

Sewer Fund Debt Service

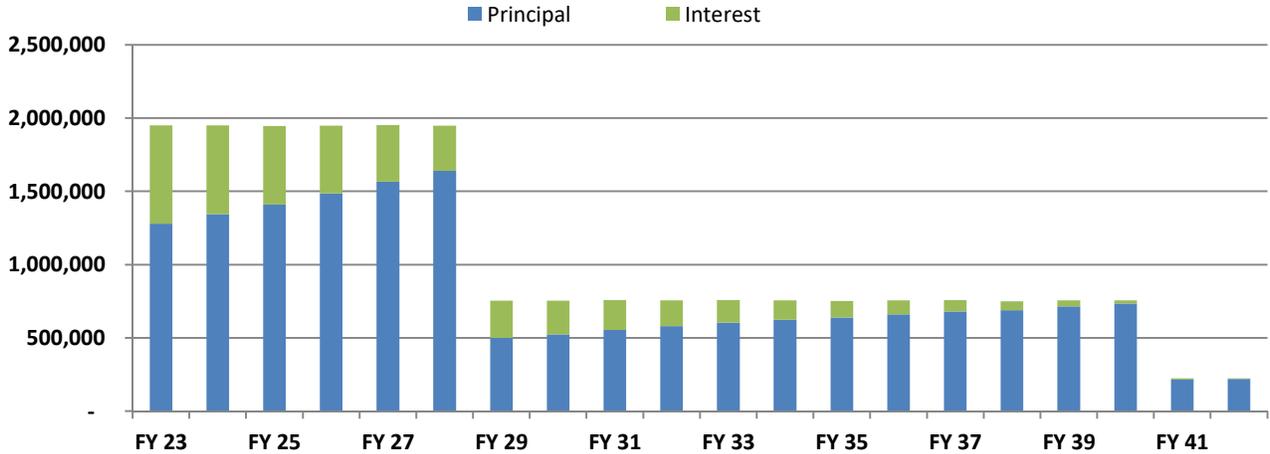
The Sewer Fund Debt Service for FY 2023 will be \$1,950,575, reflecting an increase of \$164,587 or 9.2% from prior year debt service. This increase is due to the first year of payments on the Series 2021 Bonds. Sewer Fund debt service is supported by sewer utility rates. The debt service schedule for the Sewer Fund does not include UOSA Debt.

FY 2023 Sewer Fund debt issue payments are as follows:

	<u>Amount</u>	<u>Pay Off Year</u>
Series 2014 C - Refunding	\$ 1,197,000	FY 2028
Series 2019	\$ 529,638	FY 2040
Series 2021	\$ 223,938	FY 2042

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2023	1,280,000	670,575	1,950,575	FY 2033	605,000	152,850	757,850
FY 2024	1,345,000	605,075	1,950,075	FY 2034	625,000	132,050	757,050
FY 2025	1,410,000	536,325	1,946,325	FY 2035	640,000	112,800	752,800
FY 2026	1,485,000	464,075	1,949,075	FY 2036	660,000	96,041	756,041
FY 2027	1,565,000	388,075	1,953,075	FY 2037	680,000	78,744	758,744
FY 2028	1,640,000	308,075	1,948,075	FY 2038	690,000	60,694	750,694
FY 2029	500,000	254,825	754,825	FY 2039	715,000	41,375	756,375
FY 2030	525,000	229,325	754,325	FY 2040	735,000	21,103	756,103
FY 2031	555,000	202,575	757,575	FY 2041	215,000	8,700	223,700
FY 2032	580,000	176,450	756,450	FY 2042	220,000	4,400	224,400
	10,885,000	3,835,375	14,720,375		5,785,000	708,756	6,493,756
				Total	\$ 16,670,000	\$ 4,544,131	\$ 21,214,131

Sewer Fund Debt Service



DEBT MANAGEMENT

Debt Service

Water Fund Debt Service

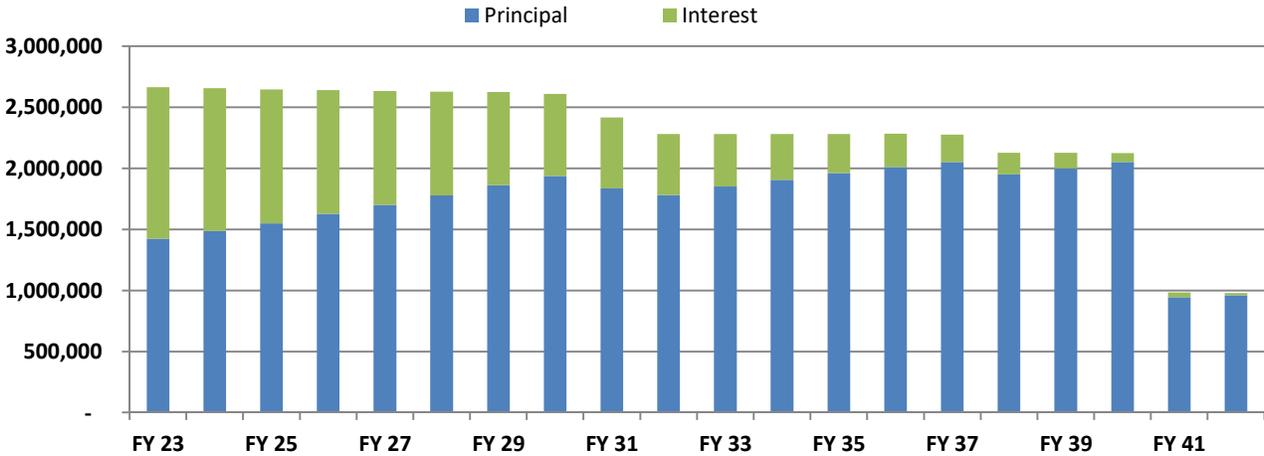
The Water Fund Debt Service for FY 2023 will be \$2,664,556, reflecting an increase of \$534,408 or 25.1% from prior year debt service. This increase is due to the first year of payments on the Series 2021 Bonds. Water Fund debt service is supported by water utility rates.

FY 2023 Water Fund debt issue payments are as follows:

	<u>Amount</u>	<u>Pay Off Year</u>
Series 2010 D	\$ 154,350	FY 2025
Series 2021 - Refunding	\$ 192,660	FY 2030
Series 2014 C - Refunding	\$ 36,946	FY 2031
Series 2016	\$ 150,900	FY 2037
Series 2019	\$ 1,146,050	FY 2040
Series 2021	\$ 983,650	FY 2040

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2023	1,423,300	1,241,256	2,664,556	FY 2033	1,850,000	430,313	2,280,313
FY 2024	1,486,150	1,169,216	2,655,366	FY 2034	1,905,000	374,350	2,279,350
FY 2025	1,549,700	1,094,159	2,643,859	FY 2035	1,960,000	321,294	2,281,294
FY 2026	1,625,400	1,015,549	2,640,949	FY 2036	2,010,000	274,263	2,284,263
FY 2027	1,698,950	933,404	2,632,354	FY 2037	2,050,000	226,069	2,276,069
FY 2028	1,777,500	848,706	2,626,206	FY 2038	1,950,000	177,775	2,127,775
FY 2029	1,861,050	762,017	2,623,067	FY 2039	2,000,000	126,966	2,126,966
FY 2030	1,936,750	672,537	2,609,287	FY 2040	2,050,000	74,178	2,124,178
FY 2031	1,834,750	579,970	2,414,720	FY 2041	945,000	38,100	983,100
FY 2032	1,780,000	499,650	2,279,650	FY 2042	960,000	19,200	979,200
	16,973,550	8,816,462	25,790,012		17,680,000	2,062,506	19,742,506
				Total	\$ 34,653,550	\$ 10,878,968	\$ 45,532,518

Water Fund Debt Service



DEBT MANAGEMENT

Debt Service

Electric Fund Debt Service

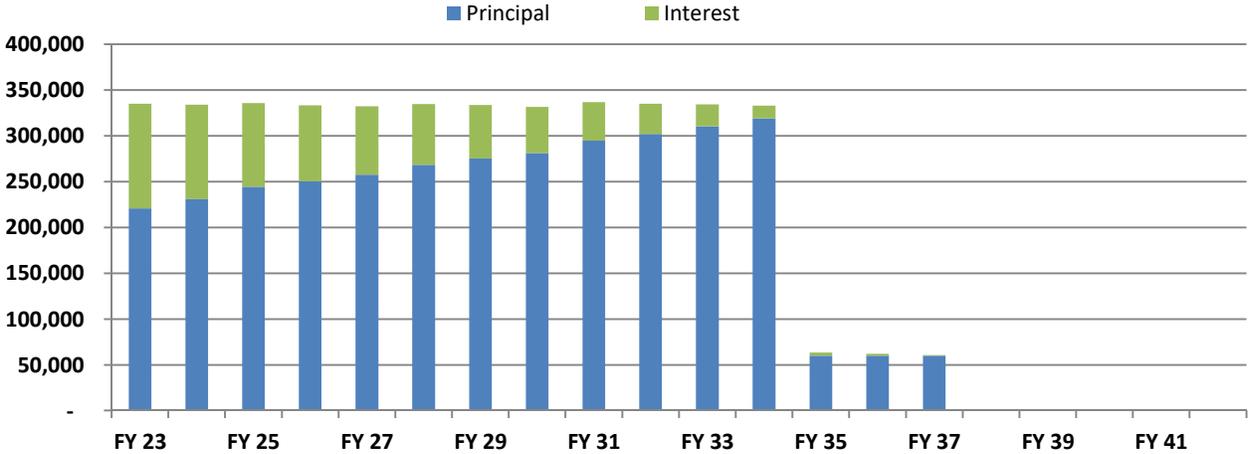
The Electric Fund Debt Service for FY 2023 will be \$334,814, reflecting a minor increase of \$3,125 or 0.9% from the prior year debt service. Electric Fund debt service is supported by electric utility rates.

FY 2023 Electric Fund debt issue payments are as follows:

	<u>Amount</u>	<u>Pay Off Year</u>
Series 2014 A	\$ 272,408	FY 2034
Series 2016	\$ 62,406	FY 2037

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2023	220,810	114,004	334,814	FY 2033	310,430	23,734	334,164
FY 2024	230,855	102,964	333,819	FY 2034	319,040	13,910	332,950
FY 2025	244,465	91,296	335,761	FY 2035	60,000	3,375	63,375
FY 2026	250,205	83,062	333,267	FY 2036	60,000	2,025	62,025
FY 2027	257,380	74,656	332,036	FY 2037	60,000	675	60,675
FY 2028	268,120	66,409	334,529	FY 2038	-	-	-
FY 2029	275,295	58,366	333,661	FY 2039	-	-	-
FY 2030	281,035	50,357	331,392	FY 2040	-	-	-
FY 2031	294,645	42,087	336,732	FY 2041	-	-	-
FY 2032	301,820	33,199	335,019	FY 2042	-	-	-
	2,624,630	716,399	3,341,029		809,470	43,719	853,189
			Total		\$ 3,434,100	\$ 760,118	\$ 4,194,218

Electric Fund Debt Service



DEBT MANAGEMENT

Debt Service

Stormwater Fund Debt Service

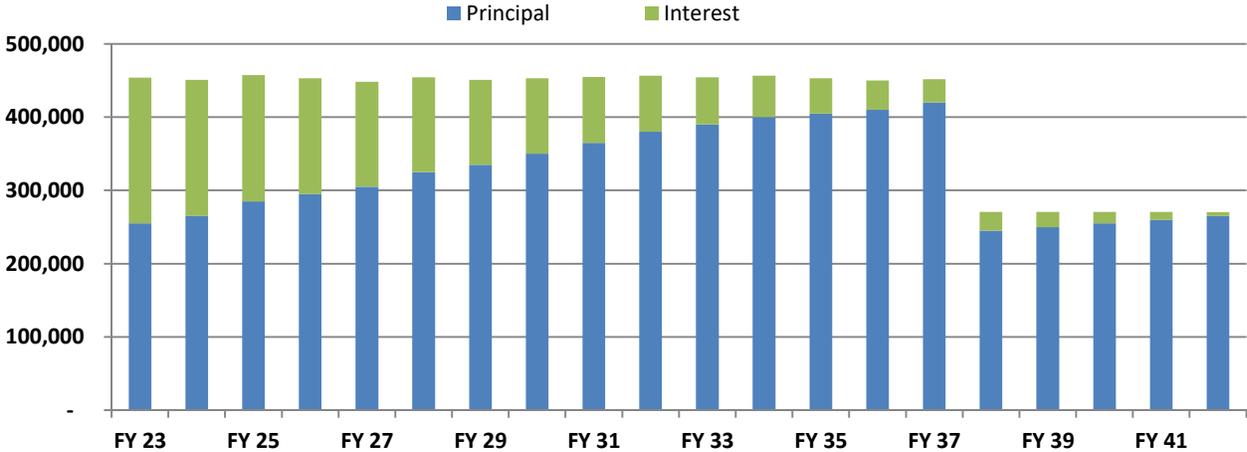
The Stormwater Fund Debt Service for FY 2023 will be \$453,769, reflecting an increase of \$207,832 or 84.5% from prior year debt service. This increase is due to the first year of payments on the Series 2021 Bonds. Stormwater Fund debt service is supported by stormwater utility fees.

FY 2023 Stormwater Fund debt issue payments are as follows:

	<u>Amount</u>	<u>Pay Off Year</u>
Series 2016	\$ 181,981	FY 2037
Series 2021	\$ 271,788	FY 2042

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2023	255,000	198,769	453,769	FY 2033	390,000	64,441	454,441
FY 2024	265,000	185,894	450,894	FY 2034	400,000	56,275	456,275
FY 2025	285,000	172,394	457,394	FY 2035	405,000	47,794	452,794
FY 2026	295,000	158,019	453,019	FY 2036	410,000	39,831	449,831
FY 2027	305,000	143,144	448,144	FY 2037	420,000	31,725	451,725
FY 2028	325,000	129,144	454,144	FY 2038	245,000	25,500	270,500
FY 2029	335,000	115,894	450,894	FY 2039	250,000	20,600	270,600
FY 2030	350,000	102,844	452,844	FY 2040	255,000	15,600	270,600
FY 2031	365,000	89,944	454,944	FY 2041	260,000	10,500	270,500
FY 2032	380,000	76,444	456,444	FY 2042	265,000	5,300	270,300
	3,160,000	1,372,488	4,532,488		3,300,000	317,566	3,617,566
	Total				\$ 6,460,000	\$ 1,690,053	\$ 8,150,053

Stormwater Fund Debt Service



DEBT MANAGEMENT

Debt Service

Airport Fund Debt Service

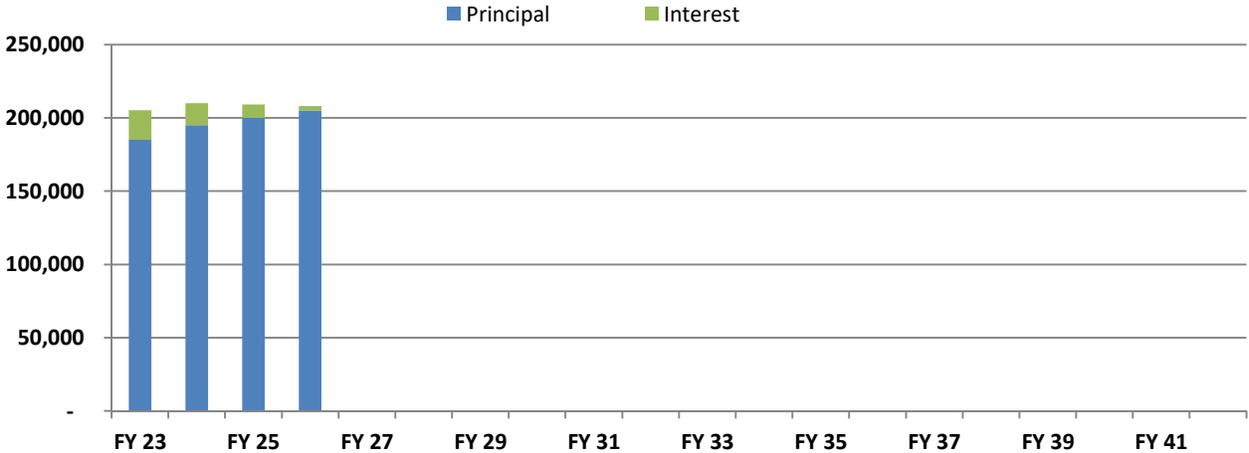
The Airport Fund Debt Service for FY 2023 will be \$205,136, reflecting a decrease of \$36,057 or 14.9% from the prior year debt service. This decrease is due to the prepayment in full of the Series 2016 VRA Bonds. Airport Fund debt service is supported by Airport rentals and leases.

FY 2023 Airport Fund debt issue payments are as follows:

	<u>Amount</u>	<u>Pay Off Year</u>
Series 2014 D - Refunding	\$ 205,136	FY 2026

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2023	185,000	20,136	205,136	FY 2033	-	-	-
FY 2024	195,000	14,929	209,929	FY 2034	-	-	-
FY 2025	200,000	9,150	209,150	FY 2035	-	-	-
FY 2026	205,000	3,075	208,075	FY 2036	-	-	-
FY 2027	-	-	-	FY 2037	-	-	-
FY 2028	-	-	-	FY 2038	-	-	-
FY 2029	-	-	-	FY 2039	-	-	-
FY 2030	-	-	-	FY 2040	-	-	-
FY 2031	-	-	-	FY 2041	-	-	-
FY 2032	-	-	-	FY 2042	-	-	-
	785,000	47,289	832,289		-	-	-
			Total		\$ 785,000	\$ 47,289	\$ 832,289

Airport Fund Debt Service



DEBT MANAGEMENT

Bond Descriptions

BOND SERIES 2010 D & REFUNDING - RATE: 2.00 – 5.00%; ISSUED: \$21,545,000

General Obligation Bonds – the proceeds were issued to finance improvements for the City including roads, public safety, and water projects and to refund a portion of the Bond Series 2004 obligations of the City.

BOND SERIES 2014 A - RATE: 3.00 – 5.00%; ISSUED: \$13,525,000

General Obligation Bonds – the proceeds were issued to finance improvements for the City including roads, drainage, school, and electric projects.

BOND SERIES 2014 C & REFUNDING - RATE: 2.00 - 5.00%; ISSUED: \$46,895,000

General Obligation Bonds – the proceeds were issued to finance the construction of a new elementary school and to refund a portion of the Bond Series 2005 B, Bond Series 2007 VML/VACO and Bond Series 2010 D obligations of the City.

BOND SERIES 2014 D REFUNDING - RATE: 0.50 – 3.00%; ISSUED: \$1,700,000

General Obligation Bonds – the proceeds were issued to refund a portion of the Bond Series 2005 C obligations of the City.

BOND SERIES 2016 & REFUNDING - RATE: 2.00 - 5.00%; ISSUED: \$29,495,000

General Obligation Bonds – the proceeds were issued to finance the acquisition, construction, extension, renovation and equipping of public school, public safety, utility and general governmental improvements and to refund a portion of the Bond Series 2014 A and Bond Series 2014 B obligations of the City.

BOND SERIES 2019 - RATE: 2.875 - 5.00%; ISSUED: \$50,200,000

General Obligation Bonds – the proceeds were issued to finance the acquisition, construction, extension, replacement, renovation and equipping of public safety, parks, culture and recreation, transportation, utility and general governmental improvements.

BOND SERIES 2021 & REFUNDING - RATE: 1.75 - 5.00%; ISSUED: \$52,285,000

General Obligation Bonds – the proceeds were issued to finance the acquisition, construction, extension, replacement, renovation and equipping of public safety, parks, culture and recreation, transportation, utility and general governmental improvements and to refund a portion of the Bond Series 2010 ABC VML/VACO obligations of the City.

EXPENDITURE DESCRIPTIONS

EXPENDITURE DESCRIPTIONS

UTILITIES Stormwater Fund

FUNCTIONS / ACTIVITIES

The Stormwater Fund, managed by the Engineering department, administers the City's stormwater program to improve the general health, safety and welfare of the residents of the City and ensures compliance with federal and state regulatory requirement for reduction of pollutants in waterways that ultimately flow into the Chesapeake Bay including but not limited to the City's Municipal Separate Storm Sewer System (MS4) Permit.

OBJECTIVES

City Council Priority & Goal

• Comply with state and federal stormwater management requirements as well as the City's MS-4Permit	Sustainable Government	SOC-1
• Maintain Stormwater Management Facilities to function as designed	Sustainable Government	SOC-1
• Deliver stormwater management projects within established timeframes and budget	Sustainable Government	SOC-1

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2020 Budget	Increase (Decrease)
Salaries / Benefits	317,059	398,060	398,060	500,950	102,890
Purchased Services	351,920	80,000	236,990	185,000	105,000
Internal Services	267,676	344,680	344,680	376,710	32,030
Other Charges	9,685	20,070	20,070	18,770	(1,300)
Supplies	35,485	17,500	17,500	17,750	250
Capital	2,605	-	-	-	-
Debt / Other Uses	183,864	187,800	187,800	185,310	(2,490)
Transfers / Contingencies	30,000	194,230	194,230	306,450	112,220
Expenditure Category Total:	\$ 1,198,274	\$ 1,242,340	\$ 1,399,330	\$ 1,590,940	\$ 348,600

Expenditures are classified by the following categories:

Salaries : Salaries and wages paid to employees for full-time and part-time work, including overtime, shift differential and similar compensation. Also includes payments for time not worked, including sick leave, vacation, holidays, and other paid absences (jury duty, military pay, etc.).

Benefits : Job related benefits provided to employees as part of their total compensation. Fringe benefits include the employer's portion of FICA, pensions, insurance (life, health, disability income, etc.) and employee allowances.

EXPENDITURE DESCRIPTIONS

Purchased Services: Services acquired from outside sources (i.e., private vendors, public authorities or other governmental entities). Purchase of the service is on a fee basis or fixed time contract basis. Payments for rentals and utilities are not included in this account description (they are included in Other Charges).

Internal Services: Charges from an Internal Service Fund to other functions/activities/elements of the local government for the use of intragovernmental services. Internal Services are defined as Information Technology, Building Maintenance, and Vehicle Maintenance.

Other Charges: Expenditures for utilities; leases and rentals; property insurance; postal services; travel; and payments to individuals for public assistance payments.

Supplies: Articles and commodities that are consumed or materially altered when used and minor equipment that is not capitalized.

Debt: Obligation or something owed to someone else.

Capital: Expenses that result in the acquisition of or additions to capital asset including replacements and/or additions. This does not include outlays for the construction or acquisition of major capital facilities such as land or buildings (they are included in Capital Project Funds).

Transfers: Movement of money between Funds.

Contingencies: Budgetary account for emergencies or unforeseen expenditures.

MISSION STATEMENT

The Manassas City Government is dedicated to improving the quality of life for its citizens. We exist to ensure the efficient and competent administration of the responsibilities conferred to us by our citizens. These include law enforcement, education, provision of and maintenance of adequate infrastructure, and the provision of human services to the community. To these ends, we serve as a catalyst for improving the quality of life in the City by diversifying the City's economic base, enhancing regionalism, improving communications both with our citizens and other local governments, and reducing the City's tax burden.

PRIOR YEAR ACCOMPLISHMENTS

- Supported Prince William County's Route 28 Bypass Location
- Updated the Manassas Regional Airport Minimum Standards for Airport Aeronautical Services and Aeronautical Activities
- Budgeted and Appropriated Federal Cares Act Funds to deal to mitigate the effects of the pandemic
- Created the Equity and Inclusion Task Force to engage every segment of the community in an open, honest, discussion of race, racism and diversity.
- Officially added Juneteenth as a City Holiday observance
- Increased General Fund Fund Balance Policy above the required 15% level
- Adopted an ordinance to address invasive bamboo
- Accepted conveyance of the Manassas Volunteer Rescue Squad property
- Adopted an updated City Emergency Operations Plan
- Adopted an updated City Solid Waste Management Plan
- Achieved Bee City USA affiliate designation
- Established a Council Legislative Committee
- Issued \$55 million in General Obligation Public Improvement Bonds
- Adopted a savings plan for future school building construction, including an initial debt service set-aside of \$6 million

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	146,982	174,330	174,330	163,890	(10,440)
Purchased Services	94,644	95,210	95,210	95,210	-
Internal Services	30,440	35,640	35,640	6,630	(29,010)
Other Charges	101,007	127,300	127,300	131,210	3,910
Supplies	1,891	2,000	2,000	2,000	-
Capital	6,065	-	-	-	-
Expenditure Category Total:	\$ 381,029	\$ 434,480	\$ 434,480	\$ 398,940	\$ (35,540)

Division Summary

Memberships	86,011	86,280	86,280	90,190	3,910
City Council	217,193	266,200	266,200	226,750	(39,450)
External Audits	77,825	82,000	82,000	82,000	-
Division Summary Total:	\$ 381,029	\$ 434,480	\$ 434,480	\$ 398,940	\$ (35,540)

BUDGET HIGHLIGHTS

Changes include standard adjustments to internal service charges.

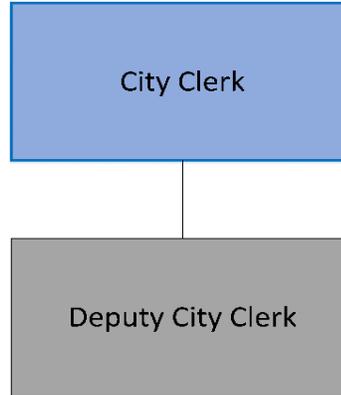
CITY CLERK

Department Information

Lee Ann Henderson

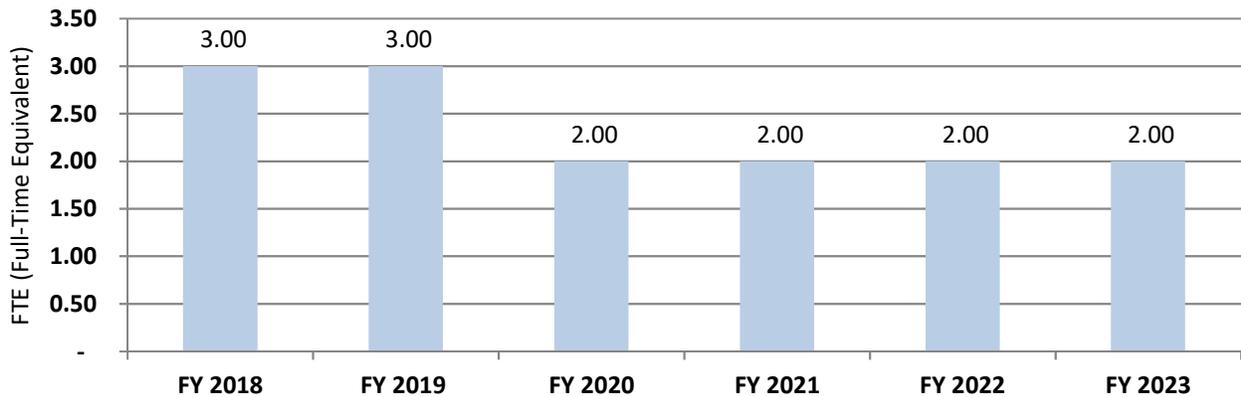
(703) 257-8280

www.manassasva.gov/cityclerk



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
CITY CLERK								
City Clerk	1	1.00	1	1.00	1	1.00	-	-
Deputy City Clerk	1	1.00	1	1.00	1	1.00	-	-
DEPARTMENT TOTAL	2	2.00	2	2.00	2	2.00	-	-

City Clerk Staffing History



MISSION STATEMENT

The mission of the City Clerk's Office is to record and archive official actions and documents of the Mayor, City Council, and City Departments. The Clerk's Office provides these documents to the public in compliance with federal, state, and local laws and assists in the daily operations of City government serving as a liaison between the Mayor, City Council, City Manager, City staff and the citizens of Manassas.

PRIOR YEAR ACCOMPLISHMENTS

- Ensured the use of best practices available for records management and retrieval and compliance with all applicable regulations on local, state, and federal levels
- Assisted the City Attorney and other staff members with the drafting of ordinances, resolutions, proclamations, commendations, agenda statements, and other documentation to be considered by City Council
- Planned and coordinated the City's Annual Legislative Breakfast with members of the City's State Legislative Delegation, the Manassas City School Board, and the City Council to communicate the City's important legislative priorities for the coming year
- Supported remote/virtual meetings to promote safety of citizens, Council Members, and staff during the pandemic

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	229,802	239,000	239,000	266,000	27,000
Purchased Services	-	11,330	11,330	11,330	-
Internal Services	47,800	48,480	48,480	59,230	10,750
Other Charges	4,691	10,930	10,930	10,930	-
Supplies	770	1,830	1,830	1,830	-
Expenditure Category Total:	\$ 283,063	\$ 311,570	\$ 311,570	\$ 349,320	\$ 37,750

Division Summary

City Clerk	283,063	311,570	311,570	349,320	37,750
Division Summary Total:	\$ 283,063	\$ 311,570	\$ 311,570	\$ 349,320	\$ 37,750

BUDGET HIGHLIGHTS

Changes include salaries and benefits increases in accordance with the recent compensation study and standard adjustments to internal service charges.

FUNCTIONS / ACTIVITIES

The City Clerk's Office is responsible for supporting and documenting all City Council meetings, instituting and maintaining a records management program compliant with the Code of Virginia, maintaining Boards, Committees, and Commissions information, and acting as a liaison for the Mayor and City Council to the residents and businesses of the City.

OBJECTIVES

City Council Priority & Goal

- Promote transparency in City government by compliance to the legal requirements associated with public meetings 100% of the time and ensure access to legislative actions Sustaining Excellence SE-1
- Provide oversight of the City's records management program in compliance with the Library of Virginia and promote innovative solutions for improved storage and retrieval Sustaining Excellence SE-1
- Manage the City's Boards, Committees, and Commissions (BCC) system to effectively enable citizen participation with improved information about available opportunities Sustaining Excellence SE-5

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Efficiency (Workload) Number of City Council meetings supported annually	43	39	52	46	45
Outcome (Effectiveness) % of City Council meeting minutes prepared for approval by next business meeting	100%	100%	100%	100%	100%
Output (Actions Taken) # of applicants for Board, Committee, and Commissions positions processed / # of appointments made	57 / 55	82 / 82	67 / 67	45 / 45	40 / 40
Output (Actions Taken) Citizen satisfaction with the quality of customer service from City employees / National average satisfaction results	79% / 42%	79% / 42%	75% / 45%	75% / 45%	75% / 45%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	229,802	239,000	239,000	266,000	27,000
Purchased Services	-	11,330	11,330	11,330	-
Internal Services	47,800	48,480	48,480	59,230	10,750
Other Charges	4,691	10,930	10,930	10,930	-
Supplies	770	1,830	1,830	1,830	-
Expenditure Category Total:	\$ 283,063	\$ 311,570	\$ 311,570	\$ 349,320	\$ 37,750

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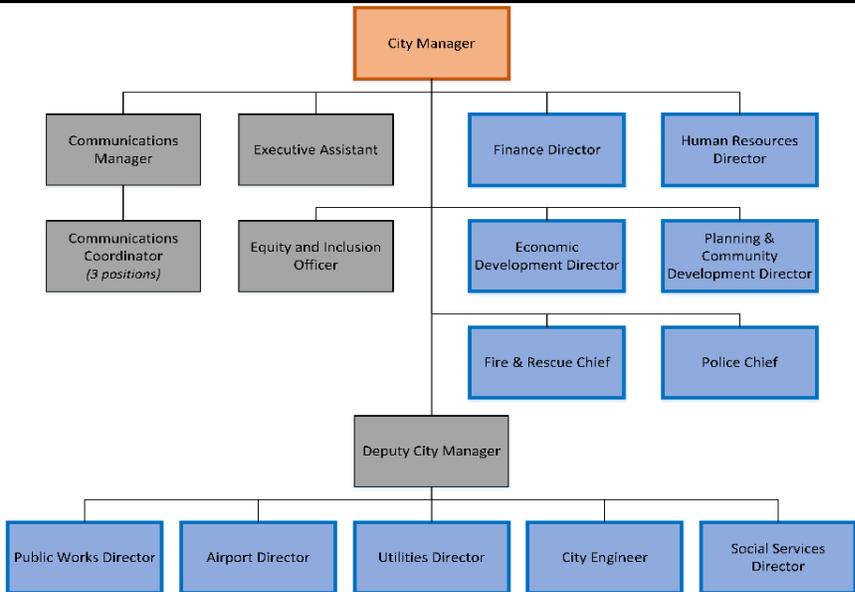
CITY MANAGER

Department Information

Pat Pate, City Manager

(703) 257-8212

www.manassasva.gov/citymanager



Budget

FY 2023

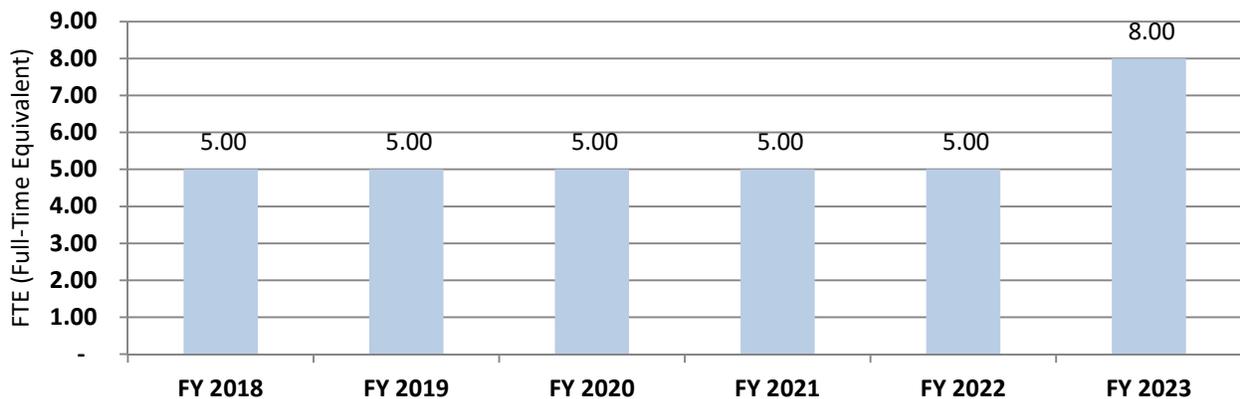
Over (Under)

Adopted

FY 2022

	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
CITY MANAGER								
City Manager	1	1.00	1	1.00	1	1.00	-	-
Deputy City Manager	1	1.00	1	1.00	1	1.00	-	-
Equity and Inclusion Officer	-	-	-	-	1	1.00	1	1.00
Executive Assistant	1	1.00	1	1.00	1	1.00	-	-
<i>Communications</i>							-	-
Communications Manager	1	1.00	1	1.00	1	1.00	-	-
Communications Coordinator	1	1.00	2	2.00	3	3.00	2	2.00
DEPARTMENT TOTAL	5	5.00	6	6.00	8	8.00	3	3.00

City Manager Staffing History



MISSION STATEMENT

The City Manager’s Office provides leadership, strategic direction and administration to all city departments and staff in order to serve the goals and best interests of all members of the community in providing efficient and effective local government services with integrity, customer focus and good stewardship of public funds.

PRIOR YEAR ACCOMPLISHMENTS

- Provided leadership to the organization during the COVID-19 pandemic so that no services to the community were significantly interrupted, no layoffs/furloughs of staff were necessary and we maintained our excellent financial condition
- Worked with the Health Director to ensure testing and vaccinations were available to City residents throughout the pandemic
- Provided catalyst for significant economic development in the City with substantial progress on the Micron expansion, which is the largest economic development projects ever undertaken in the Commonwealth of Virginia, at the Landings at Cannon Branch off Gateway and with other significant projects in the Technology Corridor; substantial progress was made on the completion of utility projects to expand capacity allowing for additional economic development within the City of Manassas
- Completed the 2020 Citizen Satisfaction Survey (during the pandemic) exceeding national satisfaction ratings in 84% of the areas measured
- Produced a FY 2022 Budget lowering the tax rate, maintaining or enhancing services and addressing Council priorities including providing dedicated funding for Dean School replacement and future MCPS capital building projects
- Established an Equity and Inclusion Task Force that is working to identify issues that need to be addressed in our community
- Opened a new Manassas Branch Library in the City with reduced costs for library services
- Maintained our excellent financial position through the pandemic, economic downturn and civil unrest which enhanced our bond rating comments as we issued \$55 million in bonds
- Produced a 2022-2026 Capital Improvement Program with emphasis on investments in public safety, culture and recreation, transportation and utilities
- Completed construction of Fire and Rescue Station #21 on Dumfries Road and negotiated transfer of ownership from GMVRS of the previous facility on Center Street
- Began work on stabilizing the historic Annaburg Manor structure in order to preserve it for future use while completing a master plan for the adjoining park land

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	908,892	970,300	970,300	1,302,400	332,100
Purchased Services	87,640	101,900	106,100	176,900	75,000
Internal Services	91,960	97,270	97,270	94,930	(2,340)
Other Charges	15,761	35,500	35,500	40,000	4,500
Supplies	3,016	8,600	8,600	9,000	400
Expenditure Category Total:	\$ 1,107,269	\$ 1,213,570	\$ 1,217,770	\$ 1,623,230	\$ 409,660

Division Summary

Administration	822,730	885,660	889,860	1,086,320	200,660
Communications	282,880	323,610	323,610	532,610	209,000
Memberships/Dues	1,659	4,300	4,300	4,300	-
Division Summary Total:	\$ 1,107,269	\$ 1,213,570	\$ 1,217,770	\$ 1,623,230	\$ 409,660

BUDGET HIGHLIGHTS

Changes include the addition of a Communications Coordinator for Spanish translation and an Equity and Inclusion Officer and their related operating costs. Other changes include salaries and benefits increases in accordance with the recent compensation study and standard adjustments to internal service charges.

CITY MANAGER

Administration

FUNCTIONS / ACTIVITIES

The purpose of the City Manager's Office is to provide management support and advice to the Mayor and City Council, strategic organizational leadership, and day to day direction through the implementation of City Council policy and strategies for the management of City resources and the delivery of City services to residents, businesses and visitors. The City Manager serves as the chief executive officer of the city appointed by the Mayor and City Council to exercise administrative supervision and control over all departments of the city government and have general supervision over all improvements, projects and services provided by the City.

OBJECTIVES

	City Council Priority & Goal	
• Develop and implement City policies and plans for improvement of the operational and financial performance of all city departments and functions	Sustaining Excellence	SE-3
• Maintain or improve community satisfaction with services and programs provided by the City	Community Vitality	CV-5
• Exceed national averages of perception of Manassas as a place to live, visit and work	Economic Prosperity	EP-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) % of Citizens that feel safe in the community	89%	92%	92%	92%	90%+
Outcome (Effectiveness) % Satisfied with the Overall Quality of (a) Customer Services in Manassas (42% National) / (b) Quality of City services (48% National)	(a) 72% (b) 73%	(a) 79% (b) 79%	(a) 79% (b) 79%	(a) 79% (b) 79%	(a) 80%+ (b) 80%+
Outcome (Effectiveness) % Average overall satisfaction with City services by major category	68%	69%	69%	69%	70%+
Outcome (Effectiveness) % of services surveyed that received an overall satisfaction rating above national average	77%	84%	84%	84%	75%+

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	661,864	692,690	692,690	820,690	128,000
Purchased Services	57,852	70,500	74,700	145,500	75,000
Internal Services	91,960	97,270	97,270	94,930	(2,340)
Other Charges	10,627	22,700	22,700	22,700	-
Supplies	427	2,500	2,500	2,500	-
Expenditure Category Total:	\$ 822,730	\$ 885,660	\$ 889,860	\$ 1,086,320	\$ 200,660

FUNCTIONS / ACTIVITIES

The Communications Division is responsible for providing accurate and timely information to the public through the use of all emerging communication tools.

OBJECTIVES

	City Council Priority & Goal	
• Promote City of Manassas events through the use of the Visual Message Boards, social media, manassascity.org and other media tools	Economic Prosperity	EP-2
• Effectively communicate City of Manassas public information by being both timely and accurate	Sustaining Excellence	SE-5
• Promote the City of Manassas as a business and tourist destination through web based and traditional media	Economic Prosperity	EP-1

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Efficiency (Workload) # Articles written	545	808	500	600	700
Efficiency (Workload) # GoGov issues resolved	1,121	1,236	1,000	1,000	1,200
Outcome (Effectiveness) # Social Media interactions	23,873	24,895	10,000	25,000	25,500
Outcome (Effectiveness) # Publications featured	651	692	620	650	700

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	247,028	277,610	277,610	481,710	204,100
Purchased Services	29,788	31,400	31,400	31,400	-
Other Charges	3,475	8,500	8,500	13,000	4,500
Supplies	2,589	6,100	6,100	6,500	400
Expenditure Category Total:	\$ 282,880	\$ 323,610	\$ 323,610	\$ 532,610	\$ 209,000

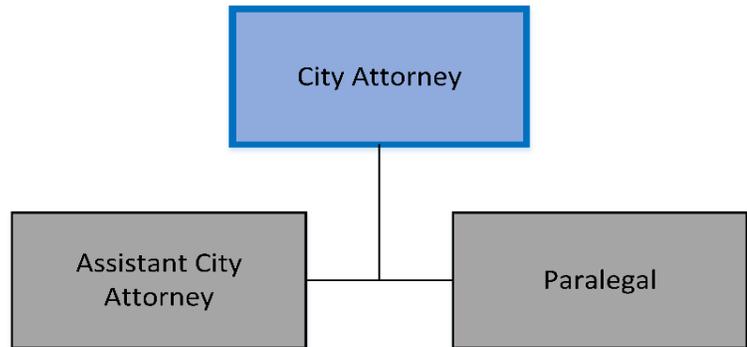
CITY ATTORNEY

Department Information

Craig Brown, City Attorney

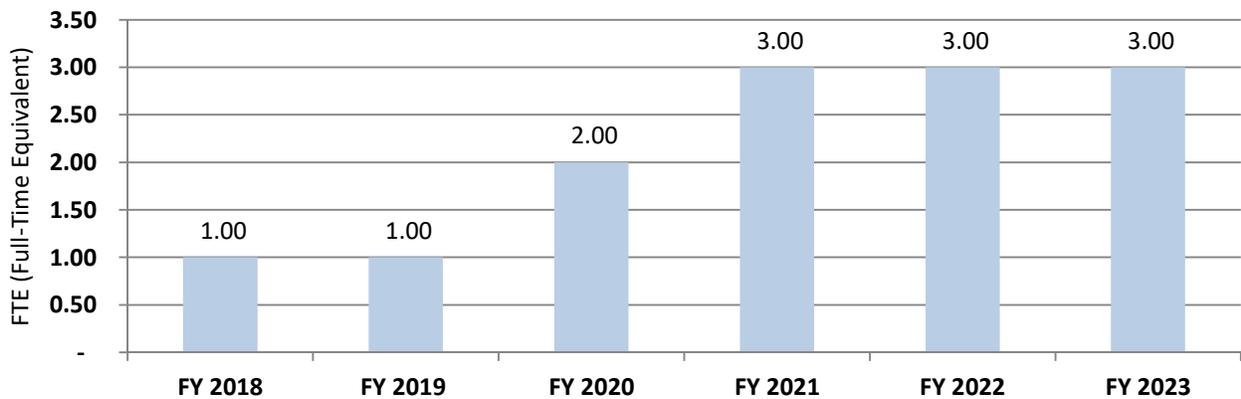
(703) 257-8208

www.manassasva.gov/connect/city_attorney



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
CITY ATTORNEY								
City Attorney	1	1.00	1	1.00	1	1.00	-	-
Assistant City Attorney	1	1.00	1	1.00	1	1.00	-	-
Paralegal	1	1.00	1	1.00	1	1.00	-	-
DEPARTMENT TOTAL	3	3.00	3	3.00	3	3.00	-	-

City Attorney Staffing History



MISSION STATEMENT

The City Attorney’s office provides professional legal representation of the City Council, City Officials, City Departments and Boards, Committees, and Commissions. In addition, the City Attorney provides legal advice and services related to administrative and general matters, land acquisition, zoning and building code enforcement, including the preparation of deeds, contracts, agreements, ordinances, resolutions, amendments to existing agreements, advises departments of changes in applicable law, and refers cases to outside legal counsel, when necessary.

PRIOR YEAR ACCOMPLISHMENTS

- Assisted with reviewing and obtaining easements for the Quarry Streetscape Project
- Assisted with reviewing various Deeds and Plats in connection with the Public Safety Facility
- Assisted with reviewing and obtaining easements for the Grant Avenue Streetscape Project
- Prepared the Deeds of Vacation for the Properties on the Winter’s Branch Trail
- Assisted the Manassas City Police Department with facilitating an agreement to hire an Operational Medical Director
- Represented the City on an Abandoned Animal Case in Prince William County General District Court
- Assisted with the George Mason University Bee Program at the Manassas Airport
- Represented the City on an appeal of BPOL tax by a business in Prince William County Circuit Court
- Advised on Issues related to the Micron Pond Liner Installation
- Advised on Issues related to the ongoing COVID-19 pandemic
- Assisted with the development of the new Parking District Ordinance
- Assisted with the Micron’s Purchase of the E.G. Smith Baseball Complex
- Assisted with the Purchase of the Greater Manassas Volunteer Rescue Squad and Advised on Subsequent Services Agreements
- Coordinated with Prince William County to obtain easements for the Dean Drive Project on the Northern Virginia Family Services Property
- Advised on Various Potential Changes to the City’s Charter

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	337,885	388,000	388,000	413,000	25,000
Purchased Services	28,752	69,000	69,000	69,000	-
Internal Services	12,230	16,050	16,050	13,500	(2,550)
Other Charges	2,302	14,000	14,000	14,000	-
Supplies	4,847	6,500	6,500	6,500	-
Expenditure Category Total:	\$ 386,016	\$ 493,550	\$ 493,550	\$ 516,000	\$ 22,450

Division Summary

City Attorney	386,016	493,550	493,550	516,000	22,450
Division Summary Total:	\$ 386,016	\$ 493,550	\$ 493,550	\$ 516,000	\$ 22,450

BUDGET HIGHLIGHTS

Changes include salaries and benefits increases in accordance with the recent compensation study and standard adjustments to internal service charges.

FUNCTIONS / ACTIVITIES

The function of the Manassas City Attorney’s office is to render legal advice that protects the City against potential civil liability, and to work collaboratively with City departments to develop legally defensible solutions to City issues.

OBJECTIVES

City Council Priority & Goal

- Provide accurate and appropriate legal advice, in response to requests and proactively in response to changes in the law Sustaining Excellence SE-1
- Perform all duties in an efficient and timely manner so that clients’ needs are met Sustaining Excellence SE-1
- Monitor expenditures for outside counsel to ensure fiscal responsibility in the provision of legal services for the City Sustaining Excellence SE-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Efficiency (Workload) Number of times written legal advice, both solicited and unsolicited, is provided to City departments	80	55	75	50	60
Efficiency (Workload) Number of City Council ordinances and resolutions drafted or reviewed	36	18	25	25	25
Efficiency (Workload) Number of legal documents drafted, negotiated or reviewed (contracts, franchises, MOUs, deeds, plats, performance/erosion bonds, demand letters, etc.)	132	149	125	135	135
Input (Resources Utilized) Number of legal matters referred to outside counsel, other than for social services, collections and code enforcement	1	1	3	2	2

DIVISION EXPENDITURE OVERVIEW

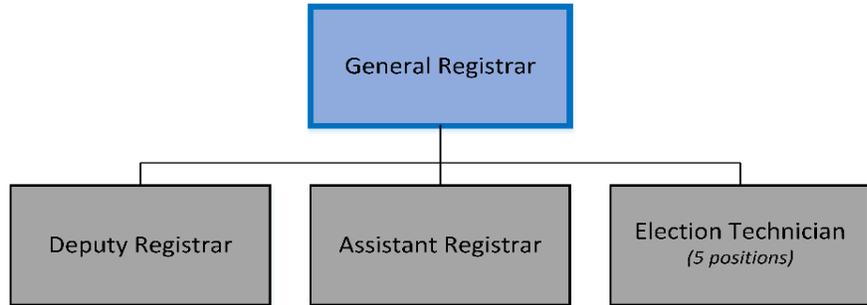
Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	337,885	388,000	388,000	413,000	25,000
Purchased Services	28,752	69,000	69,000	69,000	-
Internal Services	12,230	16,050	16,050	13,500	(2,550)
Other Charges	2,302	14,000	14,000	14,000	-
Supplies	4,847	6,500	6,500	6,500	-
Expenditure Category Total:	\$ 386,016	\$ 493,550	\$ 493,550	\$ 516,000	\$ 22,450

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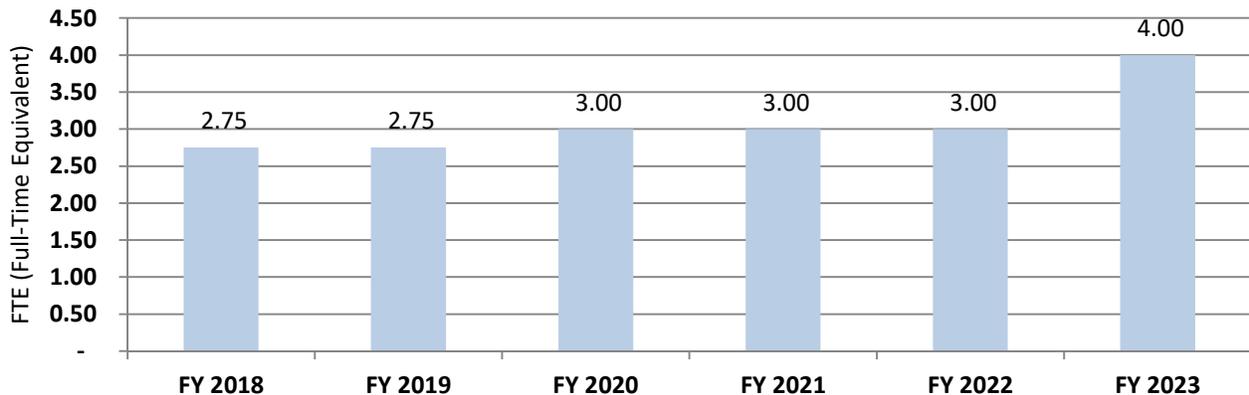
VOTER REGISTRATION & ELECTIONS

Department Information
 Susan Reed, General Registrar
 (703) 257-8462
www.manassasva.gov/vote



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
VOTER REGISTRATION & ELECTIONS								
General Registrar	1	1.00	1	1.00	1	1.00	-	-
Deputy Registrar	1	1.00	1	1.00	1	1.00	-	-
Assistant Registrar	-	-	-	-	1	1.00		
Election Technician (Seasonal)	-	-	-	-	5	1.00		
Assistant Registrar (Seasonal)	5	1.00	5	1.00	-	-	(5)	(1.00)
DEPARTMENT TOTAL	7	3.00	7	3.00	8	4.00	(5)	(1.00)

Voter Registration & Elections Staffing History



VOTER REGISTRATION & ELECTIONS

MISSION STATEMENT

The City of Manassas Office of Elections' purpose is to ensure election services for the citizens of the City of Manassas by protecting the integrity of votes and providing equal access to the election process with the commitment to maintaining accurate voter files, optimizing registration and conducting secure, fair and efficient elections.

PRIOR YEAR ACCOMPLISHMENTS

- Voter Registration conducted the first ever early voting period for the 2020 Presidential Election and continued serving our voters with early voting for the 2021 Off-Year Midterm. The 2021 Midterm Election saw 49.2% turnout with 44% of the voters using early voting as their method of voting
- Roll out of our new poll books at the precincts on Election Day was successful. The check-in process for voters was fast, efficient and secure
- Implementation of the Permanent Absentee Application went smoothly. This will require applications to be copied for the Clerk of Court and originals stored in our office. Absentee voting by mail requires staff processing and handling of applications for each and every election. Voting by mail is more labor intensive than the in-person voting method. Many voters request a ballot by mail and change their mind by voting in-person. Absentee voting by mail for the Midterm increased 10% since 2019

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	310,002	277,000	337,000	375,000	98,000
Purchased Services	99,503	33,600	33,600	33,600	-
Internal Services	50,179	42,100	42,100	62,860	20,760
Other Charges	3,277	13,200	13,675	13,200	-
Supplies	4,894	5,600	5,600	5,600	-
Capital	12,580	-	-	-	-
Expenditure Category Total:	\$ 480,435	\$ 371,500	\$ 431,975	\$ 490,260	\$ 118,760
Division Summary					
Voter Registration & Elections	480,435	371,500	431,975	490,260	118,760
Division Summary Total:	\$ 480,435	\$ 371,500	\$ 431,975	\$ 490,260	\$ 118,760

BUDGET HIGHLIGHTS

Changes include the addition of a full time Assistant Registrar to meet state mandates; other changes include salaries and benefits increases in accordance with the recent compensation study and standard adjustments to internal service charges.

