



# CITY OF MANASSAS VIRGINIA



Adopted  
FY 2024 Budget



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Manassas  
Virginia**

For the Fiscal Year Beginning

**July 01, 2022**

*Christopher P. Morill*

Executive Director

# TABLE OF CONTENTS

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## EXECUTIVE SUMMARY

|   |    |
|---|----|
| Transmittal Letter from the City Manager..... | 1  |
| Budget Message.....                           | 2  |
| Changes from Proposed.....                    | 8  |
| Budget in Brief .....                         | 9  |
| Strategic Plan .....                          | 11 |
| Assessed Values and Tax Bills .....           | 14 |
| All Funds Summary .....                       | 15 |
| Staffing Summary.....                         | 16 |

## INTRODUCTION

|                                 |    |
|---------------------------------|----|
| Community Profile .....         | 17 |
| Rate Schedule .....             | 25 |
| City Organizational Chart ..... | 27 |
| City Contacts .....             | 28 |
| Budget Process.....             | 29 |
| Budget Calendar.....            | 31 |
| Fund Structure .....            | 33 |

## BUDGET OVERVIEW

### REVENUES

|   |    |
|---|----|
| All Funds – by Fund .....                       | 37 |
| All Funds – by Fund Type .....                  | 38 |
| All Funds – by Source .....                     | 39 |
| All Funds – by Fund and Source .....            | 40 |
| All Funds – Major Revenue Source Analysis ..... | 47 |
| General Fund – by Source .....                  | 62 |

### EXPENDITURES

|  |    |
|--|----|
| All Funds – by Fund .....                | 63 |
| All Funds – by Fund Type .....           | 64 |
| All Funds – by Function .....            | 65 |
| All Funds – by Fund and Department ..... | 66 |
| General Fund – by Function .....         | 69 |
| General Fund – by Department .....       | 70 |

# TABLE OF CONTENTS

---

## FINANCIAL POSITION

|   |    |
|---|----|
| Five-Year Forecast (General Fund).....                          | 71 |
| Estimated Changes in Fund Balance / Net Position .....          | 72 |
| Revenues & Expenditures by Fund with Fund Balance Changes ..... | 73 |

## STAFFING

|  |    |
|--|----|
| Ten-Year Staffing History .....          | 91 |
| Staffing by Fund .....                   | 93 |
| Staffing by Function and Department..... | 94 |
| Staffing Changes .....                   | 95 |
| Staffing Plan .....                      | 97 |

## **CAPITAL & DEBT**

### CAPITAL PROGRAM

|   |     |
|---|-----|
| 2040 Comprehensive Plan .....             | 115 |
| Five-Year Capital Improvement Program     |     |
| Summary.....                              | 116 |
| Project Listing .....                     | 117 |
| Impact on the Operating Budget.....       | 121 |
| FY 2024 Capital                           |     |
| Capital Projects .....                    | 130 |
| Maintenance Capital Projects.....         | 165 |
| Capital Projects Pay-Go .....             | 168 |
| Maintenance Capital Projects Pay-Go ..... | 170 |
| Street Paving .....                       | 172 |
| Vehicles.....                             | 173 |
| Equipment (Purchases).....                | 174 |

### DEBT MANAGEMENT

|                         |     |
|-------------------------|-----|
| Bond Ratings .....      | 176 |
| Debt Limits .....       | 177 |
| Debt Service .....      | 179 |
| Bond Descriptions ..... | 188 |

## **DEPARTMENT BUDGETS**

|                               |     |
|-------------------------------|-----|
| Expenditure Descriptions..... | 189 |
|-------------------------------|-----|

# TABLE OF CONTENTS

---

## GENERAL FUND

|  |     |
|--|-----|
| City Council .....                     | 191 |
| City Clerk.....                        | 192 |
| City Manager .....                     | 196 |
| City Attorney.....                     | 200 |
| Voter Registration and Elections ..... | 204 |
| Treasurer .....                        | 208 |
| Commissioner of the Revenue .....      | 212 |
| Finance .....                          | 216 |
| Human Resources.....                   | 226 |
| Police .....                           | 230 |
| Engineering.....                       | 242 |
| Public Works.....                      | 246 |
| Community Development .....            | 258 |
| Economic Development .....             | 270 |
| Shared Services.....                   | 274 |
| Non-Departmental .....                 | 278 |

## SPECIAL REVENUE FUNDS

|  |     |
|--|-----|
| Social Services Fund .....               | 280 |
| Fire and Rescue Fund .....               | 288 |
| Owens Brooke Service District Fund ..... | 296 |
| PEG Fund.....                            | 297 |

## DEBT SERVICE FUNDS

|                         |     |
|-------------------------|-----|
| Debt Service Fund ..... | 298 |
|-------------------------|-----|

## ENTERPRISE FUNDS

|  |     |
|--|-----|
| Utilities Funds (Sewer, Water, Electric) ..... | 300 |
| Stormwater Fund .....                          | 316 |
| Airport Fund .....                             | 318 |
| Solid Waste Fund .....                         | 322 |

## INTERNAL SERVICES FUNDS

|                                 |     |
|---------------------------------|-----|
| Building Maintenance Fund ..... | 324 |
| Vehicle Maintenance Fund .....  | 326 |

# TABLE OF CONTENTS

---

|                                  |     |
|----------------------------------|-----|
| Information Technology Fund..... | 328 |
|----------------------------------|-----|

## **PERMANENT FUNDS**

|                           |     |
|---------------------------|-----|
| Cemetery Trust Fund ..... | 330 |
|---------------------------|-----|

## **COMPONENT UNITS**

|                                   |     |
|-----------------------------------|-----|
| Manassas City Public Schools..... | 331 |
|-----------------------------------|-----|

## **POLICY & PROCESS**

|  |     |
|--|-----|
| Basis of Budgeting and Accounting..... | 333 |
|--|-----|

|                                       |     |
|---------------------------------------|-----|
| Financial Policies and Practices..... | 334 |
|---------------------------------------|-----|

|  |     |
|--|-----|
| Resolutions and Ordinances for Adoption..... | 339 |
|--|-----|

## **SUPPLEMENTAL INFORMATION**

|   |     |
|---|-----|
| Excerpts from Comprehensive Annual Financial Report ..... | 353 |
|---|-----|

|  |     |
|--|-----|
| Community Information and Statistics ..... | 360 |
|--|-----|

## **GLOSSARY & ACRONYMS**

|               |     |
|---------------|-----|
| Glossary..... | 369 |
|---------------|-----|

|                |     |
|----------------|-----|
| Acronyms ..... | 378 |
|----------------|-----|



July 1, 2023

Mayor and City Council:

I am pleased to provide you the FY 2024 Budget as adopted by City Council on May 8, 2023. As you know, considerable effort went into preparing this budget to make sure it is aligned with the Council's adopted strategic plan and needs of the community. I appreciate all of the time you spent in planning sessions, budget work sessions and public hearings in order to adopt this budget. This document is available for public review at City Hall and on the City website at [www.manassasva.gov/budget](http://www.manassasva.gov/budget).

The total adopted FY 2024 Budget for all funds is \$452,656,435 of which \$140,494,615 represents the allocation for Manassas City Public Schools' which is a part of the strategic priority of **Educational Attainment**. **Economic Prosperity** can be seen in the commitment to set aside funds for economic development and investments in infrastructure. We also continue efforts to support an enhanced 21<sup>st</sup> century workforce. Transportation improvement projects along with support for public transportation and bike lanes to support alternative modes of transportation are examples of our efforts to meet our **Transformative Mobility** goals. Included this year is an update of our Transportation Master Plan.

**Community Vitality** efforts can be seen in the plans for Parks, Culture and Recreation facilities including the expansion of the Manassas Museum and Annaburg Park. Funds have also been set aside for funding housing initiatives to support workforce housing. Our 150<sup>th</sup> Anniversary celebration is one of the efforts to attract visitors to our thriving historic downtown and the many events that we host. The growth in our tax base allowed Council priorities to be funded with an overall adopted real estate tax rate of \$1.26 which is over an eight-cent reduction on top of the almost nine cent reduction in the previous year. Under the key priority of **Sustaining Excellence**, this budget addresses public safety equipment needs, enhancements to public safety technology and employee compensation funding to support the retention of our excellent staff. The first year of the five-year capital improvement plan totaling \$29,499,000, shows the substantial investments being made to improve facilities and infrastructure in our community.

Each budget year provides its own unique challenges and opportunities for funding strategic priorities in the budget. General Assembly delays in adopting a state budget and economic volatility including inflation remain ongoing issues. Council Guidance on policy, financial and operational plans allowed city staff to meet these challenges. As we begin a new budget year, we will continue our efforts to meet the City's core values, provide outstanding customer service and deliver the services and programs necessary to meet the goals and objectives established within this budget.

Respectfully,

A handwritten signature in black ink, appearing to read "W. Patrick Pate".

W. Patrick Pate  
City Manager



February 27, 2023

Mayor Davis-Younger and Members of the City Council:

First let me start by thanking each of you for the time and attention that you have already spent in providing strategic and policy direction that was used to prepare this budget. Few understand the time and commitment that you devote to serving as elected officials in this community.

While there is always uncertainty surrounding the preparation of a municipal budget, the City of Manassas is more fortunate than most. The 2022 community satisfaction survey confirms that our residents' satisfaction with city services continues to be much higher than in other cities. Our Annual Comprehensive Financial Report shows that our financial condition is excellent and has significantly improved over the past decade. Our economic assessments show continued growth in both residential and commercial values as well as in the revenues that track economic success such as meals and sales taxes. We are in the midst of some of the most expansive capital investment and economic redevelopment activities seen in the City, with more in the planning and development stages. And to cap it off, we are celebrating the 150<sup>th</sup> Anniversary of the founding of Manassas as a town in 1873.

Over the past several years we have seen significant municipal accomplishments and no major local government service impacts due to the pandemic. Economic relief programs were provided to businesses and individuals, technology was used to provide more online services and expanded remote work policies were implemented. Significant economic growth has allowed us to reduce tax rates and fund service expansions. This is the fourth year of recommended reductions in the real estate tax rate. We have completed the Public Safety Center and 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. A Museum expansion and City Hall renovation are under construction. Plans are in place to provide debt service for replacement of Dean School among other significant transportation, stormwater, utility and parks improvements. The state of the City is outstanding!

The FY 2024 budget could still face challenges from General Assembly actions that may be taken as they adopt budget amendments or statutes. Discussions continue with Prince William County on the significant shared service costs they want to pass on to the City as they continue to expand and enhance these shared services in Prince William County. Economists continue to predict that we could see at least a slight recession in the upcoming fiscal year; however, the strategies employed by the City over the past several years of the pandemic show the resiliency and flexibility that can be used to weather this possibility.

## **Strategic Budget Priorities**

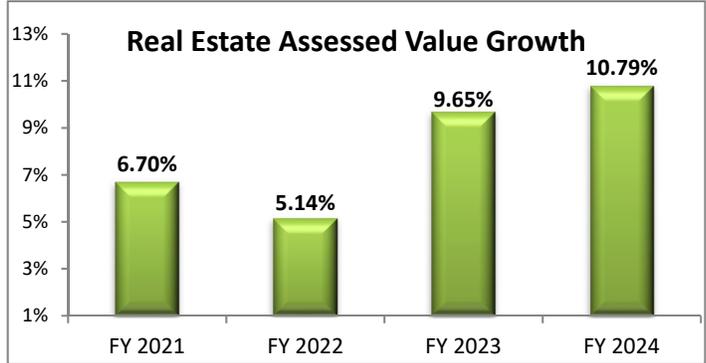
In advance of this budget presentation, you have been provided updates on our strategic planning goal accomplishments, received the latest 2022 community satisfaction survey, heard department heads highlight key projects along with performance benchmarks, received the Annual Comprehensive Financial Report and updated budget financial forecasts. The City is making outstanding progress in each of your strategic priority areas. This budget continues to support these strategic efforts including our capital improvement and debt service plans with an emphasis on competitive employee compensation plans for the employees that provide these services. Here are a few highlights of our strategic planning accomplishments and some areas for additional consideration as you review this proposed budget.

**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 2023 tax year have grown from \$6.229 billion to \$6.902 billion. This equates to a 10.79% overall increase, which is the highest growth rate in over a decade. The average residential assessment increase without new construction is 10.46% and the average non-residential assessment increases by 11.37% for the average overall growth of 10.75%. Our assessments have been significantly enhanced by the ongoing investments we have seen in advanced manufacturing, technology (particularly in the aeronautical industry), hospitality services and residential housing. We have seen strong economic growth throughout the pandemic and we expect to see this continue over the next several years.



The community satisfaction survey also shows a high level of satisfaction with special events and festivals, which is directly related to our efforts to promote tourism and local business development. This works to maintain our vibrant retail and restaurant environment, a thriving arts program, events in the Historic Downtown and promotion of the City’s 150<sup>th</sup> anniversary in 2023. Additional support to enhance tourism and events in the community should be considered in this and future budgets.

Efforts to pursue transformative economic development and redevelopment, and position the City as a top regional destination for business, requires adequate infrastructure investment. This budget continues the significant capital investments in water, sewer, electric and stormwater efforts mandated to deal with the Chesapeake Bay watershed requirements. Another area of emphasis from the community survey for future budgets is directed at additional efforts to enhance the commercial corridors in the City.

**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.*

Flow of traffic and ease of getting around the City remains the highest priority of residents based on the community satisfaction survey. Transportation mobility continues to receive emphasis through increased funding for transportation projects and enhanced traffic signal maintenance. We also continue to focus on enforcement of vehicular and parking laws and regulations.

Capital investments continue with projects along 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. Council has also discussed consideration of increased public transportation services and additional street maintenance funds.

**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.*

Quality of public education remains a key item of focus from the community satisfaction survey. A total of \$64.9 million of local funding is included in the budget to support Manassas City Public Schools (MCPS). This includes \$58.7 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 \$6.2 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.

Funds are also included for continued workforce development efforts started during the pandemic along with recruitment initiatives for Police and Fire Cadets and other possible internship opportunities. These initiatives are aimed at providing opportunities for young people from our community to pursue careers in our community.

**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.*

Emphasis on housing options and neighborhood identity are continued in this budget. Over 300 new residential units are in design or under construction including the Van Metre project in the south of downtown area, the Jefferson Square project and the People Inc. project along Prince William Street, and the Kings Landing project off Godwin Drive. Additional work, like a Housing Trust Fund study, is included to explore additional strategies that can address the community survey priority of housing affordability.

An emphasis on quality of life issues is also shown in the overall satisfaction with feelings of safety in the community and the positive response to the opening of a Library in the City. Emphasis on Parks, Culture and Recreation continues with enhancements to park facilities and park maintenance. Council may want to consider additional partnerships to expand PC&R programming particularly as new capital facilities are completed such as Dean Park, Annaburg, and the Manassas Museum expansion.

**Sustaining Excellence:**

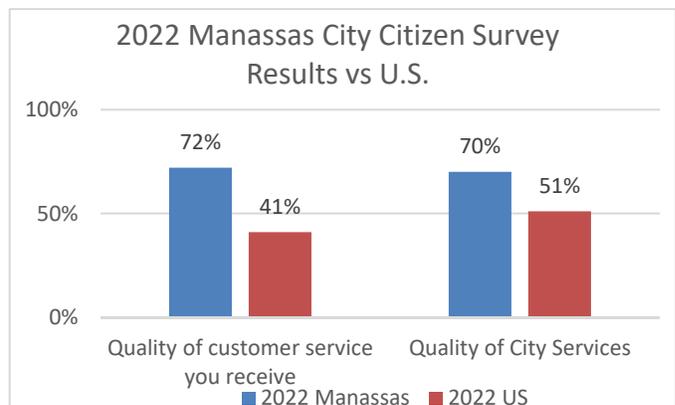
*We will be an inclusive organization that reflects our community and embraces excellence by applying our core values of Customer Service, Honesty, Respect, Integrity, Stewardship and Teamwork to everything that we do in order to create a better life for our community.*

The community satisfaction survey shows a significantly higher level of satisfaction for services provided by the City than the region or nation. Satisfaction levels are also higher for public communication and outreach. Efforts to enhance our provision of information to the community including the provision of information in Spanish will continue.

Public Safety is also a high priority. The Public Safety Center on Grant Avenue is substantially complete, addressing police facility needs identified in the CALEA accreditation report. 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, and two rescue engines. In addition, 12 positions have been added to Fire and Rescue and 11.5 to Police during this time period. This budget also supports efforts to provide updated technology and radio systems to the organization.

**City Workforce**

Sustaining excellence begins with a high-quality workforce. As shown in each community satisfaction survey, the community appreciates the dedicated staff that makes up the City’s workforce. Satisfaction for “Quality of customer service from City employees” is substantially higher than the national average. Satisfaction with the “Quality of city services” was also rated significantly 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.



Maintaining a competitive employee compensation system that supports internal and external equity with a market-based pay philosophy is a key organizational priority. While we are still collecting market information for this year, the budget anticipates at least a 3% performance adjustment increase for general staff along with funding for step increases for sworn public safety staff. Additional funds are included for market rate adjustments based on the ongoing market analysis, which could include some changes in the current fiscal year so that the city remains competitive with other starting salaries. We have also anticipated benefit adjustments for increases in health insurance. Staffing and retention are a continuing priority as we seek to select qualified personnel who 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 FY 2024 City Budget for all funds, excluding the non-local MCPS funds, are \$301.5 million resulting in an overall increase of \$30,200,970 over the FY 2023 Budget. The MCPS Board will present their budget requests to you before a joint budget work session meeting on April 12, 2023. The table below summarizes the funds in the Budget excluding the MCPS funds.

### **ALL FUNDS SUMMARY (not including MCPS Funds)**

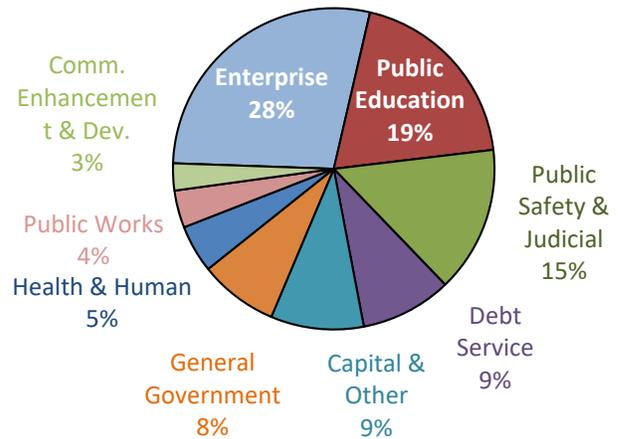
| <b>Fund</b>                        | <b>FY 2023<br/>Adopted</b> | <b>FY 2024<br/>Budget</b> | <b>\$ Increase<br/>(Decrease)</b> | <b>% Increase<br/>(Decrease)</b> |
|------------------------------------|----------------------------|---------------------------|-----------------------------------|----------------------------------|
| General Fund                       | 135,078,020                | 145,466,450               | 10,388,430                        | 7.7%                             |
| Social Services Fund               | 7,946,930                  | 8,082,290                 | 135,360                           | 1.7%                             |
| Fire and Rescue Fund               | 15,063,750                 | 15,155,000                | 91,250                            | 0.6%                             |
| Owens Brooke Service District Fund | 40,200                     | 40,200                    | -                                 | 0.0%                             |
| PEG Fund                           | 150,000                    | 150,000                   | -                                 | 0.0%                             |
| Debt Service Fund                  | 12,992,680                 | 12,970,840                | (21,840)                          | -0.2%                            |
| Sewer Fund                         | 17,648,640                 | 20,483,000                | 2,834,360                         | 16.1%                            |
| Water Fund                         | 12,075,900                 | 15,620,000                | 3,544,100                         | 29.3%                            |
| Electric Fund                      | 45,757,150                 | 57,470,000                | 11,712,850                        | 25.6%                            |
| Stormwater Fund                    | 4,497,500                  | 2,980,000                 | (1,517,500)                       | -33.7%                           |
| Airport Fund                       | 3,609,980                  | 4,084,000                 | 474,020                           | 13.1%                            |
| Solid Waste Fund                   | 3,944,910                  | 4,746,000                 | 801,090                           | 20.3%                            |
| Building Maintenance Fund          | 2,471,530                  | 2,676,550                 | 205,020                           | 8.3%                             |
| Vehicle Maintenance Fund           | 5,096,680                  | 5,907,500                 | 810,820                           | 15.9%                            |
| Information Technology Fund        | 4,856,980                  | 5,589,990                 | 733,010                           | 15.1%                            |
| Cemetery Trust Fund                | 50,000                     | 60,000                    | 10,000                            | 20.0%                            |
| <b>ALL FUNDS TOTAL:</b>            | <b>\$ 271,280,850</b>      | <b>\$ 301,481,820</b>     | <b>\$ 30,200,970</b>              | <b>11.1%</b>                     |

The General Fund increase includes a 3% increase (\$1.71 million) for public education operations, a 5% increase for shared services, a 2% increase in debt service and one-time costs of \$2 million for police radio replacement and \$350,000 for a transportation master planning grant. The Fire and Rescue Fund is also only increasing by \$91,250 due to a reduction in capital purchases from the prior year based on the capital replacement program. The debt service fund is decreasing by 0.2% due to a decrease in the need of fund balance for City debt service. Changes in most other funds are primarily related to changes in capital project amounts from the prior year and increases in 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 19% of the budget followed by Public Safety at 15%. Debt Service makes up 9% of the overall budget and along with Capital/Other show 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.

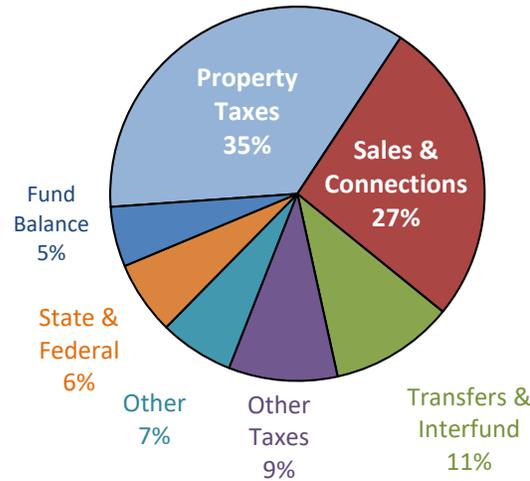
**FY 2024 Budget  
All Funds Expenditures by Function**



**Real Estate Tax Rates**

The FY 2024 budget as presented can be balanced with a 6.5 cent reduction in the General Fund tax rate to \$1.070 and a 1.7 cent reduction in the Fire and Rescue tax rate to \$0.190 for a combined tax rate of \$1.260. This results in an overall increase of 4.33% in real 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 \$339,250 in the Fire and Rescue Fund. The average existing residential homeowner would pay \$181 more overall in real estate taxes with this rate.

**FY 2024 Budget  
All Funds Revenue by Source**



A not to exceed real estate tax rate will need to be established by the March 8<sup>th</sup> budget work session for advertisement. Council could continue to advertise the current rate of \$1.342 as was done in FY 2023 which gives Council considerable flexibility over the \$1.260 that is currently used to balance the proposed budget assuming no significant revenue losses or mandates coming from the General Assembly.

**Enterprise Charges**

The Utility Commission has endorsed no increases in water and sewer rates, and a 4% increase in electric rates related to operating costs for the utility. This equates to a \$3.96 per month increase for the typical residential customer.

Solid waste rates are proposed to remain at \$31.59 per month for single-family detached residential and \$35.38 per month for townhouse residential as discussed at the Council retreat.

Residential stormwater management rates are proposed to remain stable at \$9.35 per month for single-family detached, \$5.98 per month for townhome and mobile home, and \$4.68 per month for development condominium and apartment residential.

All together these recommended rates would result in an average \$3.96 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 FY 2024 capital and operating budget and the major issues that could impact this budget. A public hearing on the budget is scheduled for April 24 and a not to exceed tax rate must be set by March 8 to meet our advertising deadlines for this public hearing. Copies of the proposed FY 2024 Budget will be available for public review at [www.manassasva.gov/budget](http://www.manassasva.gov/budget).

## **Closing**

I hope you will join me in thanking City staff for their daily efforts to provide exceptional customer service in the delivery of all services. A recent letter from a resident stated, *“Consistent and exceptional service only occurs when there is outstanding management and when employees are dedicated and work together as a team. So, our appreciation to you and please convey the same to the employees in your department.”*

Providing high quality services and programs that meet the needs of our residents is the overall goal of this proposed budget. Attracting and retaining staff that are in alignment with our core values of customer service, stewardship, honesty, integrity, respect and teamwork remains one of our highest priorities and a difficult challenge in this Northern Virginia/National Capital region. You have an outstanding and dedicated workforce that we are working every day to retain. As one of you stated at the retreat. *“As an employee, feeling trusted and valued is vitally important”* and that is a key driver of this budget.

Over the past several years we have witnessed the importance of being prepared for the changing conditions that could impact our future. This budget attempts to balance service demands and revenue growth to maintain a sustainable operational and financial position which adheres to your strategic priorities and organizational policies. It supports having a sustainable financial plan to provide vital community services without impacting our City’s fiscal health. Achieving these goals takes a tremendous amount of time and effort and I would be remiss in not recognizing Diane Bergeron and Kerri Malin specifically for their diligent work in producing this budget.

On behalf of city staff, we look forward to assisting Council with adopting a budget that addresses the strategic priorities of the community and which maintains the “Historic Heart and Modern Beat” of our community.

Respectfully,



William Patrick Pate  
City Manager

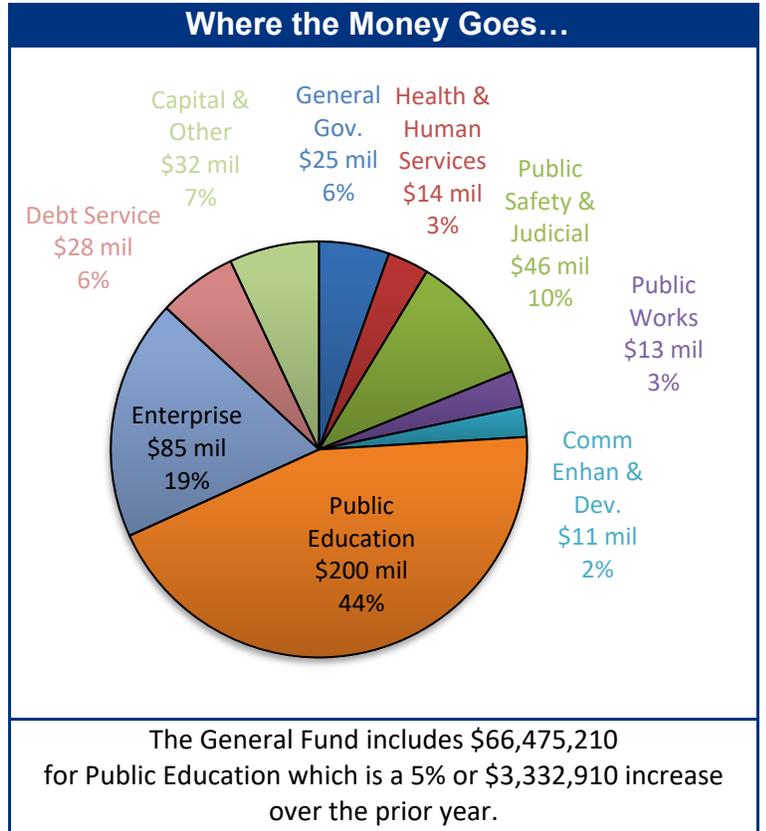
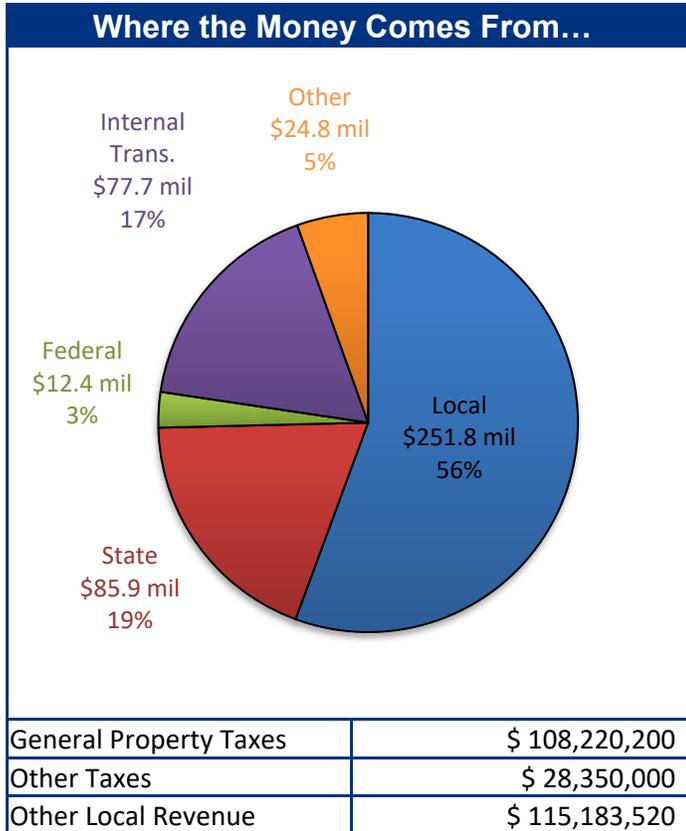
# CHANGES FROM PROPOSED

| FUND  | AMOUNT                |
|---|-----------------------|
| <b>FY 2024 PROPOSED BUDGET ALL FUNDS</b>                      | <b>\$ 301,481,820</b> |
| <u>GENERAL FUND PROPOSED BUDGET</u>                           | <b>\$ 145,466,450</b> |
| Additional Personal Property Tax Revenue for School Salaries  | 1,500,000             |
| Use of Reserves for Future Economic Development               | 6,000,000             |
| Use of Reserves for Affordable Housing Initiatives            | 2,000,000             |
| Use of Reserves for Additional Paving                         | 1,000,000             |
| <b>GENERAL FUND ADOPTED BUDGET</b>                            | <b>\$ 155,966,450</b> |
| <u>FIRE AND RESCUE FUND PROPOSED BUDGET</u>                   | <b>\$ 15,155,000</b>  |
| Purchase of a new Command Vehicle                             | 75,000                |
| <b>FIRE AND RESCUE FUND ADOPTED BUDGET</b>                    | <b>\$ 15,230,000</b>  |
| <u>VEHICLE MAINTENANCE FUND PROPOSED BUDGET</u>               | <b>\$ 5,907,500</b>   |
| Additional funding for vehicle parts and fuel                 | 105,000               |
| <b>VEHICLE MAINTENANCE FUND ADOPTED BUDGET</b>                | <b>\$ 6,012,500</b>   |
| <u>MANASSAS CITY SCHOOL BOARD ADOPTED BUDGET</u>              |                       |
| School Board Adopted Budget <i>(Not included in Proposed)</i> | 140,494,615           |
| <b>SCHOOLS ADOPTED BUDGET</b>                                 | <b>\$ 140,494,615</b> |
| <b>FY 2024 ADOPTED BUDGET</b>                                 | <b>\$ 452,656,435</b> |

# BUDGET IN BRIEF

| FY 2024 Budget by Fund |                       |              |
|------------------------|-----------------------|--------------|
| Fund                   | Amount                | % Inc (Dec)  |
| General Fund           | \$ 155,966,450        | 15.5%        |
| Social Services        | 8,082,290             | 1.7%         |
| Fire and Rescue        | 15,230,000            | 1.1%         |
| Debt Service           | 12,970,840            | (0.2%)       |
| Sewer                  | 20,483,000            | 16.1%        |
| Water                  | 15,620,000            | 29.3%        |
| Electric               | 57,470,000            | 25.6%        |
| Stormwater             | 2,980,000             | (33.7%)      |
| Airport                | 4,084,000             | 13.1%        |
| Solid Waste            | 4,746,000             | 20.3%        |
| Internal Services      | 14,279,040            | 14.9%        |
| Other Funds            | 250,200               | 4.2%         |
| School Funds           | 140,494,615           | 1.0%         |
| <b>TOTAL</b>           | <b>\$ 452,656,435</b> | <b>10.3%</b> |

| FY 2024 Capital Expenditures |                      |                       |
|------------------------------|----------------------|-----------------------|
| Program                      | FY 2024              | Five-Year CIP         |
| General Government           | \$ 10,375,000        | \$ 19,743,000         |
| Culture & Recreation         | -                    | 6,550,000             |
| Public Safety                | 2,000,000            | 2,000,000             |
| Transportation               | 7,740,000            | 37,522,000            |
| Water/Sewer/Electric         | 3,055,000            | 36,905,000            |
| Stormwater                   | 3,079,000            | 17,429,000            |
| Airport                      | 250,000              | 19,775,000            |
| Schools                      | 3,000,000            | 74,498,000            |
| Maintenance Capital          | 7,485,000            | N/A                   |
| Street Paving                | 2,550,000            | N/A                   |
| Vehicles/FR Apparatus        | 2,590,500            | N/A                   |
| Equipment                    | 1,985,000            | N/A                   |
| Virginia Railway Exp         | 270,000              | N/A                   |
| <b>TOTAL</b>                 | <b>\$ 44,379,500</b> | <b>\$ 214,422,000</b> |



| General Tax & Fee Changes          |              |              |   |                     |                   |
|------------------------------------|--------------|--------------|---|---------------------|-------------------|
| Rate/Fee                           | FY 2023      | FY 2024      | Rate/Fee  | FY 2023             | FY 2024           |
| Owens Brooke Service District      | \$0.0869     | \$0.0828     | Personal Property                               |                     |                   |
|                                    |              |              | Tangible  | \$3.600             | \$3.600           |
|                                    |              |              | Business  | \$3.600             | \$3.600           |
|                                    |              |              | Machinery & Tool                                | \$2.100             | \$2.100           |
|                                    |              |              | M & T Semiconductor                             | \$0.793             | \$0.745           |
| Stormwater                         |              |              | <b>Utility Rates &amp; Monthly Utility Bill</b> |                     |                   |
| Single Fam. Detach                 | \$9.35/month | \$9.35/month | Sewer.....0.0%                                  | Water.....0.0%      | Electric.....4.0% |
| Townhome/Mobile                    | \$5.98/month | \$5.98/month | Sewer.....\$0.00                                | Water.....\$0.00    |                   |
| Condo/Apartment                    | \$4.68/month | \$4.68/month | Electric PCA.....-\$15.12                       | Electric.....\$3.96 |                   |
| Non-Residential (per 2,480 sq. ft) | \$9.35/month | \$9.35/month |   |                     |                   |

# BUDGET IN BRIEF

## Real Estate Taxes and Assessments

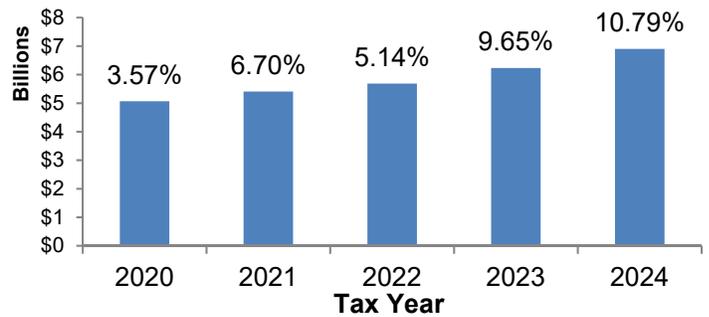
Residential assessments increased 10.64% and non-residential assessments increased 11.13%.

The average commercial tax bill for 2024 is \$22,499, an increase of 4.76%.

The average residential assessment is \$402,111.

|   | Tax Rate        | Avg. Res. Bill  | % Change from 2023 |
|---|-----------------|-----------------|--------------------|
| General                                   | \$ 1.070        | \$ 4,303        | 4.08%              |
| Fire & Rescue                             | \$ 0.190        | \$ 764          | 1.33%              |
| <b>Combined</b>                           | <b>\$ 1.260</b> | <b>\$ 5,067</b> | <b>3.65%</b>       |
| <b>1 Cent of the Tax Rate ≈ \$675,000</b> |                 |                 |                    |

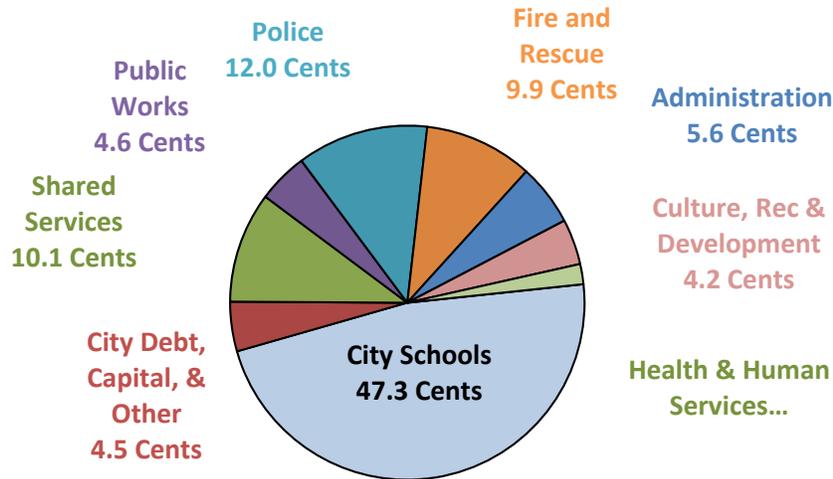
## Total Taxable Assessed Value



## New Construction - \$24,624,900

Without new construction, residential assessments increased 10.46% and non-residential assessments increased 11.37%

## 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.



- Funding for Housing Initiatives
- Enhancements to park facilities and park maintenance
- Capital Investments and Improvements in Utility Infrastructure
- Funding for future economic development within the City
- Improvements along Sudley Rd, Grant Ave, and Mathis Ave
- Continued Maintenance and Improvements of Roads and Trails
- \$66,475,210 in Funding for MCPS
- Fire and Rescue Engine and Equipment Replacements
- Investments in updated technology and radio systems
- Market Rate Adjustments and Merit Increases 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 (with new construction)

## ASSESSED VALUE CHANGES

1 Cent = \$675,000

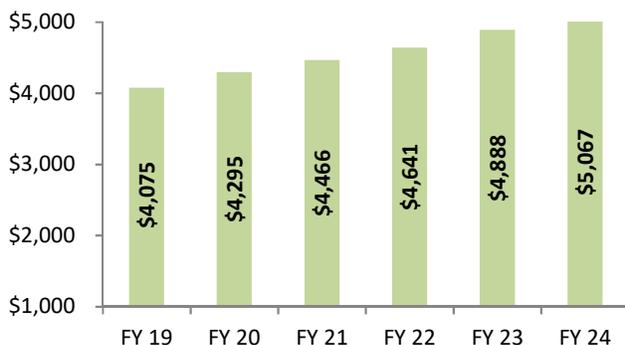
| Class                        | FY 2023       |                        | FY 2024       |                        | % Change in Value |
|------------------------------|---------------|------------------------|---------------|------------------------|-------------------|
|                              | Units         | Value                  | Units         | Value                  |                   |
| TOWNHOUSE                    | 3,851         | 1,159,317,600          | 3,879         | 1,288,809,800          | 11.17%            |
| CONDOS                       | 2,239         | 550,343,300            | 2,239         | 599,777,800            | 8.98%             |
| SINGLE FAMILY                | 5,560         | 2,533,690,100          | 5,557         | 2,806,061,600          | 10.75%            |
| <b>TOTAL RESIDENTIAL</b>     | <b>11,650</b> | <b>4,243,351,000</b>   | <b>11,675</b> | <b>4,694,649,200</b>   | <b>10.64%</b>     |
| <b>TOTAL NON-RESIDENTIAL</b> | <b>1,241</b>  | <b>1,985,987,800</b>   | <b>1,236</b>  | <b>2,207,062,600</b>   | <b>11.13%</b>     |
| <b>TOTAL ALL CLASSES</b>     | <b>12,891</b> | <b>\$6,229,338,800</b> | <b>12,911</b> | <b>\$6,901,711,800</b> | <b>10.79%</b>     |

## AVERAGE REAL ESTATE TAX BILLS - TOTAL TAX RATE

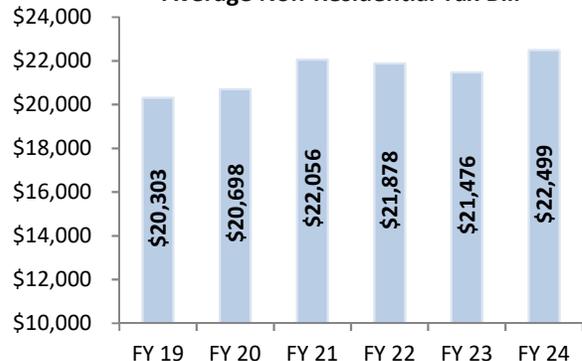
|           |           |
|-----------|-----------|
| FY 2023   | \$1.342   |
| FY 2024   | \$1.260   |
| Inc/(Dec) | (\$0.082) |

| Class                        | FY 2023            |                  | FY 2024            |                  | \$ Change in Bill | % Change in Bill |
|------------------------------|--------------------|------------------|--------------------|------------------|-------------------|------------------|
|                              | Average Assessment | Average Tax Bill | Average Assessment | Average Tax Bill |                   |                  |
| TOWNHOUSE                    | 301,043            | \$4,040          | 332,253            | \$4,186          | \$146             | 3.62%            |
| CONDOS                       | 245,799            | \$3,299          | 267,878            | \$3,375          | \$77              | 2.32%            |
| SINGLE FAMILY                | 455,700            | \$6,115          | 504,960            | \$6,362          | \$247             | 4.04%            |
| <b>TOTAL RESIDENTIAL</b>     | <b>364,236</b>     | <b>\$4,888</b>   | <b>402,111</b>     | <b>\$5,067</b>   | <b>\$179</b>      | <b>3.65%</b>     |
| <b>TOTAL NON-RESIDENTIAL</b> | <b>1,600,312</b>   | <b>\$21,476</b>  | <b>1,785,649</b>   | <b>\$22,499</b>  | <b>\$1,023</b>    | <b>4.76%</b>     |
| <b>TOTAL ALL CLASSES</b>     | <b>\$483,232</b>   | <b>\$6,485</b>   | <b>\$534,561</b>   | <b>\$6,735</b>   | <b>\$250</b>      | <b>3.86%</b>     |

Average Residential Tax Bill

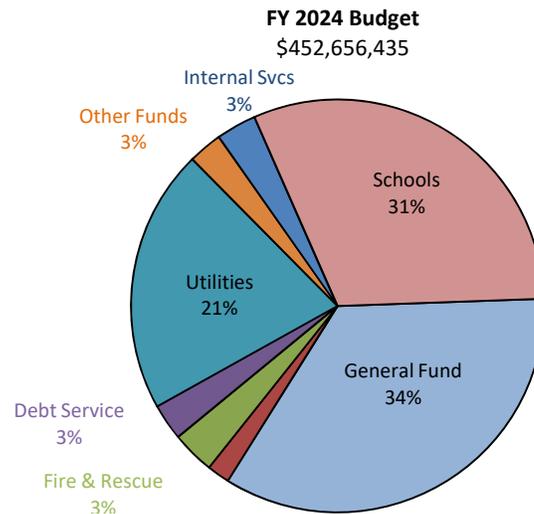


Average Non-Residential Tax Bill



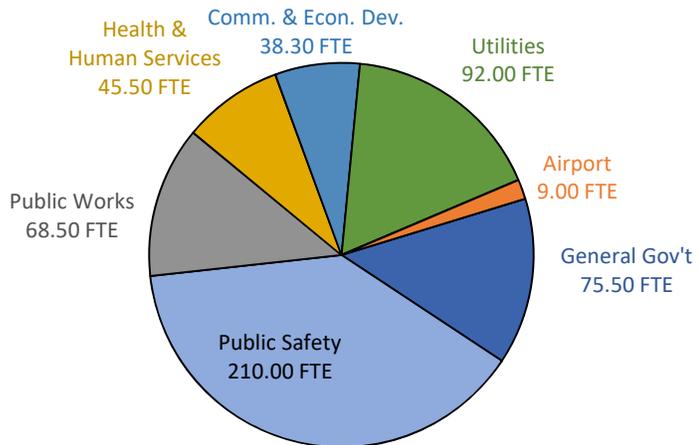
## ALL FUNDS SUMMARY

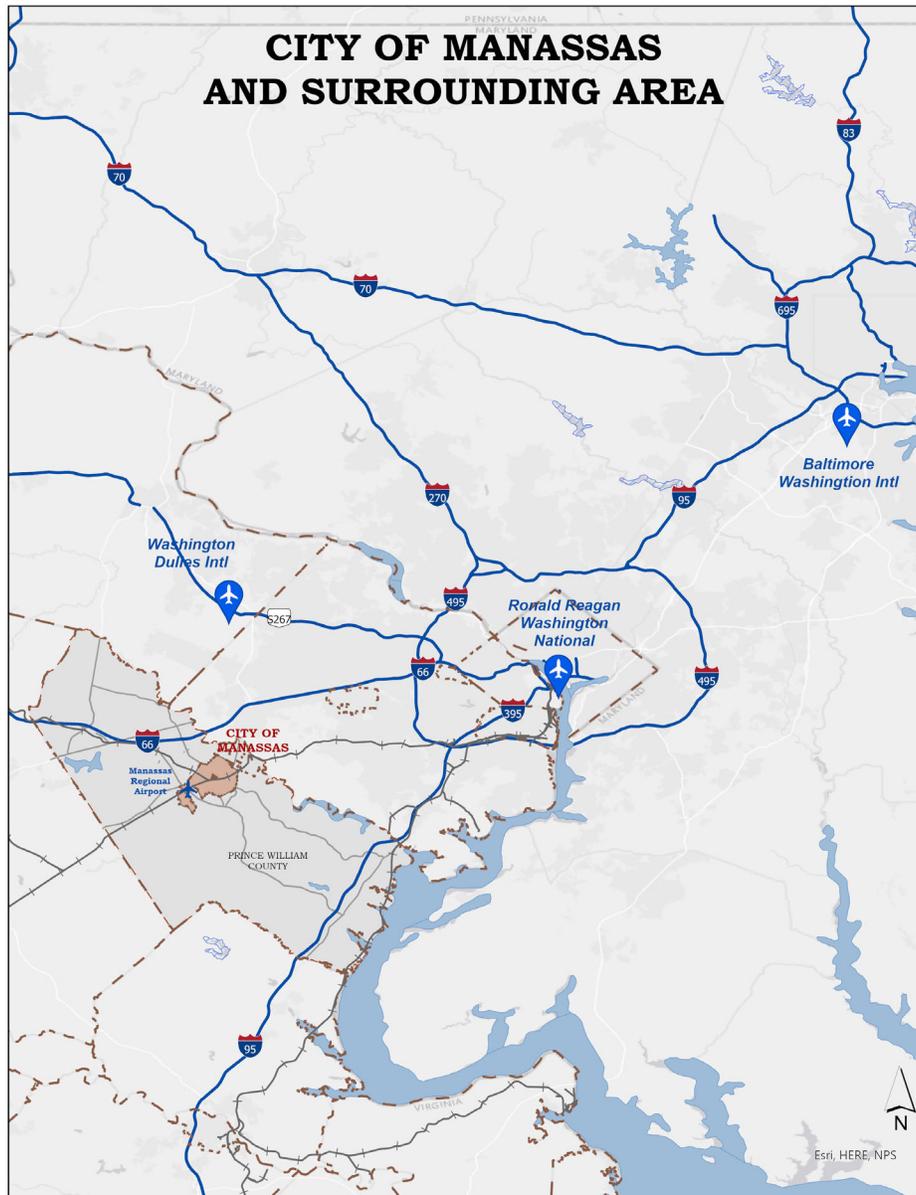
| Fund                               | FY 2022<br>Actual     | FY 2023<br>Adopted    | FY 2023<br>Amended    | FY 2024<br>Budget     | Increase<br>(Decrease) |
|------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|
| General Fund                       | 125,719,292           | 135,078,020           | 149,227,903           | 155,966,450           | 20,888,430             |
| Social Services Fund               | 6,257,742             | 7,946,930             | 7,949,297             | 8,082,290             | 135,360                |
| Fire and Rescue Fund               | 11,218,403            | 15,063,750            | 16,547,312            | 15,230,000            | 166,250                |
| Owens Brooke Service District Fund | 5,039                 | 40,200                | 40,200                | 40,200                | -                      |
| PEG Fund                           | 1,748                 | 150,000               | 150,000               | 150,000               | -                      |
| Debt Service Fund                  | 10,540,184            | 12,992,680            | 12,992,680            | 12,970,840            | (21,840)               |
| Sewer Fund                         | 16,396,626            | 17,648,640            | 18,885,974            | 20,483,000            | 2,834,360              |
| Water Fund                         | 18,783,555            | 12,075,900            | 13,026,294            | 15,620,000            | 3,544,100              |
| Electric Fund                      | 43,244,992            | 45,757,150            | 48,010,389            | 57,470,000            | 11,712,850             |
| Stormwater Fund                    | 2,243,550             | 4,497,500             | 6,159,600             | 2,980,000             | (1,517,500)            |
| Airport Fund                       | 3,916,471             | 3,609,980             | 3,616,670             | 4,084,000             | 474,020                |
| Solid Waste Fund                   | 3,515,011             | 3,944,910             | 4,444,910             | 4,746,000             | 801,090                |
| Building Maintenance Fund          | 1,373,767             | 2,471,530             | 2,500,320             | 2,676,550             | 205,020                |
| Vehicle Maintenance Fund           | 4,590,276             | 5,096,680             | 5,598,670             | 6,012,500             | 915,820                |
| Information Technology Fund        | 3,712,484             | 4,856,980             | 5,327,330             | 5,589,990             | 733,010                |
| Cemetery Trust Fund                | -                     | 50,000                | 50,000                | 60,000                | 10,000                 |
| School Operating Fund              | 112,454,504           | 122,739,280           | 122,739,280           | 128,294,245           | 5,554,965              |
| School Food Service Fund           | 4,043,247             | 4,099,775             | 4,099,775             | 4,323,801             | 224,026                |
| School Capital Projects Fund       | 1,322,174             | 7,784,415             | 7,784,415             | 3,000,000             | (4,784,415)            |
| School Grants/Projects Fund        | 8,959,819             | 3,996,965             | 3,996,965             | 4,088,003             | 91,038                 |
| School Debt Service Fund           | 545,328               | 557,700               | 557,700               | 788,566               | 230,866                |
| <b>ALL FUNDS TOTAL:</b>            | <b>\$ 378,844,212</b> | <b>\$ 410,458,985</b> | <b>\$ 433,705,683</b> | <b>\$ 452,656,435</b> | <b>\$ 42,197,450</b>   |



# STAFFING SUMMARY

|   | FY 2023    |               | FY 2023    |               | FY 2023      |               | FY 2024    |               | FY 2024  |             |
|---|------------|---------------|------------|---------------|--------------|---------------|------------|---------------|----------|-------------|
|   | Adopted    |               | Amended    |               | Over (Under) |               | Budget     |               | Budget   |             |
|   | #          | FTE           | #          | FTE           | #            | FTE           | #          | FTE           | #        | FTE         |
| <b>General Government</b>                       |            |               |            |               |              |               |            |               |          |             |
| City Clerk                                      | 2          | 2.00          | 2          | 2.00          | -            | -             | 2          | 2.00          | -        | -           |
| City Manager / Comms                            | 8          | 8.00          | 8          | 8.00          | -            | -             | 8          | 8.00          | -        | -           |
| City Attorney                                   | 3          | 3.00          | 3          | 3.00          | -            | -             | 3          | 3.00          | -        | -           |
| Voter Registration                              | 8          | 4.00          | 8          | 4.00          | -            | -             | 8          | 4.00          | -        | -           |
| Treasurer                                       | 8          | 8.00          | 8          | 8.00          | -            | -             | 8          | 8.00          | -        | -           |
| Commissioner of Revenue                         | 11         | 11.00         | 11         | 11.00         | -            | -             | 12         | 12.00         | 1        | 1.00        |
| Finance / IT                                    | 31         | 30.50         | 31         | 30.50         | -            | -             | 31         | 30.50         | -        | -           |
| Human Resources                                 | 8          | 8.00          | 8          | 8.00          | -            | -             | 8          | 8.00          | -        | -           |
| <b>Public Safety</b>                            |            |               |            |               |              |               |            |               |          |             |
| Police  | 146        | 138.75        | 145        | 138.00        | (1)          | (0.75)        | 145        | 138.00        | (1)      | (0.75)      |
| Fire and Rescue                                 | 72         | 72.00         | 72         | 72.00         | -            | -             | 72         | 72.00         | -        | -           |
| <b>Health &amp; Human Services</b>              |            |               |            |               |              |               |            |               |          |             |
| Social Services                                 | 46         | 45.50         | 46         | 45.50         | -            | -             | 46         | 45.50         | -        | -           |
| <b>Public Works</b>                             |            |               |            |               |              |               |            |               |          |             |
| Engineering / Stormwater                        | 11         | 11.00         | 11         | 11.00         | -            | -             | 11         | 11.00         | -        | -           |
| Public Works                                    | 58         | 57.50         | 58         | 57.50         | -            | -             | 58         | 57.50         | -        | -           |
| <b>Community Enhancements &amp; Development</b> |            |               |            |               |              |               |            |               |          |             |
| Com Dev / PCR                                   | 74         | 35.30         | 74         | 35.30         | -            | (0.00)        | 74         | 35.30         | -        | (0.00)      |
| Economic Development                            | 3          | 3.00          | 3          | 3.00          | -            | -             | 3          | 3.00          | -        | -           |
| <b>Other</b>                                    |            |               |            |               |              |               |            |               |          |             |
| Utilities                                       | 92         | 92.00         | 92         | 92.00         | -            | -             | 92         | 92.00         | -        | -           |
| Airport   | 9          | 9.00          | 9          | 9.00          | -            | -             | 9          | 9.00          | -        | -           |
| <b>Total City of Manassas</b>                   | <b>590</b> | <b>538.55</b> | <b>589</b> | <b>537.80</b> | <b>(1)</b>   | <b>(0.75)</b> | <b>590</b> | <b>538.80</b> | <b>-</b> | <b>0.25</b> |

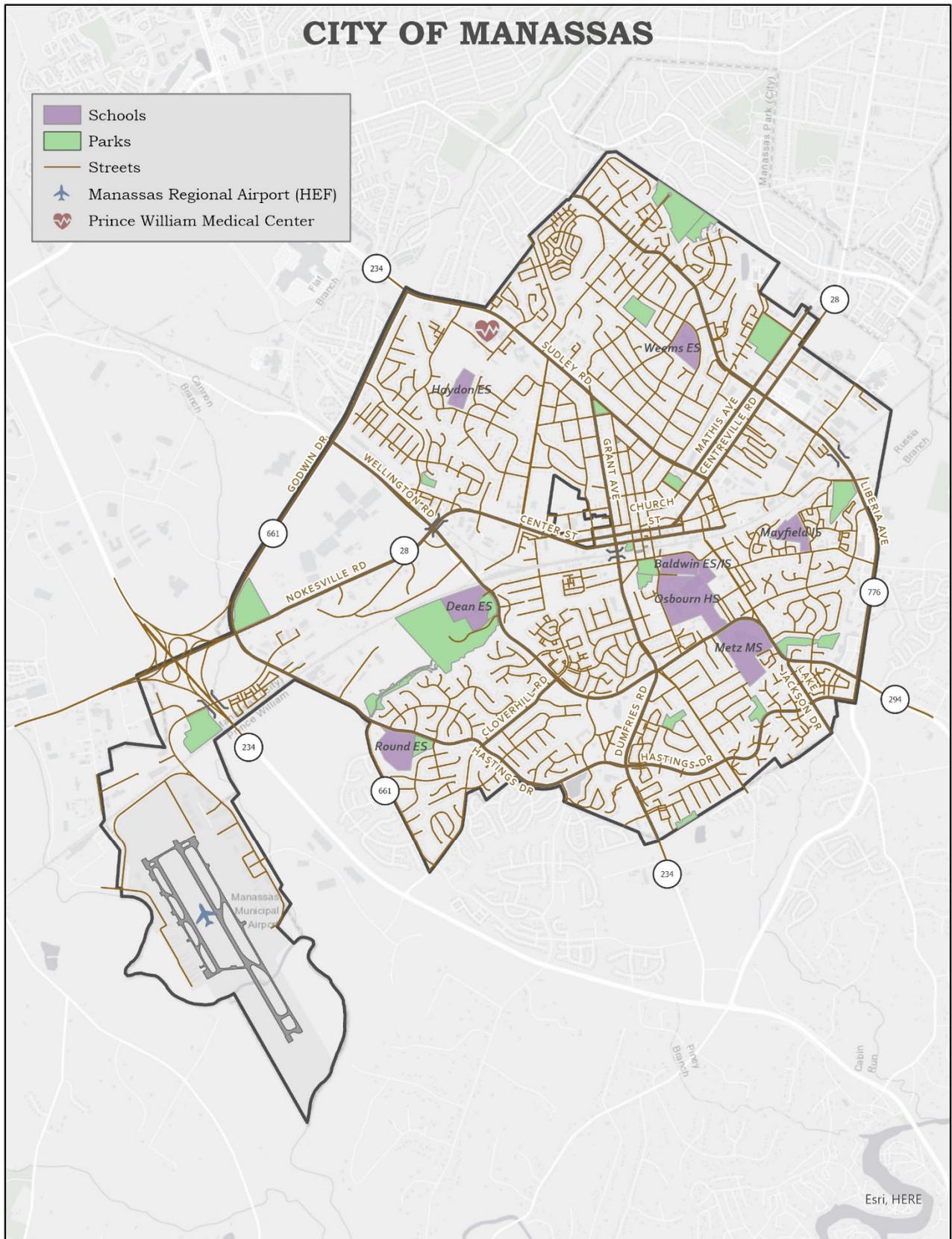




The City of Manassas, a community of approximately 42,772\* people, is located in Northern Virginia within the Washington, DC Metropolitan Statistical Area (MSA). Surrounded by Prince William County, the City is thirty miles southwest of the Nation's Capital and encompasses ten square miles.