VOTER REGISTRATION & ELECTIONS

Voter Registration & Elections

FUNCTIONS / ACTIVITIES

Voter Registration & Elections provides all registration services and delegated election services in conformity with federal and state constitutions, state and local election laws, and policies established by the General Assembly. Duties include maintaining accurate voter registration rolls, preparing ballots, petition tracking, election preparation, creating Voter Photo IDs, and conducting all aspects of elections held within the City of Manassas.

OBJECTIVES

City Council Priority & Goal

- | | | |
|---|-----------------------|------|
| • Oversee fair and efficient elections for local, state, and federal offices that enable registered voters to effectively exercise their rights | Sustaining Excellence | SE-5 |
| • Increase voter participation and registration and maintain accurate records for City voters | Sustaining Excellence | SE-5 |
| • Recruit and train qualified election officials who will support and properly instruct voters on election day | Sustaining Excellence | SE-2 |

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Efficiency (Workload) # of elections held (federal / state / local)	1 / 1 / 1	1 / 0 / 1	1 / 1 / 1	0 / 1 / 1	1 / 0 / 1
Outcome (Effectiveness) # of Eligible Voters / # of Registered Voters / % Average Voter Turnout	30,305 / 21,916 / 30.94%	33,000 / 23,032 / 40.2%	33,100 / 23,000 / 42%	33,100 / 23,032 / 41%	33,200 / 23,100 / 42%
Outcome (Effectiveness) Recruit and maintain at least 80 qualified Election Officials in six precincts	100	110	100	110	110
Efficiency (Workload) # of candidates / issues maintained on file	23 / 1	27 / 4	25 / 0	27 / 1	30 / 1

DIVISION EXPENDITURE OVERVIEW

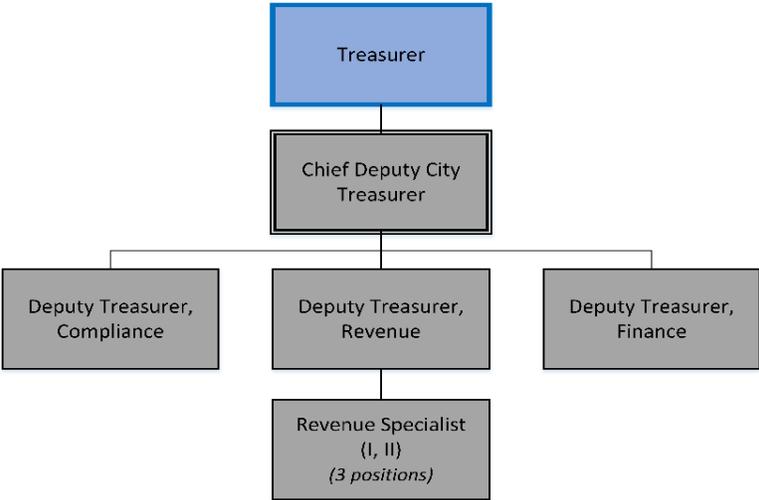
Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	310,002	277,000	337,000	375,000	98,000
Purchased Services	99,503	33,600	33,600	33,600	-
Internal Services	50,179	42,100	42,100	62,860	20,760
Other Charges	3,277	13,200	13,675	13,200	-
Supplies	4,894	5,600	5,600	5,600	-
Capital	12,580	-	-	-	-
Expenditure Category Total:	\$ 480,435	\$ 371,500	\$ 431,975	\$ 490,260	\$ 118,760

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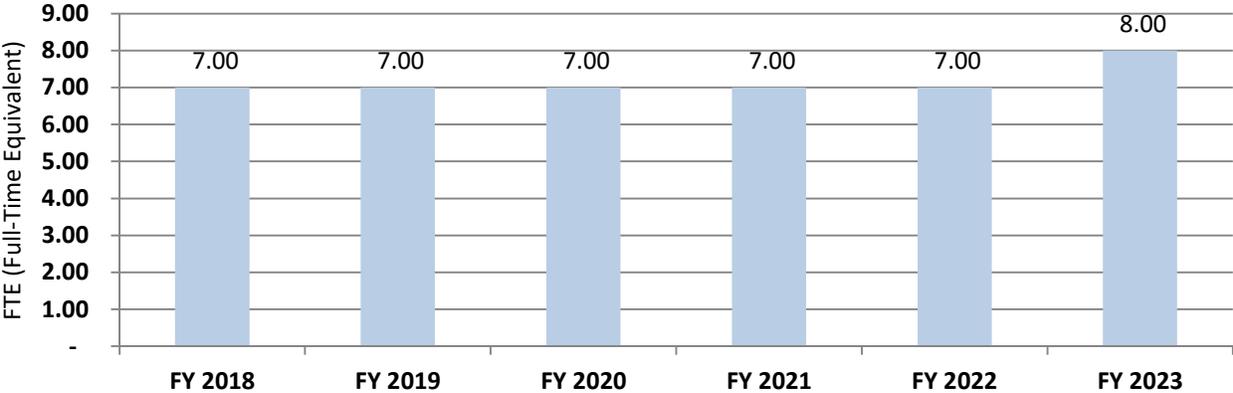
TREASURER

Department Information
 Patricia Richie-Folks, Treasurer
 (703) 257-8246
www.manassasva.gov/treasurer



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
TREASURER								
City Treasurer	1	1.00	1	1.00	1	1.00	-	-
Chief Deputy City Treasurer	1	1.00	1	1.00	1	1.00	-	-
Deputy Treasurer, Compliance	1	1.00	1	1.00	1	1.00	-	-
Deputy Treasurer, Finance	1	1.00	1	1.00	1	1.00	-	-
Deputy Treasurer, Revenue	-	-	-	-	1	1.00	1	1.00
Revenue Specialist (I, II)	3	3.00	3	3.00	3	3.00	-	-
DEPARTMENT TOTAL	7	7.00	7	7.00	8	8.00	1	1.00

Treasurer Staffing History



MISSION STATEMENT

The mission of the Treasurer's Office is to provide excellent financial management of public funds in order to ensure the City's financial stability and provide outstanding customer service to the taxpayers of the City of Manassas.

PRIOR YEAR ACCOMPLISHMENTS

- All of the TD bank account services for the City are now operational
- Enhanced the payment process accessibility to include pay by phone
- Continuing with TACS for collecting delinquent taxes
- Treasurer received Masters of Governmental Treasurer 11/15/2020
- Improved tax delinquency rate to less than 2%
- Collected over \$2.8 million in delinquent personal property tax and \$508,000 in delinquent real estate taxes since the implementation of TACS

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	676,492	708,500	708,500	868,500	160,000
Purchased Services	65,184	66,320	66,320	72,000	5,680
Internal Services	97,860	100,620	100,620	119,610	18,990
Other Charges	28,076	26,400	26,400	30,720	4,320
Supplies	3,290	5,000	5,000	5,000	-
Expenditure Category Total:	\$ 870,902	\$ 906,840	\$ 906,840	\$ 1,095,830	\$ 188,990
Division Summary					
Treasurer	870,902	906,840	906,840	1,095,830	188,990
Division Summary Total:	\$ 870,902	\$ 906,840	\$ 906,840	\$ 1,095,830	\$ 188,990

BUDGET HIGHLIGHTS

Changes include the addition of a Deputy Treasurer to address parking permit issues and enhance revenue collection and an increase in printing and mailing costs; other changes include salaries and benefits increases in accordance with the recent compensation study and standard adjustments to internal services charges.

FUNCTIONS / ACTIVITIES

The Treasurer's Office accepts, records, and deposits payments; manages the investment portfolio; maintains related financial records; and authorizes the disbursements of City funds.

OBJECTIVES

City Council Priority & Goal

- Mail Real Estate / Personal Property tax bills 30 days before they are due Sustaining Excellence SE-1
- Collect, deposit, and invest City funds within 24 hours or less of receipt Sustaining Excellence SE-1
- Increase Return on Investments Sustaining Excellence SE-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Efficiency (Workload) % of total real estate tax collection to tax levy / % of delinquent taxes to tax levy	98.40% / 2.50%	98.00% / 2.00%	99.00% / 2.00%	98.60% / 2.40%	98.60% / 2.40%
Input (Workload) # of payments processed / % of processed payments that are taxes	132,626 / 67.76%	110,310 / 58.00%	136,000 / 68.00%	136,000 / 68.00%	136,000 / 68.00%
Efficiency (Workload) # of online and web payments processed	24,015	18,097	25,000	25,000	25,000
Outcome (Effectiveness) VIP Liquidity Fund / VIP 1-3 High Yield	0.46% / N/A	0.31% / 0.33%	0.46% / N/A	0.70% / 0.34%	0.70% / 0.34%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	676,492	708,500	708,500	868,500	160,000
Purchased Services	65,184	66,320	66,320	72,000	5,680
Internal Services	97,860	100,620	100,620	119,610	18,990
Other Charges	28,076	26,400	26,400	30,720	4,320
Supplies	3,290	5,000	5,000	5,000	-
Expenditure Category Total:	\$ 870,902	\$ 906,840	\$ 906,840	\$ 1,095,830	\$ 188,990

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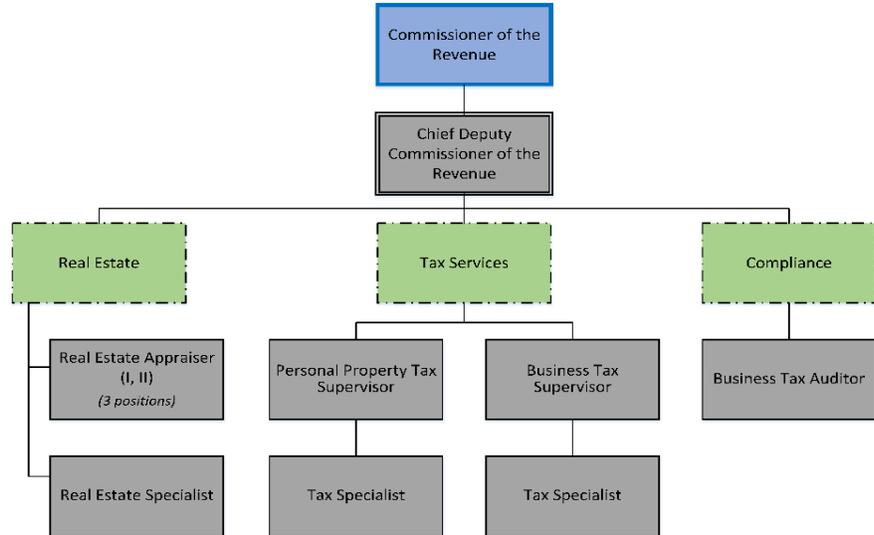
COMMISSIONER OF THE REVENUE

Department Information

Tim Demeria, Commissioner of the Revenue

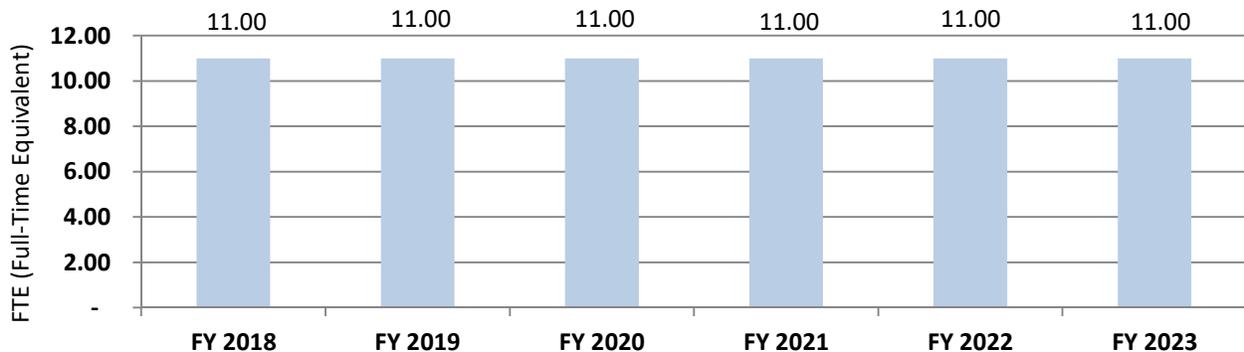
(703) 257-8220

www.manassasva.gov/cor



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
	COMMISSIONER OF THE REVENUE							
Commissioner of the Revenue	1	1.00	1	1.00	1	1.00	-	-
Chief Deputy Commissioner of the Revenue	1	1.00	1	1.00	1	1.00	-	-
Real Estate Appraiser II	1	1.00	1	1.00	1	1.00	-	-
Real Estate Appraiser I	2	2.00	2	2.00	2	2.00	-	-
Real Estate Specialist	1	1.00	1	1.00	1	1.00	-	-
Personal Property Tax Supervisor	1	1.00	1	1.00	1	1.00	-	-
Tax Specialist	2	2.00	2	2.00	2	2.00	-	-
Business Tax Supervisor	1	1.00	1	1.00	1	1.00	-	-
Business Tax Auditor	1	1.00	1	1.00	1	1.00	-	-
DEPARTMENT TOTAL	11	11.00	11	11.00	11	11.00	-	-

Commissioner of the Revenue Staffing History



COMMISSIONER OF THE REVENUE

MISSION STATEMENT

The mission of the Commissioner of the Revenue Office is to serve citizens and the business community by administering tax programs mandated by the Code of Virginia and local ordinances in an efficient, fair, and equitable manner, while protecting the confidential personal and business information entrusted to the office.

PRIOR YEAR ACCOMPLISHMENTS

- The Commissioner of the Revenue completed all requirements and received his Master COR recertification
- The Chief Deputy Commissioner of the Revenue completed all requirements and received her Master DCOR recertification
- The Commissioner of the Revenue's Office received office accreditation for the third year, meeting the highest standards of professionalism through the Commissioners of the Revenue Association of Virginia
- Completed the Real Estate reassessment and mailed assessment notices to property owners by March 1
- Completed the assessment and billing of Personal Property and Machinery and Tools prior to deadline
- Met all deadlines established for the renewal and issuance of the annual Business Licenses and the renewal of monthly Meals, Lodging and Transient Occupancy taxes
- IRS-trained staff prepared and filed over 200 low-income, minority, disabled and senior citizen income tax returns
- Processed over 700 applications submitted for Real Estate and Personal Property Tax Relief for the Elderly/Disabled/Disabled Veterans

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	1,139,472	1,236,300	1,236,300	1,270,300	34,000
Purchased Services	8,076	7,485	7,485	7,485	-
Internal Services	260,600	258,680	258,680	301,980	43,300
Other Charges	11,977	20,325	20,725	20,325	-
Supplies	6,275	12,600	12,600	12,600	-
Expenditure Category Total:	\$ 1,426,401	\$ 1,535,390	\$ 1,535,790	\$ 1,612,690	\$ 77,300

Division Summary

Administration	577,039	616,140	616,540	639,440	23,300
Real Estate	375,688	418,650	418,650	455,650	37,000
Tax Services	256,725	283,950	283,950	288,950	5,000
Compliance	216,290	214,350	214,350	226,350	12,000
Board of Equalization	659	2,300	2,300	2,300	-
Division Summary Total:	\$ 1,426,401	\$ 1,535,390	\$ 1,535,790	\$ 1,612,690	\$ 77,300

BUDGET HIGHLIGHTS

Changes include salaries and benefits increases in accordance with the recent compensation study and standard adjustments to internal service charges.

COMMISSIONER OF THE REVENUE

Administration

FUNCTIONS / ACTIVITIES

The Commissioner of the Revenue Office promotes and fosters positive interaction between the office and the citizens of Manassas by ensuring that all assessments are accurate, fair, and equitable. The office maintains all property records for property in the City and annually reappraises all real property in the City for ad valorem tax purposes. Staff values all tangible personal and business property for tax purposes and enforces the local license tax ordinance. Staff verifies the correctness of all business tax liabilities and provides taxpayer education regarding City tax compliance.

OBJECTIVES

	City Council Priority & Goal	
• Reappraise over 12,200 taxable properties by February 15 and provide property owners notice of value by March 1	Sustaining Excellence	SE-1
• Assess individual and business property returns by September 1 and business license renewals by March 31	Sustaining Excellence	SE-1
• Complete 75 desk audits representing 10% of home-based businesses	Sustaining Excellence	SE-1

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) Average assessment to market level validated by a state ratio study	88%	89%	93%	91%	91%
Outcome (Effectiveness) # of real estate assessment appeals / % of time the Board of Equalization upheld the assessment	1 / 100%	2 / 100%	10 / 90%	6 / 100%	10 / 90%
Output (Actions Taken) # of business licenses issued	2,374	2,606	2,400	2,500	2,500
Output (Actions Taken) # of field audits / # of desk audits	42 / 148	47 / 138	45 / 150	54 / 160	58 / 165

DIVISION EXPENDITURE OVERVIEW

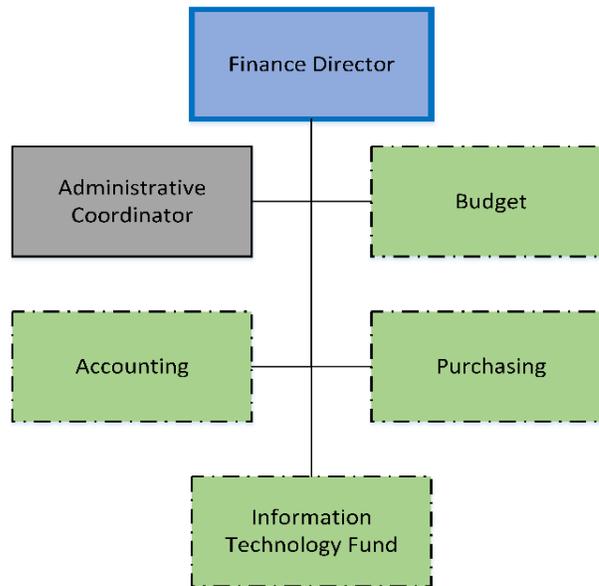
Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	300,913	342,000	342,000	322,000	(20,000)
Purchased Services	2,366	1,985	1,985	1,985	-
Internal Services	260,600	258,680	258,680	301,980	43,300
Other Charges	10,956	11,675	12,075	11,675	-
Supplies	2,203	1,800	1,800	1,800	-
Expenditure Category Total:	\$ 577,039	\$ 616,140	\$ 616,540	\$ 639,440	\$ 23,300

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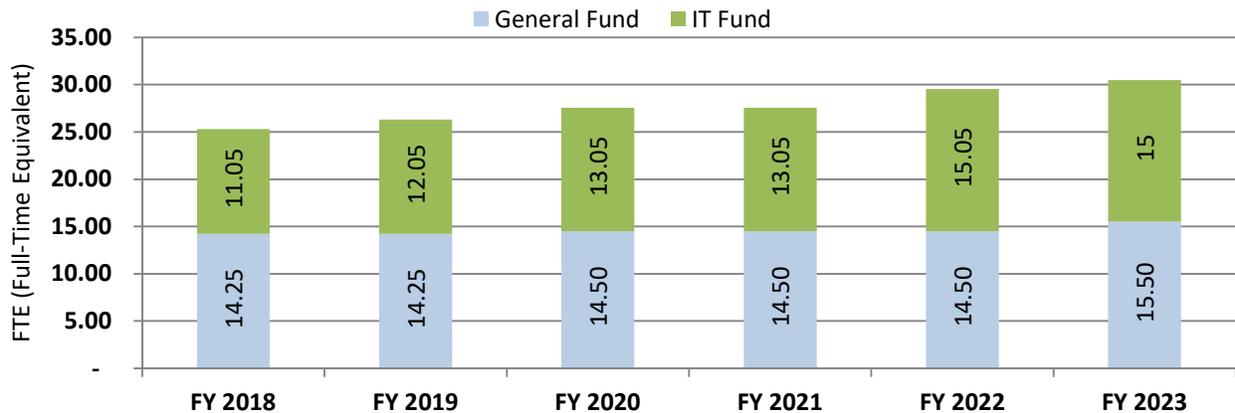
Department Information

Diane Bergeron, Finance Director
 (703) 257-8272
www.manassasva.gov/financedept



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
FINANCE								
Finance Director	1	1.00	1	1.00	1	1.00	-	-
Administrative Coordinator	1	1.00	1	1.00	1	1.00	-	-
<i>Budget</i>	2	2.00	2	2.00	3	3.00	1	1.00
<i>Accounting</i>	6	5.50	6	5.50	6	5.50	-	-
<i>Purchasing</i>	5	5.00	5	5.00	5	5.00	-	-
<i>Information Technology Fund</i>	16	15.05	15	15.00	15	15.00	(1)	(0.05)
DEPARTMENT TOTAL	31	29.55	30	29.50	31	30.50	-	0.95

Finance Staffing History



MISSION STATEMENT

The mission of the City's Finance Department is to support the City government priority of sustainable government by delivering quality services and demonstrating strong fiscal stewardship and transparency through an efficient and responsible government. The Finance Department also supports all City Departments in their missions and in achieving their goals.

PRIOR YEAR ACCOMPLISHMENTS

- Facilitated \$55 million Bond Sale
- Received clean audit opinion for FY 2021 Audit
- Maintained fund balance of 20% of General Fund revenues in FY 2021
- Received GFOA Certificate of Achievement for Excellence in Financial Reporting for FY 2020 Financial Report
- Received GFOA Distinguished Budget Presentation Award for FY 2021 Budget Document
- Facilitated issuance of Route 28 Widening construction contract
- Contracted Broadcasting Services for City Council meetings
- Developed Parking Permit Inventory site
- Created Paving Condition dashboard for Street Department planning
- Implemented NextGen 911
- Upgraded Utility Billing software
- Set up technology for Fire Station 21 and Customer Service Center
- Enhanced Cyber Security including providing additional employee training and participating in audits

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	1,367,647	1,775,300	1,775,300	2,069,300	294,000
Purchased Services	20,804	26,400	26,400	26,400	-
Internal Services	233,105	223,410	408,410	263,610	40,200
Other Charges	7,673	38,000	39,086	38,000	-
Supplies	7,916	13,000	13,000	13,000	-
Expenditure Category Total:	\$ 1,637,146	\$ 2,076,110	\$ 2,262,196	\$ 2,410,310	\$ 334,200

Division Summary

Administration	335,066	365,810	550,810	418,000	52,190
Budget	241,400	295,270	295,270	421,640	126,370
Accounting	601,698	764,190	764,190	886,910	122,720
Purchasing	458,982	650,840	651,926	683,760	32,920
Division Summary Total:	\$ 1,637,146	\$ 2,076,110	\$ 2,262,196	\$ 2,410,310	\$ 334,200

BUDGET HIGHLIGHTS

Changes include the addition of a Budget Analyst to address expanded capital programs; other changes include salaries and benefits increases in accordance with the recent compensation study and standard adjustments to internal service charges.

FUNCTIONS / ACTIVITIES

The Administration Division oversees the Accounting, Budget, Purchasing, Information Technology, and Geographic Information Systems functions of the City, as well as administers the debt of the City and School Board. The Division provides financial management services to the City Manager, City Council, and City Departments. The Division develops and administers City-wide financial policies and procedures.

OBJECTIVES

City Council Priority & Goal

- | | | |
|---|-----------------------|------|
| • Ensure City's compliance with state and administrative requirements | Sustaining Excellence | SE-3 |
| • Maintain or improve City's bond rating | Sustaining Excellence | SE-3 |
| • Maintain City's fund balance according to policy (no less than 20% of revenues) | Sustaining Excellence | SE-3 |

SERVICE EFFORTS AND MEASURES

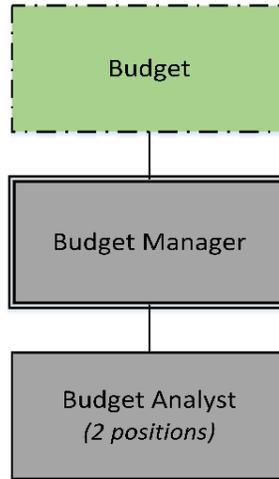
Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) Clean Audit / # of Findings	Yes / 0	Yes / 0	Yes / 0	Yes / 0	Yes / 0
Outcome (Effectiveness) Bond Rating (Standard & Poors / Moody's)	AAA / Aa1	AAA / Aa1	AAA / Aa1	AAA / Aa1	AAA / Aa1
Efficiency (Workload) # of Bond Issues Managed / \$ of Outstanding Bond Principal	12 / \$145 M	12 / \$138 M	12 / \$190 M	13 / \$178 M	11 / \$168 M
Outcome (Effectiveness) \$ of Fund Balance / % of Fund Balance (compared to policy of no less than 20%)	\$26.4 M / 20%	\$26.9 M / 20%	\$27.4 M / 20%	\$27.4 M / 20%	\$27.9 M / 20%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	297,834	318,000	318,000	364,000	46,000
Purchased Services	19,100	23,300	23,300	23,300	-
Internal Services	15,998	15,810	200,810	22,000	6,190
Other Charges	745	6,200	6,200	6,200	-
Supplies	1,390	2,500	2,500	2,500	-
Expenditure Category Total:	\$ 335,066	\$ 365,810	\$ 550,810	\$ 418,000	\$ 52,190

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	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Budget</i>								
Budget Manager	1	1.00	1	1.00	1	1.00	-	-
Budget Analyst	1	1.00	1	1.00	2	2.00	1	1.00
Division Total	2	2.00	2	2.00	3	3.00	1	1.00

FUNCTIONS / ACTIVITIES

The Budget Division's responsibilities include preparation of the annual Operating Budget and Five-Year Capital Improvement Plan as well as ongoing revenue and expenditure monitoring and forecasting.

OBJECTIVES

City Council Priority & Goal

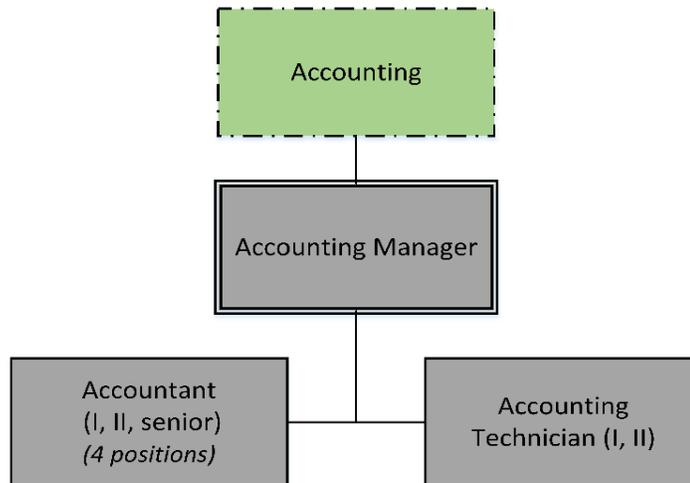
- Produce Operating and Capital Improvement Program (CIP) budgets to ensure transparent use of public funds Sustaining Excellence SE-3
- Forecast and monitor expenditures and revenues to demonstrate the City's fiscal stewardship and accountability Sustaining Excellence SE-3
- Achieve recognition for a high quality budget document by receiving the Government Finance Officer's Association (GFOA) Distinguished Budget Presentation Award Sustaining Excellence SE-1

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Efficiency (Workload) Total City Operating Budget requiring on-going forecasting / # of Programs monitored	\$391 M / 106	\$420 M / 106	\$406 M / 106	\$406 M / 106	\$420 M / 106
Efficiency (Workload) # of Five Year CIP projects requiring budget support / Total Five Year CIP Budget	62 / \$114 M	57 / \$117 M	50 / \$181 M	50 / \$181 M	51 / \$158 M
Outcome (Effectiveness) # of visits to the Budget page of the City website	1,517	1,858	3,000	2,000	2,500
Outcome (Effectiveness) Receive the GFOA Distinguished Budget Presentation Award / # of years receiving award	Yes / 15	Yes / 16	Yes / 17	Yes / 17	Yes / 18

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	187,470	248,000	248,000	364,000	116,000
Purchased Services	575	800	800	800	-
Internal Services	51,989	39,570	39,570	49,940	10,370
Other Charges	620	4,900	4,900	4,900	-
Supplies	747	2,000	2,000	2,000	-
Expenditure Category Total:	\$ 241,400	\$ 295,270	\$ 295,270	\$ 421,640	\$ 126,370



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Accounting</i>								
Accounting Manager	1	1.00	1	1.00	1	1.00	-	-
Accountant (I, II, senior)	4	3.50	4	3.50	4	3.50	-	-
Accounting Technician (I, II)	1	1.00	1	1.00	1	1.00	-	-
Division Total	6	5.50	6	5.50	6	5.50	-	-

FUNCTIONS / ACTIVITIES

The Accounting Division is responsible for processing accounts payable; payroll; maintaining the general ledger; and recording financial activities of the City in compliance with Generally Accepted Accounting Principles (GAAP) and all local, state, and federal laws. The Division prepares all schedules for the annual audit in support of the preparation of the Annual Comprehensive Financial Report (Annual Report), the Schedule of Expenditures of Federal Awards (SEFA), and the Virginia Auditor of Public Accounts (APA) annual financial transmittal form.

OBJECTIVES

City Council Priority & Goal

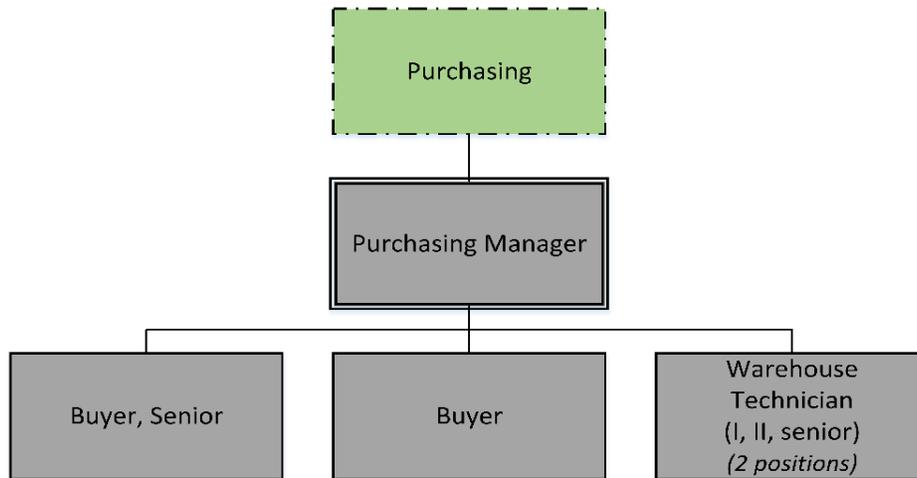
- Process accurate and timely payrolls and payment of vendor/supplier invoices Sustaining Excellence SE-2
- Provide timely and relevant financial reporting information to City departments Sustaining Excellence SE-3
- Issue the Annual Report, SEFA and APA Transmittal by December 15th and apply for the GFOA Annual Report award by December 31st Sustaining Excellence SE-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) Average # of invoices processed per week / % paid within 30 days of invoice date	492 / 93%	491 / 93%	492 / 93%	500 / 93%	500 / 93%
Efficiency (Workload) Average # of employees paid biweekly / % paid without error (actuals include boardmembers and pollworkers)	501 / 99%	507 / 99%	510 / 99%	522 / 99%	522 / 99%
Outcome (Effectiveness) # of mandated reports / % completed on time	27 / 100%	33 / 100%	27 / 100%	46 / 100%	38 / 100%
Efficiency (Workload) # of capital assets tracked / \$ net book value (excludes water, sewer, electric infrastructure, tracked separately by Utility Dept)	1,457 / \$310 M	1,402 / \$332 M	1,476 / \$434 M	1,498 / \$435 M	1,507 / \$446 M

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	509,097	664,500	664,500	773,500	109,000
Purchased Services	610	1,200	1,200	1,200	-
Internal Services	87,348	83,290	83,290	97,010	13,720
Other Charges	2,721	12,700	12,700	12,700	-
Supplies	1,922	2,500	2,500	2,500	-
Expenditure Category Total:	\$ 601,698	\$ 764,190	\$ 764,190	\$ 886,910	\$ 122,720



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Purchasing</i>								
Procurement Manager	1	1.00	1	1.00	1	1.00	-	-
Buyer, Senior	1	1.00	1	1.00	1	1.00	-	-
Buyer	1	1.00	1	1.00	1	1.00	-	-
Warehouse Technician (I, II, senior)	2	2.00	2	2.00	2	2.00	-	-
Division Total	5	5.00	5	5.00	5	5.00	-	-

FUNCTIONS / ACTIVITIES

The Purchasing Division is responsible for providing procurement and material management services to the City while maintaining compliance with all local, state, and federal laws and policies. The Division procures goods and services, provides utility inventory warehouse management, vendor registration and contract management, identifies cost saving initiatives, and oversees the establishment and implementation of efficient and effective purchasing policies and procedures.

OBJECTIVES

City Council Priority & Goal

- Process procurement documents in a timely manner per City policies and procedures Sustaining Excellence SE-1
- Conduct procurement activities in compliance with the Virginia Public Procurement Act Sustaining Excellence SE-1
- Maintain utility warehouse and provide efficient inventory management Sustaining Excellence SE-1

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Efficiency (Workload) # of processed requisitions / # of processed bids and proposals	746 / 31	643 / 29	730 / 30	694 / 30	696 / 30
Efficiency (Workload) # of processed purchase orders / total value	612 / \$36.5 M	643 / \$103.1 M	700 / \$35.0 M	628 / \$69.8 M	646 / \$52.3 M
Outcome (Effectiveness) # of formal procurement protests received / # upheld against the City	0 / 0	1 / 1	0 / 0	0 / 0	0 / 0
Input (Resources Utilized) Total value of inventoried items / # of unique items	\$2.5 M / 1,260	\$2.4 M / 1,256	\$2.4 M / 1,260	\$2.5 M / 1,258	\$2.4 M / 1,258

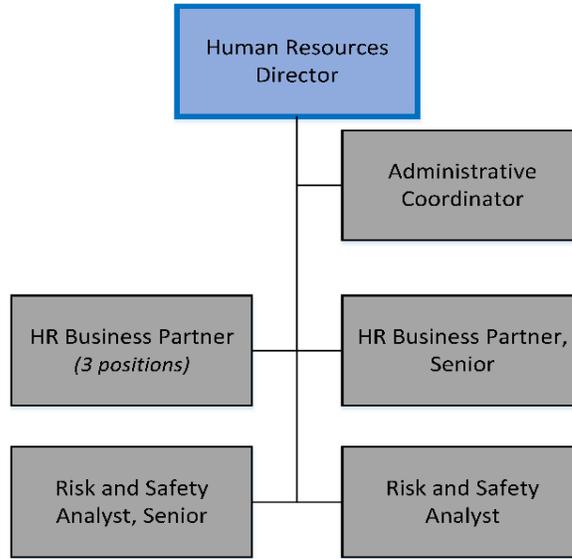
DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	373,248	544,800	544,800	567,800	23,000
Purchased Services	519	1,100	1,100	1,100	-
Internal Services	77,770	84,740	84,740	94,660	9,920
Other Charges	3,587	14,200	15,286	14,200	-
Supplies	3,858	6,000	6,000	6,000	-
Expenditure Category Total:	\$ 458,982	\$ 650,840	\$ 651,926	\$ 683,760	\$ 32,920

HUMAN RESOURCES

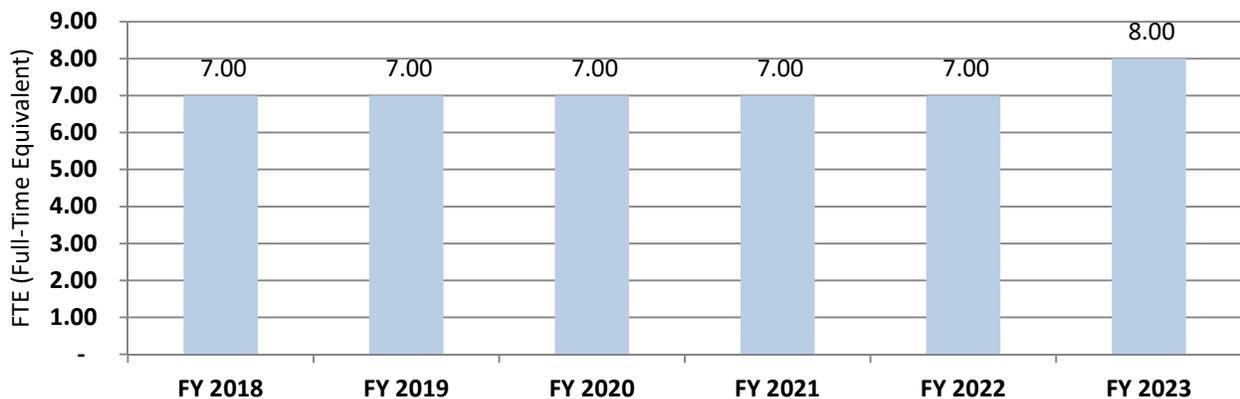
Department Information

Darla Hicks, Human Resources Director
 (703) 257-8248
www.manassasva.gov/hr



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
Human Resources Director	1	1.00	1	1.00	1	1.00	-	-
HR Business Partner, Senior	-	-	1	1.00	1	1.00	1	1.00
HR Business Partner	-	-	2	2.00	3	3.00	3	3.00
Human Resources Analyst, Senior	1	1.00	-	-	-	-	(1)	(1.00)
Human Resources Analyst	2	2.00	-	-	-	-	(2)	(2.00)
Risk and Safety Analyst, Senior	1	1.00	1	1.00	1	1.00	-	-
Risk and Safety Analyst	1	1.00	1	1.00	1	1.00	-	-
Administrative Coordinator	1	1.00	1	1.00	1	1.00	-	-
Division Total	7	7.00	7	7.00	8	8.00	1	1.00

Human Resources Staffing History



HUMAN RESOURCES

MISSION STATEMENT

The mission of the City of Manassas' Human Resources Department is to build a culture of high performance, while cultivating an environment of respect, connection and commitment to the success of the City. We serve as a catalyst to infuse our shared values of Customer Service, Honesty, Integrity, Respect, and Teamwork throughout our organization in every interaction, both internally and externally. Above all, we seek and provide programs and solutions that support and optimize our most valuable resource--our City employees.

PRIOR YEAR ACCOMPLISHMENTS

- Developed formal COVID-19 notification processes as well as created employee and supervisor exposure forms
- Developed internal system for City employees to upload proof of vaccination status; implemented a COVID Vaccination Incentive for the City workforce
- Remained responsive and fluid in administering federal and state COVID-related regulations and requirements
- Revised policies and processes impacted by Virginia Overtime Wage Act
- Transitioned workforce to new NeoGov online learning platform
- Subrogated more than \$167,000 in losses that occurred to City vehicles, property, etc.

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	987,077	1,180,220	1,180,220	1,311,530	131,310
Purchased Services	53,502	128,000	568,000	123,990	(4,010)
Internal Services	76,800	116,320	116,320	113,820	(2,500)
Other Charges	531,469	567,630	669,720	692,330	124,700
Supplies	9,879	16,780	18,111	16,780	-
Expenditure Category Total:	\$ 1,658,727	\$ 2,008,950	\$ 2,552,371	\$ 2,258,450	\$ 249,500
Division Summary					
Administration	744,586	906,370	1,447,701	1,023,870	117,500
Mail Room & Reception	13,725	87,200	89,290	87,200	-
Risk Management	669,912	733,750	733,750	865,750	132,000
Benefits & Awards	230,504	281,630	281,630	281,630	-
Division Summary Total:	\$ 1,658,727	\$ 2,008,950	\$ 2,552,371	\$ 2,258,450	\$ 249,500

BUDGET HIGHLIGHTS

Changes include the addition of an HR Business Partner position to increase capacity in employee recruitment and retention and an increase in City insurance premiums; other changes include salaries and benefits increases in accordance with the recent compensation study and standard adjustments to internal service charges.

HUMAN RESOURCES

Administration

FUNCTIONS / ACTIVITIES

The Human Resources Department is responsible for recruiting a qualified and diverse workforce, retaining the City workforce through a responsive and interactive employee relations program and administering the City's Employee Benefit Program. The Risk Management function is also under Human Resources.

OBJECTIVES

	City Council Priority & Goal	
<ul style="list-style-type: none"> Recruit a diverse workforce that seeks to deliver outstanding services, embraces our organizational values, and embodies our customer-focused culture 	Sustaining Excellence	SE-2
<ul style="list-style-type: none"> Create an environment of self development to promote a well-trained workforce and advance the City's culture into one that drives on a methodical and sustainable approach to leadership succession and supervisory development 	Sustaining Excellence	SE-2
<ul style="list-style-type: none"> Retain an engaged workforce that is accountable to standards consistent with organizational objectives and is rewarded for exceptional performance 	Sustaining Excellence	SE-2

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) % of ethnic minority employees in City workforce / % of female employees in City workforce	26% / 38%	27% / 37%	25% / 40%	25% / 40%	25% / 38%
Outcome (Effectiveness) % of open positions filled by internal candidates	35%	40%	40%	40%	40%
Outcome (Effectiveness) Employee turnover rates / National turnover rates	15% / 20%	16% / 57.3%	8% / 11%	16% / 50%	18% / 50%
Outcome (Effectiveness) % of employees without lost time due to accidents / Injury Experience Modifier	92.41% / 1.11	98.6% / 1.14	90% / 1.13	90% / 1.13	98% / 1.11

DIVISION EXPENDITURE OVERVIEW

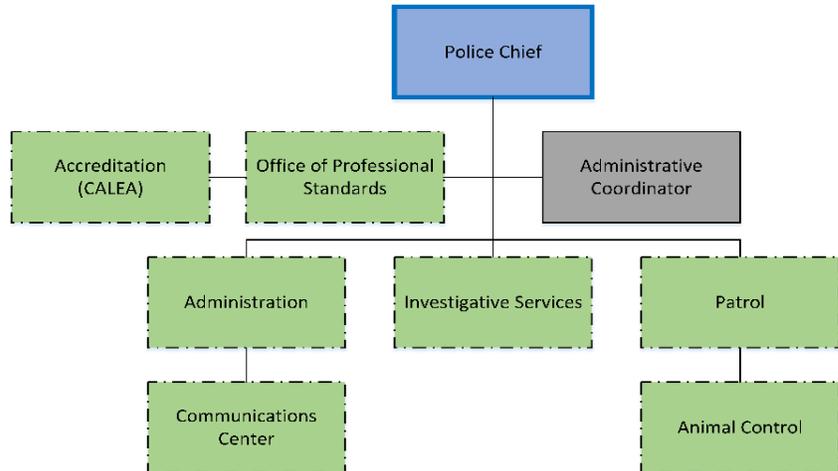
Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	586,885	650,000	650,000	770,000	120,000
Purchased Services	35,544	94,200	534,200	93,400	(800)
Internal Services	76,800	116,320	116,320	113,820	(2,500)
Other Charges	39,685	33,350	133,350	34,150	800
Supplies	5,672	12,500	13,831	12,500	-
Expenditure Category Total:	\$ 744,586	\$ 906,370	\$ 1,447,701	\$ 1,023,870	\$ 117,500

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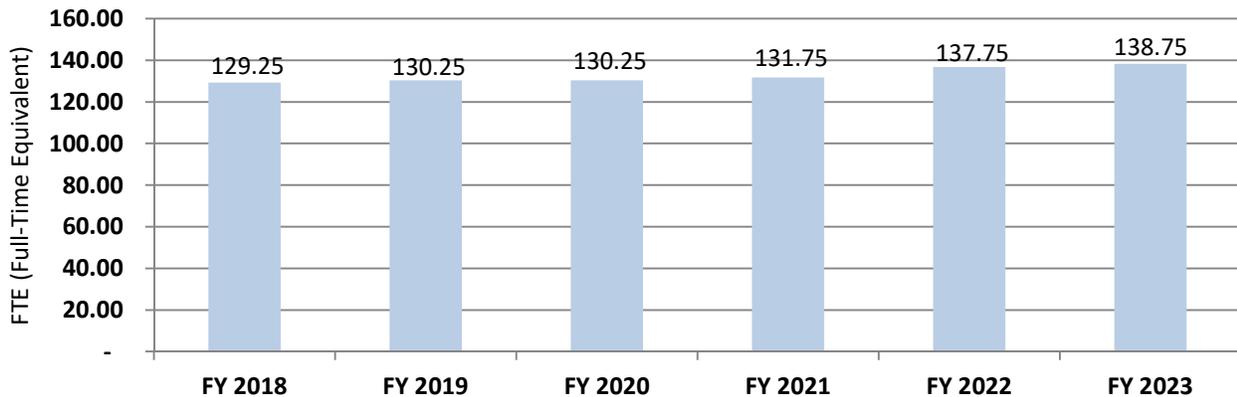
Department Information

Doug Keen, Police Chief
 Administration: (703) 257-8001
 Non-Emergency: (703) 257-8000
www.manassasva.gov/police



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
	POLICE							
<i>Administration</i>	29	27.50	28	26.00	31	27.50	2	-
<i>Patrol Services</i>	74	72.25	75	72.75	75	72.75	1	0.50
<i>Investigative Services</i>	17	17.00	18	18.00	18	18.00	1	1.00
<i>Communications Center</i>	15	14.50	15	14.50	15	14.50	-	-
<i>Animal Control</i>	7	6.00	7	6.00	7	6.00	-	-
DEPARTMENT TOTAL	142	137.25	143	137.25	146	138.75	4	1.50

Police Staffing History



MISSION STATEMENT

The mission of the Police Department is to commit its resources in partnership with the community; to promote public safety and maintain public order by eliminating crime and the fear of crime; to practice the values of integrity, respect, public service and professional standing; and to maintain a proactive relationship with the community and a positive working environment for Department members.

PRIOR YEAR ACCOMPLISHMENTS

- Seven police officers successfully completed the Northern Virginia Criminal Justice Academy, with seven completing field training
- Five recruits attended the academy in January 2022
- Expansion of the Peer Support Team and Spousal Support meetings held bi-monthly
- Implementation of ESInet and NexGen 911 - October 2021
- Received 100% compliance with Year One CALEA review - October 2021
- Initial steps to research a new RMS System with Axon
- Advertisement of the Cadet Program
- Purchase of drone and completion of pilot training - November 2021
- Implementation of Rapid SOS Program as part of MARCUS Alert - October 2021

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	13,080,955	13,809,850	14,281,155	15,424,490	1,614,640
Purchased Services	191,372	199,860	363,511	200,860	1,000
Internal Services	2,714,218	2,757,160	2,886,187	3,657,570	900,410
Other Charges	392,242	427,730	437,021	434,140	6,410
Supplies	252,061	271,300	316,179	263,890	(7,410)
Capital	3,995	-	30,078	-	-
Expenditure Category Total:	\$ 16,634,842	\$ 17,465,900	\$ 18,314,131	\$ 19,980,950	\$ 2,515,050

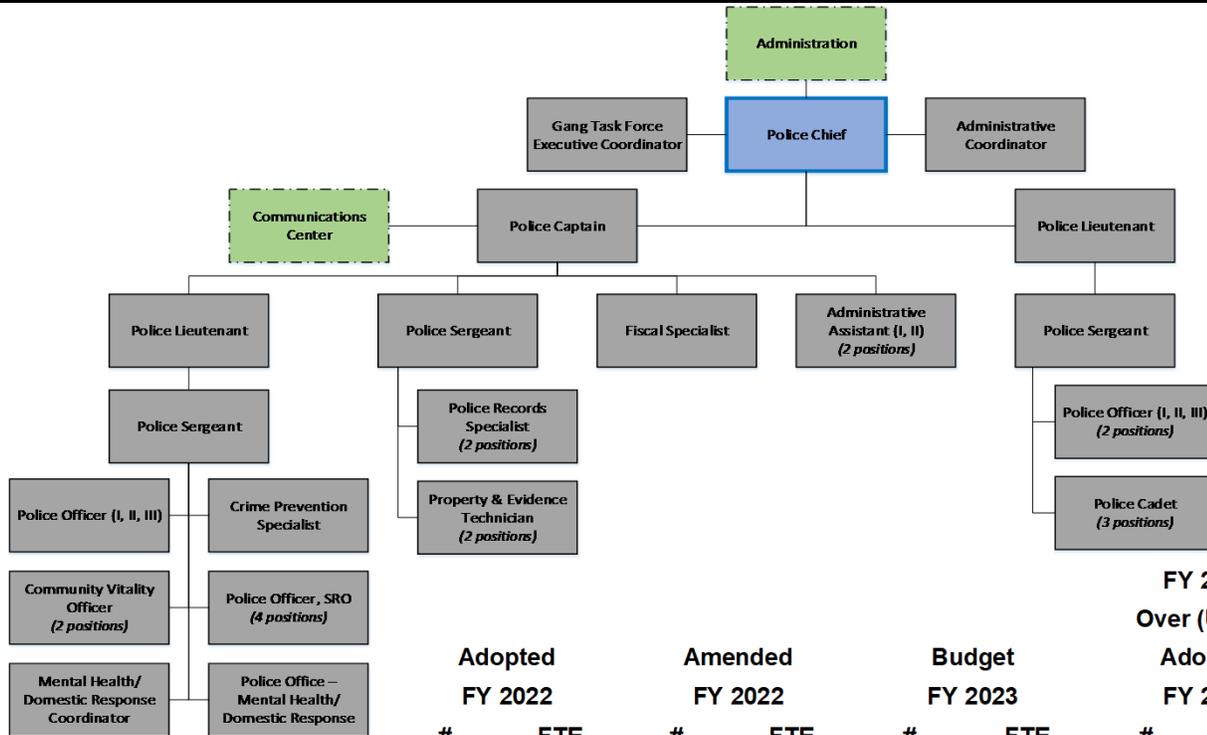
Division Summary

Administration	5,555,214	5,446,470	5,558,761	7,257,340	1,810,870
Patrol Services	7,256,444	7,980,070	7,979,100	7,997,130	17,060
Investigative Services	1,538,301	1,583,090	1,584,950	2,037,900	454,810
Communications Center	1,159,711	1,322,610	1,322,610	1,517,210	194,600
Animal Control	558,704	648,840	648,840	665,550	16,710
E-Summons Effort	1,421	30,000	30,000	30,000	-
Gang Task Force	202,812	187,820	187,820	188,820	1,000
ICAC Task Force	113,043	107,000	132,000	127,000	20,000
Police Grants	249,193	160,000	870,050	160,000	-
Division Summary Total:	\$ 16,634,842	\$ 17,465,900	\$ 18,314,131	\$ 19,980,950	\$ 2,515,050

BUDGET HIGHLIGHTS

Changes include the addition of a part-time Cadet program, salaries and benefits increases in accordance with the recent compensation study, and standard adjustments to internal service charges.

POLICE Administration



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Administration</i>								
Police Chief	1	1.00	1	1.00	1	1.00	-	-
Police Captain	1	1.00	1	1.00	1	1.00	-	-
Police Lieutenant	2	2.00	2	2.00	2	2.00	-	-
Police Sergeant	3	3.00	3	3.00	3	3.00	-	-
Police Officer (recruit, I, II, III)	4	4.00	3	3.00	3	3.00	(1)	(1.00)
Police Officer (recruit, I, II, III) School Resource Officer	4	3.50	4	3.50	4	3.50	-	-
Police Officer (recruit, I, II, III) COPS Grant Restricted/Grant	2	2.00	2	2.00	2	2.00	-	-
Police Officer (recruit, I, II, III) Mental Health Restricted/Grant	1	1.00	1	1.00	1	1.00	-	-
Police Cadets	-	-	-	-	3	1.50	3	1.50
Mental Health/Domestic Case Coordinator Restricted/Grant	1	1.00	1	1.00	1	1.00	-	-
Crime Prevention Specialist	1	1.00	1	1.00	1	1.00	-	-
Police Accreditation Coordinator	1	1.00	-	-	-	-	(1)	(1.00)
Property & Evidence Technician	2	1.50	2	1.50	2	1.50	-	-
Police Records Specialist	2	2.00	2	2.00	2	2.00	-	-
Gang Task Force Executive Coordinator Restricted/Grant	1	0.75	1	0.75	1	0.75	-	-
Administrative Coordinator	1	1.00	1	1.00	1	1.00	-	-
Administrative Assistant II	-	-	1	0.50	1	0.50	1	0.50
Administrative Assistant I	1	0.75	1	0.75	1	0.75	-	-
Fiscal Specialist, Public Safety	1	1.00	1	1.00	1	1.00	-	-
Division Total	29	27.50	28	26.00	31	27.50	2	-

FUNCTIONS / ACTIVITIES

The Administrative Services Division handles Homeland Security and assists with Emergency Management and is involved in policy development; strategic planning; and department-wide administration, including fiscal oversight and budget preparation; recruiting, hiring, and training support; property, evidence, and technology support; records management; and national accreditation. The Administration division also manages the Public Safety Communications Center and the Internal Affairs function.