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.

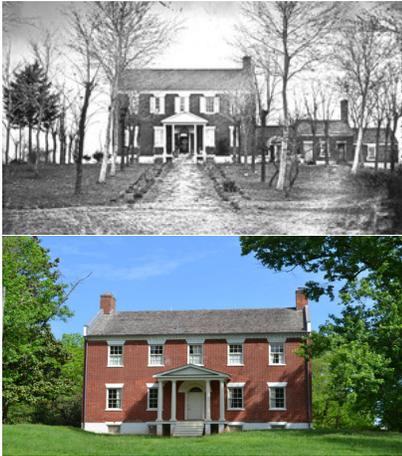
\*Source: 2020 United States Census Report



## 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 50<sup>th</sup> 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 20<sup>th</sup> 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, 2026
- Sonia Vasquez Luna, Council Member – term ending December 31, 2026
- Tom Osina, Council Member – term ending December 31, 2024
- Ralph J. Smith, Council Member – term ending December 31, 2026
- 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 4<sup>th</sup>), 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 86; K-9 Officers 2;  
Police Vehicles 51; Motorcycles 5

72,000+ calls for service

## MANASSAS CITY FIRE & RESCUE

Fire & Rescue Staff 72; Fire Engines 2;  
Tower 1; Rescue Engine 2; 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



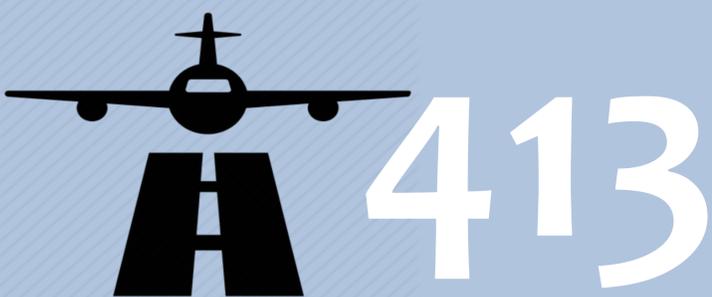
## UTILITIES

Drinking Water produced: 4.2B gal  
Electric used: 397,219 MW hours  
Wastewater processed: 2.32B gal  
Sewer overflow rate per 100 miles: 2.0  
Utility Bills generated: 216,605



## PUBLIC WORKS

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



## MANASSAS REGIONAL AIRPORT

Hosts 413 based aircraft and 2 runways

**COOL FACT** — 107,270 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 2024: \$1.070 per \$100 Assessed Value

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

### **Fire Rescue Levy**

FY 2023: \$0.190 per \$100 Assessed Value

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

### **Owens Brooke Special Tax District**

FY 2024: \$0.0828 per \$100 Assessed Value

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

## Personal Property Taxes

### **Tangible Personal Property Tax Rate**

FY 2024: \$3.60 per \$100 Assessed Value

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

### **Business Personal Property Tax Rate**

FY 2024: \$3.60 per \$100 Assessed Value

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

## Average Home Values

|                     |           |
|---------------------|-----------|
| Condominium         | \$267,878 |
| Townhouse           | \$332,253 |
| Single-Family Home  | \$504,960 |
| Average Residential | \$402,111 |

## City Finances – Bond Ratings

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

## Ten Largest Employers

|                                     |       |
|-------------------------------------|-------|
| Micron                              | 1,622 |
| UVA Health System                   | 1,305 |
| Lockheed Martin                     | 1,200 |
| Manassas City Public Schools        | 1,144 |
| City of Manassas                    | 465   |
| American Disposal Services          | 384   |
| S.W.I.F.T.                          | 374   |
| Aurora Flight Sciences              | 363   |
| BAE Systems                         | 315   |
| ARS (American Residential Services) | 170   |

## Population

|                                 |        |
|---------------------------------|--------|
| 2021 American Community Survey  | 42,596 |
| 2020 U.S. Census                | 42,772 |
| 2019 Census Population Estimate | 41,174 |
| 2010 U.S. Census                | 37,821 |

## Age (2021 American Community Survey)

|                |       |
|----------------|-------|
| Age 0-19.....  | 28.8% |
| Age 20-34..... | 21.2% |
| Age 35-64..... | 39.6% |
| Age 65+.....   | 10.4% |

## Race and Ethnicity (2021 ACS)

|                                    |       |
|------------------------------------|-------|
| White.....                         | 57.6% |
| Black/African American.....        | 13.2% |
| Asian.....                         | 5.7%  |
| American Indian/Alaska Native..... | 0.3%  |
| Other/Two or More Races.....       | 23.2% |
| Hispanic/Latino (Any Race).....    | 38.1% |

## Unemployment

|                  | <u>May '21</u> | <u>May '22</u> |
|------------------|----------------|----------------|
| City of Manassas | 4.1%           | 2.6%           |
| Virginia         | 4.1%           | 2.5%           |
| United States    | 5.8%           | 3.6%           |

## RATE SCHEDULE

### Real Estate Tax Rates (Authorized by Ordinance O-2023-17)

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          | \$1.070  |
| Fire and Rescue Levy          | \$0.190  |
| Owens Brooke Service District | \$0.0828 |

### Personal Property Tax Rates (Authorized by Ordinance O-2023-18)

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                         | \$0.745 |
| Programmable Computer Equipment & Peripherals Employed in a Trade or Business | \$1.250 |

### Utility Fees (Authorized by Ordinance O-2023-19)

|   |          |
|---|----------|
| <b>Sewer Rates:</b>   |          |
| 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   |
| <b>GSS – Non-Residential Sewer Service (per month)</b>            |          |
| 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   |
| <b>Water Rates:</b>   |          |
| 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-2023-19) (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                   |
| <b>Electric Rates</b>   |                  |                |               |                          |
| <i>Service</i>  | <i>Per Month</i> | <i>Per KWH</i> | <i>Per KW</i> | <i>Minimum KW Charge</i> |
| Residential Service   | \$14.16          | \$0.0880       | N/A           | N/A                      |
| Small General Service   | \$20.84          | \$0.0873       | N/A           | N/A                      |
| Medium General Service  | \$20.87          | \$0.0510       | \$13.19       | 10kW                     |
| Large Power Service – Primary                                   | \$171.46         | \$0.0275       | \$18.29       | 100kW                    |
| Large Power Service – Secondary                                 | \$148.60         | \$0.0279       | \$18.51       | 100kW                    |
| Fuel & Purchased Power Cost Adjustment                          |                  |                |               | varies                   |

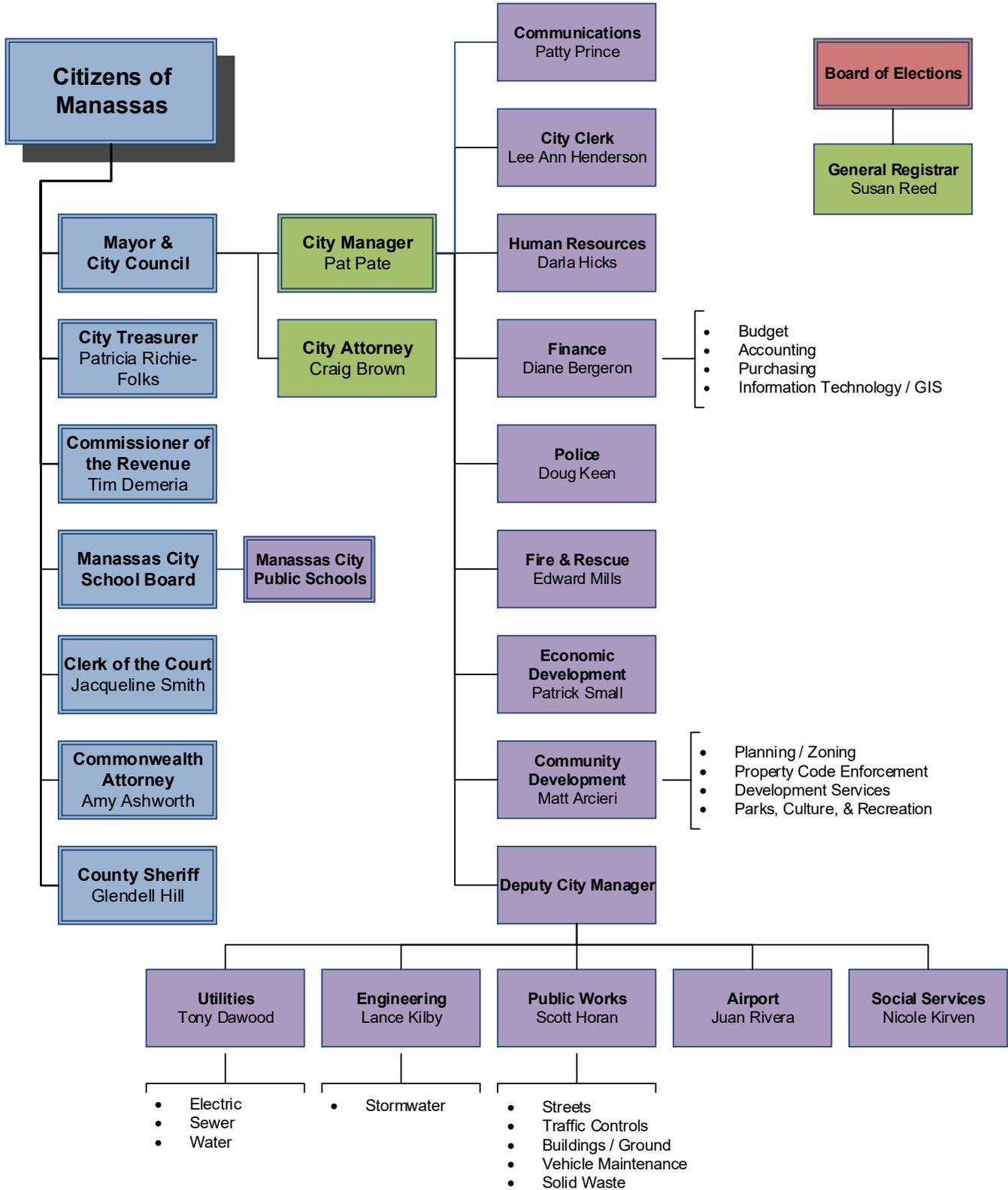
### Solid Waste Fees (Authorized by Ordinance O-2023-11)

|  |                   |
|--|-------------------|
| Monthly Service Fee (Single Family / Townhome) | \$31.59 / \$35.38 |
| Additional Cart Fee (in excess of 2 carts)     | \$50.00           |
| Courtesy Truck (per truck per evening)         | \$225.00          |
| Bulk Waste Removal Fee                         | \$250.00          |

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

|   |                 |
|---|-----------------|
| Monthly Service Fee<br>(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  
Sonia Vasquez Luna  
Tom Osina  
Ralph J. Smith  
Mark D. Wolfe

Phone: (703) 257-8200  
9800 Godwin Drive  
Manassas, VA 20110  
[www.manassascity.org](http://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                | 703-257-8378 | 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                   | 703-257-8219 | 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 | <a href="mailto:circuitcourt@pwcgov.org">circuitcourt@pwcgov.org</a>     | 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 | <a href="mailto:communications@pwcgov.org">communications@pwcgov.org</a> | 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 2024 Budget for the period of July 1, 2023 to June 30, 2024.

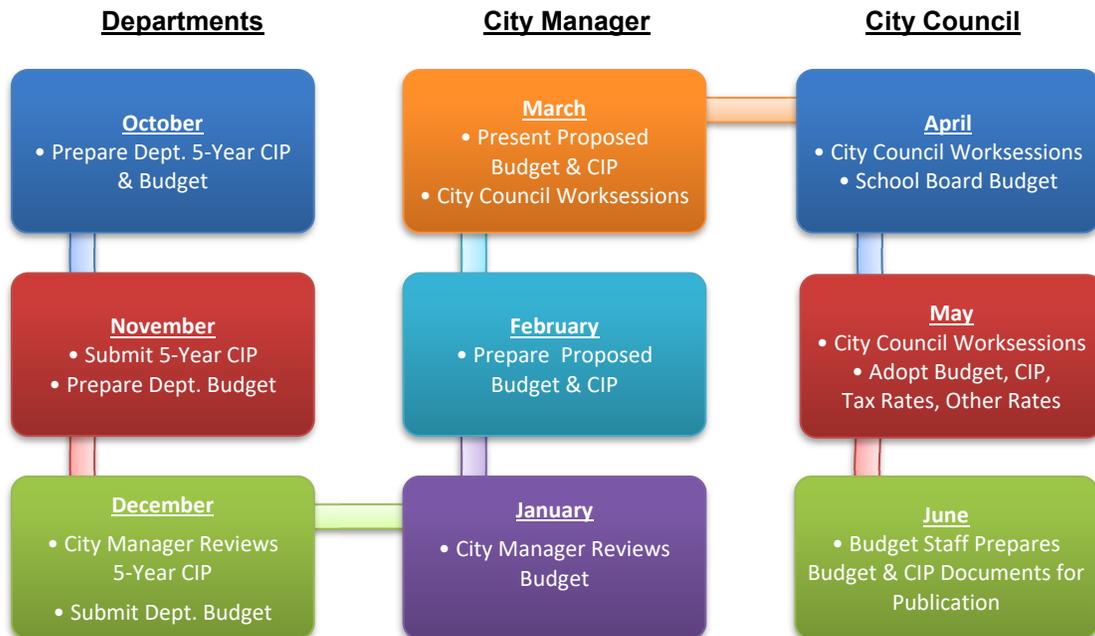
## STATE BUDGET LAW

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 1<sup>st</sup>. 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 1<sup>st</sup>). The annual real estate tax levy is due December 5<sup>th</sup> and June 5<sup>th</sup>.

## 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 1<sup>st</sup>, 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<br>\$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 3, 2022      | Monday    | Departments: Access to System Available                   |
| November 4, 2022     | Friday    | Departments: Recommended CIP Due                          |
| December 12-16, 2022 | Mon-Fri   | City Manager: Meets with Departments                      |
| January 18, 2023     | Wednesday | Planning Commission: CIP Review                           |
| February 1, 2023     | Wednesday | Planning Commission: Action Taken                         |
| February 3, 2023     | Friday    | Planning Commission: Recommendations to City Manager      |
| March 28, 2023       | Tuesday   | School Board: Adopts CIP for Manassas City Public Schools |

### OPERATING BUDGET

|                    |         |  |
|--------------------|---------|--|
| October 3, 2022    | Monday  | Departments: Access to System Available                      |
| December 2, 2022   | Friday  | Departments: Recommended Budget Due                          |
| January 9-13, 2023 | Mon-Fri | City Manager: Meets with Departments                         |
| January 30, 2023   | Monday  | Utility and Airport Commissions: Changes Due                 |
| February 3, 2023   | Friday  | Departments: Fee Schedule Ordinances Due                     |
| March 28, 2023     | Tuesday | School Board: Adopts Budget for Manassas City Public Schools |

### CITY COUNCIL WORKSESSIONS

|                   |           |  |
|-------------------|-----------|--|
| February 27, 2023 | Monday    | City Manager: Presents Proposed Budget & CIP   |
| March 6, 2023     | Monday    | City Council: Budget Worksession<br><i>Tax Supported Funds Operating &amp; CIP</i>   |
| March 7, 2023     | Tuesday   | City Council: Budget Worksession<br><i>Determine Advertised Tax Rate<br/>Advertised At Least 30 Days Prior to Public Hearing</i> |
| March 15, 2023    | Wednesday | City Council: Budget Worksession<br><i>Non Tax Supported Funds Operating &amp; CIP</i>   |
| March 22, 2023    | Wednesday | City Council: Budget Worksession<br><i>Non Tax Supported Funds Operating &amp; CIP</i>   |
| March 29, 2023    | Wednesday | City Council & School Board: Joint Budget Worksession  |
| April 12, 2023    | Wednesday | City Council: Budget Worksession   |
| April 24, 2023    | Monday    | City Council: Public Hearing<br><i>Updated Budget/CIP/Revenue Rates<br/>Advertised At Least 7 Days Prior</i>                     |
| April 25, 2023    | Wednesday | City Council: Budget Worksession<br><i>Public Hearing Items / Outstanding Issues</i>   |
| May 8, 2023       | Monday    | City Council: Budget & CIP Adoption, 1st Reading of Rate/Fee ORDs<br><i>No Sooner than 7 Days After Public Hearing</i>           |
| May 22, 2023      | Monday    | City Council: 2nd Reading of Rate/Fee ORDs   |

# BUDGET CALENDAR

| OCTOBER 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  |     |     |     |     |     |

| NOVEMBER 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  |     |     |     |
|               |     |     |     |     |     |     |

| DECEMBER 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  |
|               |     |     |     |     |     |     |

| JANUARY 2023 |     |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|-----|
| 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 2023 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| 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 2023 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| 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 2023 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| 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  | 32  | 33  | 34  | 35  | 36  |
|            |     |     |     |     |     |     |

| MAY 2023 |     |     |     |     |     |     |
|----------|-----|-----|-----|-----|-----|-----|
| 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

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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

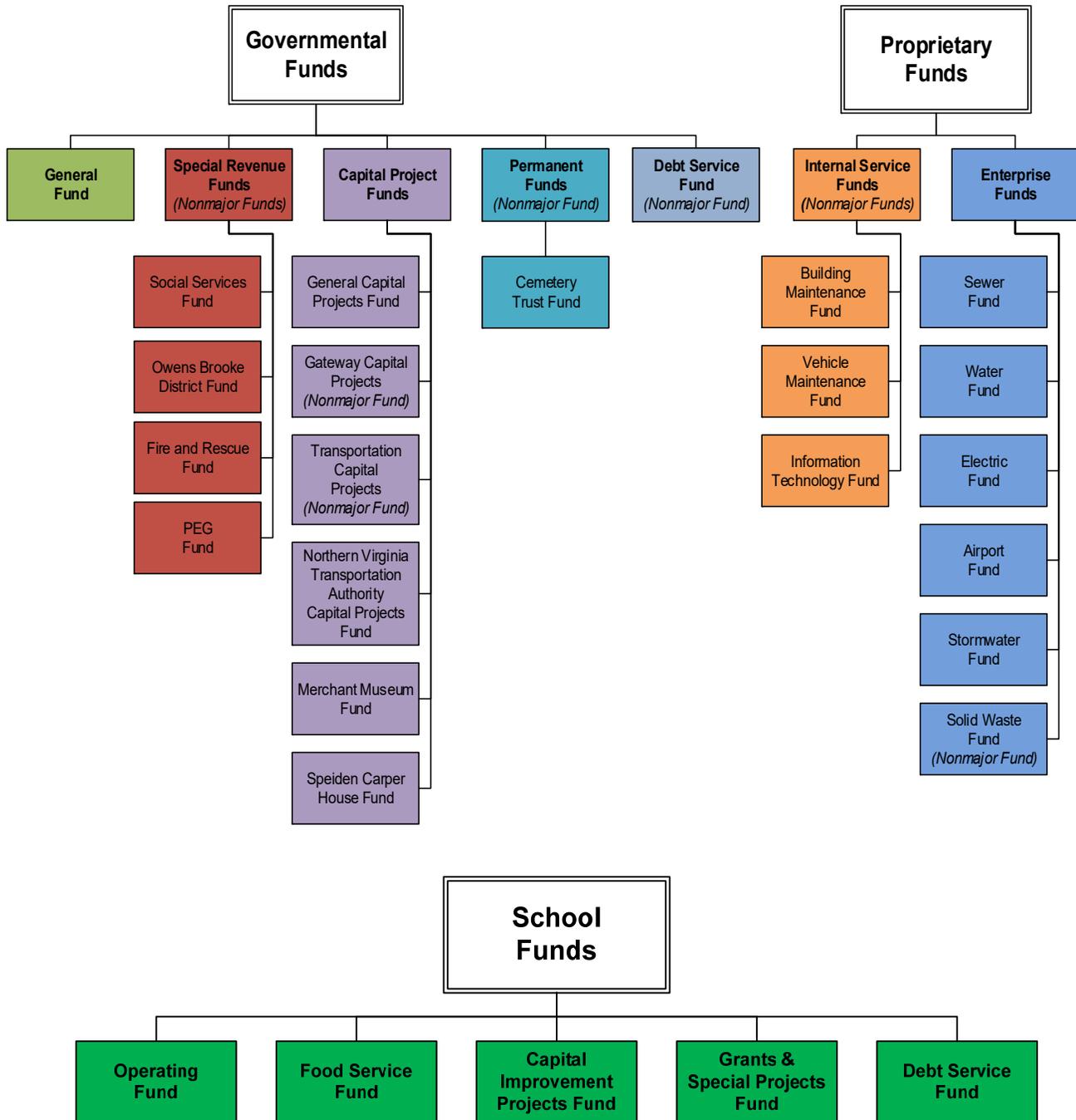
## FIDUCIARY FUNDS

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

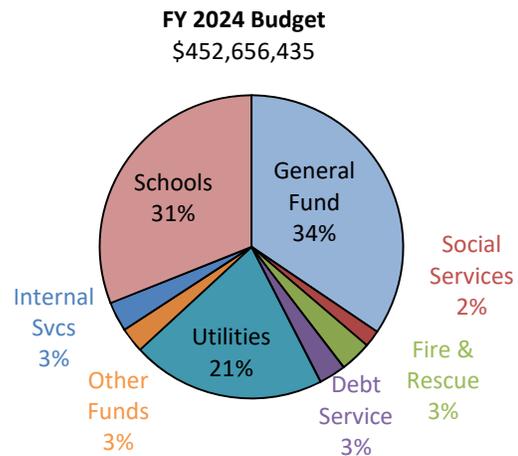
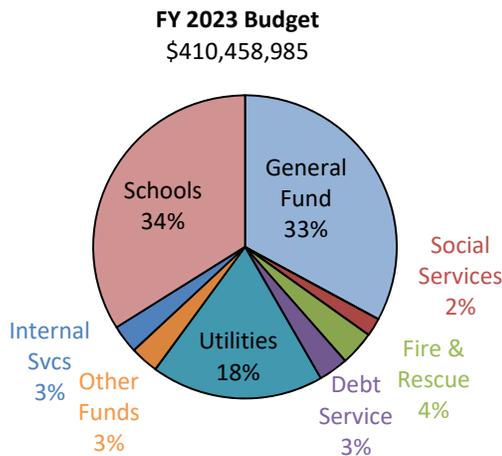
The following table shows each City department and its associated funds (excluding School Funds).

|                             | Special Revenue |                 |              |                 |     | Enterprise                    |            |         |             | Internal Service |                     |                   | Perm-<br>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 2022 Actual     | FY 2023 Adopted    | FY 2023 Amended    | FY 2024 Budget     | Increase (Decrease) |
|------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| General Fund                       | 147,791,811        | 135,078,020        | 149,227,903        | 155,966,450        | 20,888,430          |
| Social Services Fund               | 6,257,742          | 7,946,930          | 7,949,297          | 8,082,290          | 135,360             |
| Fire and Rescue Fund               | 13,397,651         | 15,063,750         | 16,547,312         | 15,230,000         | 166,250             |
| Owens Brooke Service District Fund | 40,644             | 40,200             | 40,200             | 40,200             | -                   |
| PEG Fund                           | 140,655            | 150,000            | 150,000            | 150,000            | -                   |
| Debt Service Fund                  | 14,555,438         | 12,992,680         | 12,992,680         | 12,970,840         | (21,840)            |
| Sewer Fund                         | 16,976,437         | 17,648,640         | 18,885,974         | 20,483,000         | 2,834,360           |
| Water Fund                         | 11,911,372         | 12,075,900         | 13,026,294         | 15,620,000         | 3,544,100           |
| Electric Fund                      | 43,677,278         | 45,757,150         | 48,010,389         | 57,470,000         | 11,712,850          |
| Stormwater Fund                    | 2,355,056          | 4,497,500          | 6,159,600          | 2,980,000          | (1,517,500)         |
| Airport Fund                       | 5,265,387          | 3,609,980          | 3,616,670          | 4,084,000          | 474,020             |
| Solid Waste Fund                   | 3,634,022          | 3,944,910          | 4,444,910          | 4,746,000          | 801,090             |
| Building Maintenance Fund          | 1,640,921          | 2,471,530          | 2,500,320          | 2,676,550          | 205,020             |
| Vehicle Maintenance Fund           | 4,761,100          | 5,096,680          | 5,598,670          | 6,012,500          | 915,820             |
| Information Technology Fund        | 4,098,684          | 4,856,980          | 5,327,330          | 5,589,990          | 733,010             |
| Cemetery Trust Fund                | 90,790             | 50,000             | 50,000             | 60,000             | 10,000              |
| School Operating Fund              | 113,573,279        | 122,739,280        | 122,739,280        | 128,294,245        | 5,554,965           |
| School Food Service Fund           | 5,204,539          | 4,099,775          | 4,099,775          | 4,323,801          | 224,026             |
| School Capital Projects Fund       | 3,000,000          | 7,784,415          | 7,784,415          | 3,000,000          | (4,784,415)         |
| School Grants/Projects Fund        | 8,959,819          | 3,996,965          | 3,996,965          | 4,088,003          | 91,038              |
| School Debt Service Fund           | 545,328            | 557,700            | 557,700            | 788,566            | 230,866             |
| <b>ALL FUNDS TOTAL:</b>            | <b>407,877,953</b> | <b>410,458,985</b> | <b>433,705,683</b> | <b>452,656,435</b> | <b>42,197,450</b>   |



# REVENUE OVERVIEW

All Funds - by Fund Type

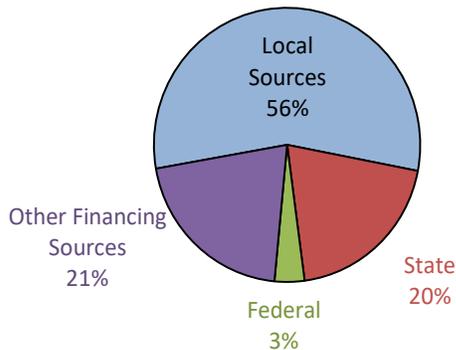
| Fund Type / Fund                   | FY 2021<br>Actual    | FY 2022<br>Adopted   | FY 2022<br>Amended   | FY 2023<br>Budget    | Increase<br>(Decrease) |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| <b>GENERAL FUND</b>                |                      |                      |                      |                      |                        |
| General Fund                       | 147,791,811          | 135,078,020          | 149,227,903          | 155,966,450          | 20,888,430             |
| <b>FUND TYPE TOTAL:</b>            | <b>147,791,811</b>   | <b>135,078,020</b>   | <b>149,227,903</b>   | <b>155,966,450</b>   | <b>20,888,430</b>      |
| <b>SPECIAL REVENUE FUNDS</b>       |                      |                      |                      |                      |                        |
| Social Services Fund               | 6,257,742            | 7,946,930            | 7,949,297            | 8,082,290            | 135,360                |
| Fire and Rescue Fund               | 13,397,651           | 15,063,750           | 16,547,312           | 15,230,000           | 166,250                |
| Owens Brooke Service District Fund | 40,644               | 40,200               | 40,200               | 40,200               | -                      |
| PEG Fund                           | 140,655              | 150,000              | 150,000              | 150,000              | -                      |
| <b>FUND TYPE TOTAL:</b>            | <b>19,836,693</b>    | <b>23,200,880</b>    | <b>24,686,809</b>    | <b>23,502,490</b>    | <b>301,610</b>         |
| <b>DEBT SERVICE FUND</b>           |                      |                      |                      |                      |                        |
| Debt Service Fund                  | 14,555,438           | 12,992,680           | 12,992,680           | 12,970,840           | (21,840)               |
| <b>FUND TYPE TOTAL:</b>            | <b>14,555,438</b>    | <b>12,992,680</b>    | <b>12,992,680</b>    | <b>12,970,840</b>    | <b>(21,840)</b>        |
| <b>ENTERPRISE FUNDS</b>            |                      |                      |                      |                      |                        |
| Sewer Fund                         | 16,976,437           | 17,648,640           | 18,885,974           | 20,483,000           | 2,834,360              |
| Water Fund                         | 11,911,372           | 12,075,900           | 13,026,294           | 15,620,000           | 3,544,100              |
| Electric Fund                      | 43,677,278           | 45,757,150           | 48,010,389           | 57,470,000           | 11,712,850             |
| Stormwater Fund                    | 2,355,056            | 4,497,500            | 6,159,600            | 2,980,000            | (1,517,500)            |
| Airport Fund                       | 5,265,387            | 3,609,980            | 3,616,670            | 4,084,000            | 474,020                |
| Solid Waste Fund                   | 3,634,022            | 3,944,910            | 4,444,910            | 4,746,000            | 801,090                |
| <b>FUND TYPE TOTAL:</b>            | <b>83,819,552</b>    | <b>87,534,080</b>    | <b>94,143,836</b>    | <b>105,383,000</b>   | <b>17,848,920</b>      |
| <b>INTERNAL SERVICE FUNDS</b>      |                      |                      |                      |                      |                        |
| Building Maintenance Fund          | 1,640,921            | 2,471,530            | 2,500,320            | 2,676,550            | 205,020                |
| Vehicle Maintenance Fund           | 4,761,100            | 5,096,680            | 5,598,670            | 6,012,500            | 915,820                |
| Information Technology Fund        | 4,098,684            | 4,856,980            | 5,327,330            | 5,589,990            | 733,010                |
| <b>FUND TYPE TOTAL:</b>            | <b>10,500,705</b>    | <b>12,425,190</b>    | <b>13,426,320</b>    | <b>14,279,040</b>    | <b>1,853,850</b>       |
| <b>PERMANENT FUND</b>              |                      |                      |                      |                      |                        |
| Cemetery Trust Fund                | 90,790               | 50,000               | 50,000               | 60,000               | 10,000                 |
| <b>FUND TYPE TOTAL:</b>            | <b>90,790</b>        | <b>50,000</b>        | <b>50,000</b>        | <b>60,000</b>        | <b>10,000</b>          |
| <b>SCHOOL FUNDS</b>                |                      |                      |                      |                      |                        |
| School Operating Fund              | 113,573,279          | 122,739,280          | 122,739,280          | 128,294,245          | 5,554,965              |
| School Grants/Projects Fund        | 8,959,819            | 3,996,965            | 3,996,965            | 4,088,003            | 91,038                 |
| School Debt Service Fund           | 545,328              | 557,700              | 557,700              | 788,566              | 230,866                |
| School Food Service Fund           | 5,204,539            | 4,099,775            | 4,099,775            | 4,323,801            | 224,026                |
| School Capital Projects            | 3,000,000            | 7,784,415            | 7,784,415            | 3,000,000            | (4,784,415)            |
| <b>FUND TYPE TOTAL:</b>            | <b>131,282,965</b>   | <b>139,178,135</b>   | <b>139,178,135</b>   | <b>140,494,615</b>   | <b>1,316,480</b>       |
| <b>ALL FUNDS TOTAL:</b>            | <b>\$407,877,953</b> | <b>\$410,458,985</b> | <b>\$433,705,683</b> | <b>\$452,656,435</b> | <b>\$42,197,450</b>    |

# REVENUE OVERVIEW

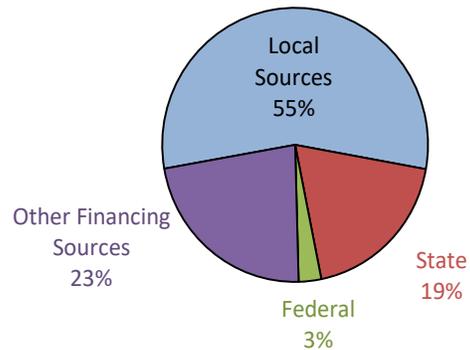
All Funds - by Source

| Source / Description           | FY 2022 Actual        | FY 2023 Adopted       | FY 2023 Amended       | FY 2024 Budget        | Increase (Decrease) |
|--------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------------|
| <b>Local Sources</b>           |                       |                       |                       |                       |                     |
| General Property Taxes         | 98,961,254            | 102,935,950           | 102,935,950           | 108,220,200           | 5,284,250           |
| Other Local Taxes              | 28,391,669            | 24,500,000            | 24,500,000            | 28,350,000            | 3,850,000           |
| Permits, Fees, Licenses        | 930,758               | 590,000               | 590,000               | 600,000               | 10,000              |
| Fines & Forfeitures            | 2,020,690             | 810,000               | 810,000               | 857,000               | 47,000              |
| Interest & Use of Property     | 3,814,635             | 3,832,800             | 3,832,800             | 4,325,000             | 492,200             |
| Charges for Services           | 8,101,964             | 9,217,750             | 9,417,750             | 10,010,630            | 792,880             |
| Sales & Connections            | 68,242,554            | 68,948,060            | 68,948,060            | 80,083,460            | 11,135,400          |
| Other Local Revenue            | 5,827,679             | 4,706,000             | 6,996,554             | 4,487,720             | (218,280)           |
| Interfund Revenue              | 11,084,778            | 13,582,190            | 14,182,190            | 14,819,710            | 1,237,520           |
| <b>Source Total:</b>           | <b>227,375,979</b>    | <b>229,122,750</b>    | <b>232,213,304</b>    | <b>251,753,720</b>    | <b>22,630,970</b>   |
| <b>State of Virginia</b>       |                       |                       |                       |                       |                     |
| Noncategorical                 | 7,635,256             | 7,461,000             | 7,514,545             | 7,555,000             | 94,000              |
| Shared Expenses                | 348,648               | 296,000               | 296,000               | 326,000               | 30,000              |
| Categorical Aid                | 67,479,396            | 73,685,747            | 74,153,744            | 78,060,717            | 4,374,970           |
| <b>Source Total:</b>           | <b>75,463,300</b>     | <b>81,442,747</b>     | <b>81,964,289</b>     | <b>85,941,717</b>     | <b>4,498,970</b>    |
| <b>Federal Government</b>      |                       |                       |                       |                       |                     |
| Noncategorical                 | 88,608                | 51,280                | 51,280                | 51,300                | 20                  |
| Federal Pass Through           | 18,345,384            | 3,643,950             | 3,628,013             | 3,677,150             | 33,200              |
| Categorical                    | 9,005,757             | 11,205,218            | 11,336,773            | 8,687,503             | (2,517,715)         |
| <b>Source Total:</b>           | <b>27,439,749</b>     | <b>14,900,448</b>     | <b>15,016,066</b>     | <b>12,415,953</b>     | <b>(2,484,495)</b>  |
| <b>Other Financing Sources</b> |                       |                       |                       |                       |                     |
| Payment in Lieu of Taxes       | 2,104,070             | 2,126,450             | 2,126,450             | 2,329,800             | 203,350             |
| Sale of Assets                 | 294,900               | -                     | -                     | -                     | -                   |
| Debt Issuance                  | 1,262,104             | -                     | -                     | -                     | -                   |
| Transfers                      | 72,872,757            | 73,240,050            | 73,240,050            | 75,408,870            | 2,168,820           |
| Use of Fund Balance            | -                     | 9,026,540             | 28,545,523            | 24,406,375            | 15,379,835          |
| Tap Fees                       | 1,065,094             | 600,000               | 600,000               | 400,000               | (200,000)           |
| <b>Source Total:</b>           | <b>77,598,925</b>     | <b>84,993,040</b>     | <b>104,512,023</b>    | <b>102,545,045</b>    | <b>17,552,005</b>   |
| <b>ALL FUNDS TOTAL:</b>        | <b>\$ 407,877,953</b> | <b>\$ 410,458,985</b> | <b>\$ 433,705,683</b> | <b>\$ 452,656,435</b> | <b>\$42,197,450</b> |

FY 2023 Budget



FY 2024 Budget



## REVENUE OVERVIEW

### All Funds - by Fund and Source

| Fund / Source / Description    | FY 2022<br>Actual  | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget  | Increase<br>(Decrease) |
|--------------------------------|--------------------|--------------------|--------------------|--------------------|------------------------|
| <b>GENERAL FUND</b>            |                    |                    |                    |                    |                        |
| <b>Local Sources</b>           |                    |                    |                    |                    |                        |
| General Property Taxes         | 87,118,544         | 90,125,000         | 90,125,000         | 95,040,000         | 4,915,000              |
| Other Local Taxes              | 28,391,669         | 24,500,000         | 24,500,000         | 28,350,000         | 3,850,000              |
| Permits, Fees, Licenses        | 819,854            | 500,000            | 500,000            | 500,000            | -                      |
| Fines & Forfeitures            | 1,802,176          | 810,000            | 810,000            | 857,000            | 47,000                 |
| Interest & Use of Property     | (933,837)          | 577,000            | 577,000            | 550,000            | (27,000)               |
| Charges for Services           | 896,920            | 500,000            | 500,000            | 640,000            | 140,000                |
| Other Local Revenue            | 3,813,973          | 3,410,070          | 5,008,624          | 3,304,150          | (105,920)              |
| <b>Source Total:</b>           | <b>121,909,300</b> | <b>120,422,070</b> | <b>122,020,624</b> | <b>129,241,150</b> | <b>8,819,080</b>       |
| <b>State of Virginia</b>       |                    |                    |                    |                    |                        |
| Noncategorical                 | 7,635,256          | 7,426,000          | 7,479,545          | 7,550,000          | 124,000                |
| Shared Expenses                | 348,648            | 296,000            | 296,000            | 326,000            | 30,000                 |
| Categorical Aid                | 4,278,427          | 4,072,500          | 4,325,479          | 4,424,500          | 352,000                |
| <b>Source Total:</b>           | <b>12,262,331</b>  | <b>11,794,500</b>  | <b>12,101,024</b>  | <b>12,300,500</b>  | <b>506,000</b>         |
| <b>Federal Government</b>      |                    |                    |                    |                    |                        |
| Noncategorical                 | 12,700             | 10,000             | 10,000             | 10,000             | -                      |
| Federal Pass Through           | 10,061,125         | -                  | 107,022            | -                  | -                      |
| Categorical                    | 180,180            | 500,000            | 631,555            | 850,000            | 350,000                |
| <b>Source Total:</b>           | <b>10,254,005</b>  | <b>510,000</b>     | <b>748,577</b>     | <b>860,000</b>     | <b>350,000</b>         |
| <b>Other Financing Sources</b> |                    |                    |                    |                    |                        |
| Payment in Lieu of Taxes       | 2,104,070          | 2,126,450          | 2,126,450          | 2,329,800          | 203,350                |
| Debt Issuance                  | 1,262,104          | -                  | -                  | -                  | -                      |
| Transfers                      | -                  | 225,000            | 225,000            | 235,000            | 10,000                 |
| Use of Fund Balance            | -                  | -                  | 12,006,229         | 11,000,000         | 11,000,000             |
| <b>Source Total:</b>           | <b>3,366,174</b>   | <b>2,351,450</b>   | <b>14,357,679</b>  | <b>13,564,800</b>  | <b>11,213,350</b>      |
| <b>FUND TOTAL:</b>             | <b>147,791,811</b> | <b>135,078,020</b> | <b>149,227,903</b> | <b>155,966,450</b> | <b>20,888,430</b>      |
| <b>SOCIAL SERVICES FUND</b>    |                    |                    |                    |                    |                        |
| <b>State of Virginia</b>       |                    |                    |                    |                    |                        |
| Categorical Aid                | 1,690,057          | 2,100,980          | 2,100,980          | 2,203,140          | 102,160                |
| <b>Source Total:</b>           | <b>1,690,057</b>   | <b>2,100,980</b>   | <b>2,100,980</b>   | <b>2,203,140</b>   | <b>102,160</b>         |
| <b>Federal Government</b>      |                    |                    |                    |                    |                        |
| Federal Pass Through           | 2,470,630          | 3,243,950          | 3,243,950          | 3,277,150          | 33,200                 |
| <b>Source Total:</b>           | <b>2,470,630</b>   | <b>3,243,950</b>   | <b>3,243,950</b>   | <b>3,277,150</b>   | <b>33,200</b>          |
| <b>Other Financing Sources</b> |                    |                    |                    |                    |                        |
| Transfers                      | 2,097,056          | 2,602,000          | 2,602,000          | 2,602,000          | -                      |
| Use of Fund Balance            | -                  | -                  | 2,367              | -                  | -                      |
| <b>Source Total:</b>           | <b>2,097,056</b>   | <b>2,602,000</b>   | <b>2,604,367</b>   | <b>2,602,000</b>   | <b>-</b>               |
| <b>FUND TOTAL:</b>             | <b>6,257,742</b>   | <b>7,946,930</b>   | <b>7,949,297</b>   | <b>8,082,290</b>   | <b>135,360</b>         |

## REVENUE OVERVIEW

### All Funds - by Fund and Source

| Fund / Source / Description               | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|---|-------------------|--------------------|--------------------|-------------------|------------------------|
| <b>FIRE AND RESCUE FUND</b>               |                   |                    |                    |                   |                        |
| <b>Local Sources</b>                      |                   |                    |                    |                   |                        |
| General Property Taxes                    | 11,802,280        | 12,770,750         | 12,770,750         | 13,140,000        | 369,250                |
| Permits, Fees, Licenses                   | 110,904           | 90,000             | 90,000             | 100,000           | 10,000                 |
| Interest & Use of Property                | 5,051             | 15,000             | 15,000             | 15,000            | -                      |
| Charges for Services                      | 788,608           | 688,000            | 688,000            | 700,000           | 12,000                 |
| Other Local Revenue                       | 48,450            | -                  | -                  | -                 | -                      |
| <b>Source Total:</b>                      | <b>12,755,294</b> | <b>13,563,750</b>  | <b>13,563,750</b>  | <b>13,955,000</b> | <b>391,250</b>         |
| <b>State of Virginia</b>                  |                   |                    |                    |                   |                        |
| Categorical Aid                           | 193,140           | -                  | 215,019            | -                 | -                      |
| <b>Source Total:</b>                      | <b>193,140</b>    | <b>-</b>           | <b>215,019</b>     | <b>-</b>          | <b>-</b>               |
| <b>Federal Government</b>                 |                   |                    |                    |                   |                        |
| Federal Pass Through                      | 154,317           | 400,000            | 277,042            | 400,000           | -                      |
| <b>Source Total:</b>                      | <b>154,317</b>    | <b>400,000</b>     | <b>277,042</b>     | <b>400,000</b>    | <b>-</b>               |
| <b>Other Financing Sources</b>            |                   |                    |                    |                   |                        |
| Sale of Assets                            | 294,900           | -                  | -                  | -                 | -                      |
| Use of Fund Balance                       | -                 | 1,100,000          | 2,491,502          | 875,000           | (225,000)              |
| <b>Source Total:</b>                      | <b>294,900</b>    | <b>1,100,000</b>   | <b>2,491,502</b>   | <b>875,000</b>    | <b>(225,000)</b>       |
| <b>FUND TOTAL:</b>                        | <b>13,397,651</b> | <b>15,063,750</b>  | <b>16,547,312</b>  | <b>15,230,000</b> | <b>166,250</b>         |
| <b>OWENS BROOKE SERVICE DISTRICT FUND</b> |                   |                    |                    |                   |                        |
| <b>Local Sources</b>                      |                   |                    |                    |                   |                        |
| General Property Taxes                    | 40,429            | 40,200             | 40,200             | 40,200            | -                      |
| Interest & Use of Property                | 215               | -                  | -                  | -                 | -                      |
| <b>Source Total:</b>                      | <b>40,644</b>     | <b>40,200</b>      | <b>40,200</b>      | <b>40,200</b>     | <b>-</b>               |
| <b>FUND TOTAL:</b>                        | <b>40,644</b>     | <b>40,200</b>      | <b>40,200</b>      | <b>40,200</b>     | <b>-</b>               |
| <b>PEG FUND</b>                           |                   |                    |                    |                   |                        |
| <b>Local Sources</b>                      |                   |                    |                    |                   |                        |
| Interest & Use of Property                | 1,950             | -                  | -                  | -                 | -                      |
| Other Local Revenue                       | 138,705           | 150,000            | 150,000            | 150,000           | -                      |
| <b>Source Total:</b>                      | <b>140,655</b>    | <b>150,000</b>     | <b>150,000</b>     | <b>150,000</b>    | <b>-</b>               |
| <b>FUND TOTAL:</b>                        | <b>140,655</b>    | <b>150,000</b>     | <b>150,000</b>     | <b>150,000</b>    | <b>-</b>               |
| <b>DEBT SERVICE FUND</b>                  |                   |                    |                    |                   |                        |
| <b>Federal Government</b>                 |                   |                    |                    |                   |                        |
| Noncategorical                            | 9,754             | -                  | -                  | -                 | -                      |
| <b>Source Total:</b>                      | <b>9,754</b>      | <b>-</b>           | <b>-</b>           | <b>-</b>          | <b>-</b>               |
| <b>Other Financing Sources</b>            |                   |                    |                    |                   |                        |
| Transfers                                 | 14,545,684        | 11,706,150         | 11,706,150         | 11,924,870        | 218,720                |
| Use of Fund Balance                       | -                 | 1,286,530          | 1,286,530          | 1,045,970         | (240,560)              |
| <b>Source Total:</b>                      | <b>14,545,684</b> | <b>12,992,680</b>  | <b>12,992,680</b>  | <b>12,970,840</b> | <b>(21,840)</b>        |
| <b>FUND TOTAL:</b>                        | <b>14,555,438</b> | <b>12,992,680</b>  | <b>12,992,680</b>  | <b>12,970,840</b> | <b>(21,840)</b>        |

## REVENUE OVERVIEW

### All Funds - by Fund and Source

| Fund / Source / Description    | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|--------------------------------|-------------------|--------------------|--------------------|-------------------|------------------------|
| <b>SEWER FUND</b>              |                   |                    |                    |                   |                        |
| <b>Local Sources</b>           |                   |                    |                    |                   |                        |
| Interest & Use of Property     | 44,820            | 33,000             | 33,000             | 45,000            | 12,000                 |
| Sales & Connections            | 16,080,139        | 17,250,940         | 17,250,940         | 17,705,000        | 454,060                |
| Other Local Revenue            | 15,490            | 8,000              | 700,000            | 14,000            | 6,000                  |
| <b>Source Total:</b>           | <b>16,140,448</b> | <b>17,291,940</b>  | <b>17,983,940</b>  | <b>17,764,000</b> | <b>472,060</b>         |
| <b>Federal Government</b>      |                   |                    |                    |                   |                        |
| Federal Pass Through           | 122,431           | -                  | -                  | -                 | -                      |
| <b>Source Total:</b>           | <b>122,431</b>    | <b>-</b>           | <b>-</b>           | <b>-</b>          | <b>-</b>               |
| <b>Other Financing Sources</b> |                   |                    |                    |                   |                        |
| Use of Fund Balance            | -                 | 156,700            | 702,034            | 2,519,000         | 2,362,300              |
| Tap Fees                       | 713,558           | 200,000            | 200,000            | 200,000           | -                      |
| <b>Source Total:</b>           | <b>713,558</b>    | <b>356,700</b>     | <b>902,034</b>     | <b>2,719,000</b>  | <b>2,362,300</b>       |
| <b>FUND TOTAL:</b>             | <b>16,976,437</b> | <b>17,648,640</b>  | <b>18,885,974</b>  | <b>20,483,000</b> | <b>2,834,360</b>       |
| <b>WATER FUND</b>              |                   |                    |                    |                   |                        |
| <b>Local Sources</b>           |                   |                    |                    |                   |                        |
| Interest & Use of Property     | 81,170            | 50,000             | 50,000             | 60,000            | 10,000                 |
| Sales & Connections            | 11,186,891        | 11,393,900         | 11,393,900         | 11,408,000        | 14,100                 |
| Other Local Revenue            | 239,830           | 232,000            | 232,000            | 208,000           | (24,000)               |
| <b>Source Total:</b>           | <b>11,507,891</b> | <b>11,675,900</b>  | <b>11,675,900</b>  | <b>11,676,000</b> | <b>100</b>             |
| <b>Federal Government</b>      |                   |                    |                    |                   |                        |
| Noncategorical                 | 12,930            | -                  | -                  | -                 | -                      |
| Federal Pass Through           | 39,016            | -                  | -                  | -                 | -                      |
| <b>Source Total:</b>           | <b>51,945</b>     | <b>-</b>           | <b>-</b>           | <b>-</b>          | <b>-</b>               |
| <b>Other Financing Sources</b> |                   |                    |                    |                   |                        |
| Use of Fund Balance            | -                 | -                  | 950,394            | 3,744,000         | 3,744,000              |
| Tap Fees                       | 351,536           | 400,000            | 400,000            | 200,000           | (200,000)              |
| <b>Source Total:</b>           | <b>351,536</b>    | <b>400,000</b>     | <b>1,350,394</b>   | <b>3,944,000</b>  | <b>3,544,000</b>       |
| <b>FUND TOTAL:</b>             | <b>11,911,372</b> | <b>12,075,900</b>  | <b>13,026,294</b>  | <b>15,620,000</b> | <b>3,544,100</b>       |
| <b>ELECTRIC FUND</b>           |                   |                    |                    |                   |                        |
| <b>Local Sources</b>           |                   |                    |                    |                   |                        |
| Interest & Use of Property     | 44,063            | 27,000             | 27,000             | 70,000            | 43,000                 |
| Sales & Connections            | 40,477,589        | 39,900,220         | 39,900,220         | 50,513,460        | 10,613,240             |
| Other Local Revenue            | 1,372,796         | 804,280            | 804,280            | 791,000           | (13,280)               |
| Interfund Revenue              | 1,651,654         | 2,049,900          | 2,049,900          | 1,786,540         | (263,360)              |
| <b>Source Total:</b>           | <b>43,546,102</b> | <b>42,781,400</b>  | <b>42,781,400</b>  | <b>53,161,000</b> | <b>10,379,600</b>      |
| <b>Federal Government</b>      |                   |                    |                    |                   |                        |
| Federal Pass Through           | 131,177           | -                  | -                  | -                 | -                      |
| <b>Source Total:</b>           | <b>131,177</b>    | <b>-</b>           | <b>-</b>           | <b>-</b>          | <b>-</b>               |
| <b>Other Financing Sources</b> |                   |                    |                    |                   |                        |
| Use of Fund Balance            | -                 | 2,975,750          | 5,228,989          | 4,309,000         | 1,333,250              |
| <b>Source Total:</b>           | <b>-</b>          | <b>2,975,750</b>   | <b>5,228,989</b>   | <b>4,309,000</b>  | <b>1,333,250</b>       |
| <b>FUND TOTAL:</b>             | <b>43,677,278</b> | <b>45,757,150</b>  | <b>48,010,389</b>  | <b>57,470,000</b> | <b>11,712,850</b>      |

## REVENUE OVERVIEW

### All Funds - by Fund and Source

| Fund / Source / Description    | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|--------------------------------|-------------------|--------------------|--------------------|-------------------|------------------------|
| <b>STORMWATER FUND</b>         |                   |                    |                    |                   |                        |
| <b>Local Sources</b>           |                   |                    |                    |                   |                        |
| Interest & Use of Property     | 6,674             | 1,000              | 1,000              | 3,000             | 2,000                  |
| Charges for Services           | 2,333,098         | 2,976,500          | 2,976,500          | 2,977,000         | 500                    |
| Other Local Revenue            | 15,283            | -                  | -                  | -                 | -                      |
| <b>Source Total:</b>           | <b>2,355,056</b>  | <b>2,977,500</b>   | <b>2,977,500</b>   | <b>2,980,000</b>  | <b>2,500</b>           |
| <b>Other Financing Sources</b> |                   |                    |                    |                   |                        |
| Use of Fund Balance            | -                 | 1,520,000          | 3,182,100          | -                 | (1,520,000)            |
| <b>Source Total:</b>           | <b>-</b>          | <b>1,520,000</b>   | <b>3,182,100</b>   | <b>-</b>          | <b>(1,520,000)</b>     |
| <b>FUND TOTAL:</b>             | <b>2,355,056</b>  | <b>4,497,500</b>   | <b>6,159,600</b>   | <b>2,980,000</b>  | <b>(1,517,500)</b>     |
| <b>AIRPORT FUND</b>            |                   |                    |                    |                   |                        |
| <b>Local Sources</b>           |                   |                    |                    |                   |                        |
| Interest & Use of Property     | 4,500,532         | 3,121,400          | 3,121,400          | 3,573,000         | 451,600                |
| Sales & Connections            | 497,934           | 403,000            | 403,000            | 457,000           | 54,000                 |
| Other Local Revenue            | 8,697             | 9,300              | 9,300              | 7,700             | (1,600)                |
| <b>Source Total:</b>           | <b>5,007,163</b>  | <b>3,533,700</b>   | <b>3,533,700</b>   | <b>4,037,700</b>  | <b>504,000</b>         |
| <b>State of Virginia</b>       |                   |                    |                    |                   |                        |
| Noncategorical                 | -                 | 35,000             | 35,000             | 5,000             | (30,000)               |
| <b>Source Total:</b>           | <b>-</b>          | <b>35,000</b>      | <b>35,000</b>      | <b>5,000</b>      | <b>(30,000)</b>        |
| <b>Federal Government</b>      |                   |                    |                    |                   |                        |
| Noncategorical                 | 53,224            | 41,280             | 41,280             | 41,300            | 20                     |
| Categorical                    | 205,000           | -                  | -                  | -                 | -                      |
| <b>Source Total:</b>           | <b>258,224</b>    | <b>41,280</b>      | <b>41,280</b>      | <b>41,300</b>     | <b>20</b>              |
| <b>Other Financing Sources</b> |                   |                    |                    |                   |                        |
| Use of Fund Balance            | -                 | -                  | 6,690              | -                 | -                      |
| <b>Source Total:</b>           | <b>-</b>          | <b>-</b>           | <b>6,690</b>       | <b>-</b>          | <b>-</b>               |
| <b>FUND TOTAL:</b>             | <b>5,265,387</b>  | <b>3,609,980</b>   | <b>3,616,670</b>   | <b>4,084,000</b>  | <b>474,020</b>         |
| <b>SOLID WASTE FUND</b>        |                   |                    |                    |                   |                        |
| <b>Local Sources</b>           |                   |                    |                    |                   |                        |
| Interest & Use of Property     | 4,057             | 2,800              | 2,800              | 3,000             | 200                    |
| Charges for Services           | 3,613,596         | 3,687,500          | 3,887,500          | 4,733,000         | 1,045,500              |
| Other Local Revenue            | 5,032             | 20,050             | 20,050             | -                 | (20,050)               |
| <b>Source Total:</b>           | <b>3,622,685</b>  | <b>3,710,350</b>   | <b>3,910,350</b>   | <b>4,736,000</b>  | <b>1,025,650</b>       |
| <b>State of Virginia</b>       |                   |                    |                    |                   |                        |
| Categorical Aid                | 11,337            | 7,000              | 7,000              | 10,000            | 3,000                  |
| <b>Source Total:</b>           | <b>11,337</b>     | <b>7,000</b>       | <b>7,000</b>       | <b>10,000</b>     | <b>3,000</b>           |
| <b>Other Financing Sources</b> |                   |                    |                    |                   |                        |
| Use of Fund Balance            | -                 | 227,560            | 527,560            | -                 | (227,560)              |
| <b>Source Total:</b>           | <b>-</b>          | <b>227,560</b>     | <b>527,560</b>     | <b>-</b>          | <b>(227,560)</b>       |
| <b>FUND TOTAL:</b>             | <b>3,634,022</b>  | <b>3,944,910</b>   | <b>4,444,910</b>   | <b>4,746,000</b>  | <b>801,090</b>         |