OBJECTIVES

City Council Priority & Goal

- | | | |
|---|---|------------------------------|
| <ul style="list-style-type: none"> ● Maintain law enforcement certifications by remaining 100% compliant with all required training mandates including DCJS, CALEA , NIMS, Defensive Tactics, Firearms, ICS and VML ● Proceed with construction of the new Public Safety building ● Expand and enhance recruitment and hiring measures to attract a variety of candidates for hiring that are a diverse, highly qualified pool that represents our community needs and enhances the City's sense of opportunity and aid in succession planning | Sustaining Excellence

Sustaining Excellence

Sustaining Excellence | SE-4

SE-4

SE-4 |
|---|---|------------------------------|

SERVICE EFFORTS AND MEASURES

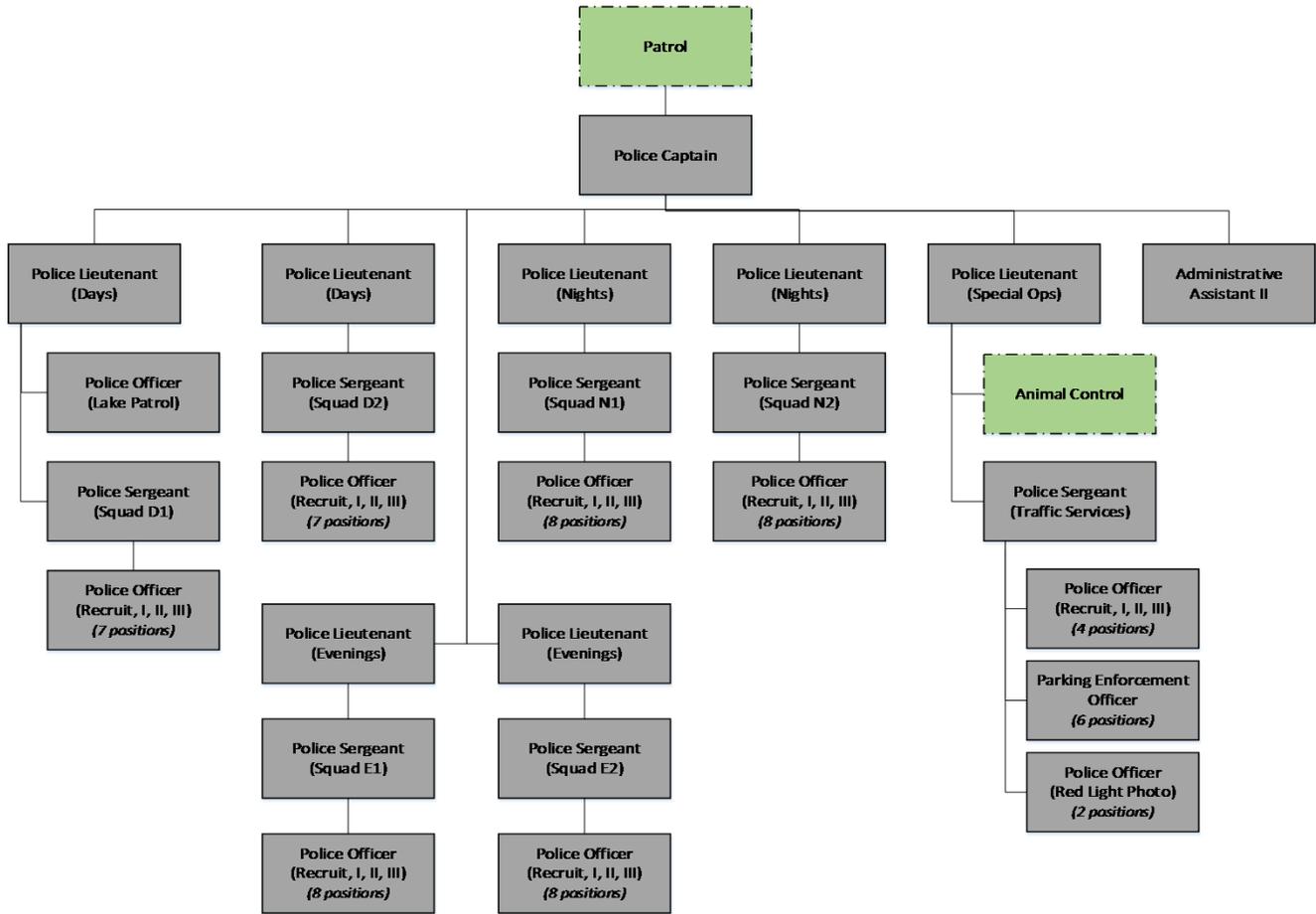
Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Output (Actions Taken) Minimum # of hours required per officer to meet basic training mandates / % of compliance	124 hrs / 100%	124 hrs / 100%	125 hrs / 100%	125 hrs / 100%	126 hrs / 100%
Output (Actions Taken) % of total completion of the construction phase of the new Public Safety building	N/A	50% / 100%	95% / 100%	80% / 100%	100% / 100%
Outcome (Effectiveness) Total # of applicants that applied / # of applicants that started process	329 / 278	442 / 276	600 / 510	575 / 365	750 / 475
Outcome (Effectiveness) # of interviewed applicants / # of applicants hired	17 / 12	22 / 10	15 / 8	23 / 10	15 / 8

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	2,383,399	2,225,280	2,225,280	3,091,280	866,000
Purchased Services	138,593	118,250	220,040	123,100	4,850
Internal Services	2,611,500	2,613,050	2,614,280	3,521,300	908,250
Other Charges	255,046	287,830	288,121	323,220	35,390
Supplies	166,675	202,060	202,451	198,440	(3,620)
Capital	-	-	8,590	-	-
Expenditure Category Total:	\$ 5,555,214	\$ 5,446,470	\$ 5,558,761	\$ 7,257,340	\$ 1,810,870

POLICE

Patrol Services



	Adopted		Amended		Budget		Budget	
	FY 2022		FY 2022		FY 2023		FY 2023	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Patrol Services</i>								
Police Captain	1	1.00	1	1.00	1	1.00	-	-
Police Lieutenant	7	7.00	7	7.00	7	7.00	-	-
Police Sergeant	7	7.00	7	7.00	7	7.00	-	-
Police Officer (recruit, I, II, III)	50	50.00	50	50.00	50	50.00	-	-
Police Officer (recruit, I, II, III) Red Light Photo Enforcement	2	1.50	2	1.50	2	1.50	-	-
Police Officer (recruit, I, II, III) Lake Patrol Restricted/Grant	1	0.50	1	0.50	1	0.50	-	-
Parking Enforcement Officer	6	5.25	6	5.25	6	5.25	-	-
Administrative Assistant II	-	-	1	0.50	1	0.50	1	0.50
Division Total	74	72.25	75	72.75	75	72.75	1	0.50

FUNCTIONS / ACTIVITIES

The Patrol Services Division provides timely responses to citizen calls for service on a 24 hours per day / 7 days per week basis. The division is also responsible for overall traffic and pedestrian safety, achieving compliance with criminal laws through education and enhanced enforcement efforts, and assisting residents with improving quality-of-life concerns. The Patrol Services Division provides first-level response and security for the City's Homeland Security and Counter Terrorism measures.

OBJECTIVES

City Council Priority & Goal

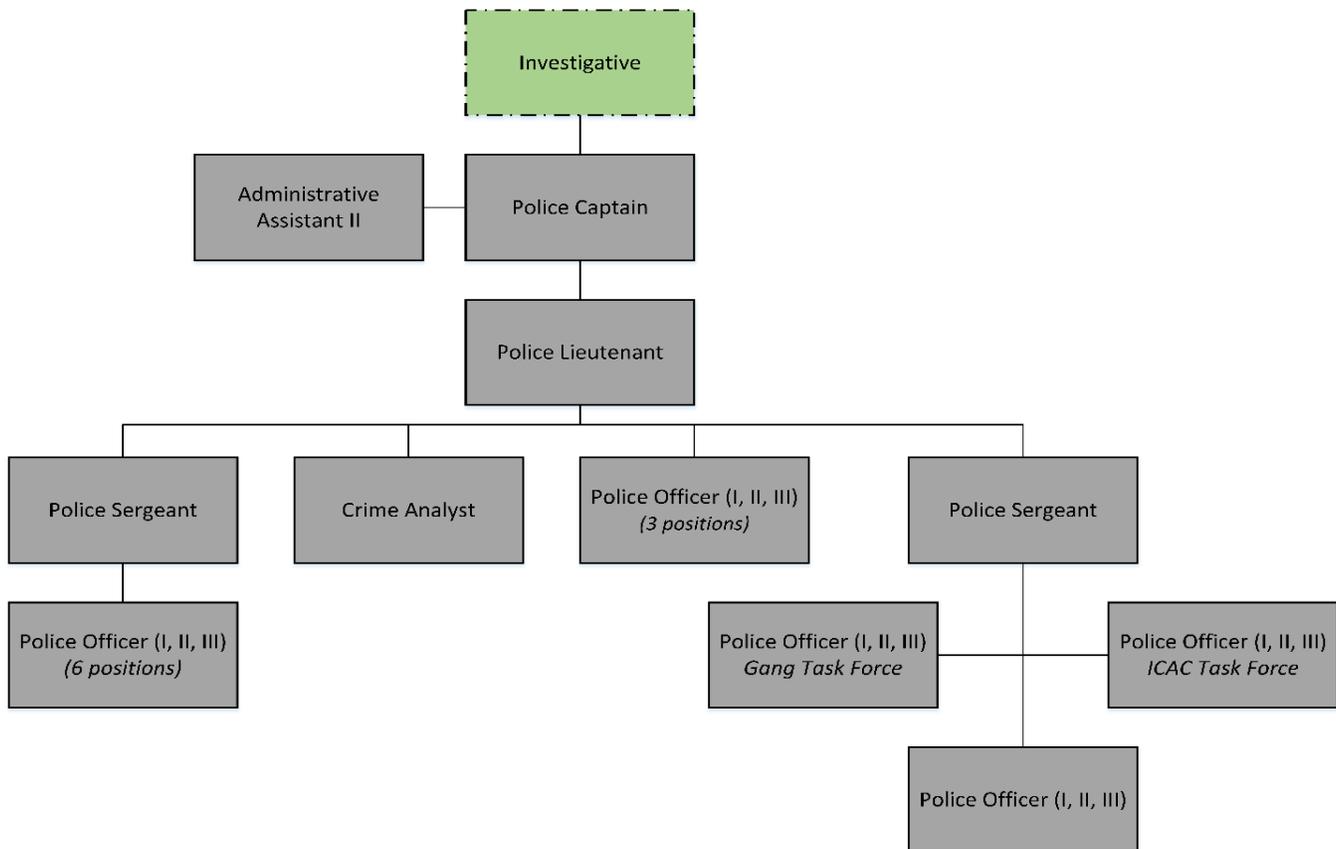
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|---|-----------------------|------|
| • Maintain criminal and traffic enforcement and education efforts to enhance public safety | Sustaining Excellence | SE-4 |
| • Continue to focus on Community Policing through collaborative problem solving with neighborhood teams, HOA's, and property managers | Community Vitality | CV-5 |
| • Enhance public safety through the thorough investigation of cases assigned to the Patrol Division | Community Vitality | CV-4 |

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Input (Workload) # of traffic details and community (traffic) related encounters / # of citations	3,291 / 5,993	5,114 / 5,691	4,000 / 6,000	5,500 / 6,000	5,500 / 6,000
Input (Workload) # of criminal arrests (adults and juveniles) / # of Incident Based Reports	2,013 4,865	1,598 4,622	2,000 5,500	2,000 7,100	2,100 7,200
Outcome (Effectiveness) Unit reaction times for priority 1: emergency and priority 2: serious (minutes:seconds)	1) 3:03 2) 6:19	1) 4:12 2) 4:43	1) 3:55 2) 4:54	1) 3:55 2) 4:54	1) 3:55 2) 4:54
Input (Workload) Total # of cases assigned back to Patrol / # of cases closed and active / # of cases inactive or unfounded	3,966 / 1,300 / 2,666	3,878 / 1,191 / 2,687	3,950 / 1,400 / 2,700	3,950 / 1,400 / 2,700	4,000 / 1,500 / 2,800

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	7,214,743	7,922,150	7,921,180	7,957,150	35,000
Purchased Services	8,728	13,050	13,050	10,800	(2,250)
Other Charges	12,213	14,370	14,370	1,770	(12,600)
Supplies	20,760	30,500	30,500	27,410	(3,090)
Expenditure Category Total:	\$ 7,256,444	\$ 7,980,070	\$ 7,979,100	\$ 7,997,130	\$ 17,060



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Investigative Services</i>								
Police Captain	1	1.00	1	1.00	1	1.00	-	-
Police Lieutenant	1	1.00	1	1.00	1	1.00	-	-
Police Sergeant	2	2.00	2	2.00	2	2.00	-	-
Police Officer (recruit, I, II, III)	9	9.00	10	10.00	10	10.00	1	1.00
Police Officer (recruit, I, II, III) Internet Crimes Against Children	1	1.00	1	1.00	1	1.00	-	-
Police Officer (recruit, I, II, III) Gang Task Force	1	1.00	1	1.00	1	1.00	-	-
Crime Analyst	1	1.00	1	1.00	1	1.00	-	-
Administrative Assistant II	1	1.00	1	1.00	1	1.00	-	-
Division Total	17	17.00	18	18.00	18	18.00	1	1.00

FUNCTIONS / ACTIVITIES

The Investigative Services Division ensures the timely and thorough investigation of all referred criminal cases; disrupts and combats narcotic trafficking; identifies, interrupts, and prevents gang activity and provides a Community Services Section to improve community awareness through crime prevention.

OBJECTIVES

City Council Priority & Goal

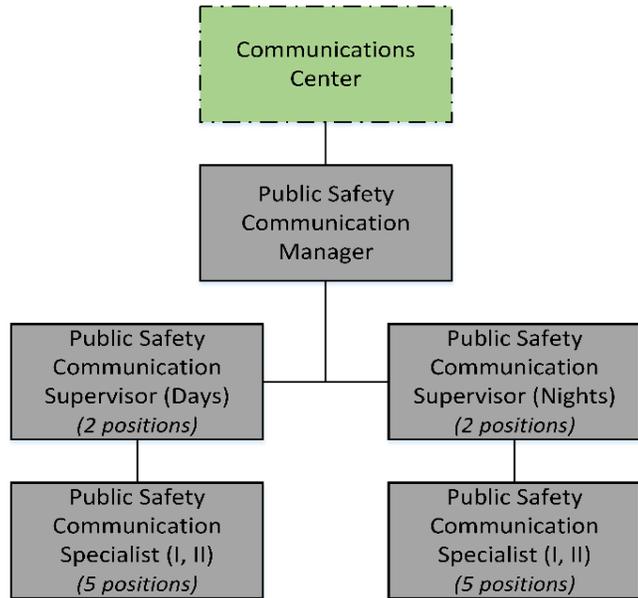
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|---|-----------------------|------|
| • Enhance public safety through the thorough investigation of all crimes committed in the City | Sustaining Excellence | SE-4 |
| • Enhance public safety through the thorough investigation of Part I and Part II (Homicide, Rape, Robbery, Aggravated Assault) crimes while maintaining a closure rate of 40%, which is above the national average of 39.6% | Sustaining Excellence | SE-4 |
| • Educate our community about gangs through community outreach while working with the Northern Virginia Gang Task Force to investigate all gang related crimes in the community | Sustaining Excellence | SE-4 |

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Output (Actions Taken)	369 /	315 /	320 /	320 /	325 /
# of cases assigned to detectives / # of cases active or closed / # of cases inactive or unfounded	140 / 229	127 / 188	146 / 174	146 / 174	148 / 177
Output (Actions Taken)	35 /	43 /	80 /	50 /	75 /
Total # of major cases (Part I) assigned / % of cases closed	49%	37%	51%	48%	48%
Input (Workload)	53 / 2	18 / 0	68 / 7	20 / 2	20 / 2
# of City criminal cases assigned to the Gang Task Force / total # of community education programs					
Input (Workload)	39 / 2	71 / 3	47 / 6	70 / 4	70 / 4
# of City criminal cases assigned to the Vice & Narcotics Unit / total # of community education programs					

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	1,502,635	1,542,120	1,542,120	2,006,760	464,640
Purchased Services	15,088	23,380	23,380	21,780	(1,600)
Other Charges	10,664	10,990	10,990	3,460	(7,530)
Supplies	9,915	6,600	8,460	5,900	(700)
Expenditure Category Total:	\$ 1,538,301	\$ 1,583,090	\$ 1,584,950	\$ 2,037,900	\$ 454,810



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
	<i>Communications Center</i>							
Public Safety Communications Manager	1	1.00	1	1.00	1	1.00	-	-
Public Safety Communications Supervisor	4	4.00	4	4.00	4	4.00	-	-
Public Safety Communications Specialist (I, II)	10	9.50	10	9.50	10	9.50	-	-
Division Total	15	14.50	15	14.50	15	14.50	-	-

FUNCTIONS / ACTIVITIES

The Public Safety Communications Center Division serves as the communications link between the public and police, fire, and rescue services using a variety of telecommunications devices 24 hours per day / 7 days per week; is a source for assistance and emergency information; and is the communications support for all public safety services in the City and Mutual Aid responses regionally.

OBJECTIVES

City Council Priority & Goal

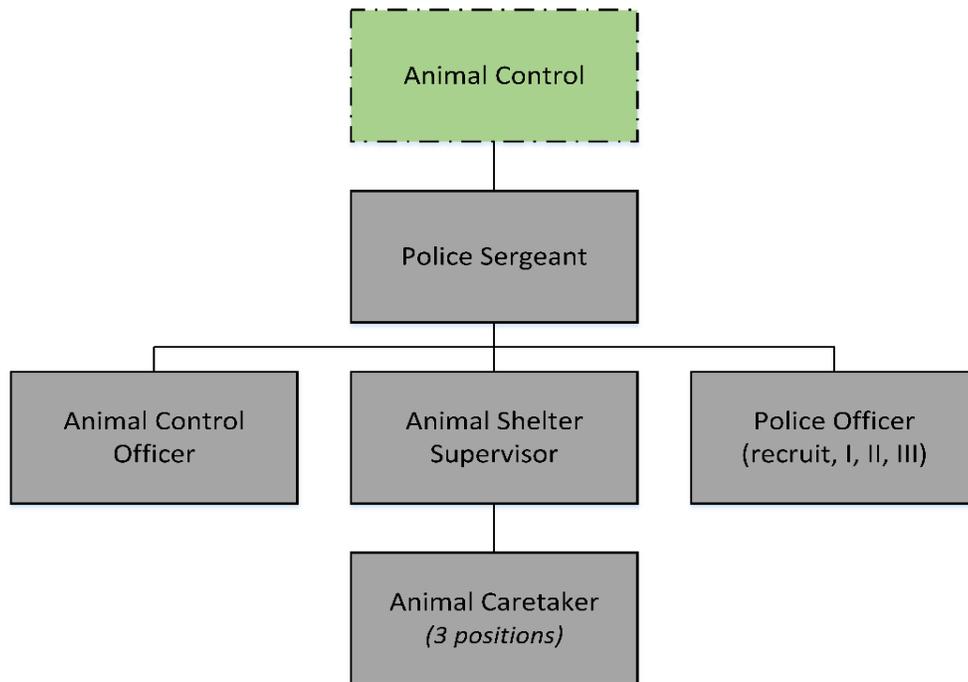
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|---|-----------------------|------|
| • Maintain efficient and timely responses to emergency calls for service / to meet or exceed the National Standard of 95% of all 911 calls to be answered within 20 seconds | Sustaining Excellence | SE-3 |
| • Ensure staff accuracy levels and improve public safety by conducting periodic audits of the Computer Aided Dispatch (CAD) system | Sustaining Excellence | SE-4 |
| • Ensure VCIN / NCIC entry accuracy as required by the Virginia State Police audit (completed every three years) | Sustaining Excellence | SE-3 |

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Input (Workload) # of total calls for service entered into CAD	64,745	69,087	82,280	71,356	86,394
Outcome (Effectiveness) # of 911 calls answered within 20 seconds	6,956 / 99.77%	7,269 / 95.69%	11,755 / 100%	7,487 / 100%	12,342 / 100%
Outcome (Effectiveness) Call creation times for Priority 1: Emergency and Priority 2: Serious (minutes:seconds) compared to National Averages of 1:15 to 2:30	1) 1:23 2) 2:00	1) 1:28 2) 2:00	1) 1:45 2) 2:30	1) 1:31 2) 2:53	1) 1:49 2) 2:30
Outcome (Effectiveness) % of compliance check of VCIN / NCIC entries required by Virginia State Police	99%	99%	100%	100%	100%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	1,047,280	1,199,630	1,199,630	1,401,630	202,000
Purchased Services	7,310	13,180	13,180	13,180	-
Other Charges	98,707	105,100	105,100	97,700	(7,400)
Supplies	6,414	4,700	4,700	4,700	-
Expenditure Category Total:	\$ 1,159,711	\$ 1,322,610	\$ 1,322,610	\$ 1,517,210	\$ 194,600



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Animal Control</i>								
Police Sergeant	1	1.00	1	1.00	1	1.00	-	-
Police Officer (recruit, I, II, III)	1	1.00	1	1.00	1	1.00	-	-
Animal Control Officer	1	1.00	1	1.00	1	1.00	-	-
Animal Shelter Supervisor	1	1.00	1	1.00	1	1.00	-	-
Animal Caretaker	3	2.00	3	2.00	3	2.00	-	-
Division Total	7	6.00	7	6.00	7	6.00	-	-

FUNCTIONS / ACTIVITIES

The Animal Control Division maintains the health, safety, and welfare of the community through timely response to citizen calls for service and through proactive measures to control the spread of rabies; achieves compliance of the animal care and control ordinances through education and enhanced enforcement efforts; works to increase compliance of the number of dog licenses sold; and provides sheltering and adoption services for unwanted, stray, and homeless animals.

OBJECTIVES

City Council Priority & Goal

- | | | |
|---|-----------------------|------|
| • Enhance public safety through enforcement and/or investigation of Animal Care and Control Laws | Sustaining Excellence | SE-4 |
| • Enhance community awareness through education of Animal Care and Control Laws | Sustaining Excellence | SE-5 |
| • Maintain sheltering service within Virginia state and DEA mandated guidelines to provide healthy adoptable animals through a customer friendly facility | Sustaining Excellence | SE-3 |

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Input (Workload) # of calls for service / # of animals handled	1,051 / 869	1,811 / 926	1,200 / 1,000	1,600 / 1,000	1,600 / 1,000
Efficiency (Workload) # of animal bite complaints / % of suspect animals in compliance with licensing / % of follow up on compliance	58 / 71% / 93%	67 / 61% / 89%	65 / 70% / 100%	70 / 70% / 100%	65 / 70% / 100%
Output (Actions Taken) % of animals adopted (national average is 36%)	91%	87%	85%	85%	85%
Outcome (Effectiveness) % compliance with elements (animals on premises, enclosures, facility areas, euthanasia methods) checked in State and DEA inspection / state average	100% / 68%	100% / 79%	100% / 75%	100% / 75%	100% / 75%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	470,593	556,050	556,050	582,050	26,000
Purchased Services	4,413	5,000	5,000	5,000	-
Internal Services	77,400	77,400	77,400	69,560	(7,840)
Other Charges	4,179	4,240	4,240	2,790	(1,450)
Supplies	2,118	6,150	6,150	6,150	-
Expenditure Category Total:	\$ 558,704	\$ 648,840	\$ 648,840	\$ 665,550	\$ 16,710

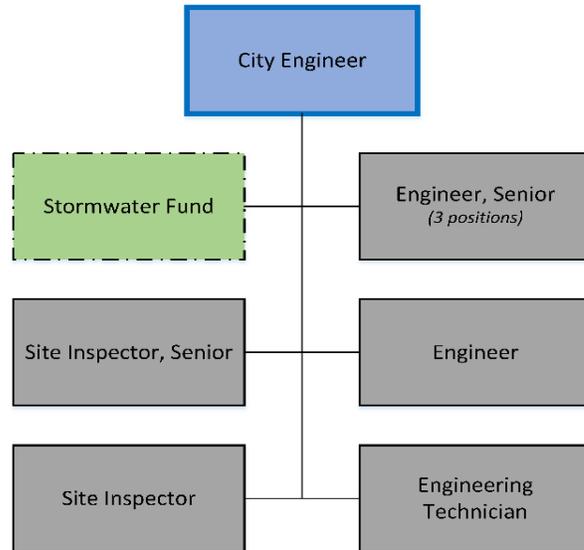
ENGINEERING

Department Information

Lance Kilby, City Engineer

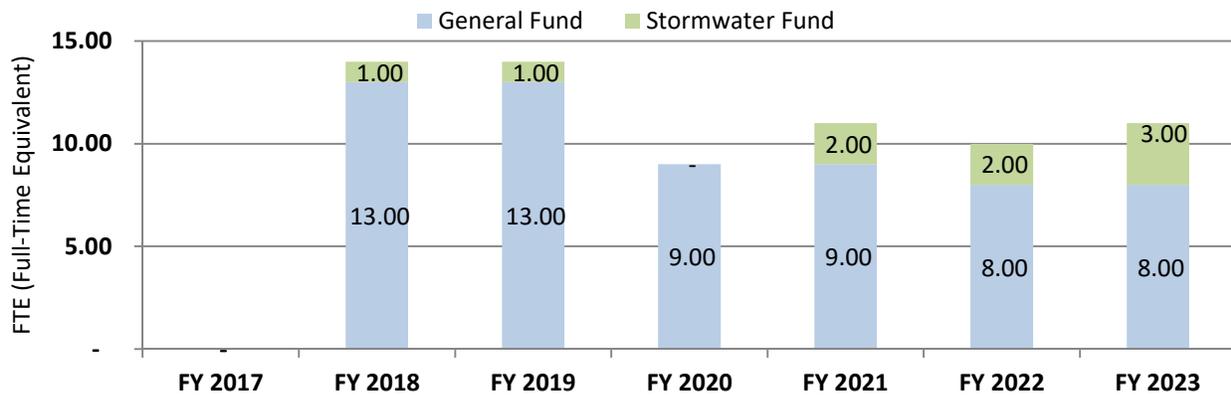
(703) 257-8251

www.manassasva.gov/engineering



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
ENGINEERING								
City Engineer	1	1.00	1	1.00	1	1.00	-	-
Engineer, Senior	2	2.00	2	2.00	2	2.00	-	-
Engineer, Senior (PW)	1	1.00	1	1.00	1	1.00	-	-
Engineer	1	1.00	1	1.00	1	1.00	-	-
Site Inspector, Senior	1	1.00	1	1.00	1	1.00	-	-
Site Inspector	1	1.00	1	1.00	1	1.00	-	-
Engineering Technician	1	1.00	1	1.00	1	1.00	-	-
<i>Stormwater Fund</i>	2	2.00	2	2.00	3	3.00	1	1.00
DEPARTMENT TOTAL	10	10.00	10	10.00	11	11.00	1	1.00

Engineering Staffing History



MISSION STATEMENT

The mission of the Engineering Department is to provide quality engineering design, project management and construction management to ensure that projects included in the Capital Improvement Plan are well planned and constructed and that they serve the public and enhance the City's public and private infrastructure. The mission of the Department also includes providing quality and responsive engineering related assistance to other City Departments and Agencies and consistent review of private development plans and plats in a timely manner.

PRIOR YEAR ACCOMPLISHMENTS

- Dumfries Shared Use Path (T-058) - design and construction completed
 - Sudley Road NB Third Lane (T-015) - design plans completed and obtained VDOT authorization to proceed with negotiating easements
 - Grant Avenue (T-021) -100% plans completed; right-of-way and easement acquisition has begun
 - Rt. 28/Liberia Improvements (T-074) - lane widening completed; pedestrian improvements design plans completed
 - Dean Drive Extended (T-030) - design plans completed; right-of-way and easement acquisition completed, private utilities relocated and in construction; advertised and awarded to a contractor
 - Rt. 28/Nokesville Road Widening (T-042) - contract bids obtained, awarded and under construction
 - Quarry Street Sidewalk Infill (T-058) - design plans completed and negotiating easements
 - Godwin Drive Bike Trail (T-059) - 100% design plans complete; easements negotiated; project advertised for bid
 - Gateway Boulevard Sidewalk/Trail (T-083) - design plans completed and easement negotiations begun
 - Prince William Street completed (T-019) As-built completed and last invoice issued
 - Portner Avenue Sidewalk Project (T-058) - design and construction complete
 - Dean Park (C-017) - conceptual design completed; Phase I plans 60% complete; Phase II to begin
 - Wellington Road Shared Use Path - 50% design plans complete
 - Lucasville Pond Retrofit - 60% design plans complete
- Multiple larger developments approved and/or under construction to include:
- Micron - construction complete
 - Jefferson Square - 60% construction complete
 - Public Safety Facility - under construction
 - Watermain Designs -Park Avenue/Street; Hazel Drive-30% design complete
 - Kings Park-construction started
 - Van Metre zoning application approved and site plans to be submitted
 - Chantilly Air - construction complete
 - Didlake - in construction
 - Harris II Building - in construction

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	841,409	1,133,000	1,133,000	1,277,000	144,000
Purchased Services	24,926	15,600	45,270	50,600	35,000
Internal Services	97,186	125,680	125,680	136,060	10,380
Other Charges	70,214	32,830	35,700	32,830	-
Supplies	7,108	12,690	12,690	12,690	-
Expenditure Category Total:	\$ 1,040,843	\$ 1,319,800	\$ 1,352,341	\$ 1,509,180	\$ 189,380
Division Summary					
Engineering	1,040,843	1,319,800	1,352,341	1,509,180	189,380
Division Summary Total:	\$ 1,040,843	\$ 1,319,800	\$ 1,352,341	\$ 1,509,180	\$ 189,380

BUDGET HIGHLIGHTS

Changes include an increase for contracted inspection services, salaries and benefits increases in accordance with the recent compensation study, and standard adjustments to internal service charges.

FUNCTIONS / ACTIVITIES

The Engineering Division is committed to providing quality engineering design, surveying, and project and construction management functions for the City's Capital Improvement Projects; performing site plan review within established time frames in accordance to the City's standards and goals; and providing engineering support services for City departments within accepted standards for the civil engineering profession and applicable regulatory requirements. The Engineering Department also oversees construction inspections through to bond release.

OBJECTIVES

City Council Priority & Goal

- Routinely provide inspections and oversight of major capital projects and of consultants to protect investments on infrastructure and meet all erosion and sediment control, stormwater and transportation permitting requirements Sustaining Excellence SE-4
- Produce and deliver quality designs within industry established timeframes and perform project and construction management for City Capital Improvement and miscellaneous projects Sustaining Excellence SE-4
- Provide project management of consultants who prepare engineering drawings for the City and provide improved customer service to private applicants and site review Sustaining Excellence SE-1

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Efficiency (Workload) Total # of CIP projects / # of CIP projects completed design / # of CIP projects under design	13 / 4 / 3	15 / 4 / 3	20 / 8 / 5	20 / 9 / 9	29 / 14 / 12
Efficiency (Workload) # of site plans submissions reviewed / % of site plans reviewed within COM timelines	35 / 90%	35 / 90%	135 / 90%	107 / 84%	100 / 90%
Efficiency (Workload) # of new construction projects started / # of existing projects under construction	N/A	N/A	13 / 40	11 / 37	21 / 40

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	841,409	1,133,000	1,133,000	1,277,000	144,000
Purchased Services	24,926	15,600	45,270	50,600	35,000
Internal Services	97,186	125,680	125,680	136,060	10,380
Other Charges	70,214	32,830	35,700	32,830	-
Supplies	7,108	12,690	12,690	12,690	-
Expenditure Category Total:	\$ 1,040,843	\$ 1,319,800	\$ 1,352,341	\$ 1,509,180	\$ 189,380

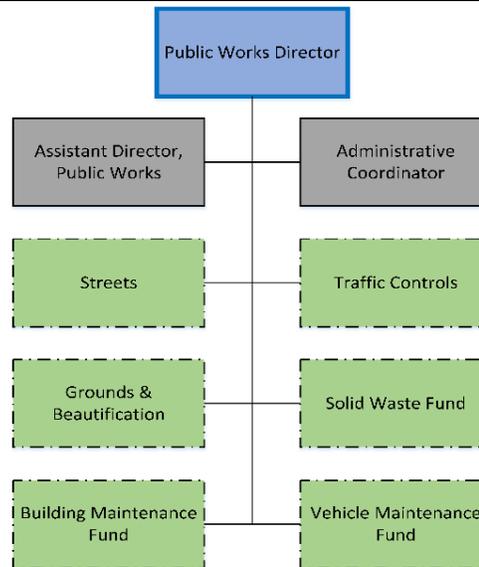
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PUBLIC WORKS

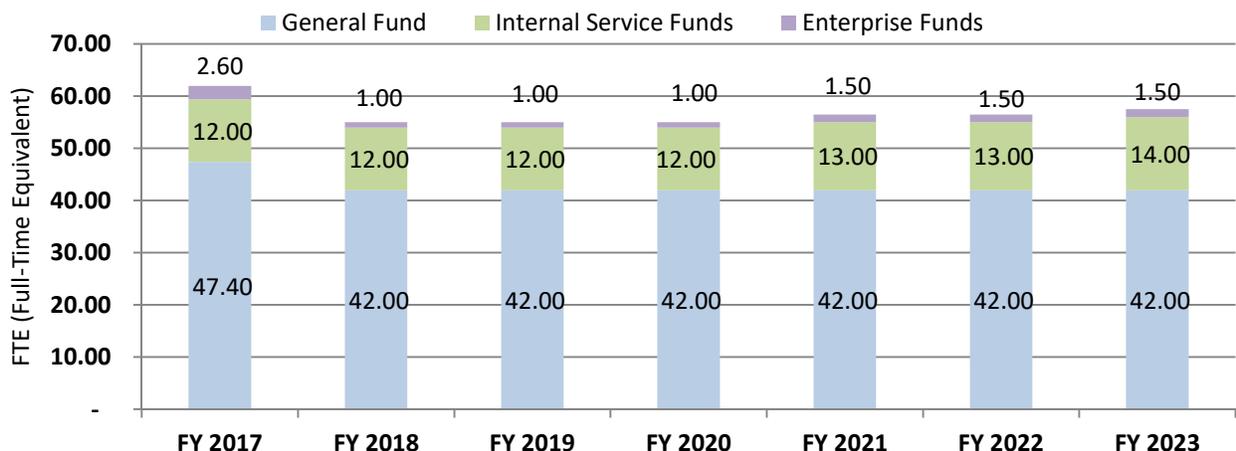
Department Information

Scott Horan, Public Works Director
 (703) 257-8476
www.manassasva.gov/pw



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
PUBLIC WORKS								
Public Works Director	1	1.00	1	1.00	1	1.00	-	-
Assistant Director, Public Works	1	1.00	1	1.00	1	1.00	-	-
Administrative Coordinator	1	1.00	1	1.00	1	1.00	-	-
<i>Streets</i>	20	20.00	20	20.00	20	20.00	-	-
<i>Traffic Controls</i>	5	5.00	5	5.00	5	5.00	-	-
<i>Grounds & Beautification</i>	14	14.00	14	14.00	14	14.00	-	-
<i>Building Maintenance Fund</i>	5	5.00	5	5.00	5	5.00	-	-
<i>Vehicle Maintenance Fund</i>	8	8.00	8	8.00	9	9.00	1	1.00
<i>Solid Waste Fund</i>	2	1.50	2	1.50	2	1.50	-	-
DEPARTMENT TOTAL	57	56.50	57	56.50	58	57.50	1	1.00

Public Works Staffing History



PUBLIC WORKS

MISSION STATEMENT

The mission of Public Works is to provide the essential services to sustain and enhance the quality of life to the citizens of Manassas in a prompt, professional, courteous, safe, efficient and cost-effective manner. We strive to plan, build, maintain, and operate public infrastructure in a manner that respects the environment, preserves these assets for future generations, and fulfills the goals established by our City Council. Public Works continually works to implement innovative technologies and processes to improve and maintain the City's streets and storm water drainage systems, traffic controls, open spaces, cemeteries, facilities, fleet resources and solid waste collection in order to provide reliable and superior service to the community.

PRIOR YEAR ACCOMPLISHMENTS

- Completed FY22 paving rehabilitation schedule
- Awarded new On-Call Traffic Signal, Concrete and Milling & Paving service contracts
- Constructed Route 28 Turn Lane Extension Project at Liberia Ave intersection
- Constructed the Portner Avenue Sidewalk Infill Project
- Completed new Trail Projects - Osbourne HS and Tall Oaks Court
- Completed Renovation of Customer Service Center (CSC)
- Relocated (Moved) City Hall Occupants to CSC and Piedmont Building
- Completed design and awarded construction contract for the renovation/addition Manassas Museum Project
- Completed design and awarded construction contract for the renovation Manassas City Hall Project
- Completed E.G. Smith Field Safety Renovation Project
- Completed construction of three (3) new dumpster enclosures in Historic Downtown Area
- Expanded Big Belly Solar Powered Trash/Recycling receptacle program in Historic Downtown area
- Awarded new debris monitoring and removal contracts in keeping with the City's Debris Management Plan for emergencies.
- Created EMS Vehicle Maintenance Program – maintenance & repair accomplished in-house
- Improved PD Vehicle fuel efficiency with hybrid vehicles

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	3,567,482	3,694,180	3,694,180	4,072,180	378,000
Purchased Services	1,639,965	1,649,690	2,365,618	2,273,730	624,040
Internal Services	1,707,178	1,822,260	1,822,260	1,942,860	120,600
Other Charges	311,548	314,160	314,160	323,090	8,930
Supplies	566,242	609,470	653,794	691,500	82,030
Capital	54,690	-	65,000	-	-
Debt/Other Uses	-	-	-	-	-
Expenditure Category Total:	\$ 7,847,105	\$ 8,089,760	\$ 8,915,011	\$ 9,303,360	\$ 1,213,600

Division Summary

Administration	535,242	660,470	660,470	604,610	(55,860)
Stormwater	-	100,000	100,000	100,000	-
Streets	4,284,606	4,100,860	4,806,867	4,929,910	829,050
Traffic Controls	1,095,349	1,063,500	1,106,463	1,296,210	232,710
Grounds	1,056,565	1,193,220	1,266,300	1,369,170	175,950
Beautification	441,024	540,650	543,852	562,710	22,060
City Buildings	434,318	431,060	431,060	440,750	9,690
Division Summary Total:	\$ 7,847,105	\$ 8,089,760	\$ 8,915,011	\$ 9,303,360	\$ 1,213,600

BUDGET HIGHLIGHTS

Changes include funding to decrease the paving cycle from 24 to 20 years, and funding to implement a traffic signal maintenance program; other changes include salaries and benefits increases in accordance with the recent compensation study and standard adjustments to internal service charges.

PUBLIC WORKS

Administration

FUNCTIONS / ACTIVITIES

The Administration Division provides professional supervision of divisions within Public Works to ensure quality services and well managed projects and oversees, plans, and coordinates all activities including Capital Improvement Program, administrative correspondence, reports, inquiries, complaints, and budget.

OBJECTIVES

	City Council Priority & Goal	
• Consistently retain full staffing of qualified competent staff	Sustaining Excellence	SE-2
• Provide improved outreach and communication through website, mailers, and public meetings	Sustaining Excellence	SE-5
• Maintain quality infrastructure safely and efficiently	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Output (Actions Taken) Citizens per Public Works employee	763	743	732	757	719
Outcome (Effectiveness) Employee turnover rate	11%	22%	5%	9%	10%
Outcome (Effectiveness) # of Public Works website visitors	8,700	2,424	10,000	2,319	4,000
Outcome (Effectiveness) # of accidents / injuries	1	2	1	3	1

DIVISION EXPENDITURE OVERVIEW

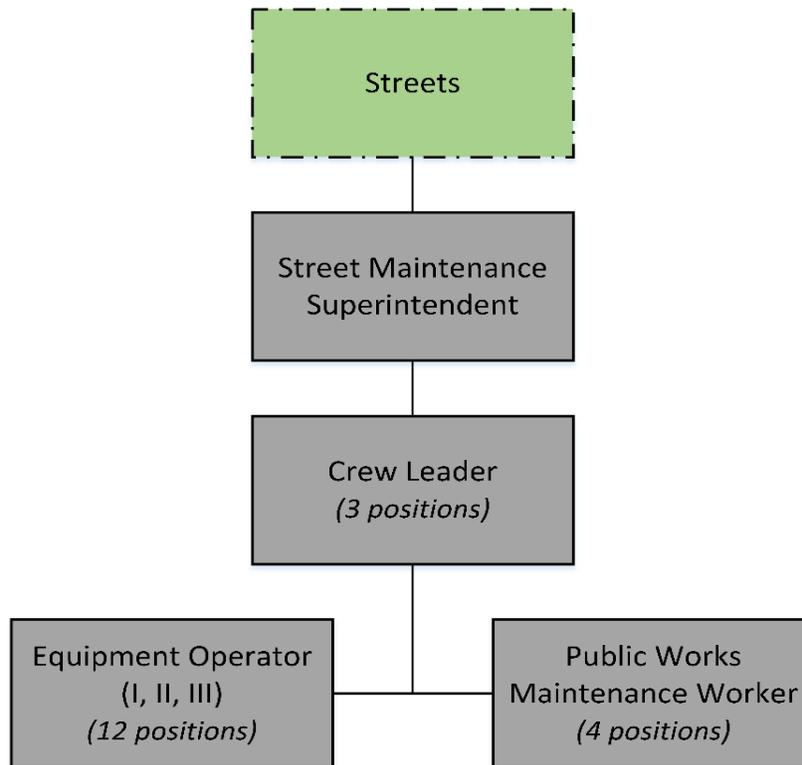
Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	289,738	396,380	396,380	361,380	(35,000)
Purchased Services	510	1,200	1,200	1,200	-
Internal Services	241,010	254,090	254,090	233,230	(20,860)
Other Charges	2,205	6,100	6,100	6,100	-
Supplies	1,779	2,700	2,700	2,700	-
Expenditure Category Total:	\$ 535,242	\$ 660,470	\$ 660,470	\$ 604,610	\$ (55,860)

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PUBLIC WORKS

Streets



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Streets</i>								
Street Maintenance Superintendent	1	1.00	1	1.00	1	1.00	-	-
Crew Leader, Streets	1	1.00	3	3.00	3	3.00	2	2.00
Equipment Operator (I, II, III)	15	15.00	12	12.00	12	12.00	(3)	(3.00)
Public Works Maintenance Worker	3	3.00	4	4.00	4	4.00	1	1.00
Division Total	20	20.00	20	20.00	20	20.00	-	-

Staff in the Streets Division of Public Works may also be assigned to the Stormwater function and Solid Waste function (leaf collection) on an as needed basis.

PUBLIC WORKS

Streets

FUNCTIONS / ACTIVITIES

The Streets Division provides maintenance services on all public infrastructure including streets, curbs, gutters, sidewalks, parking lots, and storm sewer systems in accordance with City/State standards. Services provided include snow/ice control, leaf/street sweeping, courtesy truck, construction of in-house capital projects, and state highway maintenance reporting.

OBJECTIVES

City Council Priority & Goal

- | | | |
|---|-----------------------|------|
| • Maintain pavement/concrete budget to achieve City street rating of 60 or higher | Sustaining Excellence | SE-3 |
| • Provide for snow plowing of roads in normal storms within 24 hours after snowfall has completed | Sustaining Excellence | SE-4 |
| • Replace settled and damaged concrete sidewalk (tripping hazards) | Sustaining Excellence | SE-4 |

SERVICE EFFORTS AND MEASURES

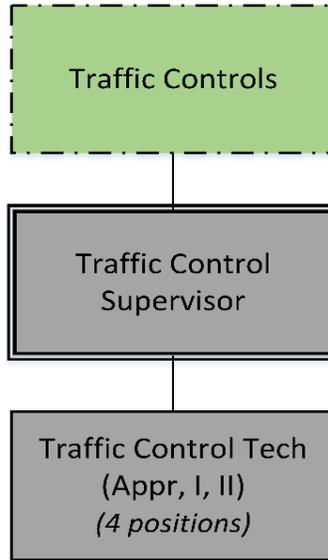
Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) Average pavement condition rating roadways	61	63	60	67	60
Input (Workload) \$ spent on snow removal / # tons of snow removal salt / # tons of snow removal sand	\$137,906 / 785 / 0	\$402,972 / 1,797 / 118	\$350,000 / 1,000 / 500	\$350,000 / 1,000 / 500	\$350,000 / 1,000 / 500
Input (Resources Utilized) \$ spent on replacing sidewalk, curb and gutter, handicap ramps, driveway aprons, etc.	\$275,060	\$232,731	\$95,000	\$295,000	\$95,000
Outcome (Effectiveness) # of times residential streets are swept / # of lane miles swept per day	6 / 13.9	6 / 14.6	6 / 10.0	6 / 10.0	6 / 10.0

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	1,908,116	1,809,000	1,809,000	1,992,000	183,000
Purchased Services	1,287,741	1,186,530	1,892,537	1,736,530	550,000
Internal Services	648,400	703,810	703,810	799,860	96,050
Other Charges	118,669	104,750	104,750	112,750	8,000
Supplies	293,756	296,770	296,770	288,770	(8,000)
Capital	28,515	-	-	-	-
Debt/Other Uses	(590)	-	-	-	-
Expenditure Category Total:	\$ 4,284,606	\$ 4,100,860	\$ 4,806,867	\$ 4,929,910	\$ 829,050

PUBLIC WORKS

Traffic Controls



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Traffic Controls</i>								
Traffic Control Supervisor	1	1.00	1	1.00	1	1.00	-	-
Traffic Control Technician (apprentice, I, II)	4	4.00	4	4.00	4	4.00	-	-
Division Total	5	5.00	5	5.00	5	5.00	-	-

PUBLIC WORKS

Traffic Controls

FUNCTIONS / ACTIVITIES

The Traffic Controls Division is committed to providing and maintaining all traffic signals, signage, striping, road markings, and street lighting in accordance with all federal, state, and City standards to provide safe roadways for the traveling public.

OBJECTIVES

City Council Priority & Goal

- | | | |
|---|-----------------------|------|
| • Provide clear pavement markings and signage to improve safety and traffic movement | Sustaining Excellence | SE-4 |
| • Improve safety and efficiency of pedestrian and vehicular traffic flow | Sustaining Excellence | SE-4 |
| • Improve street lighting at major intersections and arterials, convert to sodium vapor lighting (cost effectiveness) | Sustaining Excellence | SE-4 |

SERVICE EFFORTS AND MEASURES

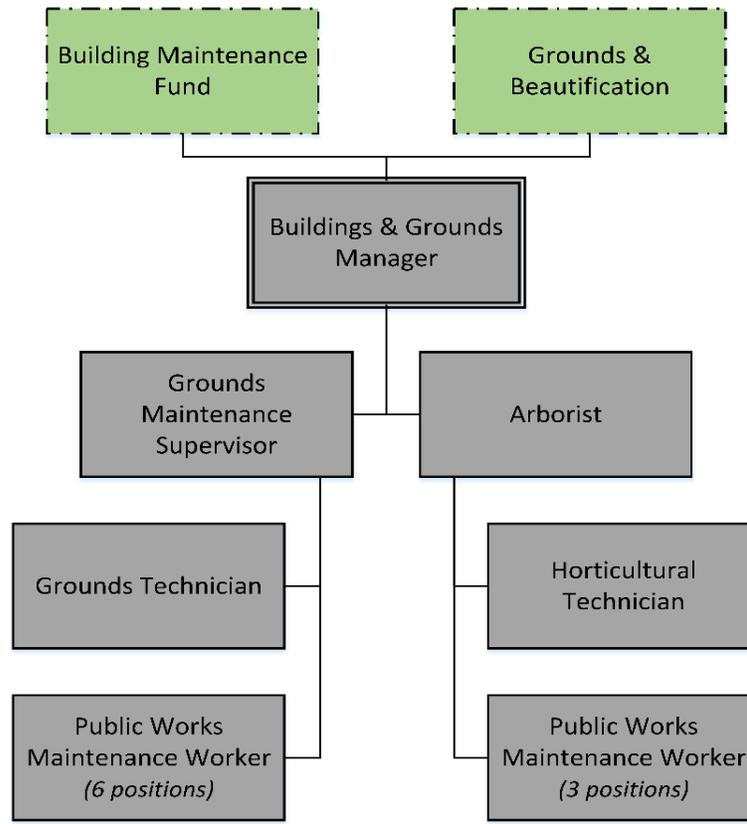
Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Efficiency (Workload) # of feet of thermo striping completed / # of feet of paint striping completed	59,340 / 24,612	61,274 / 196,491	85,000 / 250,000	65,000 / 180,000	65,000 / 180,000
Efficiency (Workload) # of traffic signals maintained / annual maintenance cost per signal	62 / \$3,895	63 / \$2,264	63 / \$1,610	63 / \$1,610	63 / \$1,610
Outcome (Effectiveness) # of street lights / annual maintenance cost per street light	2,976 / \$66.00	3,023 / \$65.11	2,986 / \$66.00	3,030 / \$66.00	3,035 / \$66.00
Efficiency (Workload) # of traffic counts performed	2	1	5	3	3

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	469,438	463,000	463,000	578,000	115,000
Purchased Services	45,071	43,990	43,990	44,000	10
Internal Services	209,678	226,910	226,910	253,620	26,710
Other Charges	158,796	162,400	162,400	163,590	1,190
Supplies	186,192	167,200	210,163	257,000	89,800
Capital	26,175	-	-	-	-
Debt/Other Uses	-	-	-	-	-
Expenditure Category Total:	\$ 1,095,349	\$ 1,063,500	\$ 1,106,463	\$ 1,296,210	\$ 232,710

PUBLIC WORKS

Grounds & Beautification



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
<u>GROUNDS</u>								
Buildings & Grounds Manager	1	1.00	1	1.00	1	1.00	-	-
Grounds Maintenance Supervisor	1	1.00	1	1.00	1	1.00	-	-
Grounds Technician	1	1.00	1	1.00	1	1.00	-	-
Public Works Maintenance Worker	6	6.00	6	6.00	6	6.00	-	-
<u>BEAUTIFICATION</u>								
Arborist	1	1.00	1	1.00	1	1.00	-	-
Horticultural Technician	1	1.00	1	1.00	1	1.00	-	-
Public Works Maintenance Worker	3	3.00	3	3.00	3	3.00	-	-
Division Total	14	14.00	14	14.00	14	14.00	-	-

PUBLIC WORKS

Grounds

FUNCTIONS / ACTIVITIES

The Grounds Division provides cost effective, quality maintenance to all City owned parks, schools, roadsides, cemeteries, building grounds, stormwater management ponds, and related infrastructure to improve the quality of life and ensure safety for all citizens.