## REVENUE OVERVIEW

### All Funds - by Fund and Source

| Fund / Source / Description        | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|------------------------------------|-------------------|--------------------|--------------------|-------------------|------------------------|
| <b>BUILDING MAINTENANCE FUND</b>   |                   |                    |                    |                   |                        |
| <b>Local Sources</b>               |                   |                    |                    |                   |                        |
| Interest & Use of Property         | 2,801             | 1,960              | 1,960              | 2,000             | 40                     |
| Interfund Revenue                  | 1,638,120         | 2,059,570          | 2,059,570          | 2,254,550         | 194,980                |
| <b>Source Total:</b>               | <b>1,640,921</b>  | <b>2,061,530</b>   | <b>2,061,530</b>   | <b>2,256,550</b>  | <b>195,020</b>         |
| <b>Other Financing Sources</b>     |                   |                    |                    |                   |                        |
| Use of Fund Balance                | -                 | 410,000            | 438,790            | 420,000           | 10,000                 |
| <b>Source Total:</b>               | <b>-</b>          | <b>410,000</b>     | <b>438,790</b>     | <b>420,000</b>    | <b>10,000</b>          |
| <b>FUND TOTAL:</b>                 | <b>1,640,921</b>  | <b>2,471,530</b>   | <b>2,500,320</b>   | <b>2,676,550</b>  | <b>205,020</b>         |
| <b>VEHICLE MAINTENANCE FUND</b>    |                   |                    |                    |                   |                        |
| <b>Local Sources</b>               |                   |                    |                    |                   |                        |
| Interest & Use of Property         | 2,122             | 1,640              | 1,640              | 2,000             | 360                    |
| Other Local Revenue                | 160,766           | 61,000             | 61,000             | -                 | (61,000)               |
| Interfund Revenue                  | 3,709,805         | 4,629,040          | 4,829,040          | 5,575,500         | 946,460                |
| <b>Source Total:</b>               | <b>3,872,693</b>  | <b>4,691,680</b>   | <b>4,891,680</b>   | <b>5,577,500</b>  | <b>885,820</b>         |
| <b>Other Financing Sources</b>     |                   |                    |                    |                   |                        |
| Transfers                          | 888,407           | 405,000            | 405,000            | 435,000           | 30,000                 |
| Use of Fund Balance                | -                 | -                  | 301,990            | -                 | -                      |
| <b>Source Total:</b>               | <b>888,407</b>    | <b>405,000</b>     | <b>706,990</b>     | <b>435,000</b>    | <b>30,000</b>          |
| <b>FUND TOTAL:</b>                 | <b>4,761,100</b>  | <b>5,096,680</b>   | <b>5,598,670</b>   | <b>6,012,500</b>  | <b>915,820</b>         |
| <b>INFORMATION TECHNOLOGY FUND</b> |                   |                    |                    |                   |                        |
| <b>Local Sources</b>               |                   |                    |                    |                   |                        |
| Interest & Use of Property         | 4,828             | 2,000              | 2,000              | 2,000             | -                      |
| Other Local Revenue                | 8,657             | 11,300             | 11,300             | 12,870            | 1,570                  |
| Interfund Revenue                  | 4,085,199         | 4,843,680          | 5,243,680          | 5,203,120         | 359,440                |
| <b>Source Total:</b>               | <b>4,098,684</b>  | <b>4,856,980</b>   | <b>5,256,980</b>   | <b>5,217,990</b>  | <b>361,010</b>         |
| <b>Other Financing Sources</b>     |                   |                    |                    |                   |                        |
| Use of Fund Balance                | -                 | -                  | 70,350             | 372,000           | 372,000                |
| <b>Source Total:</b>               | <b>-</b>          | <b>-</b>           | <b>70,350</b>      | <b>372,000</b>    | <b>372,000</b>         |
| <b>FUND TOTAL:</b>                 | <b>4,098,684</b>  | <b>4,856,980</b>   | <b>5,327,330</b>   | <b>5,589,990</b>  | <b>733,010</b>         |
| <b>CEMETERY TRUST FUND</b>         |                   |                    |                    |                   |                        |
| <b>Local Sources</b>               |                   |                    |                    |                   |                        |
| Interest & Use of Property         | 790               | -                  | -                  | -                 | -                      |
| Charges for Services               | 90,000            | -                  | -                  | -                 | -                      |
| <b>Source Total:</b>               | <b>90,790</b>     | <b>-</b>           | <b>-</b>           | <b>-</b>          | <b>-</b>               |
| <b>Other Financing Sources</b>     |                   |                    |                    |                   |                        |
| Use of Fund Balance                | -                 | 50,000             | 50,000             | 60,000            | 10,000                 |
| <b>Source Total:</b>               | <b>-</b>          | <b>50,000</b>      | <b>50,000</b>      | <b>60,000</b>     | <b>10,000</b>          |
| <b>FUND TOTAL:</b>                 | <b>90,790</b>     | <b>50,000</b>      | <b>50,000</b>      | <b>60,000</b>     | <b>10,000</b>          |

## REVENUE OVERVIEW

All Funds - by Fund and Source

| Fund / Source / Description        | FY 2022<br>Actual  | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget  | Increase<br>(Decrease) |
|------------------------------------|--------------------|--------------------|--------------------|--------------------|------------------------|
| <b>SCHOOL OPERATING FUND</b>       |                    |                    |                    |                    |                        |
| <b>Local Sources</b>               |                    |                    |                    |                    |                        |
| Fines & Forfeitures                | 218,513            | -                  | -                  | -                  | -                      |
| Interest & Use of Property         | 49,399             | -                  | -                  | -                  | -                      |
| Charges for Services               | 246,588            | 595,250            | 595,250            | 593,750            | (1,500)                |
| <b>Source Total:</b>               | <b>514,500</b>     | <b>595,250</b>     | <b>595,250</b>     | <b>593,750</b>     | <b>(1,500)</b>         |
| <b>State of Virginia</b>           |                    |                    |                    |                    |                        |
| Categorical Aid                    | 61,262,497         | 67,399,830         | 67,399,830         | 71,277,061         | 3,877,231              |
| <b>Source Total:</b>               | <b>61,262,497</b>  | <b>67,399,830</b>  | <b>67,399,830</b>  | <b>71,277,061</b>  | <b>3,877,231</b>       |
| <b>Other Financing Sources</b>     |                    |                    |                    |                    |                        |
| Transfers                          | 51,796,282         | 53,444,200         | 53,444,200         | 56,423,434         | 2,979,234              |
| Use of Fund Balance                | -                  | 1,300,000          | 1,300,000          | -                  | (1,300,000)            |
| <b>Source Total:</b>               | <b>51,796,282</b>  | <b>54,744,200</b>  | <b>54,744,200</b>  | <b>56,423,434</b>  | <b>1,679,234</b>       |
| <b>FUND TOTAL:</b>                 | <b>113,573,279</b> | <b>122,739,280</b> | <b>122,739,280</b> | <b>128,294,245</b> | <b>5,554,965</b>       |
| <b>SCHOOL GRANTS/PROJECTS FUND</b> |                    |                    |                    |                    |                        |
| <b>Federal Government</b>          |                    |                    |                    |                    |                        |
| Federal Pass Through               | 5,366,689          | -                  | -                  | -                  | -                      |
| Categorical                        | 3,593,130          | 3,996,965          | 3,996,965          | 4,088,003          | 91,038                 |
| <b>Source Total:</b>               | <b>8,959,819</b>   | <b>3,996,965</b>   | <b>3,996,965</b>   | <b>4,088,003</b>   | <b>91,038</b>          |
| <b>FUND TOTAL:</b>                 | <b>8,959,819</b>   | <b>3,996,965</b>   | <b>3,996,965</b>   | <b>4,088,003</b>   | <b>91,038</b>          |
| <b>SCHOOL DEBT SERVICE FUND</b>    |                    |                    |                    |                    |                        |
| <b>Other Financing Sources</b>     |                    |                    |                    |                    |                        |
| Transfers                          | 545,328            | 557,700            | 557,700            | 788,566            | 230,866                |
| <b>Source Total:</b>               | <b>545,328</b>     | <b>557,700</b>     | <b>557,700</b>     | <b>788,566</b>     | <b>230,866</b>         |
| <b>FUND TOTAL:</b>                 | <b>545,328</b>     | <b>557,700</b>     | <b>557,700</b>     | <b>788,566</b>     | <b>230,866</b>         |
| <b>SCHOOL FOOD SERVICE FUND</b>    |                    |                    |                    |                    |                        |
| <b>Local Sources</b>               |                    |                    |                    |                    |                        |
| Charges for Services               | 133,153            | 770,500            | 770,500            | 366,880            | (403,620)              |
| <b>Source Total:</b>               | <b>133,153</b>     | <b>770,500</b>     | <b>770,500</b>     | <b>366,880</b>     | <b>(403,620)</b>       |
| <b>State of Virginia</b>           |                    |                    |                    |                    |                        |
| Categorical Aid                    | 43,939             | 105,437            | 105,437            | 146,016            | 40,579                 |
| <b>Source Total:</b>               | <b>43,939</b>      | <b>105,437</b>     | <b>105,437</b>     | <b>146,016</b>     | <b>40,579</b>          |
| <b>Federal Government</b>          |                    |                    |                    |                    |                        |
| Categorical                        | 5,027,447          | 3,223,838          | 3,223,838          | 3,749,500          | 525,662                |
| <b>Source Total:</b>               | <b>5,027,447</b>   | <b>3,223,838</b>   | <b>3,223,838</b>   | <b>3,749,500</b>   | <b>525,662</b>         |
| <b>Other Financing Sources</b>     |                    |                    |                    |                    |                        |
| Use of Fund Balance                | -                  | -                  | -                  | 61,405             | 61,405                 |
| <b>Source Total:</b>               | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>61,405</b>      | <b>61,405</b>          |
| <b>FUND TOTAL:</b>                 | <b>5,204,539</b>   | <b>4,099,775</b>   | <b>4,099,775</b>   | <b>4,323,801</b>   | <b>224,026</b>         |

## REVENUE OVERVIEW

All Funds - by Fund and Source

| Fund / Source / Description    | FY 2022<br>Actual     | FY 2023<br>Adopted    | FY 2023<br>Amended    | FY 2024<br>Budget     | Increase<br>(Decrease) |
|--------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|
| <b>SCHOOL CAPITAL PROJECTS</b> |                       |                       |                       |                       |                        |
| <b>Federal Government</b>      |                       |                       |                       |                       |                        |
| Categorical                    | -                     | 3,484,415             | 3,484,415             | -                     | (3,484,415)            |
| <b>Source Total:</b>           | <b>-</b>              | <b>3,484,415</b>      | <b>3,484,415</b>      | <b>-</b>              | <b>(3,484,415)</b>     |
| <b>Other Financing Sources</b> |                       |                       |                       |                       |                        |
| Transfers                      | 3,000,000             | 4,300,000             | 4,300,000             | 3,000,000             | (1,300,000)            |
| <b>Source Total:</b>           | <b>3,000,000</b>      | <b>4,300,000</b>      | <b>4,300,000</b>      | <b>3,000,000</b>      | <b>(1,300,000)</b>     |
| <b>FUND TOTAL:</b>             | <b>3,000,000</b>      | <b>7,784,415</b>      | <b>7,784,415</b>      | <b>3,000,000</b>      | <b>(4,784,415)</b>     |
| <b>ALL FUNDS TOTAL:</b>        | <b>\$ 407,877,953</b> | <b>\$ 410,458,985</b> | <b>\$ 433,705,683</b> | <b>\$ 452,656,435</b> | <b>\$ 42,197,450</b>   |

# 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

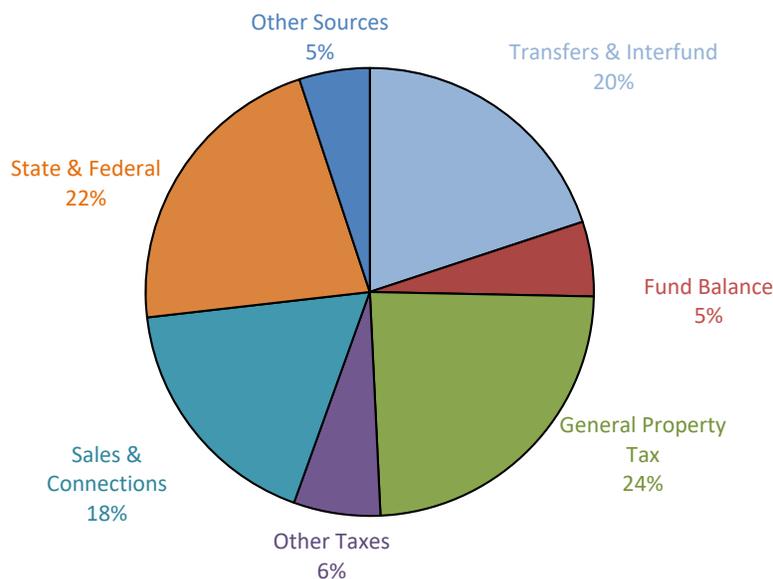
**Non-revenue Sources:**

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

In the FY 2024 Budget, General Property Taxes make up 24% of the total revenue and Other Taxes (sales, business, professional and occupational, meals, utility, etc.) make up 6%. Sales & Connections are 18% of the total revenue and Revenue from the State and Federal Governments make up 22%. Transfers and Interfund revenue make up 20%. These six classifications account for 90% of the total revenue.

The General Fund is supported 61% by General Property Taxes, 18% by Other Taxes, and 21% by all other revenue sources.

The pie chart below shows the FY 2024 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 24% (\$108 million) of the City's total resources.

#### Real Property Taxes

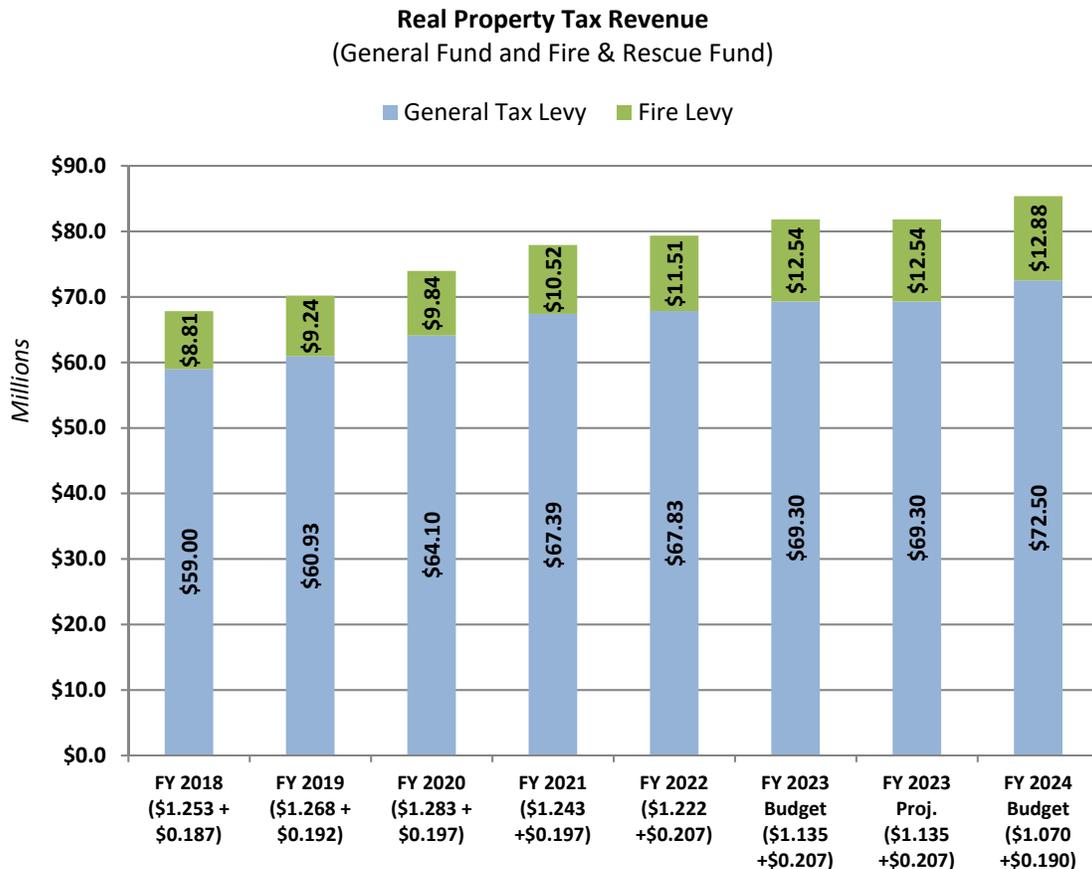
(§58.1-3201 for General, §27-23.1 for Fire, §15.2-2403 for Special Taxing Districts)

The Real Property Tax Rate decreased from \$1.135 to \$1.070 and the Fire and Rescue Levy decreased from \$0.207 to \$0.190. The Owens Brooke Service District Tax Rate decreased from \$0.0869 to \$0.0828. Including new construction, assessments on residential properties have increased since January 1, 2022 an average of 10.64% and non-residential property assessments have increased an average of 11.13%. The average existing residential tax payer will see a 3.71% or \$181 increase to their tax bill. The average existing non-residential tax payer will see a 4.56% or \$977 increase to their tax bill. The average existing tax bill for all classes will increase 3.98% or \$257. Virginia localities are prohibited from levying separate tax rates on commercial and residential properties.

#### Real Estate Tax Base

- Total real estate assessments - \$6,902 billion in tax year 2024; an increase of 10.79% from the prior year
- New construction accounts for \$24.6 million of the real estate assessments (0.36%)
- Each penny on the rate generates approximately \$675,000 in real estate revenue in FY 2024
- The City provided \$974,397 in Tax Relief for the Elderly and Disabled Program in FY 2022

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



# REVENUE OVERVIEW

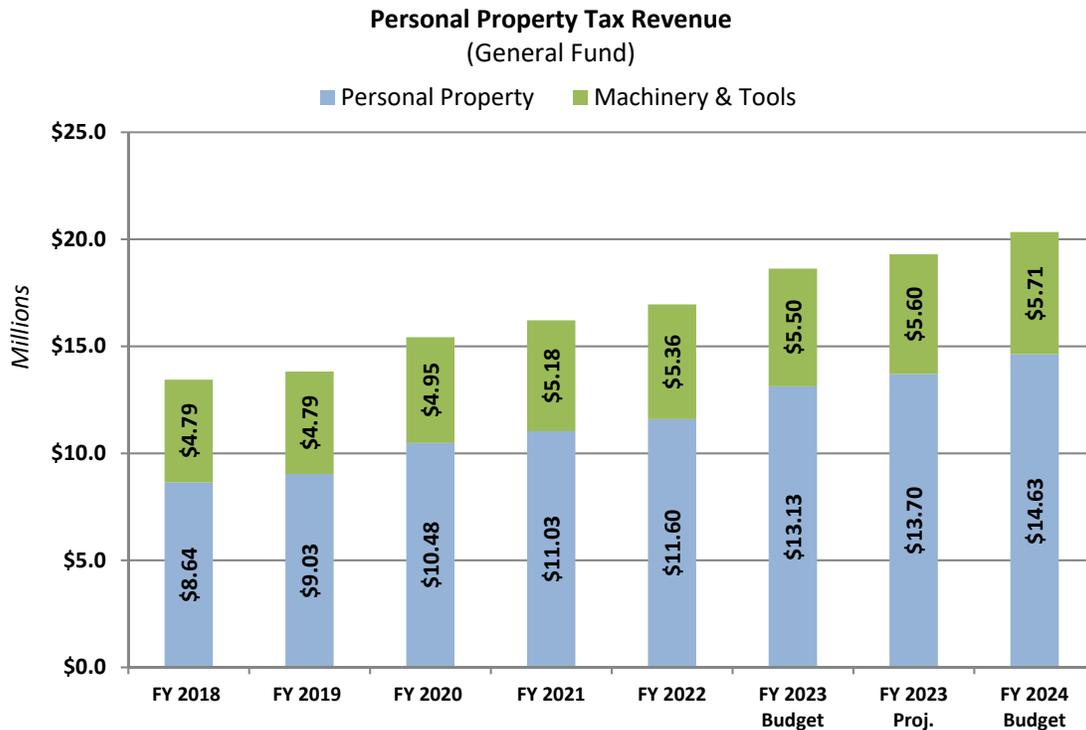
## Major Revenue Source Analysis

### 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 – \$0.745
- Programmable Computer Equipment - \$1.25
- Vehicles without motive power, used or designed to be used as manufactured homes - \$1.070
- Aircraft and Antique Motor Vehicles - \$0.00001
- Motor Vehicles as identified in sections (e)-(l) in Ordinance O-2023-18 - \$0.00001
- Business Personal Property - \$3.60
- All Tangible Personal Property except as specified in O-2023-18 (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 2018          | FY 2019          | FY 2020           | FY 2021           | FY 2022           |
|-----------------------------|------------------|------------------|-------------------|-------------------|-------------------|
| Motor Vehicles              | 10,681,391       | 11,012,973       | 11,605,178        | 11,998,516        | 13,290,505        |
| Boats & Motors              | 8,072            | 12,185           | 13,472            | 13,836            | 14,120            |
| Business Personal Property  | 2,037,314        | 2,444,646        | 2,592,996         | 2,238,061         | 2,455,858         |
| Business Computer Equipment | 131,229          | 121,593          | 112,397           | 130,556           | 110,194           |
| PPTRA (State Revenue)       | (3,786,634)      | (3,786,634)      | (3,786,634)       | (3,786,634)       | (3,786,634)       |
| <b>Total Billed per COR</b> | <b>9,071,372</b> | <b>9,804,763</b> | <b>10,537,409</b> | <b>10,594,335</b> | <b>12,084,043</b> |

\*Source – Commissioner of the Revenue

# REVENUE OVERVIEW

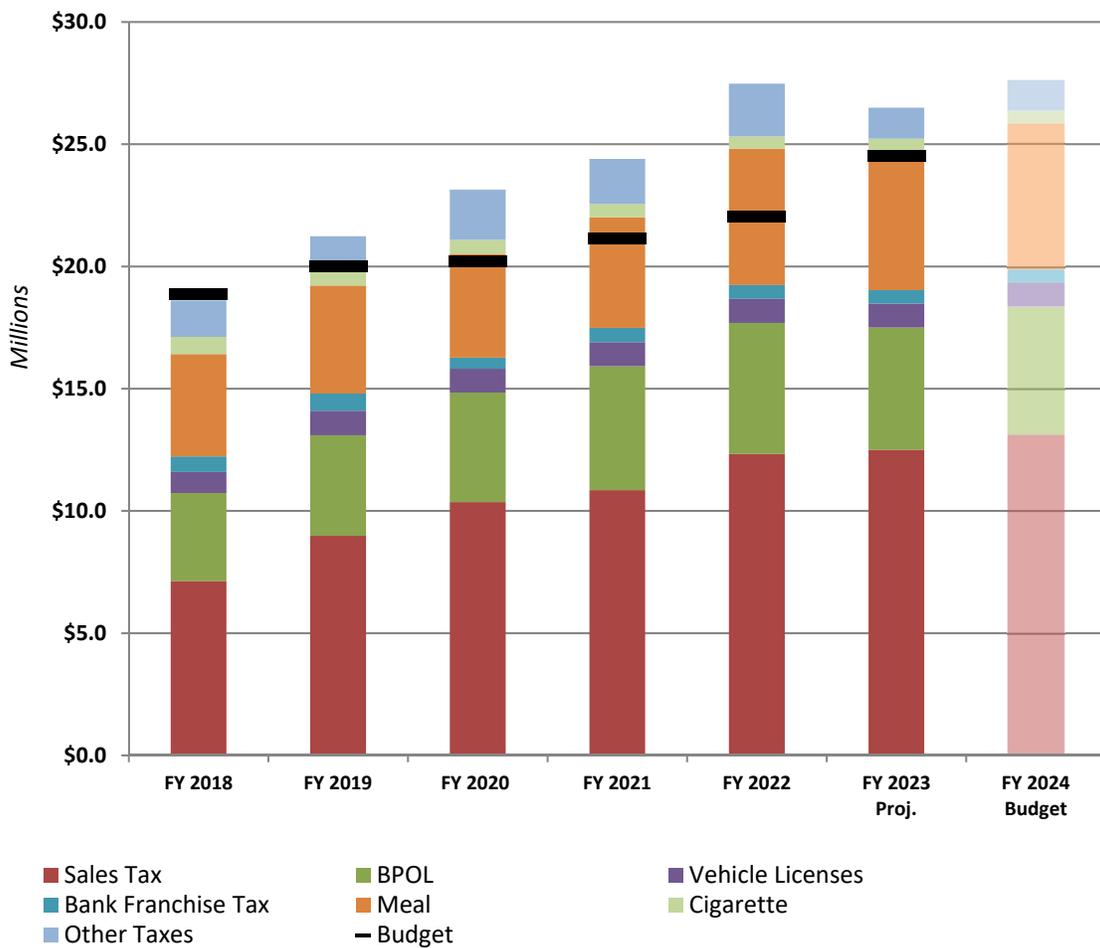
## Major Revenue Source Analysis

### 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 \$28.35 million, or 10%, 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

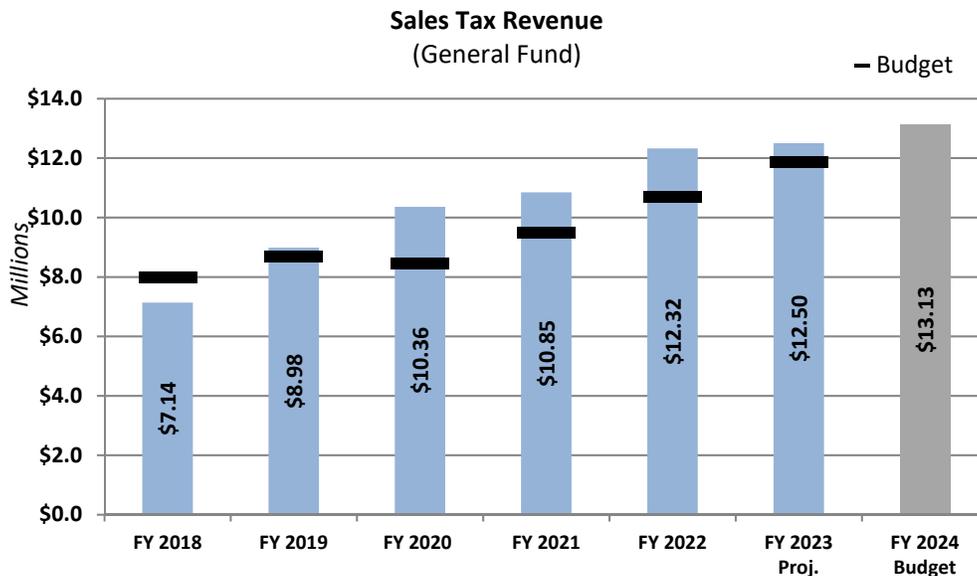
## Major Revenue Source Analysis

**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. Future projections are budgeted with a 5% annual increase.



| Top Sales Tax Revenue Generators |  |         |  |
|----------------------------------|--|---------|--|
| FY 2022                          |  | FY 2021 |  |
| 1                                | Home Depot USA, Inc                          | 1       | Home Depot USA, Inc                          |
| 2                                | Amazon.com Services LLC                      | 2       | Harris Teeter LLC                            |
| 3                                | Jim Carpenter Co of Spotsylvania             | 3       | SiteOne Landscape Supply Holding Company LLC |
| 4                                | Harris Teeter LLC                            | 4       | Giant of Maryland LLC                        |
| 5                                | SiteOne Landscape Supply Holding Company LLC | 5       | Amazon.com Services LLC                      |
| 6                                | Giant of Maryland LLC                        | 6       | Jim Carpenter Co of Spotsylvania             |
| 7                                | World Wide Technology LLC                    | 7       | United Rentals (North America) Inc           |
| 8                                | United Rentals (North America) Inc           | 8       | Fresh World Manassas Inc                     |
| 9                                | Hewlett Packard Enterprise Company & Sub     | 9       | Food Lion LLC                                |
| 10                               | Cintas Corporation No 2                      | 10      | Dell Equipment Funding LP                    |

# REVENUE OVERVIEW

## Major Revenue Source Analysis

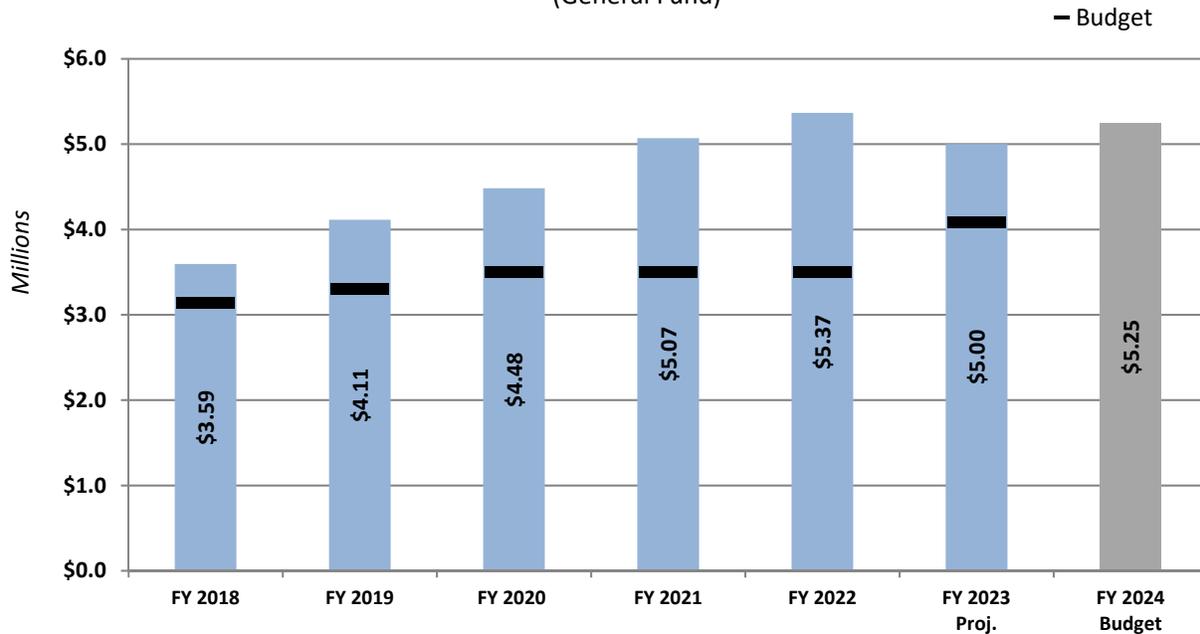
### Business, Professional, and Occupational License Tax (BPOL) (§58.1-3703)

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 1<sup>st</sup>. Actual receipts may vary depending on timing of payments. Future projections are budgeted with a 5% annual increase.

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



|                            | FY 2018            | FY 2019            | FY 2020          | FY 2021          | FY 2022          |
|----------------------------|--------------------|--------------------|------------------|------------------|------------------|
| Retail Merchants           | 1,279,424          | 1,233,492          | 1,252,193        | 1,246,337        | 1,496,504        |
| Pers. Services             | 1,156,510          | 1,170,375          | 1,427,606        | 1,329,202        | 1,595,786        |
| Professional               | 758,422            | 763,943            | 822,555          | 704,416          | 798,745          |
| Contractors                | 275,652            | 253,598            | 645,423          | 831,266          | 812,774          |
| Wholesale Merchants        | 87,972             | 84,420             | 99,637           | 82,600           | 161,773          |
| All Other                  | 187,560            | 243,763            | 239,255          | 252,953          | 235,172          |
|                            | <b>\$4,348,315</b> | <b>\$3,749,591</b> | <b>4,486,669</b> | <b>4,446,774</b> | <b>5,100,754</b> |
| <i>% Change from Prior</i> | 23.85%             | -13.61%            | 19.66%           | -0.88%           | 14.71%           |

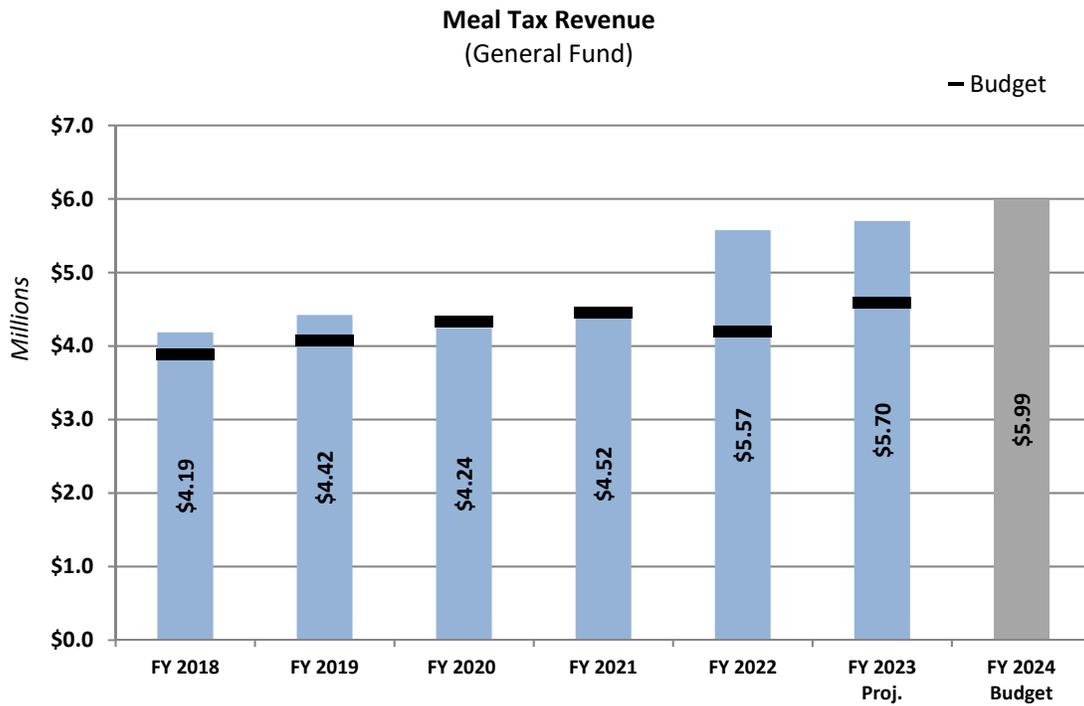
\*Source – Commissioner of the Revenue

# 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 20<sup>th</sup> 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. Future projections are budgeted with a 5% annual increase.

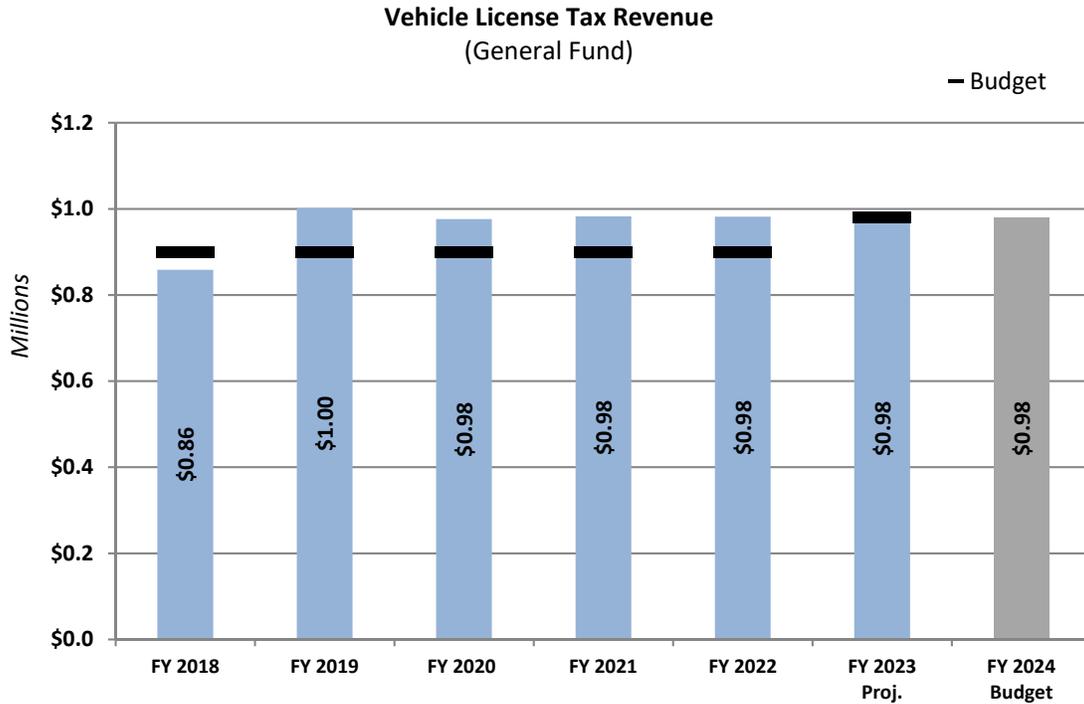


# REVENUE OVERVIEW

## Major Revenue Source Analysis

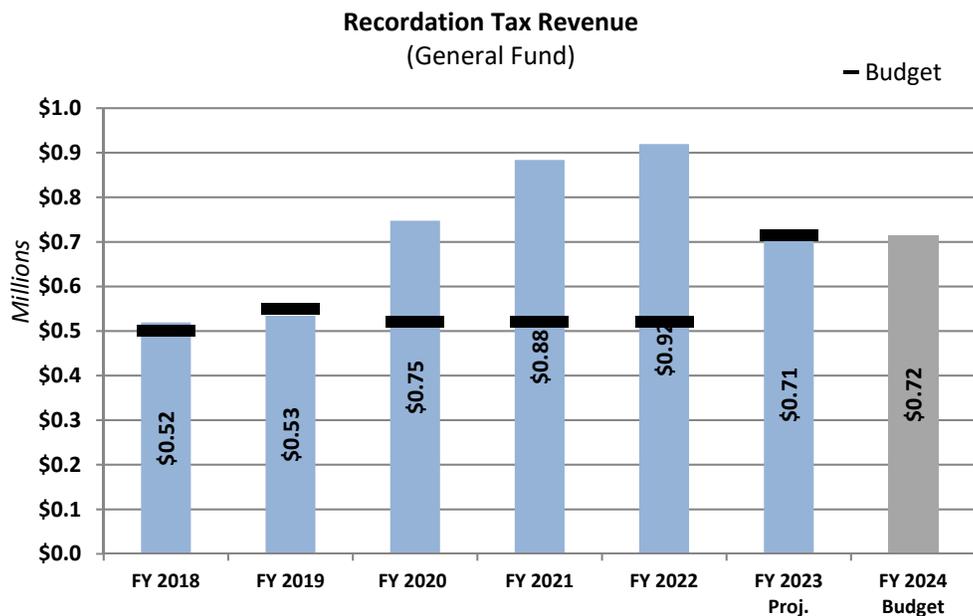
### Vehicle License Tax (§46.2-752)

Vehicle licenses are assessed along with personal property taxes and due October 5<sup>th</sup> 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. Future projections are expected to remain stable.

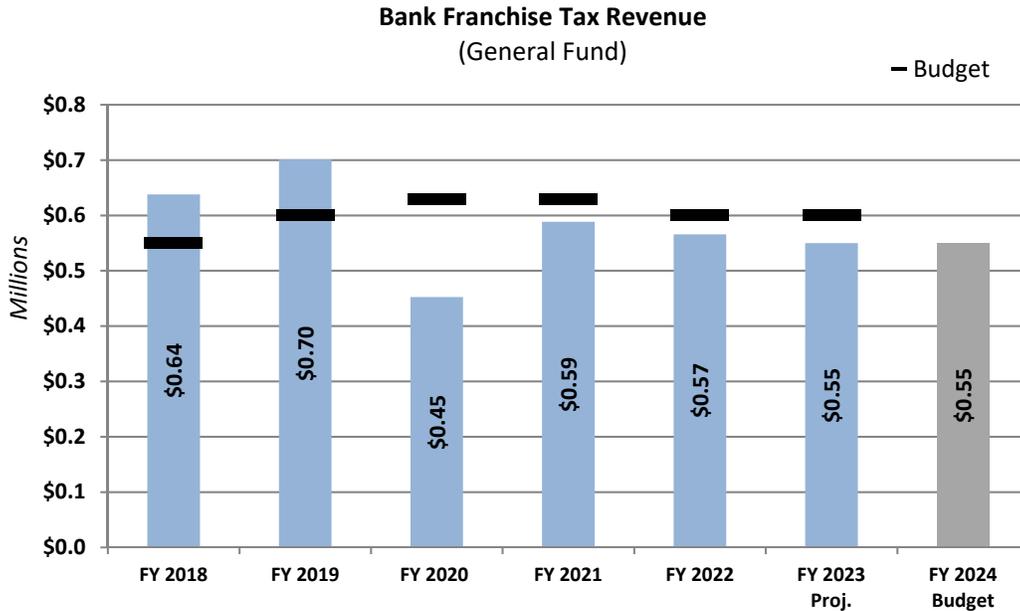


# REVENUE OVERVIEW

## Major Revenue Source Analysis

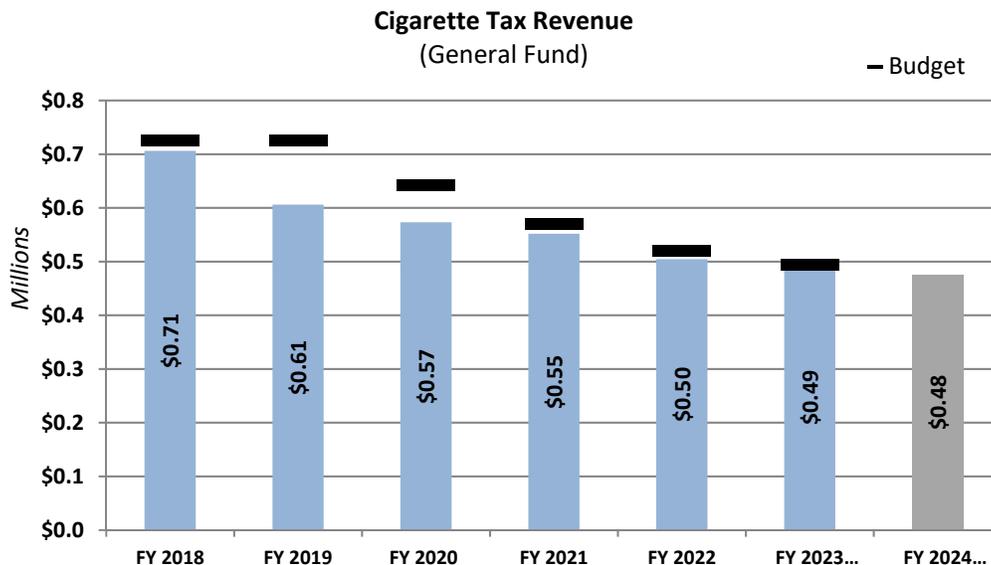
### Bank Franchise Tax (§58.1-1204)

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 1<sup>st</sup> and payment is due June 1<sup>st</sup>.



### 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. Future projections are budgeted with a 5% annual decrease.

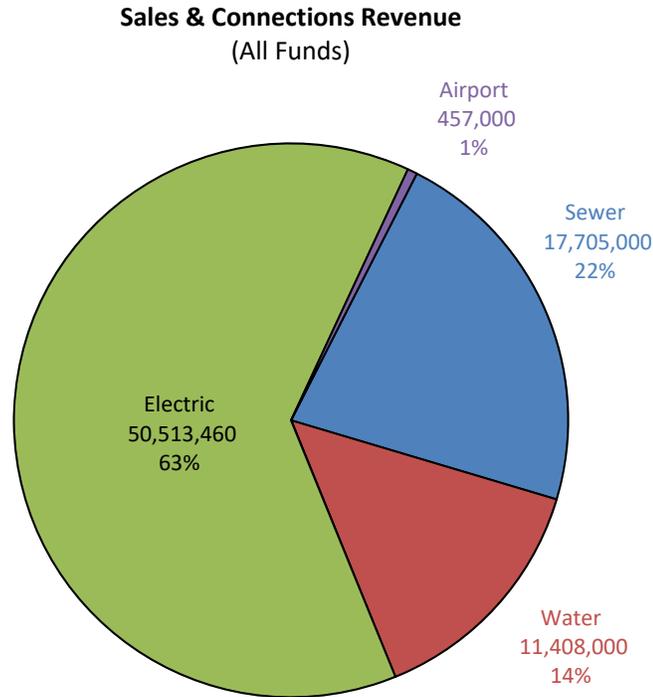


# REVENUE OVERVIEW

## Major Revenue Source Analysis

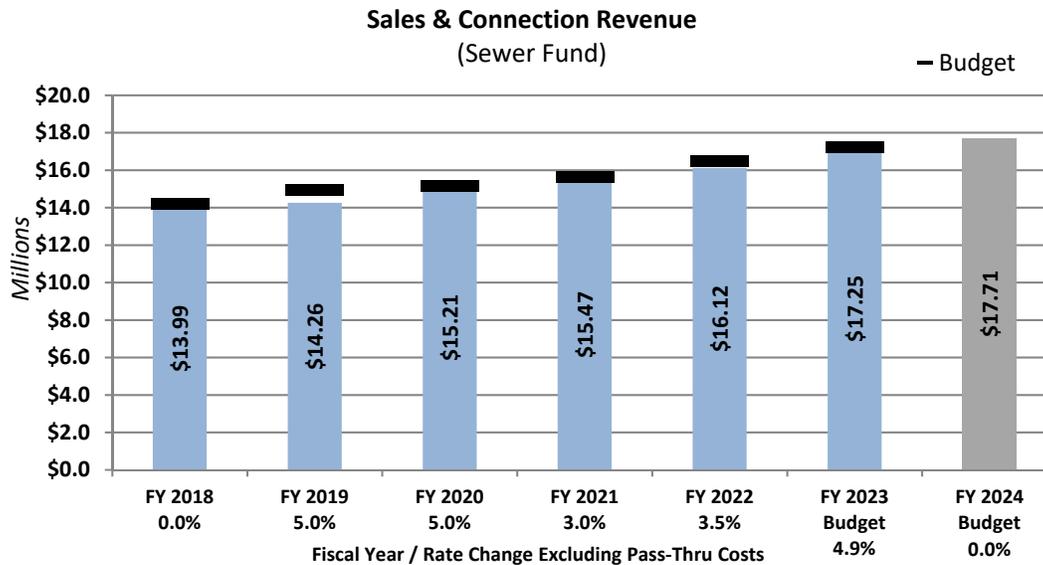
### SALES & CONNECTIONS

Sales & Connections revenue makes up 18% or \$80.1 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.

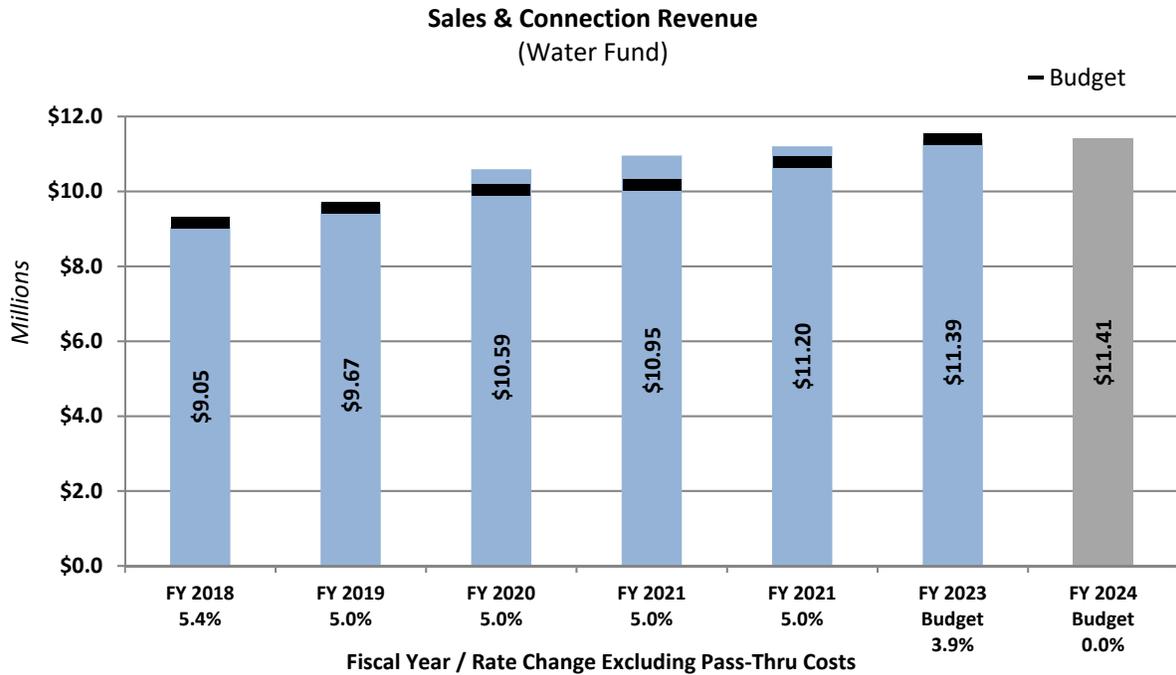


# REVENUE OVERVIEW

## Major Revenue Source Analysis

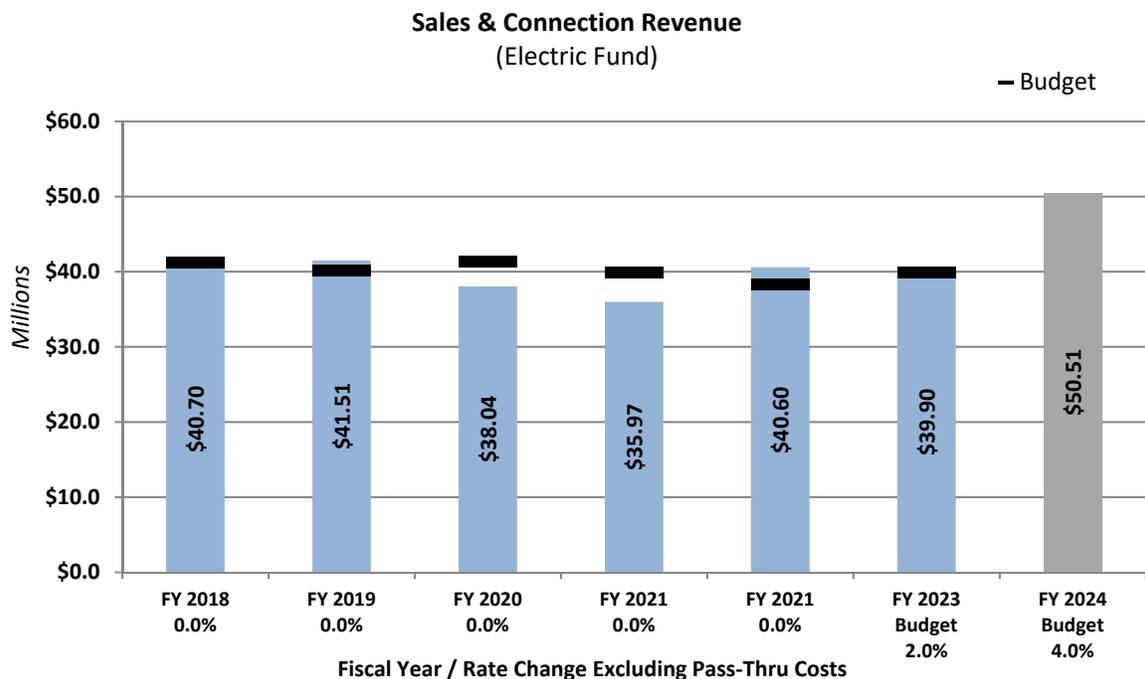
### Water Fund

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.

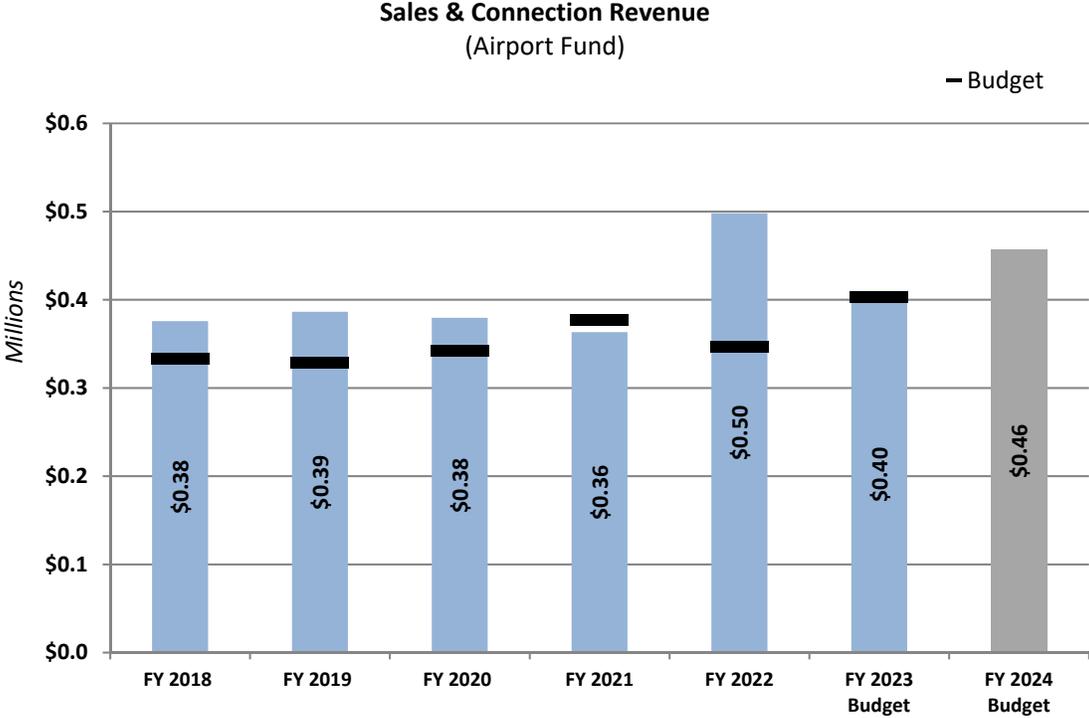


# REVENUE OVERVIEW

## 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 19% of the revenue.

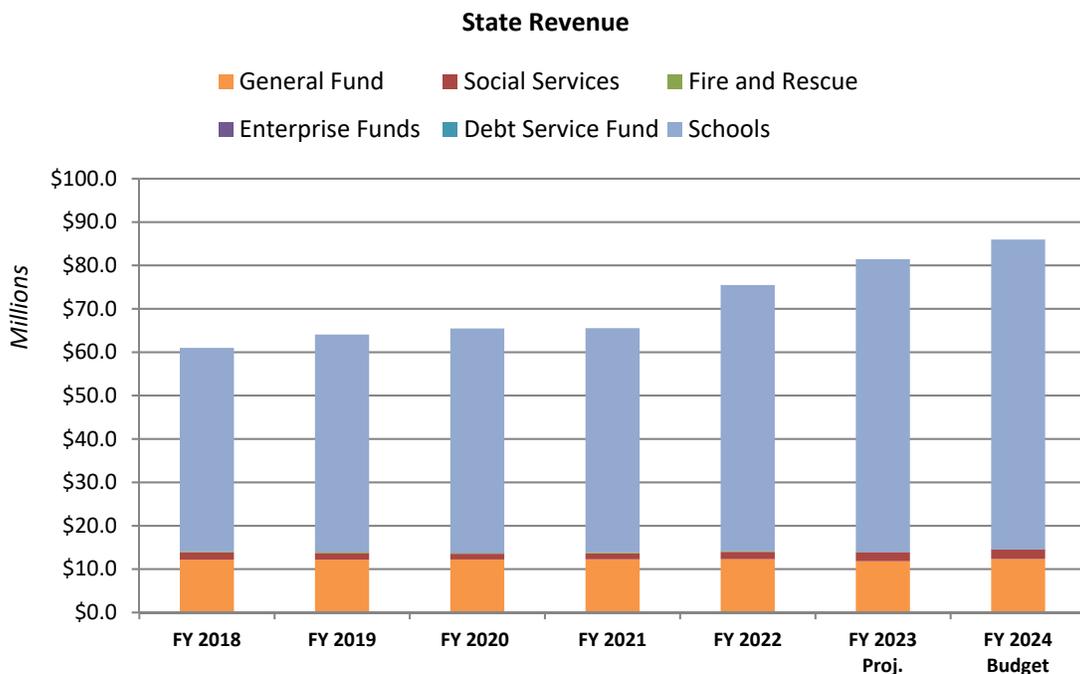
Non-Categorical Aid is revenue to the City without restriction as to use. This includes taxes on communications services, railroad equipment, car rentals, and deeds. Also included are HB 599 funds in accordance with House Bill 599 that was enacted in 1981 to provide aid to localities for law enforcement. 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 14.3% 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.



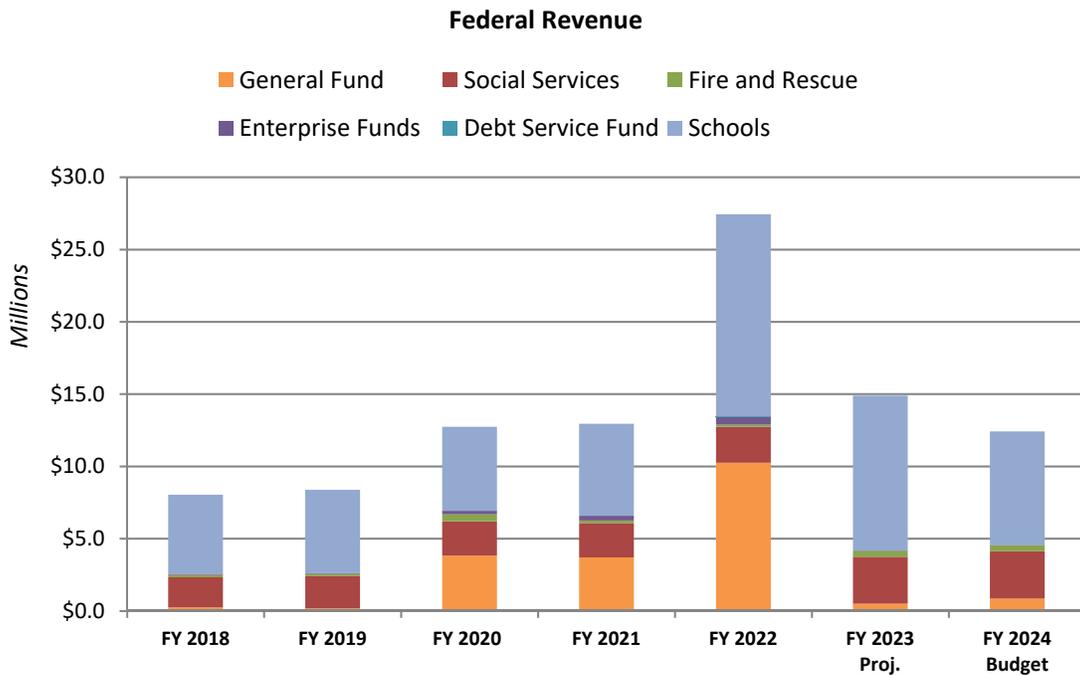
# REVENUE OVERVIEW

## 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 3% of the total budget. Majority of federal revenue in the City is for Education purposes. The Social Services Fund receives 26.4% of the City's federal revenue, the General Fund and Fire and Rescue Fund comprise a total of 10.1% (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. The increase in General Fund and Schools revenue in FY 2022 is from the receipt of ARPA funds.



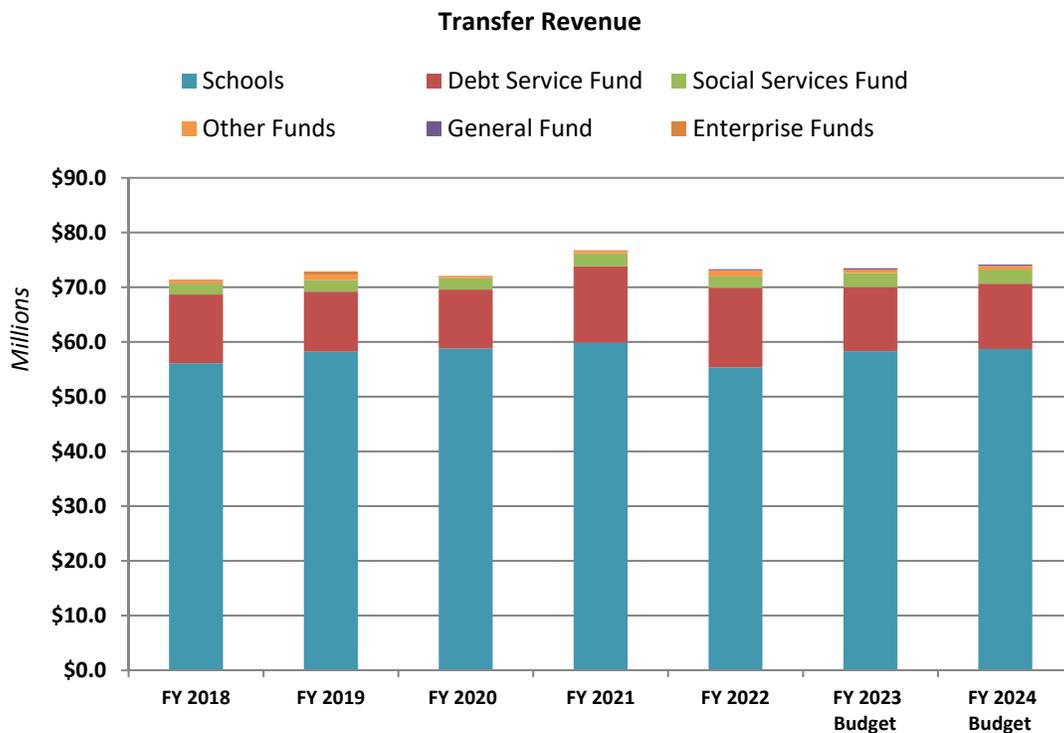
# REVENUE OVERVIEW

## 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           | 60,000               |
|                        | Stormwater Fund        | Streets - Stormwater work      | 100,000              |
|                        | Solid Waste Fund       | Street Sweeping                | 75,000               |
|                        |                        |                                | <b>235,000</b>       |
| Social Services Fund   | General Fund           | Local Match                    | 2,602,000            |
| Debt Service Fund      | General Fund - City    | Debt service & future capacity | 4,891,660            |
|                        | General Fund - Schools | Debt service & future capacity | 6,263,210            |
|                        | Fire and Rescue Fund   | Current debt service           | 770,000              |
|                        |                        |                                | <b>11,924,870</b>    |
| Vehicle Maintenance    | Sewer Fund             | Vehicle Replacement            | 115,000              |
|                        | Water Fund             | Vehicle Replacement            | 190,000              |
|                        | Electric Fund          | Vehicle Replacement            | 130,000              |
|                        |                        |                                | <b>435,000</b>       |
| School Funds           | General Fund           | Operations                     | 58,712,000           |
| <b>Total Transfers</b> |                        |                                | <b>\$ 73,908,870</b> |

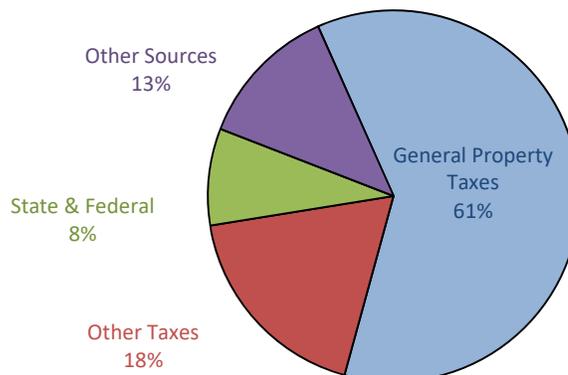


# REVENUE OVERVIEW

## General Fund - by Source

| Source / Type                  | FY 2022<br>Actual     | FY 2023<br>Adopted    | FY 2023<br>Amended    | FY 2024<br>Budget     | Increase<br>(Decrease) |
|--------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|
| <b>LOCAL SOURCES</b>           |                       |                       |                       |                       |                        |
| General Property Taxes         | 87,118,544            | 90,125,000            | 90,125,000            | 95,040,000            | 4,915,000              |
| Other Local Taxes              | 28,391,669            | 24,500,000            | 24,500,000            | 28,350,000            | 3,850,000              |
| Permits, Fees, & Licenses      | 819,854               | 500,000               | 500,000               | 500,000               | -                      |
| Fines & Forfeitures            | 1,802,176             | 810,000               | 810,000               | 857,000               | 47,000                 |
| Interest & Use of Property     | (933,837)             | 577,000               | 577,000               | 550,000               | (27,000)               |
| Charges for Services           | 896,920               | 500,000               | 500,000               | 640,000               | 140,000                |
| Other Local Revenue            | 3,813,973             | 3,410,070             | 5,008,624             | 3,304,150             | (105,920)              |
| <b>Source Total:</b>           | <b>121,909,300</b>    | <b>120,422,070</b>    | <b>122,020,624</b>    | <b>129,241,150</b>    | <b>8,819,080</b>       |
| <b>STATE OF VIRGINIA</b>       |                       |                       |                       |                       |                        |
| Noncategorical                 | 7,635,256             | 7,426,000             | 7,479,545             | 7,550,000             | 124,000                |
| Shared Expenses                | 348,648               | 296,000               | 296,000               | 326,000               | 30,000                 |
| Categorical Aid                | 4,278,427             | 4,072,500             | 4,325,479             | 4,424,500             | 352,000                |
| <b>Source Total:</b>           | <b>12,262,331</b>     | <b>11,794,500</b>     | <b>12,101,024</b>     | <b>12,300,500</b>     | <b>506,000</b>         |
| <b>FEDERAL GOVERNMENT</b>      |                       |                       |                       |                       |                        |
| Noncategorical                 | 12,700                | 10,000                | 10,000                | 10,000                | -                      |
| Federal Pass Through           | 10,061,125            | -                     | 107,022               | -                     | -                      |
| Categorical                    | 180,180               | 500,000               | 631,555               | 850,000               | 350,000                |
| <b>Source Total:</b>           | <b>10,254,005</b>     | <b>510,000</b>        | <b>748,577</b>        | <b>860,000</b>        | <b>350,000</b>         |
| <b>OTHER FINANCING SOURCES</b> |                       |                       |                       |                       |                        |
| Payment in Lieu of Taxes       | 2,104,070             | 2,126,450             | 2,126,450             | 2,329,800             | 203,350                |
| Debt Issuance                  | 1,262,104             | -                     | -                     | -                     | -                      |
| Transfers from Other Funds     | -                     | 225,000               | 225,000               | 235,000               | 10,000                 |
| Use of Fund Balance            | -                     | -                     | 12,006,229            | 11,000,000            | 11,000,000             |
| <b>Source Total:</b>           | <b>3,366,174</b>      | <b>2,351,450</b>      | <b>14,357,679</b>     | <b>13,564,800</b>     | <b>11,213,350</b>      |
| <b>ALL SOURCES TOTAL:</b>      | <b>\$ 147,791,811</b> | <b>\$ 135,078,020</b> | <b>\$ 149,227,904</b> | <b>\$ 155,966,450</b> | <b>\$ 20,888,430</b>   |

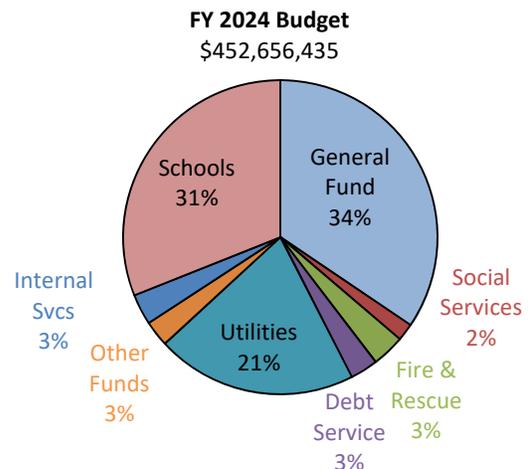
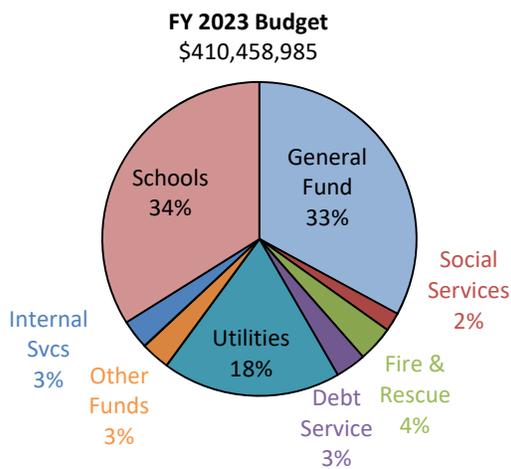
FY 2024 Budget  
\$155,966,450



# EXPENDITURE OVERVIEW

All Funds - by Fund

| Fund                               | FY 2022<br>Actual  | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget  | Increase<br>(Decrease) |
|------------------------------------|--------------------|--------------------|--------------------|--------------------|------------------------|
| General Fund                       | 125,719,292        | 135,078,020        | 149,227,903        | 155,966,450        | 20,888,430             |
| Social Services Fund               | 6,257,742          | 7,946,930          | 7,949,297          | 8,082,290          | 135,360                |
| Fire and Rescue Fund               | 11,218,403         | 15,063,750         | 16,547,312         | 15,230,000         | 166,250                |
| Owens Brooke Service District Fund | 5,039              | 40,200             | 40,200             | 40,200             | -                      |
| PEG Fund                           | 1,748              | 150,000            | 150,000            | 150,000            | -                      |
| Debt Service Fund                  | 10,540,184         | 12,992,680         | 12,992,680         | 12,970,840         | (21,840)               |
| Sewer Fund                         | 16,396,626         | 17,648,640         | 18,885,974         | 20,483,000         | 2,834,360              |
| Water Fund                         | 18,783,555         | 12,075,900         | 13,026,294         | 15,620,000         | 3,544,100              |
| Electric Fund                      | 43,244,992         | 45,757,150         | 48,010,389         | 57,470,000         | 11,712,850             |
| Stormwater Fund                    | 2,243,550          | 4,497,500          | 6,159,600          | 2,980,000          | (1,517,500)            |
| Airport Fund                       | 3,916,471          | 3,609,980          | 3,616,670          | 4,084,000          | 474,020                |
| Solid Waste Fund                   | 3,515,011          | 3,944,910          | 4,444,910          | 4,746,000          | 801,090                |
| Building Maintenance Fund          | 1,373,767          | 2,471,530          | 2,500,320          | 2,676,550          | 205,020                |
| Vehicle Maintenance Fund           | 4,590,276          | 5,096,680          | 5,598,670          | 6,012,500          | 915,820                |
| Information Technology Fund        | 3,712,484          | 4,856,980          | 5,327,330          | 5,589,990          | 733,010                |
| Cemetery Trust Fund                | -                  | 50,000             | 50,000             | 60,000             | 10,000                 |
| School Operating Fund              | 112,454,504        | 122,739,280        | 122,739,280        | 128,294,245        | 5,554,965              |
| School Food Service Fund           | 4,043,247          | 4,099,775          | 4,099,775          | 4,323,801          | 224,026                |
| School Capital Projects Fund       | 1,322,174          | 7,784,415          | 7,784,415          | 3,000,000          | (4,784,415)            |
| School Grants/Projects Fund        | 8,959,819          | 3,996,965          | 3,996,965          | 4,088,003          | 91,038                 |
| School Debt Service Fund           | 545,328            | 557,700            | 557,700            | 788,566            | 230,866                |
| <b>ALL FUNDS TOTAL:</b>            | <b>378,844,212</b> | <b>410,458,985</b> | <b>433,705,683</b> | <b>452,656,435</b> | <b>42,197,450</b>      |



## EXPENDITURE OVERVIEW

All Funds - by Fund Type

| Fund Type / Fund                      | FY 2022<br>Actual     | FY 2023<br>Adopted    | FY 2023<br>Amended    | FY 2024<br>Budget     | Increase<br>(Decrease) |
|---------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|
| <b>GENERAL FUND</b>                   |                       |                       |                       |                       |                        |
| General Fund                          | 125,719,292           | 135,078,020           | 149,227,903           | 155,966,450           | 20,888,430             |
| <b>FUND TYPE TOTAL:</b>               | <b>125,719,292</b>    | <b>135,078,020</b>    | <b>149,227,903</b>    | <b>155,966,450</b>    | <b>20,888,430</b>      |
| <b>DEBT SERVICE FUND</b>              |                       |                       |                       |                       |                        |
| Debt Service Fund                     | 10,540,184            | 12,992,680            | 12,992,680            | 12,970,840            | (21,840)               |
| <b>FUND TYPE TOTAL:</b>               | <b>10,540,184</b>     | <b>12,992,680</b>     | <b>12,992,680</b>     | <b>12,970,840</b>     | <b>(21,840)</b>        |
| <b>SPECIAL REVENUE FUNDS</b>          |                       |                       |                       |                       |                        |
| Social Services Fund                  | 6,257,742             | 7,946,930             | 7,949,297             | 8,082,290             | 135,360                |
| Fire and Rescue Fund                  | 11,218,403            | 15,063,750            | 16,547,312            | 15,230,000            | 166,250                |
| Owens Brooke Service District<br>Fund | 5,039                 | 40,200                | 40,200                | 40,200                | -                      |
| PEG Fund                              | 1,748                 | 150,000               | 150,000               | 150,000               | -                      |
| <b>FUND TYPE TOTAL:</b>               | <b>17,482,932</b>     | <b>23,200,880</b>     | <b>24,686,809</b>     | <b>23,502,490</b>     | <b>301,610</b>         |
| <b>ENTERPRISE FUNDS</b>               |                       |                       |                       |                       |                        |
| Sewer Fund                            | 16,396,626            | 17,648,640            | 18,885,974            | 20,483,000            | 2,834,360              |
| Water Fund                            | 18,783,555            | 12,075,900            | 13,026,294            | 15,620,000            | 3,544,100              |
| Electric Fund                         | 43,244,992            | 45,757,150            | 48,010,389            | 57,470,000            | 11,712,850             |
| Stormwater Fund                       | 2,243,550             | 4,497,500             | 6,159,600             | 2,980,000             | (1,517,500)            |
| Airport Fund                          | 3,916,471             | 3,609,980             | 3,616,670             | 4,084,000             | 474,020                |
| Solid Waste Fund                      | 3,515,011             | 3,944,910             | 4,444,910             | 4,746,000             | 801,090                |
| <b>FUND TYPE TOTAL:</b>               | <b>88,100,205</b>     | <b>87,534,080</b>     | <b>94,143,836</b>     | <b>105,383,000</b>    | <b>17,848,920</b>      |
| <b>INTERNAL SERVICE FUNDS</b>         |                       |                       |                       |                       |                        |
| Building Maintenance Fund             | 1,373,767             | 2,471,530             | 2,500,320             | 2,676,550             | 205,020                |
| Vehicle Maintenance Fund              | 4,590,276             | 5,096,680             | 5,598,670             | 6,012,500             | 915,820                |
| Information Technology Fund           | 3,712,484             | 4,856,980             | 5,327,330             | 5,589,990             | 733,010                |
| <b>FUND TYPE TOTAL:</b>               | <b>9,676,527</b>      | <b>12,425,190</b>     | <b>13,426,320</b>     | <b>14,279,040</b>     | <b>1,853,850</b>       |
| <b>PERMANENT FUND</b>                 |                       |                       |                       |                       |                        |
| Cemetery Trust Fund                   | -                     | 50,000                | 50,000                | 60,000                | 10,000                 |
| <b>FUND TYPE TOTAL:</b>               | <b>-</b>              | <b>50,000</b>         | <b>50,000</b>         | <b>60,000</b>         | <b>10,000</b>          |
| <b>SCHOOL FUNDS</b>                   |                       |                       |                       |                       |                        |
| School Operating Fund                 | 112,454,504           | 122,739,280           | 122,739,280           | 128,294,245           | 5,554,965              |
| School Grants/Projects Fund           | 8,959,819             | 3,996,965             | 3,996,965             | 4,088,003             | 91,038                 |
| School Debt Service Fund              | 545,328               | 557,700               | 557,700               | 788,566               | 230,866                |
| School Food Service Fund              | 4,043,247             | 4,099,775             | 4,099,775             | 4,323,801             | 224,026                |
| School Capital Projects               | 1,322,174             | 7,784,415             | 7,784,415             | 3,000,000             | (4,784,415)            |
| <b>FUND TYPE TOTAL:</b>               | <b>127,325,072</b>    | <b>139,178,135</b>    | <b>139,178,135</b>    | <b>140,494,615</b>    | <b>1,316,480</b>       |
| <b>ALL FUNDS TOTAL:</b>               | <b>\$ 378,844,212</b> | <b>\$ 410,458,985</b> | <b>\$ 433,705,683</b> | <b>\$ 452,656,435</b> | <b>\$ 42,197,450</b>   |

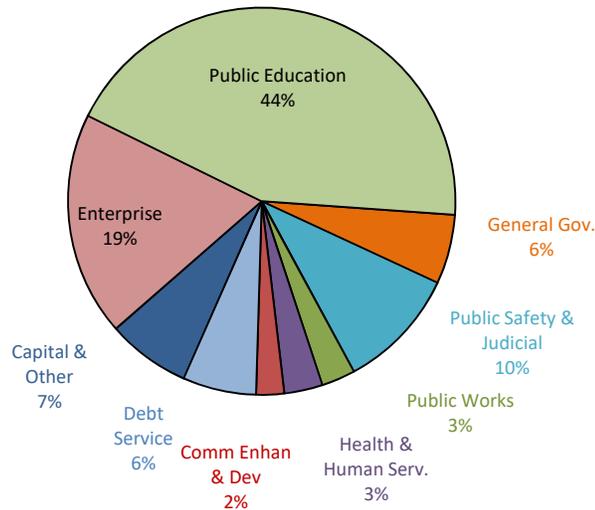
# EXPENDITURE OVERVIEW

All Funds - by Function

| Function                      | FY 2022 Actual        | FY 2023 Adopted       | FY 2023 Amended       | FY 2024 Budget        | Increase (Decrease)  |
|-------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------------|
| Gen. Gov. / Internal Services | 16,965,144            | 21,910,220            | 24,838,004            | 26,256,790            | 4,346,570            |
| Public Safety & Judicial      | 35,763,663            | 42,232,330            | 43,968,093            | 46,138,470            | 3,906,140            |
| Public Works                  | 9,537,042             | 10,907,240            | 11,434,170            | 12,769,270            | 1,862,030            |
| Health & Welfare              | 11,484,768            | 14,402,030            | 14,204,397            | 14,496,390            | 94,360               |
| Comm. Enhancement & Dev.      | 6,894,347             | 8,092,220             | 9,318,135             | 10,647,690            | 2,555,470            |
| Debt Service                  | 25,268,590            | 27,278,020            | 27,278,020            | 27,702,610            | 424,590              |
| Capital & Other               | 25,669,687            | 18,165,100            | 30,230,619            | 31,585,276            | 13,420,176           |
| Enterprise                    | 65,139,618            | 71,849,490            | 76,811,910            | 84,641,890            | 12,792,400           |
| Public Education              | 182,121,354           | 195,622,335           | 195,622,335           | 198,418,049           | 2,795,714            |
| <b>ALL FUNDS TOTAL:</b>       | <b>\$ 378,844,212</b> | <b>\$ 410,458,985</b> | <b>\$ 433,705,683</b> | <b>\$ 452,656,435</b> | <b>\$ 42,197,450</b> |

FY 2024 Budget

\$452,656,435



# EXPENDITURE OVERVIEW

All Funds - by Fund and Department

| <b>Fund / Department</b>                  | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Adopted</b> | <b>FY 2023<br/>Amended</b> | <b>FY 2024<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> |
|---|---------------------------|----------------------------|----------------------------|---------------------------|--------------------------------|
| <b>GENERAL FUND</b>                       |                           |                            |                            |                           |                                |
| Non-Departmental                          | 17,048,278                | 16,358,150                 | 25,978,668                 | 28,701,870                | 12,343,720                     |
| Shared Services                           | 11,309,779                | 13,620,310                 | 13,920,310                 | 14,302,000                | 681,690                        |
| City Council                              | 370,800                   | 398,940                    | 420,940                    | 422,210                   | 23,270                         |
| City Clerk                                | 292,691                   | 349,320                    | 349,320                    | 379,600                   | 30,280                         |
| City Manager                              | 1,244,122                 | 1,623,230                  | 1,601,230                  | 1,896,220                 | 272,990                        |
| City Attorney                             | 397,400                   | 516,000                    | 516,000                    | 551,960                   | 35,960                         |
| Voter Registration & Elections            | 425,634                   | 490,260                    | 491,723                    | 545,240                   | 54,980                         |
| Treasurer                                 | 861,512                   | 1,095,830                  | 1,095,830                  | 1,113,670                 | 17,840                         |
| Commissioner of the Revenue               | 1,507,373                 | 1,612,690                  | 1,613,090                  | 1,782,080                 | 169,390                        |
| Finance                                   | 1,830,062                 | 2,410,310                  | 2,812,165                  | 2,646,540                 | 236,230                        |
| Human Resources                           | 1,941,586                 | 2,258,450                  | 2,847,144                  | 2,477,730                 | 219,280                        |
| Police                                    | 18,036,147                | 19,980,950                 | 20,980,220                 | 22,669,570                | 2,688,620                      |
| Engineering                               | 1,114,937                 | 1,509,180                  | 1,527,858                  | 1,641,760                 | 132,580                        |
| Public Works                              | 8,455,507                 | 9,303,360                  | 9,846,082                  | 11,027,310                | 1,723,950                      |
| Community Development                     | 4,541,366                 | 5,467,100                  | 6,817,537                  | 5,956,260                 | 489,160                        |
| Economic Development                      | 1,000,487                 | 1,082,040                  | 1,407,887                  | 1,140,430                 | 58,390                         |
| Schools Transfer (Operating)              | 55,341,610                | 57,001,900                 | 57,001,900                 | 58,712,000                | 1,710,100                      |
| <b>FUND TOTAL:</b>                        | <b>125,719,292</b>        | <b>135,078,020</b>         | <b>149,227,903</b>         | <b>155,966,450</b>        | <b>20,888,430</b>              |
| <b>SOCIAL SERVICES FUND</b>               |                           |                            |                            |                           |                                |
| Social Services                           | 6,257,742                 | 7,946,930                  | 7,949,297                  | 8,082,290                 | 135,360                        |
| <b>FUND TOTAL:</b>                        | <b>6,257,742</b>          | <b>7,946,930</b>           | <b>7,949,297</b>           | <b>8,082,290</b>          | <b>135,360</b>                 |
| <b>FIRE AND RESCUE FUND</b>               |                           |                            |                            |                           |                                |
| Fire and Rescue                           | 11,218,403                | 15,063,750                 | 16,547,312                 | 15,230,000                | 166,250                        |
| <b>FUND TOTAL:</b>                        | <b>11,218,403</b>         | <b>15,063,750</b>          | <b>16,547,312</b>          | <b>15,230,000</b>         | <b>166,250</b>                 |
| <b>OWENS BROOKE SERVICE DISTRICT FUND</b> |                           |                            |                            |                           |                                |
| Public Works                              | 5,039                     | 40,200                     | 40,200                     | 40,200                    | -                              |
| <b>FUND TOTAL:</b>                        | <b>5,039</b>              | <b>40,200</b>              | <b>40,200</b>              | <b>40,200</b>             | <b>-</b>                       |
| <b>PEG FUND</b>                           |                           |                            |                            |                           |                                |
| Finance                                   | 1,748                     | 150,000                    | 150,000                    | 150,000                   | -                              |
| <b>FUND TOTAL:</b>                        | <b>1,748</b>              | <b>150,000</b>             | <b>150,000</b>             | <b>150,000</b>            | <b>-</b>                       |
| <b>DEBT SERVICE FUND</b>                  |                           |                            |                            |                           |                                |
| Non-Departmental                          | 10,540,184                | 12,992,680                 | 12,992,680                 | 12,970,840                | (21,840)                       |
| <b>FUND TOTAL:</b>                        | <b>10,540,184</b>         | <b>12,992,680</b>          | <b>12,992,680</b>          | <b>12,970,840</b>         | <b>(21,840)</b>                |
| <b>SEWER FUND</b>                         |                           |                            |                            |                           |                                |
| Utilities                                 | 16,396,626                | 17,648,640                 | 18,885,974                 | 20,483,000                | 2,834,360                      |
| <b>FUND TOTAL:</b>                        | <b>16,396,626</b>         | <b>17,648,640</b>          | <b>18,885,974</b>          | <b>20,483,000</b>         | <b>2,834,360</b>               |

# EXPENDITURE OVERVIEW

All Funds - by Fund and Department

| Fund / Department                  | FY 2022 Actual     | FY 2023 Adopted    | FY 2023 Amended    | FY 2024 Budget     | Increase (Decrease) |
|------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| <b>WATER FUND</b>                  |                    |                    |                    |                    |                     |
| Utilities                          | 18,783,555         | 12,075,900         | 13,026,294         | 15,620,000         | 3,544,100           |
| <b>FUND TOTAL:</b>                 | <b>18,783,555</b>  | <b>12,075,900</b>  | <b>13,026,294</b>  | <b>15,620,000</b>  | <b>3,544,100</b>    |
| <b>ELECTRIC FUND</b>               |                    |                    |                    |                    |                     |
| Utilities                          | 43,244,992         | 45,757,150         | 48,010,389         | 57,470,000         | 11,712,850          |
| <b>FUND TOTAL:</b>                 | <b>43,244,992</b>  | <b>45,757,150</b>  | <b>48,010,389</b>  | <b>57,470,000</b>  | <b>11,712,850</b>   |
| <b>STORMWATER FUND</b>             |                    |                    |                    |                    |                     |
| Engineering                        | 2,243,550          | 4,497,500          | 6,159,600          | 2,980,000          | (1,517,500)         |
| <b>FUND TOTAL:</b>                 | <b>2,243,550</b>   | <b>4,497,500</b>   | <b>6,159,600</b>   | <b>2,980,000</b>   | <b>(1,517,500)</b>  |
| <b>AIRPORT FUND</b>                |                    |                    |                    |                    |                     |
| Airport                            | 3,916,471          | 3,609,980          | 3,616,670          | 4,084,000          | 474,020             |
| <b>FUND TOTAL:</b>                 | <b>3,916,471</b>   | <b>3,609,980</b>   | <b>3,616,670</b>   | <b>4,084,000</b>   | <b>474,020</b>      |
| <b>SOLID WASTE FUND</b>            |                    |                    |                    |                    |                     |
| Public Works                       | 3,515,011          | 3,944,910          | 4,444,910          | 4,746,000          | 801,090             |
| <b>FUND TOTAL:</b>                 | <b>3,515,011</b>   | <b>3,944,910</b>   | <b>4,444,910</b>   | <b>4,746,000</b>   | <b>801,090</b>      |
| <b>BUILDING MAINTENANCE FUND</b>   |                    |                    |                    |                    |                     |
| Public Works                       | 1,373,767          | 2,471,530          | 2,500,320          | 2,676,550          | 205,020             |
| <b>FUND TOTAL:</b>                 | <b>1,373,767</b>   | <b>2,471,530</b>   | <b>2,500,320</b>   | <b>2,676,550</b>   | <b>205,020</b>      |
| <b>VEHICLE MAINTENANCE FUND</b>    |                    |                    |                    |                    |                     |
| Public Works                       | 4,590,276          | 5,096,680          | 5,598,670          | 6,012,500          | 915,820             |
| <b>FUND TOTAL:</b>                 | <b>4,590,276</b>   | <b>5,096,680</b>   | <b>5,598,670</b>   | <b>6,012,500</b>   | <b>915,820</b>      |
| <b>INFORMATION TECHNOLOGY FUND</b> |                    |                    |                    |                    |                     |
| Finance                            | 3,712,484          | 4,856,980          | 5,327,330          | 5,589,990          | 733,010             |
| <b>FUND TOTAL:</b>                 | <b>3,712,484</b>   | <b>4,856,980</b>   | <b>5,327,330</b>   | <b>5,589,990</b>   | <b>733,010</b>      |
| <b>CEMETERY TRUST FUND</b>         |                    |                    |                    |                    |                     |
| Public Works                       | -                  | 50,000             | 50,000             | 60,000             | 10,000              |
| <b>FUND TOTAL:</b>                 | <b>-</b>           | <b>50,000</b>      | <b>50,000</b>      | <b>60,000</b>      | <b>10,000</b>       |
| <b>SCHOOL OPERATING FUND</b>       |                    |                    |                    |                    |                     |
| Manassas City Public Schools       | 112,454,504        | 122,739,280        | 122,739,280        | 128,294,245        | 5,554,965           |
| <b>FUND TOTAL:</b>                 | <b>112,454,504</b> | <b>122,739,280</b> | <b>122,739,280</b> | <b>128,294,245</b> | <b>5,554,965</b>    |
| <b>SCHOOL GRANTS/PROJECTS FUND</b> |                    |                    |                    |                    |                     |
| Manassas City Public Schools       | 8,959,819          | 3,996,965          | 3,996,965          | 4,088,003          | 91,038              |
| <b>FUND TOTAL:</b>                 | <b>8,959,819</b>   | <b>3,996,965</b>   | <b>3,996,965</b>   | <b>4,088,003</b>   | <b>91,038</b>       |

# EXPENDITURE OVERVIEW

All Funds - by Fund and Department

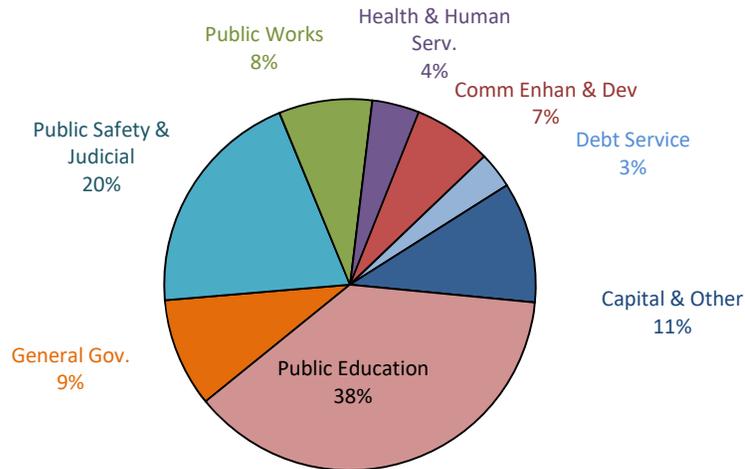
| <u>Fund / Department</u>        | <u>FY 2022 Actual</u> | <u>FY 2023 Adopted</u> | <u>FY 2023 Amended</u> | <u>FY 2024 Budget</u> | <u>Increase (Decrease)</u> |
|---------------------------------|-----------------------|------------------------|------------------------|-----------------------|----------------------------|
| <b>SCHOOL DEBT SERVICE FUND</b> |                       |                        |                        |                       |                            |
| Manassas City Public Schools    | 545,328               | 557,700                | 557,700                | 788,566               | 230,866                    |
| <b>FUND TOTAL:</b>              | <b>545,328</b>        | <b>557,700</b>         | <b>557,700</b>         | <b>788,566</b>        | <b>230,866</b>             |
| <b>SCHOOL FOOD SERVICE FUND</b> |                       |                        |                        |                       |                            |
| Manassas City Public Schools    | 4,043,247             | 4,099,775              | 4,099,775              | 4,323,801             | 224,026                    |
| <b>FUND TOTAL:</b>              | <b>4,043,247</b>      | <b>4,099,775</b>       | <b>4,099,775</b>       | <b>4,323,801</b>      | <b>224,026</b>             |
| <b>SCHOOL CAPITAL PROJECTS</b>  |                       |                        |                        |                       |                            |
| Manassas City Public Schools    | 1,322,174             | 7,784,415              | 7,784,415              | 3,000,000             | (4,784,415)                |
| <b>FUND TOTAL:</b>              | <b>1,322,174</b>      | <b>7,784,415</b>       | <b>7,784,415</b>       | <b>3,000,000</b>      | <b>(4,784,415)</b>         |
| <b>ALL FUNDS TOTAL:</b>         | <b>\$ 378,844,212</b> | <b>\$ 410,458,985</b>  | <b>\$ 433,705,683</b>  | <b>\$ 452,656,435</b> | <b>\$ 42,197,450</b>       |

# EXPENDITURE OVERVIEW

General Fund - by Function

| Function                 | FY 2022 Actual        | FY 2023 Adopted       | FY 2023 Amended       | FY 2024 Budget        | Increase (Decrease)  |
|--------------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------------|
| General Government       | 9,405,303             | 11,905,030            | 14,733,298            | 14,815,250            | 2,910,220            |
| Public Safety & Judicial | 24,913,569            | 28,350,580            | 29,844,355            | 31,408,470            | 3,057,890            |
| Public Works             | 9,532,003             | 10,817,040            | 11,343,970            | 12,669,070            | 1,852,030            |
| Health & Welfare         | 5,227,026             | 6,455,100             | 6,255,100             | 6,414,100             | (41,000)             |
| Comm. Enhancement & Dev. | 6,894,347             | 8,092,220             | 9,318,135             | 10,647,690            | 2,555,470            |
| Debt Service             | 5,956,291             | 4,795,750             | 4,795,750             | 4,891,660             | 95,910               |
| Capital & Other          | 8,449,143             | 7,660,400             | 15,935,395            | 16,408,210            | 8,747,810            |
| Public Education         | 55,341,610            | 57,001,900            | 57,001,900            | 58,712,000            | 1,710,100            |
| <b>ALL FUNDS TOTAL:</b>  | <b>\$ 125,719,305</b> | <b>\$ 135,078,020</b> | <b>\$ 149,227,903</b> | <b>\$ 155,966,450</b> | <b>\$ 20,888,430</b> |

FY 2024 Budget  
\$155,966,450

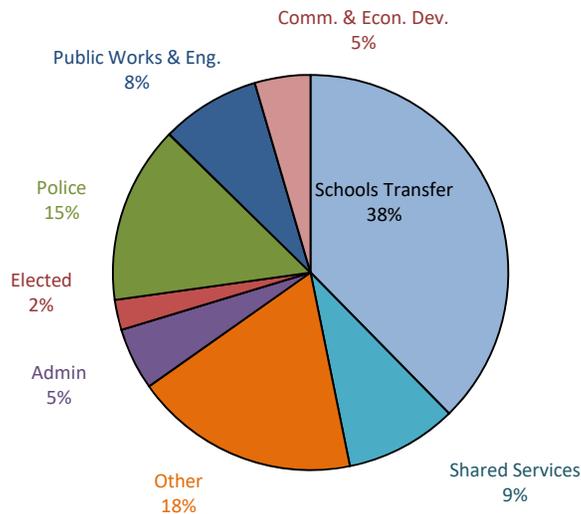


# EXPENDITURE OVERVIEW

## General Fund - by Department

| Department                     | FY 2022 Actual        | FY 2023 Adopted       | FY 2023 Amended       | FY 2024 Budget        | Increase (Decrease)  |
|--------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------------|
| City Council                   | 370,800               | 398,940               | 420,940               | 422,210               | 23,270               |
| City Clerk                     | 292,691               | 349,320               | 349,320               | 379,600               | 30,280               |
| City Manager                   | 1,244,122             | 1,623,230             | 1,601,230             | 1,896,220             | 272,990              |
| City Attorney                  | 397,400               | 516,000               | 516,000               | 551,960               | 35,960               |
| Voter Registration & Elections | 425,634               | 490,260               | 491,723               | 545,240               | 54,980               |
| Treasurer                      | 861,512               | 1,095,830             | 1,095,830             | 1,113,670             | 17,840               |
| Commissioner of the Revenue    | 1,507,373             | 1,612,690             | 1,613,090             | 1,782,080             | 169,390              |
| Finance                        | 1,830,062             | 2,410,310             | 2,812,165             | 2,646,540             | 236,230              |
| Human Resources                | 1,941,586             | 2,258,450             | 2,847,144             | 2,477,730             | 219,280              |
| Shared Services                | 11,309,779            | 13,620,310            | 13,920,310            | 14,302,000            | 681,690              |
| Police                         | 18,036,147            | 19,980,950            | 20,980,220            | 22,669,570            | 2,688,620            |
| Engineering                    | 1,114,937             | 1,509,180             | 1,527,858             | 1,641,760             | 132,580              |
| Public Works                   | 8,455,507             | 9,303,360             | 9,846,082             | 11,027,310            | 1,723,950            |
| Community Development          | 4,541,366             | 5,467,100             | 6,817,537             | 5,956,260             | 489,160              |
| Economic Development           | 1,000,487             | 1,082,040             | 1,407,887             | 1,140,430             | 58,390               |
| Schools Transfer (Operating)   | 55,341,610            | 57,001,900            | 57,001,900            | 58,712,000            | 1,710,100            |
| Non-Departmental               | 17,048,278            | 16,358,150            | 25,978,668            | 28,701,870            | 12,343,720           |
| <b>ALL FUNDS TOTAL:</b>        | <b>\$ 125,719,292</b> | <b>\$ 135,078,020</b> | <b>\$ 149,227,903</b> | <b>\$ 155,966,450</b> | <b>\$ 20,888,430</b> |

FY 2024 Budget  
\$155,966,450



# FINANCIAL OVERVIEW

## Five-Year Forecast

### GENERAL FUND

|   | FY 2024<br>Budget  | FY 2025<br>Projected | FY 2026<br>Projected | FY 2027<br>Projected | FY 2028<br>Projected |
|---|--------------------|----------------------|----------------------|----------------------|----------------------|
| Property Taxes                            | 95,040,000         | 97,329,200           | 99,685,934           | 102,112,205          | 104,610,076          |
| Other Local Taxes                         | 28,350,000         | 29,544,250           | 30,800,588           | 32,121,998           | 33,511,623           |
| State and Federal                         | 13,160,500         | 13,160,500           | 13,160,500           | 13,160,500           | 13,160,500           |
| Fees, Fines, Interest, etc.               | 5,851,150          | 5,851,150            | 5,851,150            | 5,851,150            | 5,851,150            |
| Transfers, Reserves, etc.                 | 13,564,800         | 13,564,800           | 13,564,800           | 13,564,800           | 13,564,800           |
| <b>TOTAL REVENUE:</b>                     | <b>155,966,450</b> | <b>159,449,900</b>   | <b>163,062,972</b>   | <b>166,810,653</b>   | <b>170,698,149</b>   |
| <i>Increase (Decrease)</i>                |                    | 3,483,450<br>2%      | 3,613,072<br>2%      | 3,747,682<br>2%      | 3,887,496<br>2%      |
| Shared Services                           | 14,302,000         | 15,017,100           | 15,767,955           | 16,556,353           | 17,384,170           |
| School Debt Service                       | 6,263,210          | 6,388,474            | 6,516,244            | 6,646,569            | 6,779,500            |
| City Debt Service                         | 4,891,660          | 4,989,493            | 5,089,283            | 5,191,069            | 5,294,890            |
| School Operating                          | 60,212,000         | 62,018,360           | 63,878,911           | 65,795,278           | 67,769,137           |
| City Operating                            | 70,297,580         | 72,406,507           | 74,578,702           | 76,816,063           | 79,120,545           |
| <b>TOTAL EXPENDITURES:</b>                | <b>155,966,450</b> | <b>160,819,935</b>   | <b>165,831,095</b>   | <b>171,005,332</b>   | <b>176,348,242</b>   |
| <i>Increase (Decrease)</i>                |                    | 4,853,485<br>3%      | 5,011,160<br>3%      | 5,174,237<br>3%      | 5,342,911<br>3%      |
| <b>SUMMARY:</b>                           |                    |                      |                      |                      |                      |
| Revenue                                   | 155,966,450        | 159,449,900          | 163,062,972          | 166,810,653          | 170,698,149          |
| Expenditures                              | 155,966,450        | 160,819,935          | 165,831,095          | 171,005,332          | 176,348,242          |
| <b>Excess (Deficit)</b>                   | <b>-</b>           | <b>(1,370,035)</b>   | <b>(2,768,124)</b>   | <b>(4,194,679)</b>   | <b>(5,650,093)</b>   |
| <b>ESTIMATED UNASSIGNED FUND BALANCE:</b> |                    |                      |                      |                      |                      |
| Beginning of the Year                     | 28,857,727         | 28,857,727           | 29,554,417           | 30,277,031           | 31,026,567           |
| (Use of) Contribution To                  | -                  | 696,690              | 722,614              | 749,536              | 777,499              |
| <b>End of Year</b>                        | <b>28,857,727</b>  | <b>29,554,417</b>    | <b>30,277,031</b>    | <b>31,026,567</b>    | <b>31,804,066</b>    |
| <i>As % of General Revenue</i>            | 20%                | 20%                  | 20%                  | 20%                  | 20%                  |

#### Revenue Assumptions:

Property Taxes includes Real Estate which is projected with approximately a 3% annual increase and Business and Personal Property which is projected with approximately a 0.5% annual increase. Other Local Taxes are projected to increase approximately 4.2% 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<br>Beginning<br>Fund Balance | Revenue &<br>Other<br>Financing<br>Sources | Expenditure<br>& Other<br>Financing<br>Uses | Estimated<br>Ending Fund<br>Balance | Change<br>\$ Amount | %      |
|--------------------------------|--|--|---|-------------------------------------|---------------------|--------|
| General Fund                   | 81,621,887                             | 144,966,450                                | 155,966,450                                 | 70,621,887                          | (11,000,000)        | -13%   |
| <b>SPECIAL REVENUE FUNDS:</b>  |  |  |   |                                     |                     |        |
| Social Services                | -                                      | 8,082,290                                  | 8,082,290                                   | -                                   | -                   | 0%     |
| Fire and Rescue                | 3,881,131                              | -  | -   | 3,881,131                           | -                   | 0% *   |
| Owens Brooke Dist.             | 136,404                                | 40,200                                     | 40,200                                      | 136,404                             | -                   | 0% *   |
| PEG                            | 1,152,748                              | 150,000                                    | 150,000                                     | 1,152,748                           | -                   | 0% *   |
| Speiden Carper                 | (11,409)                               | -  | -   | (11,409)                            | -                   | 0%     |
| <b>ENTERPRISE FUNDS:</b>       |  |  |   |                                     |                     |        |
| Sewer                          | 37,052,893                             | 17,964,000                                 | 20,483,000                                  | 34,533,893                          | (2,519,000)         | -7%    |
| Water                          | 45,797,719                             | 11,876,000                                 | 15,620,000                                  | 42,053,719                          | (3,744,000)         | -8%    |
| Electric                       | 42,387,738                             | 53,161,000                                 | 57,470,000                                  | 38,078,738                          | (4,309,000)         | -10%   |
| Stormwater                     | 18,822,369                             | 2,980,000                                  | 2,980,000                                   | 18,822,369                          | -                   | 0%     |
| Airport                        | 48,502,430                             | 4,084,000                                  | 3,769,330                                   | 48,817,100                          | 314,670             | 1%     |
| Solid Waste                    | 1,838,386                              | 4,746,000                                  | 4,709,040                                   | 1,875,346                           | 36,960              | 2%     |
| <b>INTERNAL SERVICE FUNDS:</b> |  |  |   |                                     |                     |        |
| Building Maint.                | 1,311,979                              | 2,256,550                                  | 2,676,550                                   | 891,979                             | (420,000)           | -32% * |
| Vehicle Maint.                 | 5,878,040                              | 6,012,500                                  | 5,662,500                                   | 6,228,040                           | 350,000             | 6% *   |
| Information Tech.              | 3,365,271                              | 5,217,990                                  | 5,589,990                                   | 2,993,271                           | (372,000)           | -11% * |
| <b>OTHER FUNDS:</b>            |  |  |   |                                     |                     |        |
| Debt Service                   | 15,327,912                             | 11,924,870                                 | 12,009,870                                  | 15,242,912                          | (85,000)            | -1% *  |
| Cemetery Trust                 | 419,337                                | -  | 60,000                                      | 359,337                             | (60,000)            | -14% * |
| Schools (ALL)                  | 25,155,345                             | 140,433,210                                | 140,494,615                                 | 25,093,940                          | (61,405)            | 0%     |

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

## FINANCIAL OVERVIEW

### Revenues & Expenditures - All Funds

|   | FY 2022<br>Actual  | FY 2023<br>Adopted | FY 2023<br>Amended  | FY 2024<br>Budget   |
|---|--------------------|--------------------|---------------------|---------------------|
| <b>Revenue:</b>                                 |                    |                    |                     |                     |
| Local Sources                                   | 225,154,866        | 229,122,750        | 232,213,304         | 251,753,720         |
| State   | 75,463,300         | 81,442,747         | 81,920,877          | 85,941,717          |
| Federal Government                              | 27,426,820         | 14,900,448         | 15,059,479          | 12,415,953          |
| <b>Subtotal</b>                                 | <b>328,044,987</b> | <b>325,465,945</b> | <b>329,193,660</b>  | <b>350,111,390</b>  |
| Other Financing Sources                         | 86,804,701         | 75,966,500         | 83,824,564          | 78,138,670          |
| <b>TOTAL REVENUES</b>                           | <b>414,849,687</b> | <b>401,432,445</b> | <b>413,018,223</b>  | <b>428,250,060</b>  |
| <b>Expenditure:</b>                             |                    |                    |                     |                     |
| Personnel Services                              | 52,506,752         | 63,399,500         | 64,203,146          | 69,296,550          |
| Purchased Services                              | 12,788,832         | 21,713,035         | 28,883,505          | 26,188,110          |
| Internal Services                               | 14,081,308         | 15,403,060         | 15,933,957          | 16,444,170          |
| Other Services and Charges                      | 56,255,127         | 22,973,605         | 23,681,075          | 23,990,600          |
| Supplies  | 6,984,602          | 37,938,780         | 40,055,476          | 48,787,140          |
| Capital   | 903,253            | 4,160,000          | 7,695,051           | 4,542,500           |
| Debt Service, Depreciation, & Other             | 35,481,036         | 35,539,760         | 35,539,760          | 36,085,150          |
| Manassas City Public Schools                    | 183,125,830        | 196,180,035        | 196,180,035         | 199,206,615         |
| <b>Subtotal</b>                                 | <b>362,126,741</b> | <b>397,307,775</b> | <b>412,172,005</b>  | <b>424,540,835</b>  |
| Other Financing Uses                            | 14,142,533         | 12,122,200         | 20,874,668          | 26,453,000          |
| <b>TOTAL EXPENDITURES</b>                       | <b>376,269,273</b> | <b>409,429,975</b> | <b>433,046,673</b>  | <b>450,993,835</b>  |
| <b>Excess (Deficit)</b>                         | <b>38,580,414</b>  | <b>(7,997,530)</b> | <b>(20,028,449)</b> | <b>(22,743,775)</b> |
| <b>Est. Beginning Fund Balance/Net Position</b> | 315,544,917        | 354,125,330        | 352,668,630         | 332,640,181         |
| Change in Fund Balance/Net Position             | 38,580,413         | (7,997,530)        | (20,028,449)        | (22,743,775)        |
| <b>Est. Ending Fund Balance/Net Position</b>    | <b>354,125,330</b> | <b>346,127,800</b> | <b>332,640,181</b>  | <b>309,896,406</b>  |

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 2022<br>Actual  | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget   |
|---|--------------------|--------------------|--------------------|---------------------|
| <b>Revenue:</b>                         |                    |                    |                    |                     |
| Local Sources                           | 121,772,304        | 120,422,070        | 122,020,624        | 129,241,150         |
| State                                   | 12,262,331         | 11,794,500         | 12,101,024         | 12,300,500          |
| Federal Government                      | 10,254,005         | 510,000            | 748,577            | 860,000             |
| <b>Subtotal</b>                         | <b>144,288,640</b> | <b>132,726,570</b> | <b>134,870,224</b> | <b>142,401,650</b>  |
| Other Financing Sources                 | 3,366,174          | 2,351,450          | 8,808,956          | 2,564,800           |
| <b>TOTAL REVENUES</b>                   | <b>147,654,814</b> | <b>135,078,020</b> | <b>143,679,180</b> | <b>144,966,450</b>  |
| <b>Expenditure:</b>                     |                    |                    |                    |                     |
| Personnel Services                      | 28,500,055         | 32,477,400         | 33,048,027         | 36,198,080          |
| Purchased Services                      | 3,603,033          | 4,055,295          | 8,423,754          | 7,278,290           |
| Internal Services                       | 6,430,704          | 7,480,440          | 8,008,237          | 8,030,250           |
| Other Services and Charges              | 14,288,028         | 16,991,245         | 17,678,073         | 17,938,060          |
| Supplies                                | 1,056,667          | 1,713,590          | 1,434,766          | 2,107,900           |
| Capital                                 | 534,944            | -                  | 1,374,527          | 375,000             |
| Debt Service, Depreciation, & Other     | 12,039,196         | 10,936,150         | 10,936,150         | 11,154,870          |
| Manassas City Public Schools            | 55,341,610         | 57,001,900         | 57,001,900         | 58,712,000          |
| <b>Subtotal</b>                         | <b>121,794,237</b> | <b>130,656,020</b> | <b>137,905,435</b> | <b>141,794,450</b>  |
| Other Financing Uses                    | 3,925,056          | 4,422,000          | 11,322,468         | 14,172,000          |
| <b>TOTAL EXPENDITURES</b>               | <b>125,719,293</b> | <b>135,078,020</b> | <b>149,227,903</b> | <b>155,966,450</b>  |
| <b>Excess (Deficit)</b>                 | <b>21,935,521</b>  | <b>-</b>           | <b>(5,548,723)</b> | <b>(11,000,000)</b> |
| <b>Estimated Beginning Fund Balance</b> | 65,235,089         | 87,170,610         | 87,170,610         | 81,621,887          |
| Change in Fund Balance                  | 21,935,521         | -                  | (5,548,723)        | (11,000,000)        |
| <b>Estimated Ending Fund Balance</b>    | <b>87,170,610</b>  | <b>87,170,610</b>  | <b>81,621,887</b>  | <b>70,621,887</b>   |

The use of restricted Fund Balance is for future economic development, housing initiatives, paving, and capital projects.

# FINANCIAL OVERVIEW

## Revenues & Expenditures - Social Services Fund

|   | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget |
|---|-------------------|--------------------|--------------------|-------------------|
| <b>Revenue:</b>                         |                   |                    |                    |                   |
| Local Sources                           | -                 | -                  |                    |                   |
| State                                   | 1,690,057         | 2,100,980          | 2,100,980          | 2,203,140         |
| Federal Government                      | 2,470,630         | 3,243,950          | 3,243,950          | 3,277,150         |
| <b>Subtotal</b>                         | <b>4,160,686</b>  | <b>5,344,930</b>   | <b>5,344,930</b>   | <b>5,480,290</b>  |
| Other Financing Sources                 | 2,097,056         | 2,602,000          | 2,604,367          | 2,602,000         |
| <b>TOTAL REVENUES</b>                   | <b>6,257,742</b>  | <b>7,946,930</b>   | <b>7,949,297</b>   | <b>8,082,290</b>  |
| <b>Expenditure:</b>                     |                   |                    |                    |                   |
| Personnel Services                      | 3,586,193         | 4,716,350          | 4,716,350          | 4,933,660         |
| Purchased Services                      | 105,659           | 173,720            | 173,720            | 172,000           |
| Internal Services                       | 119,539           | 128,940            | 128,940            | 152,660           |
| Other Services and Charges              | 2,426,146         | 2,839,720          | 2,842,087          | 2,790,770         |
| Supplies                                | 20,205            | 38,200             | 38,200             | 33,200            |
| Capital                                 | -                 | -                  | -                  | -                 |
| Debt Service, Depreciation, & Other     | -                 | -                  | -                  | -                 |
| Manassas City Public Schools            | -                 | -                  | -                  | -                 |
| <b>Subtotal</b>                         | <b>6,257,742</b>  | <b>7,896,930</b>   | <b>7,899,297</b>   | <b>8,082,290</b>  |
| Other Financing Uses                    | -                 | 50,000             | 50,000             | -                 |
| <b>TOTAL EXPENDITURES</b>               | <b>6,257,742</b>  | <b>7,946,930</b>   | <b>7,949,297</b>   | <b>8,082,290</b>  |
| <b>Excess (Deficit)</b>                 | <b>-</b>          | <b>-</b>           | <b>-</b>           | <b>-</b>          |
| <b>Estimated Beginning Fund Balance</b> | <b>-</b>          | <b>-</b>           | <b>-</b>           | <b>-</b>          |
| Change in Fund Balance                  | -                 | -                  | -                  | -                 |
| <b>Estimated Ending Fund Balance</b>    | <b>-</b>          | <b>-</b>           | <b>-</b>           | <b>-</b>          |

## FINANCIAL OVERVIEW

### Revenues & Expenditures - Fire and Rescue Fund

|   | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget |
|---|-------------------|--------------------|--------------------|-------------------|
| <b>Revenue:</b>                         |                   |                    |                    |                   |
| Local Sources                           | 13,050,194        | 13,563,750         | 13,563,750         | 13,955,000        |
| State                                   | 193,140           | -                  | 171,606            | -                 |
| Federal Government                      | 154,317           | 400,000            | 320,454            | 400,000           |
| <b>Subtotal</b>                         | <b>13,397,651</b> | <b>13,963,750</b>  | <b>14,055,810</b>  | <b>14,355,000</b> |
| Other Financing Sources                 | -                 | -                  | 1,391,502          | -                 |
| <b>TOTAL REVENUES</b>                   | <b>13,397,651</b> | <b>13,963,750</b>  | <b>15,447,312</b>  | <b>14,355,000</b> |
| <b>Expenditure:</b>                     |                   |                    |                    |                   |
| Personnel Services                      | 7,567,342         | 9,144,290          | 9,377,308          | 9,379,290         |
| Purchased Services                      | 257,247           | 399,460            | 418,297            | 369,700           |
| Internal Services                       | 1,378,628         | 1,603,350          | 1,606,450          | 2,247,700         |
| Other Services and Charges              | 643,309           | 780,040            | 786,868            | 710,810           |
| Supplies                                | 242,500           | 589,610            | 569,815            | 642,500           |
| Capital                                 | 368,309           | 1,182,000          | 2,423,574          | 500,000           |
| Debt Service, Depreciation, & Other     | 761,069           | 770,000            | 770,000            | 770,000           |
| Manassas City Public Schools            | -                 | -                  | -                  | -                 |
| <b>Subtotal</b>                         | <b>11,218,404</b> | <b>14,468,750</b>  | <b>15,952,312</b>  | <b>14,620,000</b> |
| Other Financing Uses                    | -                 | 595,000            | 595,000            | 610,000           |
| <b>TOTAL EXPENDITURES</b>               | <b>11,218,404</b> | <b>15,063,750</b>  | <b>16,547,312</b>  | <b>15,230,000</b> |
| <b>Excess (Deficit)</b>                 | <b>2,179,247</b>  | <b>(1,100,000)</b> | <b>(1,100,000)</b> | <b>(875,000)</b>  |
| <b>Estimated Beginning Fund Balance</b> | 2,801,884         | 4,981,131          | 4,981,131          | 3,881,131         |
| Change in Fund Balance                  | 2,179,247         | (1,100,000)        | (1,100,000)        | (875,000)         |
| <b>Estimated Ending Fund Balance</b>    | <b>4,981,131</b>  | <b>3,881,131</b>   | <b>3,881,131</b>   | <b>3,006,131</b>  |

The use of Fund Balance is for the replacement of equipment and purchase of a Medic Unit.