OBJECTIVES

City Council Priority & Goal

- Improve overall maintenance and appearance to parks, ball fields, and City right-of-way Community Vitality CV-3
- Train/certify personnel in playground safety and pesticide application Sustaining Excellence SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Efficiency (Workload) # of man hours spent mowing / # of acres mowed	4,207 / 375	4,569 / 375	4,300 / 375	4,500 / 375	4,500 / 375
Efficiency (Workload) # of hours of park maintenance	4,534	4,894	5,000	5,000	5,000
Input (Workload) # of graffiti incidents hours on public property	178	125	150	150	150
Efficiency (Workload) # of man hours snow removal (Grounds Staff Only)	180	416	600	600	600

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	583,066	639,800	639,800	734,800	95,000
Purchased Services	195,179	235,970	242,689	310,000	74,030
Internal Services	198,200	223,440	223,440	230,390	6,950
Other Charges	27,361	31,760	31,760	31,500	(260)
Supplies	52,758	62,250	63,611	62,480	230
Capital	-	-	65,000	-	-
Debt/Other Uses	-	-	-	-	-
Expenditure Category Total:	\$ 1,056,565	\$ 1,193,220	\$ 1,266,300	\$ 1,369,170	\$ 175,950

PUBLIC WORKS

Beautification

FUNCTIONS / ACTIVITIES

The Beautification Division is committed to designing, installing, and maintaining all City owned landscapes for the purpose of enhancing and improving the overall appearance and quality of life in the City.

OBJECTIVES

	City Council Priority & Goal	
• Maintain City landscape at a level equal to or above industry standards	Community Vitality	CV-5
• Develop seasonal program for weed and pest control at all high visibility areas	Community Vitality	CV-5

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Efficiency (Workload) # of man hours tree work	3,955	3,360	3,900	3,900	3,900
Efficiency (Workload) # of man hours landscape beds	1,776	1,930	2,645	2,700	2,700
Efficiency (Workload) # of man hours hanging baskets / # of hanging baskets	278 / 100	345 / 100	360 / 100	360 / 100	360 / 100
Efficiency (Workload) # of man hours snow removal (Beautification Staff Only)	182	275	350	350	350

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	317,124	386,000	386,000	406,000	20,000
Purchased Services	75,547	106,500	109,702	106,500	-
Internal Services	13,530	14,450	14,450	16,510	2,060
Other Charges	2,475	3,150	3,150	3,150	-
Supplies	31,757	30,550	30,550	30,550	-
Debt/Other Uses	590	-	-	-	-
Expenditure Category Total:	\$ 441,024	\$ 540,650	\$ 543,852	\$ 562,710	\$ 22,060

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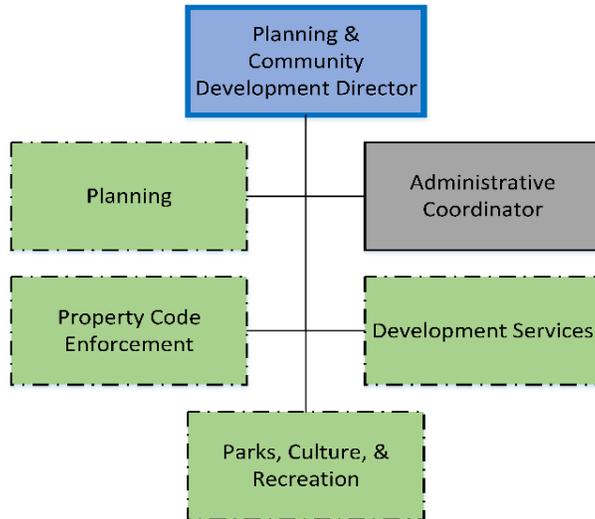
COMMUNITY DEVELOPMENT

Department Information

Matthew Arcieri, Planning & Community Development Director

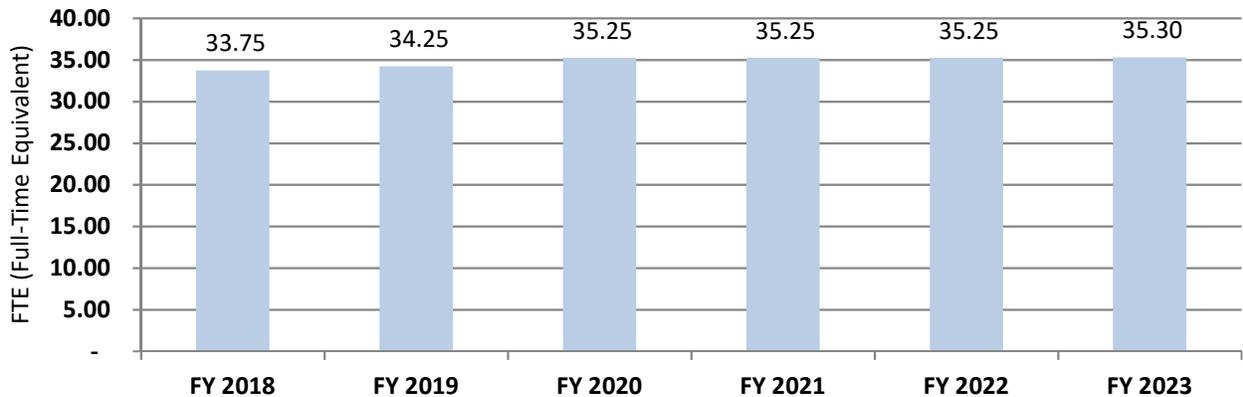
(703) 257-8232

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	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
	COMMUNITY DEVELOPMENT							
Planning & Community Development Director	1	1.00	1	1.00	1	1.00	-	-
Administrative Coordinator	1	1.00	1	1.00	1	1.00	-	-
Communications Coordinator	1	1.00	-	-	-	-	(1)	(1.00)
<i>Planning</i>	3	3.00	3	3.00	3	3.00	-	-
<i>Property Code Enforcement</i>	4	4.00	4	4.00	4	4.00	-	-
<i>Development Services</i>	8	8.00	8	8.00	8	8.00	-	-
<i>Parks, Culture, & Recreation</i>	57	17.25	56	17.30	57	18.30	-	1.05
DEPARTMENT TOTAL	75	35.25	73	34.30	74	35.30	(1)	0.05

Community Development Staffing History



COMMUNITY DEVELOPMENT

MISSION STATEMENT

Community Development works to strengthen the local tax base and maintain a high quality of life for Manassas residents and businesses. Community Development does this through sound land use planning, proactive code enforcement, and by providing top quality cultural and recreational opportunities.

Community Development includes the divisions of Development Services, Planning, Property Code Enforcement and Parks, Culture and Recreation which includes the Manassas Museum and the Harris Pavilion. The department also supports other City departments with capital projects and community engagement.

PRIOR YEAR ACCOMPLISHMENTS

- Completed upgrades to the City's permitting system allowing online submission of all plan and permit applications and electronic plan review
- Completed permitting and inspection work for several major projects including The Landing at Cannon Branch (Residential), Chantilly Air and Fire and Rescue Station 21
- Issued a temporary certificate of occupancy for the Micron expansion
- Continued plan review, permitting, and inspections for the new Public Safety Facility, Jefferson Square and Kings Landing residential projects, and the Harris Building addition
- Continued implementation of the City's first Transportation Master Plan (TMP) and continued to seek funds for capital projects, awarded \$1.2 million in transportation dollars for capital improvements
- Continued Property Code Enforcement (PCE) goal of abating violations within 45 business days (94% success rate). Adopted new civil penalties for property maintenance code violations
- Developed partnerships with Prince William County Public Defenders and Bar Association to provide a series of lectures that shed light on some lesser-known aspects of African American history in Manassas
- Collaborated with MCPS and implemented Primary Source workshops for over 120 students
- Completed and opened Lucky's Dog Park to the public
- Completed the Annaburg Master Plan
- Advanced the Manassas Museum expansion and Dean Park Ph. 1 improvements into final design

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	2,907,035	3,259,820	3,259,820	3,506,820	247,000
Purchased Services	230,396	225,800	721,756	292,600	66,800
Internal Services	612,156	685,460	685,460	682,050	(3,410)
Other Charges	561,934	812,680	813,411	820,430	7,750
Supplies	90,110	147,750	155,062	165,200	17,450
Capital	271,938	-	35,321	-	-
Expenditure Category Total:	\$ 4,673,569	\$ 5,131,510	\$ 5,670,830	\$ 5,467,100	\$ 335,590

Division Summary

Administration	685,363	487,100	632,420	373,500	(113,600)
Planning	603,684	530,980	542,906	522,870	(8,110)
Development Services	960,827	1,038,210	1,047,018	1,099,960	61,750
Property Code Enforcement	410,622	449,690	449,690	483,770	34,080
Parks & Recreation	2,012,964	2,623,730	2,996,997	2,985,200	361,470
Board of Zoning Appeals	108	1,800	1,800	1,800	-
Division Summary Total:	\$ 4,673,569	\$ 5,131,510	\$ 5,670,830	\$ 5,467,100	\$ 335,590

BUDGET HIGHLIGHTS

Changes include funding for the implementation of a Parks Maintenance Program (including a parks maintenance worker) and additional part time help at the pool and Harris Pavilion; other changes include salaries and benefits increases in accordance with the recent compensation study and standard adjustments to internal service charges.

COMMUNITY DEVELOPMENT

Administration

FUNCTIONS / ACTIVITIES

The Administration Division provides overall policy direction and management of the Community Development Department. The division maintains accounting functions, budgeting, file retention, and works to ensure that all employees of the department have a clear understanding of roles and responsibilities. The division tracks achievements, produces the department annual reports and budget documents, and manages communications including updating webpages, e-notify and social media. The division supports the City Council's land use committee.

OBJECTIVES

	City Council Priority & Goal	
• Manage services to meet department and City Council service and fiscal objectives	Sustaining Excellence	SE-3
• Develop and support an engaged and well qualified workforce to provide responsive services that meet the needs of the community	Sustaining Excellence	SE-2

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) % of employees with positive feedback regarding development and support within their department	53.7%	63.7%	65%	65%	65%
Outcome (Effectiveness) Citizen Satisfaction - Manassas as a well-planned city	48%	51%	55%	51%	55%
Outcome (Effectiveness) % of citizens satisfied with the overall appearance of the city	71%	75%	80%	75%	80%
Outcome (Effectiveness) 2025 Strategic Plan strategies completed or in progress (30 total)	N/A	8	5	10	15

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	342,129	443,620	443,620	333,620	(110,000)
Purchased Services	35,383	9,000	133,649	8,000	(1,000)
Internal Services	18,336	16,580	16,580	13,780	(2,800)
Other Charges	8,056	11,650	12,381	11,350	(300)
Supplies	9,521	6,250	6,250	6,750	500
Capital	271,938	-	19,940	-	-
Expenditure Category Total:	\$ 685,363	\$ 487,100	\$ 632,420	\$ 373,500	\$ (113,600)

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COMMUNITY DEVELOPMENT

Planning

Planning

Planning Manager

Planner (I, II, senior)
(2 positions)

	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
Planning Manager	-	-	1	1.00	1	1.00	1	1.00
Deputy Director / Director of Planning & Development	1	1.00	-	-	-	-	(1)	(1.00)
Planner (I, II, senior)	2	2.00	2	2.00	2	2.00	-	-
Division Total	3	3.00	3	3.00	3	3.00	-	-

COMMUNITY DEVELOPMENT

Planning

FUNCTIONS / ACTIVITIES

The Long-Range Planning Division is responsible for articulating the community's long-range vision for land use and mobility and implementing that vision through policies and ordinances, planning studies, capital project planning, and development review. The division provides professional support to the Planning Commission and other special committees and facilitates the public hearing process for land use proposals to promote high quality development that embodies the community's vision.

OBJECTIVES

	City Council Priority & Goal	
• Provide planning support for the development and redevelopment of under-utilized commercial properties	Economic Prosperity	EP-3
• Enhance neighborhood curb appeal and the supply of quality housing options through the implementation of the 2040 Comprehensive Plan	Community Vitality	CV-4
• Coordinate transportation planning efforts with City departments and regional partners to improve mobility and ease of access to transportation options in the City	Transformative Mobility	TM-3

SERVICE EFFORTS AND MEASURES

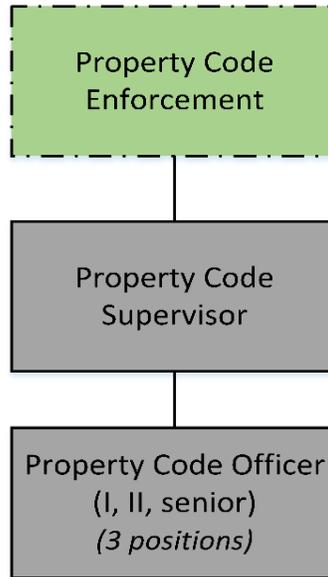
Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) # of SUP/REZ cases accepted for review / % of cases to PC for review in 6 months	12 / 100%	6 / 50%	8 / 100%	10 / 80%	8 / 85%
Outcome (Effectiveness) Citizen satisfaction with ease of getting around the City	43%	49%	60%	49%	60%
Outcome (Effectiveness) Citizen satisfaction with overall quality of new development	59%	57%	60%	57%	60%
Outcome (Effectiveness) Citizen satisfaction with efforts to improve existing commercial corridors	36%	38%	50%	38%	50%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	510,773	411,000	411,000	399,000	(12,000)
Purchased Services	29,520	22,700	34,626	23,200	500
Internal Services	59,920	87,930	87,930	90,870	2,940
Other Charges	3,339	8,850	8,850	9,300	450
Supplies	132	500	500	500	-
Expenditure Category Total:	\$ 603,684	\$ 530,980	\$ 542,906	\$ 522,870	\$ (8,110)

COMMUNITY DEVELOPMENT

Property Code Enforcement



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
Property Code Supervisor	1	1.00	1	1.00	1	1.00	-	-
Property Code Officer (I, II, senior)	-	-	3	3.00	3	3.00	3	3.00
Property Code Inspector	3	3.00	-	-	-	-	(3)	(3.00)
Division Total	4	4.00	4	4.00	4	4.00	-	-

COMMUNITY DEVELOPMENT

Property Code Enforcement

FUNCTIONS / ACTIVITIES

Property Code Enforcement (PCE) staff is responsible for enforcing the City's nuisance codes, including tall grass and trash ordinances, the Virginia Property Maintenance Code, the Building Code for work without permits, and the Zoning Ordinance. This type of complaint-based and proactive code enforcement is critical to our City's neighborhood preservation and revitalization efforts.

OBJECTIVES

	City Council Priority & Goal	
• Improve community appearance and curb appeal in residential neighborhoods	Community Vitality	CV-4
• Provide reliable, consistent customer service with timely follow-up on complaints and clear communication with citizens and property owners on the City's requirements to maintain their property	Community Vitality	CV-5

SERVICE EFFORTS AND MEASURES

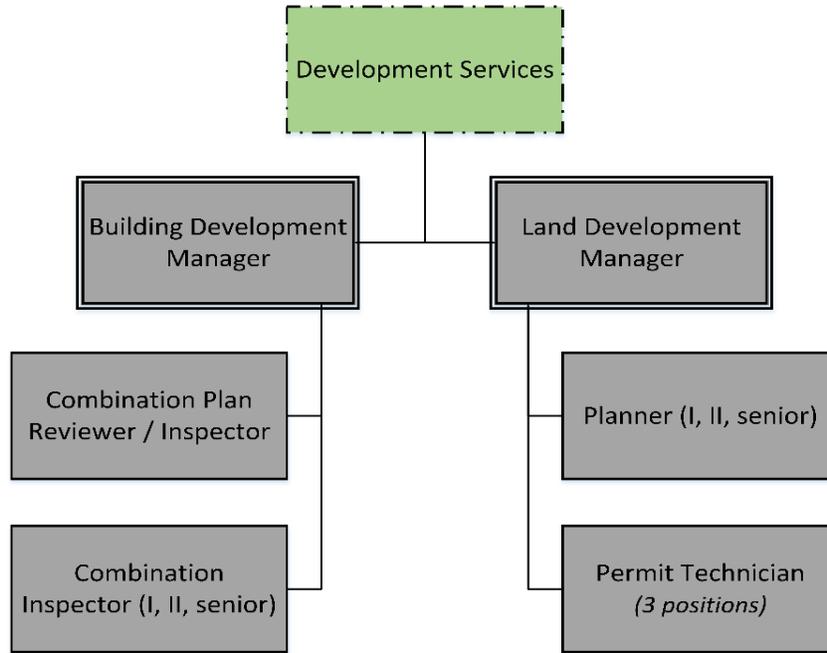
Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Efficiency (Workload) % of cases disposed of in 45 days (abated or transferred to City Attorney)	92%	94%	90%	93%	95%
Outcome (Effectiveness) Overall citizen satisfaction with the enforcement litter & debris cleanup	47%	48%	60%	48%	60%
Outcome (Effectiveness) Overall citizen satisfaction with the enforcement of mowing & cutting of weeds & grass	48%	49%	60%	49%	60%
Outcome (Effectiveness) Overall citizen satisfaction with the enforcement of residential property maintenance	47%	50%	60%	50%	50%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	356,632	394,000	394,000	429,000	35,000
Purchased Services	697	500	500	600	100
Internal Services	47,890	49,140	49,140	47,770	(1,370)
Other Charges	4,670	5,400	5,400	5,400	-
Supplies	734	650	650	1,000	350
Expenditure Category Total:	\$ 410,622	\$ 449,690	\$ 449,690	\$ 483,770	\$ 34,080

COMMUNITY DEVELOPMENT

Development Services



	Adopted		Amended		Budget		Budget	
	FY 2022		FY 2022		FY 2023		FY 2023	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Development Services</i>								
Building Development Manager	1	1.00	1	1.00	1	1.00	-	-
Land Development Manager	1	1.00	1	1.00	1	1.00	-	-
Construction Plans Examiner	1	1.00	-	-	-	-	(1)	(1.00)
Combination Plan Reviewer / Inspector	1	1.00	1	1.00	1	1.00	-	-
Planner (I, II, Senior)	1	1.00	1	1.00	1	1.00	-	-
Combination Inspector (I, II, senior)	1	1.00	1	1.00	1	1.00	-	-
Permit Technician (I, II, senior)	2	2.00	3	3.00	3	3.00	1	1.00
Division Total	8	8.00	8	8.00	8	8.00	-	-

COMMUNITY DEVELOPMENT

Development Services

FUNCTIONS / ACTIVITIES

The Development Services division strives to provide knowledgeable, timely, and reliable plan review, permitting and inspections to the development community, property owners, other City departments, and other public agencies. They proactively monitor project progress and strive to resolve outstanding issues. Staff supports implementation and enforcement of the Virginia Uniform Statewide Building Code, City of Manassas Design and Construction Standards, City Zoning Ordinance, and Virginia Erosion and Sediment Control regulations. The division also is responsible for staffing the Architectural Review Board.

OBJECTIVES

	City Council Priority & Goal	
<ul style="list-style-type: none"> Provide reliable, consistent customer service that communicates building, development, and zoning code requirements clearly and simply 	Sustaining Excellence	SE-1
<ul style="list-style-type: none"> Meet or exceed site and building development performance goals in order to further improve the City's reputation for doing business and getting projects completed on time 	Economic Prosperity	EP-2

SERVICE EFFORTS AND MEASURES

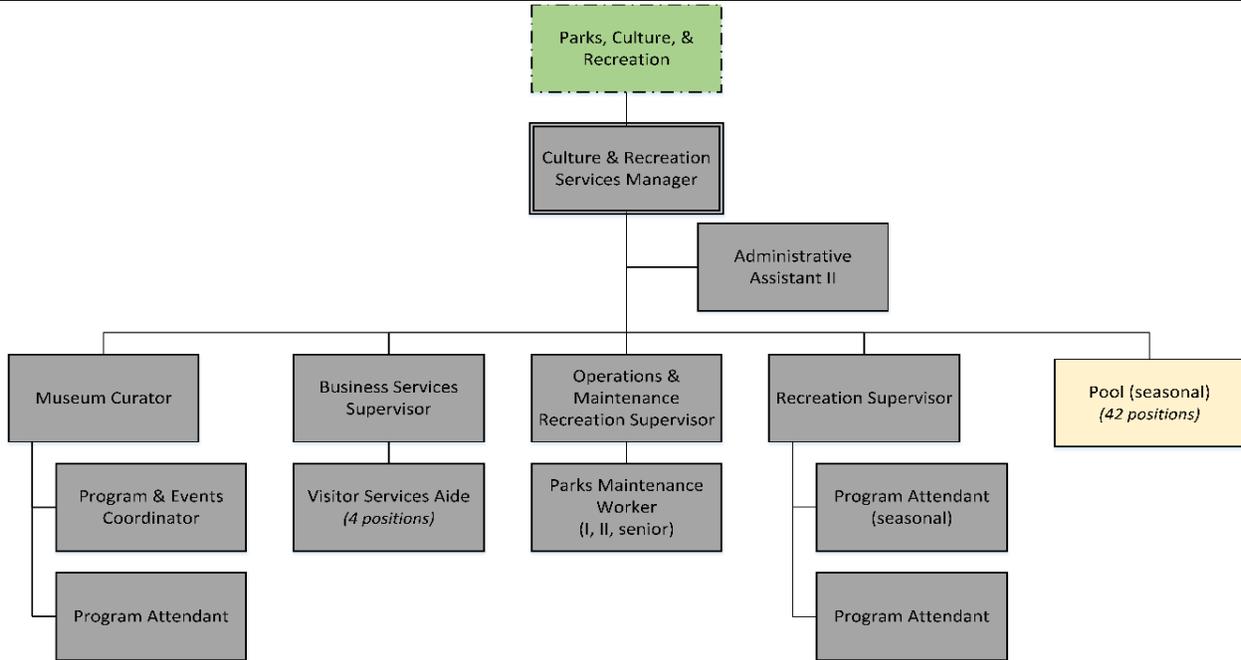
Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) # of site plans / % of site plans reviewed in 4 weeks	35 / 55%	39 / 43%	40 / 85%	38 / 55%	40 / 85%
Outcome (Effectiveness) % of inspections performed on day requested	75%	85%	90%	91%	90%
Outcome (Effectiveness) % of first review of building plans completed in 2.5 weeks	90%	88%	95%	87%	95%
Outcome (Effectiveness) # of priority-processed Site and Building Plans	30	10	20	8	10

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	823,135	875,000	875,000	925,000	50,000
Purchased Services	128	6,800	15,608	5,500	(1,300)
Internal Services	122,990	140,560	140,560	152,910	12,350
Other Charges	10,097	10,200	10,200	11,300	1,100
Supplies	4,478	5,650	5,650	5,250	(400)
Expenditure Category Total:	\$ 960,827	\$ 1,038,210	\$ 1,047,018	\$ 1,099,960	\$ 61,750

COMMUNITY DEVELOPMENT

Parks, Culture, & Recreation



**Budget
FY 2023
Over (Under)**

	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
<u>Parks, Culture, & Recreation</u>								
Culture and Recreation Services Manager	1	1.00	1	1.00	1	1.00	-	-
Operations and Maintenance Recreation Supervisor	1	1.00	1	1.00	1	1.00	-	-
Recreation Supervisor	1	1.00	1	1.00	1	1.00	-	-
Administrative Assistant II	1	1.00	1	1.00	1	1.00	-	-
Parks Maintenance Worker (I, II, senior)	-	-	-	-	1	1.00	1	1.00
Program Attendant	-	-	2	1.00	2	1.00	2	1.00
Program Attendant (Seasonal)	-	-	1	0.05	1	0.05	1	0.05
Pool Staff	42	7.25	42	7.25	42	7.25	-	-
Museum Curator	1	1.00	1	1.00	1	1.00	-	-
Programs and Special Events Coordinator	1	1.00	1	1.00	1	1.00	-	-
Business Services Supervisor	1	1.00	1	1.00	1	1.00	-	-
Visitor Services Aide	4	2.00	4	2.00	4	2.00	-	-
Historic Living Interpreter (Seasonal)	4	1.00	-	-	-	-	(4)	(1.00)
Division Total	57	17.25	56	17.30	57	18.30	-	1.05

COMMUNITY DEVELOPMENT

Parks, Culture & Recreation

FUNCTIONS / ACTIVITIES

The Parks, Culture & Recreation Division enhances the quality of life with the preservation of parks, interpretation of historic sites, and programming of event venues and facilities. The division uses 22 clean and safe parks and facilities to educate and engage the community.

OBJECTIVES

	City Council Priority & Goal	
• Enhance and maintain a high level of customer service by providing clean and safe facilities through regular scheduled maintenance	Community Vitality	CV-3
• Attract new visitors and maintain a high level of community engagement by offering a variety of cultural and recreational opportunities in-person and virtual that reflect the community	Economic Prosperity	EP-2
• Strengthen the financial position of the division and increase revenues, partnerships, and sponsorships	Sustaining Excellence	SE-3

SERVICE EFFORTS AND MEASURES

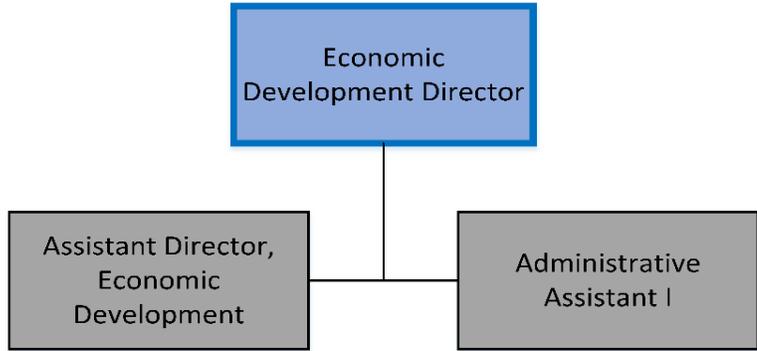
Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) # and % increase of PCR volunteer hours	1,644 / -4%	975 / -40%	2,500 / 156%	1,256 / 29%	1,540 / 23%
Outcome (Effectiveness) Increased # of programs and events	24	44	100	76	89
Outcome (Effectiveness) Total revenues / % increase in PCR Revenues	\$266,190 / -8%	\$214,309 / -19%	\$250,000 / 17%	\$225,000 / 5%	\$250,000 / 11%
Outcome (Effectiveness) # of park maintenance work orders / # of total orders	320 / 223	521 / 535	400 / 365	400 / 365	390 / 370

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	874,258	1,135,200	1,135,200	1,419,200	284,000
Purchased Services	164,668	186,000	536,574	254,500	68,500
Internal Services	363,020	391,250	391,250	376,720	(14,530)
Other Charges	535,773	776,580	776,580	783,080	6,500
Supplies	75,245	134,700	142,012	151,700	17,000
Capital	-	-	15,381	-	-
Expenditure Category Total:	\$ 2,012,964	\$ 2,623,730	\$ 2,996,997	\$ 2,985,200	\$ 361,470

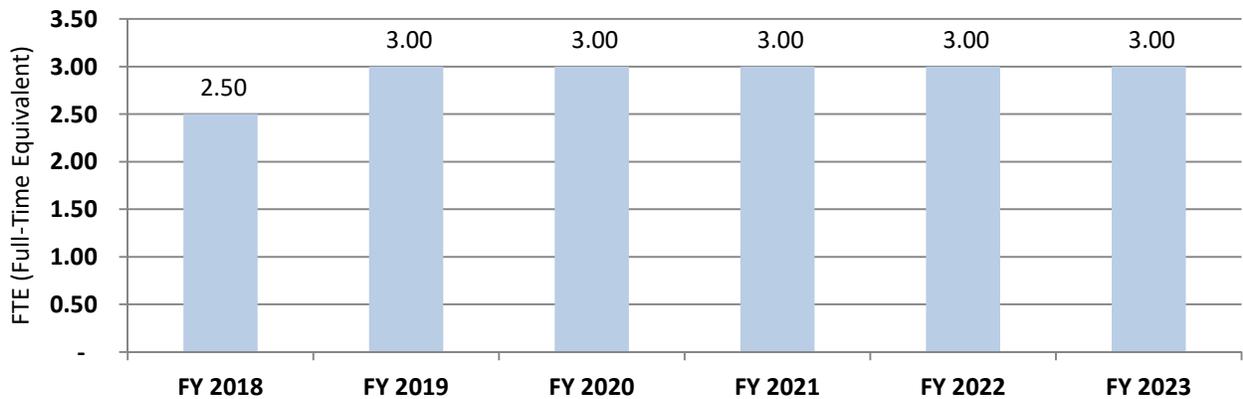
ECONOMIC DEVELOPMENT

Department Information
 Patrick Small, Economic Development
 Director
 (703) 257-8881
www.manassasva.gov/economicdevelopment



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
ECONOMIC DEVELOPMENT								
Economic Development Director	1	1.00	1	1.00	1	1.00	-	-
Assistant Director, Economic Development	1	1.00	1	1.00	1	1.00	-	-
Administrative Assistant I	1	1.00	1	1.00	1	1.00	-	-
DEPARTMENT TOTAL	3	3.00	3	3.00	3	3.00	-	-

Economic Development Staffing History



ECONOMIC DEVELOPMENT

MISSION STATEMENT

Manassas is an economically thriving City where a combination of entrepreneurial spirit, an involved business community and a supportive City economic development presence result in growing businesses, a thriving active community, and a strong sense of place and identity.

PRIOR YEAR ACCOMPLISHMENTS

- Continued to work with Micron on their existing business operations and current expansion
- Worked with Micron to develop a Purchase and Sale Agreement for the EG Smith Ballfields
- Worked with Buchanan to attract additional tenants and investment to the Landing; the office/retail building is 70% leased
- Engaged in ongoing master planning at the Landing for office product, landscaping, pond fountains and the waterfront trail; onsite infrastructure is completed and took over regular maintenance of the City owned parcels
- Assisted with ongoing expansions at HPS, APP Jet Center, and Chantilly Air
- Assisted 41 existing businesses of which more than 13 expanded by making additional capital investments and/or adding jobs
- Restarted Citywide EBVP call program, called on more than 100 existing businesses
- Completed fourth full year of operations at CenterFuse and second full year of Mason SBDC program
- Opened Tru by Hilton and finished construction of office/retail building at the Landing, more than \$20M in new construction and assessed value of \$8.5M
- Continued marketing and successfully utilizing the Façade and Landscape improvements programs; over the past 4 years the program has granted \$375,000 and leveraged \$3.5M in CapEx
- Citizen satisfaction with commercial corridors was up while satisfaction with attracting and promoting retail was constant
- Satisfaction with job creation spiked by 9 percentage points
- Launched the City's GRADUATE! Program to address the Strategic Plan Goal to raise the percentage of individuals with a high school education or greater
- Launched the HeartBeat Gift Card program to support local small businesses
- 2020 Annual Report awarded Gold from IEDC (Bronze in 2019)
- Launched an innovative job seeker and employer services program using CARES Act funds to help people find employment and new job skills
- Expanded services through the SBDC
- Launched an innovative cooperative marketing grant program to support small businesses and extend the City's brand
- Supported 235 City businesses with \$601,000 in grants and aid

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	411,923	454,620	454,620	471,620	17,000
Purchased Services	148,504	220,590	320,590	220,590	-
Internal Services	19,560	20,770	20,770	25,730	4,960
Other Charges	335,439	356,100	441,930	356,100	-
Supplies	2,053	8,000	8,000	8,000	-
Expenditure Category Total:	\$ 917,479	\$ 1,060,080	\$ 1,245,910	\$ 1,082,040	\$ 21,960

Division Summary

Administration	917,479	1,060,080	1,245,910	1,082,040	21,960
Division Summary Total:	\$ 917,479	\$ 1,060,080	\$ 1,245,910	\$ 1,082,040	\$ 21,960

BUDGET HIGHLIGHTS

Changes include salaries and benefits increases in accordance with the recent compensation study and standard adjustments to internal service charges.

ECONOMIC DEVELOPMENT

Administration

FUNCTIONS / ACTIVITIES

The City of Manassas seeks to create an integrated, balanced economy that benefits all residents and businesses by strengthening our positive business climate, proactively planning our future and responding to economic opportunities. The City will foster economic development through collaborative partnerships, sustainable fiscal management and supportive city services. The Department of Economic Development is directly responsible for business attraction, retention, expansion and tourism initiatives in the City.

OBJECTIVES

City Council Priority & Goal

- | | | |
|---|---------------------|------|
| • Assist 20 new businesses in locating to Manassas and 10 existing businesses to expand | Economic Prosperity | EP-1 |
| • Exceed 400,000 visitors to special events | Economic Prosperity | EP-2 |
| • Attract additional commercial investment to the Landing and announce at least one new major tenant committing to invest more than \$5 million | Economic Prosperity | EP-3 |

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) # of new businesses (prospects / new business conversions)	74 / 8	72 / 10	20 / 5	75 / 10	50 / 5
Output (Actions Taken) # of business expansions (businesses assisted / actual expansions)	107 / 13	41 / 13	50 / 10	50 / 10	50 / 10
Output (Actions Taken) Event participation / # of events	210,000 / 7	82,044 / 5	400,000 / 15	400,000 / 15	400,000 / 15
Output (Actions Taken) Citizen satisfaction with the City's ability to develop Vacant Commercial Areas	38%	38%	40%	40%	40%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	411,923	454,620	454,620	471,620	17,000
Purchased Services	148,504	220,590	320,590	220,590	-
Internal Services	19,560	20,770	20,770	25,730	4,960
Other Charges	335,439	356,100	441,930	356,100	-
Supplies	2,053	8,000	8,000	8,000	-
Expenditure Category Total:	\$ 917,479	\$ 1,060,080	\$ 1,245,910	\$ 1,082,040	\$ 21,960

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SHARED SERVICES

MISSION STATEMENT

Through cost sharing with Prince William County, the City contributes funding for its portion of the Commonwealth Attorney, the Courts, the Sheriff's Office, the Area Agency on Aging, Public Health, Community Services, and Cooperative Extension Services. These services are shared on a per capita basis. The City partners with Prince William County for Corrections Services (both adult and juvenile), which are charged based on participation, and also has an agreement for Library Services with Prince William County.

The City also partners with other agencies to provide shared services to the residents of Manassas including the Prince William Health Department, Legal Services Inc., Health Systems of Northern Virginia, PW Soil Conservation District, and Northern Virginia Community College.

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Purchased Services	1,980	51,000	51,000	51,000	-
Other Charges	10,101,445	12,930,990	13,430,990	13,569,310	638,320
Expenditure Category Total:	\$ 10,103,425	\$ 12,981,990	\$ 13,481,990	\$ 13,620,310	\$ 638,320

Division Summary	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Corrections	4,468,675	5,869,470	6,369,470	5,933,630	64,160
Commonwealth Attorney	331,694	422,160	422,160	492,000	69,840
Courts	614,628	951,820	951,820	869,000	(82,820)
Sheriff's Office	803,280	933,250	933,250	1,075,000	141,750
Area Agency on Aging	266,976	368,850	368,850	369,000	150
Public Health	54,570	77,080	77,080	78,000	920
Community Services	2,045,768	2,708,860	2,708,860	2,860,000	151,140
Library	1,140,713	1,236,000	1,236,000	1,273,080	37,080
Cooperative Extension	74,993	100,080	100,080	101,000	920
Prince William Health Dept	187,229	195,000	195,000	450,000	255,000
Legal Services, Inc.	12,400	12,400	12,400	12,400	-
Health Systems of NOVA	3,700	3,700	3,700	3,700	-
PW Soil Conservation District	-	4,500	4,500	4,500	-
Northern VA Comm. College	98,799	98,820	98,820	99,000	180
Division Summary Total:	\$ 10,103,425	\$ 12,981,990	\$ 13,481,990	\$ 13,620,310	\$ 638,320

BUDGET HIGHLIGHTS

Changes include a 5% increase in services shared with Prince William County.

SHARED SERVICES

Corrections

FUNCTIONS / ACTIVITIES

The Corrections division includes correction services for both adults and juveniles with the purpose to protect the community by providing for the secure, safe, and healthful housing of prisoners admitted to the Adult Detention Center; to ensure the safety of the Detention Center staff; to conduct rehabilitative programs, which reduce the likelihood of recidivism among prisoners released from the Detention Center; and to do these things in as cost effective a manner as possible.

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Coroners Fees	420	1,000	1,000	1,000	-
Court Appointed Attorney Fees	1,560	20,000	20,000	20,000	-
Grant Writing Services	-	30,000	30,000	30,000	-
Outreach to Detention	76,339	160,000	160,000	160,000	-
Juvenile Care	123,686	650,000	650,000	650,000	-
Criminal Justice Office PSA Serv	52,898	175,000	175,000	175,000	-
Adult Detention Center (Jail)	4,213,772	4,833,470	5,333,470	4,897,630	64,160
Expenditure Category Total:	\$ 4,468,675	\$ 5,869,470	\$ 6,369,470	\$ 5,933,630	\$ 64,160

SHARED SERVICES

Prince William County Shared Services

FUNCTIONS / ACTIVITIES

Through cost sharing with Prince William County, the City contributes funding for its portion of the Commonwealth Attorney, the Courts, the Sheriff's Office, the Area Agency on Aging, Public Health, Community Services, the Library, and Cooperative Extension Services. These shared services are shared on a per capita basis.

Commonwealth Attorney: The Commonwealth's Attorney will prosecute all felony cases for Prince William County, the Cities of Manassas and Manassas Park, Towns of Dumfries, Haymarket, Quantico, and Occoquan and prosecute misdemeanor and traffic offenses for Prince William County and the City of Manassas. They will review criminal investigations and render legal opinion and advice, all within the guidelines established by the State Supreme Court. They will continue to provide services to the community by maintaining the victim witness program, which provides victims and witnesses of crimes with support, guidance, and information concerning the criminal justice system and to provide assistance with restitution and support services as needed.

Courts: The 31st Judicial Circuit Court has general trial court jurisdiction, including acting as an appellate court for the General District and Juvenile and Domestic Relations Courts, and is a separate but distinct branch of government. (Article I, Section 5, Constitution of Virginia).

The mission of the Clerk of the Circuit Court is to provide professional judicial and administrative services to the citizens of Prince William County, the Cities of Manassas and Manassas Park, and to the five Circuit Court Judges; to record and preserve legally significant documents in an accurate and efficient manner; and to assist citizens with access to the judicial system to more expeditiously allow for the redress of their grievances and resolution of their disputes.

The purpose of the General District Court is to process criminal, traffic, and civil cases heard by District Court Judges and to hold preliminary hearings for felonies. General district courts have exclusive authority to hear civil cases with claims of \$4,500 or less and share authority with the circuit courts to hear cases with claims between \$4,500 and \$25,000. All General District Court Personnel are state employees with the exception of one locally funded position.

The mission of the 31st Judicial District Juvenile & Domestic Relations District Court is to ensure that all disputes are resolved justly, promptly, and efficiently. The Court is truly the "court of the people," in that the Court's main province is to resolve disputes in keeping with the greatest traditions of the Commonwealth of Virginia: liberty, justice, and service.

The components necessary to discharge the Court's function require a system which is unified in its structure and administration, competent in its approach and has at its foundation honest judges and Court personnel, implementing uniform rules of practice and procedure.

Sheriff's Office: The Sheriff's Office, in partnership with elected leaders, staff, and citizens as part of public safety will provide security at the Judicial Center, serve all court process, provide timely transport for prisoners and patients and continue to develop and enhance collaboration with all of our partners.

Area Agency on Aging: The Area Agency on Aging will empower independence and enhance the quality of life and enjoyment of ageing by offering a supportive network for older persons and their family caregivers through advocacy, education, coordination and implementation of programs and services in the tri-jurisdictional area (Prince William County and the Cities of Manassas and Manassas Park).

Public Health: The Public Health service is to enhance the quality of life in Prince William County by affording individuals and families the support, protection, and safety necessary to enable them to build self-reliant lives. Each year Prince William County enters into a Local Government Agreement with the Virginia Department of Health. Services rendered based on this agreement are provided by the Prince William Health District. State mandated services provided on behalf of Prince William County by Prince William Health District include childhood immunizations, pre-school physicals for school entry, rabies control, and vital records – death certificates.

SHARED SERVICES

Prince William County Shared Services

FUNCTIONS / ACTIVITIES (CONTINUED)

Community Services: We are committed to improving the quality of life for people with or at risk of developing mental disabilities and substance abuse problems and to preventing the occurrences of these conditions. We do this through a system of caring that respects and promotes the dignity, rights, and full participation of individuals and their families. To the maximum extent possible, these services are provided within the community. The Community Services Board is administered by Prince William County.

Library: The Prince William Public Library System provides exceptional service and provides lifelong enrichment across both traditional and virtual environments. City residents can visit any library in Prince William County. A City library was opened in 2021.

Extension Services: Prince William Cooperative Extension enables people to improve their lives through the delivery of educational programs that use research based knowledge focused on individual, family, and community issues.

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Commonwealth Attorney	331,694	422,160	422,160	492,000	69,840
Courts	614,628	951,820	951,820	869,000	(82,820)
Sheriff's Office	803,280	933,250	933,250	1,075,000	141,750
Area Agency on Aging	266,976	368,850	368,850	369,000	150
Public Health	54,570	77,080	77,080	78,000	920
Community Services	2,045,768	2,708,860	2,708,860	2,860,000	151,140
Library	1,140,713	1,236,000	1,236,000	1,273,080	37,080
Cooperative Extension	74,993	100,080	100,080	101,000	920
Expenditure Category Total:	\$ 5,332,622	\$ 6,798,100	\$ 6,798,100	\$ 7,117,080	\$ 318,980

NON-DEPARTMENTAL

MISSION STATEMENT

Non-departmental consists of Transfers, Contingencies, Contributions/Donations and certain Grants. Transfers include to the school funds, debt service fund, capital funds, and social services fund. The City is a partner with many agencies through funding or providing in-kind or matching funds to support grant funded efforts. A list of the approved non-profit contributions is included.

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure by Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
School Support					
Operating - Trsfr to Schools	58,850,210	55,341,610	55,341,610	57,001,900	1,660,290
Debt - Trsfr to Debt Service Fund	3,000,000	6,020,000	6,020,000	6,140,400	120,400
Proffers - Trsfr to Schools	681,120	-	-	-	-
Category Total:	62,531,330	61,361,610	61,361,610	63,142,300	1,780,690
Transfers to Other Funds					
Debt Service Fund (City Debt)	4,609,520	4,701,710	4,701,710	4,795,750	94,040
Social Services Fund	2,385,939	2,602,000	2,602,000	2,602,000	-
CIP Funds	1,349,500	1,820,000	1,828,000	1,520,000	(300,000)
Category Total:	8,344,959	9,123,710	9,131,710	8,917,750	(205,960)
Other					
Contributions/Donations	136,500	137,500	137,500	150,000	12,500
Miscellaneous Contingency	-	300,000	300,000	300,000	-
Community Investments	293,075	374,000	2,094,930	350,000	(24,000)
CARES Grant	4,955,486	-	1,937,406	-	-
Anticipated Grants/Donations	-	500,000	222,832	500,000	-
Category Total:	5,385,061	1,311,500	4,692,667	1,300,000	(11,500)
EXPENDITURE TOTAL:	\$ 76,261,350	\$ 71,796,820	\$ 75,185,987	\$ 73,360,050	\$ 1,563,230

BUDGET HIGHLIGHTS

Major changes include a \$1,660,290 (3%) increase in the transfer to the Schools for operations. The transfer to the CIP has decreased by \$300,000 to reflect \$300,000 of paving funds in the Streets operating budget instead of the CIP to streamline the process.

NON-DEPARTMENTAL

Contributions/Donations

DIVISION EXPENDITURE OVERVIEW

Agency	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
ACTS-Combined	36,000	30,000	30,000	35,000	-
ARC of Greater Prince William	2,000	2,000	2,000	2,000	-
B.E.A.C.O.N.	1,000	1,000	1,000	1,000	-
Independence Empowerment	-	1,000	1,000	-	-
NVFS-Healthy Families	15,000	15,000	15,000	15,000	-
NVFS-Serve Food Pantry*	10,000	10,000	10,000	15,000	-
Project Mend-A-House	-	3,000	3,000	3,000	-
Volunteer Prince William	3,000	3,000	3,000	3,000	-
Youth Apostles-Don Bosco Cntr.	-	3,000	3,000	3,000	-
CASA	1,500	1,500	1,500	3,000	-
Center for the Arts-Operations*	30,000	30,000	30,000	30,000	-
Hylton Perf. Arts Cntr.-Veterans*	5,000	5,000	5,000	5,000	-
Manassas Ballet	25,000	25,000	25,000	25,000	-
Manassas Community Chorale	3,000	3,000	3,000	3,000	-
Manassas Symphony	3,000	3,000	3,000	3,000	-
Prince William Little Theatre	2,000	2,000	2,000	2,000	-
Freedom Museum	-	-	-	2,000	-
EXPENDITURE TOTAL:	\$ 136,500	\$ 137,500	\$ 137,500	\$ 150,000	\$ -

*These agencies receive additional funding from the City outside of the non-profit application process.

- SERVE - \$100,000 (Social Services Fund)
- Center for the Arts - \$40,500 (Culture & Recreation)
- Hylton Performing Arts Center - \$312,410 (Culture & Recreation)

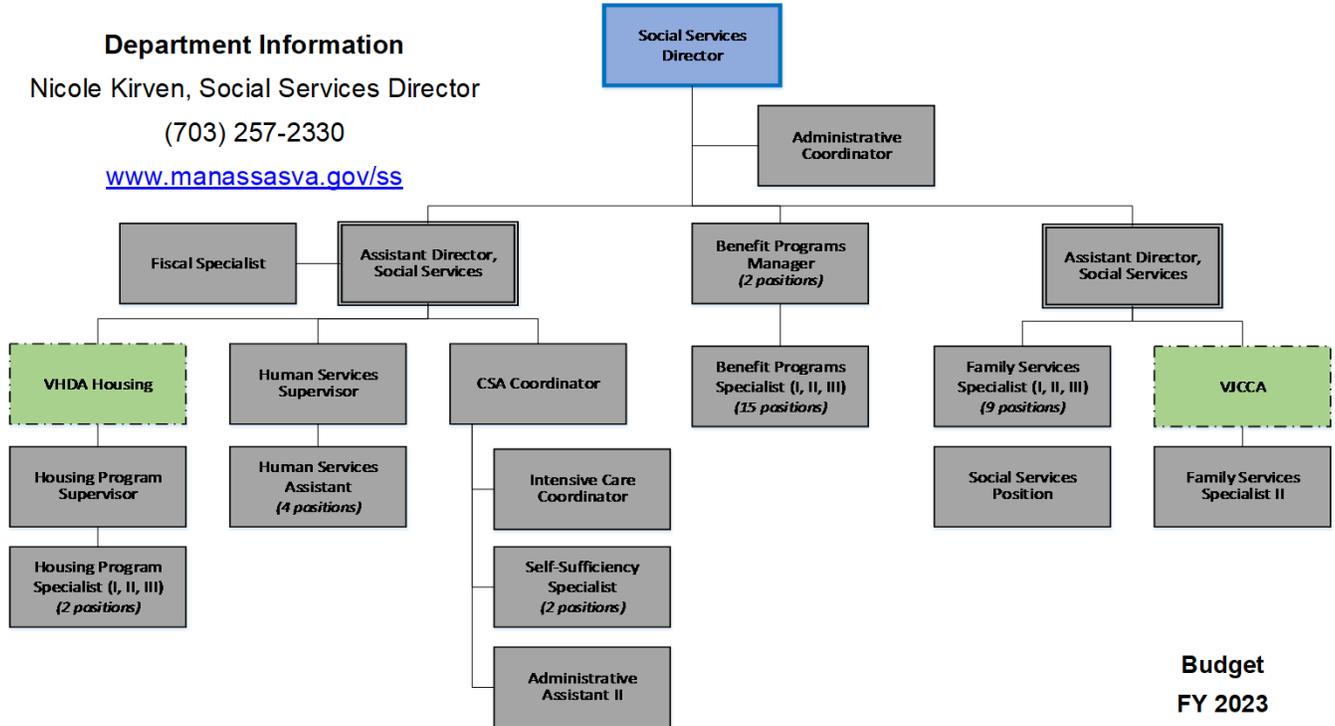
SOCIAL SERVICES

Department Information

Nicole Kirven, Social Services Director

(703) 257-2330

www.manassasva.gov/ss

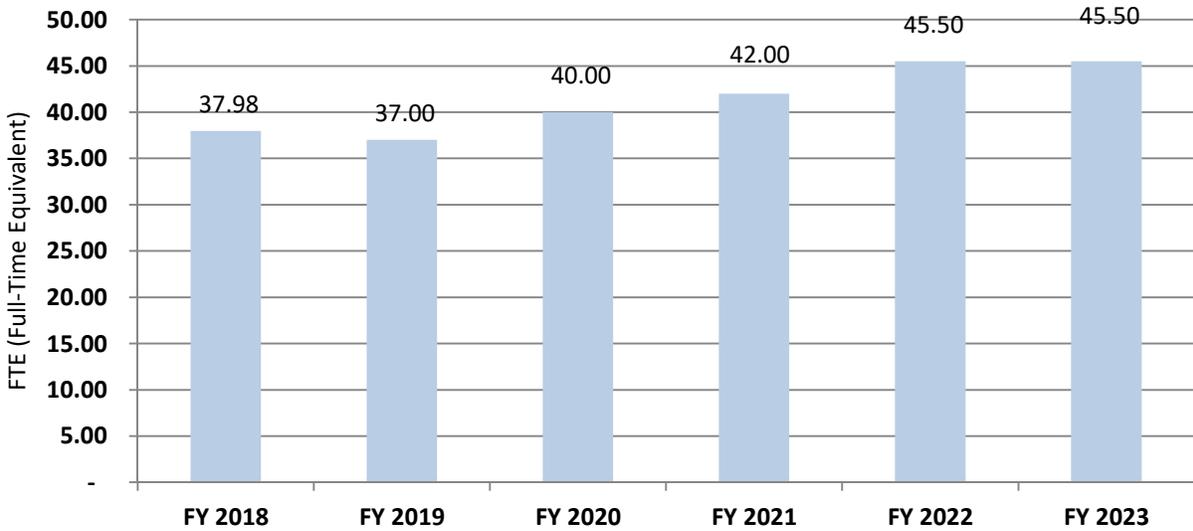


	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
SOCIAL SERVICES								
Social Services Director	1	1.00	1	1.00	1	1.00	-	-
Assistant Director, Social Services	-	-	2	2.00	2	2.00	2	2.00
Social Services Finance Manager	1	1.00	-	-	-	-	(1)	(1.00)
Administrative Coordinator	1	1.00	1	1.00	1	1.00	-	-
Fiscal Specialist	1	1.00	1	1.00	1	1.00	-	-
Administrative Assistant II	1	1.00	1	1.00	1	1.00	-	-
Family Services Manager	1	1.00	-	-	-	-	(1)	(1.00)
Family Services Specialist (I, II, III, IV)	9	9.00	9	9.00	9	9.00	-	-
Benefit Programs Manager	1	1.00	2	2.00	2	2.00	1	1.00
Benefit Programs Specialist (I, II, III)	16	16.00	15	15.00	15	15.00	(1)	(1.00)
Human Services Supervisor	1	1.00	1	1.00	1	1.00	-	-
Human Services Assistant	4	4.00	4	4.00	4	4.00	-	-
Self Sufficiency Specialist	2	2.00	2	2.00	2	2.00	-	-
CSA Coordinator	1	1.00	1	1.00	1	1.00	-	-
Intensive Care Coordinator	1	1.00	1	1.00	1	1.00		
Social Services Position	1	1.00	1	1.00	1	1.00	-	-

SOCIAL SERVICES

	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
	<i>VHDA Housing Program</i>							-
Housing Program Supervisor	1	1.00	1	1.00	1	1.00	-	-
Housing Program Agent (I, II)	2	1.50	2	1.50	2	1.50	-	-
<i>VJCCCA</i>							-	-
Family Services Specialist (I, II, III, IV)	1	1.00	1	1.00	1	1.00	-	-
DEPARTMENT TOTAL	46	45.50	46	45.50	46	45.50	-	-

Social Services Staffing History



SOCIAL SERVICES

MISSION STATEMENT

The City of Manassas Department of Social Services will strive to provide opportunities which promote the stability, self- sufficiency, and well-being of residents of the City by assisting with basic needs, protecting children and vulnerable adults, and effectively utilizing community based resources. The Department enhances its delivery of benefits and services by building collaborative and cooperative relationships with not-for-profit, private, and other public community partners.