# FINANCIAL OVERVIEW

## Revenues & Expenditures - Owens Brooke Tax District Fund

|   | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget |
|---|-------------------|--------------------|--------------------|-------------------|
| <b>Revenue:</b>                         |                   |                    |                    |                   |
| Local Sources                           | 40,644            | 40,200             | 40,200             | 40,200            |
| State                                   | -                 | -                  | -                  | -                 |
| Federal Government                      | -                 | -                  | -                  | -                 |
| <b>Subtotal</b>                         | <b>40,644</b>     | <b>40,200</b>      | <b>40,200</b>      | <b>40,200</b>     |
| Other Financing Sources                 | -                 | -                  | -                  | -                 |
| <b>TOTAL REVENUES</b>                   | <b>40,644</b>     | <b>40,200</b>      | <b>40,200</b>      | <b>40,200</b>     |
| <b>Expenditure:</b>                     |                   |                    |                    |                   |
| Personnel Services                      | -                 | -                  | -                  | -                 |
| Purchased Services                      | 1,875             | 36,700             | 36,700             | 36,700            |
| Internal Services                       | -                 | -                  | -                  | -                 |
| Other Services and Charges              | 3,164             | 3,500              | 3,500              | 3,500             |
| Supplies                                | -                 | -                  | -                  | -                 |
| Capital                                 | -                 | -                  | -                  | -                 |
| Debt Service, Depreciation, & Other     | -                 | -                  | -                  | -                 |
| Manassas City Public Schools            | -                 | -                  | -                  | -                 |
| <b>Subtotal</b>                         | <b>5,039</b>      | <b>40,200</b>      | <b>40,200</b>      | <b>40,200</b>     |
| Other Financing Uses                    | -                 | -                  | -                  | -                 |
| <b>TOTAL EXPENDITURES</b>               | <b>5,039</b>      | <b>40,200</b>      | <b>40,200</b>      | <b>40,200</b>     |
| <b>Excess (Deficit)</b>                 | <b>35,606</b>     | -                  | -                  | -                 |
| <b>Estimated Beginning Fund Balance</b> | 100,798           | 136,404            | 136,404            | 136,404           |
| Change in Fund Balance                  | 35,606            | -                  | -                  | -                 |
| <b>Estimated Ending Fund Balance</b>    | <b>136,404</b>    | <b>136,404</b>     | <b>136,404</b>     | <b>136,404</b>    |

# FINANCIAL OVERVIEW

## Revenues & Expenditures - PEG Fund

|   | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget |
|---|-------------------|--------------------|--------------------|-------------------|
| <b>Revenue:</b>                         |                   |                    |                    |                   |
| Local Sources                           | 140,655           | 150,000            | 150,000            | 150,000           |
| State                                   | -                 | -                  | -                  | -                 |
| Federal Government                      | -                 | -                  | -                  | -                 |
| <b>Subtotal</b>                         | <b>140,655</b>    | <b>150,000</b>     | <b>150,000</b>     | <b>150,000</b>    |
| Other Financing Sources                 | -                 | -                  | -                  | -                 |
| <b>TOTAL REVENUES</b>                   | <b>140,655</b>    | <b>150,000</b>     | <b>150,000</b>     | <b>150,000</b>    |
| <b>Expenditure:</b>                     |                   |                    |                    |                   |
| Personnel Services                      | -                 | -                  | -                  | -                 |
| Purchased Services                      | -                 | -                  | -                  | -                 |
| Internal Services                       | -                 | -                  | -                  | -                 |
| Other Services and Charges              | -                 | -                  | -                  | -                 |
| Supplies                                | 1,748             | -                  | -                  | -                 |
| Capital                                 | -                 | 150,000            | 150,000            | 150,000           |
| Debt Service, Depreciation, & Other     | -                 | -                  | -                  | -                 |
| Manassas City Public Schools            | -                 | -                  | -                  | -                 |
| <b>Subtotal</b>                         | <b>1,748</b>      | <b>150,000</b>     | <b>150,000</b>     | <b>150,000</b>    |
| Other Financing Uses                    | -                 | -                  | -                  | -                 |
| <b>TOTAL EXPENDITURES</b>               | <b>1,748</b>      | <b>150,000</b>     | <b>150,000</b>     | <b>150,000</b>    |
| <b>Excess (Deficit)</b>                 | <b>138,907</b>    | <b>-</b>           | <b>-</b>           | <b>-</b>          |
| <b>Estimated Beginning Fund Balance</b> | <b>1,013,841</b>  | <b>1,152,748</b>   | <b>1,152,748</b>   | <b>1,152,748</b>  |
| Change in Fund Balance                  | 138,907           | -                  | -                  | -                 |
| <b>Estimated Ending Fund Balance</b>    | <b>1,152,748</b>  | <b>1,152,748</b>   | <b>1,152,748</b>   | <b>1,152,748</b>  |

# FINANCIAL OVERVIEW

## Revenues & Expenditures - Sewer Fund

|   | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget  |
|---|-------------------|--------------------|--------------------|--------------------|
| <b>Revenue:</b>                         |                   |                    |                    |                    |
| Local Sources                           | 16,102,227        | 17,291,940         | 17,983,940         | 17,764,000         |
| State                                   | -                 | -                  | -                  | -                  |
| Federal Government                      | 122,431           | -                  | -                  | -                  |
| <b>Subtotal</b>                         | <b>16,224,658</b> | <b>17,291,940</b>  | <b>17,983,940</b>  | <b>17,764,000</b>  |
| Other Financing Sources                 | 1,373,157         | 200,000            | 200,000            | 200,000            |
| <b>TOTAL REVENUES</b>                   | <b>17,597,815</b> | <b>17,491,940</b>  | <b>18,183,940</b>  | <b>17,964,000</b>  |
| <b>Expenditure:</b>                     |                   |                    |                    |                    |
| Personnel Services                      | 1,036,974         | 1,333,680          | 1,333,680          | 1,523,680          |
| Purchased Services                      | 951,302           | 7,895,500          | 8,988,528          | 8,031,100          |
| Internal Services                       | 1,053,786         | 1,164,590          | 1,164,590          | 1,121,450          |
| Other Services and Charges              | 10,307,139        | 38,000             | 38,204             | 38,990             |
| Supplies                                | 113,604           | 115,050            | 115,152            | 115,100            |
| Capital                                 | -                 | -                  | -                  | 50,000             |
| Debt Service, Depreciation, & Other     | 1,622,290         | 6,195,820          | 6,195,820          | 6,572,680          |
| Manassas City Public Schools            | -                 | -                  | -                  | -                  |
| <b>Subtotal</b>                         | <b>15,085,095</b> | <b>16,742,640</b>  | <b>17,835,974</b>  | <b>17,453,000</b>  |
| Other Financing Uses                    | 940,214           | 906,000            | 1,050,000          | 3,030,000          |
| <b>TOTAL EXPENDITURES</b>               | <b>16,025,309</b> | <b>17,648,640</b>  | <b>18,885,974</b>  | <b>20,483,000</b>  |
| <b>Excess (Deficit)</b>                 | <b>1,572,506</b>  | <b>(156,700)</b>   | <b>(702,034)</b>   | <b>(2,519,000)</b> |
| <b>Estimated Beginning Net Position</b> | 36,339,121        | 37,911,627         | 37,754,927         | 37,052,893         |
| Change in Net Position                  | 1,572,506         | (156,700)          | (702,034)          | (2,519,000)        |
| <b>Estimated Ending Net Position</b>    | <b>37,911,627</b> | <b>37,754,927</b>  | <b>37,052,893</b>  | <b>34,533,893</b>  |

The use of Fund Balance is for capital projects.

# FINANCIAL OVERVIEW

## Revenues & Expenditures - Water Fund

|   | FY 2022<br>Actual  | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget  |
|---|--------------------|--------------------|--------------------|--------------------|
| <b>Revenue:</b>                         |                    |                    |                    |                    |
| Local Sources                           | 11,244,897         | 11,675,900         | 11,675,900         | 11,676,000         |
| State                                   | -                  | -                  | -                  | -                  |
| Federal Government                      | 39,016             | -                  | -                  | -                  |
| <b>Subtotal</b>                         | <b>11,283,913</b>  | <b>11,675,900</b>  | <b>11,675,900</b>  | <b>11,676,000</b>  |
| Other Financing Sources                 | 3,078,960          | 400,000            | 400,000            | 200,000            |
| <b>TOTAL REVENUES</b>                   | <b>14,362,873</b>  | <b>12,075,900</b>  | <b>12,075,900</b>  | <b>11,876,000</b>  |
| <b>Expenditure:</b>                     |                    |                    |                    |                    |
| Personnel Services                      | 2,851,777          | 3,292,150          | 3,292,150          | 3,442,150          |
| Purchased Services                      | 480,930            | 626,700            | 1,198,671          | 648,050            |
| Internal Services                       | 1,908,511          | 1,641,850          | 1,641,850          | 1,492,430          |
| Other Services and Charges              | -                  | 568,600            | 568,804            | 593,000            |
| Supplies                                | 2,441,008          | 2,170,750          | 2,515,970          | 2,129,700          |
| Capital                                 | -                  | 100,000            | 100,000            | 100,000            |
| Debt Service, Depreciation, & Other     | 3,052,519          | 3,437,650          | 3,437,650          | 3,580,670          |
| Manassas City Public Schools            |                    |                    |                    |                    |
| <b>Subtotal</b>                         | <b>10,734,745</b>  | <b>11,837,700</b>  | <b>12,755,094</b>  | <b>11,986,000</b>  |
| Other Financing Uses                    | 7,420,890          | 238,200            | 271,200            | 3,634,000          |
| <b>TOTAL EXPENDITURES</b>               | <b>18,155,635</b>  | <b>12,075,900</b>  | <b>13,026,294</b>  | <b>15,620,000</b>  |
| <b>Excess (Deficit)</b>                 | <b>(3,792,762)</b> | <b>-</b>           | <b>(950,394)</b>   | <b>(3,744,000)</b> |
| <b>Estimated Beginning Net Position</b> | 50,540,875         | 46,748,113         | 46,748,113         | 45,797,719         |
| Change in Net Position                  | (3,792,762)        | -                  | (950,394)          | (3,744,000)        |
| <b>Estimated Ending Net Position</b>    | <b>46,748,113</b>  | <b>46,748,113</b>  | <b>45,797,719</b>  | <b>42,053,719</b>  |

The use of Fund Balance is for capital projects.

# FINANCIAL OVERVIEW

## Revenues & Expenditures - Electric Fund

|   | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget  |
|---|-------------------|--------------------|--------------------|--------------------|
| <b>Revenue:</b>                         |                   |                    |                    |                    |
| Local Sources                           | 41,103,600        | 42,781,400         | 42,781,400         | 53,161,000         |
| State                                   | -                 | -                  | -                  | -                  |
| Federal Government                      | 131,177           | -                  | -                  | -                  |
| <b>Subtotal</b>                         | <b>41,234,777</b> | <b>42,781,400</b>  | <b>42,781,400</b>  | <b>53,161,000</b>  |
| Other Financing Sources                 | 4,490,105         | -                  | -                  | -                  |
| <b>TOTAL REVENUES</b>                   | <b>45,724,882</b> | <b>42,781,400</b>  | <b>42,781,400</b>  | <b>53,161,000</b>  |
| <b>Expenditure:</b>                     |                   |                    |                    |                    |
| Personnel Services                      | 5,152,237         | 6,717,210          | 6,717,210          | 7,817,210          |
| Purchased Services                      | 1,289,249         | 1,324,130          | 1,499,350          | 1,418,530          |
| Internal Services                       | 1,722,309         | 1,712,350          | 1,712,350          | 1,732,090          |
| Other Services and Charges              | 27,526,781        | 442,300            | 446,440            | 446,900            |
| Supplies                                | 1,433,108         | 30,976,740         | 32,988,284         | 40,899,540         |
| Capital                                 | -                 | 181,000            | 198,336            | 330,000            |
| Debt Service, Depreciation, & Other     | 2,375,911         | 1,323,420          | 1,323,420          | 1,355,730          |
| Manassas City Public Schools            |                   |                    |                    |                    |
| <b>Subtotal</b>                         | <b>39,499,595</b> | <b>42,677,150</b>  | <b>44,885,389</b>  | <b>54,000,000</b>  |
| Other Financing Uses                    | 1,856,373         | 3,080,000          | 3,125,000          | 3,470,000          |
| <b>TOTAL EXPENDITURES</b>               | <b>41,355,968</b> | <b>45,757,150</b>  | <b>48,010,389</b>  | <b>57,470,000</b>  |
| <b>Excess (Deficit)</b>                 | <b>4,368,914</b>  | <b>(2,975,750)</b> | <b>(5,228,989)</b> | <b>(4,309,000)</b> |
| <b>Estimated Beginning Net Position</b> | 43,247,813        | 47,616,727         | 47,616,727         | 42,387,738         |
| Change in Net Position                  | 4,368,914         | (2,975,750)        | (5,228,989)        | (4,309,000)        |
| <b>Estimated Ending Net Position</b>    | <b>47,616,727</b> | <b>44,640,977</b>  | <b>42,387,738</b>  | <b>38,078,738</b>  |

The use of Fund Balance is for capital projects.

# FINANCIAL OVERVIEW

## Revenues & Expenditures - Stormwater Fund

|   | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget |
|---|-------------------|--------------------|--------------------|-------------------|
| <b>Revenue:</b>                         |                   |                    |                    |                   |
| Local Sources                           | 2,213,589         | 2,977,500          | 2,977,500          | 2,980,000         |
| State                                   | -                 | -                  | -                  | -                 |
| Federal Government                      | -                 | -                  | -                  | -                 |
| <b>Subtotal</b>                         | <b>2,213,589</b>  | <b>2,977,500</b>   | <b>2,977,500</b>   | <b>2,980,000</b>  |
| Other Financing Sources                 | 500,000           | -                  | -                  | -                 |
| <b>TOTAL REVENUES</b>                   | <b>2,713,589</b>  | <b>2,977,500</b>   | <b>2,977,500</b>   | <b>2,980,000</b>  |
| <b>Expenditure:</b>                     |                   |                    |                    |                   |
| Personnel Services                      | 147,345           | 556,190            | 556,190            | 556,190           |
| Purchased Services                      | 568,003           | 630,000            | 662,100            | 630,540           |
| Internal Services                       | 483,590           | 528,810            | 528,810            | 538,400           |
| Other Services and Charges              | 25,946            | 39,000             | 39,000             | 36,470            |
| Supplies                                | 13,419            | 42,000             | 42,000             | 40,000            |
| Capital                                 | -                 | -                  | -                  | -                 |
| Debt Service, Depreciation, & Other     | 891,732           | 456,500            | 456,500            | 453,400           |
| Manassas City Public Schools            | -                 | -                  | -                  | -                 |
| <b>Subtotal</b>                         | <b>2,130,035</b>  | <b>2,252,500</b>   | <b>2,284,600</b>   | <b>2,255,000</b>  |
| Other Financing Uses                    | -                 | 2,245,000          | 3,875,000          | 725,000           |
| <b>TOTAL EXPENDITURES</b>               | <b>2,130,035</b>  | <b>4,497,500</b>   | <b>6,159,600</b>   | <b>2,980,000</b>  |
| <b>Excess (Deficit)</b>                 | <b>583,554</b>    | <b>(1,520,000)</b> | <b>(3,182,100)</b> | -                 |
| <b>Estimated Beginning Net Position</b> | 21,420,915        | 22,004,469         | 22,004,469         | 18,822,369        |
| Change in Net Position                  | 583,554           | (1,520,000)        | (3,182,100)        | -                 |
| <b>Estimated Ending Net Position</b>    | <b>22,004,469</b> | <b>20,484,469</b>  | <b>18,822,369</b>  | <b>18,822,369</b> |

# FINANCIAL OVERVIEW

## Revenues & Expenditures - Airport Fund

|   | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget |
|---|-------------------|--------------------|--------------------|-------------------|
| <b>Revenue:</b>                         |                   |                    |                    |                   |
| Local Sources                           | 4,971,315         | 3,533,700          | 3,533,700          | 4,037,700         |
| State                                   | -                 | 35,000             | 35,000             | 5,000             |
| Federal Government                      | 258,224           | 41,280             | 41,280             | 41,300            |
| <b>Subtotal</b>                         | <b>5,229,539</b>  | <b>3,609,980</b>   | <b>3,609,980</b>   | <b>4,084,000</b>  |
| Other Financing Sources                 | 1,123,548         | -                  | 6,690              | -                 |
| <b>TOTAL REVENUES</b>                   | <b>6,353,087</b>  | <b>3,609,980</b>   | <b>3,616,670</b>   | <b>4,084,000</b>  |
| <b>Expenditure:</b>                     |                   |                    |                    |                   |
| Personnel Services                      | 764,212           | 1,144,230          | 1,144,230          | 1,224,230         |
| Purchased Services                      | 601,562           | 631,700            | 638,390            | 690,700           |
| Internal Services                       | 323,907           | 349,200            | 349,200            | 367,370           |
| Other Services and Charges              | 210,121           | 291,800            | 291,800            | 301,600           |
| Supplies                                | 79,636            | 336,500            | 336,500            | 398,500           |
| Capital                                 | -                 | 107,000            | 107,000            | 200,000           |
| Debt Service, Depreciation, & Other     | 2,810,160         | 205,150            | 205,150            | 209,930           |
| Manassas City Public Schools            | -                 | -                  | -                  | -                 |
| <b>Subtotal</b>                         | <b>4,789,597</b>  | <b>3,065,580</b>   | <b>3,072,270</b>   | <b>3,392,330</b>  |
| Other Financing Uses                    | -                 | 261,000            | 261,000            | 377,000           |
| <b>TOTAL EXPENDITURES</b>               | <b>4,789,597</b>  | <b>3,326,580</b>   | <b>3,333,270</b>   | <b>3,769,330</b>  |
| <b>Excess (Deficit)</b>                 | <b>1,563,490</b>  | <b>283,400</b>     | <b>283,400</b>     | <b>314,670</b>    |
| <b>Estimated Beginning Net Position</b> | 46,655,540        | 48,219,030         | 48,219,030         | 48,502,430        |
| Change in Net Position                  | 1,563,490         | 283,400            | 283,400            | 314,670           |
| <b>Estimated Ending Net Position</b>    | <b>48,219,030</b> | <b>48,502,430</b>  | <b>48,502,430</b>  | <b>48,817,100</b> |

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

## FINANCIAL OVERVIEW

### Revenues & Expenditures - Solid Waste Fund

|   | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget |
|---|-------------------|--------------------|--------------------|-------------------|
| <b>Revenue:</b>                         |                   |                    |                    |                   |
| Local Sources                           | 3,622,685         | 3,710,350          | 3,910,350          | 4,736,000         |
| State                                   | 11,337            | 7,000              | 7,000              | 10,000            |
| Federal Government                      | -                 | -                  | -                  | -                 |
| <b>Subtotal</b>                         | <b>3,634,022</b>  | <b>3,717,350</b>   | <b>3,917,350</b>   | <b>4,746,000</b>  |
| Other Financing Sources                 | -                 | -                  | -                  | -                 |
| <b>TOTAL REVENUES</b>                   | <b>3,634,022</b>  | <b>3,717,350</b>   | <b>3,917,350</b>   | <b>4,746,000</b>  |
| <b>Expenditure:</b>                     |                   |                    |                    |                   |
| Personnel Services                      | 139,117           | 137,000            | 137,000            | 183,420           |
| Purchased Services                      | 3,100,309         | 3,333,330          | 3,833,330          | 4,122,000         |
| Internal Services                       | 261,535           | 356,240            | 356,240            | 292,620           |
| Other Services and Charges              | 3,700             | 6,700              | 6,700              | 8,000             |
| Supplies                                | 6,575             | 8,640              | 8,640              | 10,000            |
| Capital                                 | -                 | 20,000             | 20,000             | -                 |
| Debt Service, Depreciation, & Other     | 8,861             | 8,000              | 8,000              | 18,000            |
| Manassas City Public Schools            | -                 | -                  | -                  | -                 |
| <b>Subtotal</b>                         | <b>3,520,097</b>  | <b>3,869,910</b>   | <b>4,369,910</b>   | <b>4,634,040</b>  |
| Other Financing Uses                    | -                 | 75,000             | 75,000             | 75,000            |
| <b>TOTAL EXPENDITURES</b>               | <b>3,520,097</b>  | <b>3,944,910</b>   | <b>4,444,910</b>   | <b>4,709,040</b>  |
| <b>Excess (Deficit)</b>                 | <b>113,925</b>    | <b>(227,560)</b>   | <b>(527,560)</b>   | <b>36,960</b>     |
| <b>Estimated Beginning Net Position</b> | 2,252,021         | 2,365,946          | 2,365,946          | 1,838,386         |
| Change in Net Position                  | 113,925           | (227,560)          | (527,560)          | 36,960            |
| <b>Estimated Ending Net Position</b>    | <b>2,365,946</b>  | <b>2,138,386</b>   | <b>1,838,386</b>   | <b>1,875,346</b>  |

The contribution to Fund Balance is due to increased fees.

## FINANCIAL OVERVIEW

### Revenues & Expenditures - Building Maintenance Fund

|   | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget |
|---|-------------------|--------------------|--------------------|-------------------|
| <b>Revenue:</b>                         |                   |                    |                    |                   |
| Local Sources                           | 1,640,921         | 2,061,530          | 2,061,530          | 2,256,550         |
| State                                   | -                 | -                  | -                  | -                 |
| Federal Government                      | -                 | -                  | -                  | -                 |
| <b>Subtotal</b>                         | <b>1,640,921</b>  | <b>2,061,530</b>   | <b>2,061,530</b>   | <b>2,256,550</b>  |
| Other Financing Sources                 | -                 | -                  | -                  | -                 |
| <b>TOTAL REVENUES</b>                   | <b>1,640,921</b>  | <b>2,061,530</b>   | <b>2,061,530</b>   | <b>2,256,550</b>  |
| <b>Expenditure:</b>                     |                   |                    |                    |                   |
| Personnel Services                      | 314,556           | 567,000            | 567,000            | 615,180           |
| Purchased Services                      | 393,135           | 730,000            | 758,790            | 710,000           |
| Internal Services                       | 29,790            | 33,530             | 33,530             | 35,370            |
| Other Services and Charges              | 433,451           | 517,000            | 517,000            | 621,000           |
| Supplies                                | 89,528            | 114,000            | 114,000            | 125,000           |
| Capital                                 | -                 | 510,000            | 510,000            | 520,000           |
| Debt Service, Depreciation, & Other     | 66,232            | -                  | -                  |                   |
| Manassas City Public Schools            | -                 | -                  | -                  |                   |
| <b>Subtotal</b>                         | <b>1,326,692</b>  | <b>2,471,530</b>   | <b>2,500,320</b>   | <b>2,626,550</b>  |
| Other Financing Uses                    | -                 | -                  | -                  | 50,000            |
| <b>TOTAL EXPENDITURES</b>               | <b>1,326,692</b>  | <b>2,471,530</b>   | <b>2,500,320</b>   | <b>2,676,550</b>  |
| <b>Excess (Deficit)</b>                 | <b>314,228</b>    | <b>(410,000)</b>   | <b>(438,790)</b>   | <b>(420,000)</b>  |
| <b>Estimated Beginning Net Position</b> | 1,436,541         | 1,750,769          | 1,750,769          | 1,311,979         |
| Change in Net Position                  | 314,228           | (410,000)          | (438,790)          | (420,000)         |
| <b>Estimated Ending Net Position</b>    | <b>1,750,769</b>  | <b>1,340,769</b>   | <b>1,311,979</b>   | <b>891,979</b>    |

The use of Fund Balance is for building improvements and equipment replacement.

## FINANCIAL OVERVIEW

### Revenues & Expenditures - Vehicle Maintenance Fund

|   | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget |
|---|-------------------|--------------------|--------------------|-------------------|
| <b>Revenue:</b>                         |                   |                    |                    |                   |
| Local Sources                           | 3,876,980         | 4,691,680          | 4,891,680          | 5,577,500         |
| State                                   | -                 | -                  | -                  | -                 |
| Federal Government                      | -                 | -                  | -                  | -                 |
| <b>Subtotal</b>                         | <b>3,876,980</b>  | <b>4,691,680</b>   | <b>4,891,680</b>   | <b>5,577,500</b>  |
| Other Financing Sources                 | 888,407           | 405,000            | 405,000            | 435,000           |
| <b>TOTAL REVENUES</b>                   | <b>4,765,387</b>  | <b>5,096,680</b>   | <b>5,296,680</b>   | <b>6,012,500</b>  |
| <b>Expenditure:</b>                     |                   |                    |                    |                   |
| Personnel Services                      | 725,222           | 1,075,000          | 1,075,000          | 1,134,460         |
| Purchased Services                      | 178,161           | 210,000            | 210,376            | 210,000           |
| Internal Services                       | 272,050           | 267,780            | 267,780            | 281,840           |
| Other Services and Charges              | 212,630           | 251,700            | 251,700            | 256,500           |
| Supplies                                | 1,197,955         | 1,462,200          | 1,462,200          | 1,914,200         |
| Capital                                 | -                 | 1,830,000          | 2,331,614          | 1,865,500         |
| Debt Service, Depreciation, & Other     | 1,062,832         |                    |                    |                   |
| Manassas City Public Schools            | -                 | -                  | -                  | -                 |
| <b>Subtotal</b>                         | <b>3,648,850</b>  | <b>5,096,680</b>   | <b>5,598,670</b>   | <b>5,662,500</b>  |
| Other Financing Uses                    | -                 | -                  | -                  | -                 |
| <b>TOTAL EXPENDITURES</b>               | <b>3,648,850</b>  | <b>5,096,680</b>   | <b>5,598,670</b>   | <b>5,662,500</b>  |
| <b>Excess (Deficit)</b>                 | <b>1,116,537</b>  | <b>-</b>           | <b>(301,990)</b>   | <b>350,000</b>    |
| <b>Estimated Beginning Net Position</b> | <b>5,063,493</b>  | <b>6,180,030</b>   | <b>6,180,030</b>   | <b>5,878,040</b>  |
| Change in Net Position                  | 1,116,537         | -                  | (301,990)          | 350,000           |
| <b>Estimated Ending Net Position</b>    | <b>6,180,030</b>  | <b>6,180,030</b>   | <b>5,878,040</b>   | <b>6,228,040</b>  |

The contribution to Fund Balance is for depreciation of Fire and Rescue command vehicles added to the replacement plan.

## FINANCIAL OVERVIEW

### Revenues & Expenditures - Information Technology Fund

|   | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget |
|---|-------------------|--------------------|--------------------|-------------------|
| <b>Revenue:</b>                         |                   |                    |                    |                   |
| Local Sources                           | 4,098,684         | 4,856,980          | 5,256,980          | 5,217,990         |
| State                                   | -                 | -                  | -                  | -                 |
| Federal Government                      | -                 | -                  | -                  | -                 |
| <b>Subtotal</b>                         | <b>4,098,684</b>  | <b>4,856,980</b>   | <b>5,256,980</b>   | <b>5,217,990</b>  |
| Other Financing Sources                 | -                 | -                  | -                  | -                 |
| <b>TOTAL REVENUES</b>                   | <b>4,098,684</b>  | <b>4,856,980</b>   | <b>5,256,980</b>   | <b>5,217,990</b>  |
| <b>Expenditure:</b>                     |                   |                    |                    |                   |
| Personnel Services                      | 1,721,722         | 2,239,000          | 2,239,000          | 2,289,000         |
| Purchased Services                      | 1,249,854         | 1,626,500          | 1,631,500          | 1,830,500         |
| Internal Services                       | 96,960            | 135,980            | 135,980            | 151,990           |
| Other Services and Charges              | 169,550           | 204,000            | 210,899            | 245,000           |
| Supplies                                | 288,648           | 371,500            | 429,950            | 371,500           |
| Capital                                 | -                 | 80,000             | 480,000            | 452,000           |
| Debt Service, Depreciation, & Other     | 250,050           |                    |                    | -                 |
| Manassas City Public Schools            | -                 | -                  | -                  | -                 |
| <b>Subtotal</b>                         | <b>3,776,784</b>  | <b>4,656,980</b>   | <b>5,127,330</b>   | <b>5,339,990</b>  |
| Other Financing Uses                    | -                 | 200,000            | 200,000            | 250,000           |
| <b>TOTAL EXPENDITURES</b>               | <b>3,776,784</b>  | <b>4,856,980</b>   | <b>5,327,330</b>   | <b>5,589,990</b>  |
| <b>Excess (Deficit)</b>                 | <b>321,900</b>    | <b>-</b>           | <b>(70,350)</b>    | <b>(372,000)</b>  |
| <b>Estimated Beginning Net Position</b> | 3,113,721         | 3,435,621          | 3,435,621          | 3,365,271         |
| Change in Net Position                  | 321,900           | -                  | (70,350)           | (372,000)         |
| <b>Estimated Ending Net Position</b>    | <b>3,435,621</b>  | <b>3,435,621</b>   | <b>3,365,271</b>   | <b>2,993,271</b>  |

The use of Fund Balance is for hardware and software replacement and upgrade.

# FINANCIAL OVERVIEW

## Revenues & Expenditures - Debt Service Fund

|   | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget |
|---|-------------------|--------------------|--------------------|-------------------|
| <b>Revenue:</b>                         |                   |                    |                    |                   |
| Local Sources                           | -                 | -                  | -                  | -                 |
| State                                   | -                 | -                  | -                  | -                 |
| Federal Government                      | 9,754             | -                  | -                  | -                 |
| <b>Subtotal</b>                         | <b>9,754</b>      | <b>-</b>           | <b>-</b>           | <b>-</b>          |
| Other Financing Sources                 | 14,545,684        | 11,706,150         | 11,706,150         | 11,924,870        |
| <b>TOTAL REVENUES</b>                   | <b>14,555,438</b> | <b>11,706,150</b>  | <b>11,706,150</b>  | <b>11,924,870</b> |
| <b>Expenditure:</b>                     |                   |                    |                    |                   |
| Personnel Services                      | -                 | -                  | -                  | -                 |
| Purchased Services                      | -                 | 40,000             | 40,000             | 40,000            |
| Internal Services                       | -                 | -                  | -                  | -                 |
| Other Services and Charges              | -                 | -                  | -                  | -                 |
| Supplies                                | -                 | -                  | -                  | -                 |
| Capital                                 | -                 | -                  | -                  | -                 |
| Debt Service, Depreciation, & Other     | 10,540,184        | 12,207,070         | 12,207,070         | 11,969,870        |
| Manassas City Public Schools            | -                 | -                  | -                  | -                 |
| <b>Subtotal</b>                         | <b>10,540,184</b> | <b>12,247,070</b>  | <b>12,247,070</b>  | <b>12,009,870</b> |
| Other Financing Uses                    | -                 | -                  | -                  | -                 |
| <b>TOTAL EXPENDITURES</b>               | <b>10,540,184</b> | <b>12,247,070</b>  | <b>12,247,070</b>  | <b>12,009,870</b> |
| <b>Excess (Deficit)</b>                 | <b>4,015,254</b>  | <b>(540,920)</b>   | <b>(540,920)</b>   | <b>(85,000)</b>   |
| <b>Estimated Beginning Fund Balance</b> | 11,853,578        | 15,868,832         | 15,868,832         | 15,327,912        |
| Change in Fund Balance                  | 4,015,254         | (540,920)          | (540,920)          | (85,000)          |
| <b>Estimated Ending Fund Balance</b>    | <b>15,868,832</b> | <b>15,327,912</b>  | <b>15,327,912</b>  | <b>15,242,912</b> |

# FINANCIAL OVERVIEW

## Revenues & Expenditures - Cemetery Trust Fund

|   | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget |
|---|-------------------|--------------------|--------------------|-------------------|
| <b>Revenue:</b>                         |                   |                    |                    |                   |
| Local Sources                           | 90,790            | -                  | -                  | -                 |
| State                                   | -                 | -                  | -                  | -                 |
| Federal Government                      | -                 | -                  | -                  | -                 |
| <b>Subtotal</b>                         | <b>90,790</b>     | <b>-</b>           | <b>-</b>           | <b>-</b>          |
| Other Financing Sources                 | -                 | -                  | -                  | -                 |
| <b>TOTAL REVENUES</b>                   | <b>90,790</b>     | <b>-</b>           | <b>-</b>           | <b>-</b>          |
| <b>Expenditure:</b>                     |                   |                    |                    |                   |
| Personnel Services                      | -                 | -                  | -                  | -                 |
| Purchased Services                      | -                 | -                  | -                  | -                 |
| Internal Services                       | -                 | -                  | -                  | -                 |
| Other Services and Charges              | -                 | -                  | -                  | -                 |
| Supplies                                | -                 | -                  | -                  | -                 |
| Capital                                 | -                 | -                  | -                  | -                 |
| Debt Service, Depreciation, & Other     | -                 | -                  | -                  | -                 |
| Manassas City Public Schools            | -                 | -                  | -                  | -                 |
| <b>Subtotal</b>                         | <b>-</b>          | <b>-</b>           | <b>-</b>           | <b>-</b>          |
| Other Financing Uses                    | -                 | 50,000             | 50,000             | 60,000            |
| <b>TOTAL EXPENDITURES</b>               | <b>-</b>          | <b>50,000</b>      | <b>50,000</b>      | <b>60,000</b>     |
| <b>Excess (Deficit)</b>                 | <b>90,790</b>     | <b>(50,000)</b>    | <b>(50,000)</b>    | <b>(60,000)</b>   |
| <b>Estimated Beginning Fund Balance</b> | 378,547           | 469,337            | 469,337            | 419,337           |
| Change in Fund Balance                  | 90,790            | (50,000)           | (50,000)           | (60,000)          |
| <b>Estimated Ending Fund Balance</b>    | <b>469,337</b>    | <b>419,337</b>     | <b>419,337</b>     | <b>359,337</b>    |

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

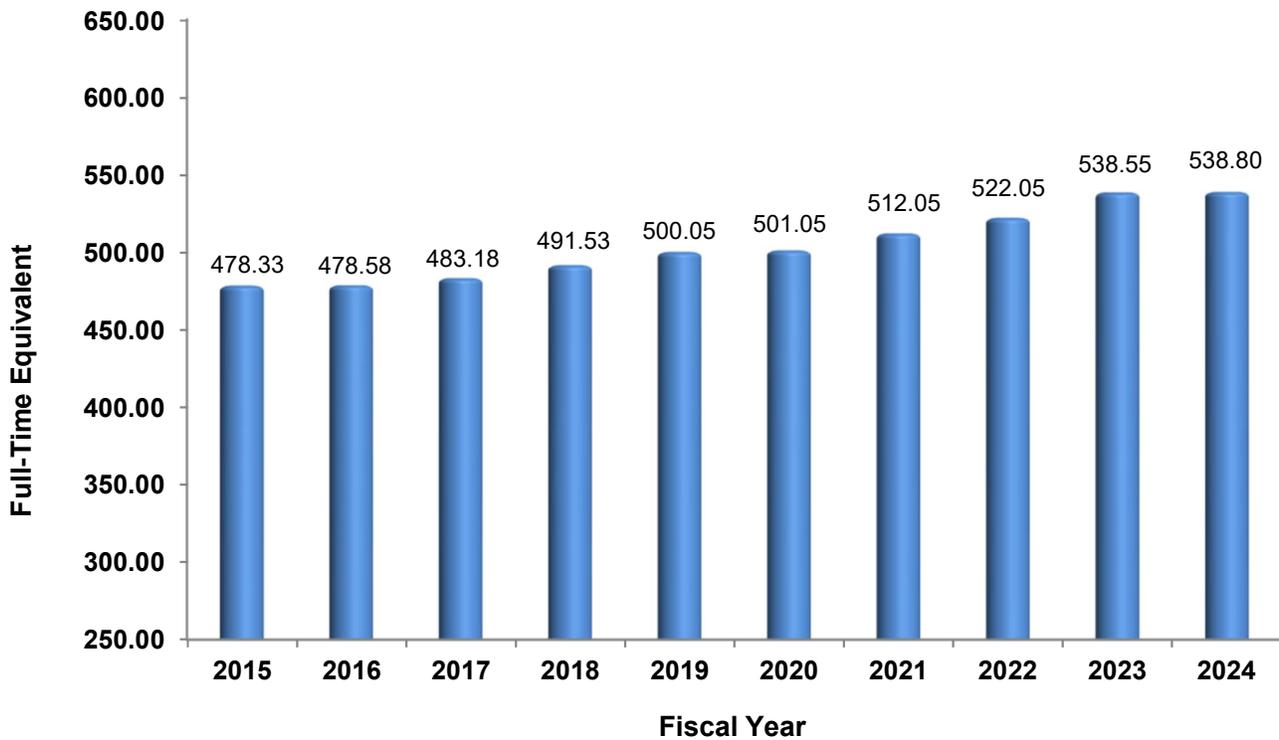
## FINANCIAL OVERVIEW

### Revenues & Expenditures - School Funds

|   | FY 2022<br>Actual  | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget  |
|---|--------------------|--------------------|--------------------|--------------------|
| <b>Revenue:</b>                         |                    |                    |                    |                    |
| Local Sources                           | 1,183,045          | 1,365,750          | 1,365,750          | 960,630            |
| State                                   | 61,306,436         | 67,505,267         | 67,505,267         | 71,423,077         |
| Federal Government                      | 13,987,266         | 10,705,218         | 10,705,218         | 7,837,503          |
| <b>Subtotal</b>                         | <b>76,476,747</b>  | <b>79,576,235</b>  | <b>79,576,235</b>  | <b>80,221,210</b>  |
| Other Financing Sources                 | 55,341,610         | 58,301,900         | 58,301,900         | 60,212,000         |
| <b>TOTAL REVENUES</b>                   | <b>131,818,357</b> | <b>137,878,135</b> | <b>137,878,135</b> | <b>140,433,210</b> |
| <b>Expenditure:</b>                     |                    |                    |                    |                    |
| School Operating                        | 121,959,651        | 122,739,280        | 122,739,280        | 128,294,245        |
| School Food Service                     | 4,043,247          | 4,099,775          | 4,099,775          | 4,323,801          |
| School Capital Improvement              | 1,322,174          | 7,784,415          | 7,784,415          | 3,000,000          |
| School Grants/Special Projects          | 459,148            | 3,996,965          | 3,996,965          | 4,088,003          |
| School Debt Service                     | -                  | 557,700            | 557,700            | 788,566            |
| <b>Subtotal</b>                         | <b>127,784,220</b> | <b>139,178,135</b> | <b>139,178,135</b> | <b>140,494,615</b> |
| Other Financing Uses                    | -                  | -                  | -                  | -                  |
| <b>TOTAL EXPENDITURES</b>               | <b>127,784,220</b> | <b>139,178,135</b> | <b>139,178,135</b> | <b>140,494,615</b> |
| <b>Excess (Deficit)</b>                 | <b>4,034,137</b>   | <b>(1,300,000)</b> | <b>(1,300,000)</b> | <b>(61,405)</b>    |
| <b>Estimated Beginning Fund Balance</b> | 23,721,208         | 27,755,345         | 26,455,345         | 25,155,345         |
| Change in Fund Balance                  | 4,034,137          | (1,300,000)        | (1,300,000)        | (61,405)           |
| <b>Estimated Ending Fund Balance</b>    | <b>27,755,345</b>  | <b>26,455,345</b>  | <b>25,155,345</b>  | <b>25,093,940</b>  |

# STAFFING OVERVIEW

## Ten-Year Staffing History



### **Explanation of Significant Staffing Level Changes:**

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

FY24 - Additional Staffing for the Commissioner of the Revenue's office

# STAFFING OVERVIEW

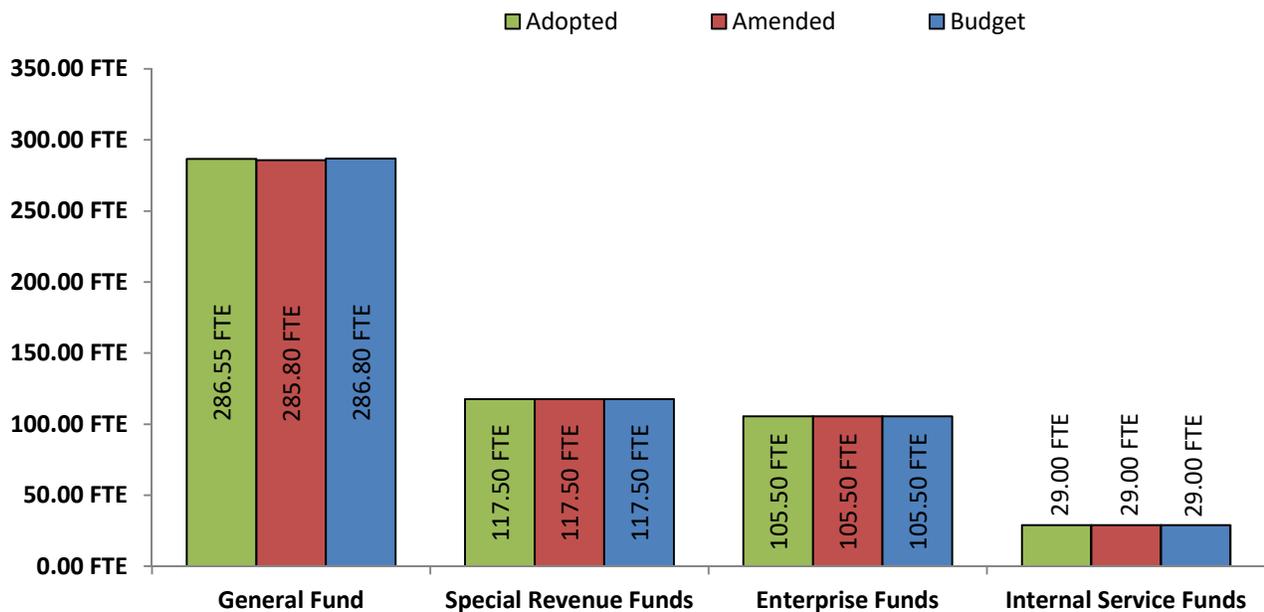
## Ten-Year Staffing History

|   | 2015          | 2016          | 2017          | 2018          | 2019          | 2020          | 2021          | 2022          | 2023          | 2024          |
|---|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <b>Function</b>                                 |               |               |               |               |               |               |               |               |               |               |
| <b>General Government</b>                       |               |               |               |               |               |               |               |               |               |               |
| City Clerk                                      | 3.00          | 3.00          | 3.00          | 3.00          | 2.00          | 2.00          | 2.00          | 2.00          | 2.00          | 2.00          |
| City Manager / Comms                            | 10.00         | 10.00         | 11.00         | 5.00          | 5.00          | 5.00          | 5.00          | 6.00          | 8.00          | 8.00          |
| City Attorney                                   | 0.00          | 0.00          | 0.00          | 1.00          | 2.00          | 2.00          | 3.00          | 3.00          | 3.00          | 3.00          |
| Voter Registration                              | 2.05          | 2.05          | 2.15          | 2.75          | 3.00          | 3.00          | 3.00          | 3.00          | 4.00          | 4.00          |
| Treasurer                                       | 7.00          | 7.00          | 7.00          | 7.00          | 7.00          | 7.00          | 7.00          | 7.00          | 8.00          | 8.00          |
| Commission of Revenue                           | 11.00         | 11.00         | 11.00         | 11.00         | 11.00         | 11.00         | 11.00         | 11.00         | 11.00         | 12.00         |
| Finance / IT                                    | 25.30         | 25.30         | 26.30         | 25.30         | 26.55         | 27.55         | 28.55         | 29.50         | 30.50         | 30.50         |
| Human Resources                                 | 0.00          | 0.00          | 0.00          | 7.00          | 7.00          | 7.00          | 7.00          | 7.00          | 8.00          | 8.00          |
| <b>Public Safety</b>                            |               |               |               |               |               |               |               |               |               |               |
| Police  | 127.25        | 126.50        | 127.00        | 129.25        | 130.25        | 130.25        | 134.75        | 137.25        | 138.75        | 138.00        |
| Fire & Rescue                                   | 60.00         | 60.00         | 62.00         | 64.00         | 66.00         | 66.00         | 66.00         | 69.00         | 72.00         | 72.00         |
| <b>Public Works</b>                             |               |               |               |               |               |               |               |               |               |               |
| Public Works                                    | 59.50         | 60.50         | 62.00         | 55.00         | 55.00         | 55.00         | 56.50         | 56.50         | 57.50         | 57.50         |
| Engineering                                     | 0.00          | 0.00          | 0.00          | 14.00         | 10.00         | 9.00          | 8.00          | 8.00          | 8.00          | 8.00          |
| <b>Community Enhancements &amp; Development</b> |               |               |               |               |               |               |               |               |               |               |
| Com Dev / PCR                                   | 33.75         | 33.75         | 33.75         | 33.75         | 35.25         | 35.25         | 35.25         | 34.30         | 35.30         | 35.30         |
| Economic Development                            | 2.50          | 2.50          | 2.50          | 2.50          | 3.00          | 3.00          | 3.00          | 3.00          | 3.00          | 3.00          |
| <b>Health &amp; Human Services</b>              |               |               |               |               |               |               |               |               |               |               |
|   | 37.48         | 37.48         | 37.48         | 37.98         | 40.00         | 40.00         | 42.00         | 45.50         | 45.50         | 45.50         |
| <b>Utilities (Wtr, Swr, Etc, Str)</b>           |               |               |               |               |               |               |               |               |               |               |
|   | 92.50         | 92.50         | 91.00         | 86.00         | 90.00         | 91.00         | 92.00         | 92.00         | 95.00         | 95.00         |
| <b>Airport</b>                                  |               |               |               |               |               |               |               |               |               |               |
|   | 7.00          | 7.00          | 7.00          | 7.00          | 7.00          | 7.00          | 8.00          | 8.00          | 9.00          | 9.00          |
| <b>Total</b>                                    | <b>478.33</b> | <b>478.58</b> | <b>483.18</b> | <b>491.53</b> | <b>500.05</b> | <b>501.05</b> | <b>512.05</b> | <b>522.05</b> | <b>538.55</b> | <b>538.80</b> |

# STAFFING OVERVIEW

## Staffing by Fund

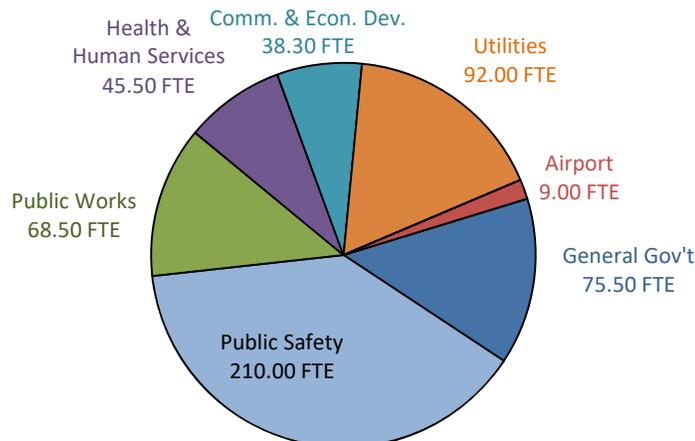
|                               | FY 2023<br>Adopted |               | FY 2023<br>Amended |               | FY 2024<br>Budget |               | FY 2024<br>Budget<br>Over (Under)<br>FY 2023<br>Adopted |             |
|-------------------------------|--------------------|---------------|--------------------|---------------|-------------------|---------------|---|-------------|
|                               | #                  | FTE           | #                  | FTE           | #                 | FTE           | #   | FTE         |
|                               | General Fund       | 337           | 286.55             | 336           | 285.80            | 337           | 286.80  | -           |
| <b>Special Revenue Funds</b>  |                    |               |                    |               |                   |               |   |             |
| Social Services Fund          | 46                 | 45.50         | 46                 | 45.50         | 46                | 45.50         | -   | -           |
| Fire and Rescue Fund          | 72                 | 72.00         | 72                 | 72.00         | 72                | 72.00         | -   | -           |
| <b>Enterprise Funds</b>       |                    |               |                    |               |                   |               |   |             |
| Water & Sewer Funds           | 38                 | 38.00         | 38                 | 38.00         | 38                | 38.00         | -   | -           |
| Electric Fund                 | 54                 | 54.00         | 54                 | 54.00         | 54                | 54.00         | -   | -           |
| Stormwater Fund               | 3                  | 3.00          | 3                  | 3.00          | 3                 | 3.00          | -   | -           |
| Airport Fund                  | 9                  | 9.00          | 9                  | 9.00          | 9                 | 9.00          | -   | -           |
| Solid Waste Fund              | 2                  | 1.50          | 2                  | 1.50          | 2                 | 1.50          | -   | -           |
| <b>Internal Service Funds</b> |                    |               |                    |               |                   |               |   |             |
| Building Maintenance Fund     | 5                  | 5.00          | 5                  | 5.00          | 5                 | 5.00          | -   | -           |
| Vehicle Maintenance Fund      | 9                  | 9.00          | 9                  | 9.00          | 9                 | 9.00          | -   | -           |
| Information Technology Fund   | 15                 | 15.00         | 15                 | 15.00         | 15                | 15.00         | -   | -           |
| <b>Total City of Manassas</b> | <b>590</b>         | <b>538.55</b> | <b>589</b>         | <b>537.80</b> | <b>590</b>        | <b>538.80</b> | <b>-</b>  | <b>0.25</b> |



# STAFFING OVERVIEW

## Staffing by Function & Department

|   | FY 2023    |               | FY 2023    |               | FY 2023      |               | FY 2024    |               | FY 2024  |             |
|---|------------|---------------|------------|---------------|--------------|---------------|------------|---------------|----------|-------------|
|   | Adopted    |               | Amended    |               | Over (Under) |               | Budget     |               | Budget   |             |
|   | #          | FTE           | #          | FTE           | #            | FTE           | #          | FTE           | #        | FTE         |
| <b>General Government</b>                       |            |               |            |               |              |               |            |               |          |             |
| City Clerk                                      | 2          | 2.00          | 2          | 2.00          | -            | -             | 2          | 2.00          | -        | -           |
| City Manager / Comms                            | 8          | 8.00          | 8          | 8.00          | -            | -             | 8          | 8.00          | -        | -           |
| City Attorney                                   | 3          | 3.00          | 3          | 3.00          | -            | -             | 3          | 3.00          | -        | -           |
| Voter Registration                              | 8          | 4.00          | 8          | 4.00          | -            | -             | 8          | 4.00          | -        | -           |
| Treasurer                                       | 8          | 8.00          | 8          | 8.00          | -            | -             | 8          | 8.00          | -        | -           |
| Commissioner of Revenue                         | 11         | 11.00         | 11         | 11.00         | -            | -             | 12         | 12.00         | 1        | 1.00        |
| Finance / IT                                    | 31         | 30.50         | 31         | 30.50         | -            | -             | 31         | 30.50         | -        | -           |
| Human Resources                                 | 8          | 8.00          | 8          | 8.00          | -            | -             | 8          | 8.00          | -        | -           |
| <b>Public Safety</b>                            |            |               |            |               |              |               |            |               |          |             |
| Police  | 146        | 138.75        | 145        | 138.00        | (1)          | (0.75)        | 145        | 138.00        | (1)      | (0.75)      |
| Fire and Rescue                                 | 72         | 72.00         | 72         | 72.00         | -            | -             | 72         | 72.00         | -        | -           |
| <b>Health &amp; Human Services</b>              |            |               |            |               |              |               |            |               |          |             |
| Social Services                                 | 46         | 45.50         | 46         | 45.50         | -            | -             | 46         | 45.50         | -        | -           |
| <b>Public Works</b>                             |            |               |            |               |              |               |            |               |          |             |
| Engineering / Stormwater                        | 11         | 11.00         | 11         | 11.00         | -            | -             | 11         | 11.00         | -        | -           |
| Public Works                                    | 58         | 57.50         | 58         | 57.50         | -            | -             | 58         | 57.50         | -        | -           |
| <b>Community Enhancements &amp; Development</b> |            |               |            |               |              |               |            |               |          |             |
| Com Dev / PCR                                   | 74         | 35.30         | 74         | 35.30         | -            | -             | 74         | 35.30         | -        | -           |
| Economic Development                            | 3          | 3.00          | 3          | 3.00          | -            | -             | 3          | 3.00          | -        | -           |
| <b>Other</b>                                    |            |               |            |               |              |               |            |               |          |             |
| Utilities                                       | 92         | 92.00         | 92         | 92.00         | -            | -             | 92         | 92.00         | -        | -           |
| Airport   | 9          | 9.00          | 9          | 9.00          | -            | -             | 9          | 9.00          | -        | -           |
| <b>Total City of Manassas</b>                   | <b>590</b> | <b>538.55</b> | <b>589</b> | <b>537.80</b> | <b>(1)</b>   | <b>(0.75)</b> | <b>590</b> | <b>538.80</b> | <b>-</b> | <b>0.25</b> |



# STAFFING OVERVIEW

## Staffing Changes

| <b>Position</b>                             | <b>Department</b>              | <b>#</b>   | <b>FTE</b>    | <b>FTE</b>    |
|---|--------------------------------|------------|---------------|---------------|
| <b>FY 2023 Adopted Staffing Plan</b>        |                                | <b>590</b> | <b>538.55</b> |               |
| Communications Director                     | Communications                 | 1          | 1.00          |               |
| Communications Manager                      | Communications                 | (1)        | (1.00)        | <b>0.00</b>   |
| Chief Deputy Registrar                      | Voter Registration & Elections | 1          | 1.00          |               |
| Assistant Registrar                         | Voter Registration & Elections | (1)        | (1.00)        | <b>0.00</b>   |
| IT Cyber Security Engineer                  | Finance - IT                   | 1          | 1.00          |               |
| IT Security Administrator                   | Finance - IT                   | (1)        | (1.00)        |               |
| IT Public Safety Specialist                 | Finance - IT                   | 1          | 1.00          |               |
| IT Public Safety System Analyst             | Finance - IT                   | (1)        | (1.00)        |               |
| GIS Database Administrator Sr.              | Finance - IT                   | 1          | 1.00          |               |
| GIS Database Administrator                  | Finance - IT                   | (1)        | (1.00)        | <b>0.00</b>   |
| Community Services Specialist               | Police - Administration        | 1          | 1.00          |               |
| Crime Prevention Specialist                 | Police - Administration        | (1)        | (1.00)        |               |
| Gang Task Force Executive Coordinator       | Police - Administration        | (1)        | (0.75)        |               |
| Police Sergeant                             | Police - Patrol Services       | 1          | 1.00          |               |
| Police Officer (I, II, III)                 | Police - Patrol Services       | (1)        | (1.00)        | <b>(0.75)</b> |
| Fire & Rescue Lieutenant                    | Fire & Rescue                  | 1          | 1.00          |               |
| Firefighter/Technician                      | Fire & Rescue                  | (1)        | (1.00)        | <b>0.00</b>   |
| Stormwater Program Analyst                  | Stormwater                     | 1          | 1.00          |               |
| Environmental Planner                       | Stormwater                     | (1)        | (1.00)        | <b>0.00</b>   |
| Assistant Street Maintenance Superintendent | Public Works - Streets         | 1          | 1.00          |               |
| Crew Leader                                 | Public Works - Streets         | (1)        | (1.00)        |               |
| Groundsman                                  | Public Works - Grounds         | 1          | 1.00          |               |
| Public Works Maintenance Worker             | Public Works - Grounds         | (1)        | (1.00)        |               |
| Groundsman                                  | Public Works - Beautification  | 1          | 1.00          |               |
| Public Works Maintenance Worker             | Public Works - Beautification  | (1)        | (1.00)        |               |
| Grounds Technician                          | Public Works - Beautification  | 1          | 1.00          |               |
| Horticultural Technician                    | Public Works - Beautification  | (1)        | (1.00)        | <b>0.00</b>   |
| Family Services Manager                     | Social Services                | 1          | 1.00          |               |

# STAFFING OVERVIEW

## Staffing Changes

| <b>Position</b>                                | <b>Department</b>           | <b>#</b>   | <b>FTE</b>    | <b>FTE</b>    |
|--|-----------------------------|------------|---------------|---------------|
| Family Services Specialist                     | Social Services             | (1)        | (1.00)        |               |
| Utilization Review Analyst                     | Social Services             | 1          | 1.00          |               |
| Intensive Care Coordinator                     | Social Services             | (1)        | (1.00)        |               |
| Housing Program Specialist (I, II)             | Social Services             | 2          | 1.50          |               |
| Housing Program Agent (I, II)                  | Social Services             | (2)        | (1.50)        | <b>0.00</b>   |
| Assistant Director, Planning & Development     | Community Development       | 1          | 1.00          |               |
| Land Development Manager                       | Community Development       | (1)        | (1.00)        |               |
| Assistant Director, Parks Culture & Recreation | Community Development - PCR | 1          | 1.00          |               |
| Culture & Recreation Services Manager          | Community Development - PCR | 1          | (1.00)        |               |
| Recreation Attendant <b>(Seasonal)</b>         | Community Development - PCR | 4          | 0.50          |               |
| Visitor Services Aide                          | Community Development - PCR | 0          | 0.50          |               |
| Program Attendant <b>(Seasonal)</b>            | Community Development - PCR | (1)        | (0.05)        |               |
| Pool Staff <b>(Seasonal)</b>                   | Community Development - PCR | (3)        | (0.95)        | <b>0.00</b>   |
| Administrative Assistant II                    | Economic Development        | 1          | 1.00          |               |
| Administrative Assistant I                     | Economic Development        | (1)        | (1.00)        | <b>0.00</b>   |
| Water Plant Operator                           | Utilities - Water/Sewer     | 1          | 1.00          |               |
| Water & Sewer Utility Tech                     | Utilities - Water/Sewer     | (1)        | (1.00)        |               |
| Water Compliance Officer                       | Utilities - Water/Sewer     | 1          | 1.00          |               |
| Environmental Program Manager                  | Utilities - Water/Sewer     | (1)        | (1.00)        | <b>0.00</b>   |
| <b>FY 2023 Amended Staffing Plan</b>           |                             | <b>589</b> | <b>537.80</b> | <b>(0.75)</b> |
| Tax Services Specialist                        | Commissioner of the Revenue | 1          | 1.00          | <b>1.00</b>   |
| <b>FY 2024 Staffing Plan</b>                   |                             | <b>590</b> | <b>538.80</b> | <b>0.25</b>   |

# STAFFING

## Staffing Plan

|   | FY 2023  |             | FY 2023  |             | FY 2023  |          | FY 2024  |             | FY 2024  |          |
|---|----------|-------------|----------|-------------|----------|----------|----------|-------------|----------|----------|
|   | Adopted  |             | Amended  |             | Amended  |          | Budget   |             | Budget   |          |
|   | #        | FTE         | #        | FTE         | #        | FTE      | #        | FTE         | #        | FTE      |
| <b>CITY CLERK</b>                             |          |             |          |             |          |          |          |             |          |          |
| City Clerk                                    | 1        | 1.00        | 1        | 1.00        | -        | -        | 1        | 1.00        | -        | -        |
| Deputy City Clerk                             | 1        | 1.00        | 1        | 1.00        | -        | -        | 1        | 1.00        | -        | -        |
| <b>DEPARTMENT TOTAL</b>                       | <b>2</b> | <b>2.00</b> | <b>2</b> | <b>2.00</b> | <b>-</b> | <b>-</b> | <b>2</b> | <b>2.00</b> | <b>-</b> | <b>-</b> |
| <b>CITY MANAGER</b>                           |          |             |          |             |          |          |          |             |          |          |
| <b>Administration</b>                         |          |             |          |             |          |          |          |             |          |          |
| 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        | -        | -        | 1        | 1.00        | -        | -        |
| Executive Assistant                           | 1        | 1.00        | 1        | 1.00        | -        | -        | 1        | 1.00        | -        | -        |
| <b>Division Total</b>                         | <b>4</b> | <b>4.00</b> | <b>4</b> | <b>4.00</b> | <b>-</b> | <b>-</b> | <b>4</b> | <b>4.00</b> | <b>-</b> | <b>-</b> |
| <b>Communications</b>                         |          |             |          |             |          |          |          |             |          |          |
| Communications Director                       | -        | -           | 1        | 1.00        | 1        | 1.00     | 1        | 1.00        | 1        | 1.00     |
| Communications Manager                        | 1        | 1.00        | -        | -           | (1)      | (1.00)   | -        | -           | (1)      | (1.00)   |
| Communications Coordinator<br>(I, II, senior) | 3        | 3.00        | 3        | 3.00        | -        | -        | 3        | 3.00        | -        | -        |
| <b>Division Total</b>                         | <b>4</b> | <b>4.00</b> | <b>4</b> | <b>4.00</b> | <b>-</b> | <b>-</b> | <b>4</b> | <b>4.00</b> | <b>-</b> | <b>-</b> |
| <b>DEPARTMENT TOTAL</b>                       | <b>8</b> | <b>8.00</b> | <b>8</b> | <b>8.00</b> | <b>-</b> | <b>-</b> | <b>8</b> | <b>8.00</b> | <b>-</b> | <b>-</b> |
| <b>CITY ATTORNEY</b>                          |          |             |          |             |          |          |          |             |          |          |
| 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        | -        | -        |
| <b>DEPARTMENT TOTAL</b>                       | <b>3</b> | <b>3.00</b> | <b>3</b> | <b>3.00</b> | <b>-</b> | <b>-</b> | <b>3</b> | <b>3.00</b> | <b>-</b> | <b>-</b> |

# STAFFING

## Staffing Plan

|   | FY 2023  |             | FY 2023  |             | FY 2023  |          | FY 2024  |             | FY 2024  |          |
|---|----------|-------------|----------|-------------|----------|----------|----------|-------------|----------|----------|
|   | Adopted  |             | Amended  |             | Amended  |          | Budget   |             | Budget   |          |
|   | #        | FTE         | #        | FTE         | #        | FTE      | #        | FTE         | #        | FTE      |
| <b>VOTER REGISTRATION &amp; ELECTIONS</b>   |          |             |          |             |          |          |          |             |          |          |
| General Registrar                           | 1        | 1.00        | 1        | 1.00        | -        | -        | 1        | 1.00        | -        | -        |
| Chief Deputy Registrar                      | -        | -           | 1        | 1.00        | 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)   | -        | -           | (1)      | (1.00)   |
| Election Technician<br>(Seasonal)           | 5        | 1.00        | 5        | 1.00        | -        | -        | 5        | 1.00        | -        | -        |
| <b>DEPARTMENT TOTAL</b>                     | <b>8</b> | <b>4.00</b> | <b>8</b> | <b>4.00</b> | <b>-</b> | <b>-</b> | <b>8</b> | <b>4.00</b> | <b>-</b> | <b>-</b> |
| <b>TREASURER</b>                            |          |             |          |             |          |          |          |             |          |          |
| 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        | -        | -        | 1        | 1.00        | -        | -        |
| Revenue Specialist (I, II)                  | 3        | 3.00        | 3        | 3.00        | -        | -        | 3        | 3.00        | -        | -        |
| <b>DEPARTMENT TOTAL</b>                     | <b>8</b> | <b>8.00</b> | <b>8</b> | <b>8.00</b> | <b>-</b> | <b>-</b> | <b>8</b> | <b>8.00</b> | <b>-</b> | <b>-</b> |
| <b>COMMISSIONER OF THE REVENUE</b>          |          |             |          |             |          |          |          |             |          |          |
| <b>Administration</b>                       |          |             |          |             |          |          |          |             |          |          |
| Commissioner of the Revenue                 | 1        | 1.00        | 1        | 1.00        | -        | -        | 1        | 1.00        | -        | -        |
| Chief Deputy Commissioner of<br>the Revenue | 1        | 1.00        | 1        | 1.00        | -        | -        | 1        | 1.00        | -        | -        |
| <b>Division Total</b>                       | <b>2</b> | <b>2.00</b> | <b>2</b> | <b>2.00</b> | <b>-</b> | <b>-</b> | <b>2</b> | <b>2.00</b> | <b>-</b> | <b>-</b> |
| <b>Real Estate</b>                          |          |             |          |             |          |          |          |             |          |          |
| 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        | -        | -        |
| <b>Division Total</b>                       | <b>4</b> | <b>4.00</b> | <b>4</b> | <b>4.00</b> | <b>-</b> | <b>-</b> | <b>4</b> | <b>4.00</b> | <b>-</b> | <b>-</b> |

# STAFFING

## Staffing Plan

|                                  | FY 2023   |              | FY 2023   |              | FY 2023  |          | FY 2024   |              | FY 2024  |             |
|----------------------------------|-----------|--------------|-----------|--------------|----------|----------|-----------|--------------|----------|-------------|
|                                  | Adopted   |              | Amended   |              | Amended  |          | Budget    |              | Budget   |             |
|                                  | #         | FTE          | #         | FTE          | #        | FTE      | #         | FTE          | #        | FTE         |
| <b>Tax Services</b>              |           |              |           |              |          |          |           |              |          |             |
| Personal Property Tax Supervisor | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -           |
| Tax Specialist                   | 2         | 2.00         | 2         | 2.00         | -        | -        | 3         | 3.00         | 1        | 1.00        |
| <b>Division Total</b>            | <b>3</b>  | <b>3.00</b>  | <b>3</b>  | <b>3.00</b>  | <b>-</b> | <b>-</b> | <b>4</b>  | <b>4.00</b>  | <b>1</b> | <b>1.00</b> |
| <b>Compliance</b>                |           |              |           |              |          |          |           |              |          |             |
| Business Tax Supervisor          | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -           |
| Business Tax Auditor             | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -           |
| <b>Division Total</b>            | <b>2</b>  | <b>2.00</b>  | <b>2</b>  | <b>2.00</b>  | <b>-</b> | <b>-</b> | <b>2</b>  | <b>2.00</b>  | <b>-</b> | <b>-</b>    |
| <b>DEPARTMENT TOTAL</b>          | <b>11</b> | <b>11.00</b> | <b>11</b> | <b>11.00</b> | <b>-</b> | <b>-</b> | <b>12</b> | <b>12.00</b> | <b>1</b> | <b>1.00</b> |

# STAFFING

## Staffing Plan

|                                      | FY 2023  |             | FY 2023  |             | FY 2023  |          | FY 2024  |             | FY 2024  |          |
|--------------------------------------|----------|-------------|----------|-------------|----------|----------|----------|-------------|----------|----------|
|                                      | Adopted  |             | Amended  |             | Amended  |          | Budget   |             | Budget   |          |
|                                      | #        | FTE         | #        | FTE         | #        | FTE      | #        | FTE         | #        | FTE      |
| <b>FINANCE</b>                       |          |             |          |             |          |          |          |             |          |          |
| <b>Administration</b>                |          |             |          |             |          |          |          |             |          |          |
| Finance Director                     | 1        | 1.00        | 1        | 1.00        | -        | -        | 1        | 1.00        | -        | -        |
| Administrative Coordinator           | 1        | 1.00        | 1        | 1.00        | -        | -        | 1        | 1.00        | -        | -        |
| <b>Division Total</b>                | <b>2</b> | <b>2.00</b> | <b>2</b> | <b>2.00</b> | <b>-</b> | <b>-</b> | <b>2</b> | <b>2.00</b> | <b>-</b> | <b>-</b> |
| <b>Budget</b>                        |          |             |          |             |          |          |          |             |          |          |
| Budget Manager                       | 1        | 1.00        | 1        | 1.00        | -        | -        | 1        | 1.00        | -        | -        |
| Budget Analyst                       | 2        | 2.00        | 2        | 2.00        | -        | -        | 2        | 2.00        | -        | -        |
| <b>Division Total</b>                | <b>3</b> | <b>3.00</b> | <b>3</b> | <b>3.00</b> | <b>-</b> | <b>-</b> | <b>3</b> | <b>3.00</b> | <b>-</b> | <b>-</b> |
| <b>Accounting</b>                    |          |             |          |             |          |          |          |             |          |          |
| 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        | -        | -        |
| <b>Division Total</b>                | <b>6</b> | <b>5.50</b> | <b>6</b> | <b>5.50</b> | <b>-</b> | <b>-</b> | <b>6</b> | <b>5.50</b> | <b>-</b> | <b>-</b> |
| <b>Purchasing</b>                    |          |             |          |             |          |          |          |             |          |          |
| Procurement Manager                  | 1        | 1.00        | 1        | 1.00        | -        | -        | 1        | 1.00        | -        | -        |
| Buyer (I, II, senior)                | 2        | 2.00        | 2        | 2.00        | -        | -        | 2        | 2.00        | -        | -        |
| Warehouse Technician (I, II, senior) | 2        | 2.00        | 2        | 2.00        | -        | -        | 2        | 2.00        | -        | -        |
| <b>Division Total</b>                | <b>5</b> | <b>5.00</b> | <b>5</b> | <b>5.00</b> | <b>-</b> | <b>-</b> | <b>5</b> | <b>5.00</b> | <b>-</b> | <b>-</b> |
| <b>Information Technology (IT)</b>   |          |             |          |             |          |          |          |             |          |          |
| 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 Cyber Security Engineer           | -        | -           | 1        | 1.00        | 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        | -        | -        |
| IT Data Engineer I                   | 1        | 1.00        | 1        | 1.00        | -        | -        | 1        | 1.00        | -        | -        |

# STAFFING

## Staffing Plan

|   | FY 2023   |              | FY 2023   |              | FY 2023  |          | FY 2024   |              | FY 2024  |          |
|---|-----------|--------------|-----------|--------------|----------|----------|-----------|--------------|----------|----------|
|   | Adopted   |              | Amended   |              | Amended  |          | Budget    |              | Budget   |          |
|   | #         | FTE          | #         | FTE          | #        | FTE      | #         | FTE          | #        | FTE      |
| IT Public Safety Specialist                 | 1         | 1.00         | 2         | 2.00         | 1        | 1.00     | 2         | 2.00         | 1        | 1.00     |
| IT Public Safety System Analyst             | 1         | 1.00         | -         | -            | (1)      | (1.00)   | -         | -            | (1)      | (1.00)   |
| <b>Division Total</b>                       | <b>10</b> | <b>10.00</b> | <b>10</b> | <b>10.00</b> | <b>-</b> | <b>-</b> | <b>10</b> | <b>10.00</b> | <b>-</b> | <b>-</b> |
| <b>Geographic Information Systems (GIS)</b> |           |              |           |              |          |          |           |              |          |          |
| GIS Manager                                 | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -        |
| GIS Database Administrator Sr.              | -         | -            | 1         | 1.00         | 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         | -        | -        |
| <b>Division Total</b>                       | <b>5</b>  | <b>5.00</b>  | <b>5</b>  | <b>5.00</b>  | <b>-</b> | <b>-</b> | <b>5</b>  | <b>5.00</b>  | <b>-</b> | <b>-</b> |
| <b>DEPARTMENT TOTAL</b>                     | <b>31</b> | <b>30.50</b> | <b>31</b> | <b>30.50</b> | <b>-</b> | <b>-</b> | <b>31</b> | <b>30.50</b> | <b>-</b> | <b>-</b> |
| <b>HUMAN RESOURCES</b>                      |           |              |           |              |          |          |           |              |          |          |
| 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                         | 3         | 3.00         | 3         | 3.00         | -        | -        | 3         | 3.00         | -        | -        |
| 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         | -        | -        |
| <b>DEPARTMENT TOTAL</b>                     | <b>8</b>  | <b>8.00</b>  | <b>8</b>  | <b>8.00</b>  | <b>-</b> | <b>-</b> | <b>8</b>  | <b>8.00</b>  | <b>-</b> | <b>-</b> |

# STAFFING

## Staffing Plan

|   | FY 2023   |              | FY 2023   |              | FY 2023    |               | FY 2024   |              | FY 2024    |               |
|---|-----------|--------------|-----------|--------------|------------|---------------|-----------|--------------|------------|---------------|
|   | Adopted   |              | Amended   |              | Amended    |               | Budget    |              | Budget     |               |
|   | #         | FTE          | #         | FTE          | #          | FTE           | #         | FTE          | #          | FTE           |
| <b>POLICE</b>   |           |              |           |              |            |               |           |              |            |               |
| <b>Administration</b>   |           |              |           |              |            |               |           |              |            |               |
| 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)  | 3         | 3.00         | 3         | 3.00         | -          | -             | 3         | 3.00         | -          | -             |
| Police Officer (recruit, I, II, III)<br>School Resource Officer               | 4         | 3.50         | 4         | 3.50         | -          | -             | 4         | 3.50         | -          | -             |
| Police Officer (recruit, I, II, III)<br>Community Vitality Officer            | 2         | 2.00         | 2         | 2.00         | -          | -             | 2         | 2.00         | -          | -             |
| Police Officer (recruit, I, II, III)<br>Mental Health <b>Restricted/Grant</b> | 1         | 1.00         | 1         | 1.00         | -          | -             | 1         | 1.00         | -          | -             |
| Police Cadets   | 3         | 1.50         | 3         | 1.50         | -          | -             | 3         | 1.50         | -          | -             |
| Mental Health/Domestic Case<br>Coordinator <b>Restricted/Grant</b>            | 1         | 1.00         | 1         | 1.00         | -          | -             | 1         | 1.00         | -          | -             |
| Community Services Specialist   | -         | -            | 1         | 1.00         | 1          | 1.00          | 1         | 1.00         | 1          | 1.00          |
| Crime Prevention Specialist   | 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<br>Coordinator <b>Restricted/Grant</b>              | 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         | -          | -             |
| <b>Division Total</b>   | <b>31</b> | <b>27.50</b> | <b>30</b> | <b>26.75</b> | <b>(1)</b> | <b>(0.75)</b> | <b>30</b> | <b>26.75</b> | <b>(1)</b> | <b>(0.75)</b> |
| <b>Patrol Services</b>  |           |              |           |              |            |               |           |              |            |               |
| 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         | 8         | 8.00         | 1          | 1.00          | 8         | 8.00         | 1          | 1.00          |
| Police Officer (recruit, I, II, III)  | 50        | 50.00        | 49        | 49.00        | (1)        | (1.00)        | 49        | 49.00        | (1)        | (1.00)        |
| Police Officer (recruit, I, II, III)<br>Red Light Photo Enforcement           | 2         | 1.50         | 2         | 1.50         | -          | -             | 2         | 1.50         | -          | -             |

# STAFFING

## Staffing Plan

|   | FY 2023    |               | FY 2023    |               | FY 2023    |               | FY 2024    |               | FY 2024    |               |
|---|------------|---------------|------------|---------------|------------|---------------|------------|---------------|------------|---------------|
|   | Adopted    |               | Amended    |               | Amended    |               | Budget     |               | Budget     |               |
|   | #          | FTE           |
| Police Officer (recruit, I, II, III)<br>Lake Patrol <b>Restricted/Grant</b> | 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          | -          | -             |
| <b>Division Total</b>   | <b>75</b>  | <b>72.75</b>  | <b>75</b>  | <b>72.75</b>  | -          | -             | <b>75</b>  | <b>72.75</b>  | -          | -             |
| <b>Investigative Services</b>   |            |               |            |               |            |               |            |               |            |               |
| 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)  | 10         | 10.00         | 10         | 10.00         | -          | -             | 10         | 10.00         | -          | -             |
| Police Officer (recruit, I, II, III)<br>Internet Crimes Against Children    | 1          | 1.00          | 1          | 1.00          | -          | -             | 1          | 1.00          | -          | -             |
| Police Officer (recruit, I, II, III)<br>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          | -          | -             |
| <b>Division Total</b>   | <b>18</b>  | <b>18.00</b>  | <b>18</b>  | <b>18.00</b>  | -          | -             | <b>18</b>  | <b>18.00</b>  | -          | -             |
| <b>Communications Center</b>  |            |               |            |               |            |               |            |               |            |               |
| Public Safety Communications<br>Manager                                     | 1          | 1.00          | 1          | 1.00          | -          | -             | 1          | 1.00          | -          | -             |
| Public Safety Communications<br>Supervisor                                  | 4          | 4.00          | 4          | 4.00          | -          | -             | 4          | 4.00          | -          | -             |
| Public Safety Communications<br>Specialist (I, II)                          | 10         | 9.50          | 10         | 9.50          | -          | -             | 10         | 9.50          | -          | -             |
| <b>Division Total</b>   | <b>15</b>  | <b>14.50</b>  | <b>15</b>  | <b>14.50</b>  | -          | -             | <b>15</b>  | <b>14.50</b>  | -          | -             |
| <b>Animal Control</b>   |            |               |            |               |            |               |            |               |            |               |
| 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          | -          | -             |
| <b>Division Total</b>   | <b>7</b>   | <b>6.00</b>   | <b>7</b>   | <b>6.00</b>   | -          | -             | <b>7</b>   | <b>6.00</b>   | -          | -             |
| <b>DEPARTMENT TOTAL</b>   | <b>146</b> | <b>138.75</b> | <b>145</b> | <b>138.00</b> | <b>(1)</b> | <b>(0.75)</b> | <b>145</b> | <b>138.00</b> | <b>(1)</b> | <b>(0.75)</b> |

# STAFFING

## Staffing Plan

|  | FY 2023   |              | FY 2023   |              | FY 2023  |          | FY 2024   |              | FY 2024  |          |
|--|-----------|--------------|-----------|--------------|----------|----------|-----------|--------------|----------|----------|
|  | Adopted   |              | Amended   |              | Amended  |          | Budget    |              | Budget   |          |
|  | #         | FTE          | #         | FTE          | #        | FTE      | #         | FTE          | #        | FTE      |
| <b>FIRE AND RESCUE</b>                           |           |              |           |              |          |          |           |              |          |          |
| <b>Administration</b>                            |           |              |           |              |          |          |           |              |          |          |
| 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         | -        | -        |
| <b>Division Total</b>                            | <b>4</b>  | <b>4.00</b>  | <b>4</b>  | <b>4.00</b>  | <b>-</b> | <b>-</b> | <b>4</b>  | <b>4.00</b>  | <b>-</b> | <b>-</b> |
| <b>Operations</b>                                |           |              |           |              |          |          |           |              |          |          |
| 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         | 7         | 7.00         | 1        | 1.00     | 7         | 7.00         | 1        | 1.00     |
| Firefighter/Technician                           | 51        | 51.00        | 50        | 50.00        | (1)      | (1.00)   | 50        | 50.00        | (1)      | (1.00)   |
| <b>Division Total</b>                            | <b>65</b> | <b>65.00</b> | <b>65</b> | <b>65.00</b> | <b>-</b> | <b>-</b> | <b>65</b> | <b>65.00</b> | <b>-</b> | <b>-</b> |
| <b>Prevention &amp; Preparedness</b>             |           |              |           |              |          |          |           |              |          |          |
| 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<br>Planner Restricted/Grant | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -        |
| <b>Division Total</b>                            | <b>3</b>  | <b>3.00</b>  | <b>3</b>  | <b>3.00</b>  | <b>-</b> | <b>-</b> | <b>3</b>  | <b>3.00</b>  | <b>-</b> | <b>-</b> |
| <b>DEPARTMENT TOTAL</b>                          | <b>72</b> | <b>72.00</b> | <b>72</b> | <b>72.00</b> | <b>-</b> | <b>-</b> | <b>72</b> | <b>72.00</b> | <b>-</b> | <b>-</b> |

# STAFFING

## Staffing Plan

|                                    | FY 2023   |              | FY 2023   |              | FY 2023  |          | FY 2024   |              | FY 2024  |          |
|------------------------------------|-----------|--------------|-----------|--------------|----------|----------|-----------|--------------|----------|----------|
|                                    | Adopted   |              | Amended   |              | Amended  |          | Budget    |              | Budget   |          |
|                                    | #         | FTE          | #         | FTE          | #        | FTE      | #         | FTE          | #        | FTE      |
| <b>ENGINEERING</b>                 |           |              |           |              |          |          |           |              |          |          |
| <b>Administration</b>              |           |              |           |              |          |          |           |              |          |          |
| 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         | -        | -        |
| <b>Division Total</b>              | <b>8</b>  | <b>8.00</b>  | <b>8</b>  | <b>8.00</b>  | <b>-</b> | <b>-</b> | <b>8</b>  | <b>8.00</b>  | <b>-</b> | <b>-</b> |
| <b>Stormwater</b>                  |           |              |           |              |          |          |           |              |          |          |
| Stormwater Program Manager         | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -        |
| Stormwater Asset Manager           | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -        |
| Stormwater Program Analyst         | -         | -            | 1         | 1.00         | 1        | 1.00     | 1         | 1.00         | 1        | 1.00     |
| Environmental Planner              | 1         | 1.00         | -         | -            | (1)      | (1.00)   | -         | -            | (1)      | (1.00)   |
| <b>Division Total</b>              | <b>3</b>  | <b>3.00</b>  | <b>3</b>  | <b>3.00</b>  | <b>-</b> | <b>-</b> | <b>3</b>  | <b>3.00</b>  | <b>-</b> | <b>-</b> |
| <b>DEPARTMENT TOTAL</b>            | <b>11</b> | <b>11.00</b> | <b>11</b> | <b>11.00</b> | <b>-</b> | <b>-</b> | <b>11</b> | <b>11.00</b> | <b>-</b> | <b>-</b> |
| <b>PUBLIC WORKS</b>                |           |              |           |              |          |          |           |              |          |          |
| <b>Public Works Administration</b> |           |              |           |              |          |          |           |              |          |          |
| 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         | -        | -        |
| <b>Division Total</b>              | <b>3</b>  | <b>3.00</b>  | <b>3</b>  | <b>3.00</b>  | <b>-</b> | <b>-</b> | <b>3</b>  | <b>3.00</b>  | <b>-</b> | <b>-</b> |
| <b>Streets</b>                     |           |              |           |              |          |          |           |              |          |          |
| Street Maintenance Superintendent  | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -        |
| Assistant Street Maintenance Sup   | -         | -            | 1         | 1.00         | 1        | 1.00     | 1         | 1.00         | 1        | 1.00     |
| Crew Leader, Streets               | 3         | 3.00         | 2         | 2.00         | (1)      | (1.00)   | 2         | 2.00         | (1)      | (1.00)   |
| Equipment Operator (I, II, III)    | 12        | 12.00        | 12        | 12.00        | -        | -        | 12        | 12.00        | -        | -        |
| Public Works Maintenance Worker    | 4         | 4.00         | 4         | 4.00         | -        | -        | 4         | 4.00         | -        | -        |
| <b>Division Total</b>              | <b>20</b> | <b>20.00</b> | <b>20</b> | <b>20.00</b> | <b>-</b> | <b>-</b> | <b>20</b> | <b>20.00</b> | <b>-</b> | <b>-</b> |

# STAFFING

## Staffing Plan

|   | FY 2023   |              | FY 2023   |              | FY 2023  |          | FY 2024   |              | FY 2024  |          |
|---|-----------|--------------|-----------|--------------|----------|----------|-----------|--------------|----------|----------|
|   | Adopted   |              | Amended   |              | Amended  |          | Budget    |              | Budget   |          |
|   | #         | FTE          | #         | FTE          | #        | FTE      | #         | FTE          | #        | FTE      |
| <b>Traffic Control</b>                            |           |              |           |              |          |          |           |              |          |          |
| Traffic Control Supervisor                        | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -        |
| Traffic Control Technician<br>(apprentice, I, II) | 4         | 4.00         | 4         | 4.00         | -        | -        | 4         | 4.00         | -        | -        |
| <b>Division Total</b>                             | <b>5</b>  | <b>5.00</b>  | <b>5</b>  | <b>5.00</b>  | <b>-</b> | <b>-</b> | <b>5</b>  | <b>5.00</b>  | <b>-</b> | <b>-</b> |
| <b>Buildings &amp; Grounds</b>                    |           |              |           |              |          |          |           |              |          |          |
| <u>    <b>GROUNDS</b></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         | -        | -        |
| Groundsman  | -         | -            | 1         | 1.00         | 1        | 1.00     | 1         | 1.00         | 1        | 1.00     |
| Public Works Maintenance Worker                   | 6         | 6.00         | 5         | 5.00         | (1)      | (1.00)   | 5         | 5.00         | (1)      | (1.00)   |
| <u>    <b>BEAUTIFICATION</b></u>                  |           |              |           |              | -        | -        |           |              |          |          |
| Arborist  | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -        |
| Grounds Technician                                | -         | -            | 1         | 1.00         | 1        | 1.00     | 1         | 1.00         | 1        | 1.00     |
| Horticultural Technician                          | 1         | 1.00         | -         | -            | (1)      | (1.00)   | -         | -            | (1)      | (1.00)   |
| Groundsman  | -         | -            | 1         | 1.00         | 1        | 1.00     | 1         | 1.00         | 1        | 1.00     |
| Public Works Maintenance Worker                   | 3         | 3.00         | 2         | 2.00         | (1)      | (1.00)   | 2         | 2.00         | (1)      | (1.00)   |
| <u>    <b>BUILDING MAINTENANCE FUND</b></u>       |           |              |           |              | -        | -        |           |              |          |          |
| Building Maintenance Supervisor                   | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -        |
| Building Maintenance<br>Technician, Senior        | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -        |
| Building Maintenance<br>(worker, tech I, II)      | 3         | 3.00         | 3         | 3.00         | -        | -        | 3         | 3.00         | -        | -        |
| <b>Division Total</b>                             | <b>19</b> | <b>19.00</b> | <b>19</b> | <b>19.00</b> | <b>-</b> | <b>-</b> | <b>19</b> | <b>19.00</b> | <b>-</b> | <b>-</b> |

# STAFFING

## Staffing Plan

|  | FY 2023   |              | FY 2023   |              | FY 2023  |          | FY 2024   |              | FY 2024  |          |
|--|-----------|--------------|-----------|--------------|----------|----------|-----------|--------------|----------|----------|
|  | Adopted   |              | Amended   |              | Amended  |          | Budget    |              | Budget   |          |
|  | #         | FTE          | #         | FTE          | #        | FTE      | #         | FTE          | #        | FTE      |
| <b>Vehicle Maintenance</b>                           |           |              |           |              |          |          |           |              |          |          |
| Fleet Services Manager                               | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -        |
| Automotive/Equipment Technician (I, II, III, senior) | 7         | 7.00         | 7         | 7.00         | -        | -        | 7         | 7.00         | -        | -        |
| Administrative Assistant II                          | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -        |
| <b>Division Total</b>                                | <b>9</b>  | <b>9.00</b>  | <b>9</b>  | <b>9.00</b>  | <b>-</b> | <b>-</b> | <b>9</b>  | <b>9.00</b>  | <b>-</b> | <b>-</b> |
| <b>Refuse &amp; Recycling</b>                        |           |              |           |              |          |          |           |              |          |          |
| Refuse-Recycling Coordinator                         | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -        |
| Administrative Assistant I                           | 1         | 0.50         | 1         | 0.50         | -        | -        | 1         | 0.50         | -        | -        |
| <b>Division Total</b>                                | <b>2</b>  | <b>1.50</b>  | <b>2</b>  | <b>1.50</b>  | <b>-</b> | <b>-</b> | <b>2</b>  | <b>1.50</b>  | <b>-</b> | <b>-</b> |
| <b>DEPARTMENT TOTAL</b>                              | <b>58</b> | <b>57.50</b> | <b>58</b> | <b>57.50</b> | <b>-</b> | <b>-</b> | <b>58</b> | <b>57.50</b> | <b>-</b> | <b>-</b> |

# STAFFING

## Staffing Plan

|   | FY 2023   |              | FY 2023   |              | FY 2023  |          | FY 2024   |              | FY 2024  |          |
|---|-----------|--------------|-----------|--------------|----------|----------|-----------|--------------|----------|----------|
|   | Adopted   |              | Amended   |              | Amended  |          | Budget    |              | Budget   |          |
|   | #         | FTE          | #         | FTE          | #        | FTE      | #         | FTE          | #        | FTE      |
|   |           |              |           |              |          |          |           |              |          |          |
| <b>SOCIAL SERVICES</b>                      |           |              |           |              |          |          |           |              |          |          |
| <b>Joint Program</b>                        |           |              |           |              |          |          |           |              |          |          |
| 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         | -        | -        |
| 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         | 1        | 1.00     |
| Family Services Specialist (I, II, III, IV) | 9         | 9.00         | 8         | 8.00         | (1)      | (1.00)   | 8         | 8.00         | (1)      | (1.00)   |
| Benefit Programs Manager                    | 2         | 2.00         | 2         | 2.00         | -        | -        | 2         | 2.00         | -        | -        |
| Benefit Programs Specialist (I, II, III)    | 15        | 15.00        | 15        | 15.00        | -        | -        | 15        | 15.00        | -        | -        |
| 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         | -        | -        |
| Utilitization Review Analyst                | -         | -            | 1         | 1.00         | 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         | -        | -        |
| <b>Division Total</b>                       | <b>42</b> | <b>42.00</b> | <b>42</b> | <b>42.00</b> | <b>-</b> | <b>-</b> | <b>42</b> | <b>42.00</b> | <b>-</b> | <b>-</b> |
| <b>VHDA Housing Program</b>                 |           |              |           |              |          |          |           |              |          |          |
| Housing Program Supervisor                  | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -        |
| Housing Program Specialist (I, II)          | -         | -            | 2         | 1.50         | 2        | 1.50     | 2         | 1.50         | 2        | 1.50     |
| Housing Program Agent (I, II)               | 2         | 1.50         | -         | -            | (2)      | (1.50)   | -         | -            | (2)      | (1.50)   |
| <b>Division Total</b>                       | <b>3</b>  | <b>2.50</b>  | <b>3</b>  | <b>2.50</b>  | <b>-</b> | <b>-</b> | <b>3</b>  | <b>2.50</b>  | <b>-</b> | <b>-</b> |
| <b>VJCCCA</b>                               |           |              |           |              |          |          |           |              |          |          |
| Family Services Specialist (I, II, III, IV) | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -        |
| <b>Division Total</b>                       | <b>1</b>  | <b>1.00</b>  | <b>1</b>  | <b>1.00</b>  | <b>-</b> | <b>-</b> | <b>1</b>  | <b>1.00</b>  | <b>-</b> | <b>-</b> |
| <b>DEPARTMENT TOTAL</b>                     | <b>46</b> | <b>45.50</b> | <b>46</b> | <b>45.50</b> | <b>-</b> | <b>-</b> | <b>46</b> | <b>45.50</b> | <b>-</b> | <b>-</b> |

# STAFFING

## Staffing Plan

|  | FY 2023  |             | FY 2023  |             | FY 2023  |          | FY 2024  |             | FY 2024  |          |
|--|----------|-------------|----------|-------------|----------|----------|----------|-------------|----------|----------|
|  | Adopted  |             | Amended  |             | Amended  |          | Budget   |             | Budget   |          |
|  | #        | FTE         | #        | FTE         | #        | FTE      | #        | FTE         | #        | FTE      |
| <b>COMMUNITY DEVELOPMENT</b>               |          |             |          |             |          |          |          |             |          |          |
| <b>Administration</b>                      |          |             |          |             |          |          |          |             |          |          |
| Planning & Community Development Director  | 1        | 1.00        | 1        | 1.00        | -        | -        | 1        | 1.00        | -        | -        |
| Administrative Coordinator                 | 1        | 1.00        | 1        | 1.00        | -        | -        | 1        | 1.00        | -        | -        |
| <b>Division Total</b>                      | <b>2</b> | <b>2.00</b> | <b>2</b> | <b>2.00</b> | <b>-</b> | <b>-</b> | <b>2</b> | <b>2.00</b> | <b>-</b> | <b>-</b> |
| <b>Planning &amp; Zoning</b>               |          |             |          |             |          |          |          |             |          |          |
| Planning Manager                           | 1        | 1.00        | 1        | 1.00        | -        | -        | 1        | 1.00        | -        | -        |
| Planner (I, II, senior)                    | 2        | 2.00        | 2        | 2.00        | -        | -        | 2        | 2.00        | -        | -        |
| <b>Division Total</b>                      | <b>3</b> | <b>3.00</b> | <b>3</b> | <b>3.00</b> | <b>-</b> | <b>-</b> | <b>3</b> | <b>3.00</b> | <b>-</b> | <b>-</b> |
| <b>Development Services</b>                |          |             |          |             |          |          |          |             |          |          |
| Assistant Director, Planning & Development | -        | -           | 1        | 1.00        | 1        | 1.00     | 1        | 1.00        | 1        | 1.00     |
| Building Development Manager               | 1        | 1.00        | 1        | 1.00        | -        | -        | 1        | 1.00        | -        | -        |
| Land Development Manager                   | 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)          | 3        | 3.00        | 3        | 3.00        | -        | -        | 3        | 3.00        | -        | -        |
| <b>Division Total</b>                      | <b>8</b> | <b>8.00</b> | <b>8</b> | <b>8.00</b> | <b>-</b> | <b>-</b> | <b>8</b> | <b>8.00</b> | <b>-</b> | <b>-</b> |
| <b>Property Code Enforcement</b>           |          |             |          |             |          |          |          |             |          |          |
| 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        | -        | -        |
| <b>Division Total</b>                      | <b>4</b> | <b>4.00</b> | <b>4</b> | <b>4.00</b> | <b>-</b> | <b>-</b> | <b>4</b> | <b>4.00</b> | <b>-</b> | <b>-</b> |

# STAFFING

## Staffing Plan

|  | FY 2023   |              | FY 2023   |              | FY 2023  |               | FY 2024   |              | FY 2024  |               |
|--|-----------|--------------|-----------|--------------|----------|---------------|-----------|--------------|----------|---------------|
|  | Adopted   |              | Amended   |              | Amended  |               | Budget    |              | Budget   |               |
|  | #         | FTE          | #         | FTE          | #        | FTE           | #         | FTE          | #        | FTE           |
| <b>Parks, Culture, &amp; Recreation</b>          |           |              |           |              |          |               |           |              |          |               |
| <u>ADMINISTRATION</u>                            |           |              |           |              | -        | -             |           |              |          |               |
| Assistant Director, Parks Culture and Recreation | -         | -            | 1         | 1.00         | 1        | 1.00          | 1         | 1.00         | 1        | 1.00          |
| 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>                                     |           |              |           |              | -        | -             |           |              |          |               |
| Park Operations and Maintenance Supervisor       | 1         | 1.00         | 1         | 1.00         | -        | -             | 1         | 1.00         | -        | -             |
| Parks Maintenance Worker (I, II, senior)         | 1         | 1.00         | 1         | 1.00         | -        | -             | 1         | 1.00         | -        | -             |
| <u>PROGRAMS AND EVENTS</u>                       |           |              |           |              | -        | -             |           |              |          |               |
| Recreation Manager                               | 1         | 1.00         | 1         | 1.00         | -        | -             | 1         | 1.00         | -        | -             |
| Program Attendant                                | 1         | 0.50         | 1         | 0.50         | -        | -             | 1         | 0.50         | -        | -             |
| Recreation Attendant (Seasonal)                  | -         | -            | 4         | 0.50         | 4        | 0.50          | 4         | 0.50         | 4        | 0.50          |
| Program Attendant (Seasonal)                     | 1         | 0.05         | -         | -            | (1)      | (0.05)        | -         | -            | (1)      | (0.05)        |
| <u>MUSEUM</u>                                    |           |              |           |              | -        | -             |           |              |          |               |
| Museum & Historic Sites Curator                  | 1         | 1.00         | 1         | 1.00         | -        | -             | 1         | 1.00         | -        | -             |
| Programs and Education Coordinator               | 1         | 1.00         | 1         | 1.00         | -        | -             | 1         | 1.00         | -        | -             |
| Visitor & Business Services Manager              | 1         | 1.00         | 1         | 1.00         | -        | -             | 1         | 1.00         | -        | -             |
| Visitor Services Aide                            | 4         | 2.00         | 4         | 2.50         | -        | 0.50          | 4         | 2.50         | -        | 0.50          |
| Program Attendant                                | 1         | 0.50         | 1         | 0.50         | -        | -             | 1         | 0.50         | -        | -             |
| <u>POOL</u>                                      |           |              |           |              | -        | -             |           |              |          |               |
| Pool Staff (Seasonal)                            | 42        | 7.25         | 39        | 6.30         | (3)      | (0.95)        | 39        | 6.30         | (3)      | (0.95)        |
| <b>Division Total</b>                            | <b>57</b> | <b>18.30</b> | <b>57</b> | <b>18.30</b> | <b>-</b> | <b>-</b>      | <b>57</b> | <b>18.30</b> | <b>-</b> | <b>-</b>      |
| <b>DEPARTMENT TOTAL</b>                          | <b>74</b> | <b>35.30</b> | <b>74</b> | <b>35.30</b> | <b>-</b> | <b>(0.00)</b> | <b>74</b> | <b>35.30</b> | <b>-</b> | <b>(0.00)</b> |
| <b>ECONOMIC DEVELOPMENT</b>                      |           |              |           |              |          |               |           |              |          |               |
| 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         | -        | -             |

# STAFFING

## Staffing Plan

|                             | FY 2023  |             | FY 2023  |             | FY 2023  |          | FY 2024  |             | FY 2024  |          |
|-----------------------------|----------|-------------|----------|-------------|----------|----------|----------|-------------|----------|----------|
|                             | Adopted  |             | Amended  |             | Amended  |          | Budget   |             | Budget   |          |
|                             | #        | FTE         | #        | FTE         | #        | FTE      | #        | FTE         | #        | FTE      |
| Administrative Assistant II | -        | -           | 1        | 1.00        | 1        | 1.00     | 1        | 1.00        | 1        | 1.00     |
| Administrative Assistant I  | 1        | 1.00        | -        | -           | (1)      | (1.00)   | -        | -           | (1)      | (1.00)   |
| <b>DEPARTMENT TOTAL</b>     | <b>3</b> | <b>3.00</b> | <b>3</b> | <b>3.00</b> | <b>-</b> | <b>-</b> | <b>3</b> | <b>3.00</b> | <b>-</b> | <b>-</b> |

### 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        | -        | -        |
| Fiscal Specialist          | 1        | 1.00        | 1        | 1.00        | -        | -        | 1        | 1.00        | -        | -        |
| Administrative Coordinator | 1        | 1.00        | 1        | 1.00        | -        | -        | 1        | 1.00        | -        | -        |
| <b>Division Total</b>      | <b>5</b> | <b>5.00</b> | <b>5</b> | <b>5.00</b> | <b>-</b> | <b>-</b> | <b>5</b> | <b>5.00</b> | <b>-</b> | <b>-</b> |

#### Utility Services

##### UTILITY BILLING

|                             |   |      |   |      |   |   |   |      |   |   |
|-----------------------------|---|------|---|------|---|---|---|------|---|---|
| Utility Billing Coordinator | 2 | 2.00 | 2 | 2.00 | - | - | 2 | 2.00 | - | - |
|-----------------------------|---|------|---|------|---|---|---|------|---|---|

##### CUSTOMER SERVICE

|                                    |   |      |   |      |   |   |   |      |   |   |
|------------------------------------|---|------|---|------|---|---|---|------|---|---|
| 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 | - | - |

##### METER SERVICES

|                           |           |              |           |              |          |          |           |              |          |          |
|---------------------------|-----------|--------------|-----------|--------------|----------|----------|-----------|--------------|----------|----------|
| 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         | -        | -        |
| <b>Division Total</b>     | <b>14</b> | <b>14.00</b> | <b>14</b> | <b>14.00</b> | <b>-</b> | <b>-</b> | <b>14</b> | <b>14.00</b> | <b>-</b> | <b>-</b> |

# STAFFING

## Staffing Plan

|   | FY 2023   |              | FY 2023   |              | FY 2023  |          | FY 2024   |              | FY 2024  |          |
|---|-----------|--------------|-----------|--------------|----------|----------|-----------|--------------|----------|----------|
|   | Adopted   |              | Amended   |              | Amended  |          | Budget    |              | Budget   |          |
|   | #         | FTE          | #         | FTE          | #        | FTE      | #         | FTE          | #        | FTE      |
| <b>Electric Utility</b>                                 |           |              |           |              |          |          |           |              |          |          |
| <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         | -        | -        |
| <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 (appren, 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<br>(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<br>(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                            | 2         | 2.00         | 2         | 2.00         | -        | -        | 2         | 2.00         | -        | -        |
| <u>COMMUNICATIONS &amp; 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         | -        | -        |
| <b>Division Total</b>                                   | <b>35</b> | <b>35.00</b> | <b>35</b> | <b>35.00</b> | <b>-</b> | <b>-</b> | <b>35</b> | <b>35.00</b> | <b>-</b> | <b>-</b> |

# STAFFING

## Staffing Plan

|   | FY 2023   |              | FY 2023   |              | FY 2023  |          | FY 2024   |              | FY 2024  |          |
|---|-----------|--------------|-----------|--------------|----------|----------|-----------|--------------|----------|----------|
|   | Adopted   |              | Amended   |              | Amended  |          | Budget    |              | Budget   |          |
|   | #         | FTE          | #         | FTE          | #        | FTE      | #         | FTE          | #        | FTE      |
| <b>Water &amp; Sewer Utility</b>                        |           |              |           |              |          |          |           |              |          |          |
| <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         | -        | -        |
| <u>SEWER - COLLECTION, TRANSMISSION &amp; 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         | -        | -        |
| Water & Sewer Utility Tech<br>(worker, I, II, III)      | 6         | 6.00         | 5         | 5.00         | (1)      | (1.00)   | 5         | 5.00         | (1)      | (1.00)   |
| <u>WATER - TRANSMISSION &amp; DISTRIBUTION</u>          |           |              |           |              |          |          |           |              |          |          |
| Distribution & Collection<br>Supervisor                 | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -        |
| Utility Project Coordinator                             | 2         | 2.00         | 2         | 2.00         | -        | -        | 2         | 2.00         | -        | -        |
| Crew Leader, Water & Sewer                              | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -        |
| Backflow/Cross Connection<br>Program Inspector          | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -        |
| Water & Sewer Utility Tech<br>(worker, I, II, III)      | 5         | 5.00         | 5         | 5.00         | -        | -        | 5         | 5.00         | -        | -        |
| <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<br>Supervisor                   | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -        |
| Water Plant Operator<br>(trainee, I, II, III)           | 5         | 5.00         | 6         | 6.00         | 1        | 1.00     | 6         | 6.00         | 1        | 1.00     |
| Plant Maintenance Mechanic                              | 1         | 1.00         | 1         | 1.00         | -        | -        | 1         | 1.00         | -        | -        |
| Water Compliance Officer                                | -         | -            | 1         | 1.00         | 1        | 1.00     | 1         | 1.00         | 1        | 1.00     |
| Laboratory Analyst                                      | 2         | 2.00         | 2         | 2.00         | -        | -        | 2         | 2.00         | -        | -        |
| <b>Division Total</b>                                   | <b>38</b> | <b>38.00</b> | <b>38</b> | <b>38.00</b> | <b>-</b> | <b>-</b> | <b>38</b> | <b>38.00</b> | <b>-</b> | <b>-</b> |
| <b>DEPARTMENT TOTAL</b>                                 | <b>92</b> | <b>92.00</b> | <b>92</b> | <b>92.00</b> | <b>-</b> | <b>-</b> | <b>92</b> | <b>92.00</b> | <b>-</b> | <b>-</b> |

# STAFFING

## Staffing Plan

|   | FY 2023    |               | FY 2023    |               | FY 2023    |               | FY 2024    |               | FY 2024  |             |
|---|------------|---------------|------------|---------------|------------|---------------|------------|---------------|----------|-------------|
|   | Adopted    |               | Amended    |               | Amended    |               | Budget     |               | Budget   |             |
|   | #          | FTE           | #          | FTE           | #          | FTE           | #          | FTE           | #        | FTE         |
| <b>AIRPORT</b>                              |            |               |            |               |            |               |            |               |          |             |
| 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                  | 2          | 2.00          | 2          | 2.00          | -          | -             | 2          | 2.00          | -        | -           |
| Airport Maintenance Supervisor              | 1          | 1.00          | 1          | 1.00          | -          | -             | 1          | 1.00          | -        | -           |
| Airport Maintenance<br>(worker, tech I, II) | 3          | 3.00          | 3          | 3.00          | -          | -             | 3          | 3.00          | -        | -           |
| Administrative Coordinator                  | 1          | 1.00          | 1          | 1.00          | -          | -             | 1          | 1.00          | -        | -           |
| <b>DEPARTMENT TOTAL</b>                     | <b>9</b>   | <b>9.00</b>   | <b>9</b>   | <b>9.00</b>   | <b>-</b>   | <b>-</b>      | <b>9</b>   | <b>9.00</b>   | <b>-</b> | <b>-</b>    |
| <b>TOTAL CITY OF MANASSAS</b>               | <b>590</b> | <b>538.55</b> | <b>589</b> | <b>537.80</b> | <b>(1)</b> | <b>(0.75)</b> | <b>590</b> | <b>538.80</b> | <b>-</b> | <b>0.25</b> |

# 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<br/>Budget</u> | <u>FY 2023<br/>and Prior<br/>Years</u> | <u>Five-Year<br/>CIP<br/>FY 2024-28</u> | <u>FY 2029 and<br/>Future Years</u> |
|-------------------------------|---------------------------------|--|---|-------------------------------------|
| <b>Program Area:</b>          |                                 |  |   |                                     |
| General Government Projects   | 62,955                          | 17,167                                 | 19,743                                  | 26,045                              |
| Culture & Recreation Projects | 24,630                          | 13,780                                 | 6,550                                   | 4,300                               |
| Public Safety Projects        | 31,920                          | 130                                    | 2,000                                   | 29,790                              |
| Transportation Projects       | 72,573                          | 32,073                                 | 37,522                                  | 2,978                               |
| Sewer Projects                | 38,565                          | 7,465                                  | 31,100                                  | -                                   |
| Water Projects                | 65,772                          | 61,092                                 | 4,680                                   | -                                   |
| Electric Projects             | 50,405                          | 49,280                                 | 1,125                                   | -                                   |
| Stormwater Projects           | 31,349                          | 13,920                                 | 17,429                                  | -                                   |
| Airport Projects              | 64,945                          | 11,670                                 | 19,775                                  | 33,500                              |
| School Projects               | 77,498                          | -                                      | 74,498                                  | 3,000                               |
| <b>Total</b>                  | <b><u>520,612</u></b>           | <b><u>206,577</u></b>                  | <b><u>214,422</u></b>                   | <b><u>99,613</u></b>                |
| <b>Funding Source:</b>        |                                 |  |   |                                     |
| General Fund                  | 9,126                           | 5,991                                  | 75                                      | 3,060                               |
| Sewer Fund                    | 11,077                          | 4,382                                  | 5,245                                   | 1,450                               |
| Water Fund                    | 21,348                          | 15,704                                 | 4,144                                   | 1,500                               |
| Electric Fund                 | 9,757                           | 5,677                                  | 2,880                                   | 1,200                               |
| Stormwater Fund               | 3,250                           | 200                                    | 3,050                                   | -                                   |
| Airport Fund                  | 3,248                           | 2,119                                  | 539                                     | 590                                 |
| School Fund                   | 18,000                          | -                                      | 15,000                                  | 3,000                               |
| Bonds                         | 182,956                         | 51,092                                 | 71,124                                  | 60,740                              |
| State                         | 20,367                          | 6,221                                  | 11,650                                  | 2,496                               |
| Federal                       | 90,434                          | 57,019                                 | 21,173                                  | 12,242                              |
| NVTA 30%                      | 13,663                          | 5,044                                  | 8,619                                   | -                                   |
| Other Source                  | 137,386                         | 53,128                                 | 70,923                                  | 13,335                              |
| <b>Project Cost Total:</b>    | <b><u>520,612</u></b>           | <b><u>206,577</u></b>                  | <b><u>214,422</u></b>                   | <b><u>99,613</u></b>                |

## CAPITAL PROGRAM

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

|  | <u>Total Project<br/>Budget</u> | <u>FY 2023<br/>and Prior<br/>Years</u> | <u>Five-Year<br/>CIP<br/>FY 2024-28</u> | <u>FY 2029 and<br/>Future Years</u> |
|--|---------------------------------|--|---|-------------------------------------|
| <b>General Government Projects</b>             |                                 |  |   |                                     |
| Future Economic Development                    | 6,000                           | -                                      | 6,000                                   | -                                   |
| City Hall                                      | 15,707                          | 15,707                                 | -                                       | -                                   |
| Public Works & Utilities Facility Improvements | 15,010                          | 1,460                                  | 300                                     | 13,250                              |
| City Hall Annex                                | 11,035                          | -                                      | -                                       | 11,035                              |
| City Hall / Downtown Parking                   | 12,368                          | -                                      | 12,368                                  | -                                   |
| Fuel Island Upgrade at Public Works Facility   | 1,075                           | -                                      | 1,075                                   | -                                   |
| Building Maintenance Shop Facility             | 1,760                           | -                                      | -                                       | 1,760                               |
| <b>Program Total</b>                           | <b>62,955</b>                   | <b>17,167</b>                          | <b>19,743</b>                           | <b>26,045</b>                       |
| <b>Culture &amp; Recreation Projects</b>       |                                 |  |   |                                     |
| Dean Park                                      | 9,614                           | 9,614                                  | -                                       | -                                   |
| Byrd Park                                      | 1,800                           | -                                      | 1,800                                   | -                                   |
| Annaburg Manor                                 | 8,466                           | 4,166                                  | -                                       | 4,300                               |
| Cedar Crest Park                               | 500                             | -                                      | 500                                     | -                                   |
| Stonewall Park                                 | 4,250                           | -                                      | 4,250                                   | -                                   |
| <b>Program Total</b>                           | <b>24,630</b>                   | <b>13,780</b>                          | <b>6,550</b>                            | <b>4,300</b>                        |
| <b>Public Safety Projects</b>                  |                                 |  |   |                                     |
| Animal Shelter Improvements                    | 130                             | 130                                    | -                                       | -                                   |
| Fire/Rescue Station 1                          | 29,790                          | -                                      | -                                       | 29,790                              |
| Police Radio System Upgrade                    | 2,000                           | -                                      | 2,000                                   | -                                   |
| <b>Program Total</b>                           | <b>31,920</b>                   | <b>130</b>                             | <b>2,000</b>                            | <b>29,790</b>                       |
| <b>Transportation Projects</b>                 |                                 |  |   |                                     |
| Sudley Road Third Lane                         | 9,820                           | 8,005                                  | 1,815                                   | -                                   |
| Grant Ave (Lee Ave to Wellington Rd)           | 13,828                          | 12,935                                 | 893                                     | -                                   |
| Dean Drive (Animal Shelter to Wellington Rd)   | 6,615                           | -                                      | 5,937                                   | 678                                 |
| Liberia Avenue                                 | 8,855                           | -                                      | 8,855                                   | -                                   |
| Stonewall Park Trail Extension                 | 2,250                           | -                                      | 2,250                                   | -                                   |
| Traffic Signal Span Wire to Mast Arms          | 1,401                           | 869                                    | 532                                     | -                                   |
| Longstreet Water Line & Sidewalk               | 6,150                           | 5,550                                  | 600                                     | -                                   |
| Roundabout Sudley/Centreville                  | 5,025                           | 425                                    | 4,600                                   | -                                   |
| Mathis Avenue                                  | 10,627                          | 3,177                                  | 7,450                                   | -                                   |
| Wellington Road Shared-Use Path Gap            | 1,151                           | 961                                    | 190                                     | -                                   |
| Wakeman Tract Pond Trail                       | 2,300                           | -                                      | -                                       | 2,300                               |
| Dumfries Road Sidewalk Infill                  | 581                             | 151                                    | 430                                     | -                                   |

## CAPITAL PROGRAM

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

|  | Total Project<br>Budget | FY 2023<br>and Prior<br>Years | Five-Year<br>CIP<br>FY 2024-28 | FY 2029 and<br>Future Years |
|--|-------------------------|-------------------------------|--------------------------------|-----------------------------|
| Sudley Sidewalk                            | 3,970                   | -                             | 3,970                          | -                           |
| <b>Program Total</b>                       | <b>72,573</b>           | <b>32,073</b>                 | <b>37,522</b>                  | <b>2,978</b>                |
| <b>Sewer Projects</b>                      |                         |                               |                                |                             |
| 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                         | -                              | -                           |
| <b>Program Total</b>                       | <b>38,565</b>           | <b>7,465</b>                  | <b>31,100</b>                  | <b>-</b>                    |
| <b>Water Projects</b>                      |                         |                               |                                |                             |
| 24" Transmission Main Replacement          | 35,900                  | 34,546                        | 1,354                          | -                           |
| Finished Water Capacity Increases          | 7,600                   | 7,600                         | -                              | -                           |
| Clear-Well Addition and Roof Renovation    | 9,772                   | 8,946                         | 826                            | -                           |
| Nokesville Road Upgrade                    | 1,300                   | 1,300                         | -                              | -                           |
| Surge Tank Expansion                       | 2,000                   | 2,000                         | -                              | -                           |
| Screw Press Decant                         | 6,700                   | 6,700                         | -                              | -                           |
| Super Pulsator PLC Replacement             | 300                     | -                             | 300                            | -                           |
| Dry Storage Structure (Pole Barn)          | 1,000                   | -                             | 1,000                          | -                           |
| Conventional Filter Underdrain Replacement | 1,200                   | -                             | 1,200                          | -                           |
| <b>Program Total</b>                       | <b>65,772</b>           | <b>61,092</b>                 | <b>4,680</b>                   | <b>-</b>                    |
| <b>Electric Projects</b>                   |                         |                               |                                |                             |
| New Fiber Optic Loop/Ring                  | 505                     | 505                           | -                              | -                           |
| LED Streetlight Replacement                | 925                     | 700                           | 225                            | -                           |
| Manassas Airport Distribution Improvements | 1,775                   | 1,325                         | 450                            | -                           |
| Distribution Facility Relocations          | 500                     | 50                            | 450                            | -                           |
| AWS/BCG Substation                         | 43,700                  | 43,700                        | -                              | -                           |
| Lockheed Substation Relocation/Upgrade     | 3,000                   | 3,000                         | -                              | -                           |
| <b>Program Total</b>                       | <b>50,405</b>           | <b>49,280</b>                 | <b>1,125</b>                   | <b>-</b>                    |