PRIOR YEAR ACCOMPLISHMENTS

- \$56,230,291 in Medicaid and FAMIS Benefits to Manassas city residents and families
- \$7,289,787 in SNAP Benefits (Supplemental Nutrition Assistance Program) for Manassas residents
- \$3,642,775 in Housing Assistance paid to Manassas City landlords
- \$1,319,541 in Child Care Subsidy to Manassas residents
- \$1,077,675 for Children’s Services Act
- \$557,444 in benefit payments to Manassas residents
- \$367,553 in TANF Benefits (Temporary Aid to Needy Families-workforce development) for Manassas residents
- \$122,166 in COVID-19 assistance for Manassas City residents
- \$97,948 in services purchased for clients by LDSS
- \$54,588 in energy assistance payments on behalf of Manassas City residents
- 10 new housing vouchers for Manassas City residents experiencing homelessness

- Total in Benefits for Manassas residents: \$70,759,768

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	3,764,528	4,488,390	4,488,390	4,716,350	227,960
Purchased Services	113,278	179,000	179,000	173,720	(5,280)
Internal Services	128,280	118,530	118,530	128,940	10,410
Other Charges	2,138,871	2,797,510	2,869,949	2,839,720	42,210
Supplies	29,030	38,200	38,200	38,200	-
Transfers/Contingencies	-	-	-	50,000	50,000
Expenditure Category Total:	\$ 6,173,988	\$ 7,621,630	\$ 7,694,069	\$ 7,946,930	\$ 325,300

Division Summary

Joint Program	4,138,818	4,902,060	4,902,060	5,179,170	277,110
Benefit Program	429,180	628,500	682,847	663,500	35,000
Service Program	66,587	125,000	143,092	119,500	(5,500)
VIEW Program	81,550	70,000	70,000	75,000	5,000
Local Shares / Contributions	136,360	100,000	100,000	100,000	-
VHDA Housing Program	229,164	273,700	273,700	287,390	13,690
VJCCCA	5,099	59,870	59,870	59,870	-
Children’s Services Act (CSA)	1,087,230	1,462,500	1,462,500	1,462,500	-
Division Summary Total:	\$ 6,173,988	\$ 7,621,630	\$ 7,694,069	\$ 7,946,930	\$ 325,300

BUDGET HIGHLIGHTS

Changes include salaries and benefits increases in accordance with the recent compensation study and standard adjustments to internal service charges.

SOCIAL SERVICES

Joint Program

FUNCTIONS / ACTIVITIES

The Joint Program Division provides administrative oversight for policies and programs and furnishes leadership, management, fiscal, and administrative support to departmental staff that are necessary for the operation of the department. It also administers other human service programs such as the Children's Services Act, as directed by City Council.

OBJECTIVES

City Council Priority & Goal

- | | | |
|--|-----------------------|------|
| • Provide fiscal processing of vendor invoices within 30 days of receipt from vendor | Sustaining Excellence | SE-3 |
| • Provide responsiveness and courteous service to customers, visitors and vendors | Sustaining Excellence | SE-1 |
| • Increase Agency visibility within the City of Manassas | Sustaining Excellence | SE-5 |

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Efficiency (Workload) # of invoices processed / % processed within 30 days of receipt	1,427 / 97%	1,483 / 98%	1,500 / 96%	1,600 / 97%	1,600 / 97%
Outcome (Effectiveness) Number of walk-in clients served / number of client's (households) found eligible for services	16,051 / 8,266	5,767 / 11,091	13,034 / 5,012	6,500 / 11,100	7,300 / 9,000
Input (Resources Utilized) # of events attended / # of community contacts established	65 / 175	22 / 100	75 / 250	30 / 150	50 / 200
Outcome (Effectiveness) # of community organizations responding to outreach events	90	15	50	25	50

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	3,536,369	4,215,390	4,215,390	4,429,660	214,270
Purchased Services	113,235	179,000	179,000	173,720	(5,280)
Internal Services	128,280	118,530	118,530	128,940	10,410
Other Charges	331,904	350,940	350,940	358,650	7,710
Supplies	29,030	38,200	38,200	38,200	-
Transfers/Contingencies	-	-	-	50,000	50,000
Expenditure Category Total:	\$ 4,138,818	\$ 4,902,060	\$ 4,902,060	\$ 5,179,170	\$ 277,110

SOCIAL SERVICES

Benefit Program

FUNCTIONS / ACTIVITIES

The Benefit Program Division improves the health and welfare of city residents by providing Medicaid, Supplemental Nutrition Assistance Program (SNAP), Energy Assistance, Temporary Assistance to Needy Families (TANF), and other related programs. These programs are administered according to Federal and State laws for timely and accurate benefits to residents.

OBJECTIVES

City Council Priority & Goal

<ul style="list-style-type: none"> • Provide financial and medical services to City residents for all department programs • Provide Supplemental Nutrition Assistance Program to reduce hunger & increase food security to low-income households • Provide Temporary Assistance for Needy Families with financial services to families with children 	Sustaining Excellence Sustaining Excellence Sustaining Excellence	SE-4 SE-4 SE-4
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SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) # of households that requested Medicaid / # of people approved for medical & health related assistance	4,468 / 9,275	4,096 / 10,758	5,000 / 9,000	3,500 / 9,000	3,200 / 8,000
Outcome (Effectiveness) # of City households that requested SNAP / # people assisted with food purchasing power	1,336 / 3,662	1,331 / 4,126	1,800 / 4,000	1,200 / 3,700	1,000 / 3,500
Outcome (Effectiveness) # household requesting TANF / # people receiving financial assistance so children can be cared for in their own homes	66 / 216	222 / 284	200 / 300	150 / 200	100 / 200
Outcome (Effectiveness) # households that requested Energy Assistance / # households assisted with home energy needs	254 / 157	176 / 153	250 / 150	200 / 150	200 / 150

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Other Charges	429,180	628,500	682,847	663,500	35,000
Expenditure Category Total:	\$ 429,180	\$ 628,500	\$ 682,847	\$ 663,500	\$ 35,000

SOCIAL SERVICES

Service Program

FUNCTIONS / ACTIVITIES

The Service Program Division provides for the safety of children and vulnerable adults as well as the delivery of supportive services to families. This is done through Child Protective Services (CPS), Adult Protective Services (APS), Foster Care (FC), and other related programs according to the law and Virginia Department of Social Services policies.

OBJECTIVES

City Council Priority & Goal

• Respond and provide supportive services for vulnerable City residents	Sustaining Excellence	SE-4
• Provide services to children and vulnerable adults to increase safety factors	Sustaining Excellence	SE-4
• Reduce recidivism of abuse and neglect to children and vulnerable adults	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) # of CPS referrals / % of cases without a reoccurrence of serious child abuse within one year	396 / 91%	519 / 95%	800 / 95%	750 / 95%	775 / 95%
Outcome (Effectiveness) # of families that applied for low income working child care funds / # of families that received child care services	143 / 136	177 / 112	200 / 150	170 / 150	170 / 120
Outcome (Effectiveness) # of referrals for APS / % of cases without a reoccurrence of serious adult abuse within a year	92 / 80%	94 / 88%	90 / 80%	95 / 80%	105 / 85%
Outcome (Effectiveness) # of children entering FC / # of children returned home or custody transferred to a relative	9 / 5	10 / 11	10 / 8	10 / 8	10 / 8

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Purchased Services	43	-	-	-	-
Other Charges	66,544	125,000	143,092	119,500	(5,500)
Expenditure Category Total:	\$ 66,587	\$ 125,000	\$ 143,092	\$ 119,500	\$ (5,500)

SOCIAL SERVICES

VHDA Housing Program

FUNCTIONS / ACTIVITIES

The Virginia Housing Development Authority (VHDA) Housing Voucher Program provides HUD (Housing and Urban Development) regulated rental and purchase housing assistance to qualified City of Manassas and City of Manassas Park residents in need of subsidized housing according to law, policy, and procedure.

OBJECTIVES

	City Council Priority & Goal	
• Provide decent and safe housing for eligible City residents	Community Vitality	CV-1
• Increase landlord participation in the Housing Choice Voucher Program (HCVP) Section 8 Housing Program	Community Vitality	CV-1
• Maintain quality HCVP Section 8 rental housing stock	Community Vitality	CV-1

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) # of Housing and Urban Development approved vouchers available / # of approved vouchers leased	287 / 327	301 / 336	310 / 326	316 / 336	316 / 336
Outcome (Effectiveness) # of landlords / % change	136 / 11%	125 / 1%	150 / 1%	125 / 1%	125 / 1%
Outcome (Effectiveness) # of inspections conducted annually / % passing inspections	450 / 80%	400 / 80%	450 / 80%	400 / 80%	400 / 80%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	228,159	273,000	273,000	286,690	13,690
Other Charges	1,005	700	700	700	-
Expenditure Category Total:	\$ 229,164	\$ 273,700	\$ 273,700	\$ 287,390	\$ 13,690

SOCIAL SERVICES

VJCCCA

FUNCTIONS / ACTIVITIES

The Virginia Juvenile Justice Community Crime Control Act Division funds are provided to create community-based alternatives to incarceration for court involved youth.

OBJECTIVES

City Council Priority & Goal

- | | | |
|--|--|----------------------|
| <ul style="list-style-type: none"> • Promote and maintain educational placement of youth enrolled in the Intensive Supervision Program • Maintain youth in the community that are enrolled in the intensive case management program • Reduce recidivism of convictions of the youth enrolled in the intensive case management program | Educational Attainment
Educational Attainment
Educational Attainment | EA-2
EA-1
EA-1 |
|--|--|----------------------|

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) # of Diversion Pathways Youth completing program / % of youth who met educational requirements	39 / 88%	5 / 100%	40 / 80%	40 / 80%	40 / 80%
Outcome (Effectiveness) # of Diversion Pathways Youth completing program / % not accruing new juvenile petitions within 12 months	40 / 80%	5 / 100%	40 / 75%	40 / 80%	40 / 75%
Outcome (Effectiveness) # of Diversion Pathways Youth completing program / % successfully diverted from court	33 / 77%	5 / 100%	40 / 80%	40 / 80%	40 / 80%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Other Charges	5,099	59,870	59,870	59,870	-
Expenditure Category Total:	\$ 5,099	\$ 59,870	\$ 59,870	\$ 59,870	\$ -

SOCIAL SERVICES

Children's Services Act (CSA)

FUNCTIONS / ACTIVITIES

The Children's Services Act (CSA) Division coordinates the expenditure of pooled funds under the CSA. The division works in collaboration with Manassas City Public Schools, Prince William Health District, Prince William Community Services Board, Manassas City Department of Social Services, and the 31st District Juvenile Court Services Unit to provide child-centered, family-focused, cost-effective services in the least restrictive environment to eligible children and youth.

OBJECTIVES

	City Council Priority & Goal	
• Fund appropriate services that support program-eligible children and youth	Sustaining Excellence	SE-3
• Maximize use of alternative funding sources to pay for services	Sustaining Excellence	SE-3
• Maximize use of available community-based services to decrease residential placements	Sustaining Excellence	SE-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) # of cases assessed by Family Assessment & Services Team (FAST) / % of cases not CSA-funded	109 / 5%	111 / 3%	110 / 1%	115 / 2%	110 / 1%
Outcome (Effectiveness) # of CSA-funded cases / % of residential placements	34 / 6%	48 / 12%	45 / 10%	47 / 9%	46 / 7%
Outcome (Effectiveness) # of private day school cases / % of CSA funding used for private school placements	9 / 38%	10 / 51%	9 / 35%	9 / 37%	9 / 36%
Outcome (Effectiveness) # of foster care cases / % eligible for federal IV-E funding	20 / 30%	24 / 25%	30 / 10%	29 / 20%	28 / 20%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Other Charges	1,087,230	1,462,500	1,462,500	1,462,500	-
Expenditure Category Total:	\$ 1,087,230	\$ 1,462,500	\$ 1,462,500	\$ 1,462,500	\$ -

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FIRE AND RESCUE

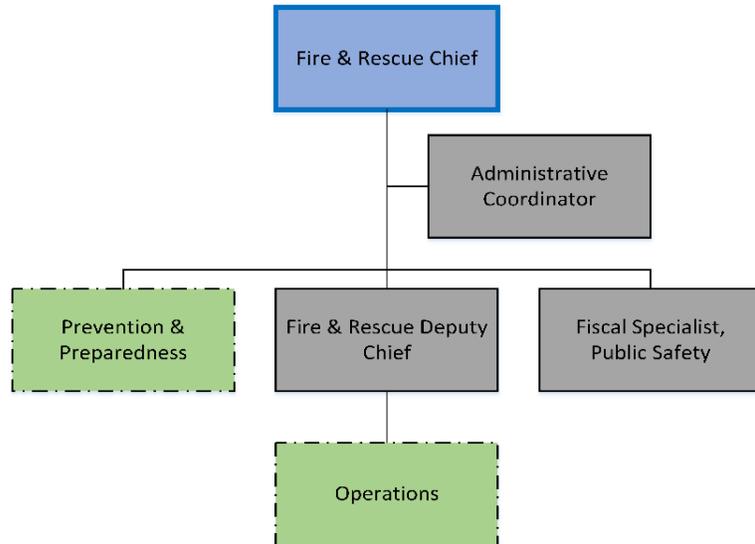
Department Information

William Garrett, Fire & Rescue Chief

Administration: (703) 257-8465

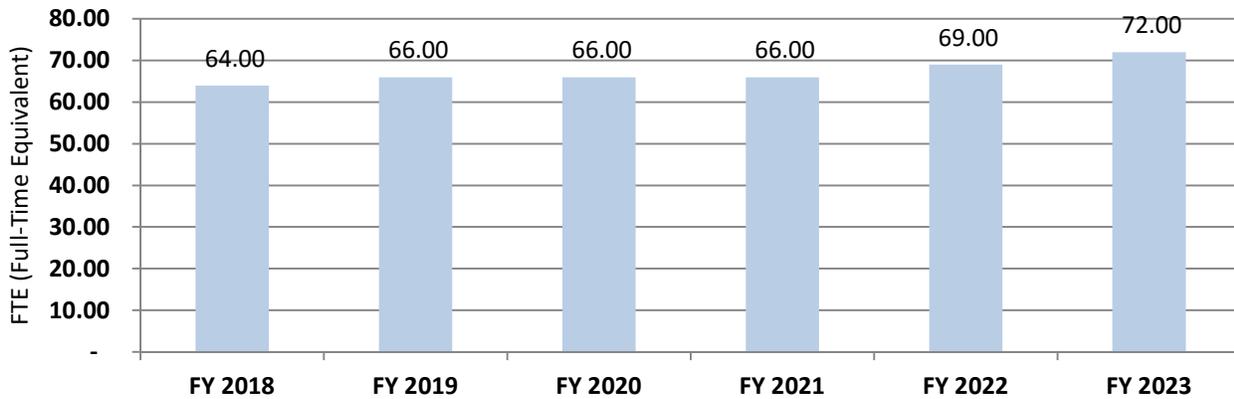
Non-Emergency: (703) 792-6500

www.manassasva.gov/fire



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
	FIRE & RESCUE							
Fire & Rescue Chief	1	1.00	1	1.00	1	1.00	-	-
Fire & Rescue Deputy Chief	1	1.00	1	1.00	1	1.00	-	-
Administrative Coordinator	1	1.00	1	1.00	1	1.00	-	-
Fiscal Specialist, Public Safety	1	1.00	1	1.00	1	1.00	-	-
<i>Operations</i>	62	62.00	62	62.00	65	65.00	3	3.00
<i>Prevention & Preparedness</i>	3	3.00	3	3.00	3	3.00	-	-
DEPARTMENT TOTAL	69	69.00	69	69.00	72	72.00	3	3.00

Fire & Rescue Staffing History



FIRE AND RESCUE

MISSION STATEMENT

The mission of the Fire and Rescue Department is to protect the lives and property of the residents of the City of Manassas, its visitors, and the surrounding communities by delivering quality emergency medical care, fire prevention, fire suppression, public education and disaster management.

PRIOR YEAR ACCOMPLISHMENTS

- Sold old Tower to Manassas Park Fire and Rescue
- Graduated Recruit Class 11 with 7 personnel – 4 Advanced Life Support, 3 Basic Life Support
- Administration serving as 2 of the 3 Officer positions for the VFCA Administrative Professionals Group
- Fire and Rescue Logistics moved to COOP facility (Old Station 21)
- Continue to champion the Emplify survey with department members, trained department supervisors on how to encourage participation and how to interpret and discuss findings
- Instituted updated GMVRS and new MVFC service agreements, with trackable metrics and funding allocations
- Hired a new Deputy Fire Marshal; brought the position back into the Operations Staffing Plan. This will potentially help with career development, and staffing
- Work with HR to review and update pay and class study / Public Safety Pay Scale
- 2 new Captains have completed Command Competency Training (which allows them to operate in the Battalion Chief role if necessary)
- Emergency Management Planner position upgraded; instituting changes to coincide with upgrade which will make operations and decision making easier
- Reviewed Consolidated Dispatch Agreement with Prince William County

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	7,655,489	8,263,650	8,482,230	9,144,290	880,640
Purchased Services	394,368	395,900	404,959	399,460	3,560
Internal Services	1,241,466	1,372,570	1,375,670	1,603,350	230,780
Other Charges	795,107	878,960	885,427	780,040	(98,920)
Supplies	242,415	589,610	483,430	589,610	-
Capital	195,552	380,000	1,602,544	1,182,000	802,000
Transfers/Contingencies	768,744	1,270,000	1,270,000	1,365,000	95,000
Expenditure Category Total:	\$ 11,293,141	\$ 13,150,690	\$ 14,504,261	\$ 15,063,750	\$ 1,913,060

Division Summary

Administration	2,363,903	2,962,240	2,962,607	3,056,050	93,810
Operations	6,837,614	7,434,060	7,434,060	8,260,340	826,280
Prevention & Preparedness	205,952	308,180	308,180	324,870	16,690
Volunteer Fire	180,000	180,000	180,000	180,000	-
Volunteer Rescue	137,710	169,000	169,000	99,000	(70,000)
Consolidated Budget	1,256,522	1,611,280	2,561,280	2,514,410	903,130
Emergency Operations Center	79,630	85,930	85,930	229,080	143,150
Fire & Rescue Grants	231,810	400,000	803,204	400,000	-
Division Summary Total:	\$ 11,293,141	\$ 13,150,690	\$ 14,504,261	\$ 15,063,750	\$ 1,913,060

BUDGET HIGHLIGHTS

The Fire and Rescue tax rate for FY 2023 is \$0.207, which is the same as FY 2022. Changes include the addition of three firefighters, salaries and benefits increases in accordance with the recent compensation study, increases in internal service charges to support the new Public Safety Facility, and equipment purchases.

FIRE AND RESCUE

Administration

FUNCTIONS / ACTIVITIES

The Administration Division is responsible for policy development, strategic planning, and system-wide administration, including Emergency Management. Fiscal oversight, budget preparation, recruiting, hiring, training support, and records management are also managed from this division. A primary goal of the Division is the health and safety of career and volunteer personnel, and the citizens and visitors of the community.

OBJECTIVES

City Council Priority & Goal

- | | | |
|---|-----------------------|------|
| <ul style="list-style-type: none"> ● Protect the community by managing/coordinating fire suppression and emergency medical services staffing and activities within the community | Sustaining Excellence | SE-4 |
| <ul style="list-style-type: none"> ● Integrate and maintain records management system | Sustaining Excellence | SE-1 |
| <ul style="list-style-type: none"> ● Promote effective and efficient human resources management for both career and volunteer members in compliance with standards | Sustaining Excellence | SE-2 |

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Input (Resources Utilized) Total call volume / % of EMS calls	6,735 / 74%	6,762 / 74%	6,600 / 75%	6,700 / 75%	6,800 / 75%
Outcome (Effectiveness) # of patients transported	2,762	2,547	2,600	2,650	2,700
Outcome (Effectiveness) # of emergency vehicle responses	12,429	11,873	12,500	12,600	12,700
Outcome (Effectiveness) % of time fully staffed	N/A	84.7%	95%	87.4%	95%

DIVISION EXPENDITURE OVERVIEW

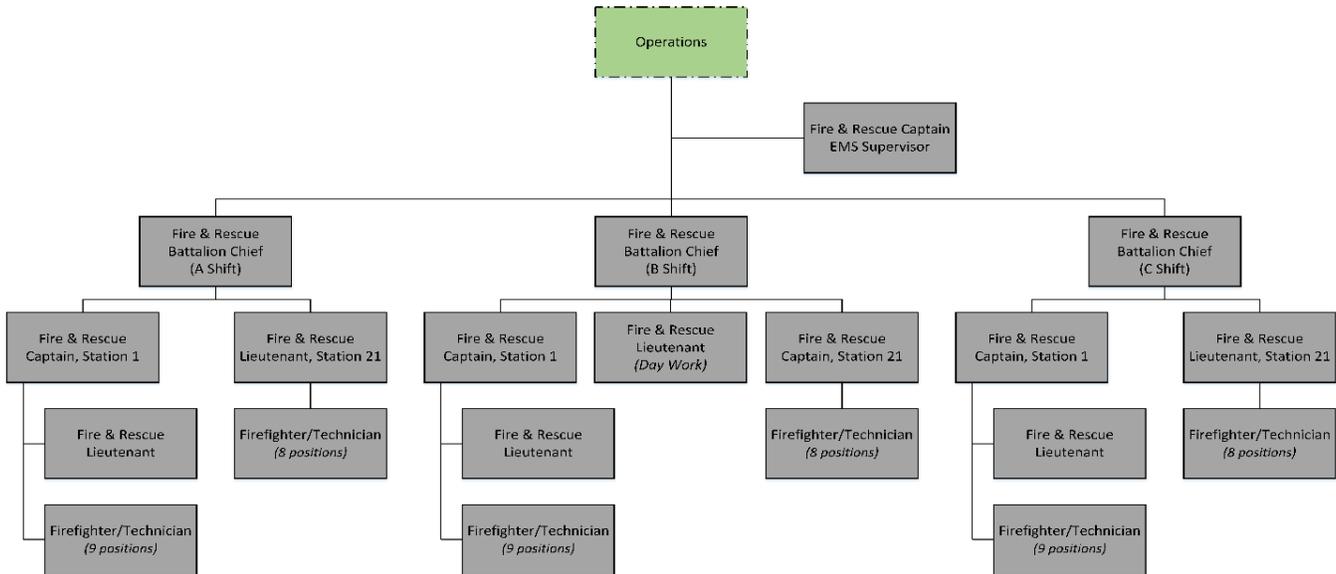
Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	600,911	645,000	645,000	682,670	37,670
Purchased Services	19,385	4,500	4,500	4,500	-
Internal Services	809,020	878,130	878,130	863,960	(14,170)
Other Charges	148,625	146,010	146,377	121,320	(24,690)
Supplies	17,218	18,600	18,600	18,600	-
Transfers/Contingencies	768,744	1,270,000	1,270,000	1,365,000	95,000
Expenditure Category Total:	\$ 2,363,903	\$ 2,962,240	\$ 2,962,607	\$ 3,056,050	\$ 93,810

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FIRE AND RESCUE

Operations



	Adopted		Amended		Budget		Budget	
	FY 2022		FY 2022		FY 2023		Over (Under)	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Operations</i>								
Fire & Rescue Battalion Chief	3	3.00	3	3.00	3	3.00	-	-
Fire & Rescue Captain	5	5.00	5	5.00	5	5.00	-	-
Fire & Rescue Lieutenant	6	6.00	6	6.00	6	6.00	-	-
Firefighter/Technician	48	48.00	48	48.00	51	51.00	3	3.00
Division Total	62	62.00	62	62.00	65	65.00	3	3.00

FIRE AND RESCUE

Operations

FUNCTIONS / ACTIVITIES

The Operations Division provides emergency response to, and mitigation of, fire and hazardous material incidents. The Division is responsible for providing emergency treatment and transportation for patients with injuries and illnesses resulting from accidents or disease. Emergency Medical Technicians/Paramedics satisfy minimum staffing requirements for emergency medical response vehicles and provide medical treatment capability to firefighting response vehicles in this Division on a regular basis.

OBJECTIVES

OBJECTIVES	City Council Priority & Goal	
• Maintain and enhance knowledge, skills, and abilities of fire and rescue personnel that are required to mitigate all hazardous incidents	Sustaining Excellence	SE-4
• Ensure timely patient care delivery through appropriate service delivery	Sustaining Excellence	SE-4
• Respond within the national recognized standards for emergency incidents and Advanced Life Support incidents	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

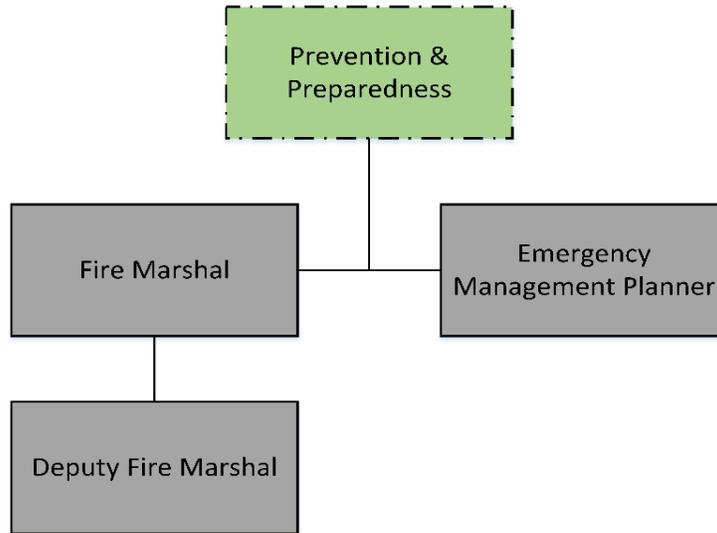
Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Output (Actions Taken) % of first unit arrival within 4 minutes or less of dispatch	63.24%	64.53%	70%	65%	65%
Output (Actions Taken) % of Advanced Life Support response arrival within 8 minutes or less of dispatch	96.7%	96.11%	95%	96%	96%
Output (Actions Taken) # of hours of Fire Training Conducted	1,500	5,639	4,950	12,465	12,500
Output (Actions Taken) # of hours of EMS Training conducted	N/A	1,290	1,400	1,400	1,400

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	6,750,564	7,326,650	7,326,650	8,152,930	826,280
Purchased Services	3,304	4,700	4,700	4,700	-
Other Charges	32,392	51,250	51,250	51,250	-
Supplies	51,354	51,460	51,460	51,460	-
Expenditure Category Total:	\$ 6,837,614	\$ 7,434,060	\$ 7,434,060	\$ 8,260,340	\$ 826,280

FIRE AND RESCUE

Prevention & Preparedness



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Prevention & Preparedness</i>								
Fire Marshal	1	1.00	1	1.00	1	1.00	-	-
Deputy Fire Marshal	1	1.00	1	1.00	1	1.00	-	-
Emergency Management Planner <i>Restricted/Grant</i>	1	1.00	1	1.00	1	1.00	-	-
Division Total	3	3.00	3	3.00	3	3.00	-	-

FIRE AND RESCUE

Prevention & Preparedness

FUNCTIONS / ACTIVITIES

The Prevention and Preparedness Division is responsible for the Office of the Fire Marshal, the Office of Emergency Management, and serves as the Department's Public Information Officer. Its mandate is to prevent the loss of life and property through the enforcement of the Virginia Statewide Fire Prevention Code, portions of the Virginia Construction Code, and the arson and bombing laws of the Commonwealth of Virginia. This is accomplished through a comprehensive fire inspection program, plans review, the investigation of fires and environmental crimes, and the arrest and prosecution of those responsible for related criminal activity. The Division manages the City's Emergency Operations Center, coordinates the City's planning and support to citizens in the event of natural or man-made disaster, oversees the safety planning for annual and special events, and carries out the requirements of the Code of Virginia related to emergency management.

OBJECTIVES

City Council Priority & Goal

- | | | |
|--|-----------------------|------|
| <ul style="list-style-type: none"> ● Promote a safer and less vulnerable community through effective educational programs, emergency management practices and procedures, inspection, and enforcement of fire, building and life safety codes | Sustaining Excellence | SE-4 |
| <ul style="list-style-type: none"> ● Enhance public safety and welfare through the thorough investigation of fire incidents | Sustaining Excellence | SE-4 |
| <ul style="list-style-type: none"> ● Maintain criminal enforcement efforts for incendiary fires | Sustaining Excellence | SE-4 |

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) Number of known inspectable occupancies / % inspected annually	1,542 / 65%	1,557 / 54%	1,600 / 50%	1,600 / 50%	1,600 / 100%
Efficiency (Workload) Total number of inspections / % of failed inspections requiring a second visit	1,221 / 14%	1,109 / 20%	1,000 / 0%	800 / 25%	1,600 / 0%
Output (Actions Taken) HAZU Permit Issues / HAZU Revenue	433 / \$73,000	547 / \$91,650	500 / \$50,000	500 / \$70,000	500 / \$50,000
Outcome (Effectiveness) Fire-related casualties / # of fires in inspected occupancies / # of investigations	0 / 2 / 80	0 / 2 / 114	0 / 0 / 100	0 / 0 / 100	0 / 0 / 0

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	192,036	292,000	292,000	308,690	16,690
Purchased Services	2,128	2,200	2,200	2,200	-
Other Charges	7,331	9,680	9,680	9,680	-
Supplies	4,458	4,300	4,300	4,300	-
Expenditure Category Total:	\$ 205,952	\$ 308,180	\$ 308,180	\$ 324,870	\$ 16,690

PUBLIC WORKS

Owens Brooke Service District Fund

FUNCTIONS / ACTIVITIES

The Owens Brooke Service District Fund, managed by the Public Works Department, accounts for the revenues and expenditures to provide additional services in the form of street maintenance, general upkeep, and other services for certain private streets and roads in the district, which will enhance the public use and enjoyment of and public safety, convenience, and public well-being within the district. Such services are funded by a special tax levy.

FUNDING OVERVIEW

Revenue by Source	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Local Sources					
General Property Taxes	40,340	40,200	40,200	40,200	-
Interest & Use of Property	172	-	-	-	-
Source Total:	40,512	40,200	40,200	40,200	-
Other Financing Sources					
Use of Fund Balance	241,563	-	-	-	-
Source Total:	241,563	-	-	-	-
REVENUE TOTAL:	\$ 282,075	\$ 40,200	\$ 40,200	\$ 40,200	\$ -

DIVISION EXPENDITURE OVERVIEW

Expenditure by Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Purchased Services	278,565	36,700	36,700	36,700	-
Other Charges	3,158	3,500	3,500	3,500	-
Supplies	352	-	-	-	-
EXPENDITURE TOTAL:	\$ 282,075	\$ 40,200	\$ 40,200	\$ 40,200	\$ -

BUDGET HIGHLIGHTS

The tax rate for the Owens Brooke Service District is \$0.0869, which is a reduction from the FY 2022 rate of \$0.101. The tax rate is adjusted annually to a rate that generates \$40,200 in revenue. As of June 30, 2021, the fund balance in this fund is \$100,798.

FUNCTIONS / ACTIVITIES

The PEG Fund, managed by the Finance Department, accounts for revenues collected from cable franchise fees. By law, these fees must be used to equipment to support the City's Public Education Government Television Channel.

FUNDING OVERVIEW

Revenue by Source	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Local Sources					
Interest & Use of Property	1,073	-	-	-	-
Charges for Services	140,217	150,000	150,000	150,000	-
Source Total:	141,290	150,000	150,000	150,000	-
REVENUE TOTAL:	\$ 141,290	\$ 150,000	\$ 150,000	\$ 150,000	\$ -

DIVISION EXPENDITURE OVERVIEW

Expenditure by Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Purchased Services	4,434	-	-	-	-
Supplies	18,921	-	-	-	-
Capital	7,890	150,000	150,000	150,000	-
EXPENDITURE TOTAL:	\$ 31,245	\$ 150,000	\$ 150,000	\$ 150,000	\$ -

BUDGET HIGHLIGHTS

As of June 30, 2021 the fund balance in this fund is \$1,013,841.

NON-DEPARTMENTAL

Debt Service Fund

FUNCTIONS / ACTIVITIES

The Debt Service Fund, managed by the Finance Department, accounts for the principal, interest, and fiscal agent/financial planning/legal fees for the City's general obligation bonds for public improvements and school improvements. This includes debt service for the tax supported projects including City projects, School projects and Fire and Rescue projects. It does not include debt service for enterprise funds. The City has Debt Funding Plans for both City projects and School projects.

FUNDING OVERVIEW

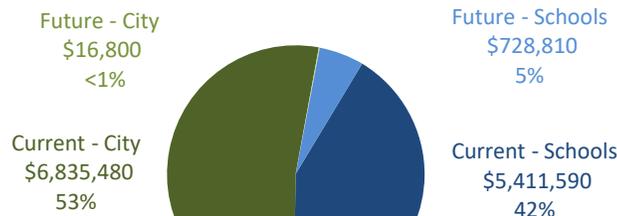
Revenue by Source	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Federal Government					
IRS Bond Interest Credits	24,529	-	-	-	-
Source Total:	24,529	-	-	-	-
Other Financing Sources					
Trsfr - General Fund (City)	4,609,520	4,701,710	4,701,710	4,795,750	94,040
Trsfr - General Fund (Schools)	8,593,671	6,020,000	6,020,000	6,140,400	120,400
Trsfr - Fire and Rescue Fund	768,744	770,000	770,000	770,000	-
Use of City Debt Capacity	-	-	-	1,286,530	1,286,530
Source Total:	13,971,934	11,491,710	11,491,710	12,992,680	1,500,970
REVENUE TOTAL:	\$ 13,996,464	\$ 11,491,710	\$ 11,491,710	\$ 12,992,680	\$ 1,500,970

DIVISION EXPENDITURE OVERVIEW

Expenditure by Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Fiscal Agent, Planning, Legal	1,076	50,000	50,000	50,000	-
City Current Debt Service	4,719,279	5,332,900	5,332,900	6,785,480	1,452,580
City Future Debt Capacity	682,439	88,810	88,810	16,800	(72,010)
School Current Debt Service	5,593,671	5,504,360	5,504,360	5,411,590	(92,770)
School Future Debt Capacity	3,000,000	515,640	515,640	728,810	213,170
EXPENDITURE TOTAL:	\$ 13,996,464	\$ 11,491,710	\$ 11,491,710	\$ 12,992,680	\$ 1,500,970

BUDGET HIGHLIGHTS

Major changes include an increase in City Debt Service due to the July 2021 bond issue and an increase in the contribution for Future Debt Capacity for Schools per the Debt Funding Plan for Schools. As of June 30, 2021, the fund balance in this fund is \$11,853,578 of which \$8,853,578 is reserved for future City Debt Service and \$3,000,000 is reserved for future School Debt Service.



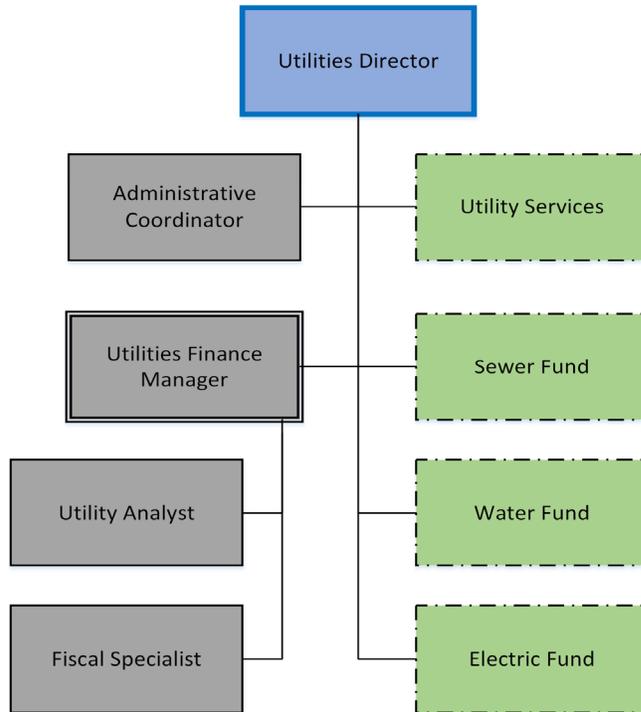
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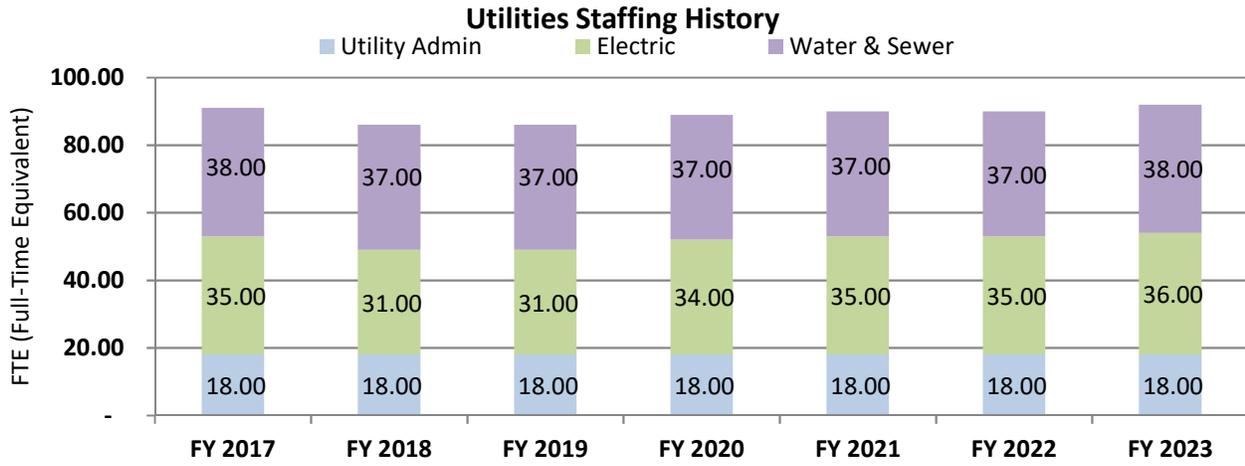
UTILITIES

Department Information

Tony Dawood, Utilities Director
 (703) 257-8382
www.manassasva.gov/utilities



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
UTILITIES								
Utilities Director	1	1.00	1	1.00	1	1.00	-	-
Utilities Finance Manager	1	1.00	1	1.00	1	1.00	-	-
Utility Analyst	-	-	1	1.00	1	1.00	1	1.00
Utility Billing Coordinator	1	1.00	-	-	-	-	(1)	(1.00)
Fiscal Specialist	-	-	1	1.00	1	1.00	1	1.00
Administrative Coordinator	1	1.00	1	1.00	1	1.00	-	-
<i>Utility Services</i>	14	14.00	14	14.00	14	14.00	-	-
<i>Electric</i>	35	35.00	34	34.00	35	35.00	-	-
<i>Water & Sewer</i>	37	37.00	37	37.00	38	38.00	1	1.00
DEPARTMENT TOTAL	90	90.00	90	90.00	92	92.00	2	2.00



Utility Administration includes administration and utility services and is paid out of the Electric Fund. Water and Sewer staffing is split at varying percentages between the two funds.

MISSION STATEMENT

The City of Manassas Utilities exists to ensure the availability of safe, adequate, and reliable water, sewer, and electric utilities at an affordable cost to the citizens of Manassas and to support telecommunications services. We will accomplish this by ensuring that safety and environmental concerns will always be our first priority.

PRIOR YEAR ACCOMPLISHMENTS

During the past budget fiscal year, the Utility department continued to provide cost effective, reliable safe water, sewer and electric service to our residential, commercial and industrial customers while maintaining environmental and regulatory compliance. This was evidenced by the fact that the City of Manassas Water Treatment Plant was awarded the Silver Award from VDH for its performance relating to water treatment and filtration.

Major projects completed include:

- Construction of a 2.5-million-gallon water tank which will provide adequate pump storage for our customers. Storage facility to ensure adequate water supply for our customers
- Replacement of 5,600 feet of steel 24" water transmission main with 36" new pipe for increased reliability.
- Construction of the liner and aeration of Micron Pond to meet capacity needs
- A pilot program consisting of 43 sewer laterals using CIPP (Cured-in Place Pipe) liner providing a trenchless procedure to rehabilitate the sewer lateral to recapture vital sewer capacity
- Rehabilitations of the mechanical components and media in all conventional filters at the Water Treatment Plant, to continue to provide high quality water that meets all regulatory requirements
- Replaced the water line on Portner Avenue to provide enhanced reliability and fire protection
- Replaced and increased the waterline on Jackson Avenue to provide more reliability and fire protection
- Replaced 50,000 feet of underground electric cable enhancing reliability
- Converted 1,400 feet of overhead electric cable to underground enhancing reliability

UTILITIES

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Sewer Fund					
Salaries & Benefits	1,019,109	1,277,680	1,277,680	1,333,680	56,000
Purchased Services	7,185,907	7,639,000	9,228,652	7,895,500	256,500
Internal Services	984,457	1,037,080	1,037,080	1,164,590	127,510
Other Charges	18,460	37,430	37,430	38,000	570
Supplies	93,925	123,760	123,851	115,050	(8,710)
Capital	-	0	160,000	0	-
Debt/Other Uses	5,593,385	6,218,400	6,218,400	6,195,820	(22,580)
Transfers/Contingencies	1,475,000	4,683,930	5,226,605	906,000	(3,777,930)
Fund Total:	16,370,243	21,017,280	23,309,698	17,648,640	(3,368,640)
Water Fund					
Salaries & Benefits	2,476,096	3,077,650	3,077,650	3,292,150	214,500
Purchased Services	615,036	874,420	1,454,049	626,700	(247,720)
Internal Services	1,356,057	1,439,380	1,439,380	1,641,850	202,470
Other Charges	484,265	572,200	572,200	568,600	(3,600)
Supplies	1,778,218	1,792,180	1,922,857	2,170,750	378,570
Capital	42,005	0	108,300	100,000	100,000
Debt/Other Uses	2,635,880	3,128,700	3,128,700	3,437,650	308,950
Transfers/Contingencies	1,720,844	15,975,000	15,975,000	238,200	(15,736,800)
Fund Total:	11,108,400	26,859,530	27,678,135	12,075,900	(14,783,630)
Electric Fund					
Salaries & Benefits	5,868,671	6,458,410	6,458,410	6,717,210	258,800
Purchased Services	1,392,971	1,274,330	1,617,041	1,324,130	49,800
Internal Services	1,654,231	1,644,580	1,644,580	1,712,350	67,770
Other Charges	337,145	469,760	473,379	442,300	(27,460)
Supplies	24,919,872	27,931,490	32,508,744	30,976,740	3,045,250
Capital	306,513	264,800	426,610	181,000	(83,800)
Debt/Other Uses	1,128,659	1,297,910	1,297,910	1,323,420	25,510
Transfers/Contingencies	3,108,549	2,580,000	2,860,805	3,080,000	500,000
Fund Total:	38,716,611	41,921,280	47,287,480	45,757,150	3,835,870
Expenditure Category Total:	\$ 66,195,254	\$ 89,798,090	\$ 98,275,313	\$ 75,481,690	\$ (14,316,400)

BUDGET HIGHLIGHTS

The three enterprises of the Utilities Department each rely on their rates and revenue to fund operations and capital improvements. Each is also responsible for maintaining an adequate working capital reserve necessary to cover routine costs, emergency repairs and replacement of assets, debt service, and future capital improvements. Revenue from sales and connections in the Water and Sewer Funds is driven by projections of new residential, commercial, and large industrial users and planned new building connections as projected by developers.

Rate Changes:

Sewer - 4.9%

Water - 3.9%

Electric - 2%

UTILITIES Administration

FUNCTIONS / ACTIVITIES

The Utility Administration Division manages electric, water, and sewer utilities to operate within approved budget and according to established City policy. It also explores communication and utility system electronic monitoring opportunities.

OBJECTIVES

	City Council Priority & Goal	
• Manage utilities to function within approved operating budget	Sustaining Excellence	SE-3
• Provide a safe work environment for all utility employees	Sustaining Excellence	SE-4
• Protect the environment by complying with all state and federal regulations	Community Vitality	CV-5

SERVICE EFFORTS AND MEASURES

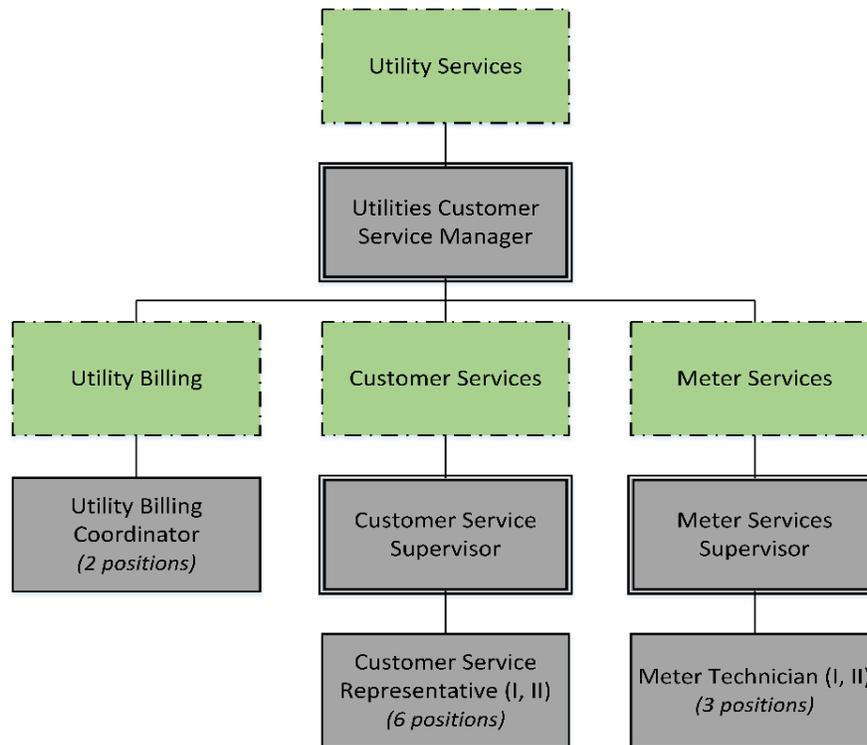
Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Efficiency (Workload) Working Capital Ratios (the ability of each fund to pay for its current liabilities with current assets) Electric / Water / Sewer	6.53 / 15.09 / 8.89	6.54 / 12.96 / 11.48	6.00 / 10.00 / 7.50	6.50 / 10.00 / 7.50	6.00 / 10.00 / 7.50
Efficiency (Workload) # of days lost from work related injuries as reported by the City Safety Officer	0	0	0	0	0
Efficiency (Workload) # of environmental violation citations from any state or federal regulatory	0	0	0	0	0

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	595,306	541,200	541,200	551,200	10,000
Purchased Services	200,144	230,000	541,810	215,000	(15,000)
Internal Services	24,970	26,150	26,150	27,780	1,630
Other Charges	33,607	77,280	77,280	59,850	(17,430)
Supplies	7,248	6,400	6,400	7,800	1,400
Expenditure Category Total:	\$ 861,275	\$ 881,030	\$ 1,192,840	\$ 861,630	\$ (19,400)

UTILITIES

Utility Services



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
<u>UTILITY BILLING</u>								
Utility Billing Coordinator	2	2.00	2	2.00	2	2.00	-	-
<u>CUSTOMER SERVICE</u>								
Utilities Customer Service Manager	1	1.00	1	1.00	1	1.00	-	-
Customer Service Supervisor	1	1.00	1	1.00	1	1.00	-	-
Customer Service Representative II	1	1.00	1	1.00	1	1.00	-	-
Customer Service Representative I	5	5.00	5	5.00	5	5.00	-	-
<u>METER SERVICES</u>								
Meter Services Supervisor	1	1.00	1	1.00	1	1.00	-	-
Meter Technician II	1	1.00	1	1.00	1	1.00	-	-
Meter Technician I	2	2.00	2	2.00	2	2.00	-	-
Division Total	14	14.00	14	14.00	14	14.00	-	-

FUNCTIONS / ACTIVITIES

The Utility Customer Service Division provides the Manassas community with a positive utility experience by providing accessible and accurate information, timely meter readings, and responsive service relative to their accounts.

OBJECTIVES

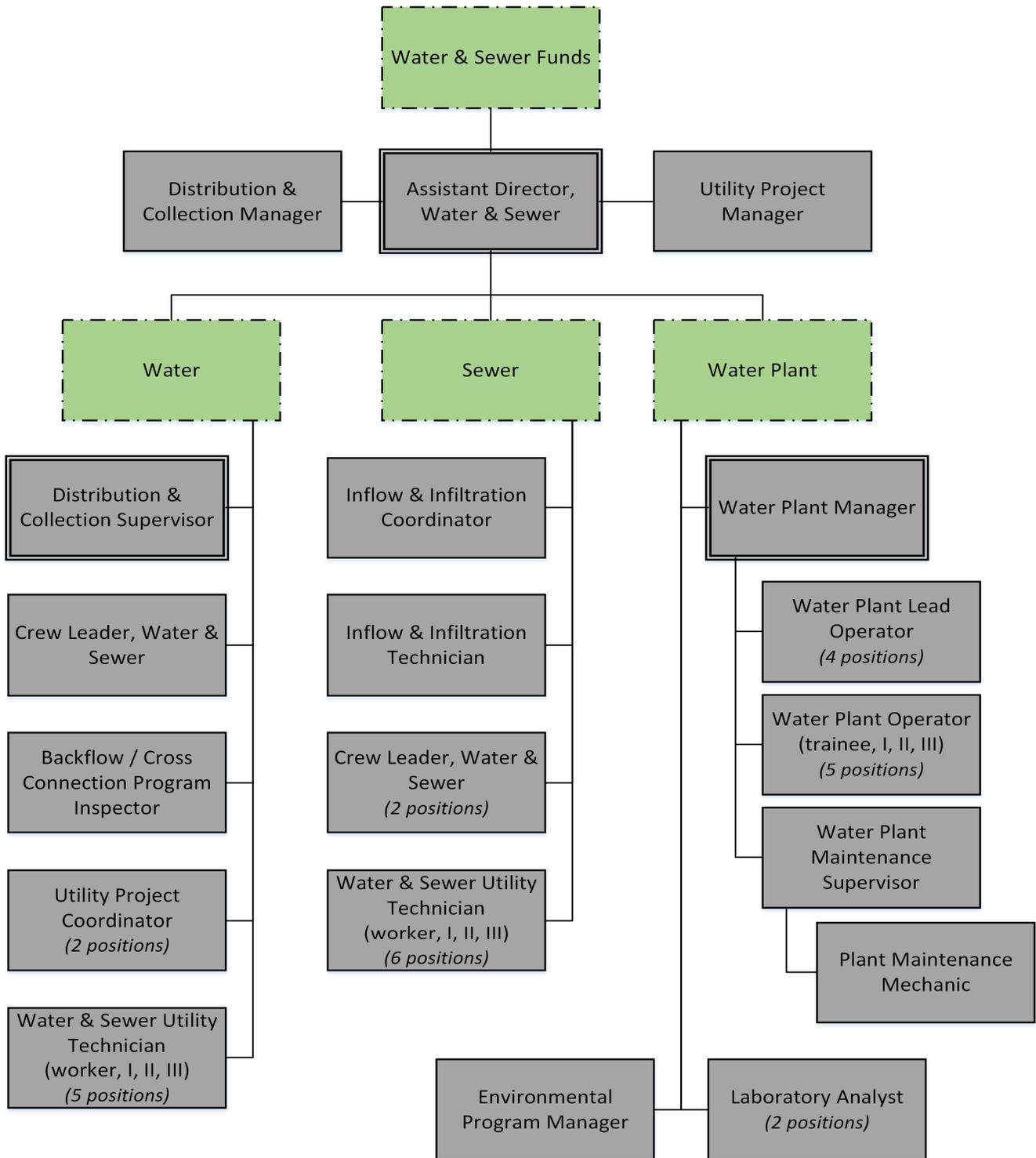
	City Council Priority & Goal	
• Increase online transactions and decrease walk-in & mail transactions	Sustaining Excellence	SE-1
• Minimize lost revenue by disconnecting accounts for non-payment	Sustaining Excellence	SE-3
• Answer phone inquiries by contact with a customer service representative efficiently	Sustaining Excellence	SE-1

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Efficiency (Workload) % of revenue paid by type: online / mail / in person	48.00% 35.00% 17.00%	55.20% / 34.80% / 10.00%	46.00% 35.00% 17.00%	55.00% / 35.00% / 10.00%	55.00% / 35.00% / 10.00%
Outcome (Effectiveness) # of accounts disconnected due to non-pay yearly	2,150	0	3,150	1,500	3,200
Efficiency (Workload) # of phone calls answered by customer service representatives	59,301	59,603	59,400	59,600	59,400
Outcome (Effectiveness) # of service calls received annually / Average time from service call received to complete restoration of service	2,086 / 100 min	1,996 / 100 min	2,100 / 90 min	2,100 / 90 min	2,100 / 90 min

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	674,907	738,250	738,250	760,690	22,440
Purchased Services	79,360	85,870	85,870	85,870	-
Internal Services	117,140	106,940	106,940	113,360	6,420
Other Charges	944	15,100	15,100	15,100	-
Supplies	1,989	10,100	10,100	10,000	(100)
Expenditure Category Total:	\$ 874,340	\$ 956,260	\$ 956,260	\$ 985,020	\$ 28,760



UTILITIES

Water & Sewer

	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
Water & Sewer Utility								
<u>WATER/SEWER ADMINISTRATION</u>								
Assistant Director, Water & Sewer	1	1.00	1	1.00	1	1.00	-	-
Distribution & Collection Manager	1	1.00	1	1.00	1	1.00	-	-
Utility Project Manager	-	-	1	1.00	1	1.00	1	1.00
Administrative Coordinator	1	1.00	-	-	-	-	(1)	(1.00)
<u>SEWER - COLLECTION, TRANSMISSION & TREATMENT</u>								
Inflow & Infiltration Coordinator	1	1.00	1	1.00	1	1.00	-	-
Crew Leader, Water & Sewer	2	2.00	2	2.00	2	2.00	-	-
Inflow & Infiltration Technician	-	-	1	1.00	1	1.00		
Water & Sewer Utility Tech (worker, I, II, III)	7	7.00	6	6.00	6	6.00	(1)	(1.00)
<u>WATER - TRANSMISSION & DISTRIBUTION</u>								
Distribution & Collection Supervisor	1	1.00	1	1.00	1	1.00	-	-
Utility Project Coordinator	1	1.00	1	1.00	2	2.00	1	1.00
Crew Leader, Water & Sewer	-	-	1	1.00	1	1.00		
Backflow/Cross Connection Program Inspector	1	1.00	1	1.00	1	1.00	-	-
Water & Sewer Utility Tech (worker, I, II, III)	6	6.00	5	5.00	5	5.00	(1)	(1.00)
<u>WATER PLANT</u>								
Water Plant Manager	1	1.00	1	1.00	1	1.00	-	-
Environmental Program Manager	1	1.00	1	1.00	1	1.00	-	-
Water Plant Lead Operator	4	4.00	4	4.00	4	4.00	-	-
Water Plant Maintenance Supervisor	1	1.00	1	1.00	1	1.00	-	-
Water Plant Operator (trainee, I, II, III)	5	5.00	5	5.00	5	5.00	-	-
Plant Maintenance Mechanic	1	1.00	1	1.00	1	1.00	-	-
Laboratory Analyst	2	2.00	2	2.00	2	2.00	-	-
Subtotal (Water & Sewer)	37	37.00	37	37.00	38	38.00	(1)	(1.00)

UTILITIES

Sewer Administration

FUNCTIONS / ACTIVITIES

The Sewer Utility adequately and reliably collects and transports to treatment all domestic, industrial, and commercial wastewater for the consumers of the City of Manassas in an environmentally safe manner and at the lowest cost practical. The utility continually inspects, cleans, maintains, and improves the sewage collection, pumping, and delivery systems. Management will attract and retain a quality maintenance workforce, participate in regional planning and economic development strategies, and implement maintenance and capital improvement projects on time and within budget while ensuring public and environmental safety. The Sewer Utility has established and will maintain adequate financial reserves for emergencies and growth.