## CAPITAL PROGRAM

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

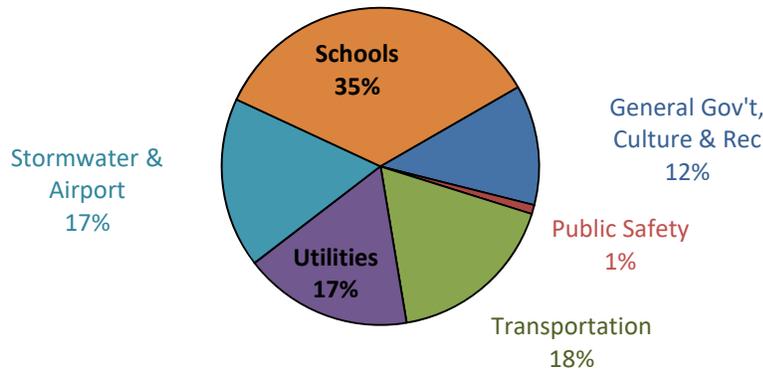
|   | <u>Total Project<br/>Budget</u> | <u>FY 2023<br/>and Prior<br/>Years</u> | <u>Five-Year<br/>CIP<br/>FY 2024-28</u> | <u>FY 2029 and<br/>Future Years</u> |
|---|---------------------------------|--|---|-------------------------------------|
| <b>Stormwater Projects</b>                    |                                 |  |   |                                     |
| Euclid/Sills Warehouse Pond Retrofit          | 859                             | 859                                    | -                                       | -                                   |
| Liberia Stream Restoration                    | 3,247                           | 1,947                                  | 1,300                                   | -                                   |
| Sumner Lake Stream Restoration                | 4,900                           | -                                      | 4,900                                   | -                                   |
| Public Facilities Stormwater Improvements     | 750                             | -                                      | 750                                     | -                                   |
| Round Elementary Pond & Stream Restoration    | 5,818                           | 4,314                                  | 1,504                                   | -                                   |
| Winters Branch Pond Rehabilitation            | 1,050                           | 1,050                                  | -                                       | -                                   |
| Lucasville Regional Pond Retrofit             | 1,950                           | 1,950                                  | -                                       | -                                   |
| Cannon Branch/Flat Branch Stream Restoration  | 6,400                           | -                                      | 6,400                                   | -                                   |
| Battle/Ewell/West Street Drainage Improvement | 275                             | -                                      | 275                                     | -                                   |
| Oakenshaw Regional Pond Retrofit              | 2,300                           | -                                      | 2,300                                   | -                                   |
| New Britain Regional Pond Retrofit            | 2,800                           | 2,800                                  | -                                       | -                                   |
| Stonewall Park Stormwater Enhancements        | 1,000                           | 1,000                                  | -                                       | -                                   |
| <b>Program Total</b>                          | <b>31,349</b>                   | <b>13,920</b>                          | <b>17,429</b>                           | <b>-</b>                            |
| <b>Airport Projects</b>                       |                                 |  |   |                                     |
| Air Traffic Control Tower                     | 19,001                          | 151                                    | -                                       | 18,850                              |
| Fuel Farm Update                              | 600                             | -                                      | 600                                     | -                                   |
| Taxiway A Rehab with Lighting Upgrades        | 3,441                           | 3,441                                  | -                                       | -                                   |
| North East Apron Expansion                    | 2,200                           | -                                      | -                                       | 2,200                               |
| Rehab Taxiway B with Lighting Upgrades        | 5,578                           | 5,578                                  | -                                       | -                                   |
| 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              | 10,800                          | 600                                    | 10,200                                  | -                                   |
| 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 Taxiway X-Ray                | 2,200                           | -                                      | 2,200                                   | -                                   |
| <b>Program Total</b>                          | <b>64,945</b>                   | <b>11,670</b>                          | <b>19,775</b>                           | <b>33,500</b>                       |
| <b>School Projects</b>                        |                                 |  |   |                                     |
| District Wide - Classroom Trailers            | 900                             | -                                      | 650                                     | 250                                 |
| District Wide - Technology Upgrades           | 1,200                           | -                                      | 1,000                                   | 200                                 |
| District Wide - School Bus Additions          | 750                             | -                                      | 625                                     | 125                                 |
| Osborn - Roof Replacement                     | 3,000                           | -                                      | 3,000                                   | -                                   |

# CAPITAL PROGRAM

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

|  | <b>Total Project<br/>Budget</b> | <b>FY 2023<br/>and Prior<br/>Years</b> | <b>Five-Year<br/>CIP<br/>FY 2024-28</b> | <b>FY 2029 and<br/>Future Years</b> |
|--|---------------------------------|--|---|-------------------------------------|
| Osborn - Fire Alarm System Replacement | 1,000                           | -                                      | 1,000                                   | -                                   |
| Osborn - Window/Door Replacement       | 550                             | -                                      | 550                                     | -                                   |
| Osborn - Turf Field Installation       | 2,425                           | -                                      | -                                       | 2,425                               |
| Osborn - Concession Stand              | 400                             | -                                      | 400                                     | -                                   |
| Metz - Restroom Refurbishment          | 500                             | -                                      | 500                                     | -                                   |
| Metz - Window/Door Replacement         | 275                             | -                                      | 275                                     | -                                   |
| Metz - Fire Alarm System Replacement   | 575                             | -                                      | 575                                     | -                                   |
| Metz - Turf Field Installation         | 2,375                           | -                                      | 2,375                                   | -                                   |
| Haydon - Window/Door Replacement       | 200                             | -                                      | 200                                     | -                                   |
| Round - Window/Door Replacement        | 200                             | -                                      | 200                                     | -                                   |
| Round - Parking Lot Replacement        | 500                             | -                                      | 500                                     | -                                   |
| New Dean - Building Replacement        | 62,648                          | -                                      | 62,648                                  | -                                   |
| <b>Program Total</b>                   | <b>77,498</b>                   | <b>-</b>                               | <b>74,498</b>                           | <b>3,000</b>                        |
| <b>TOTAL</b>                           | <b>520,612</b>                  | <b>206,577</b>                         | <b>214,422</b>                          | <b>99,613</b>                       |

**FY 2024 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.

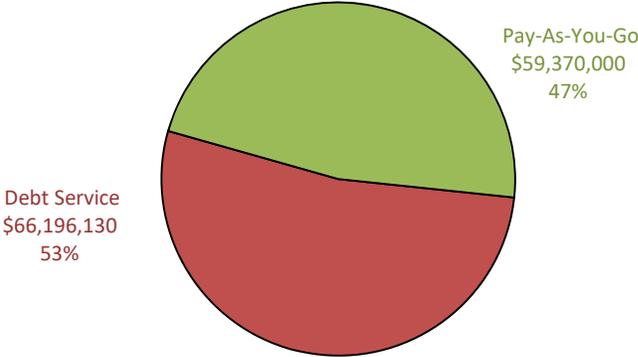
### PAYGO

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 2024           | FY 2025          | FY 2026           | FY 2027           | FY 2028           |
|--|-------------------|------------------|-------------------|-------------------|-------------------|
| <u>Debt Service</u>                    |                   |                  |                   |                   |                   |
| General Fund                           | -                 | -                | -                 | -                 | -                 |
| Fire and Rescue Fund                   | -                 | -                | -                 | -                 | -                 |
| Sewer Fund                             | -                 | -                | -                 | -                 | -                 |
| Water Fund                             | -                 | -                | -                 | -                 | -                 |
| Electric Fund                          | -                 | -                | -                 | -                 | -                 |
| Stormwater Fund                        | -                 | -                | -                 | 621,500           | 621,500           |
| Airport Fund                           | -                 | -                | -                 | -                 | -                 |
| School Fund                            | -                 | -                | -                 | 3,272,390         | 3,272,390         |
| Debt Service                           | -                 | -                | -                 | 3,893,890         | 3,893,890         |
| <u>PAYGO</u>                           |                   |                  |                   |                   |                   |
| General Fund                           | 1,500,000         | 1,050,000        | 900,000           | 900,000           | 900,000           |
| Fire and Rescue Fund                   | -                 | -                | -                 | -                 | -                 |
| Sewer Fund                             | 2,715,000         | 450,000          | 3,430,000         | 450,000           | 450,000           |
| Water Fund                             | 3,244,000         | 1,300,000        | 1,800,000         | 2,600,000         | 2,200,000         |
| Electric Fund                          | 3,340,000         | 2,500,000        | 3,110,000         | 1,950,000         | 2,060,000         |
| Stormwater Fund                        | 625,000           | 700,000          | 3,000,000         | 1,225,000         | 625,000           |
| Airport Fund                           | 197,000           | 317,000          | 374,000           | 172,000           | 166,000           |
| School Fund                            | 3,000,000         | 3,060,000        | 3,000,000         | 3,060,000         | 3,000,000         |
| PAYGO                                  | 14,621,000        | 9,377,000        | 15,614,000        | 10,357,000        | 9,401,000         |
| <u>Other Operating Costs (Savings)</u> |                   |                  |                   |                   |                   |
| General Fund                           | -                 | -                | -                 | -                 | -                 |
| Fire and Rescue Fund                   | -                 | -                | -                 | -                 | -                 |
| Sewer Fund                             | -                 | -                | -                 | -                 | -                 |
| Water Fund                             | -                 | -                | -                 | -                 | -                 |
| Electric Fund                          | -                 | -                | -                 | -                 | -                 |
| Stormwater Fund                        | -                 | -                | -                 | -                 | -                 |
| Airport Fund                           | -                 | -                | -                 | -                 | -                 |
| School Fund                            | -                 | -                | -                 | -                 | -                 |
| Other Operating Costs (Savings)        | -                 | -                | -                 | -                 | -                 |
| <b>Total Operating Impacts</b>         | <b>14,621,000</b> | <b>9,377,000</b> | <b>15,614,000</b> | <b>14,250,890</b> | <b>13,294,890</b> |

# CAPITAL PROGRAM

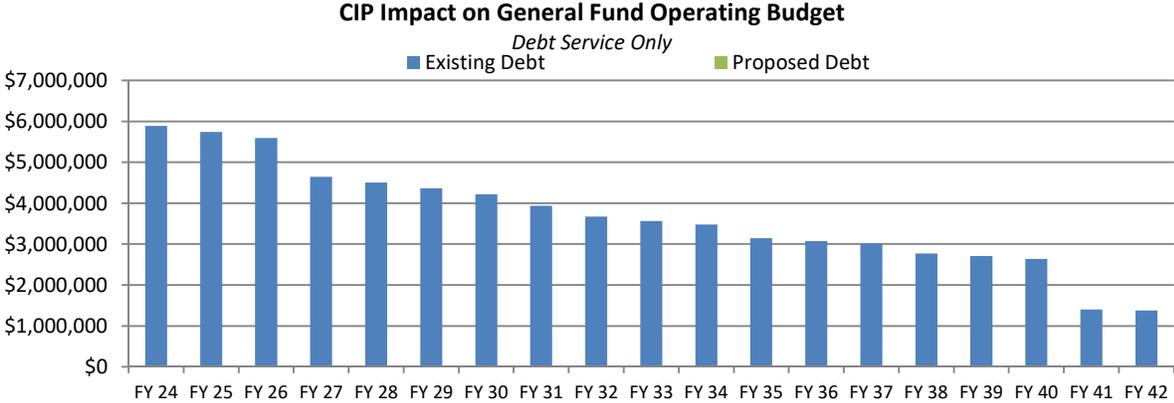
## Five-Year Capital Improvement Program - Impact on the Operating Budget

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

| Supporting Fund / Project       | FY 2024             | FY 2025             | FY 2026           | FY 2027           | FY 2028           |
|---------------------------------|---------------------|---------------------|-------------------|-------------------|-------------------|
| <b>General Fund</b>             |                     |                     |                   |                   |                   |
| <u>Debt Service</u>             |                     |                     |                   |                   |                   |
| n/a No Bond Projects            | -                   | -                   | -                 | -                 | -                 |
| Proposed Debt                   | -                   | -                   | -                 | -                 | -                 |
| PAYGO (Capital & Maint.)        | 1,500,000           | 1,050,000           | 900,000           | 900,000           | 900,000           |
| Other Operating Costs (Savings) | -                   | -                   | -                 | -                 | -                 |
| <b>Total Operating Impacts</b>  | <b>\$ 1,500,000</b> | <b>\$ 1,050,000</b> | <b>\$ 900,000</b> | <b>\$ 900,000</b> | <b>\$ 900,000</b> |

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

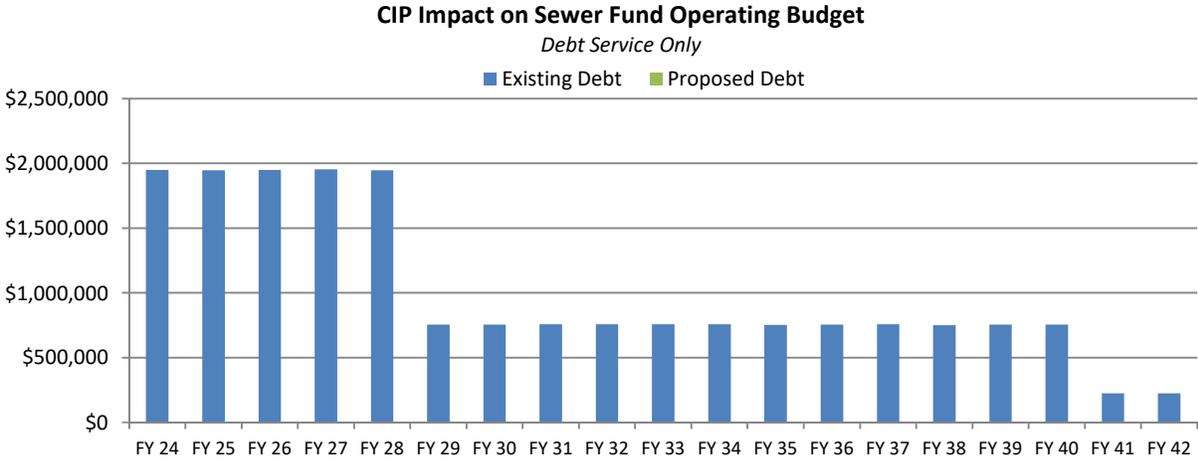
## Five-Year Capital Improvement Program - Impact on the Operating Budget

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

| Supporting Fund / Project       | FY 2024             | FY 2025           | FY 2026             | FY 2027           | FY 2028           |
|---------------------------------|---------------------|-------------------|---------------------|-------------------|-------------------|
| <b>Sewer Fund</b>               |                     |                   |                     |                   |                   |
| <u>Debt Service</u>             |                     |                   |                     |                   |                   |
| n/a No Bond Projects            | -                   | -                 | -                   | -                 | -                 |
| Proposed Debt                   | -                   | -                 | -                   | -                 | -                 |
| PAYGO (Capital & Maint.)        | 2,715,000           | 450,000           | 3,430,000           | 450,000           | 450,000           |
| Other Operating Costs (Savings) | -                   | -                 | -                   | -                 | -                 |
| <b>Total Operating Impacts</b>  | <b>\$ 2,715,000</b> | <b>\$ 450,000</b> | <b>\$ 3,430,000</b> | <b>\$ 450,000</b> | <b>\$ 450,000</b> |

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

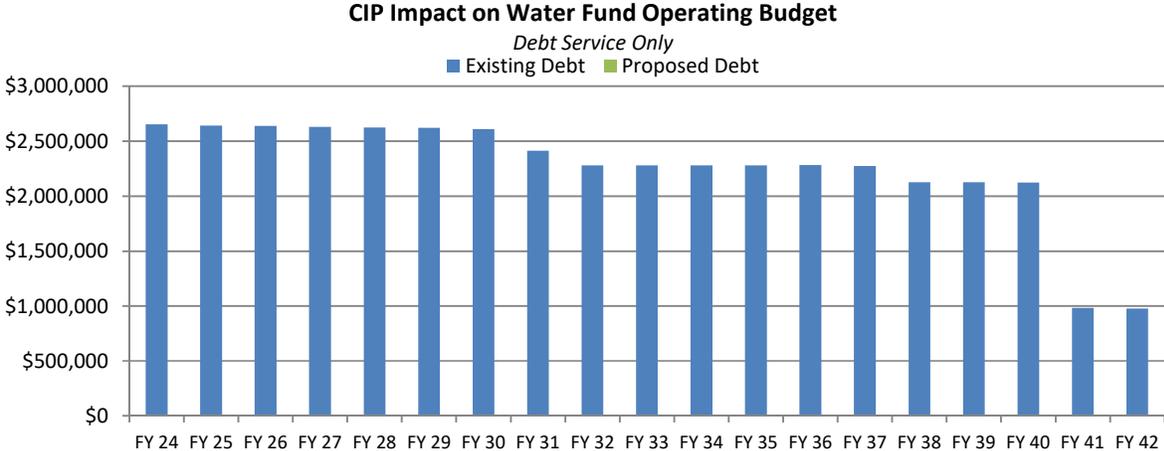
## Five-Year Capital Improvement Program - Impact on the Operating Budget

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

| Supporting Fund / Project       | FY 2024             | FY 2025             | FY 2026             | FY 2027             | FY 2028             |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Water Fund</b>               |                     |                     |                     |                     |                     |
| <u>Debt Service</u>             |                     |                     |                     |                     |                     |
| n/a No Bond Projects            | -                   | -                   | -                   | -                   | -                   |
| Proposed Debt                   | -                   | -                   | -                   | -                   | -                   |
| PAYGO (Capital & Maint.)        | 3,244,000           | 1,300,000           | 1,800,000           | 2,600,000           | 2,200,000           |
| Other Operating Costs (Savings) | -                   | -                   | -                   | -                   | -                   |
| <b>Total Operating Impacts</b>  | <b>\$ 3,244,000</b> | <b>\$ 1,300,000</b> | <b>\$ 1,800,000</b> | <b>\$ 2,600,000</b> | <b>\$ 2,200,000</b> |

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

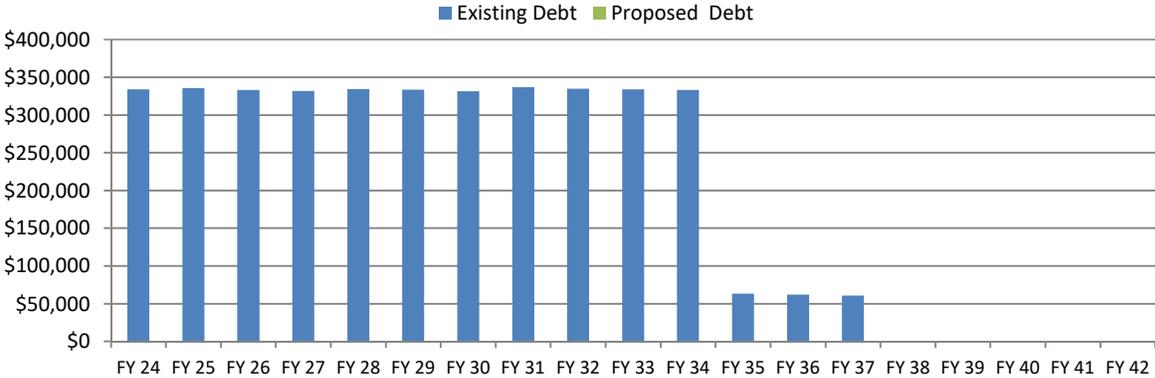
### Five Year Capital Improvement Program - Impact on Electric Fund Operating Budget

| Supporting Fund / Project       | FY 2024             | FY 2025             | FY 2026             | FY 2027             | FY 2028             |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Electric Fund</b>            |                     |                     |                     |                     |                     |
| n/a No Bond Projects            | -                   | -                   | -                   | -                   | -                   |
| Proposed Debt                   | -                   | -                   | -                   | -                   | -                   |
| PAYGO (Capital & Maint.)        | 3,340,000           | 2,500,000           | 3,110,000           | 1,950,000           | 2,060,000           |
| Other Operating Costs (Savings) | -                   | -                   | -                   | -                   | -                   |
| <b>Total Operating Impacts</b>  | <b>\$ 3,340,000</b> | <b>\$ 2,500,000</b> | <b>\$ 3,110,000</b> | <b>\$ 1,950,000</b> | <b>\$ 2,060,000</b> |

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

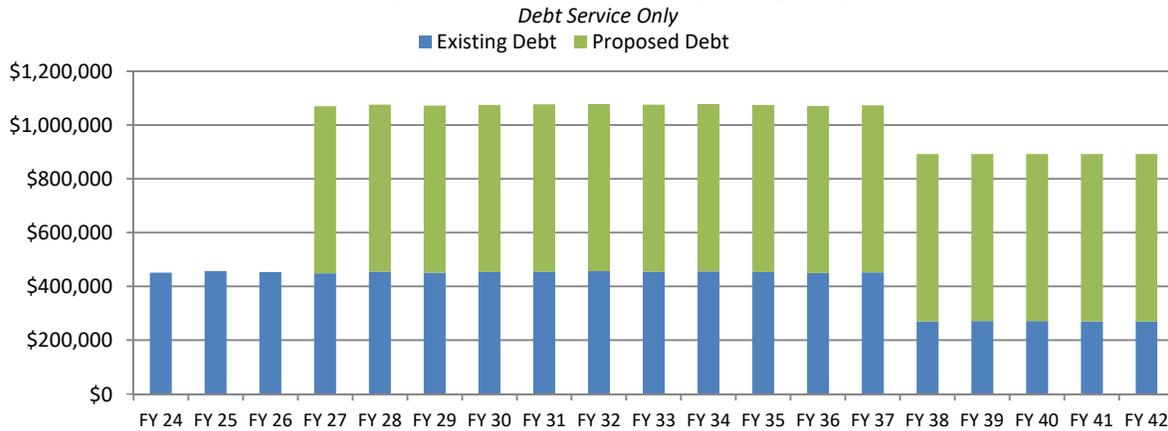
### Five Year Capital Improvement Program - Impact on Stormwater Fund Operating Budget

| Supporting Fund / Project           | FY 2024           | FY 2025           | FY 2026             | FY 2027             | FY 2028             |
|-------------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| <b>Stormwater Fund</b>              |                   |                   |                     |                     |                     |
| D-028 Sumner Lake Stream Restoratic | -                 | -                 | -                   | 269,500             | 269,500             |
| D-040 Cannon Branch/Flat Branch Str | -                 | -                 | -                   | 352,000             | 352,000             |
| Proposed Debt                       | -                 | -                 | -                   | 621,500             | 621,500             |
| PAYGO (Capital & Maint.)            | 625,000           | 700,000           | 3,000,000           | 1,225,000           | 625,000             |
| Other Operating Costs (Savings)     | -                 | -                 | -                   | -                   | -                   |
| <b>Total Operating Impacts</b>      | <b>\$ 625,000</b> | <b>\$ 700,000</b> | <b>\$ 3,000,000</b> | <b>\$ 1,846,500</b> | <b>\$ 1,246,500</b> |

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 and \$6.4 million for Cannon Branch/Flat Branch Stream Restoration in FY 2026. The estimated debt service is shown above.

**CIP Impact on Stormwater Fund Operating Budget**



# 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 2024           | FY 2025           | FY 2026           | FY 2027           | FY 2028           |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>Airport Fund</b>             |                   |                   |                   |                   |                   |
| <u>Debt Service</u>             |                   |                   |                   |                   |                   |
| n/a No Bond Projects            | -                 | -                 | -                 | -                 | -                 |
| Proposed Debt                   | -                 | -                 | -                 | -                 | -                 |
| PAYGO (Capital & Maint.)        | 197,000           | 317,000           | 374,000           | 172,000           | 166,000           |
| Other Operating Costs (Savings) | -                 | -                 | -                 | -                 | -                 |
| <b>Total Operating Impacts</b>  | <b>\$ 197,000</b> | <b>\$ 317,000</b> | <b>\$ 374,000</b> | <b>\$ 172,000</b> | <b>\$ 166,000</b> |

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

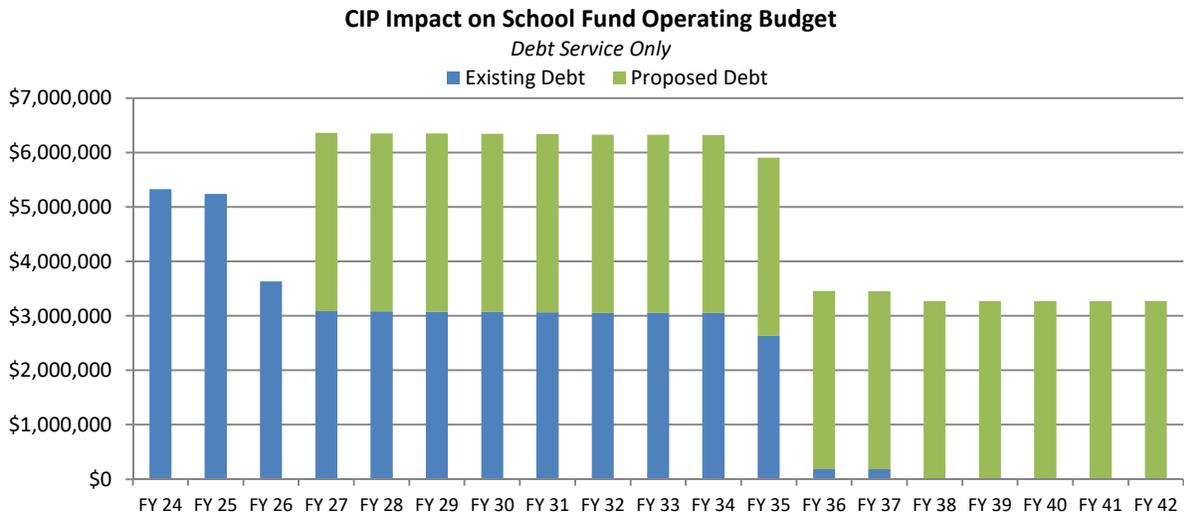
### Five Year Capital Improvement Program - Impact on School Fund Operating Budget

| Supporting Fund / Project         | FY 2024             | FY 2025             | FY 2026             | FY 2027             | FY 2028             |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>School Funds</b>               |                     |                     |                     |                     |                     |
| 1301 New Dean - Building Replacem | -                   | -                   | -                   | 3,272,390           | 3,272,390           |
| Proposed Debt                     | -                   | -                   | -                   | 3,272,390           | 3,272,390           |
| PAYGO (Capital & Maint.)          | 3,000,000           | 3,060,000           | 3,000,000           | 3,060,000           | 3,000,000           |
| Other Operating Costs (Savings)   | -                   | -                   | -                   | -                   | -                   |
| <b>Total Operating Impacts</b>    | <b>\$ 3,000,000</b> | <b>\$ 3,060,000</b> | <b>\$ 3,000,000</b> | <b>\$ 6,332,390</b> | <b>\$ 6,272,390</b> |

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 \$59.5 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.



# CAPITAL PROGRAM

## FY 2024 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 2024</u> |
|--|----------------|----------------|
| <b>General Government</b>                              |                |                |
| Future Economic Development                            | G-000          | 6,000          |
| Public Works & Utilities Facility                      | G-020          | 300            |
| City Hall / Downtown Parking                           | G-024          | 3,000          |
| Fuel Island Upgrade at Public Works/Utilities Facility | G-026          | 1,075          |
|  |                | <u>10,375</u>  |
| <b>Public Safety</b>                                   |                |                |
| Police Radio System Upgrade                            | P-027          | 2,000          |
|  |                | <u>2,000</u>   |
| <b>Transportation</b>                                  |                |                |
| Sudley Road Third Lane                                 | T-015          | 1,815          |
| Grant Avenue (Lee Avenue to Wellington Road)           | T-021          | 893            |
| Stonewall Park Trail Extention                         | T-052          | 250            |
| Traffic Signal Span Wire to Mast Arms                  | T-079          | 532            |
| Longstreet Water Line & Sidewalk                       | T-084          | 600            |
| Roundabout Sudley/Centreville                          | T-085          | 625            |
| Mathis Avenue  | T-086          | 1,920          |
| Wellington Road Shared-Use Path Gap                    | T-088          | 190            |
| Dumfries Road Sidewalk Infill                          | T-093          | 430            |
| Sudley Sidewalk  | T-094          | 485            |
|  |                | <u>7,740</u>   |
| <b>Water</b>   |                |                |
| 24" Transmission Main Replacement                      | W-042          | 1,354          |
| Clear-Well Addition and Roof Renovation                | W-065          | 826            |
| Super Pulsator PLC Replacement                         | W-079          | 300            |
|  |                | <u>2,480</u>   |
| <b>Electric</b>  |                |                |
| LED Streetlight Replacement                            | E-034          | 125            |
| Manassas Airport Distribution Improvements             | E-035          | 450            |
|  |                | <u>575</u>     |
| <b>Stormwater</b>                                      |                |                |
| Liberia Stream Restoration                             | D-027          | 1,300          |
| Round Elementary Pond Retrofit & Stream Restoration    | D-036          | 1,504          |
| Battle/Ewell/West Street Drainage Improvements         | D-041          | 275            |
|  |                | <u>3,079</u>   |

# CAPITAL PROGRAM

## FY 2024 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 2024</u>       |
|--------------------------------------|----------------|----------------------|
| <b>Airport</b>                       |                |                      |
| Fuel Farm Upgrade                    | A-045          | 50                   |
| Rehabilitation of Runway 16L/34R     | A-091          | 200                  |
|                                      |                | <u>250</u>           |
| <b>Schools</b>                       |                |                      |
| District Wide - Classroom Trailers   | 0101           | 200                  |
| District Wide - Technology Upgrades  | 0102           | 200                  |
| District Wide - School Bus Additions | 0105           | 125                  |
| Osborn - Roof Replacement            | 0417           | 1,000                |
| Metz - Fire Alarm System Replacement | 0514           | 575                  |
| Haydon - Window/Door Replacement     | 0905           | 200                  |
| Round - Window/Door Replacement      | 1007           | 200                  |
| Round - Parking Lot Replacement      | 1008           | 500                  |
|                                      |                | <u>3,000</u>         |
|                                      | <b>TOTAL</b>   | <u><u>29,499</u></u> |

# CAPITAL PROGRAM

FY 2024 Capital Projects (Dollars in Thousands)

---

|                        | <u>FY 2024</u> |
|------------------------|----------------|
| <b>Funding Sources</b> |                |
| General Fund           | 75             |
| Sewer Fund             | 2,265          |
| Water Fund             | 1,944          |
| Electric Fund          | 1,280          |
| Stormwater Fund        | -              |
| Airport Fund           | 14             |
| School Fund            | 3,000          |
| Bonds                  | 326            |
| State                  | 4,083          |
| Federal                | 705            |
| NVTA                   | 2,732          |
| Other Sources          | 13,075         |
|                        | <hr/>          |
| <b>TOTAL</b>           | <b>29,499</b>  |
|                        | <hr/> <hr/>    |

## G-020 Public Works & Utilities Facility

**Year Introduced:** 2014  
**Change:** Increased Estimate  
**Associated Proj:** N/A  
**Program Area:** General Government **Est. Start:** 07/10/2023  
**Managing Dept:** Public Works **Est. Comp:** 11/30/2023  
**Manager:** S. Horan  
**Plan Conformance:** CFI 7.1.1



### Description:

The Public Works & Utilities Facility Improvement Project includes a comprehensive renovation/modernization the compound to include all buildings and the yard in a phased approach. Electric funding in FY24 will be used to expand the radio shop. Future years will include improvements to the facility yard and expansion of covered storage and the renovation of Building A.

(\$ in 1,000s)

| <b>Cost Estimate:</b> | <b>Prior Years</b> | <b>FY 2024</b> | <b>FY 2025</b> | <b>FY 2026</b> | <b>FY 2027</b> | <b>FY 2028</b> | <b>Future Years</b> | <b>Total Project</b> |
|-----------------------|--------------------|----------------|----------------|----------------|----------------|----------------|---------------------|----------------------|
| Planning              | -                  | -              | -              | -              | -              | -              | 1,350               | 1,350                |
| Land                  | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Construction          | 1,460              | 300            | -              | -              | -              | -              | 11,900              | 13,660               |
| <b>Total Cost:</b>    | <b>1,460</b>       | <b>300</b>     | -              | -              | -              | -              | <b>13,250</b>       | <b>15,010</b>        |

### Funding Sources:

|                       |              |            |   |   |   |   |               |               |
|-----------------------|--------------|------------|---|---|---|---|---------------|---------------|
| General Fund          | 280          | -          | - | - | - | - | 1,300         | 1,580         |
| Sewer Fund            | 282          | -          | - | - | - | - | 1,450         | 1,732         |
| Water Fund            | 168          | -          | - | - | - | - | 1,500         | 1,668         |
| Electric Fund         | 730          | 300        | - | - | - | - | 1,200         | 2,230         |
| Stormwater Fund       | -            | -          | - | - | - | - | -             | -             |
| Airport Fund          | -            | -          | - | - | - | - | -             | -             |
| School Fund           | -            | -          | - | - | - | - | -             | -             |
| Bonds                 | -            | -          | - | - | - | - | 7,800         | 7,800         |
| State                 | -            | -          | - | - | - | - | -             | -             |
| Federal               | -            | -          | - | - | - | - | -             | -             |
| NVTA                  | -            | -          | - | - | - | - | -             | -             |
| Other Sources         | -            | -          | - | - | - | - | -             | -             |
| <b>Total Funding:</b> | <b>1,460</b> | <b>300</b> | - | - | - | - | <b>13,250</b> | <b>15,010</b> |

### Operating Impacts:

|                          |   |   |   |   |   |   |                |                |
|--------------------------|---|---|---|---|---|---|----------------|----------------|
| Revenue                  | - | - | - | - | - | - | -              | -              |
| Staffing (Costs) Savings | - | - | - | - | - | - | -              | -              |
| Facility (Costs) Savings | - | - | - | - | - | - | -              | -              |
| Program (Costs) Savings  | - | - | - | - | - | - | -              | -              |
| Debt Service             | - | - | - | - | - | - | (8,580)        | (8,580)        |
| <b>Net Revenue:</b>      | - | - | - | - | - | - | <b>(8,580)</b> | <b>(8,580)</b> |

## G-024 City Hall / Downtown Parking

**Year Introduced:** 2016  
**Change:** Increased Estimate  
**Associated Proj:** G-023  
**Program Area:** General Government **Est. Start:** 07/01/2023  
**Managing Dept:** Public Works **Est. Comp:** 12/31/2026  
**Manager:** S. Horan  
**Plan Conformance:** LU 3.4.1; ED 5.3.1;



### Description:

Construct a new north side parking garage consisting of approximately 300 spaces 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.

(\$ in 1,000s)

| Cost Estimate:     | Prior Years | FY 2024      | FY 2025      | FY 2026 | FY 2027 | FY 2028 | Future Years | Total Project |
|--------------------|-------------|--------------|--------------|---------|---------|---------|--------------|---------------|
| Planning           | -           | -            | 1,165        | -       | -       | -       | -            | 1,165         |
| Land               | -           | 3,000        | -            | -       | -       | -       | -            | 3,000         |
| Construction       | -           | -            | 8,203        | -       | -       | -       | -            | 8,203         |
| <b>Total Cost:</b> | -           | <b>3,000</b> | <b>9,368</b> | -       | -       | -       | -            | <b>12,368</b> |

### Funding Sources:

|                       |   |              |              |   |   |   |   |               |
|-----------------------|---|--------------|--------------|---|---|---|---|---------------|
| General Fund          | - | -            | -            | - | - | - | - | -             |
| Sewer Fund            | - | -            | -            | - | - | - | - | -             |
| Water Fund            | - | -            | -            | - | - | - | - | -             |
| Electric Fund         | - | -            | -            | - | - | - | - | -             |
| Stormwater Fund       | - | -            | -            | - | - | - | - | -             |
| Airport Fund          | - | -            | -            | - | - | - | - | -             |
| School Fund           | - | -            | -            | - | - | - | - | -             |
| Bonds                 | - | -            | -            | - | - | - | - | -             |
| State                 | - | -            | -            | - | - | - | - | -             |
| Federal               | - | -            | -            | - | - | - | - | -             |
| NVTA                  | - | -            | -            | - | - | - | - | -             |
| Other Sources         | - | 3,000        | 9,368        | - | - | - | - | 12,368        |
| <b>Total Funding:</b> | - | <b>3,000</b> | <b>9,368</b> | - | - | - | - | <b>12,368</b> |

### Operating Impacts:

|                          |   |   |   |   |   |   |   |   |
|--------------------------|---|---|---|---|---|---|---|---|
| Revenue                  | - | - | - | - | - | - | - | - |
| Staffing (Costs) Savings | - | - | - | - | - | - | - | - |
| Facility (Costs) Savings | - | - | - | - | - | - | - | - |
| Program (Costs) Savings  | - | - | - | - | - | - | - | - |
| Debt Service             | - | - | - | - | - | - | - | - |
| <b>Net Revenue:</b>      | - | - | - | - | - | - | - | - |

## G-026 Fuel Island Upgrade at Public Works/Utilities Facility

**Year Introduced:** 2023  
**Change:** Increased Estimate  
**Associated Proj:** G-020  
**Program Area:** General Government **Est. Start:** 07/01/2023  
**Managing Dept:** Public Works **Est. Comp:** 06/30/2025  
**Manager:** S. Horan  
**Plan Conformance:** CFI 7.1.5



### Description:

Replacement of three 30-year old underground storage tanks and fuel dispensers at the Public Works and Utilities Facility. This project increases the capacity of fuel storage and will also include a new modern fuel dispersing and monitoring system. The existing system has exceeded its life expectancy and storage capacity is not adequate to meet internal "on hand storage" levels as exposed during the recent fuel shortage.

(\$ in 1,000s)

| <b>Cost Estimate:</b> | <b>Prior Years</b> | <b>FY 2024</b> | <b>FY 2025</b> | <b>FY 2026</b> | <b>FY 2027</b> | <b>FY 2028</b> | <b>Future Years</b> | <b>Total Project</b> |
|-----------------------|--------------------|----------------|----------------|----------------|----------------|----------------|---------------------|----------------------|
| Planning              | -                  | 110            | -              | -              | -              | -              | -                   | 110                  |
| Land                  | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Construction          | -                  | 965            | -              | -              | -              | -              | -                   | 965                  |
| <b>Total Cost:</b>    | -                  | <b>1,075</b>   | -              | -              | -              | -              | -                   | <b>1,075</b>         |

### Funding Sources:

|                       |   |              |   |   |   |   |   |              |
|-----------------------|---|--------------|---|---|---|---|---|--------------|
| General Fund          | - | 75           | - | - | - | - | - | 75           |
| Sewer Fund            | - | 165          | - | - | - | - | - | 165          |
| Water Fund            | - | 165          | - | - | - | - | - | 165          |
| Electric Fund         | - | 405          | - | - | - | - | - | 405          |
| Stormwater Fund       | - | -            | - | - | - | - | - | -            |
| Airport Fund          | - | -            | - | - | - | - | - | -            |
| School Fund           | - | -            | - | - | - | - | - | -            |
| Bonds                 | - | -            | - | - | - | - | - | -            |
| State                 | - | -            | - | - | - | - | - | -            |
| Federal               | - | -            | - | - | - | - | - | -            |
| NVTA                  | - | -            | - | - | - | - | - | -            |
| Other Sources         | - | 265          | - | - | - | - | - | 265          |
| <b>Total Funding:</b> | - | <b>1,075</b> | - | - | - | - | - | <b>1,075</b> |

### Operating Impacts:

|                          |   |   |   |   |   |   |   |   |
|--------------------------|---|---|---|---|---|---|---|---|
| Revenue                  | - | - | - | - | - | - | - | - |
| Staffing (Costs) Savings | - | - | - | - | - | - | - | - |
| Facility (Costs) Savings | - | - | - | - | - | - | - | - |
| Program (Costs) Savings  | - | - | - | - | - | - | - | - |
| Debt Service             | - | - | - | - | - | - | - | - |
| <b>Net Revenue:</b>      | - | - | - | - | - | - | - | - |

## P-027 Police Radio System Upgrade

**Year Introduced:** 2024  
**Change:** New Project  
**Associated Proj:** N/A  
**Program Area:** Public Safety  
**Managing Dept:** Utilities  
**Manager:** T. Dawood  
**Plan Conformance:** CFI 7.1.5

**Est. Start:** 07/01/2023  
**Est. Comp:** 07/30/2026



### Description:

In order to meet current standards/specifications and maintain interoperability, this project will replace the City's Police Department subscriber radios and upgrade the existing system infrastructure. This includes updating, switchgear, routers, workstations, servers, base radio and firewall.

(\$ in 1,000s)

| <b>Cost Estimate:</b> | <b>Prior Years</b> | <b>FY 2024</b> | <b>FY 2025</b> | <b>FY 2026</b> | <b>FY 2027</b> | <b>FY 2028</b> | <b>Future Years</b> | <b>Total Project</b> |
|-----------------------|--------------------|----------------|----------------|----------------|----------------|----------------|---------------------|----------------------|
| Planning              | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Land                  | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Construction          | -                  | 2,000          | -              | -              | -              | -              | -                   | 2,000                |
| <b>Total Cost:</b>    | -                  | <b>2,000</b>   | -              | -              | -              | -              | -                   | <b>2,000</b>         |

### Funding Sources:

|                       |   |              |   |   |   |   |   |              |
|-----------------------|---|--------------|---|---|---|---|---|--------------|
| General Fund          | - | -            | - | - | - | - | - | -            |
| Sewer Fund            | - | -            | - | - | - | - | - | -            |
| Water Fund            | - | -            | - | - | - | - | - | -            |
| Electric Fund         | - | -            | - | - | - | - | - | -            |
| Stormwater Fund       | - | -            | - | - | - | - | - | -            |
| Airport Fund          | - | -            | - | - | - | - | - | -            |
| School Fund           | - | -            | - | - | - | - | - | -            |
| Bonds                 | - | -            | - | - | - | - | - | -            |
| State                 | - | -            | - | - | - | - | - | -            |
| Federal               | - | -            | - | - | - | - | - | -            |
| NVTA                  | - | -            | - | - | - | - | - | -            |
| Other Sources         | - | 2,000        | - | - | - | - | - | 2,000        |
| <b>Total Funding:</b> | - | <b>2,000</b> | - | - | - | - | - | <b>2,000</b> |

### Operating Impacts:

|                          |   |   |   |   |   |   |   |   |
|--------------------------|---|---|---|---|---|---|---|---|
| Revenue                  | - | - | - | - | - | - | - | - |
| Staffing (Costs) Savings | - | - | - | - | - | - | - | - |
| Facility (Costs) Savings | - | - | - | - | - | - | - | - |
| Program (Costs) Savings  | - | - | - | - | - | - | - | - |
| Debt Service             | - | - | - | - | - | - | - | - |
| <b>Net Revenue:</b>      | - | - | - | - | - | - | - | - |

## T-015 Sudley Road Third Lane

**Year Introduced:** 2000  
**Change:** Increased Estimate  
**Associated Proj:** N/A  
**Program Area:** Transportation **Est. Start:** 07/01/2017  
**Managing Dept:** Engineering **Est. Comp:** 12/31/2024  
**Manager:** J. Keenan  
**Plan Conformance:** MOB 6.3.1



### Description:

Install a northbound third lane on Sudley Road 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 Smart Scale funds were added in FY24 to account for cost increases as well as PWC Service Authority funds for the waterline betterment.

**Status:** Design  
**Estimated Construction Start:** Spring 2023

(\$ in 1,000s)

| <b>Cost Estimate:</b> | <b>Prior Years</b> | <b>FY 2024</b> | <b>FY 2025</b> | <b>FY 2026</b> | <b>FY 2027</b> | <b>FY 2028</b> | <b>Future Years</b> | <b>Total Project</b> |
|-----------------------|--------------------|----------------|----------------|----------------|----------------|----------------|---------------------|----------------------|
| Planning              | -                  | 180            | -              | -              | -              | -              | -                   | 180                  |
| Land                  | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Construction          | 8,005              | 1,635          | -              | -              | -              | -              | -                   | 9,640                |
| <b>Total Cost:</b>    | <b>8,005</b>       | <b>1,815</b>   | -              | -              | -              | -              | -                   | <b>9,820</b>         |

### Funding Sources:

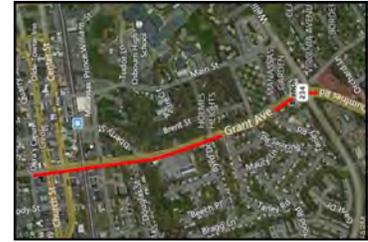
|                       |              |              |   |   |   |   |   |              |
|-----------------------|--------------|--------------|---|---|---|---|---|--------------|
| General Fund          | -            | -            | - | - | - | - | - | -            |
| Sewer Fund            | -            | -            | - | - | - | - | - | -            |
| Water Fund            | -            | -            | - | - | - | - | - | -            |
| Electric Fund         | -            | -            | - | - | - | - | - | -            |
| Stormwater Fund       | -            | -            | - | - | - | - | - | -            |
| Airport Fund          | -            | -            | - | - | - | - | - | -            |
| School Fund           | -            | -            | - | - | - | - | - | -            |
| Bonds                 | -            | -            | - | - | - | - | - | -            |
| State                 | 1,601        | 130          | - | - | - | - | - | 1,731        |
| Federal               | 6,404        | 525          | - | - | - | - | - | 6,929        |
| NVTA                  | -            | -            | - | - | - | - | - | -            |
| Other Sources         | -            | 1,160        | - | - | - | - | - | 1,160        |
| <b>Total Funding:</b> | <b>8,005</b> | <b>1,815</b> | - | - | - | - | - | <b>9,820</b> |

### Operating Impacts:

|                          |          |          |          |          |          |          |          |          |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Revenue                  | -        | -        | -        | -        | -        | -        | -        | -        |
| Staffing (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Facility (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Program (Costs) Savings  | -        | -        | -        | -        | -        | -        | -        | -        |
| Debt Service             | -        | -        | -        | -        | -        | -        | -        | -        |
| <b>Net Revenue:</b>      | <b>-</b> |

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

**Year Introduced:** 2000  
**Change:** Timeline  
**Associated Proj:** P-015  
**Program Area:** Transportation **Est. Start:** 12/01/2015  
**Managing Dept:** Engineering **Est. Comp:** 06/30/2026  
**Manager:** J. Keenan  
**Plan Conformance:** MOB 6.2.1



### 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. A second phase of this project - downtown sidewalk improvements from Prince William Street to Lee Avenue (no change to roadway width) is funded for design and construction in FY24/25. Additional state funds were added in FY24 to account for construction cost increases.

Status: Construction

(\$ in 1,000s)

| <b>Cost Estimate:</b> | <b>Prior Years</b> | <b>FY 2024</b> | <b>FY 2025</b> | <b>FY 2026</b> | <b>FY 2027</b> | <b>FY 2028</b> | <b>Future Years</b> | <b>Total Project</b> |
|-----------------------|--------------------|----------------|----------------|----------------|----------------|----------------|---------------------|----------------------|
| Planning              | 750                | -              | -              | -              | -              | -              | -                   | 750                  |
| Land                  | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Construction          | 12,185             | 893            | -              | -              | -              | -              | -                   | 13,078               |
| <b>Total Cost:</b>    | <b>12,935</b>      | <b>893</b>     | -              | -              | -              | -              | -                   | <b>13,828</b>        |

### Funding Sources:

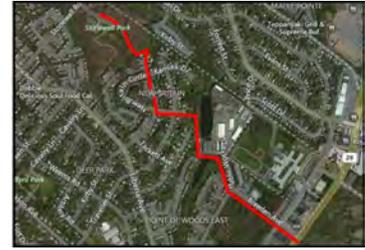
|                       |               |            |   |   |   |   |   |               |
|-----------------------|---------------|------------|---|---|---|---|---|---------------|
| General Fund          | -             | -          | - | - | - | - | - | -             |
| Sewer Fund            | 680           | -          | - | - | - | - | - | 680           |
| Water Fund            | 2,346         | -          | - | - | - | - | - | 2,346         |
| Electric Fund         | 2,087         | -          | - | - | - | - | - | 2,087         |
| Stormwater Fund       | -             | -          | - | - | - | - | - | -             |
| Airport Fund          | -             | -          | - | - | - | - | - | -             |
| School Fund           | -             | -          | - | - | - | - | - | -             |
| Bonds                 | 4,000         | -          | - | - | - | - | - | 4,000         |
| State                 | 2,796         | 893        | - | - | - | - | - | 3,689         |
| Federal               | -             | -          | - | - | - | - | - | -             |
| NVTA                  | 900           | -          | - | - | - | - | - | 900           |
| Other Sources         | 126           | -          | - | - | - | - | - | 126           |
| <b>Total Funding:</b> | <b>12,935</b> | <b>893</b> | - | - | - | - | - | <b>13,828</b> |

### Operating Impacts:

|                          |          |          |          |          |          |          |          |          |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Revenue                  | -        | -        | -        | -        | -        | -        | -        | -        |
| Staffing (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Facility (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Program (Costs) Savings  | -        | -        | -        | -        | -        | -        | -        | -        |
| Debt Service             | -        | -        | -        | -        | -        | -        | -        | -        |
| <b>Net Revenue:</b>      | <b>-</b> |

## T-052 Stonewall Park Trail Extension

**Year Introduced:** 2007  
**Change:** Increased Estimate  
**Associated Proj:** D-027;C-048;  
**Program Area:** Transportation **Est. Start:** 07/01/2023  
**Managing Dept:** Engineering **Est. Comp:** 07/01/2027  
**Manager:** S. Chung  
**Plan Conformance:** MOB 6.2.5; PCR 9.5.1;



### Description:

Construct an extension to the existing Stonewall Park Trail to connect to the Liberia House historic site. Phase I consists of the construction of an off-street shared use path from Vicksburg Lane to Portner Avenue including a pedestrian bridge over the causeway at the Public Works complex. Federal CMAQ/RSTP funding has been approved for this project starting in FY25. Funding source has been updated to show additional CMAQ/RSTP funding and additional NVTa local funds have been added in FY24 to advance some trail work at Liberia in coordination with the stream restoration project (D-027).

(\$ in 1,000s)

| Cost Estimate:     | Prior Years | FY 2024    | FY 2025    | FY 2026    | FY 2027    | FY 2028 | Future Years | Total Project |
|--------------------|-------------|------------|------------|------------|------------|---------|--------------|---------------|
| Planning           | -           | -          | 420        | -          | -          | -       | -            | 420           |
| Land               | -           | -          | 20         | -          | -          | -       | -            | 20            |
| Construction       | -           | 250        | 255        | 735        | 570        | -       | -            | 1,810         |
| <b>Total Cost:</b> | -           | <b>250</b> | <b>695</b> | <b>735</b> | <b>570</b> | -       | -            | <b>2,250</b>  |

### Funding Sources:

|                       |   |            |            |            |            |   |   |              |
|-----------------------|---|------------|------------|------------|------------|---|---|--------------|
| General Fund          | - | -          | -          | -          | -          | - | - | -            |
| Sewer Fund            | - | -          | -          | -          | -          | - | - | -            |
| Water Fund            | - | -          | -          | -          | -          | - | - | -            |
| Electric Fund         | - | -          | -          | -          | -          | - | - | -            |
| Stormwater Fund       | - | -          | -          | -          | -          | - | - | -            |
| Airport Fund          | - | -          | -          | -          | -          | - | - | -            |
| School Fund           | - | -          | -          | -          | -          | - | - | -            |
| Bonds                 | - | -          | -          | -          | -          | - | - | -            |
| State                 | - | -          | 140        | 55         | 115        | - | - | 310          |
| Federal               | - | -          | 555        | 215        | 455        | - | - | 1,225        |
| NVTa                  | - | 250        | -          | 465        | -          | - | - | 715          |
| Other Sources         | - | -          | -          | -          | -          | - | - | -            |
| <b>Total Funding:</b> | - | <b>250</b> | <b>695</b> | <b>735</b> | <b>570</b> | - | - | <b>2,250</b> |

### Operating Impacts:

|                          |   |   |   |   |   |   |   |   |
|--------------------------|---|---|---|---|---|---|---|---|
| Revenue                  | - | - | - | - | - | - | - | - |
| Staffing (Costs) Savings | - | - | - | - | - | - | - | - |
| Facility (Costs) Savings | - | - | - | - | - | - | - | - |
| Program (Costs) Savings  | - | - | - | - | - | - | - | - |
| Debt Service             | - | - | - | - | - | - | - | - |
| <b>Net Revenue:</b>      | - | - | - | - | - | - | - | - |

## T-079 Traffic Signal Span Wire to Mast Arms

**Year Introduced:** 2016  
**Change:** Increased Estimate  
**Associated Proj:** N/A  
**Program Area:** Transportation **Est. Start:** 07/01/2022  
**Managing Dept:** Engineering **Est. Comp:** 12/31/2024  
**Manager:** S. Chung  
**Plan Conformance:** MOB 6.3.3



### 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. Additional NVTA local funds have been added in FY24 due to cost increases.

Status: Design  
 Estimated Construction Start: Spring 2024

(\$ in 1,000s)

| <b>Cost Estimate:</b> | <b>Prior Years</b> | <b>FY 2024</b> | <b>FY 2025</b> | <b>FY 2026</b> | <b>FY 2027</b> | <b>FY 2028</b> | <b>Future Years</b> | <b>Total Project</b> |
|-----------------------|--------------------|----------------|----------------|----------------|----------------|----------------|---------------------|----------------------|
| Planning              | 50                 | 10             | -              | -              | -              | -              | -                   | 60                   |
| Land                  | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Construction          | 819                | 522            | -              | -              | -              | -              | -                   | 1,341                |
| <b>Total Cost:</b>    | <b>869</b>         | <b>532</b>     | -              | -              | -              | -              | -                   | <b>1,401</b>         |

### Funding Sources:

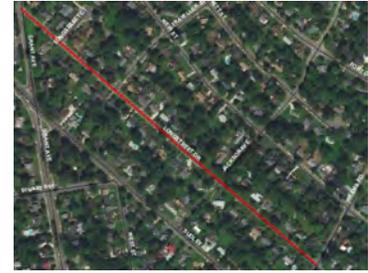
|                       |            |            |   |   |   |   |   |              |
|-----------------------|------------|------------|---|---|---|---|---|--------------|
| General Fund          | -          | -          | - | - | - | - | - | -            |
| Sewer Fund            | -          | -          | - | - | - | - | - | -            |
| Water Fund            | -          | -          | - | - | - | - | - | -            |
| Electric Fund         | -          | -          | - | - | - | - | - | -            |
| Stormwater Fund       | -          | -          | - | - | - | - | - | -            |
| Airport Fund          | -          | -          | - | - | - | - | - | -            |
| School Fund           | -          | -          | - | - | - | - | - | -            |
| Bonds                 | -          | -          | - | - | - | - | - | -            |
| State                 | 174        | -          | - | - | - | - | - | 174          |
| Federal               | 695        | -          | - | - | - | - | - | 695          |
| NVTA                  | -          | 532        | - | - | - | - | - | 532          |
| Other Sources         | -          | -          | - | - | - | - | - | -            |
| <b>Total Funding:</b> | <b>869</b> | <b>532</b> | - | - | - | - | - | <b>1,401</b> |

### Operating Impacts:

|                          |          |          |          |          |          |          |          |          |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Revenue                  | -        | -        | -        | -        | -        | -        | -        | -        |
| Staffing (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Facility (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Program (Costs) Savings  | -        | -        | -        | -        | -        | -        | -        | -        |
| Debt Service             | -        | -        | -        | -        | -        | -        | -        | -        |
| <b>Net Revenue:</b>      | <b>-</b> |

## T-084 Longstreet Water Line & Sidewalk

**Year Introduced:** 2023  
**Change:** Increased Estimate  
**Associated Proj:** W-050  
**Program Area:** Transportation **Est. Start:** 07/01/2023  
**Managing Dept:** Utilities **Est. Comp:** 03/24/2024  
**Manager:** M. Nicholson  
**Plan Conformance:** MOB 6.3.5



### 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. Additional funds have been added in FY24 due to cost increases.

Status: Design  
 Estimated Construction Start: Spring 2023

(\$ in 1,000s)

| <b>Cost Estimate:</b> | <b>Prior Years</b> | <b>FY 2024</b> | <b>FY 2025</b> | <b>FY 2026</b> | <b>FY 2027</b> | <b>FY 2028</b> | <b>Future Years</b> | <b>Total Project</b> |
|-----------------------|--------------------|----------------|----------------|----------------|----------------|----------------|---------------------|----------------------|
| Planning              | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Land                  | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Construction          | 5,550              | 600            | -              | -              | -              | -              | -                   | 6,150                |
| <b>Total Cost:</b>    | <b>5,550</b>       | <b>600</b>     | -              | -              | -              | -              | -                   | <b>6,150</b>         |

### Funding Sources:

|                       |              |            |   |   |   |   |   |              |
|-----------------------|--------------|------------|---|---|---|---|---|--------------|
| General Fund          | -            | -          | - | - | - | - | - | -            |
| Sewer Fund            | -            | 600        | - | - | - | - | - | 600          |
| Water Fund            | -            | -          | - | - | - | - | - | -            |
| Electric Fund         | -            | -          | - | - | - | - | - | -            |
| Stormwater Fund       | -            | -          | - | - | - | - | - | -            |
| Airport Fund          | -            | -          | - | - | - | - | - | -            |
| School Fund           | -            | -          | - | - | - | - | - | -            |
| Bonds                 | 3,800        | -          | - | - | - | - | - | 3,800        |
| State                 | -            | -          | - | - | - | - | - | -            |
| Federal               | -            | -          | - | - | - | - | - | -            |
| NVTA                  | 1,750        | -          | - | - | - | - | - | 1,750        |
| Other Sources         | -            | -          | - | - | - | - | - | -            |
| <b>Total Funding:</b> | <b>5,550</b> | <b>600</b> | - | - | - | - | - | <b>6,150</b> |

### Operating Impacts:

|                          |          |          |          |          |          |          |          |          |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Revenue                  | -        | -        | -        | -        | -        | -        | -        | -        |
| Staffing (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Facility (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Program (Costs) Savings  | -        | -        | -        | -        | -        | -        | -        | -        |
| Debt Service             | -        | -        | -        | -        | -        | -        | -        | -        |
| <b>Net Revenue:</b>      | <b>-</b> |

## T-085 Roundabout Sudley/Centreville

**Year Introduced:** 2019  
**Change:** Funding Source  
**Associated Proj:** N/A  
**Program Area:** Transportation **Est. Start:** 12/01/2017  
**Managing Dept:** Engineering **Est. Comp:** 12/31/2025  
**Manager:** J. Keenan  
**Plan Conformance:** ED 5.3.1; MOB 6.1.2; MOB 6.2.4



### Description:

Replace existing signalized intersection with a two-lane roundabout as recommended by the Transportation Master Plan. A roundabout at this intersection will improve level of service (delay) at this intersection from a “D” to a “B”. Funding is currently available to complete up to 60% design. NVTA regional funds are recommended to fully fund this project.