OBJECTIVES

	City Council Priority & Goal	
• Provide and maintain adequate and reliable sewer collection system and pump stations	Sustaining Excellence	SE-3
• Respond to system failures efficiently and expeditiously restore service to normal	Sustaining Excellence	SE-4
• Maintain competitive sewer user rates to be competitive with surrounding jurisdictions	Economic Prosperity	EP-1

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) % of annual wastewater peak flow to total capacity	90.24%	91.82%	87.06%	88.10%	90.00%
Efficiency (Workload) Residential Sewer Bill (5,000 gal/mo) / Draper Aden Index	\$54.90 / \$46.11	\$56.68 / \$48.09	\$57.60 / \$49.87	\$58.10 / \$49.87	\$59.75 / \$51.85
Outcome (Effectiveness) % of gallons of infiltration and inflow	13.00%	16.00%	13.00%	13.00%	13.00%
Outcome (Effectiveness) Sewer Over Flow Rate (occurrence/100 miles of pipe)	1	2	0	0	0

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	243,459	290,000	290,000	304,120	14,120
Purchased Services	6,252	8,500	23,317	8,500	-
Other Charges	1,422	6,330	6,330	6,450	120
Supplies	1,375	2,010	2,010	1,800	(210)
Expenditure Category Total:	\$ 252,508	\$ 306,840	\$ 321,657	\$ 320,870	\$ 14,030

FUNCTIONS / ACTIVITIES

The Water Utility produces and distributes an adequate and reliable supply of safe and desirable drinking water for the consumers of the City of Manassas at a competitive price while protecting the supply for future generations and always considering public safety and environmental impact. The Water Utility manages and protects Lake Manassas and ensures adequate treatment and storage capacity and a reliable distribution system. Management will attract and retain quality operations and maintenance personnel, participate in regional planning and economic development strategies, and implement maintenance and capital improvement projects on time and within budget, while ensuring public and environmental safety. The Water Utility has established and will maintain adequate financial reserves for emergencies and growth.

OBJECTIVES

City Council Priority & Goal

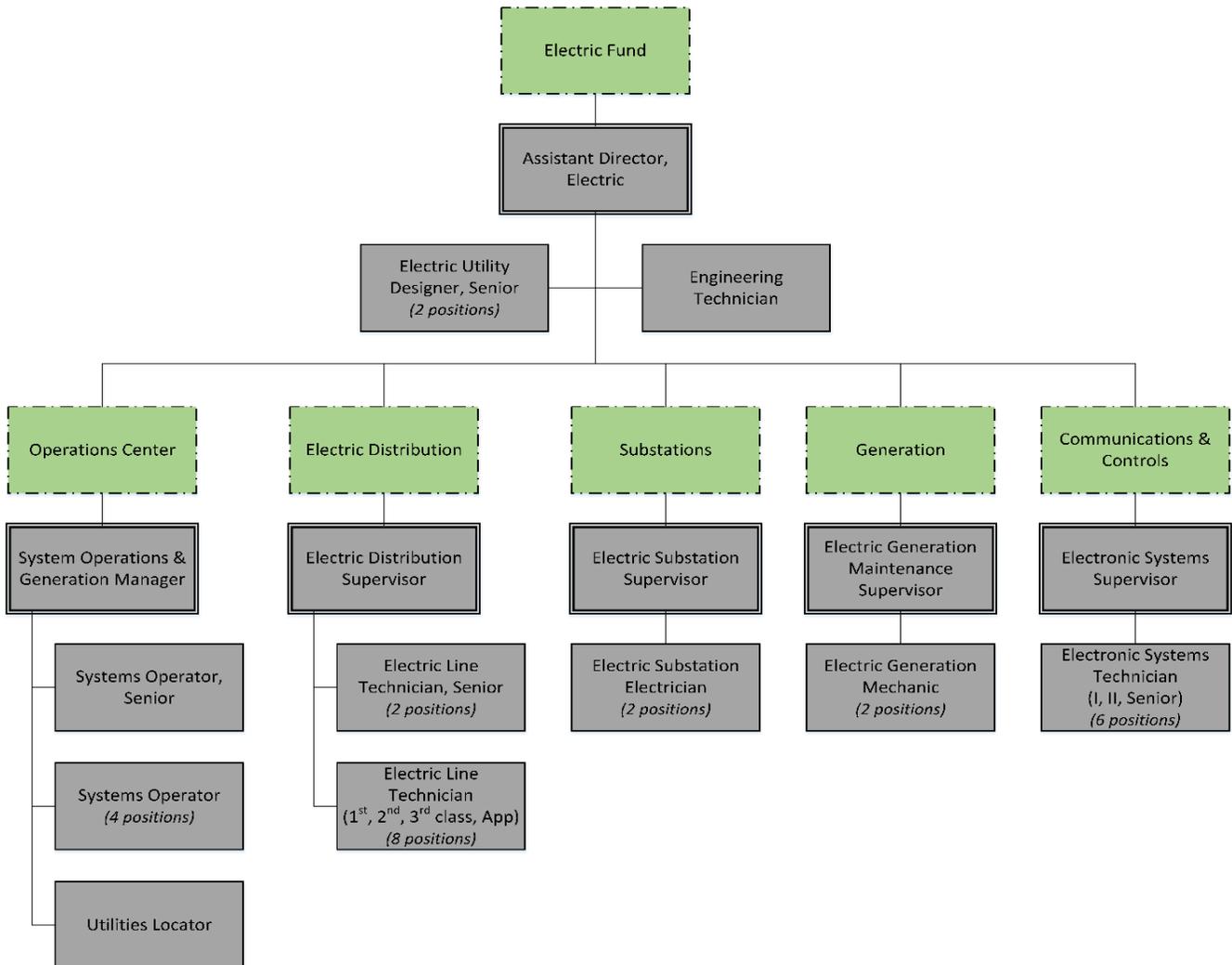
• Provide and maintain adequate and reliable water system	Sustaining Excellence	SE-4
• Provide a continuous supply of safe drinking water	Sustaining Excellence	SE-4
• Meet all US EPA and VDH water quality standards for drinking water	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) Regulatory Compliance (% days in compliance) / # in house & outsource testing per year	100% / 79,983	100% / 76,828	100% / 80,407	100% / 80,407	100% / 76,808
Efficiency (Workload) Residential Water Bill (5,000 gal/mo) / Draper Aden Index	\$23.62 / \$34.95	\$24.82 / \$32.12	\$26.05 / \$37.37	\$26.05 / \$37.37	\$27.09 / \$38.49
Outcome (Effectiveness) # of billions of gallons of safe drinking water produced	4.49	5.10	5.51	5.50	5.50
Efficiency (Workload) Pipe renewal and replacement (% of pipe by footage)	0.60%	0.93%	0.30%	0.30%	1.50%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	133,495	268,900	268,900	284,450	15,550
Purchased Services	31,040	5,000	36,662	5,000	-
Internal Services	13,390	13,390	13,390	14,190	800
Other Charges	1,467	6,500	6,500	6,500	-
Supplies	1,945	1,680	1,680	2,300	620
Expenditure Category Total:	\$ 181,336	\$ 295,470	\$ 327,132	\$ 312,440	\$ 16,970



UTILITIES

Electric

	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
Electric Utility								
<u>DISTRIBUTION ADMINISTRATION</u>								
Assistant Director, Electric	1	1.00	1	1.00	1	1.00	-	-
Electric Utility Designer, Senior	2	2.00	2	2.00	2	2.00	-	-
Engineering Technician	1	1.00	1	1.00	1	1.00	-	-
Utility Program Manager	1	1.00	-	-	-	-	(1)	(1.00)
<u>OPERATIONS CENTER</u>								
Systems Operations & Generation Manager	1	1.00	1	1.00	1	1.00	-	-
Systems Operator, Senior	1	1.00	1	1.00	1	1.00	-	-
Systems Operator (I, II)	4	4.00	4	4.00	4	4.00	-	-
Utilities Locator	1	1.00	1	1.00	1	1.00	-	-
<u>DISTRIBUTION</u>								
Electric Distribution Supervisor	1	1.00	1	1.00	1	1.00	-	-
Electric Line Technician, Senior	2	2.00	2	2.00	2	2.00	-	-
Electric Line Technician (apprentice, 1, 2, 3 class)	8	8.00	8	8.00	8	8.00	-	-
<u>SUBSTATIONS</u>								
Electric Substation Supervisor	1	1.00	1	1.00	1	1.00	-	-
Electric Substation Electrician (apprentice, senior)	2	2.00	2	2.00	2	2.00	-	-
<u>GENERATION</u>								
Electric Generation Maintenance Supervisor	1	1.00	1	1.00	1	1.00	-	-
Electric Generation Mechanic	1	1.00	1	1.00	2	2.00	1	1.00
<u>COMMUNICATIONS & CONTROLS</u>								
Electronics Systems Supervisor	1	1.00	1	1.00	1	1.00	-	-
Electronics Systems Technician (I, II, senior)	6	6.00	6	6.00	6	6.00	-	-
Subtotal (Electric Utility)	35	35.00	34	34.00	35	35.00	-	-

UTILITIES

Electric Administration

FUNCTIONS / ACTIVITIES

The Electric Utility exists to engineer, construct, operate, maintain, and monitor the overhead and underground electric distribution and street light systems in an efficient manner in order to provide safe, reliable, cost effective service to the citizens of Manassas. Communications and Controls installs, maintains, and operates the City's communications networks including: radio, fiber, the Supervisory Control and Data Acquisition System (SCADA), and protective relaying.

OBJECTIVES

	City Council Priority & Goal	
• Ensure 99.99% of the time all electric customers have electric service	Sustaining Excellence	SE-4
• Support public safety and maintain an average response time to repair non-working streetlights of less than two business days	Sustaining Excellence	SE-4
• Minimize cable dig-ins and ensure public safety by maintaining 100% compliance with the Miss Utility System	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

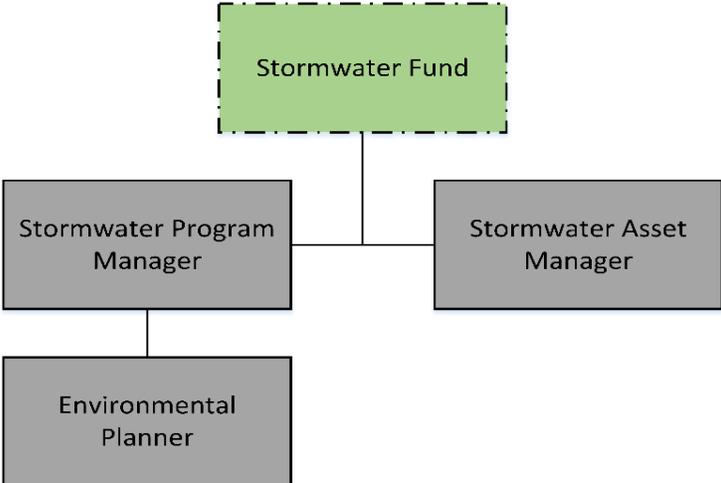
Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) % of time that customers have electric power / # minutes outage per customer (SADI) annually	99.99% / 49.5	99.99% / 36	99.99% / 52	99.99% / 52	99.99% / 52
Outcome (Effectiveness) Respond to all calls for streetlight repairs within 2 business days / # streetlights repaired	99.76% / 232	100% / 525	100% / 250	100% / 250	100% / 250
Efficiency (Workload) Respond to all Miss Utility tickets and close within 48 hours & # of tickets per year located	99.76% / 9,263	100% / 8,299	100% / 10,500	100% / 9,800	100% / 10,500
Outcome (Effectiveness) # of power interruptions due to equipment failure	36	55	50	50	50

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	571,097	665,750	665,750	688,190	22,440
Purchased Services	11,016	36,000	36,000	36,000	-
Internal Services	6,500	6,880	6,880	7,310	430
Other Charges	1,773	12,500	12,500	8,600	(3,900)
Supplies	1,212	3,300	3,300	3,200	(100)
Expenditure Category Total:	\$ 591,598	\$ 724,430	\$ 724,430	\$ 743,300	\$ 18,870

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	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Stormwater Fund</i>								
Stormwater Program Manager	1	1.00	1	1.00	1	1.00	-	-
Stormwater Asset Manager	-	-	-	-	1	1.00		
Environmental Planner	1	1.00	1	1.00	1	1.00	-	-
Division Total	2	2.00	2	2.00	3	3.00	-	-

FUNCTIONS / ACTIVITIES

The Stormwater Fund, managed by the Engineering department, provides funds to administer the City's stormwater program to minimize adverse impacts from localized flooding, improve the general health, safety and welfare of the residents of the City and ensures compliance with federal and state regulatory requirements for reduction of pollutants in waterways that impair local streams that ultimately flow into the Chesapeake Bay including but not limited to the City's Municipal Separate Storm Sewer System (MS4) Permit.

OBJECTIVES

	City Council Priority & Goal	
• Ensure compliance with MS4 and TMDL regulatory requirements	Sustaining Excellence	SE-4
• Organize and implement an operations and maintenance program for City-owned stormwater management facilities	Sustaining Excellence	SE-3
• Promptly respond and resolve citizen service issues	Community Vitality	CV-5

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Output (Actions Taken) # of City-owned SWMFs / cumulative % of SWMF inventory with deferred maintenance items complete	27 / 7%	27 / 30%	27 / 44%	27 / 44%	27 / 59%
Output (Actions Taken) # of Capital Improvement Projects identified / % in development	0 / 0%	4 / 25%	5 / 50%	5 / 60%	8 / 63%
Output (Actions Taken) # of permit required events required / % completed	3 / 0%	4 / 25%	4 / 50%	4 / 50%	4 / 50%
Output (Actions Taken) # of IDDE dry weather inspections / % MS4 Permit Requirement (50 is the requirement, but 62 is the target)	65 / 130%	112 / 224%	50 / 100%	120 / 240%	100 / 200%

DIVISION EXPENDITURE OVERVIEW

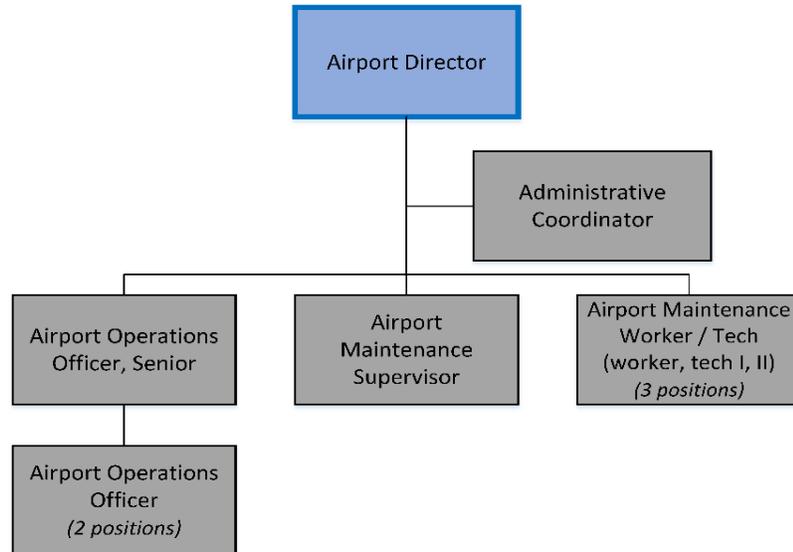
Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	213,571	271,500	271,500	556,190	284,690
Purchased Services	125,957	263,930	330,192	630,000	366,070
Internal Services	445,970	483,590	483,590	528,810	45,220
Other Charges	22,693	33,870	33,870	39,000	5,130
Supplies	7,869	42,000	42,000	42,000	-
Debt/Other Uses	181,406	295,110	295,110	456,500	161,390
Transfers/Contingencies	574,000	1,681,000	1,681,000	2,245,000	564,000
Expenditure Category Total:	\$ 1,571,466	\$ 3,071,000	\$ 3,137,262	\$ 4,497,500	\$ 1,426,500

Department Information

Juan Rivera, Airport Director

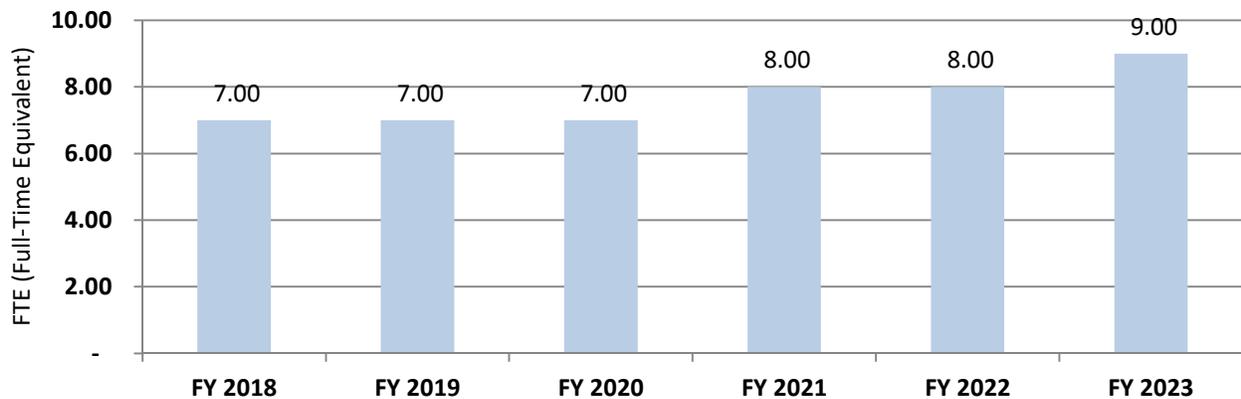
(703) 257-8261

www.manassasva.gov/airport



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
	AIRPORT							
Airport Director	1	1.00	1	1.00	1	1.00	-	-
Airport Operations Officer, Senior	1	1.00	1	1.00	1	1.00	-	-
Airport Operations Officer	1	1.00	1	1.00	2	2.00	1	1.00
Airport Maintenance Supervisor	1	1.00	1	1.00	1	1.00	-	-
Airport Maintenance (worker, tech I, II)	3	3.00	3	3.00	3	3.00	-	-
Administrative Coordinator	1	1.00	1	1.00	1	1.00	-	-
DEPARTMENT TOTAL	8	8.00	8	8.00	9	9.00	1	1.00

Airport Staffing History



MISSION STATEMENT

The mission of the Manassas Regional Airport is to provide world class facilities and services to our customers and be a major driver of economic growth to our community.

PRIOR YEAR ACCOMPLISHMENTS

- Completed design of Taxiway Alpha Rehabilitation
- Updated Airport Financial Plan
- Milled and repaved three t-hangar alleyways on parking lot on East side of Airport
- Revised Airport Strategic Plan
- Installed new boiler in Airport terminal building
- Replaced rear door in terminal building with new more efficient sliding door
- APP Jet Center completed construction of 20,000 square foot hangar
- Updated Airport By-laws
- Milled and repaved James Payne Court and Aviation Lane
- Crack sealed and restriped tower parking lot
- Replaced the tower catwalk and sealed the tower cab
- Remodeled terminal building bathrooms

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	774,649	942,330	1,090,330	1,144,230	201,900
Purchased Services	367,172	626,200	650,937	631,700	5,500
Internal Services	317,764	318,910	318,910	349,200	30,290
Other Charges	196,125	288,500	292,905	291,800	3,300
Supplies	121,682	308,500	314,375	336,500	28,000
Capital	47,315	106,000	106,000	107,000	1,000
Debt/Other Uses	240,412	241,200	241,200	205,150	(36,050)
Transfers/Contingencies	507,315	2,138,460	2,138,460	544,400	(1,594,060)
Expenditure Category Total:	\$ 2,572,433	\$ 4,970,100	\$ 5,153,117	\$ 3,609,980	\$ (1,360,120)

Division Summary

Administration	747,727	2,479,660	2,479,660	849,550	(1,630,110)
Operations	1,345,131	1,765,740	1,917,324	1,955,230	189,490
Maintenance	453,561	634,700	664,720	712,700	78,000
FAA Tower Nonreimbursable	2,243	23,500	23,500	23,500	-
FAA Tower Reimbursable	23,755	33,500	34,914	33,500	-
Special Projects	16	33,000	33,000	35,500	2,500
Division Summary Total:	\$ 2,572,433	\$ 4,970,100	\$ 5,153,117	\$ 3,609,980	\$ (1,360,120)

BUDGET HIGHLIGHTS

Changes include the addition of an Airport Operations Officer and the related operating costs; a decrease in capital projects; and standard adjustments to internal service charges.

FUNCTIONS / ACTIVITIES

The Administration Division oversees development, operations, maintenance, and all other functions regarding the Manassas Regional Airport, the busiest General Aviation airport in Virginia. It also ensures compliance with all federal and state aviation regulations; initiates and manages Airport improvement projects totaling \$32.9 million that are funded by federal and/or state grants as dictated by the Airport Master Plan and State Six-Year Plan; and negotiates, drafts, and monitors performance of twelve franchises, leases and contracts.

OBJECTIVES

	City Council Priority & Goal	
• Continue to provide a safe and secure airport environment for aircraft operations	Sustaining Excellence	SE-4
• Manage the Airport resources and expenditures to maintain a totally self-supporting budget that does not rely on the General Fund	Sustaining Excellence	SE-3
• Completing the update of the Airport's Master Plan to enhance the quality of facilities	Economic Prosperity	EP-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Efficiency (Workload) # of incidents / accidents	2 / 0	2 / 0	3 / 0	2 / 0	2 / 0
Efficiency (Workload) # of noise complaints / # of operations	39 / 75,316	40 / 92,784	15 / 81,000	30 / 95,000	35 / 92,000
Input (Workload) # of total operations / # of based aircraft	75,316 / 392	92,784 / 410	81,000 / 405	95,000 / 405	92,000 / 400
Efficiency (Workload) % of airport expenditures covered by airport revenues	149%	147%	100%	100%	100%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Supplies	-	100,000	100,000	100,000	-
Debt/Other Uses	240,412	241,200	241,200	205,150	(36,050)
Transfers/Contingencies	507,315	2,138,460	2,138,460	544,400	(1,594,060)
Expenditure Category Total:	\$ 747,727	\$ 2,479,660	\$ 2,479,660	\$ 849,550	\$ (1,630,110)

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PUBLIC WORKS

Solid Waste Fund



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Solid Waste Fund</i>								
Refuse-Recycling Coordinator	1	1.00	1	1.00	1	1.00	-	-
Administrative Assistant I	1	0.50	1	0.50	1	0.50	-	-
Division Total	2	1.50	2	1.50	2	1.50	-	-

PUBLIC WORKS

Solid Waste Fund

FUNCTIONS / ACTIVITIES

The Solid Waste division provides low cost refuse and recycling services with minimum service disruptions, uses standardized solid waste management practices, provides once a week refuse collection for single family homes and twice a week for townhomes, provides recycling and yard waste once a week for all residents, promotes litter prevention, and reports business recycling.

OBJECTIVES

	City Council Priority & Goal	
• Provide efficient, cost effective contracted curbside trash and single stream recycling collection services	Sustaining Excellence	SE-1
• Ensure adequate facilities for the transfer and disposal of solid waste and mixed recycling are available within reasonable proximity to the City (minimize travel/disposal costs and support local businesses)	Sustaining Excellence	SE-1
• Reduce costs, reduce recycling contamination, and continue to achieve recycling rates of at least 25% (minimum DEQ requirement) through active education and outreach programs	Sustaining Excellence	SE-5

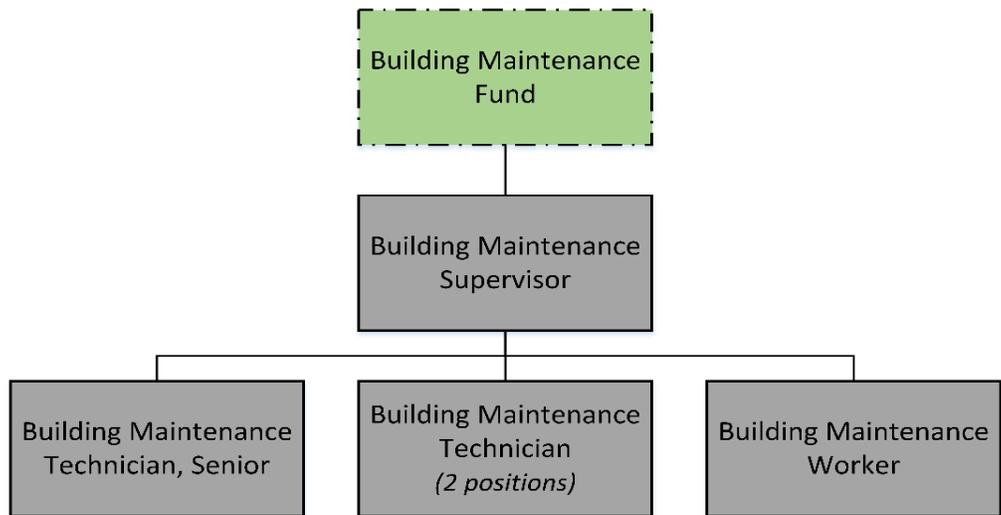
SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) Monthly User Fee (Single-Family / Townhome)	\$26.59 / \$27.88	\$26.59 / \$27.88	\$26.59 / \$27.88	\$26.59 / \$27.88	\$26.59 / \$27.88
Outcome (Effectiveness) Cost per ton Refuse / Recycling / Yardwaste	\$123.00 / \$165.00 / \$99.00	\$134.18 / \$178.06 / \$102.81	\$149.00 / \$173.00 / \$101.00	\$130.17 / \$165.57 / \$99.09	\$133.35 / \$168.64 / \$100.91
Efficiency (Workload) # of refuse tons curbside / # of recycle tons curbside	13,326 / 4,294	14,001 / 4,660	13,395 / 4,315	14,814 / 4,660	14,835 / 4,239
Outcome (Effectiveness) # of HHW, electronics and shredding tons drop off events	145	167	168	168	169

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	122,855	150,000	150,000	137,000	(13,000)
Purchased Services	3,181,388	3,174,450	3,182,557	3,333,330	158,880
Internal Services	246,240	260,700	260,700	356,240	95,540
Other Charges	4,828	9,700	9,700	6,700	(3,000)
Supplies	14,032	8,500	8,500	8,640	140
Capital	-	7,000	7,000	20,000	13,000
Debt/Other Uses	-	8,000	8,000	8,000	-
Transfers/Contingencies	-	75,000	75,000	75,000	-
Expenditure Category Total:	\$ 3,569,343	\$ 3,693,350	\$ 3,701,457	\$ 3,944,910	\$ 251,560

PUBLIC WORKS
Building Maintenance Fund



**Budget
FY 2023
Over (Under)**

	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
BUILDING MAINTENANCE								
Building Maintenance Supervisor	1	1.00	1	1.00	1	1.00	-	-
Building Maintenance Technician, Senior	1	1.00	1	1.00	1	1.00	-	-
Building Maintenance (worker, tech I, II)	3	3.00	3	3.00	3	3.00	-	-
Division Total	5	5.00	5	5.00	5	5.00	-	-

The Building Maintenance Fund also supports 50% of the Buildings & Grounds Manager position in the General Fund.

PUBLIC WORKS
Building Maintenance Fund

FUNCTIONS / ACTIVITIES

The Building Maintenance Fund, managed by the Building & Grounds Division, provides superior and timely repair and maintenance support to all City buildings focusing on "just in time" repairs, quality workmanship and planned preventative maintenance with the goal of providing a positive image to the public and preserving critical public infrastructure.

OBJECTIVES

City Council Priority & Goal

- | | | |
|--|-----------------------|------|
| • Provide building maintenance activities in a quality and timely manner including preventative and predictive maintenance | Sustaining Excellence | SE-3 |
| • Maintain an overall positive customer satisfaction rating from city staff and citizens and conduct annual surveys to measure performance | Sustaining Excellence | SE-1 |
| • Execute building preventative maintenance inspection (PMI) and repair/maintenance programs | Sustaining Excellence | SE-3 |

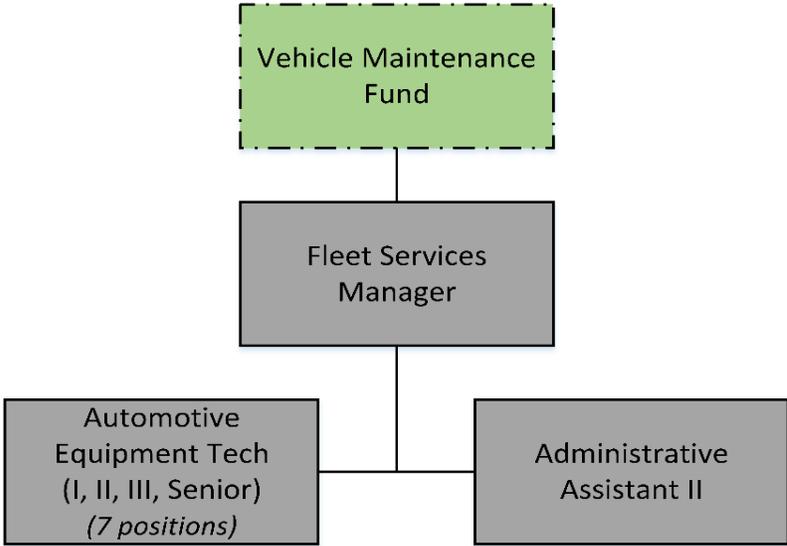
SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Efficiency (Workload) # of work orders completed	558	486	800	600	800
Input (Workload) # of square feet maintained / # of buildings	201,454 / 21	205,766 / 21	248,818 / 23	248,818 / 23	355,716 / 23
Output (Actions Taken) % of PMIs executed/scheduled	N/A	N/A	95%	20%	95%
Outcome (Effectiveness) Maintenance cost per actual square foot / cleaning cost per actual square foot	\$7.28 / \$0.72	\$7.65 / \$0.73	\$7.64 / \$0.72	\$7.65 / \$0.73	\$7.65 / \$0.73

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	322,979	487,000	487,000	567,000	80,000
Purchased Services	573,663	542,900	634,447	730,000	187,100
Internal Services	28,430	29,790	29,790	33,530	3,740
Other Charges	357,990	387,300	387,300	517,000	129,700
Supplies	76,393	81,500	91,936	114,000	32,500
Capital	-	100,000	100,000	510,000	410,000
Transfers/Contingencies	-	12,630	12,630	-	(12,630)
Expenditure Category Total:	\$ 1,359,456	\$ 1,641,120	\$ 1,743,104	\$ 2,471,530	\$ 830,410

PUBLIC WORKS
Vehicle Maintenance Fund



	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Budget FY 2023 Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Vehicle Maintenance Fund</i>								
Fleet Services Manager	1	1.00	1	1.00	1	1.00	-	-
Automotive/Equipment Technician (I, II, III, senior)	6	6.00	6	6.00	7	7.00	1	1.00
Administrative Assistant II	1	1.00	1	1.00	1	1.00	-	-
Division Total	8	8.00	8	8.00	9	9.00	1	1.00

PUBLIC WORKS
Vehicle Maintenance Fund

FUNCTIONS / ACTIVITIES

The Vehicle Maintenance Fund, managed by the Public Works department, is committed to providing quality fleet maintenance services with highly trained technicians to the entire City that results in a cost effective, functional, and safe program that presents a positive and professional image to the public.

OBJECTIVES

City Council Priority & Goal

- | | | |
|--|-----------------------|------|
| • Provide a cost effective and quality assurance vehicle maintenance program | Sustaining Excellence | SE-3 |
| • Maintain an adequate fund balance for annual replacement of vehicles | Sustaining Excellence | SE-3 |
| • Develop highly trained technicians through the Career Incentive Program | Sustaining Excellence | SE-2 |

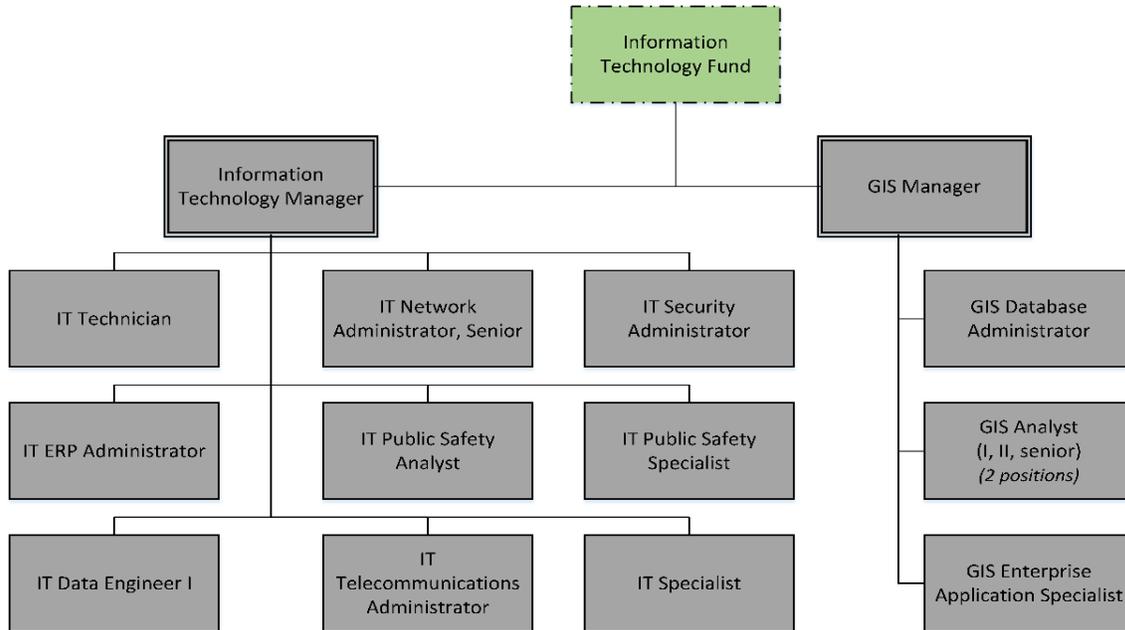
SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outcome (Effectiveness) City Shop Labor Rate / Comparable Labor Rate	\$70 / \$130-\$158	\$70 / \$130-\$158	\$70 / \$130-\$158	\$70 / \$170-\$179	\$70 / \$170-\$179
Efficiency (Workload) # of maintenance orders processed	2,800	2,639	3,000	2,877	3,000
Efficiency (Workload) % of vehicles replaced / average age of fleet	5% / 9yrs	5% / 8.6yrs	5% / 9yrs	5% / 8.6yrs	5% / 8.6yrs
Output (Actions Taken) # of scheduled services performed	1,180	1,234	1,200	1,491	1,500

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	777,739	895,000	895,000	1,075,000	180,000
Purchased Services	113,271	195,000	195,000	210,000	15,000
Internal Services	269,220	272,050	272,050	267,780	(4,270)
Other Charges	214,188	223,700	223,700	251,700	28,000
Supplies	607,870	1,058,150	1,058,150	1,462,200	404,050
Capital	973,184	1,580,000	2,403,480	1,830,000	250,000
Transfers/Contingencies	-	3,420	3,420	-	(3,420)
Expenditure Category Total:	\$ 2,955,472	\$ 4,227,320	\$ 5,050,800	\$ 5,096,680	\$ 869,360

Information Technology Fund



Budget

FY 2023

Over (Under)

Adopted

FY 2022

	Adopted FY 2022		Amended FY 2022		Budget FY 2023		Over (Under) Adopted FY 2022	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Information Technology Fund</i>								
IT Manager	1	1.00	1	1.00	1	1.00	-	-
IT Telecommunications Administrator	1	1.00	1	1.00	1	1.00	-	-
IT Network Administrator, Senior	-	-	1	1.00	1	1.00	1	1.00
IT Network Administrator	1	1.00	-	-	-	-	(1)	(1.00)
IT Security Administrator	1	1.00	1	1.00	1	1.00	-	-
IT Specialist	1	1.00	1	1.00	1	1.00	-	-
IT Technician	1	1.00	1	1.00	1	1.00	-	-
IT ERP Administrator	1	1.00	1	1.00	1	1.00	-	-
IT Data Engineer I	-	-	1	1.00	1	1.00	1	1.00
ERP Analyst	1	1.00	-	-	-	-	(1)	(1.00)
IT Public Safety System Analyst	1	1.00	1	1.00	1	1.00	-	-
IT Public Safety Specialist	1	1.00	1	1.00	1	1.00	-	-
Videographer (PEG)	1	0.05	-	-	-	-	(1)	(0.05)
GIS Manager	1	1.00	1	1.00	1	1.00	-	-
GIS Database Administrator	1	1.00	1	1.00	1	1.00	-	-
GIS Enterprise Application Specialist	1	1.00	1	1.00	1	1.00	-	-
GIS Analyst (I, II, senior)	2	2.00	2	2.00	2	2.00	-	-
Division Total	16	15.05	15	15.00	15	15.00	(1)	(0.05)

FUNCTIONS / ACTIVITIES

Information Technology (IT) Fund, managed by the Finance & Administration department, is responsible for providing support services for all computer, phone, voicemail, ERP, Police, and other systems and providing the City's GIS-related web applications, data maintenance/collection, and other solutions.

OBJECTIVES

City Council Priority & Goal

- IT Security - Ensure user data, system accounts, computers, network devices, and applications are protected, securely configured, and patched regularly Sustaining Excellence SE-4
- Critical IT & GIS Projects - Exchange in the Cloud, Windows 10 refresh, OSSl PD upgrade, server and network upgrades, migrating legacy technology, expanding public WiFi, preparation work for new facilities, Daffron migration, LPR backend upgrade Sustaining Excellence SE-1
- Help Desk - Provide IT help desk services during regular business hours. Respond to mission critical (high priority) tickets within one day Sustaining Excellence SE-1

SERVICE EFFORTS AND MEASURES

Measure	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Efficiency (Workload) # of Major IT Applications/GIS/Infrastructure/PD/Security projects completed	24	34	25	30	30
Efficiency (Workload) # of normal priority Help Desk calls / # high priority calls	4,619 / 1,101	5,711 / 1,088	5,000 / 1,200	5,000 / 1,200	5,000 / 1,200
Efficiency (Workload) # of GIS web apps / # web maps created and supported in-house	45 / 83	88 / 91	35 / 85	50 / 75	50 / 75
Outcome (Effectiveness) # of page views / # of unique visitors for GIS website and hub sites	9,476 / 7,703	14,461 / 5,518	8,000 / 5,000	10,000 / 4,000	10,000 / 4,000

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Salaries & Benefits	1,681,931	1,894,000	1,894,000	2,239,000	345,000
Purchased Services	1,074,573	1,379,950	1,665,427	1,626,500	246,550
Internal Services	93,010	96,960	96,960	135,980	39,020
Other Charges	150,966	187,540	194,826	204,000	16,460
Supplies	202,622	344,300	363,601	371,500	27,200
Capital	49,123	80,000	617,109	80,000	-
Transfers/Contingencies	-	120,000	120,000	200,000	80,000
Expenditure Category Total:	\$ 3,252,225	\$ 4,102,750	\$ 4,951,922	\$ 4,856,980	\$ 754,230

PUBLIC WORKS

Cemetery Trust Fund

FUNCTIONS / ACTIVITIES

The Cemetery Trust Fund, managed by the Public Works Department, accounts for the revenues of the two City owned cemeteries, Manassas Cemetery (2,000 plots) and Rose Hill Cemetery (1,000 plots). The maintenance of these grounds are in the General Fund and supported by a transfer from the Cemetery Trust Fund. The Cemetery Trust Fund is a permanent fund meaning that only the earnings from the cemetery, not the principal, can be used for cemetery maintenance.

FUNDING OVERVIEW

Revenue by Source	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Local Sources					
Interest & Use of Property	376	-	-	-	-
Charges for Services	81,000	-	-	-	-
Source Total:	81,376	-	-	-	-
Other Financing Sources					
Use of Fund Balance	-	32,800	32,800	50,000	17,200
Source Total:	-	32,800	32,800	50,000	17,200
REVENUE TOTAL:	\$ 81,376	\$ 32,800	\$ 32,800	\$ 50,000	\$ 17,200

DIVISION EXPENDITURE OVERVIEW

Expenditure by Category	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Transfers/Contingencies	16,059	32,800	32,800	50,000	17,200
EXPENDITURE TOTAL:	\$ 16,059	\$ 32,800	\$ 32,800	\$ 50,000	\$ 17,200

BUDGET HIGHLIGHTS

As of June 30, 2021, the fund balance in this fund is \$378,547.

MANASSAS CITY PUBLIC SCHOOLS

MISSION STATEMENT

The Manassas City Public Schools (MCPS), in partnership with the community, will provide an innovative, engaging, inspiring, and challenging learning environment for all students. The school division embraces the challenge and opportunity to serve the 21st century learner in safe, healthy, and supportive school environment focusing on innovative learning that integrates the use of technologies, inquiry, problem-solving, and higher order thinking skills.

REVENUE OVERVIEW

Revenue by Source	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Local Sources					
Interest	22,824	-	-	-	-
Charges for Services	410,522	1,327,750	1,327,750	1,365,750	38,000
Other Local Sources	13,693	-	-	-	-
Source Total:	447,038	1,327,750	1,327,750	1,365,750	38,000
Intergovernmental					
State of Virginia	57,730,555	61,017,520	61,017,520	67,505,267	6,487,747
Federal Government	9,403,697	6,920,741	8,852,502	10,705,218	3,784,477
Source Total:	67,134,252	67,938,261	69,870,022	78,210,485	10,272,224
Other Financing Sources					
Transfer from General Fund	58,850,210	55,341,610	55,341,610	57,001,900	1,660,290
Transfer from MCPS Operating	-	5,190,000	5,190,000	1,300,000	(3,890,000)
Bonds from General Fund	-	-	-	-	-
Proffers from General Fund	681,120	-	-	-	-
Use of Fund Balance	-	5,516,523	13,053,715	1,300,000	(4,216,523)
Source Total:	59,531,330	66,048,133	73,585,325	59,601,900	(6,446,233)
REVENUE TOTAL:	\$ 127,112,620	\$ 135,314,144	\$ 144,783,097	\$ 139,178,135	\$ 3,863,991

EXPENDITURE OVERVIEW

Expenditure by Fund	FY 2021 Actual	FY 2022 Adopted	FY 2022 Amended	FY 2023 Budget	Increase (Decrease)
Operating Fund	104,503,449	118,477,032	120,036,954	122,739,280	4,262,248
Food Service Fund	3,226,531	4,186,043	4,425,282	4,099,775	(86,268)
CIP Fund	1,701,970	5,190,000	10,928,031	7,784,415	2,594,415
Grants/Special Proj. Fund	8,155,119	3,915,741	5,847,502	3,996,965	81,224
Debt Service Fund	6,126,987	3,545,328	3,545,328	557,700	(2,987,628)
EXPENDITURE TOTAL:	\$ 123,714,056	\$ 135,314,144	\$ 144,783,097	\$ 139,178,135	\$ 3,863,991

BUDGET HIGHLIGHTS

The Adopted Budget for the Manassas City Public Schools is \$139,178,135, reflecting an increase of 3% from FY 2022.

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BASIS OF BUDGETING AND ACCOUNTING

The term “basis of accounting” is used to describe the timing of recognition, that is, *when* the effects of transactions or events should be recognized. The basis of accounting used for purposes of financial reporting in accordance with generally accepted accounting principles (GAAP) is not necessarily the same basis used in preparing the budget document.

BASIS OF BUDGETING

The City’s operating budget is prepared using the **current financial resources measurement focus** and the **modified accrual basis of accounting** which recognizes revenues when they become *available* and *measurable* and recognizes expenditures when liabilities are *incurred*. Some exceptions to this recognition of expenditures include those related to debt service, compensated absences, and claims and judgments which are recorded only when due. With respect to real and personal property tax revenue and other local taxes, the term “available” is limited to collection within 60 days of the fiscal year-end. Federal and State reimbursement-type grants are recorded as revenue when related eligible expenditures are incurred.

BASIS OF ACCOUNTING

Governmental fund financial statements are reported using the **current financial resources measurement focus** and the **modified accrual basis of accounting**, the same methods used for budgeting. Revenues are recorded as soon as they are both *measurable* and *available*. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the fiscal year-end. Expenditures generally are recorded when a liability is incurred with the exception of expenditures related to debt service, compensated absences, and claims and judgments, which are recorded only when due. Since the focus is on current financial resources, long-term capital assets and obligations are not reported in governmental fund financial statements. Governmental funds included in the budget are:

- General Fund
- Social Services Fund
- Fire and Rescue Fund
- Owens Brooke Service District Fund
- Debt Service Fund
- PEG Fund
- Cemetery Trust Fund

Proprietary fund financial statements are reported using the **economic resources measurement focus** and the **accrual basis of accounting**. Revenues are recorded when *earned* and expenses are recorded when a liability is incurred, regardless of the disbursement of cash. Unlike the current financial resources measurement focus used for governmental funds, the economic resources measurement focus recognizes all assets of the fund, not just cash or soon-to-be cash, and both short-term and long-term liabilities. Proprietary funds included in the adopted budget are:

- Sewer Fund
- Water Fund
- Electric Fund
- Stormwater Fund
- Airport Fund
- Building Maintenance Fund
- Vehicle Maintenance Fund
- Information Technology Fund

Government-Wide financial statements use the **economic resources measurement focus** and the **accrual basis of accounting**. These statements include the Statement of Net Position and the Statement of Activities, both of which are presented in the Supplemental Section of this document.

FINANCIAL POLICIES AND PRACTICES

The City of Manassas (the “City”) and its governing body, the City Council (the “Council”), has a fiduciary responsibility to the City's citizens to prudently safeguard and properly account for all public funds, to manage City finances wisely and to plan for the adequate funding of services desired by the public, including the provision and maintenance of public facilities.

The City Council recognizes that one of the keys to sound financial management is the development of financial policies. Bond credit rating agencies carefully monitor levels of unrestricted (committed, assigned and unassigned) fund balance in a government's general fund to evaluate a government's continued creditworthiness. The Government Finance Officers Association (GFOA) recommends as a best practice, that governments establish formal financial policies for financial planning purposes.

Policy Implementation and Coordination:

The City has established a Finance Committee that meets monthly to collectively review financial matters of the City, including the monitoring of financial activity involving cash and investment management, budget administration, debt issuance and compliance with certain policies outlined herein. Members of the Finance Committee include those members of the City Council appointed to serve by the Mayor at the Council organizational meeting following the election.

Policy Review and Revision:

Policies will be reviewed for appropriateness and comparability with AAA rated jurisdictions every three (3) years or more frequently if a need for review is identified.

Policy Statements P-2016-01 (most recent revision March 22, 2021) and P-2017-01 (adopted January 23, 2017) represent the financial policies for the City of Manassas. A summary of these policies can be found below.

BUDGET (P-2016-01)

Balanced Budget Adoption:

The provisions of the Code of Virginia and the City Code of Ordinances shall control the preparation, consideration, adoption and execution of the budget of the City. The budget shall be adopted and appropriated by resolution with the concurrence of at least four (4) members of City Council. The City will annually adopt and execute a budget for such funds as may be required by law or by sound financial practices and generally accepted accounting principles. The budget shall control the levy of taxes and the expenditure of money for all City purposes during the ensuing fiscal year. The City budget shall be balanced within all available operating revenues, including the fund balance, and adopted by the City Council.

The budget is considered balanced when the total amount of revenues, including transfers in from other funds, equals the total amount of expenditures. However, the budget is also balanced in situations where total expenditures are less than total revenues, which is technically a surplus. There are also instances when the City might plan to spend fund balances from previous years on one-time or non-routine expenditures. The City considers the budget to be balanced in this case also, provided the funding from previous years is available, and a plan is in place to not build ongoing expenditures into this time of funding.

- Scenario 1: Revenues = Expenditures
- Scenario 2: Revenues > Expenditures (Contribution to Fund Balance)
- Scenario 3: Revenues < Expenditures (Use of Fund Balance)

Legal Level of Control:

The budget and appropriations of the City shall be legally controlled at the fund level except for Manassas City Public School (MCPS). The budget and appropriation for MCPS shall be legally controlled at the total appropriation level.

FINANCIAL POLICIES AND PRACTICES

Amendment of Budget:

From time to time it may be necessary to amend the budget for unforeseen circumstances that arise during the year. The budget may be amended by resolution with the concurrence of at least four (4) members of City Council. A public hearing shall be noticed and held prior to any amendment of the budget which is greater than one percent (1%) of the adopted budget in accordance with the Code of Virginia.

The City Manager may approve transfers of budget and appropriations between departments within a fund and Department Directors may approve transfers of budget and appropriations within a department within a fund.

All transfers of budget and appropriations to and from Council Contingency shall require a resolution with the concurrence of at least four (4) members of City Council even when these transfers may be within the legal level of budgetary control.

The City Council delegates to the City Manager the authority to transfer existing budget and appropriations of fifty thousand dollars (\$50,000) or less between funds even though this is outside the legal level of control. All transfers greater than ten thousand dollars (\$10,000) but less than fifty thousand dollars (\$50,000) will be placed on the City Council Consent Agenda for consideration. Any transfers greater than fifty thousand dollars (\$50,000) will be considered by the Finance Committee prior to placing on the City Council Agenda. Contributions/donations to the City of ten thousand dollars (\$10,000) or less shall be placed directly on the consent agenda of the City Council.

Revenues and Expenditures:

Ongoing and stable revenues will be used to support ongoing operating costs. The use of one-time revenues and one-time expenditure savings will be used for non-recurring expenditures. Fees and charges established by the City for licenses, permits, fines, services, applications, etc. will be set to recover all or a portion of the City's expense in providing the attendant service and reviewed annually with the development of the annual operating budget. Restricted revenues such as proceeds from borrowing, donations, grants etc. will only be used for the purpose intended and in a fiscally responsible manner.

The budget should provide sufficient funds for regular repair and maintenance of capital assets.

The budget will maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unanticipated one-time expenditures. The unassigned fund balance will provide resources to allow for unforeseen needs of an emergency nature and to permit orderly adjustment to changes resulting from reductions or loss of revenues, but will not be used to finance ongoing operations.

Ongoing Budget Monitoring:

City Departments and the City Budget Office will monitor expenditure and revenue activity throughout the year. Budget to actual summary reports of the General Fund will be provided to the City Council on a quarterly basis.

Long Range Revenue and Expenditure Projections:

The City will prepare and annually update a long range (5-year) financial forecast model for the General Fund utilizing trend indicators and projections of annual operating revenues, expenditures, capital improvements and related debt service and operating costs, and fund balance levels.

FINANCIAL POLICIES AND PRACTICES

CAPITAL IMPROVEMENTS PLANNING (P-2016-01)

City Assets:

The City's assets are held primarily in the form of infrastructure, physical assets, or capital plant, such as roads, buildings, and equipment. Sound infrastructure is an important aspect of the quality of life, economic development, and the credit quality of the City. Committing to and implementing a capital improvement program will protect the City's capital assets and minimize future maintenance and replacement costs.

Capital Improvement Plan:

In order to prepare and plan for upcoming capital needs, comply with debt ratio targets, schedule debt issuance, and systematically improve capital infrastructure, the City will annually prepare and adopt, along with the operating budget, a five-year Capital Improvement Plan (CIP). The CIP will identify the estimated costs and potential funding sources for each capital project proposal and attempt to determine the least costly and most flexible financing method. The City will prioritize all capital improvements in accordance with the adopted CIP.

GENERAL FUND BALANCE (P-2016-01)

Unassigned General Fund Balance:

After evaluating the City's operating characteristics, its emergency and disaster risks, its overall financial health, the diversity and flexibility of its tax base, the reliability of non-property tax revenue sources, the City's working capital needs, the impact of the Commonwealth of Virginia policies and budgets, and other contingent issues, the City Council hereby establishes that the unassigned fund balance of the City's general fund will be maintained at a level that is no less than fifteen percent (15%) of general fund operating revenues of the actual operating revenues of the same fiscal year. For purposes of this policy, operating revenues are all revenues excluding other financing sources.

It is the policy of the City Council to limit the use of the general fund unassigned fund balance to address unanticipated, non-recurring needs or known and planned future obligations. General fund unassigned fund balance shall not normally be applied to recurring annual operating expenditures. General fund unassigned fund balance may, however, be used to allow time for the City to restructure its operations in a deliberate manner. Such use will only take place in the context of long-term fiscal planning.

In the event the City Council authorizes the use of general fund unassigned fund balance, the authorization must be accompanied by a plan to replenish the unassigned fund balance. The City shall restore the unassigned general fund balance to the minimum level established by City Council policy from general fund operating revenues within three (3) fiscal years following the fiscal year in which the event occurred. If necessary, the plan to restore the unassigned general fund balance shall be included and highlighted in the City's Adopted Five-Year Forecast.

Assigned or Committee Fund Balance:

The City Council may assign or commit fund balance by way of a Resolution. Assigned or committed fund balance may be unassigned or uncommitted by City Council by way of a Resolution.

Capital Reserve Fund Balance:

The Capital Reserve Fund Balance is to be used for non-reoccurring needs of the City as determined by the City Council. Only the City Council may authorize the use of the Capital Reserve Fund Balance by way of a Resolution budgeting and appropriating the funds.

FINANCIAL POLICIES AND PRACTICES

DEBT MANAGEMENT (P-2016-01)

Pursuant to the Constitution of Virginia (the Constitution) and the City Charter, the City is authorized to issue bonds secured by a pledge of its full faith and credit and unlimited taxing power. There is no requirement in the Constitution, the Virginia Code or the City Charter that the issuance of general obligation bonds be subject to the approval of voters of the City at referendum. The issuance of general obligation bonds is subject to a constitutional limitation of ten percent (10%) of the assessed value of taxable real property.

The City generally follows the guidelines listed below in making financial decisions on debt issuance. Adherence to these guidelines allows the City to plan for the necessary financing of capital projects while maintaining its credit worthiness. In addition, continued adherence to these policies will preserve the City's strong financial position.

General:

- The City will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues except where approved justification is provided.
- The City will take a balanced approach to capital funding utilizing debt financing, capital reserves and pay-as-you-go funding that will provide the least financial impact on the taxpayer.
- When the City finances capital improvements or other projects by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expected useful life of the project.
- Where feasible, the City will explore the usage of special assessment, revenue, or other self-supporting bonds instead of general obligation bonds

Tax-Supported Debt Ratios:

- Net debt as a percentage of estimated market value of all taxable property shall not exceed three percent (3%). Net debt is defined as any and all debt that is tax-supported. Should this ratio exceed three percent (3%), staff must request an exception from the City Council stating the justification and expected duration of the policy exemption.
- Debt Service expenditures as a percent of total governmental fund expenditures shall not exceed fifteen percent (15%). Should this ratio exceed fifteen percent (15%), staff must request an exception from the City Council stating the justification and expected duration of the policy exception.
- Payout of aggregate outstanding tax-supported debt principal shall be no less than fifty percent (50%) repaid in ten (10) years. Should this ratio fall below fifty percent (50%), staff must request an exception from the City Council stating the justification and expected duration of the policy exception

Refinancing of Outstanding Debt:

The City establishes a minimum aggregate present value savings threshold of three percent (3%) of the refunding bond principal amount unless otherwise approved by staff and City Council. The present value savings will be net of all costs related to the refinancing. Debt service savings may be taken in equal amounts over time or on an upfront or deferred basis, at the City's discretion.

FINANCIAL POLICIES AND PRACTICES

PURCHASING (P-2017-01)

The purposes of the City of Manassas Public Procurement Policy are to prescribe how the city is to conduct procurements from nongovernmental sources; to prescribe policies and procedures based on competitive principles generally applicable to the city's procurement of goods and services that the city adopts as policies in lieu of certain provisions of the Virginia public procurement act, as allowed by Va. Code §2.2-4343; and to adopt and supplement other provisions of the Virginia public procurement act.

The policy outlines the City's policies on determination of non-responsibility; policies on protect of an award or decision to award a contract; policies on contractual claims in lieu of certain Va. Code sections; policies on the process for competitive negotiation; the City's preference for local products and firms; procedures for small purchases; negotiation procedures; debarment procedures; and procedures for withdrawal of bid due to error. A highlight of the procedures for small purchases can be found on the next page. The Purchasing Manager is authorized to sign procurement contracts up to \$250,000 and the City Manager is authorized to sign all procurement contracts. Approval of the City Council is required for fixed price contract modifications greater than 25% of the original contract amount or \$50,000, whichever is greater.

Small Purchase Procedures – Goods and Services

The purchasing manager may enter into single or term contracts for goods and services other than professional services without requiring competitive sealed bids or competitive negotiation if the aggregate or sum of all phases is not expected to exceed \$100,000. Such small purchase procedures shall provide for competition wherever practicable, including, without limitation, when such small purchases are for over \$5,000, use of three quotes wherever practicable.

Small Purchase Procedures – Transportation – Related Construction

The purchasing manager may enter into single or term contracts for transportation – related construction without requiring competitive sealed bids or competitive negotiation if the aggregate or sum of all phases is not expected to exceed \$25,000, however, such small purchase procedures shall provide for competition wherever practicable.

Small Purchase Procedures – Professional Services

The purchasing manager may enter into single or term contracts for professional services without requiring competitive sealed bids or competitive negotiation if the aggregate or sum of all phases is not expected to exceed \$60,000, however, such small purchase procedures shall provide for competition wherever practicable.

Purchasing Cards

Purchasing Card (Pcard) holders are delegated individual levels of purchasing authority, up to the cardholder's limits, recommended by the cardholder's department director and approved by the Finance Director for the procurement of goods and services as described in the Purchasing Card Procedures in the procurement manual.

ORDINANCE # O-2022-11

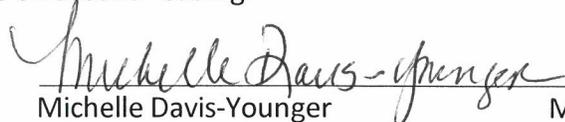
First Reading: May 9, 2022
Second Reading: May 23, 2022
Enacted: July 1, 2022
Effective: July 1, 2022

AN UNCODIFIED ORDINANCE SETTING THE REAL ESTATE TAX RATES FOR TAX YEAR 2023

1. BE IT ORDAINED that by the City Council of the City of Manassas, Virginia, meeting in regular session this 9th day of May, 2022, that there shall be levied upon real estate within the City of Manassas the following taxes for tax year 2023:

- (a) The real estate tax year in the City of Manassas is July 1st to June 30th.
- (b) Real Estate in the City of Manassas: One Dollar and Thirteen and Five Tenths Cents (\$1.135) per one hundred dollars (\$100.00) of assessed valuation.
- (c) Real Estate in the Manassas Fire and Rescue District: Twenty and Seven Tenths Cents (\$0.207) per one hundred dollars (\$100.00) of assessed valuation.
- (d) Real Estate in the Owens Brooke Special Taxing District: Eight and Sixty-Nine Hundredths Cents (\$0.0869) per one hundred dollars (\$100.00) of assessed valuation.

This ordinance shall take effect upon its passage on second reading.


 Michelle Davis-Younger MAYOR
 On Behalf of the City Council
 of Manassas, Virginia

ATTEST:


 Lee Ann Henderson City Clerk

MOTION: WOLFE
SECOND: SEBESKY
RE: ORDINANCE #O-2022-11
ACTION: APPROVED

Votes:

Ayes: Osina, Sebesky, Smith, Wolfe
Nays: Ellis, Forkell Greene
Absent from Vote: None
Absent from Meeting: None

ORDINANCE # O-2022-12

First Reading:	May 9, 2022
Second Reading:	May 23, 2022
Enacted:	July 1, 2022
Effective:	July 1, 2022

AN UNCODIFIED ORDINANCE SETTING THE PERSONAL PROPERTY TAX RATES FOR TAX YEAR 2022

BE IT ORDAINED that by the City Council of the City of Manassas, Virginia, meeting in regular session this 23rd day of May, 2022, that there shall be levied upon personal property within the City of Manassas the following taxes for tax year 2022:

- (a) The personal property tax year in the City of Manassas is January 1st to December 31st.
- (b) Machinery and Tools: Two Dollars and Ten Cents (\$2.10) per one hundred dollars (\$100.00) of assessed valuation.
- (c) Machinery and Tools Used in Semiconductor Manufacturing as defined by Section 58.1-3508.1 of the Code of Virginia (1950), as amended: Seventy-Nine and Three Tenths Cents (\$0.793) per one hundred dollars (\$100.00) of assessed valuation.
- (d) Programmable Computer Equipment and Peripherals Employed in a Trade or Business as defined by Section 58.1-3506(A)(25) of the Code of Virginia (1950), as amended: One Dollar and Twenty-Five Cents (\$1.25) per one hundred dollars (\$100.00) of assessed valuation.
- (e) Aircraft as defined by Section 5.1-3506(A)(2) and (3) of the Code of Virginia (1950), as amended: One Thousandth of One Cent (\$0.00001) per one hundred dollars (\$100.00) of assessed valuation.
- (f) Antique motor vehicles as defined by Section 46.2-100 of the Code of Virginia (1950), as amended: One Thousandth of One Cent (\$0.00001) per one hundred dollars (\$100.00) of assessed valuation.
- (g) Motor vehicles specially equipped to provide transportation for physically handicapped individuals as provided for by Section 58.1-3506(A)(12) of the Code of Virginia (1950), as amended: One Thousandth of One Cent (\$0.00001) per one hundred dollars (\$100.00) of assessed valuation.

- (h) One motor vehicle owned by certain elderly and handicapped persons as provided for by Section 58.1-3506.1 of the Code of Virginia (1950), as amended: One Thousandth of One Cent (\$0.00001) per one hundred dollars (\$100.00) of assessed valuation.
- (i) One motor vehicle which is owned by each volunteer rescue squad member or volunteer fire department member, or leased by each volunteer rescue squad member or volunteer fire department member as defined by Section 58.1-3506(A)(13) of the Code of Virginia (1950), as amended: One Thousandth of One Cent (\$0.00001) per one hundred dollars (\$100.00) of assessed valuation.
- (j) One motor vehicle which is owned by persons who have been appointed to serve as auxiliary police officers pursuant to Section 53.1-3503(A)(17) of the Code of Virginia (1950), as amended: One Thousandth of One Cent (\$0.00001) per one hundred dollars (\$100.00) of assessed valuation.
- (k) One motor vehicle which is owned by persons who serve as auxiliary, reserve or special deputy sheriffs or leased by persons who serve as auxiliary, reserve or special deputy sheriffs as defined by Section 58.1-3506(A)(30) of the Code of Virginia (1950), as amended: One Thousandth of One Cent (\$0.00001) per one hundred dollars (\$100.00) of assessed valuation.
- (l) One motor vehicle which is owned by persons who serve as auxiliary firefighter or rescue personnel or leased by persons who serve as auxiliary firefighter or rescue personnel as defined by Section 58.1-3506(A)(14) of the Code of Virginia (1950), as amended: One Thousandth of One Cent (\$0.00001) per one hundred dollars (\$100.00) of assessed valuation.
- (m) Vehicles without motive power, used or designed to be used as manufactured homes as defined in § 36-85.3: One Dollar and Thirteen and Five Tenths Cents (\$1.135) per one hundred dollars (\$100.00) of assessed valuation.
- (n) Motor vehicles (i) owned by persons who serve as uniformed members of the Virginia Defense Force pursuant to Article 4.2 (§ 44-54.4 et seq.) of Chapter 1 of Title 44 of the Code of Virginia or (ii) leased by persons who serve as uniformed members of the Virginia Defense Force pursuant to Article 4.2 (§ 44-54.4 et seq.) of Chapter 1 of Title 44 of the Code of Virginia if the person is obligated by the terms of the lease to pay tangible personal property tax on the motor vehicle: One Thousandth of One Cent (\$0.00001) per one hundred dollars (\$100.00) of assessed valuation.

- (o) Business Personal Property: Three Dollars and Sixty Cents (\$3.60) per one hundred dollars (\$100.00) of assessed valuation.
- (p) All Tangible Personal Property except as specified in (a) through (n): Three Dollars Sixty Cents (\$3.60) per one hundred dollars (\$100.00) of assessed valuation.

This ordinance shall take effect upon its passage on second reading.


Michelle Davis-Younger MAYOR
On Behalf of the City Council
of Manassas, Virginia

ATTEST:


Lee Ann Henderson City Clerk

MOTION: SEBESKY
SECOND: SMITH
RE: ORDINANCE #O-2022-12
ACTION: APPROVED

Votes:

Ayes: Osina, Sebesky, Smith, Wolfe

Nays: Ellis, Forkell Greene

Absent from Vote: None

Absent from Meeting: None

MOTION: WOLFE

May 9, 2022
Regular Meeting
Res No. R-2022-43

SECOND: SMITH

RE: RESOLUTION TO ADOPT AND APPROPRIATE THE ANNUAL OPERATING BUDGET AND THE FIRST YEAR OF THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEAR BEGINNING JULY 1, 2022, AND ENDING JUNE 30, 2023

WHEREAS, the Council of the City of Manassas has held seven (7) work sessions to consider the City Manager's and School Board's recommendations for the FY 2023 budget; and

WHEREAS, the budget was advertised on April 14, 2022, and a public hearing was held on April 25, 2022, in accordance with Section 15.2-2506 of the Code of Virginia; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Manassas in regular session this 9th day of May, 2022, that:

Section 1. The budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023, is hereby adopted and appropriated from the revenues of the City as follows:

General Fund	135,078,020
Social Services Fund	7,946,930
Fire and Rescue Fund	15,063,750
Owens Brooke Special District Fund	40,200
PEG Fund	150,000
Debt Service Fund	12,992,680
Sewer Fund	17,648,640
Water Fund	12,075,900
Electric Fund	45,757,150
Stormwater Fund	4,497,500
Airport Fund	3,609,980
Solid Waste Fund	3,944,910
Building Maintenance Fund	2,471,530
Vehicle Maintenance Fund	5,096,680
Information Technology Fund	4,856,980
Cemetery Trust Fund	50,000
Manassas City Public Schools	140,534,120
Total	<u>\$411,814,970</u>

May 9, 2022
Regular Meeting
Resolution # R-2022-43
Page Two

Section 2. The appropriation to the Manassas City Public Schools shall be legally controlled at the total appropriation level. Appropriations to all other funds shall be legally controlled at the fund level. Amendments to the budget and appropriations may be made in accordance with the City's Financial Policies (#P-2016-01) and in accordance with this Resolution (#R-2022-43).

Section 3. The budget for the first year (FY 2023) of the Five-Year Capital Improvement Program is hereby adopted and appropriated in the amount of \$73,845,000 for capital projects and \$6,285,000 in maintenance capital projects and will remain in effect until completion of the projects. The use of capital project fund balance is authorized to be used as the local contribution instead of transferring local funds from the respective operating fund, when available. The schools proffers are authorized to be appropriated and transferred to the schools, as applicable. To account for anticipated bond issues related to the Five-Year Capital Improvement Program, an amount of \$750,000 is authorized to be budgeted and appropriated for anticipated bond issuance costs, when needed. The appropriation of these funds is in addition to the appropriations listed on page 1 of this Resolution.

Section 4. The City pays for certain operational activities out of the NVTA Capital Projects Fund in order to utilize NVTA 30% revenues. These expenses may include the City's contribution to the NVTA Annual Operating Budget, the City's obligation to the Virginia Railway Express (VRE), and funds for eligible major road rehabilitation projects. An amount not to exceed \$100,000 for the City's share of the NVTA Annual Operating Budget, an amount of \$300,000 for the City's VRE Obligation, and an amount of \$1,000,000 for the City's major road rehabilitation projects are authorized to be budgeted and appropriated in the NVTA Capital Projects Fund. The appropriation of these funds is in addition to the appropriations listed on page 1 of this Resolution.

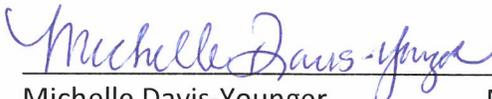
Section 5. All outstanding encumbrances, grants, and incomplete projects at June 30, 2022, are hereby reappropriated to the FY 2023 budget for the same purpose for which they were appropriated in the previous fiscal year. The reappropriation of these funds is in addition to the appropriations listed on page 1 of this Resolution. All reappropriated funds are monitored and may be lowered throughout the fiscal year. Upon completion of an encumbrance, grant, or project, staff is authorized to close out and transfer remaining balances, as needed.

Section 6. Appropriations for capital projects and maintenance capital projects will remain in effect until completion of the project, therefore, appropriations unexpended as of June 30, 2022 are hereby reappropriated to the FY 2023 budget for those projects. The reappropriation of these funds is in addition to the appropriations listed on page 1 of this Resolution. Upon completion of a project, staff is authorized to close out the project and transfer remaining balances, as needed.

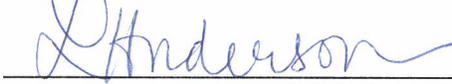
May 9, 2022
Regular Meeting
Resolution # R-2022-43
Page Two

Section 7. The Staffing Plan contained in the FY 2023 Adopted Budget and the City of Manassas Classification and Compensation Plan are authorized by Council. However, the City Manager is authorized to make any modifications of positions and compensation in so long as the affected fund's budget does not exceed the amount authorized in FY 2023 Adopted Budget.

Section 8. This Resolution shall take effect July 1, 2022.


Michelle Davis-Younger Mayor
On behalf of the City Council
of Manassas, Virginia

ATTEST:


Lee Ann Henderson City Clerk

Votes:

Ayes: Osina, Sebesky, Smith, Wolfe

Nays: Ellis, Forkell Greene

Absent from Vote: None

Absent from Meeting: None

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SUPPLEMENTAL INFORMATION

Statement of Net Position (as of June 30, 2021)

	Governmental Activities	Business Type Activities	Total Primary Government	Component Unit Manassas City Public Schools	Economic Development Authority
Assets					
Cash and investments	148,567,031	78,680,741	227,247,772	26,022,415	551,505
Cash and investments, restricted	15,880,571	10,544,107	26,424,678	69,949	-
Receivables; net:					
Taxes, including penalties	4,344,595	-	4,344,595	-	-
Accounts	338,059	11,729,291	12,067,350	170,142	-
Notes	-	-	-	-	-
Due from other governments	4,767,274	393,340	5,160,614	6,204,297	-
Due from component unit	309,479	-	309,479	-	-
Prepays	352,433	11,000	363,433	9,995	-
Inventories	-	2,400,114	2,400,114	-	-
Capital assets:					
Nondepreciable	138,315,739	19,368,051	157,683,790	5,432,030	-
Depreciable, net	134,412,384	139,634,788	274,047,172	69,201,511	-
Total assets	447,287,565	262,761,432	710,048,997	107,110,339	551,505
Deferred outflows of resources					
Deferred charge on refunding	558,617	583,378	1,141,995	-	-
OPEB related deferred outflows	2,236,879	215,013	2,451,892	2,613,497	-
Pension related deferred outflows	9,925,897	2,665,062	12,590,959	25,841,948	-
Total deferred outflows of resources	12,721,393	3,463,453	16,184,846	28,455,445	-
Liabilities					
Accounts payable and other	10,268,799	5,573,310	15,842,109	8,755,590	1,336
Deposits	2,705,827	1,022,968	3,728,795	-	-
Due to other governments	578,487	-	578,487	-	-
Due to primary government	-	-	-	-	309,479
Accrued interest	1,686,766	810,813	2,497,579	-	-
Unearned revenue	26,493,185	92,809	26,585,994	-	-
Noncurrent liabilities:					
Net OPEB liability	13,836,100	2,708,894	16,544,994	15,864,037	-
Net pension liability	27,581,070	7,405,395	34,986,465	96,728,845	-
Due within one year	8,048,093	3,264,804	11,312,897	853,334	-
Due in more than one year	90,704,289	44,571,017	135,275,306	6,979,466	-
Total liabilities	181,902,616	65,450,010	247,352,626	129,181,272	310,815
Deferred inflows of resources					
OPEB related deferred inflows	1,541,900	171,602	1,713,502	1,441,350	-
Pension related deferred inflows	547,443	146,988	694,431	10,976,688	-
Total deferred inflows of resources	2,089,343	318,590	2,407,933	12,418,038	-
Net position					
Net investment in capital assets	235,226,731	120,740,539	355,967,270	69,796,038	-
Restricted for:					
Nonexpendable Cemetery principal	100,000	-	100,000	-	-
Expendable Cemetery funds	278,547	-	278,547	-	-
Future capital projects	-	1,712,956	1,712,956	-	-
Unrestricted	40,411,721	78,002,790	118,414,511	(75,829,564)	240,690
Total net position	\$ 276,016,999	\$ 200,456,285	\$ 476,473,284	\$ (6,033,526)	\$ 240,690

SUPPLEMENTAL INFORMATION

Statement of Activities (as of June 30, 2021)

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>
Primary government:				
Governmental activities:				
General government	11,006,912	182,706	416,593	-
Public safety	34,099,231	2,343,229	3,182,600	-
Public works	13,639,534	901,433	3,994,469	4,384,901
Health and human services	9,914,759	-	4,458,624	-
Culture, rec, and comm dev	8,937,553	778,539	335,512	181,354
Education	59,531,330	-	-	-
Interest on long term debt	2,989,404	-	-	-
Total governmental activities	140,118,723	4,205,907	12,387,798	4,566,255
Business-type activities:				
Electric	36,408,785	38,674,579	137,580	-
Water	9,404,179	11,575,915	30,281	1,378,391
Sewer	14,399,612	16,090,178	101,969	132,064
Airport	4,613,173	3,420,116	31,816	5,581,706
Stormwater	1,628,618	2,562,397	-	-
Solid Waste	3,574,079	3,631,000	8,045	-
Total business-type activities	70,028,446	75,954,185	309,691	7,092,161
Total primary government	\$ 210,147,169	\$ 80,160,092	\$ 12,697,489	\$ 11,658,416
Component unit:				
Manassas City Public Schools	126,202,791	410,524	67,134,251	-
Economic Development Authority	607,352	14,505	490,521	-

General Revenues:

- Property taxes
- Sales taxes
- Business license taxes
- Meals taxes
- Other taxes
- Unrestricted grants
- Unrestricted investment earnings
- Other unrestricted revenues
- Gain (loss) on sale of capital assets
- Payment from component unit
- Payment from City
- Transfers
- Total general revenues and transfers

Change in net position

Net position - beginning, as restated

Net position - ending

SUPPLEMENTAL INFORMATION

Statement of Activities (as of June 30, 2021)

Net (Expense) Revenue and Changes in Net Position

Primary Government			Component Unit Manassas City Public Schools	Economic Development Authority	Total	
Governmental Activities	Business-type Activities	Total			Primary, Public Schools and EDA	
(10,407,613)	-	(10,407,613)	-	-	(10,407,613)	
(28,573,402)	-	(28,573,402)	-	-	(28,573,402)	
(4,358,731)	-	(4,358,731)	-	-	(4,358,731)	
(5,456,135)	-	(5,456,135)	-	-	(5,456,135)	
(7,642,148)	-	(7,642,148)	-	-	(7,642,148)	
(59,531,330)	-	(59,531,330)	-	-	(59,531,330)	
(2,989,404)	-	(2,989,404)	-	-	(2,989,404)	
(118,958,763)	-	(118,958,763)	-	-	(118,958,763)	
-	2,403,374	2,403,374	-	-	2,403,374	
-	3,580,408	3,580,408	-	-	3,580,408	
-	1,924,599	1,924,599	-	-	1,924,599	
-	4,420,465	4,420,465	-	-	4,420,465	
-	933,779	933,779	-	-	933,779	
-	64,966	64,966	-	-	64,966	
-	13,327,591	13,327,591	-	-	13,327,591	
\$ (118,958,763)	\$ 13,327,591	\$ (105,631,172)	\$ -	\$ -	\$ (105,631,172)	
-	-	-	(58,658,016)	-	(58,658,016)	
-	-	-	-	(102,326)	(102,326)	
96,386,551	-	96,386,551	-	-	96,386,551	
10,847,233	-	10,847,233	-	-	10,847,233	
5,026,537	-	5,026,537	-	-	5,026,537	
4,526,414	-	4,526,414	-	-	4,526,414	
4,816,021	-	4,816,021	-	-	4,816,021	
7,789,313	-	7,789,313	-	-	7,789,313	
436,334	91,224	527,558	22,824	834	551,216	
3,757,556	32,599	3,790,155	204,710	500	3,995,365	
150,223	35,172	185,395	-	-	185,395	
5,593,671	-	5,593,671	-	-	5,593,671	
-	-	-	59,531,330	-	59,531,330	
3,504,961	(3,504,961)	-	-	-	-	
142,834,814	(3,345,966)	139,488,848	59,758,864	1,334	199,249,046	
23,876,051	9,981,625	33,857,676	1,100,848	(100,992)	34,857,532	
252,140,948	190,474,660	442,615,608	(7,134,374)	341,682	435,822,916	
\$ 276,016,999	\$ 200,456,285	\$ 476,473,284	\$ (6,033,526)	\$ 240,690	\$	\$ 470,680,448

SUPPLEMENTAL INFORMATION

Assessed Value and Actual Value of Taxable Real Property

Tax Year	Residential	Commercial	Tax Exempt	Total Assessed and Actual	Less	Total Taxable Assessed and Actual
				Value	Tax Exempt	Value
2012	2,328,941,100	1,583,564,200	764,169,200	4,676,674,500	764,169,200	3,912,505,300
2013	2,491,207,000	1,613,906,800	678,874,300	4,783,988,100	678,874,300	4,105,113,800
2014	2,653,025,300	1,533,191,100	680,361,100	4,866,577,500	680,361,100	4,186,216,400
2015	2,774,454,700	1,653,210,000	707,811,100	5,135,475,800	707,811,100	4,427,664,700
2016	2,915,314,100	1,698,553,200	750,641,100	5,364,508,400	750,641,100	4,613,867,300
2017	3,000,312,000	1,714,687,700	752,803,800	5,467,803,500	752,803,800	4,714,999,700
2018	3,074,547,700	1,733,207,300	801,341,500	5,609,096,500	801,341,500	4,807,755,000
2019	3,174,398,300	1,714,622,100	798,982,200	5,688,002,600	798,982,200	4,889,020,400
2020	3,340,809,700	1,722,936,300	805,217,200	5,868,963,200	805,217,200	5,063,746,000
2021	3,531,364,160	1,871,721,080	809,110,800	6,212,196,040	809,110,800	5,403,085,240

Source: FY 2021 Comprehensive Annual Financial Report

Notes: Property is assessed at actual value. Property is reassessed each year. Tax rates are per \$100 of assessed value.

Property Tax Rates

Tax Year	General	Fire Rescue Levy	Total Direct Real Property	Personal Property	Machinery and Tools	Aircraft
2012	1.226	0.169	1.395	3.250	2.100	0.00001
2013	1.192	0.174	1.366	3.250	2.100	0.00001
2014	1.211	0.182	1.393	3.250	2.100	0.00001
2015	1.190	0.178	1.368	3.250	2.100	0.00001
2016	1.210	0.178	1.388	3.250	2.100	0.00001
2017	1.220	0.183	1.403	3.250	2.100	0.00001
2018	1.253	0.187	1.440	3.600	2.100	0.00001
2019	1.268	0.192	1.460	3.600	2.100	0.00001
2020	1.283	0.197	1.480	3.600	2.100	0.00001
2021	1.263	0.197	1.460	3.600	2.100	0.00001

Source: FY 2021 Comprehensive Annual Financial Report

Real Property Tax Levies and Collections

Fiscal Year	Total Tax Levy for Fiscal Year	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2012	52,254,647	50,861,085	97.33%	1,393,471	52,254,556	100.00%
2013	52,668,751	51,440,592	97.67%	1,227,729	52,668,321	100.00%
2014	56,428,143	55,060,273	97.58%	1,032,831	56,093,104	99.41%
2015	59,630,272	58,540,515	98.17%	1,089,326	59,629,841	100.00%
2016	62,924,270	61,837,236	98.27%	1,085,081	62,922,317	100.00%
2017	64,894,082	63,227,350	97.43%	1,634,227	64,861,577	99.95%
2018	69,576,985	68,393,375	98.30%	1,139,844	69,533,219	99.94%
2019	71,545,244	70,483,643	98.52%	989,826	71,473,469	99.90%
2020	75,128,654	73,742,376	98.15%	1,179,432	74,921,808	99.72%
2021	79,647,969	78,111,978	98.07%	-	78,111,978	98.07%

Source: FY 2021 Comprehensive Annual Financial Report

SUPPLEMENTAL INFORMATION

Principal Real Property Taxpayers

Taxpayer	2021			2012		
	Taxable Real Assessed Value	Rank	Percentage of Total Taxable Real Assessed Value	Taxable Real Assessed Value	Rank	Percentage of Total Taxable Real Assessed Value
Micron Technology	242,457,400	1	4.5%	91,433,600	2	2.3%
Lockheed Martin	81,505,100	2	1.5%	95,743,100	1	2.4%
UDR Wellington Place	60,188,300	3	1.1%	54,714,600	3	1.4%
Battery Heights Associates	51,065,400	4	0.9%	47,489,400	4	1.2%
Fairfield Village Square	30,041,800	5	0.6%	22,004,000	10	0.6%
Davis Ford Crossings LLC	29,490,100	6	0.5%	25,601,500	7	0.7%
Prince William Hospital Corp.	29,299,800	7	0.5%	29,778,800	6	0.8%
Liberia Development Corp	29,106,400	8	0.5%	22,144,400	8	0.6%
Hastings Marketplace Owner LLC	27,334,500	9	0.5%			
Wellington Station Owner LLC	26,912,300	10	0.5%			
Verizon				33,814,000	5	0.9%
Wellington/Hastings				21,819,200	9	0.6%
Total	607,401,100		11.2%	444,542,600		11.4%
Total Taxable Real Assessed Value	5,403,085,240			3,912,505,300		

Source: FY 2021 Comprehensive Annual Financial Report

Principal Employers

Employer	2020			2011		
	Employees	Rank	Percentage of total City Employment	Employees	Rank	Percentage of total City Employment
Micron Technology	1,646	1	8.3%	1,819	1	8.7%
Novant Prince William Health System	1,215	2	6.1%	1,300	2	6.2%
Lockheed Martin	1,200	3	6.1%	1,263	3	6.0%
Manassas City Public Schools (FTE)	1,071	4	5.4%	1,043	4	5.0%
City of Manassas (FTE)	455	5	2.3%	452	6	2.2%
American Disposal Service	390	6	2.0%	454	5	2.2%
Aurora Flight Sciences	363	7	1.8%	175	9	0.8%
S.W.I.F.T.	347	8	1.8%			
BAE Systems	335	9	1.7%	330	7	1.6%
ARS (American Residential Svcs)	180	10	0.9%			
Didlake, Inc				186	8	0.9%
Home Instead Senior Care				170	10	0.8%
Total	7,202		36.42%	7,192		34.40%
Total City Employment	19,777			20,914		

Source: FY 2021 Comprehensive Annual Financial Report

Notes: Calendar year 2020 is the most current year available.

FTE = full-time equivalents

SUPPLEMENTAL INFORMATION

Operating Indicators by Function

Function	2016	2017	2018	2019	2020	2021
General Government						
Business licenses issued	2,775	2,750	2,407	2,449	2,374	2,606
Property returns processed	37,081	37,343	39,676	36,776	44,157	43,469
Public Safety						
Traffic citations	6,000	7,000	7,000	6,340	5,993	5,691
Criminal arrests	2,000	2,100	2,150	2,310	2,014	1,598
Police calls for service	55,000	58,000	57,000	56,371	64,746	69,087
Engineering						
Site plans reviewed	64	67	70	96	107	119
Public Works						
Building permits issued	476	537	1,288	1,040	457	383
Acres mowed	365	365	365	370	375	375
Health and Human Services						
Family services						
Customers served	111,941	97,115	41,422	34,984	26,769	36,280
Section 8 vouchers used	295	290	294	303	288	296
Sewer Utility						
Wastewater processed per year - billions of gallons	2.4	2.2	2.2	2.5	2.3	2.5
Water Utility						
Drinking water produced per year - billions of gallons	4.7	4.7	4.4	4.2	4.4	4.5
Electric Utility						
Load management savings	\$1.2 M	\$1.8 M	\$2.3 M	\$2.6 M	\$1.6M	\$1.4M
Airport						
Total operations (take-offs/landings)	83,815	89,654	80,714	83,130	75,316	92,784
Based aircraft	410	410	389	395	392	410
Information Technology						
Devices supported	1,330	1,461	1,461	1,461	1,453	1,317
Visitors to city website	1,200,000	1,121,558	927,146	1,002,647	1,192,718	929,256

Source: FY 2021 Comprehensive Annual Financial Report

SUPPLEMENTAL INFORMATION

Capital Asset Statistics by Function

Function	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
General Government										
City Hall	1	1	1	1	1	1	1	1	1	1
Town Hall	1	1	1	1	1	1	1	1	1	1
Parking Lot Spaces	827	827	827	827	827	827	827	825	825	823
Vehicles in fleet	452	447	446	448	449	457	463	462	482	472
Public Safety										
Police stations	1	1	1	1	1	1	1	1	1	1
Fire stations	1	1	1	1	1	1	1	1	1	2
Rescue stations	1	1	1	1	1	1	1	1	1	-
Public Works										
Streets (miles)	244	244	244	245	249	249	249	249	255	255
Street lights	2,979	2,979	3,062	2,719	3,045	3,045	3,065	2,901	2,903	2,929
Traffic signals	58	62	62	62	62	62	62	62	63	63
Culture, Rec, Devel										
Museums	1	1	1	1	1	1	1	1	1	1
Restored historic buildgs:										
Railroad Depot	1	1	1	1	1	1	1	1	1	1
Candy Factory	1	1	1	1	1	1	1	1	1	1
Parks	12	12	12	12	12	17	17	17	18	19
Park acreage	194	194	194	194	194	234	234	271	264	264
Swimming pools	1	1	1	1	1	1	1	1	1	1
Tennis courts	22	22	22	22	22	22	22	22	23	23
Skate parks	1	1	1	1	1	1	1	1	1	1
Outdoor pavilion	1	1	1	1	1	1	1	1	1	1
Sewer Utility										
Sewer main (mi)	125	115	115	115	142	142	142	142	142	142
Storm sewers (mi)	72	72	72	72	72	72	72	72	72	72
Treat cap (MGD)	8.69	8.69	8.69	8.69	8.69	8.69	8.69	8.69	9.19	9.19
Water Utility										
Water connect	10,918	10,997	11,104	11,178	11,200	11,242	11,272	11,385	11,437	11,466
Water mains (mi)	152	152	152	152	170	170	170	170	170	170
Plant cap (MGD)	14	14	14	14	14	14	14	14	14	14
Electric Utility										
Distrib stations	6	6	6	6	6	6	6	6	6	6
Peak generators	19	19	20	20	20	20	20	17	17	17
Electric cap (MW)	41	41	40	40	40	40	40	34	36	36
Airport										
Airport acreage	904	904	904	897	897	891	891	891	891	891
Number of runways	2	2	2	2	2	2	2	2	2	2

Source: FY 2021 Comprehensive Annual Financial Report

Notes: MGD = millions of gallons per day

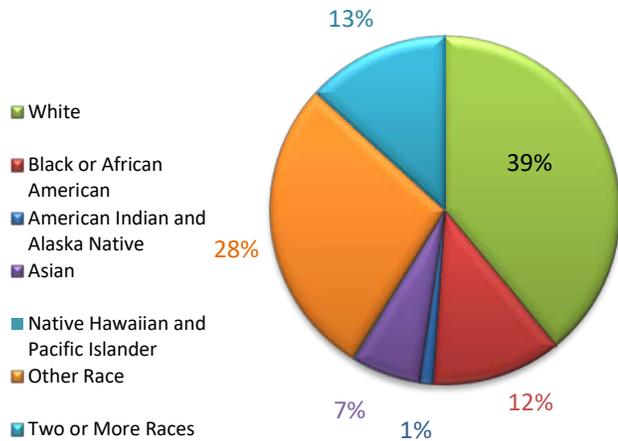
MW = Megawatts

SUPPLEMENTAL INFORMATION

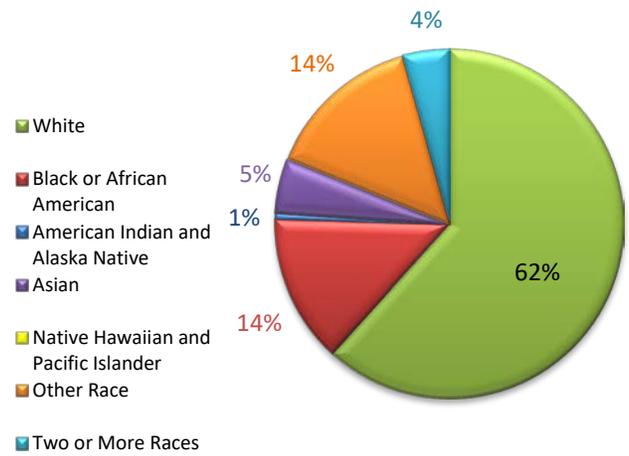
Population Information

Population by Race						
Race	2020 ACS		2010 Census		2000 Census	
	Count	Percentage	Count	Percentage	Count	Percentage
White	16,717	39.1%	23,336	61.7%	25,316	72.1%
Black or African American	5,124	12.0%	5,188	13.7%	4,535	12.9%
American Indian and Alaska Native	536	1.2%	229	0.6%	128	0.4%
Asian	2,729	6.4%	1,884	5.0%	1,206	3.4%
Native Hawaiian and Pacific Islander	36	0.1%	52	0.1%	31	0.1%
Other Race	11,975	28.0%	5,503	14.6%	2,773	7.9%
Two or More Races	5,655	13.2%	1,629	4.3%	1,146	3.2%
TOTAL	42,772	100.0%	37,821	100.0%	35,135	100.0%

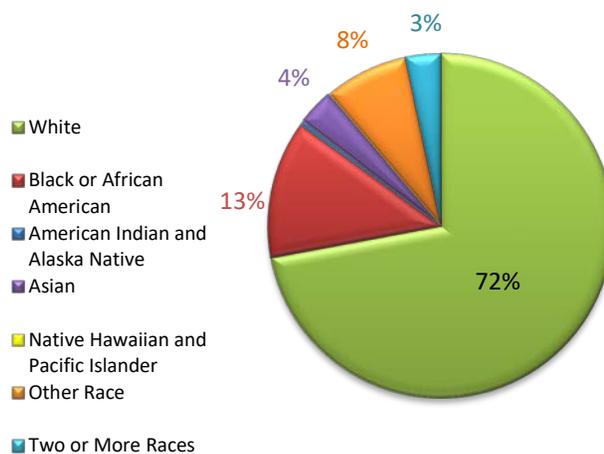
Population by Race - 2020 ACS



Population by Race - 2010 Census



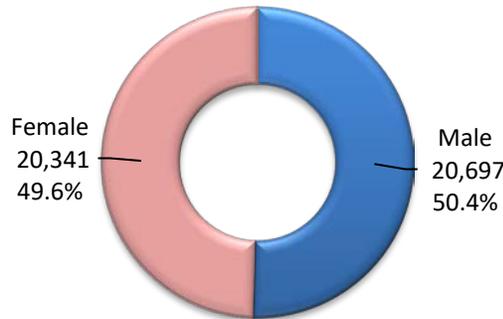
Population by Race - 2000 Census



SUPPLEMENTAL INFORMATION

Population Information

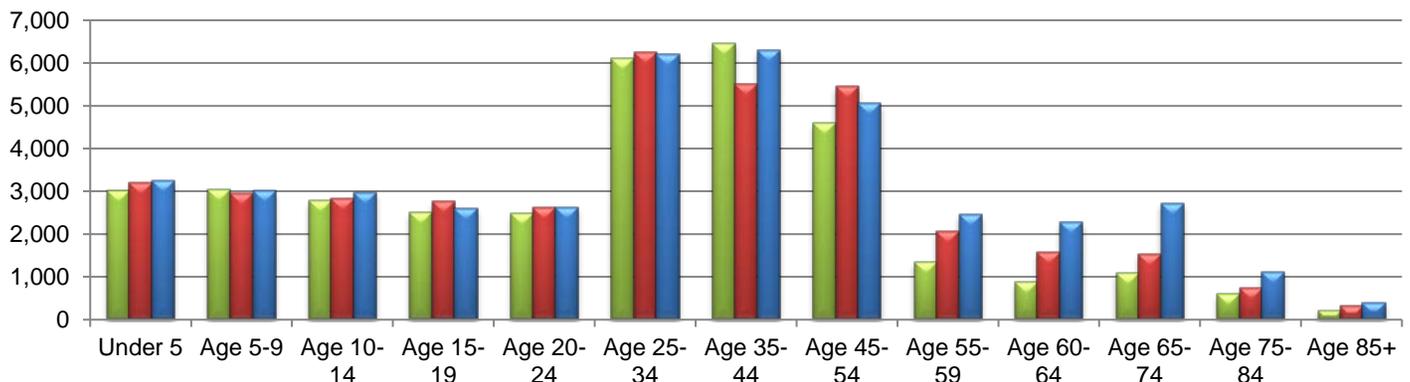
Population by Sex						
Race	2020 ACS		2010 Census		2000 Census	
	Male	20,697	50.4%	18,967	50.1%	17,868
Female	20,341	49.6%	18,854	49.9%	17,267	49.1%
TOTAL	41,038	100.0%	37,821	100.0%	35,135	100.0%



Population by Age						
Age	2020 ACS		2010 Census		2000 Census	
	#	%	#	%	#	%
Under 5	3,245	7.9%	3,194	8.4%	3,020	8.6%
Age 5-9	3,012	7.3%	2,942	7.8%	3,053	8.7%
Age 10-14	2,979	7.3%	2,847	7.5%	2,776	7.9%
Age 15-19	2,590	6.3%	2,765	7.3%	2,509	7.1%
Age 20-24	2,631	6.4%	2,628	6.9%	2,486	7.1%
Age 25-34	6,213	15.1%	6,244	16.5%	6,116	17.4%
Age 35-44	6,301	15.4%	5,500	14.5%	6,464	18.4%
Age 45-54	5,067	12.3%	5,446	14.4%	4,589	13.1%
Age 55-59	2,459	6.0%	2,071	5.5%	1,348	3.8%
Age 60-64	2,289	5.6%	1,577	4.2%	872	2.5%
Age 65-74	2,726	6.6%	1,536	4.1%	1,086	3.1%
Age 75-84	1,120	2.7%	744	2.0%	599	1.7%
Age 85+	406	1.0%	327	0.9%	217	0.6%
TOTAL	41,038	100.0%	37,821	100.0%	35,135	100.0%

■ 2000 Census ■ 2010 Census ■ 2020 ACS

Population by Age
Median Age 34.7 Years

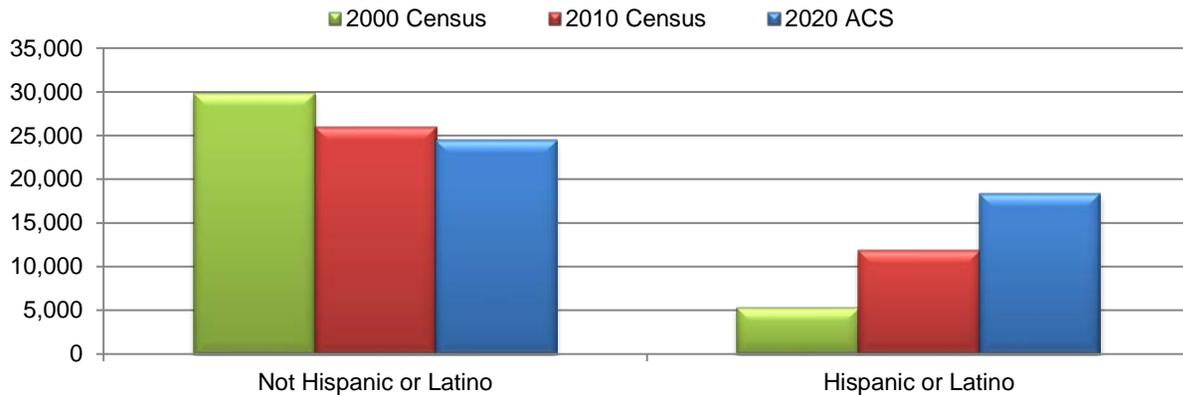


SUPPLEMENTAL INFORMATION

Population Information

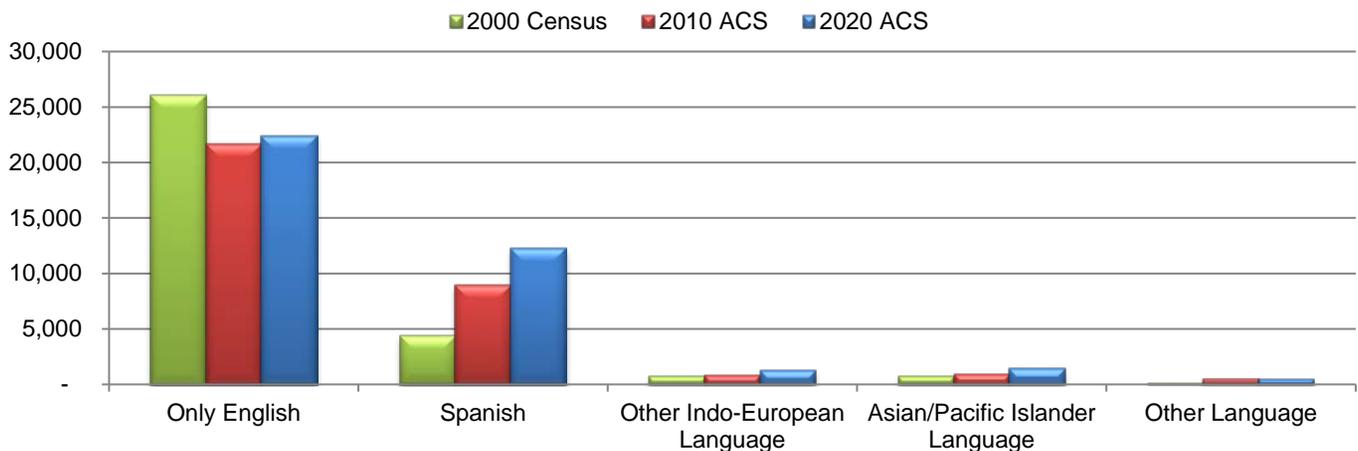
Population Hispanic or Latino						
Race	2020 ACS		2010 Census		2000 Census	
	#	%	#	%	#	%
Not Hispanic or Latino	24,427	57.1%	25,945	68.6%	29,819	84.9%
Hispanic or Latino	18,345	42.9%	11,876	31.4%	5,316	15.1%
TOTAL	42,772	100.0%	37,821	100.0%	35,135	100.0%

Hispanic or Latino Population



Population Age 5+ by Language Spoken at Home						
Language Spoken	2020 ACS		2010 ACS		2000 Census	
	#	%	#	%	#	%
Only English	22,373	59.2%	21,685	65.9%	26,106	81.5%
Spanish	12,266	32.5%	9,007	27.4%	4,410	13.8%
Other Indo-European Language	1,273	3.4%	852	2.6%	677	2.1%
Asian/Pacific Islander Language	1,404	3.7%	955	2.9%	681	2.1%
Other Language	477	1.3%	415	1.3%	147	0.5%
TOTAL	37,793	100.0%	32,914	100.0%	32,021	100.0%

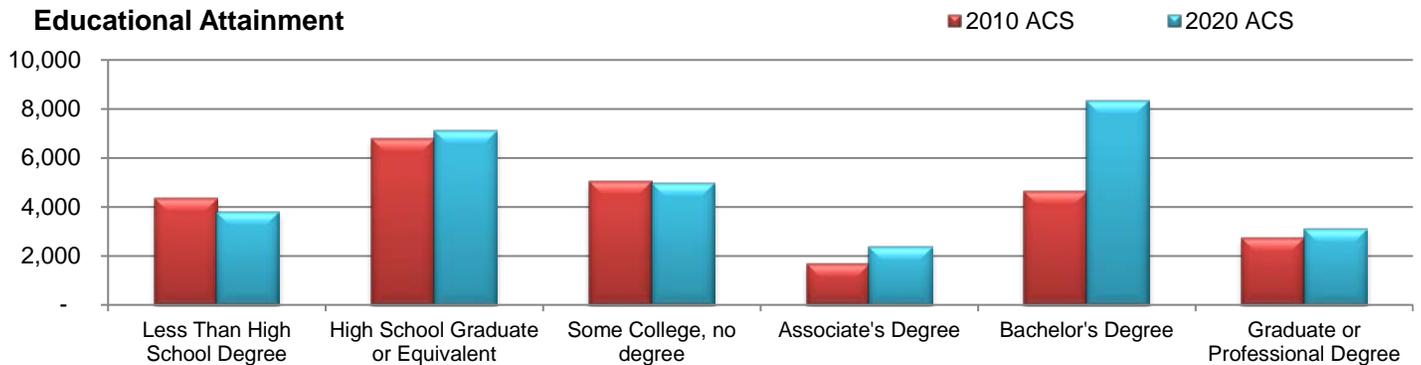
Language Spoken at Home



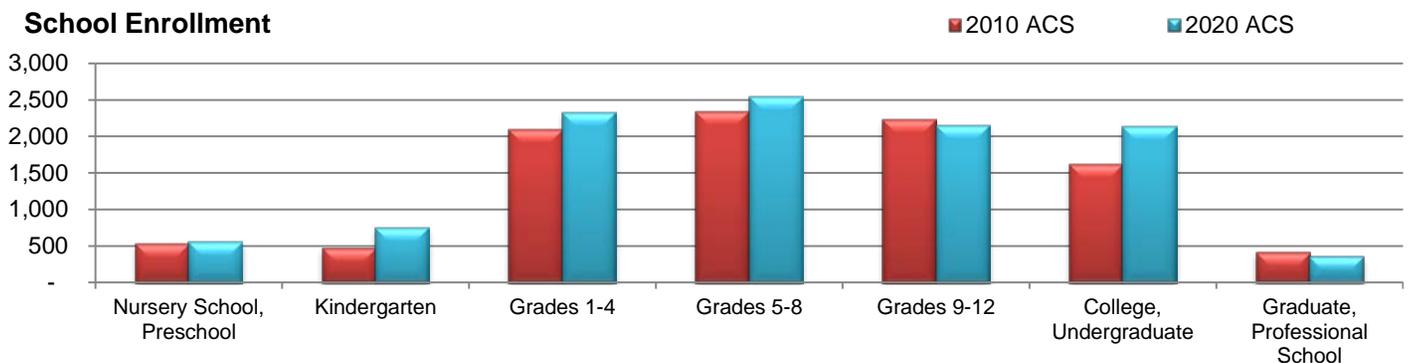
SUPPLEMENTAL INFORMATION

Education Information

Education for Population 25 Years or Older				
Education Attainment	2020 ACS		2010 ACS	
	#	%	#	%
Less Than High School Degree	3,811	12.8%	4,341	17.2%
High School Graduate or Equivalent	7,108	23.9%	6,815	27.0%
Some College, no degree	4,959	16.7%	5,048	20.0%
Associate's Degree	2,382	8.0%	1,666	6.6%
Bachelor's Degree	8,321	28.0%	4,644	18.4%
Graduate or Professional Degree	3,109	10.5%	2,726	10.8%
TOTAL	29,690	100.0%	25,239	100.0%



School Enrollment				
Level of Enrollment (Age 3+)	2020 ACS		2010 ACS	
	#	%	#	%
Nursery School, Preschool	552	5.1%	530	5.5%
Kindergarten	749	6.9%	469	4.8%
Grades 1-4	2,320	21.5%	2,090	21.6%
Grades 5-8	2,550	23.6%	2,339	24.2%
Grades 9-12	2,142	19.8%	2,225	23.0%
College, Undergraduate	2,131	19.7%	1,610	16.6%
Graduate, Professional School	352	3.3%	409	4.2%
TOTAL	10,796	100.0%	9,672	100.0%

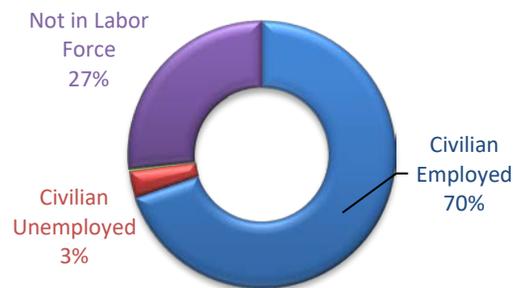


SUPPLEMENTAL INFORMATION

Occupation Information

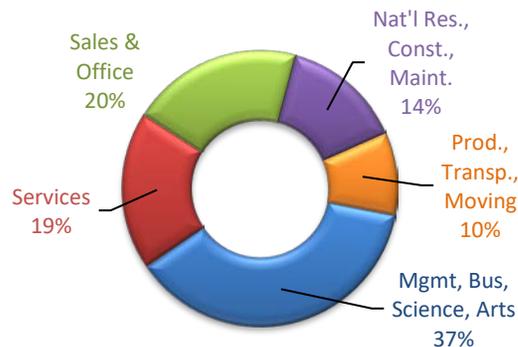
Labor Force Participation (Population 16+ Years)						
Employment Status	2020 ACS		2010 ACS		2000 Census	
	#	%	#	%	#	%
Civilian Employed	21,984	69.8%	19,015	70.6%	18,238	70.9%
Civilian Unemployed	1,003	3.2%	1,312	4.9%	710	2.8%
Armed Forces	83	0.3%	71	0.3%	170	0.7%
Not in Labor Force	8,420	26.7%	6,553	24.3%	6,601	25.7%
TOTAL	31,490	100.0%	26,951	100.0%	25,719	100.0%

Labor Force Participation 2020 ACS
(Population 16+ Years)



Occupation (Civilian Population 16+ Years)						
Occupation	2019 ACS		2010 ACS		2000 Census	
	#	%	#	%	#	%
Management, Business, Science, & Arts	8,212	37.4%	6,235	32.8%	7,019	38.5%
Service	4,104	18.7%	3,454	18.2%	2,532	13.9%
Sales and Office	4,421	20.1%	4,854	25.5%	4,949	27.1%
Natural Resources, Construct., Maint.	3,118	14.2%	2,856	15.0%	2,218	12.2%
Production, Transport., Material Moving	2,129	9.7%	1,616	8.5%	1,520	8.3%
TOTAL	21,984	100.0%	19,015	100.0%	18,238	100.0%

Occupation 2020 ACS
(Population 16+ Years)

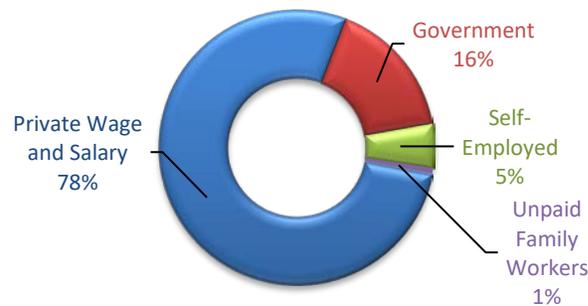


SUPPLEMENTAL INFORMATION

Occupation Information

Class of Worker (Civilian Population 16+ Years)						
Occupation	2020 ACS		2010 ACS		2000 Census	
	#	%	#	%	#	%
Private Wage and Salary	17,104	77.8%	15,068	79.2%	14,166	77.7%
Government	3,598	16.4%	3,290	17.3%	3,262	17.9%
Self-Employed	1,138	5.2%	645	3.4%	793	4.3%
Unpaid Family Workers	144	0.7%	12	0.1%	17	0.1%
TOTAL	21,984	100.0%	19,015	100.0%	18,238	100.0%

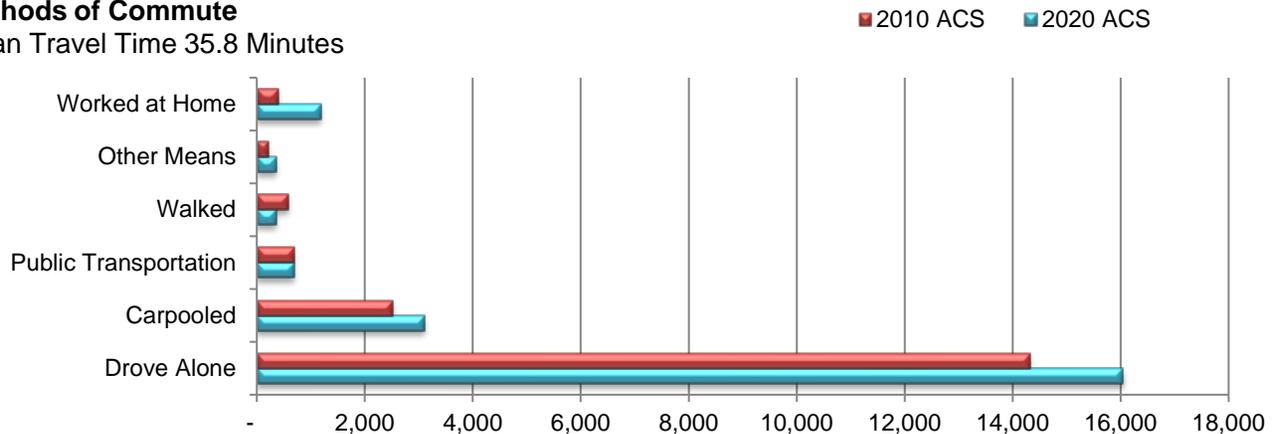
Class of Worker 2020 ACS
(Civilian Population 16+ Years)



Commuting						
Mode	2020 ACS		2010 ACS		2000 Census	
	#	%	#	%	#	%
Drove Alone	16,040	73.8%	14,315	76.6%	13,634	75.1%
Carpooled	3,097	14.3%	2,519	13.5%	2,991	16.5%
Public Transportation	693	3.2%	687	3.7%	544	3.0%
Walked	363	1.7%	586	3.1%	308	1.7%
Other Means	350	1.6%	202	1.1%	237	1.3%
Worked at Home	1,189	5.5%	391	2.1%	431	2.4%
TOTAL	21,732	100.0%	18,700	100.0%	18,145	100.0%

Methods of Commute

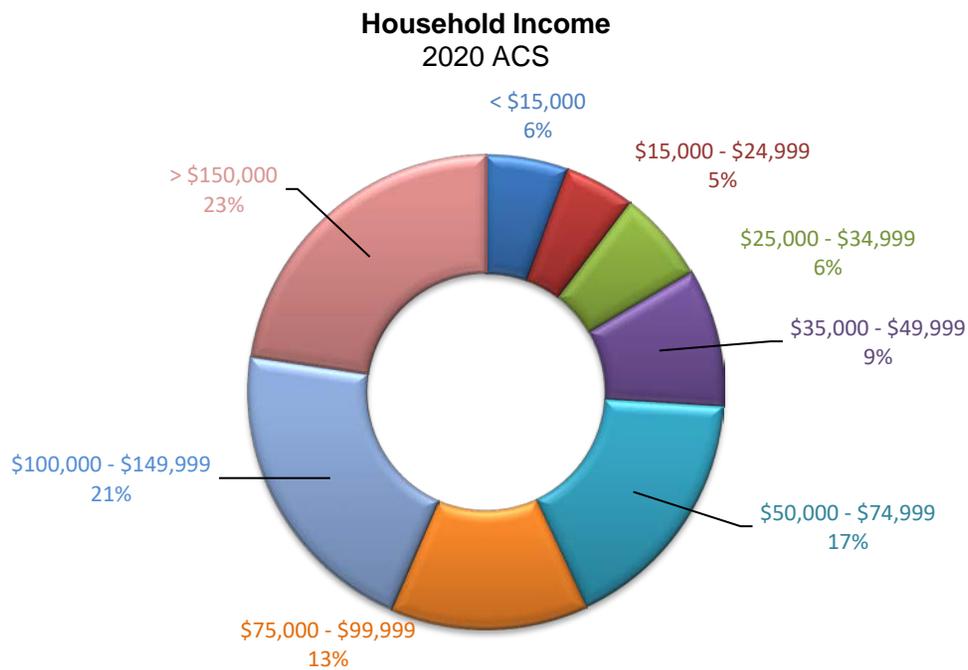
Mean Travel Time 35.8 Minutes



SUPPLEMENTAL INFORMATION

Income Information

Number of Households (Occupied Housing Units) by Income						
Income Range	2020 ACS		2010 ACS		2000 Census	
	#	%	#	%	#	%
< \$15,000	730	5.6%	969	8.3%	728	6.2%
\$15,000 - \$24,999	626	4.8%	552	4.7%	818	6.9%
\$25,000 - \$34,999	815	6.2%	919	7.8%	1,115	9.5%
\$35,000 - \$49,999	1,222	9.4%	1,288	11.0%	1,922	16.3%
\$50,000 - \$74,999	2,232	17.1%	2,122	18.1%	2,861	24.3%
\$75,000 - \$99,999	1,758	13.5%	1,801	15.4%	2,041	17.3%
\$100,000 - \$149,999	2,726	20.9%	2,463	21.0%	1,637	13.9%
> \$150,000	2,957	22.6%	1,618	13.8%	663	5.6%
TOTAL	13,066	100.0%	11,732	100.0%	11,785	100.0%



2020 ACS Median Household Income
\$86,227

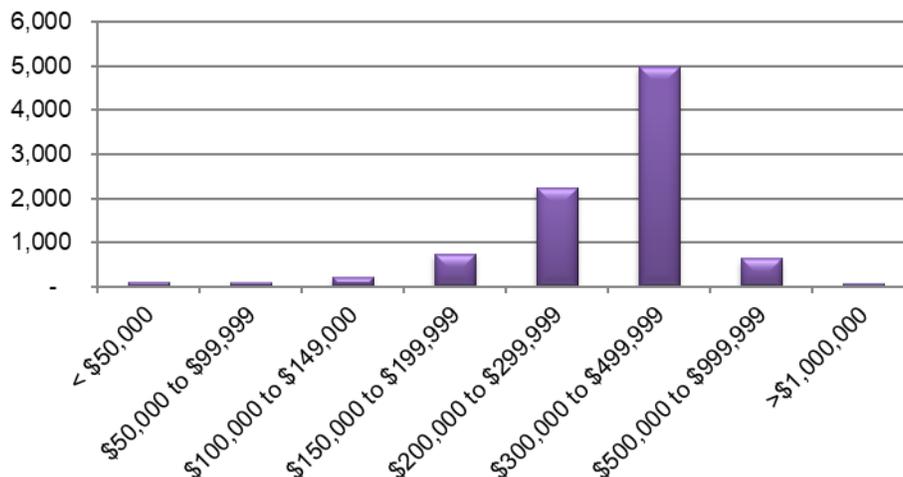
2020 ACS Per Capita Income
\$34,198

Housing Tenure						
	2020 ACS		2010 Census		2000 Census	
	#	%	#	%	#	%
Owner Occupied	9,058	69.3%	8,043	64.2%	8,203	69.8%
Renter Occupied	4,008	30.7%	4,484	35.8%	3,554	30.2%
Total Units	13,066	100.0%	12,527	100.0%	11,757	100.0%

Owner-Occupied Units & Mortgage				
	2020 ACS		2010 ACS	
	#	%	#	%
With a mortgage	7,418	81.9%	6,707	83.8%
No mortgage	1,640	18.1%	1,296	16.2%
Total Units	9,058	100.0%	8,003	100.0%

Housing Value of Owner-Occupied Units		
Value	2020 ACS	
	#	%
< \$50,000	103	1.1%
\$50,000 to \$99,999	77	0.9%
\$100,000 to \$149,000	217	2.4%
\$150,000 to \$199,999	737	8.1%
\$200,000 to \$299,999	2,245	24.8%
\$300,000 to \$499,999	4,991	55.1%
\$500,000 to \$999,999	628	6.9%
>\$1,000,000	60	0.7%
Total Units	9,058	100.0%

Housing Value of Owner-Occupied Units
Median Value \$338,100



Housing Units by Year Built		
Age	2020 ACS	
	#	%
2014 or later	339	2.5%
2010 - 2013	452	3.3%
2000 - 2009	1,171	8.5%
1990 - 1999	2,186	15.8%
1980 - 1989	4,251	30.8%
1970 - 1979	2,507	18.1%
1960 - 1969	1,782	12.9%
1950 - 1959	336	2.4%
1940 - 1949	277	2.0%
1939 or earlier	522	3.8%
Total Units	13,823	100.0%

Vacancy Rate:

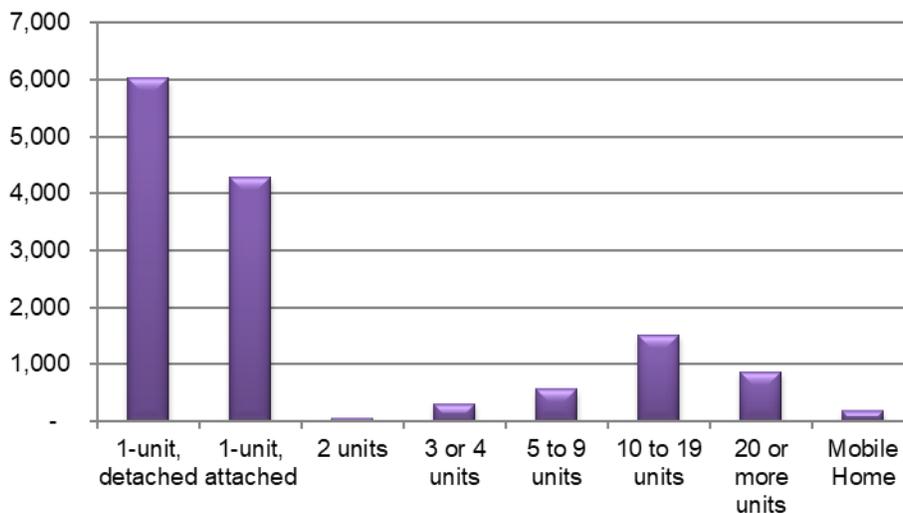
- Homeowner Vacancy – 1.2% (was 1.8%)
- Rental Vacancy – 5.6% (was 4.6%)

Average Household Size:

- Owner-Occupied Unit – 3.13 (was 3.08)
- Renter-Occupied Unit – 3.15 (was 3.03)

Housing Units Per Structure		
	2020 ACS	
	#	%
1-unit, detached	6,026	43.6%
1-unit, attached	4,279	31.0%
2 units	60	0.4%
3 or 4 units	308	2.2%
5 to 9 units	570	4.1%
10 to 19 units	1,520	11.0%
20 or more units	875	6.3%
Mobile Home	185	1.3%
Total Units	13,823	100.0%

Housing Units Per Structure



457 Plan: Deferred Compensation Plan offered to City employees for retirement purposes.

Account: Basic component of a formal accounting system. Individual record of increases and decreases in a specific asset, liability, revenue, expenditure, or expense.

Accounting Basis: Timing of recognition for financial reporting purposes. The basis of accounting determines when revenues, expenses, expenditures, assets, and liabilities are recognized/recorded. Cash basis, accrual basis, and modified accrual basis are three accounting methods used by local governments.

Accrual Basis of Accounting: Revenue and expenses are recorded in the period in which they are earned or incurred regardless of whether cash is received or disbursed in that period. The enterprise and internal service funds use the accrual basis of accounting for external reporting purposes.

Activity: Specific and distinguishable service performed by one or more department/divisions of the City to accomplish a function for which the government is responsible (e.g. police is an activity within the public safety function).

Ad Valorem: In proportion to the value. Basis of property taxes, both real and personal, imposed by the City.

Adopted Budget: Version of the operating budget approved by the City Council through a formal process.

Agency Funds: Funds to account for resources held by a government in a custodial capacity.

Amended Budget: Version of the operating budget amended by resolutions and budget transfers following its adoption by the City Council.

Appraisal: Estimate of how much money something is worth.

Appropriation: Authorization of the City Council to incur obligations for specific purposes. Appropriations are limited to amount, purpose, and time. All appropriations of the City Council lapse at June 30th as provided in the Code of Virginia.

Approved Budget: See Adopted Budget.

Assess: Place a value on property for tax purposes.

Assessed Value (or Assessment): Dollar value placed upon real estate and personal property by the Commissioner of the Revenue as the basis for levying taxes. Real property is required to be assessed at full market value. Varying methodologies are used for assessment of defined classes of personal property to ensure uniformity and approximate fair market value.

Assessment Ratio: The ratio of the assessed value of a taxed item to the market value of that item. In the City, real estate is assessed at 100 percent of market value as of January 1st each year.

Assets: Resources owned by the City that have monetary value.

Assigned Fund Balance: Amounts are constrained by intent to be used for specific purposes but are neither restricted nor committed. Assignments are made by City management based on governing body direction through adoption or amendment of the budget or through ordinance or resolution.

Audit: Examination of records or financial accounts to check their accuracy and validity.

Auditor of Public Accounts: State agency that oversees accounting, financial reporting, and audit requirements for units of local government in the Commonwealth of Virginia.

Balanced Budget: Within a fund, total amount of revenues, including transfers from other funds and the use of fund balance equals the total amount of expenditures, including transfers to other funds and contribution to fund balance.

Benefits: Job related benefits provided to employees as part of their total compensation. Fringe benefits include the employer's portion of FICA, pensions, insurance (life, health, disability income, etc.) and employee allowances.

Benchmarks: Measurements used to gauge the City's efforts, both as a community and as an organizational entity, in accomplishing predefined and measurable desired outcomes that have been developed with participation from decision-makers, management, staff, and customers.

Bond Ratings: Rate given to a government by a third-party agency to signify the government's capacity and willingness to repay its debt. In rating municipalities for the issuance of general obligation debt, credit rating agencies (Standard & Poor's, Moody's, Fitch) consider factors that are considered especially relevant to a government's "capacity and willingness" to repay its debt: (1) the local economic base including local employment, taxes, and demographics (for example, age, education, income level, and skills of the local population); (2) financial performance and flexibility including accounting and reporting methods, revenue and expenditure structure and patterns, annual operating and budgetary performance, financial leverage and equity position, budget and financial planning, and contingency financial obligations such as pension liability funding; (3) debt burden; and (4) administration including local autonomy and discretion regarding financial affairs, background and experience of key administrative officials, and frequency of elections. Bond ratings impact the interest rate and the cost of debt service in the operating budget.

Bonds: Type of security sold to finance capital improvement projects.

Budget: Financial plan for a specified period of time (fiscal year) that matches all planned revenues and expenditures with various municipal services. The budget is the primary tool by which most of the financing, acquisition, spending, and service delivery activities of a government are planned and controlled.

Budget Adoption: Formal process through which a governing body approves a budget. The City adopts its budget via an ordinance following a public hearing.

Budget Message: General discussion of the budget presented in writing by the City Manager as a part of the budget document.

Budget Ordinance: Method used by the City to amend the budget if funds have not previously been budgeted and appropriated.

Budget Resolution: Method used by the City to move spending authority already budgeted and appropriated from one fund to another, from contingencies, or from budgetary fund balances.

Budget Review Process: Evaluation of a budget's content and purpose through a series of work sessions and a public hearing with citizen comment leading to the adoption of a budget by City Council.

Budget Transfer: Method used by the City to move spending authority already budgeted and appropriated between accounts, division, or departments.

Budgetary Basis: Method used to determine when revenues and expenditures are recognized for budgetary purposes. The City's budget is prepared using the modified accrual basis of accounting for all funds.

Capital: Expenses that result in the acquisition of or additions to capital asset including replacements and/or additions. This does not include outlays for the construction or acquisition of major capital facilities such as land or buildings (they are included in Capital Project Funds).

Capital Asset: Assets used in the operations of the City which have a value greater than or equal to \$5,000 and a useful life of greater than one year (e.g., land, buildings, vehicles, machinery, easements, roads, etc.).

GLOSSARY

Capital Project: Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. In order to be a capital project, a project must have a cost greater than \$100,000 and a useful life of more than 10 years. If a project does not meet the criteria, it is considered to be a maintenance capital project.

Capital Projects Funds: Funds, defined by the State Auditor of Public Accounts, which account for the acquisition and/or construction of major capital facilities or capital improvements, including land and buildings. These funds can include maintenance and renovation of capital facilities.

Categorical Grant: Can only be used for a specific purpose and usually limited to narrowly defined projects or activities.

Code of Virginia: Laws of the Commonwealth of Virginia.

Committed Fund Balance: Amounts can only be used for specific purposes pursuant to constraints imposed by formal action of the City Council through adoption of a resolution. Only City Council may modify or rescind the commitment.

Component Unit: Legally separate organization for which the elected officials of the primary government are financially accountable. Manassas City Public Schools and the Economic Development Authority of the City of Manassas, Virginia are component units of the City.

Constitutional Officers: Elected officials who head local offices as directed by the Constitution of Virginia. There are two constitutional officers in the City which are partially funded by the State - the Commissioner of Revenue and the City Treasurer. The City also shares the cost of three constitutional officers with Prince William County which are also partially funded by the State - the Clerk of the Circuit Court, the Commonwealth's Attorney, and the Sheriff.

Contingency: Budgetary account for emergencies or unforeseen expenditures.

Contract/COLA: Increases to base budgets resulting from increases associated with contracts for services or cost of living.

Customer: Internal or external recipient of a product or service provided by the City.

Debt: Obligation or something owed to someone else.

Debt Service: Annual payment of principal and interest on the City's bonds.

Debt Service Funds: Funds to account for the payment of principal and interest on debt.

Deferred Compensation Plan: Compensation that is being earned but not received for retirement purposes. A process that defers the taxes on the compensation until it is actually received at a later date.

Deficit: Government spends more money than it takes in. Either the excess of an entity's or fund's liabilities over its assets or the excess of expenditures or expenses over revenues during a single budget year.

Department: Organizational unit of the City that has responsibility for an operation or a group of related operations within a functional area. Departments are typically comprised of one or more divisions.

Depreciation: Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence. A portion of the cost of a capital asset is charged as an expense during a particular period for financial reporting purposes in enterprise funds. This expense is not budgeted.

Division: Organizational unit of the City that represents an operation or group of related operations with specific responsibilities.

Division Objective: A goal statement by a division for the coming fiscal year containing up to three goals which support the City Council's Strategic Goals.

Element (of expenditure): Type of goods or services attained rather than the purpose for which the good or service was attained (e.g. personal services, purchased services, supplies).

Efficiency: See SEM.

Enterprise Funds: Funds to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the government's council is that the costs of providing goods or services to the general public on a continuing basis be recovered primarily through user charges.

Equalization: Annual reassessment of real estate to ensure that assessments accurately reflect current market values.

Equalization Revenue: Annual increase or decrease in revenue resulting from adjustments to the assessments of existing property in the City.

Expenditure: Cost of goods or services as recorded on a modified accrual basis of accounting.

Expenditure Category: Expenses are categorized by the following:

1. Salaries/Benefits
2. Purchased Services
3. Internal Services
4. Other Charges
5. Supplies
6. Capital
7. Debt/Other Uses
8. Transfers/Contingencies

Expense: Cost of goods or services as recorded on an accrual basis of accounting.

External Customer: Citizens, neighborhoods, community organizations, businesses, or other public entities that receive products or services provided by a City department.

Fiduciary Funds: Funds used when a governmental unit acts in a trustee or agent capacity. **Financial Policy:** City's policy with respect to taxes, spending, and debt management as related to the provision of City services, programs, and capital investment.

Fringe Benefits: Employee benefits, in addition to salary, which may be paid in full or in part by the City or sponsored for employee participation at their individual expense. Some benefits such as Social Security and Medicare, unemployment insurance, and workers compensation are required by law. Other benefits such as health, dental, life insurance, retirement with the Virginia Retirement System, and tuition reimbursement are not mandated by law, but are offered to employees by the City.

Function: Group of related activities aimed at accomplishing a major service or regulatory program for which the City is responsible (e.g. police, fire, and rescue are all activities of the public safety function).

Fund: Independent fiscal and accounting entity with a self-balancing set of accounts recording its assets, liabilities, fund balance/net assets, revenues, and expenditures/expenses.

Fund Balance: Governmental fund assets less its liabilities. In the context of the City's budget discussions, fund balance generally refers to the undesignated General Fund Balance which is the accumulated total of all prior years' actual General Fund revenues in excess of expenditures (surplus) that has not been appropriated by City Council and that has not been designated or reserved for other uses. Maintaining a prudent level of undesignated General Fund Balance is critical to ensuring that the City is able to cope with financial emergencies and fluctuations in revenue cycles. General Fund Balance also provides working capital during temporary periods when expenditures exceed revenues.

Fund Classification: One of the three categories (governmental, proprietary, and fiduciary) used to classify fund types.

Fund Type: One of eleven classifications into which all individual funds can be categorized:

Governmental

1. General Fund
2. Special Revenue Funds
3. Debt Service Funds
4. Capital Projects Funds
5. Permanent Funds

Proprietary

6. Enterprise Funds
7. Internal Service Funds

Fiduciary

8. Pension Trust Funds
9. Investment Trust Funds
10. Private-Purpose Trust Funds
11. Agency Funds

Gateway Business Park: Commercial and industrial business park developed by the City located on the west side of City limits along State Route 28 near Manassas Regional Airport.

General Fund: Accounts for all financial transactions not required to be accounted for in any other fund. The General Fund accounts for the normal recurring activities of the City departments such as public safety, public works, and other general government departments. These activities are funded by revenue sources such as general property taxes, other local taxes, permits, fees and licenses, fines and forfeitures, charges for services, and aid from the Commonwealth and Federal Government.

General Obligation Debt: Full faith and credit of the City, through its taxing authority, guarantees the principal and interest payments on debt.

Goal: Long-range desirable development attained by time phased objectives and designed to carry out a strategy.

Governmental Funds: Funds to account for operations other than those in the profit and loss funds.

Grant: Cash award given by a government to a public agency in a lower level of government or special recipient for a specified purpose.

Inflation: Rise in the general level of prices over time.

Input: See SEM.

Insurance: Contract to pay a premium in return for which the insurer will pay compensation in certain eventualities (e.g., fire, theft, motor accident).

Internal Customer: City departments that receive products or services provided by another City department.

Internal Services: Charges from an Internal Service Fund to other functions/activities/elements of the local government for the use of intragovernmental services. Internal Services are defined as Information Technology, Building Maintenance, and Vehicle Maintenance.

Investment Trust Funds: Funds to produce income through investments.

GLOSSARY

Legal Debt Margin: Excess of the amount of debt legally authorized over the amount of debt outstanding. Code of Virginia 15.2-2634 defines the amount of debt the City is legally authorized to issue; “No municipality may issue any bonds or other interest-bearing obligations which, including existing indebtedness, at any time exceeds ten percent of the assessed valuation of real estate in the municipality subject to taxation, as shown by the last preceding assessment for taxes.”

Levy: Impose or collect.

Liability: Obligations resulting from past transactions that require the City to pay money or provide services.

Liability Insurance: Protection against risk of financial loss due to a civil wrong that results in property damage or bodily injury.

License and Permit Fees: Fees paid by citizens or businesses in exchange for legal permission to engage in specific activities (e.g. building permits, swimming pool licenses).

Line Item: Budgetary account representing a specific object of expenditure commonly referred to as the budget detail.

Local Option Sales Tax: Additional sales tax applied to the purchase of goods within the City limits for use by the City.

Maintenance: Keeping capital assets in good repair to achieve optimal life (e.g. preventative measures, normal periodic repairs, replacement of parts or structural components).

Major Fund: A fund that meets both of the following criteria:

(A) 10% Threshold – total assets plus deferred outflows, liabilities plus deferred inflows, revenues, or expenditures/expenses of the fund are $\geq 10\%$ of the corresponding elemental (revenue, expenditure, etc.) for *all* funds that are considered governmental or enterprise funds; and

(B) 5% Threshold – the same element that met the 10% threshold is at least 5% of the corresponding element total for all governmental and enterprise funds combined.

Note that the General Fund is always a major fund. Major fund reporting requirements do not apply to internal service funds. If a government believes a fund is important, it may present a fund in a separate column even though the major fund criteria are not met. The criteria above are a *minimum* threshold only. Other financing sources/uses and extraordinary items should be excluded from the calculation.

Market Value: Amount expected from open market sale.

Meals Tax: Tax applied to the purchase of prepared meals within City limits in addition to the Sales Tax.

Measure: Size or extent of something.

Mission: Succinct description of the scope and purpose of a City department.

Modified Accrual Basis of Accounting: Revenues are recorded when measurable and available and expenditures are generally recorded when the related liability is incurred. However, expenditures for debt service, compensated absences, and claims and judgments are recorded when payment is due. The modified accrual basis of accounting is used for external reporting of the governmental funds. The City’s budget is prepared using the modified accrual basis of accounting for all funds.

Net Assets: Assets less liabilities for funds or financial statements prepared using the accrual basis of accounting.

Network Infrastructure: Physical hardware used to interconnect computers and users including the transmission media (e.g. telephone lines, cable television lines, satellites, antennas), devices that control transmission paths (e.g. routers, aggregators, repeaters), and software used to send, receive, and manage the signals that are transmitted.

GLOSSARY

Nonspendable Fund Balance: Amounts that cannot be spent because they are not in spendable form, or legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash.

Object (of expenditure): See Element.

Objective: Describes something attached to a goal to be accomplished in specific well-defined and measurable terms and is achievable within a specific timeframe.

Operating Budget: See Budget.

Ordinance: Formal legislative enactment by the City Council that has the full force and effect of law within the boundaries of the City.

Other Charges: Expenditures for utilities; leases and rentals; property insurance; postal services; travel; and payments to individuals for public assistance payments.

Output: See SEM.

Outcome: See SEM.

Part-Time Position: Position regularly scheduled for no more than 30 hours per week.

Pension Trust Funds: Funds used to hold pension benefits for employees.

Performance Benchmarks: Benchmarks that focus on how entities compare with each other in terms of products and services.

Permanent Funds: Funds to account for resources that are restricted in that only earnings may be used.

Personal Property: Classes of property, as defined by the Code of Virginia, which the City may assess for the purpose of levying a tax.

Personal Services: Compensation for direct labor and fringe benefits of persons in the employment of the City.

Position: Post of employment or job.

Prior Year Accomplishments: Description of achievements made by a department in the course of the fiscal year previous to the budgeted fiscal year.

Private Purpose Trust Funds: Funds to account for trust arrangements with other entities.

Process: Measurable transformation of inputs into outputs.

Process Benchmarks: Benchmarks that focus on how similar enterprises compare with each other through the identification and measurement of the most effective operating practices of those enterprises that perform similar work processes to your own.

Productivity: Method of evaluation where a ratio between inputs and outputs is established and measured against a predetermined standard.

Proffer: Offer by a landowner, during the rezoning process, to perform an act or donate money, a product, or services to address the land use impacts arising from the rezoning. Rezoning land where the governing body accepts proffers by the owner is referred to in Virginia Code § 15.2-2296 as conditional zoning. Conditional zoning means the allowing of reasonable conditions (proffers) governing the use of property, where the conditions are in addition to, or the modification of, the regulations provided for in a particular zoning district.

Program: Groups of activities, operations, or organizational units directed to attain specific purposes or objectives.

Property Tax: Tax based on the value of a house or other property.

Proposed Budget: Version of the operating budget formally submitted by the City Manager to the City Council for its consideration.

Proprietary Funds: Funds to account for operations similar to those in the private sector. This includes the enterprise funds and internal service funds. The focus is on determination of net income, financial position, and changes in financial position.

Public Hearing: Meeting in which the City Council receives input from the citizens.

Purchased Services: Services acquired from outside sources (i.e., private vendors, public authorities or other governmental entities). Purchase of the service is on a fee basis or fixed time contract basis. Payments for rentals and utilities are not included in this account description (they are included in Other Charges).

Purchase Order: Written authorization for a supplier to ship products at a specified price.

Ratio: Proportional relationship.

Real Property: Real estate.

Resources: Factors of production or service in terms of information, people, materials, capital, facilities, and equipment.

Restricted Fund Balance: Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

Revenue: Yield from various sources of income such as taxes the City collects and receives into the treasury for public use.

Revenue Enhancement: Proposed increase in revenue due to increase in rate, establishment of a new revenue source, or other change to City policy.

Salaries: Salaries and wages paid to employees for full-time and part-time work, including overtime, shift differential and similar compensation. Also includes payments for time not worked, including sick leave, vacation, holidays, and other paid absences (jury duty, military pay, etc.).

Sales Tax: Tax assessed on the sale of all goods.

Service: Ongoing sequence of specific tasks and activities that represent a continuous and distinct benefit provided to internal and external customers.

Server: Computer program that provides services to other computer programs in the same or other computers.

Service Effort: Identified means by which a City department or division provides services to the residents or community as a whole.

Service Effort and Measure: Quantifiable evaluation of the amount of a specific service effort such as:

Efficiency – Measure of workload for a given division

Input – Measure of resources utilized by a department or division to provide services

Output – Measure of actions taken by a division in fulfillment of its assigned tasks

Outcome – Measure of satisfaction to which a division fulfills its responsibilities and assigned tasks

Service Quality: Manner or technique by which an activity was undertaken and the achievement of a desirable end result (e.g. when filling a pothole there should be a service quality standard for how long that pothole should stay filled).

GLOSSARY

Special Revenue Funds: Funds to account for the proceeds of specific revenue resources (other than expendable trusts or major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action.

Special Taxing District: Specific section of the City where additional taxes are levied to provide specific services.

Strategic Benchmarks: Targets that serve as a guide to address the short and long-term challenges of the community.

Strategic Planning: Continuous and systematic process whereby guiding members of the City make decisions about its future, develop the necessary procedures and operations to achieve the future, and determine how success will be measured.

Supplemental Request: Proposed expenditure by a department that goes above current funding levels.

Supplies: Articles and commodities that are consumed or materially altered when used and minor equipment that is not capitalized.

Surplus: Government takes in more than it spends. Either the excess of a fund's assets over its liabilities or the excess of revenues over expenditures or expenses during a single budget year.

Tax Base: All forms of wealth under the City's jurisdiction that are taxable.

Transfer: Movement of money between Funds.

Unassigned Fund Balance: Amounts that are available for any purpose; positive amounts are reported only in the general fund.

Value: Three types of value are: 1) worth of a product or service related to the use to which it can be applied; 2) reflection of the cost of a program, project, or service measured in terms of resources absorbed; and, 3) present worth of future benefits that accrue from a program, project, or service.

Values: Underlying beliefs and attitudes that help determine the behavior that individuals within an organization will display.

Vision: Objective that lies outside the range of planning. It describes an organization's most desirable future state and declares what the enterprise needs to care about most in order to reach that future state.

Web-based: Anywhere, any-time instruction delivered over the Internet or Intranet to use.

Zoning: Land use regulation.

ACRONYMS

- ABC (Alcoholic Beverage Commission):** State agency that oversees licensing of alcoholic beverage retailers.
- ADA (Americans with Disabilities Act):** Federal law that prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation.
- ADC (Adult Detention Center):** Incarceration facility for individuals arrested by the Police Departments of Manassas, Manassas Park, and Prince William County. The ADC is managed by Prince William County.
- AED (Automated External Defibrillator):** Device designed to restore heartbeat following sudden cardiac arrest.
- ALS (Advanced Life Support):** Level of emergency medical service that involves the application of IV's, advanced airway management, medication administration, and cardiopulmonary resuscitation.
- APS (Adult Protective Services):** Social service agency responsible for investigating abuse, neglect, and exploitation of adults who are elderly or have disabilities.
- ARB (Architectural Review Board):** Serves in an important role to ensure the preservation and protection of the City's historic districts.
- ASAI (Annual Service Availability Index):** Percentage of time that customers have electric power.
- BOE (Board of Equalization):** Responsible for increasing, decreasing, or affirming any real estate property assessment in order to ensure the equitable distribution of the tax burden among all of the citizens of the City of Manassas.
- BZA (Board of Zoning Appeals):** A quasi-judicial body charged with a specific mission as defined under Section 15.2-2309 of the Code of Virginia, 1950, as amended.
- CAD (Computer Aided Dispatch):** Emergency communication dispatch system operated by the Communications Division of the Police Department.
- CALEA (Commission on Accreditation for Law Enforcement Agencies):** A credentialing authority created in 1979 to improve the delivery of public safety services, primarily by: maintaining a body of standards covering a wide range of up-to-date public safety initiatives; establishing and administering an accreditation process; and recognizing professional excellence.
- CAMA (Computer Aided Mass Appraisal):** Computer program used by the Commissioner of the Revenue's Office to assist in the appraisal of real property.
- CARES (Coronavirus Aid, Relief, and Economics Security Act):** Federal emergency relief legislation passed in March 2020 to provide states and local governments with assistance in response to the COVID-19 pandemic
- CCI:** Critical Condition Index (In terms of pavement ratings)
- CY (Calendar Year):** Year beginning January 1st and ending December 31st.
- C&I (Commercial & Industrial Tax):** A tax assessed on commercial and industrial properties as defined in House Bill 2313 for transportation purposes.
- CIP (Capital Improvement Program):** List of capital projects that are anticipated and scheduled over a five-year period. The CIP includes the planned funding sources as well as the expenditures.
- CMOM (Capacity, Management, Operation, and Maintenance):** Water treatment quality standards.
- COG (Council of Governments):** Metropolitan Washington Council of Governments is a regional organization of Washington area local governments.

ACRONYMS

COLA (Cost of Living): Increases to base budgets resulting from increases associated with contracts for services or cost of living.

COPS (Community Oriented Policing Services): Federal grant program benefiting local police departments.

CPI (Consumer Price Index): Measure used by the National Bureau of Labor Statistics to indicate the relative rate of inflation as compared to a base standard of 100 in the average of 1982-84 dollar values.

CPS (Child Protective Services): Social service agency is responsible for identifying, assessing, and providing services to children and families in an effort to protect children, preserve families, whenever possible, and prevent further maltreatment.

CSA (Comprehensive Services Act): State law governing funding and provision of services to youth and families who require foster care or special education services or who are involved with the Juvenile and Domestic Relations Court.

CSB (Community Services Board): Agency serving Manassas, Manassas Park, and Prince William County that provides treatment and prevention services pertaining to mental disabilities and substance abuse.

CSS (Community Services Section): Section of the City of Manassas Police Department who coordinates community service advisement.

CVB (Convention and Visitors Bureau): Prince William County / Manassas Convention and Visitors Bureau.

DC (District of Columbia): Capital of the United States Government.

DCJS (Department of Criminal Justice Services): State law enforcement agency.

DCSM (Design Construction Standards Manual): Consolidated guidelines for erection or renovation of buildings or other structures within the City.

DEM (Department of Emergency Management): State agency that oversees emergency services and provides funding for local operations.

DEQ (Department of Environmental Quality): State agency that oversees environmental protection services.

DMV (Department of Motor Vehicles): State agency that oversees motor vehicle transportation.

DOJ (Department of Justice): Federal criminal investigation and enforcement agency.

DSB (Disability Services Board): Committee comprised of representatives from Manassas and Manassas Park that responds to the needs of disabled residents.

DSS (Department of Social Services): State agency that oversees administration of social welfare programs.

E-911 (Enhanced 911): Community citizen emergency communication system operated by the Communications Division of the Police Department.

ECS (Emergency Communications Specialist): City E-911 system dispatcher.

EMS (Emergency Medical Services): Services including dispatch, response, rescue, life support, emergency transport and interfacility transport.

EMT (Emergency Medical Technician): Individual that provides emergency medical services (fire or rescue).

EOC (Emergency Operations Center): Command center for emergency services.

EPA (Environmental Protection Agency): Federal agency to protect the natural environment.

ACRONYMS

ERP (Enterprise Resource Planning): Business process management software that allows an organization to use a system of integrated applications to manage the business and automate many back-office functions related to technology, services and human resources.

FAA (Federal Aviation Administration): Federal agency charged with regulating aircraft, airports, and all other aspects of air travel.

FC (Foster Care): Program for children for whom which the Department of Family Services has been granted legal custody by the court. The first goal of foster care is to return the child to his/her guardians.

FCC (Federal Communications Commission): Federal agency charged with regulating interstate and international communications by radio, television, wire, satellite, and cable.

FICA (Federal Insurance Contribution Act): 12.4% of annual income up to a limit of \$106,800 per year must be paid into Social Security while 2.9% of annual income without a limit must be paid into Medicare. This contribution is split equally between employees and their employer.

FOIA (Freedom of Information Act): State law providing public access to various government records and information. City compliance is the responsibility of the City Clerk.

FSS (Family Self-Sufficiency): Program administered by social services promoting economic self-sufficiency.

FTE (Full-Time Equivalent): Amount of time a position has been budgeted to work in a year. A position that has been budgeted at 1 FTE is budgeted to work 2,080 hours per year. A position budgeted at .5 FTE is budgeted to work 1,040 hours per year (either 40 hours a week for six months or 20 hours a week for one year).

FY (Fiscal Year): A 12-month period to which the annual operating budget applies. The City's fiscal year is July 1st through June 30th.

GAAP (Generally Accepted Accounting Principles): Conventions, rules, and procedures that serves as the norm for the fair presentation of financial statements.

GASB (Governmental Accounting Standards Board): Ultimate authoritative accounting and financial reporting standard-setting body for state and local governments.

GFOA (Government Finance Officers Association): Association of public finance professionals. The GFOA has played a major role in the development and promotion of GAAP for state and local government.

GIS (Geographic Information System): Information technology used to view and analyze data from a geographic perspective. GIS links location to information (such as people to addresses, buildings to parcels, or streets within a network) and layers that information to give you a better understanding of how it all interrelates.

GMBL (Greater Manassas Baseball League):

GMU (George Mason University): State higher education institution providing 4-year and graduate degree programs serving much of the local region.

GMVRS (Greater Manassas Volunteer Rescue Squad): Organization of volunteers providing emergency rescue services.

HAVA (Help America Vote Act): Federal voter access legislation.

HAZMAT (Hazardous Materials): Items that pose environmental or health threats.

HCVP (Housing Choice Voucher Program): Benefit program that provides rent assistance to eligible families whose incomes fall beneath the poverty line. This program is also known as "Section 8".

HOA (Homeowners Association): Neighborhood-based organization of residents that agree to certain standards regarding the appearances and composition of their property within the neighborhood.

ACRONYMS

HMI (Historic Manassas, Inc.): A 501(c)(3) charitable, non-profit corporation funded by private donations and the City of Manassas promotes a positive image of Historic Downtown Manassas and works towards its revitalization.

HUD (Housing and Urban Development):

I&I (Inflow and Infiltration): Flow of storm drainage into the sewer collection system. A high I&I is not desirable because the storm drainage is sent to the sewer processing plant with the sewage and therefore drives up the cost of sewer treatment.

ICAC (Internet Crimes Against Children): Special investigative function within the Police Department.

ICMA (International City Management Association): Professional and educational organization for chief appointed managers, administrators, and assistants in cities, towns, counties, and regional entities throughout the world.

IS (Intensive Supervision): Youth social service program.

ISF (Internal Service Funds): Funds to account for the financing of goods and services provided by one department to other departments of the same government on a cost reimbursement basis.

IT (Information Technology): The development, installation, and implementation of computer systems and applications.

JDC (Juvenile Detention Center): Facility where individuals classified as juveniles who are arrested, charged, or convicted of criminal activity are incarcerated. There are two facilities administered by Prince William County for the juveniles of the City of Manassas, the City of Manassas Park, and Prince William County.

LAN (Local Area Network): Internal computer network.

LEAP (Local Energy Assistance Program): Benefit program designed to subsidize the cost of electricity and natural gas for impoverished residents.

MCPS (Manassas City Public Schools): City's public K – 12 education system.

MDB (Mobile Database): Computer program comprised of data that can be accessed by queries.

MDT (Mobile Data Terminal): Cruiser-based laptop computer that links field police officers with dispatch information, reporting, and computerized background checks.

MS-4 (Municipal Separate Storm Sewer System): Permit for municipal separate storm sewer systems which requires the MS4 owner/operator to implement a collective series of programs to reduce the discharge of pollutants from the given storm sewer system to the maximum extent practicable in a manner that protects the water quality of nearby streams, rivers, wetlands, and bays

MSA (Metropolitan Statistical Area): Computer program comprised of data that can be accessed by queries.

MOU (Memorandum of Understanding): An agreement between two or more parties.

MPA (Masters of Public Administration Degree): Government management-centered graduate degree program.

MRF (Modification Rate Factor): Workers compensation insurance safety performance indicator.

MS (Microsoft Corporation): Computer software provider.

MVFC (Manassas Volunteer Fire Company): Organization of volunteers providing emergency fire services.

NCIC (National Crime Information Center): Criminal database.

ACRONYMS

NFPA (National Fire Prevention Association): A global nonprofit organization devoted to eliminating death, injury, property and economic loss due to fire, electrical and related hazards.

NVCC (Northern Virginia Community College): State higher education institution providing 2-year programs that services much of the local region.

NVRC (Northern Virginia Regional Commission): Regional planning group comprised of local jurisdictions in Northern Virginia.

NVTA (Northern Virginia Transportation Authority): The authority encompassing the Counties of Arlington, Fairfax, Loudoun, and Prince William, and the Cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park whose mission is to prepare a regional transportation plan for Planning District Eight, to include, but not limited to transportation improvements of regional significance, and shall from time to time revise/amend the plan. <http://thenovaauthority.org/mission.html>

O&M (Operating and Maintenance): Ongoing department expenses and operations.

OMP (Operational Medical Director): A licensed physician holding endorsement as an EMS physician from the Office of EMS. Required for all EMS agencies per 12VAC5-31-590.

PC (Personal Computer): Individual computer workstation.

PC (Planning Commission): As it refers to community development, the Planning Commission serves in advisory capacity to the City Council as required by Section 15.2-2210 of the Code of Virginia. The Commission exists "...in order to promote the orderly development of such political subdivision and its environs." As part of the CIP process, the Planning Commission reviews the Department Recommended Five-Year CIP for conformance with the City's Comprehensive Plan.

PD (Police Department): The City's law enforcement agency.

PIO (Public Information Officer): Staff at the police department or other as designated who is responsible for disseminating information to the public.

PMD (Planned Mixed District): Zoning district that allows for and encourages mixed uses in various types, sizes, and densities of housing with an intermixing of supporting commercial/office development.

PRTC (Potomac Rappahannock Transit Commission): Joint venture with Prince William County, Stafford County, Manassas Park, Fredericksburg, and the City established to improve transportation systems composed of transit facilities, public highways, and other modes of transport. Created in fiscal year 1987 to account for a 2% fuel tax authorized by the Commonwealth of Virginia.

PWC (Prince William County): Jurisdiction that surrounds Manassas City.

R&N (Reasonable and Necessary): Category of social service expenses that qualify for reimbursement.

REZ (Rezoning): Change in zoning applied to a parcel of land.

RFP (Request for Proposal): A detailed specification of goods or services required by an organization, sent to potential contractors or suppliers.

RSI (Rapid Sequence Intubation): Simultaneous administration of drugs to facilitate endotracheal intubation in difficult, if not otherwise impossible, airway situations and to attenuate adverse hemodynamic effects of intubation (Virginia Office of Emergency Medical Services).

RTF (Rescue Task Force): Task Force consisting of Police and Fire/Rescue Departments to respond in the case of an active shooter event.

ACRONYMS

SAM (Safety Around Manassas): A fire prevention program in which the Fire and Rescue department distributes smoke alarms, offers fire safety inspections, and provides general fire prevention information to residents of the City of Manassas.

SCADA (Supervisory Control and Data Acquisition): Real-time utility monitoring system.

SEM (Service Effort and Measure): Quantifiable evaluation of the amount of a specific service effort such as:

Efficiency – Measure of workload for a given division

Input – Measure of resources utilized by a department or division to provide services

Output – Measure of actions taken by a division in fulfillment of its assigned tasks

Outcome – Measure of satisfaction to which a division fulfills its responsibilities and assigned tasks

SEMAP (Section Eight Management Assessment Plan): Subsidized housing choice program implementation.

SLH (State-Local Hospitalization): Inpatient and outpatient treatment for low-income individuals.

SNAP (Supplemental Nutrition Assistance Program): A federal program offering nutrition assistance to millions of eligible, low-income individuals and families, providing economic benefits to communities.

SOQ (Standards of Quality): Statutory framework that establishes the minimal requirements for educational programs in the Virginia public schools.

TANF (Temporary Assistance for Needy Families): Benefit program for impoverished families.

UOSA (Upper Occoquan Sewage Authority): Joint venture of Fairfax County, Prince William County, Manassas Park, and the City to be the single regional entity to construct, finance, and operate the regional sewage treatment facility.

VCIN (Virginia Criminal Information Network): Statewide criminal database.

VDOT (Virginia Department of Transportation): State agency responsible for building, maintaining, and operating the state roads, bridges, and tunnels. Through the Commonwealth Transportation Board, it also provides funding for airports, seaports, rail and public transportation.

VHDA (Virginia Housing Development Authority): State agency responsible for

VIEW (Virginia Initiative for Employment Not Welfare): State benefit and life transition program.

VJCCCA (Virginia Juvenile Justice Community Crime Control Act): Juvenile crime prevention legislation.

VML (Virginia Municipal League): Statewide, nonprofit, nonpartisan association of city, town, and county governments established to improve and assist local governments through legislative advocacy, research, education, and other services.

VRE (Virginia Railway Express): Regional public transportation system that provides commuter rail service to and from Washington and various locations in Northern Virginia, including Manassas.

VRS (Virginia Retirement System): Administers for City employees a defined benefit plan and a group life insurance plan.

WAN (Wide Area Network): External computer network.

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