Status: Design  
 Estimated Construction Start: Summer 2024

(\$ in 1,000s)

| Cost Estimate:     | Prior Years | FY 2024    | FY 2025      | FY 2026 | FY 2027 | FY 2028 | Future Years | Total Project |
|--------------------|-------------|------------|--------------|---------|---------|---------|--------------|---------------|
| Planning           | 425         | 150        | -            | -       | -       | -       | -            | 575           |
| Land               | -           | 475        | -            | -       | -       | -       | -            | 475           |
| Construction       | -           | -          | 3,975        | -       | -       | -       | -            | 3,975         |
| <b>Total Cost:</b> | <b>425</b>  | <b>625</b> | <b>3,975</b> | -       | -       | -       | -            | <b>5,025</b>  |

### Funding Sources:

|                       |            |            |              |   |   |   |   |              |
|-----------------------|------------|------------|--------------|---|---|---|---|--------------|
| General Fund          | -          | -          | -            | - | - | - | - | -            |
| Sewer Fund            | -          | -          | -            | - | - | - | - | -            |
| Water Fund            | -          | -          | -            | - | - | - | - | -            |
| Electric Fund         | -          | -          | -            | - | - | - | - | -            |
| Stormwater Fund       | -          | -          | -            | - | - | - | - | -            |
| Airport Fund          | -          | -          | -            | - | - | - | - | -            |
| School Fund           | -          | -          | -            | - | - | - | - | -            |
| Bonds                 | -          | -          | -            | - | - | - | - | -            |
| State                 | -          | -          | -            | - | - | - | - | -            |
| Federal               | -          | -          | -            | - | - | - | - | -            |
| NVTA                  | 425        | 625        | -            | - | - | - | - | 1,050        |
| Other Sources         | -          | -          | 3,975        | - | - | - | - | 3,975        |
| <b>Total Funding:</b> | <b>425</b> | <b>625</b> | <b>3,975</b> | - | - | - | - | <b>5,025</b> |

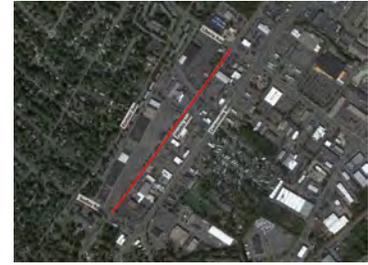
### Operating Impacts:

|                          |          |          |          |          |          |          |          |          |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Revenue                  | -        | -        | -        | -        | -        | -        | -        | -        |
| Staffing (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Facility (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Program (Costs) Savings  | -        | -        | -        | -        | -        | -        | -        | -        |
| Debt Service             | -        | -        | -        | -        | -        | -        | -        | -        |
| <b>Net Revenue:</b>      | <b>-</b> |

## T-086 Mathis Avenue

**Year Introduced:** 2019  
**Change:** Funding Source  
**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:** 07/01/2020  
**Est. Comp:** 12/31/2027



### 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. State Revenue Sharing and NVTA local funds are recommended to fully fund this project.

Status: Design  
 Estimated Construction Start: Summer 2024

(\$ in 1,000s)

| Cost Estimate:     | Prior Years  | FY 2024      | FY 2025    | FY 2026    | FY 2027      | FY 2028      | Future Years | Total Project |
|--------------------|--------------|--------------|------------|------------|--------------|--------------|--------------|---------------|
| Planning           | 430          | -            | -          | -          | -            | -            | -            | 430           |
| Land               | -            | 420          | 420        | 420        | -            | -            | -            | 1,260         |
| Construction       | 2,747        | 1,500        | -          | -          | 2,345        | 2,345        | -            | 8,937         |
| <b>Total Cost:</b> | <b>3,177</b> | <b>1,920</b> | <b>420</b> | <b>420</b> | <b>2,345</b> | <b>2,345</b> | <b>-</b>     | <b>10,627</b> |

### Funding Sources:

|                       |              |              |            |            |              |              |          |               |
|-----------------------|--------------|--------------|------------|------------|--------------|--------------|----------|---------------|
| General Fund          | -            | -            | -          | -          | -            | -            | -        | -             |
| Sewer Fund            | -            | 1,500        | -          | -          | -            | -            | -        | 1,500         |
| Water Fund            | -            | -            | -          | -          | -            | -            | -        | -             |
| Electric Fund         | -            | -            | -          | -          | -            | -            | -        | -             |
| Stormwater Fund       | -            | -            | -          | -          | -            | -            | -        | -             |
| Airport Fund          | -            | -            | -          | -          | -            | -            | -        | -             |
| School Fund           | -            | -            | -          | -          | -            | -            | -        | -             |
| Bonds                 | 1,500        | -            | -          | -          | -            | -            | -        | 1,500         |
| State                 | -            | -            | -          | -          | 1,485        | 1,485        | -        | 2,970         |
| Federal               | -            | -            | -          | -          | -            | -            | -        | -             |
| NVTA                  | 1,677        | 420          | 420        | 420        | 860          | 860          | -        | 4,657         |
| Other Sources         | -            | -            | -          | -          | -            | -            | -        | -             |
| <b>Total Funding:</b> | <b>3,177</b> | <b>1,920</b> | <b>420</b> | <b>420</b> | <b>2,345</b> | <b>2,345</b> | <b>-</b> | <b>10,627</b> |

### Operating Impacts:

|                          |          |          |          |          |          |          |          |          |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Revenue                  | -        | -        | -        | -        | -        | -        | -        | -        |
| Staffing (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Facility (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Program (Costs) Savings  | -        | -        | -        | -        | -        | -        | -        | -        |
| Debt Service             | -        | -        | -        | -        | -        | -        | -        | -        |
| <b>Net Revenue:</b>      | <b>-</b> |

## T-088 Wellington Road Shared-Use Path Gap

**Year Introduced:** 2021  
**Change:** Increased Estimate  
**Associated Proj:** N/A  
**Program Area:** Transportation **Est. Start:** 11/15/2019  
**Managing Dept:** Engineering **Est. Comp:** 06/30/2024  
**Manager:** J. Keenan  
**Plan Conformance:** MOB 6.3.5; PCR 9.5.1;



### Description:

Complete construction of the shared use path along Wellington Road from Nokesville Road to Prince William Street. Conceptual design has been funded through a TLC grant from the Metropolitan Washington Council of Governments. Survey has been funded by VDOT. A Transportation Alternatives (TA) grant was awarded to fully fund this project. Additional NVTA local funds have been added in FY24 due to cost increases.

Status: Design  
 Estimated Construction Start: Summer 2023

(\$ in 1,000s)

| <b>Cost Estimate:</b> | <b>Prior Years</b> | <b>FY 2024</b> | <b>FY 2025</b> | <b>FY 2026</b> | <b>FY 2027</b> | <b>FY 2028</b> | <b>Future Years</b> | <b>Total Project</b> |
|-----------------------|--------------------|----------------|----------------|----------------|----------------|----------------|---------------------|----------------------|
| Planning              | 32                 | -              | -              | -              | -              | -              | -                   | 32                   |
| Land                  | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Construction          | 929                | 190            | -              | -              | -              | -              | -                   | 1,119                |
| <b>Total Cost:</b>    | <b>961</b>         | <b>190</b>     | -              | -              | -              | -              | -                   | <b>1,151</b>         |

### Funding Sources:

|                       |            |            |   |   |   |   |   |              |
|-----------------------|------------|------------|---|---|---|---|---|--------------|
| General Fund          | -          | -          | - | - | - | - | - | -            |
| Sewer Fund            | -          | -          | - | - | - | - | - | -            |
| Water Fund            | -          | -          | - | - | - | - | - | -            |
| Electric Fund         | -          | -          | - | - | - | - | - | -            |
| Stormwater Fund       | -          | -          | - | - | - | - | - | -            |
| Airport Fund          | -          | -          | - | - | - | - | - | -            |
| School Fund           | -          | -          | - | - | - | - | - | -            |
| Bonds                 | -          | -          | - | - | - | - | - | -            |
| State                 | -          | -          | - | - | - | - | - | -            |
| Federal               | 638        | -          | - | - | - | - | - | 638          |
| NVTA                  | 292        | 190        | - | - | - | - | - | 482          |
| Other Sources         | 31         | -          | - | - | - | - | - | 31           |
| <b>Total Funding:</b> | <b>961</b> | <b>190</b> | - | - | - | - | - | <b>1,151</b> |

### Operating Impacts:

|                          |          |          |          |          |          |          |          |          |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Revenue                  | -        | -        | -        | -        | -        | -        | -        | -        |
| Staffing (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Facility (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Program (Costs) Savings  | -        | -        | -        | -        | -        | -        | -        | -        |
| Debt Service             | -        | -        | -        | -        | -        | -        | -        | -        |
| <b>Net Revenue:</b>      | <b>-</b> |

## T-093 Dumfries Road Sidewalk Infill

**Year Introduced:** 2023  
**Change:** Other  
**Associated Proj:** N/A  
**Program Area:** Transportation **Est. Start:** 07/01/2023  
**Managing Dept:** Engineering **Est. Comp:** 06/30/2025  
**Manager:** S. Chung  
**Plan Conformance:** MOB 6.3.5



### Description:

Construct sidewalk, curb, and gutter on the east side of Dumfries Road from Milic St. to Hastings Dr. NVTA local funding have been added in FY24 as a local match for state revenue share funding and due to cost increases.

Status: Design  
 Estimated Construction Start: Fall 2024

(\$ in 1,000s)

| Cost Estimate:     | Prior Years | FY 2024    | FY 2025 | FY 2026 | FY 2027 | FY 2028 | Future Years | Total Project |
|--------------------|-------------|------------|---------|---------|---------|---------|--------------|---------------|
| Planning           | 151         | -          | -       | -       | -       | -       | -            | 151           |
| Land               | -           | 30         | -       | -       | -       | -       | -            | 30            |
| Construction       | -           | 400        | -       | -       | -       | -       | -            | 400           |
| <b>Total Cost:</b> | <b>151</b>  | <b>430</b> | -       | -       | -       | -       | -            | <b>581</b>    |

### Funding Sources:

|                       |            |            |   |   |   |   |   |            |
|-----------------------|------------|------------|---|---|---|---|---|------------|
| General Fund          | -          | -          | - | - | - | - | - | -          |
| Sewer Fund            | -          | -          | - | - | - | - | - | -          |
| Water Fund            | -          | -          | - | - | - | - | - | -          |
| Electric Fund         | -          | -          | - | - | - | - | - | -          |
| Stormwater Fund       | -          | -          | - | - | - | - | - | -          |
| Airport Fund          | -          | -          | - | - | - | - | - | -          |
| School Fund           | -          | -          | - | - | - | - | - | -          |
| Bonds                 | -          | -          | - | - | - | - | - | -          |
| State                 | -          | 200        | - | - | - | - | - | 200        |
| Federal               | -          | -          | - | - | - | - | - | -          |
| NVTA                  | -          | 230        | - | - | - | - | - | 230        |
| Other Sources         | 151        | -          | - | - | - | - | - | 151        |
| <b>Total Funding:</b> | <b>151</b> | <b>430</b> | - | - | - | - | - | <b>581</b> |

### Operating Impacts:

|                          |          |          |          |          |          |          |          |          |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Revenue                  | -        | -        | -        | -        | -        | -        | -        | -        |
| Staffing (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Facility (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Program (Costs) Savings  | -        | -        | -        | -        | -        | -        | -        | -        |
| Debt Service             | -        | -        | -        | -        | -        | -        | -        | -        |
| <b>Net Revenue:</b>      | <b>-</b> |

## T-094 Sudley Sidewalk

**Year Introduced:** 2024  
**Change:** New Project  
**Associated Proj:** N/A  
**Program Area:** Transportation  
**Managing Dept:** Engineering  
**Manager:** J. Keenan  
**Plan Conformance:** MOB 6.3.5

**Est. Start:** 07/01/2023  
**Est. Comp:** 06/30/2026



### Description:

Construct 0.7 mile sidewalk on the east side of Sudley Road between Mathis Avenue and Grant Avenue. A state revenue sharing application has been approved in FY25-FY26 to fund this project.

Status: Design  
 Estimated Construction Start: Fall 2025

(\$ in 1,000s)

| Cost Estimate:     | Prior Years | FY 2024    | FY 2025      | FY 2026      | FY 2027 | FY 2028 | Future Years | Total Project |
|--------------------|-------------|------------|--------------|--------------|---------|---------|--------------|---------------|
| Planning           | -           | 485        | -            | -            | -       | -       | -            | 485           |
| Land               | -           | -          | 1,350        | -            | -       | -       | -            | 1,350         |
| Construction       | -           | -          | 140          | 1,995        | -       | -       | -            | 2,135         |
| <b>Total Cost:</b> | -           | <b>485</b> | <b>1,490</b> | <b>1,995</b> | -       | -       | -            | <b>3,970</b>  |

### Funding Sources:

|                       |   |            |              |              |   |   |   |              |
|-----------------------|---|------------|--------------|--------------|---|---|---|--------------|
| General Fund          | - | -          | -            | -            | - | - | - | -            |
| Sewer Fund            | - | -          | -            | -            | - | - | - | -            |
| Water Fund            | - | -          | -            | -            | - | - | - | -            |
| Electric Fund         | - | -          | -            | -            | - | - | - | -            |
| Stormwater Fund       | - | -          | -            | -            | - | - | - | -            |
| Airport Fund          | - | -          | -            | -            | - | - | - | -            |
| School Fund           | - | -          | -            | -            | - | - | - | -            |
| Bonds                 | - | -          | -            | -            | - | - | - | -            |
| State                 | - | -          | 745          | 855          | - | - | - | 1,600        |
| Federal               | - | -          | -            | -            | - | - | - | -            |
| NVTA                  | - | 485        | 745          | 1,140        | - | - | - | 2,370        |
| Other Sources         | - | -          | -            | -            | - | - | - | -            |
| <b>Total Funding:</b> | - | <b>485</b> | <b>1,490</b> | <b>1,995</b> | - | - | - | <b>3,970</b> |

### Operating Impacts:

|                          |   |   |   |   |   |   |   |   |
|--------------------------|---|---|---|---|---|---|---|---|
| Revenue                  | - | - | - | - | - | - | - | - |
| Staffing (Costs) Savings | - | - | - | - | - | - | - | - |
| Facility (Costs) Savings | - | - | - | - | - | - | - | - |
| Program (Costs) Savings  | - | - | - | - | - | - | - | - |
| Debt Service             | - | - | - | - | - | - | - | - |
| <b>Net Revenue:</b>      | - | - | - | - | - | - | - | - |

## W-042 24" Transmission Main Replacement

**Year Introduced:** 2007  
**Change:** Expanded Scope  
**Associated Proj:** T-039  
**Program Area:** Water  
**Managing Dept:** Utilities  
**Manager:** T. Dawood  
**Plan Conformance:** CFI 7.4.3; CFI 7.4.11;

**Est. Start:** 07/01/2012  
**Est. Comp:** 12/30/2025



### 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. Additional Water Fund funding have been added in FY 2024 to complete the Dean Drive segment to the water tank.

(\$ in 1,000s)

| Cost Estimate:     | Prior Years   | FY 2024      | FY 2025 | FY 2026 | FY 2027 | FY 2028 | Future Years | Total Project |
|--------------------|---------------|--------------|---------|---------|---------|---------|--------------|---------------|
| Planning           | 1,225         | -            | -       | -       | -       | -       | -            | 1,225         |
| Land               | -             | -            | -       | -       | -       | -       | -            | -             |
| Construction       | 33,321        | 1,354        | -       | -       | -       | -       | -            | 34,675        |
| <b>Total Cost:</b> | <b>34,546</b> | <b>1,354</b> | -       | -       | -       | -       | -            | <b>35,900</b> |

### Funding Sources:

|                       |               |              |   |   |   |   |   |               |
|-----------------------|---------------|--------------|---|---|---|---|---|---------------|
| General Fund          | -             | -            | - | - | - | - | - | -             |
| Sewer Fund            | -             | -            | - | - | - | - | - | -             |
| Water Fund            | 8,130         | 1,354        | - | - | - | - | - | 9,484         |
| Electric Fund         | -             | -            | - | - | - | - | - | -             |
| Stormwater Fund       | -             | -            | - | - | - | - | - | -             |
| Airport Fund          | -             | -            | - | - | - | - | - | -             |
| School Fund           | -             | -            | - | - | - | - | - | -             |
| Bonds                 | 10,416        | -            | - | - | - | - | - | 10,416        |
| State                 | -             | -            | - | - | - | - | - | -             |
| Federal               | 16,000        | -            | - | - | - | - | - | 16,000        |
| NVTA                  | -             | -            | - | - | - | - | - | -             |
| Other Sources         | -             | -            | - | - | - | - | - | -             |
| <b>Total Funding:</b> | <b>34,546</b> | <b>1,354</b> | - | - | - | - | - | <b>35,900</b> |

### Operating Impacts:

|                          |          |          |          |          |          |          |          |          |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Revenue                  | -        | -        | -        | -        | -        | -        | -        | -        |
| Staffing (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Facility (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Program (Costs) Savings  | -        | -        | -        | -        | -        | -        | -        | -        |
| Debt Service             | -        | -        | -        | -        | -        | -        | -        | -        |
| <b>Net Revenue:</b>      | <b>-</b> |

## W-065 Clear-Well Addition and Roof Renovation

**Year Introduced:** 2011  
**Change:** Increased Estimate  
**Associated Proj:** W-047  
**Program Area:** Water  
**Managing Dept:** Utilities  
**Manager:** T. Dawood  
**Plan Conformance:** CFI 7.4.3

**Est. Start:** 07/01/2017  
**Est. Comp:** 06/30/2025



### Description:

Construct a second clear-well to improve reliability of the treatment plant per current design standards. With the new clear-well online, the roof of the existing clear-well will be rehabilitated due to age and observed deterioration identified during an inspection. This project ensures the ability to continue to provide water to the City's customers increasing the current 1.3 MGD capacity to 2.6 MGD.

(\$ in 1,000s)

| <b>Cost Estimate:</b> | <b>Prior Years</b> | <b>FY 2024</b> | <b>FY 2025</b> | <b>FY 2026</b> | <b>FY 2027</b> | <b>FY 2028</b> | <b>Future Years</b> | <b>Total Project</b> |
|-----------------------|--------------------|----------------|----------------|----------------|----------------|----------------|---------------------|----------------------|
| Planning              | 200                | 250            | -              | -              | -              | -              | -                   | 450                  |
| Land                  | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Construction          | 8,746              | 576            | -              | -              | -              | -              | -                   | 9,322                |
| <b>Total Cost:</b>    | <b>8,946</b>       | <b>826</b>     | -              | -              | -              | -              | -                   | <b>9,772</b>         |

### Funding Sources:

|                       |              |            |   |   |   |   |   |              |
|-----------------------|--------------|------------|---|---|---|---|---|--------------|
| General Fund          | -            | -          | - | - | - | - | - | -            |
| Sewer Fund            | -            | -          | - | - | - | - | - | -            |
| Water Fund            | 3,550        | 125        | - | - | - | - | - | 3,675        |
| Electric Fund         | -            | -          | - | - | - | - | - | -            |
| Stormwater Fund       | -            | -          | - | - | - | - | - | -            |
| Airport Fund          | -            | -          | - | - | - | - | - | -            |
| School Fund           | -            | -          | - | - | - | - | - | -            |
| Bonds                 | 5,396        | 51         | - | - | - | - | - | 5,447        |
| State                 | -            | -          | - | - | - | - | - | -            |
| Federal               | -            | -          | - | - | - | - | - | -            |
| NVTA                  | -            | -          | - | - | - | - | - | -            |
| Other Sources         | -            | 650        | - | - | - | - | - | 650          |
| <b>Total Funding:</b> | <b>8,946</b> | <b>826</b> | - | - | - | - | - | <b>9,772</b> |

### Operating Impacts:

|                          |          |          |            |            |            |            |             |             |
|--------------------------|----------|----------|------------|------------|------------|------------|-------------|-------------|
| Revenue                  | -        | -        | -          | -          | -          | -          | -           | -           |
| Staffing (Costs) Savings | -        | -        | -          | -          | -          | -          | -           | -           |
| Facility (Costs) Savings | -        | -        | -          | -          | -          | -          | -           | -           |
| Program (Costs) Savings  | -        | -        | -          | -          | -          | -          | -           | -           |
| Debt Service             | -        | -        | (3)        | (3)        | (3)        | (3)        | (44)        | (56)        |
| <b>Net Revenue:</b>      | <b>-</b> | <b>-</b> | <b>(3)</b> | <b>(3)</b> | <b>(3)</b> | <b>(3)</b> | <b>(44)</b> | <b>(56)</b> |

## W-079 Super Pulsator PLC Replacement

**Year Introduced:** 2024  
**Change:** New Project  
**Associated Proj:** W-047  
**Program Area:** Water **Est. Start:** 08/01/2023  
**Managing Dept:** Utilities **Est. Comp:** 02/28/2024  
**Manager:** T. Dawood  
**Plan Conformance:** CFI 7.4.3



### Description:

The current PLC has been exposed to a corrosive environment for many years. The wiring and contacts are corroded and have failed in the past. This usually requires the Controls & Communications department to respond and locate the problem. There are other aspects of Plant Operations that are routed through that panel. The Ammonia Feed System (which is normally flow paced) is routed in that panel.

(\$ in 1,000s)

| Cost Estimate:     | Prior Years | FY 2024    | FY 2025 | FY 2026 | FY 2027 | FY 2028 | Future Years | Total Project |
|--------------------|-------------|------------|---------|---------|---------|---------|--------------|---------------|
| Planning           | -           | -          | -       | -       | -       | -       | -            | -             |
| Land               | -           | -          | -       | -       | -       | -       | -            | -             |
| Construction       | -           | 300        | -       | -       | -       | -       | -            | 300           |
| <b>Total Cost:</b> | -           | <b>300</b> | -       | -       | -       | -       | -            | <b>300</b>    |

### Funding Sources:

|                       |   |            |   |   |   |   |   |            |
|-----------------------|---|------------|---|---|---|---|---|------------|
| General Fund          | - | -          | - | - | - | - | - | -          |
| Sewer Fund            | - | -          | - | - | - | - | - | -          |
| Water Fund            | - | 300        | - | - | - | - | - | 300        |
| Electric Fund         | - | -          | - | - | - | - | - | -          |
| Stormwater Fund       | - | -          | - | - | - | - | - | -          |
| Airport Fund          | - | -          | - | - | - | - | - | -          |
| School Fund           | - | -          | - | - | - | - | - | -          |
| Bonds                 | - | -          | - | - | - | - | - | -          |
| State                 | - | -          | - | - | - | - | - | -          |
| Federal               | - | -          | - | - | - | - | - | -          |
| NVTA                  | - | -          | - | - | - | - | - | -          |
| Other Sources         | - | -          | - | - | - | - | - | -          |
| <b>Total Funding:</b> | - | <b>300</b> | - | - | - | - | - | <b>300</b> |

### Operating Impacts:

|                          |   |   |   |   |   |   |   |   |
|--------------------------|---|---|---|---|---|---|---|---|
| Revenue                  | - | - | - | - | - | - | - | - |
| Staffing (Costs) Savings | - | - | - | - | - | - | - | - |
| Facility (Costs) Savings | - | - | - | - | - | - | - | - |
| Program (Costs) Savings  | - | - | - | - | - | - | - | - |
| Debt Service             | - | - | - | - | - | - | - | - |
| <b>Net Revenue:</b>      | - | - | - | - | - | - | - | - |

## 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:** 07/01/2016  
**Est. Comp:** 06/30/2025



### Description:

Upgrade all Manassas City streetlights (approx. 2,900) to LED over seven years. As of FY 2023, approximately 2,000 have been replaced.

(\$ in 1,000s)

| <b>Cost Estimate:</b> | <b>Prior Years</b> | <b>FY 2024</b> | <b>FY 2025</b> | <b>FY 2026</b> | <b>FY 2027</b> | <b>FY 2028</b> | <b>Future Years</b> | <b>Total Project</b> |
|-----------------------|--------------------|----------------|----------------|----------------|----------------|----------------|---------------------|----------------------|
| Planning              | 50                 | -              | -              | -              | -              | -              | -                   | 50                   |
| Land                  | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Construction          | 650                | 125            | 100            | -              | -              | -              | -                   | 875                  |
| <b>Total Cost:</b>    | <b>700</b>         | <b>125</b>     | <b>100</b>     | -              | -              | -              | -                   | <b>925</b>           |

### Funding Sources:

|                       |            |            |            |   |   |   |   |            |
|-----------------------|------------|------------|------------|---|---|---|---|------------|
| General Fund          | -          | -          | -          | - | - | - | - | -          |
| Sewer Fund            | -          | -          | -          | - | - | - | - | -          |
| Water Fund            | -          | -          | -          | - | - | - | - | -          |
| Electric Fund         | 700        | 125        | 100        | - | - | - | - | 925        |
| Stormwater Fund       | -          | -          | -          | - | - | - | - | -          |
| Airport Fund          | -          | -          | -          | - | - | - | - | -          |
| School Fund           | -          | -          | -          | - | - | - | - | -          |
| Bonds                 | -          | -          | -          | - | - | - | - | -          |
| State                 | -          | -          | -          | - | - | - | - | -          |
| Federal               | -          | -          | -          | - | - | - | - | -          |
| NVTA                  | -          | -          | -          | - | - | - | - | -          |
| Other Sources         | -          | -          | -          | - | - | - | - | -          |
| <b>Total Funding:</b> | <b>700</b> | <b>125</b> | <b>100</b> | - | - | - | - | <b>925</b> |

### Operating Impacts:

|                          |   |   |   |   |   |   |   |   |
|--------------------------|---|---|---|---|---|---|---|---|
| Revenue                  | - | - | - | - | - | - | - | - |
| Staffing (Costs) Savings | - | - | - | - | - | - | - | - |
| Facility (Costs) Savings | - | - | - | - | - | - | - | - |
| Program (Costs) Savings  | - | - | - | - | - | - | - | - |
| Debt Service             | - | - | - | - | - | - | - | - |
| <b>Net Revenue:</b>      | - | - | - | - | - | - | - | - |

## E-035 Manassas Airport Distribution Improvements

**Year Introduced:** 2020  
**Change:** Timeline  
**Associated Proj:** N/A  
**Program Area:** Electric **Est. Start:** 07/01/2019  
**Managing Dept:** Utilities **Est. Comp:** 06/30/2025  
**Manager:** T. Dawood  
**Plan Conformance:** CFI 7.4.8



### 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.

(\$ in 1,000s)

| <b>Cost Estimate:</b> | <b>Prior Years</b> | <b>FY 2024</b> | <b>FY 2025</b> | <b>FY 2026</b> | <b>FY 2027</b> | <b>FY 2028</b> | <b>Future Years</b> | <b>Total Project</b> |
|-----------------------|--------------------|----------------|----------------|----------------|----------------|----------------|---------------------|----------------------|
| Planning              | 75                 | -              | -              | -              | -              | -              | -                   | 75                   |
| Land                  | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Construction          | 1,250              | 450            | -              | -              | -              | -              | -                   | 1,700                |
| <b>Total Cost:</b>    | <b>1,325</b>       | <b>450</b>     | -              | -              | -              | -              | -                   | <b>1,775</b>         |

### Funding Sources:

|                       |              |            |   |   |   |   |   |              |
|-----------------------|--------------|------------|---|---|---|---|---|--------------|
| General Fund          | -            | -          | - | - | - | - | - | -            |
| Sewer Fund            | -            | -          | - | - | - | - | - | -            |
| Water Fund            | -            | -          | - | - | - | - | - | -            |
| Electric Fund         | 1,325        | 450        | - | - | - | - | - | 1,775        |
| Stormwater Fund       | -            | -          | - | - | - | - | - | -            |
| Airport Fund          | -            | -          | - | - | - | - | - | -            |
| School Fund           | -            | -          | - | - | - | - | - | -            |
| Bonds                 | -            | -          | - | - | - | - | - | -            |
| State                 | -            | -          | - | - | - | - | - | -            |
| Federal               | -            | -          | - | - | - | - | - | -            |
| NVTA                  | -            | -          | - | - | - | - | - | -            |
| Other Sources         | -            | -          | - | - | - | - | - | -            |
| <b>Total Funding:</b> | <b>1,325</b> | <b>450</b> | - | - | - | - | - | <b>1,775</b> |

### Operating Impacts:

|                          |          |          |          |          |          |          |          |          |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Revenue                  | -        | -        | -        | -        | -        | -        | -        | -        |
| Staffing (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Facility (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Program (Costs) Savings  | -        | -        | -        | -        | -        | -        | -        | -        |
| Debt Service             | -        | -        | -        | -        | -        | -        | -        | -        |
| <b>Net Revenue:</b>      | <b>-</b> |

## D-027 Liberia Stream Restoration

**Year Introduced:** 2016  
**Change:** Funding Source  
**Associated Proj:** T-052  
**Program Area:** Stormwater **Est. Start:** 07/01/2021  
**Managing Dept:** Engineering **Est. Comp:** 06/30/2024  
**Manager:** L. Kilby  
**Plan Conformance:** CFI 7.4.7



### Description:

Repair the eroded stream banks along Flat Branch Creek through the Liberia historic site. Stabilize and protect the stream from further erosion. This project will result in Total Maximum Daily Load (TMDL) program credit. ARPA funding will be utilized. State SLAF grant is shown in FY 2024.

(\$ in 1,000s)

| Cost Estimate:     | Prior Years  | FY 2024      | FY 2025 | FY 2026 | FY 2027 | FY 2028 | Future Years | Total Project |
|--------------------|--------------|--------------|---------|---------|---------|---------|--------------|---------------|
| Planning           | 500          | -            | -       | -       | -       | -       | -            | 500           |
| Land               | -            | -            | -       | -       | -       | -       | -            | -             |
| Construction       | 1,447        | 1,300        | -       | -       | -       | -       | -            | 2,747         |
| <b>Total Cost:</b> | <b>1,947</b> | <b>1,300</b> | -       | -       | -       | -       | -            | <b>3,247</b>  |

### Funding Sources:

|                       |              |              |   |   |   |   |   |              |
|-----------------------|--------------|--------------|---|---|---|---|---|--------------|
| General Fund          | -            | -            | - | - | - | - | - | -            |
| Sewer Fund            | -            | -            | - | - | - | - | - | -            |
| Water Fund            | -            | -            | - | - | - | - | - | -            |
| Electric Fund         | -            | -            | - | - | - | - | - | -            |
| Stormwater Fund       | -            | -            | - | - | - | - | - | -            |
| Airport Fund          | -            | -            | - | - | - | - | - | -            |
| School Fund           | -            | -            | - | - | - | - | - | -            |
| Bonds                 | -            | -            | - | - | - | - | - | -            |
| State                 | -            | 1,300        | - | - | - | - | - | 1,300        |
| Federal               | 1,947        | -            | - | - | - | - | - | 1,947        |
| NVTA                  | -            | -            | - | - | - | - | - | -            |
| Other Sources         | -            | -            | - | - | - | - | - | -            |
| <b>Total Funding:</b> | <b>1,947</b> | <b>1,300</b> | - | - | - | - | - | <b>3,247</b> |

### Operating Impacts:

|                          |          |          |          |          |          |          |          |          |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Revenue                  | -        | -        | -        | -        | -        | -        | -        | -        |
| Staffing (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Facility (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Program (Costs) Savings  | -        | -        | -        | -        | -        | -        | -        | -        |
| Debt Service             | -        | -        | -        | -        | -        | -        | -        | -        |
| <b>Net Revenue:</b>      | <b>-</b> |

## D-036 Round Elementary Pond Retrofit & Stream Restoration

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

**Est. Start:** 07/01/2021  
**Est. Comp:** 06/30/2025



### 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 2,000 LF of upstream bank improvements on public property. This will assist the City in meeting the Total Maximum Daily Load (TMDL) program nutrient reductions as required by VADEQ and USEPA. State SLAF grant is shown in FY 2024.

(\$ in 1,000s)

| Cost Estimate:     | Prior Years  | FY 2024      | FY 2025 | FY 2026 | FY 2027 | FY 2028 | Future Years | Total Project |
|--------------------|--------------|--------------|---------|---------|---------|---------|--------------|---------------|
| Planning           | 275          | -            | -       | -       | -       | -       | -            | 275           |
| Land               | -            | -            | -       | -       | -       | -       | -            | -             |
| Construction       | 4,039        | 1,504        | -       | -       | -       | -       | -            | 5,543         |
| <b>Total Cost:</b> | <b>4,314</b> | <b>1,504</b> | -       | -       | -       | -       | -            | <b>5,818</b>  |

### Funding Sources:

|                       |              |              |   |   |   |   |   |              |
|-----------------------|--------------|--------------|---|---|---|---|---|--------------|
| General Fund          | -            | -            | - | - | - | - | - | -            |
| Sewer Fund            | -            | -            | - | - | - | - | - | -            |
| Water Fund            | -            | -            | - | - | - | - | - | -            |
| Electric Fund         | -            | -            | - | - | - | - | - | -            |
| Stormwater Fund       | 14           | -            | - | - | - | - | - | 14           |
| Airport Fund          | -            | -            | - | - | - | - | - | -            |
| School Fund           | -            | -            | - | - | - | - | - | -            |
| Bonds                 | -            | -            | - | - | - | - | - | -            |
| State                 | -            | 1,504        | - | - | - | - | - | 1,504        |
| Federal               | 4,300        | -            | - | - | - | - | - | 4,300        |
| NVTA                  | -            | -            | - | - | - | - | - | -            |
| Other Sources         | -            | -            | - | - | - | - | - | -            |
| <b>Total Funding:</b> | <b>4,314</b> | <b>1,504</b> | - | - | - | - | - | <b>5,818</b> |

### Operating Impacts:

|                          |          |          |          |          |          |          |          |          |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Revenue                  | -        | -        | -        | -        | -        | -        | -        | -        |
| Staffing (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Facility (Costs) Savings | -        | -        | -        | -        | -        | -        | -        | -        |
| Program (Costs) Savings  | -        | -        | -        | -        | -        | -        | -        | -        |
| Debt Service             | -        | -        | -        | -        | -        | -        | -        | -        |
| <b>Net Revenue:</b>      | <b>-</b> |

## D-041 Battle/Ewell/West Street Drainage Improvements

**Year Introduced:** 2024  
**Change:** New Project  
**Associated Proj:** N/A  
**Program Area:** Stormwater **Est. Start:** 07/01/2023  
**Managing Dept:** Engineering **Est. Comp:** 06/30/2025  
**Manager:** L. Kilby  
**Plan Conformance:** CFI 7.4.7



### Description:

Improvements to the Battle/Ewell Street drainage system to reduce localized flooding and address citizen's concerns. Scope includes improving drainage channels and providing adequate outfall to West Street.

(\$ in 1,000s)

| <b>Cost Estimate:</b> | <b>Prior Years</b> | <b>FY 2024</b> | <b>FY 2025</b> | <b>FY 2026</b> | <b>FY 2027</b> | <b>FY 2028</b> | <b>Future Years</b> | <b>Total Project</b> |
|-----------------------|--------------------|----------------|----------------|----------------|----------------|----------------|---------------------|----------------------|
| Planning              | -                  | 75             | -              | -              | -              | -              | -                   | 75                   |
| Land                  | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Construction          | -                  | 200            | -              | -              | -              | -              | -                   | 200                  |
| <b>Total Cost:</b>    | -                  | <b>275</b>     | -              | -              | -              | -              | -                   | <b>275</b>           |

### Funding Sources:

|                       |   |            |   |   |   |   |   |            |
|-----------------------|---|------------|---|---|---|---|---|------------|
| General Fund          | - | -          | - | - | - | - | - | -          |
| Sewer Fund            | - | -          | - | - | - | - | - | -          |
| Water Fund            | - | -          | - | - | - | - | - | -          |
| Electric Fund         | - | -          | - | - | - | - | - | -          |
| Stormwater Fund       | - | -          | - | - | - | - | - | -          |
| Airport Fund          | - | -          | - | - | - | - | - | -          |
| School Fund           | - | -          | - | - | - | - | - | -          |
| Bonds                 | - | 275        | - | - | - | - | - | 275        |
| State                 | - | -          | - | - | - | - | - | -          |
| Federal               | - | -          | - | - | - | - | - | -          |
| NVTA                  | - | -          | - | - | - | - | - | -          |
| Other Sources         | - | -          | - | - | - | - | - | -          |
| <b>Total Funding:</b> | - | <b>275</b> | - | - | - | - | - | <b>275</b> |

### Operating Impacts:

|                          |   |   |             |             |             |             |              |              |
|--------------------------|---|---|-------------|-------------|-------------|-------------|--------------|--------------|
| Revenue                  | - | - | -           | -           | -           | -           | -            | -            |
| Staffing (Costs) Savings | - | - | -           | -           | -           | -           | -            | -            |
| Facility (Costs) Savings | - | - | -           | -           | -           | -           | -            | -            |
| Program (Costs) Savings  | - | - | -           | -           | -           | -           | -            | -            |
| Debt Service             | - | - | (15)        | (15)        | (15)        | (15)        | (243)        | (303)        |
| <b>Net Revenue:</b>      | - | - | <b>(15)</b> | <b>(15)</b> | <b>(15)</b> | <b>(15)</b> | <b>(243)</b> | <b>(303)</b> |

## A-045 Fuel Farm Upgrade

**Year Introduced:** 2004  
**Change:** Moved From Future  
**Associated Proj:** N/A  
**Program Area:** Airport **Est. Start:** 07/01/2023  
**Managing Dept:** Airport **Est. Comp:** 09/30/2025  
**Manager:** J. Rivera  
**Plan Conformance:** MOB 6.1.4; Airport Master Plan; Airport Strategic Plan



### Description:

The fuel farm is approaching 30 years of age. There are approximately 3 million gallons of fuel that flow through the farm annually. As the fuel farm ages, the airport will need to upgrade and repair the facility. This may include expansion of the containment area and possible environmental regulation upgrades. This project is not in the Airport Layout Plan.

(\$ in 1,000s)

| <b>Cost Estimate:</b> | <b>Prior Years</b> | <b>FY 2024</b> | <b>FY 2025</b> | <b>FY 2026</b> | <b>FY 2027</b> | <b>FY 2028</b> | <b>Future Years</b> | <b>Total Project</b> |
|-----------------------|--------------------|----------------|----------------|----------------|----------------|----------------|---------------------|----------------------|
| Planning              | -                  | 50             | 50             | -              | -              | -              | -                   | 100                  |
| Land                  | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Construction          | -                  | -              | -              | 500            | -              | -              | -                   | 500                  |
| <b>Total Cost:</b>    | -                  | <b>50</b>      | <b>50</b>      | <b>500</b>     | -              | -              | -                   | <b>600</b>           |

### Funding Sources:

|                       |   |           |           |            |   |   |   |            |
|-----------------------|---|-----------|-----------|------------|---|---|---|------------|
| General Fund          | - | -         | -         | -          | - | - | - | -          |
| Sewer Fund            | - | -         | -         | -          | - | - | - | -          |
| Water Fund            | - | -         | -         | -          | - | - | - | -          |
| Electric Fund         | - | -         | -         | -          | - | - | - | -          |
| Stormwater Fund       | - | -         | -         | -          | - | - | - | -          |
| Airport Fund          | - | 10        | 10        | 100        | - | - | - | 120        |
| School Fund           | - | -         | -         | -          | - | - | - | -          |
| Bonds                 | - | -         | -         | -          | - | - | - | -          |
| State                 | - | 40        | 40        | 400        | - | - | - | 480        |
| Federal               | - | -         | -         | -          | - | - | - | -          |
| NVTA                  | - | -         | -         | -          | - | - | - | -          |
| Other Sources         | - | -         | -         | -          | - | - | - | -          |
| <b>Total Funding:</b> | - | <b>50</b> | <b>50</b> | <b>500</b> | - | - | - | <b>600</b> |

### Operating Impacts:

|                          |   |   |   |   |   |   |   |   |
|--------------------------|---|---|---|---|---|---|---|---|
| Revenue                  | - | - | - | - | - | - | - | - |
| Staffing (Costs) Savings | - | - | - | - | - | - | - | - |
| Facility (Costs) Savings | - | - | - | - | - | - | - | - |
| Program (Costs) Savings  | - | - | - | - | - | - | - | - |
| Debt Service             | - | - | - | - | - | - | - | - |
| <b>Net Revenue:</b>      | - | - | - | - | - | - | - | - |

## A-091 Rehabilitation of Runway 16L/34R

**Year Introduced:** 2021  
**Change:** Increased Estimate  
**Associated Proj:** N/A  
**Program Area:** Airport **Est. Start:** 10/01/2022  
**Managing Dept:** Airport **Est. Comp:** 11/01/2025  
**Manager:** J. Rivera  
**Plan Conformance:** MOB 6.1.4; Airport Strategic Plan; Airport Master Plan



### 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.

(\$ in 1,000s)

| Cost Estimate:     | Prior Years | FY 2024    | FY 2025      | FY 2026      | FY 2027 | FY 2028 | Future Years | Total Project |
|--------------------|-------------|------------|--------------|--------------|---------|---------|--------------|---------------|
| Planning           | 600         | 200        | -            | -            | -       | -       | -            | 800           |
| Land               | -           | -          | -            | -            | -       | -       | -            | -             |
| Construction       | -           | -          | 6,500        | 3,500        | -       | -       | -            | 10,000        |
| <b>Total Cost:</b> | <b>600</b>  | <b>200</b> | <b>6,500</b> | <b>3,500</b> | -       | -       | -            | <b>10,800</b> |

### Funding Sources:

|                       |            |            |              |              |   |   |   |               |
|-----------------------|------------|------------|--------------|--------------|---|---|---|---------------|
| General Fund          | -          | -          | -            | -            | - | - | - | -             |
| Sewer Fund            | -          | -          | -            | -            | - | - | - | -             |
| Water Fund            | -          | -          | -            | -            | - | - | - | -             |
| Electric Fund         | -          | -          | -            | -            | - | - | - | -             |
| Stormwater Fund       | -          | -          | -            | -            | - | - | - | -             |
| Airport Fund          | 12         | 4          | 130          | 70           | - | - | - | 216           |
| School Fund           | -          | -          | -            | -            | - | - | - | -             |
| Bonds                 | -          | -          | -            | -            | - | - | - | -             |
| State                 | 48         | 16         | 520          | 280          | - | - | - | 864           |
| Federal               | 540        | 180        | 5,850        | 3,150        | - | - | - | 9,720         |
| NVTA                  | -          | -          | -            | -            | - | - | - | -             |
| Other Sources         | -          | -          | -            | -            | - | - | - | -             |
| <b>Total Funding:</b> | <b>600</b> | <b>200</b> | <b>6,500</b> | <b>3,500</b> | - | - | - | <b>10,800</b> |

### Operating Impacts:

|                          |   |              |              |              |              |              |   |                |
|--------------------------|---|--------------|--------------|--------------|--------------|--------------|---|----------------|
| Revenue                  | - | -            | -            | -            | -            | -            | - | -              |
| Staffing (Costs) Savings | - | -            | -            | -            | -            | -            | - | -              |
| Facility (Costs) Savings | - | (350)        | (350)        | (350)        | (350)        | (350)        | - | (1,750)        |
| Program (Costs) Savings  | - | -            | -            | -            | -            | -            | - | -              |
| Debt Service             | - | -            | -            | -            | -            | -            | - | -              |
| <b>Net Revenue:</b>      | - | <b>(350)</b> | <b>(350)</b> | <b>(350)</b> | <b>(350)</b> | <b>(350)</b> | - | <b>(1,750)</b> |

**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. Comp:



**Description:**

(\$ in 1,000s)

| Cost Estimate:     | Prior Years | FY 2024    | FY 2025    | FY 2026 | FY 2027 | FY 2028    | Future Years | Total Project |
|--------------------|-------------|------------|------------|---------|---------|------------|--------------|---------------|
| Planning           | -           | -          | -          | -       | -       | -          | -            | -             |
| Land               | -           | -          | -          | -       | -       | -          | -            | -             |
| Construction       | -           | 200        | 200        | -       | -       | 250        | 250          | 900           |
| <b>Total Cost:</b> | -           | <b>200</b> | <b>200</b> | -       | -       | <b>250</b> | <b>250</b>   | <b>900</b>    |

**Funding Sources:**

|                       |   |            |            |   |   |            |            |            |
|-----------------------|---|------------|------------|---|---|------------|------------|------------|
| General Fund          | - | -          | -          | - | - | -          | -          | -          |
| Sewer Fund            | - | -          | -          | - | - | -          | -          | -          |
| Water Fund            | - | -          | -          | - | - | -          | -          | -          |
| Electric Fund         | - | -          | -          | - | - | -          | -          | -          |
| Stormwater Fund       | - | -          | -          | - | - | -          | -          | -          |
| Airport Fund          | - | -          | -          | - | - | -          | -          | -          |
| School Fund           | - | 200        | 200        | - | - | 250        | 250        | 900        |
| Bonds                 | - | -          | -          | - | - | -          | -          | -          |
| State                 | - | -          | -          | - | - | -          | -          | -          |
| Federal               | - | -          | -          | - | - | -          | -          | -          |
| NVTA                  | - | -          | -          | - | - | -          | -          | -          |
| Other Sources         | - | -          | -          | - | - | -          | -          | -          |
| <b>Total Funding:</b> | - | <b>200</b> | <b>200</b> | - | - | <b>250</b> | <b>250</b> | <b>900</b> |

**Operating Impacts:**

|                          |   |   |   |   |   |   |   |   |
|--------------------------|---|---|---|---|---|---|---|---|
| Revenue                  | - | - | - | - | - | - | - | - |
| Staffing (Costs) Savings | - | - | - | - | - | - | - | - |
| Facility (Costs) Savings | - | - | - | - | - | - | - | - |
| Program (Costs) Savings  | - | - | - | - | - | - | - | - |
| Debt Service             | - | - | - | - | - | - | - | - |
| <b>Net Revenue:</b>      | - | - | - | - | - | - | - | - |

## 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. Comp:**



### 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.

(\$ in 1,000s)

| <b>Cost Estimate:</b> | <b>Prior Years</b> | <b>FY 2024</b> | <b>FY 2025</b> | <b>FY 2026</b> | <b>FY 2027</b> | <b>FY 2028</b> | <b>Future Years</b> | <b>Total Project</b> |
|-----------------------|--------------------|----------------|----------------|----------------|----------------|----------------|---------------------|----------------------|
| Planning              | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Land                  | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Construction          | -                  | 200            | 200            | 200            | 200            | 200            | 200                 | 1,200                |
| <b>Total Cost:</b>    | -                  | <b>200</b>     | <b>200</b>     | <b>200</b>     | <b>200</b>     | <b>200</b>     | <b>200</b>          | <b>1,200</b>         |

### Funding Sources:

|                       |   |            |            |            |            |            |            |              |
|-----------------------|---|------------|------------|------------|------------|------------|------------|--------------|
| 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         | - | -          | -          | -          | -          | -          | -          | -            |
| <b>Total Funding:</b> | - | <b>200</b> | <b>200</b> | <b>200</b> | <b>200</b> | <b>200</b> | <b>200</b> | <b>1,200</b> |

### Operating Impacts:

|                          |   |   |   |   |   |   |   |   |
|--------------------------|---|---|---|---|---|---|---|---|
| Revenue                  | - | - | - | - | - | - | - | - |
| Staffing (Costs) Savings | - | - | - | - | - | - | - | - |
| Facility (Costs) Savings | - | - | - | - | - | - | - | - |
| Program (Costs) Savings  | - | - | - | - | - | - | - | - |
| Debt Service             | - | - | - | - | - | - | - | - |
| <b>Net Revenue:</b>      | - | - | - | - | - | - | - | - |

## 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. Comp:**



### Description:

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

(\$ in 1,000s)

| <b>Cost Estimate:</b> | <b>Prior Years</b> | <b>FY 2024</b> | <b>FY 2025</b> | <b>FY 2026</b> | <b>FY 2027</b> | <b>FY 2028</b> | <b>Future Years</b> | <b>Total Project</b> |
|-----------------------|--------------------|----------------|----------------|----------------|----------------|----------------|---------------------|----------------------|
| Planning              | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Land                  | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Construction          | -                  | 125            | 125            | 125            | 125            | 125            | 125                 | 750                  |
| <b>Total Cost:</b>    | -                  | <b>125</b>     | <b>125</b>     | <b>125</b>     | <b>125</b>     | <b>125</b>     | <b>125</b>          | <b>750</b>           |

### Funding Sources:

|                       |   |            |            |            |            |            |            |            |
|-----------------------|---|------------|------------|------------|------------|------------|------------|------------|
| 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         | - | -          | -          | -          | -          | -          | -          | -          |
| <b>Total Funding:</b> | - | <b>125</b> | <b>125</b> | <b>125</b> | <b>125</b> | <b>125</b> | <b>125</b> | <b>750</b> |

### Operating Impacts:

|                          |   |   |   |   |   |   |   |   |
|--------------------------|---|---|---|---|---|---|---|---|
| Revenue                  | - | - | - | - | - | - | - | - |
| Staffing (Costs) Savings | - | - | - | - | - | - | - | - |
| Facility (Costs) Savings | - | - | - | - | - | - | - | - |
| Program (Costs) Savings  | - | - | - | - | - | - | - | - |
| Debt Service             | - | - | - | - | - | - | - | - |
| <b>Net Revenue:</b>      | - | - | - | - | - | - | - | - |

# 0417 Osbourn - Roof Replacement

**Year Introduced:** 2022  
**Change:** No Change  
**Associated Proj:** N/A  
**Program Area:** Schools  
**Managing Dept:** Schools  
**Manager:** Schools  
**Plan Conformance:**

**Est. Start:** 07/01/2023  
**Est. Comp:** 06/30/2027



**Description:**

Replace roof at Osbourn High School.

(\$ in 1,000s)

| <b>Cost Estimate:</b> | <b>Prior Years</b> | <b>FY 2024</b> | <b>FY 2025</b> | <b>FY 2026</b> | <b>FY 2027</b> | <b>FY 2028</b> | <b>Future Years</b> | <b>Total Project</b> |
|-----------------------|--------------------|----------------|----------------|----------------|----------------|----------------|---------------------|----------------------|
| Planning              | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Land                  | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Construction          | -                  | 1,000          | 1,000          | -              | 1,000          | -              | -                   | 3,000                |
| <b>Total Cost:</b>    | -                  | <b>1,000</b>   | <b>1,000</b>   | -              | <b>1,000</b>   | -              | -                   | <b>3,000</b>         |

**Funding Sources:**

|                       |   |              |              |   |              |   |   |              |
|-----------------------|---|--------------|--------------|---|--------------|---|---|--------------|
| General Fund          | - | -            | -            | - | -            | - | - | -            |
| Sewer Fund            | - | -            | -            | - | -            | - | - | -            |
| Water Fund            | - | -            | -            | - | -            | - | - | -            |
| Electric Fund         | - | -            | -            | - | -            | - | - | -            |
| Stormwater Fund       | - | -            | -            | - | -            | - | - | -            |
| Airport Fund          | - | -            | -            | - | -            | - | - | -            |
| School Fund           | - | 1,000        | 1,000        | - | 1,000        | - | - | 3,000        |
| Bonds                 | - | -            | -            | - | -            | - | - | -            |
| State                 | - | -            | -            | - | -            | - | - | -            |
| Federal               | - | -            | -            | - | -            | - | - | -            |
| NVTA                  | - | -            | -            | - | -            | - | - | -            |
| Other Sources         | - | -            | -            | - | -            | - | - | -            |
| <b>Total Funding:</b> | - | <b>1,000</b> | <b>1,000</b> | - | <b>1,000</b> | - | - | <b>3,000</b> |

**Operating Impacts:**

|                          |   |   |   |   |   |   |   |   |
|--------------------------|---|---|---|---|---|---|---|---|
| Revenue                  | - | - | - | - | - | - | - | - |
| Staffing (Costs) Savings | - | - | - | - | - | - | - | - |
| Facility (Costs) Savings | - | - | - | - | - | - | - | - |
| Program (Costs) Savings  | - | - | - | - | - | - | - | - |
| Debt Service             | - | - | - | - | - | - | - | - |
| <b>Net Revenue:</b>      | - | - | - | - | - | - | - | - |

## 0514 Metz - Fire Alarm System Replacement

**Year Introduced:** 2023  
**Change:** No Change  
**Associated Proj:** N/A  
**Program Area:** Schools  
**Managing Dept:** Schools  
**Manager:** Schools  
**Plan Conformance:**

**Est. Start:** 07/01/2023  
**Est. Comp:** 06/30/2024



### Description:

Replace the fire alarm system at Metz Middle School.

(\$ in 1,000s)

| Cost Estimate:     | Prior Years | FY 2024    | FY 2025 | FY 2026 | FY 2027 | FY 2028 | Future Years | Total Project |
|--------------------|-------------|------------|---------|---------|---------|---------|--------------|---------------|
| Planning           | -           | -          | -       | -       | -       | -       | -            | -             |
| Land               | -           | -          | -       | -       | -       | -       | -            | -             |
| Construction       | -           | 575        | -       | -       | -       | -       | -            | 575           |
| <b>Total Cost:</b> | -           | <b>575</b> | -       | -       | -       | -       | -            | <b>575</b>    |

### Funding Sources:

|                       |   |            |   |   |   |   |   |            |
|-----------------------|---|------------|---|---|---|---|---|------------|
| General Fund          | - | -          | - | - | - | - | - | -          |
| Sewer Fund            | - | -          | - | - | - | - | - | -          |
| Water Fund            | - | -          | - | - | - | - | - | -          |
| Electric Fund         | - | -          | - | - | - | - | - | -          |
| Stormwater Fund       | - | -          | - | - | - | - | - | -          |
| Airport Fund          | - | -          | - | - | - | - | - | -          |
| School Fund           | - | 575        | - | - | - | - | - | 575        |
| Bonds                 | - | -          | - | - | - | - | - | -          |
| State                 | - | -          | - | - | - | - | - | -          |
| Federal               | - | -          | - | - | - | - | - | -          |
| NVTA                  | - | -          | - | - | - | - | - | -          |
| Other Sources         | - | -          | - | - | - | - | - | -          |
| <b>Total Funding:</b> | - | <b>575</b> | - | - | - | - | - | <b>575</b> |

### Operating Impacts:

|                          |   |   |   |   |   |   |   |   |
|--------------------------|---|---|---|---|---|---|---|---|
| Revenue                  | - | - | - | - | - | - | - | - |
| Staffing (Costs) Savings | - | - | - | - | - | - | - | - |
| Facility (Costs) Savings | - | - | - | - | - | - | - | - |
| Program (Costs) Savings  | - | - | - | - | - | - | - | - |
| Debt Service             | - | - | - | - | - | - | - | - |
| <b>Net Revenue:</b>      | - | - | - | - | - | - | - | - |

## 0905 Haydon - Window/Door Replacement

**Year Introduced:** 2023  
**Change:** No Change  
**Associated Proj:** N/A  
**Program Area:** Schools  
**Managing Dept:** Schools  
**Manager:** Schools  
**Plan Conformance:**

**Est. Start:** 07/01/2023  
**Est. Comp:** 06/30/2024



### Description:

Replace the windows at Haydon Elementary

(\$ in 1,000s)

| Cost Estimate:     | Prior Years | FY 2024    | FY 2025 | FY 2026 | FY 2027 | FY 2028 | Future Years | Total Project |
|--------------------|-------------|------------|---------|---------|---------|---------|--------------|---------------|
| Planning           | -           | -          | -       | -       | -       | -       | -            | -             |
| Land               | -           | -          | -       | -       | -       | -       | -            | -             |
| Construction       | -           | 200        | -       | -       | -       | -       | -            | 200           |
| <b>Total Cost:</b> | -           | <b>200</b> | -       | -       | -       | -       | -            | <b>200</b>    |

### Funding Sources:

|                       |   |            |   |   |   |   |   |            |
|-----------------------|---|------------|---|---|---|---|---|------------|
| General Fund          | - | -          | - | - | - | - | - | -          |
| Sewer Fund            | - | -          | - | - | - | - | - | -          |
| Water Fund            | - | -          | - | - | - | - | - | -          |
| Electric Fund         | - | -          | - | - | - | - | - | -          |
| Stormwater Fund       | - | -          | - | - | - | - | - | -          |
| Airport Fund          | - | -          | - | - | - | - | - | -          |
| School Fund           | - | 200        | - | - | - | - | - | 200        |
| Bonds                 | - | -          | - | - | - | - | - | -          |
| State                 | - | -          | - | - | - | - | - | -          |
| Federal               | - | -          | - | - | - | - | - | -          |
| NVTA                  | - | -          | - | - | - | - | - | -          |
| Other Sources         | - | -          | - | - | - | - | - | -          |
| <b>Total Funding:</b> | - | <b>200</b> | - | - | - | - | - | <b>200</b> |

### Operating Impacts:

|                          |   |   |   |   |   |   |   |   |
|--------------------------|---|---|---|---|---|---|---|---|
| Revenue                  | - | - | - | - | - | - | - | - |
| Staffing (Costs) Savings | - | - | - | - | - | - | - | - |
| Facility (Costs) Savings | - | - | - | - | - | - | - | - |
| Program (Costs) Savings  | - | - | - | - | - | - | - | - |
| Debt Service             | - | - | - | - | - | - | - | - |
| <b>Net Revenue:</b>      | - | - | - | - | - | - | - | - |

## 1007 Round - Window/Door Replacement

**Year Introduced:** 2023  
**Change:** No Change  
**Associated Proj:** N/A  
**Program Area:** Schools **Est. Start:** 07/01/2023  
**Managing Dept:** Schools **Est. Comp:** 06/30/2024  
**Manager:** Schools  
**Plan Conformance:**



### Description:

Replace windows and doors at Round Elementary School.

(\$ in 1,000s)

| Cost Estimate:     | Prior Years | FY 2024    | FY 2025 | FY 2026 | FY 2027 | FY 2028 | Future Years | Total Project |
|--------------------|-------------|------------|---------|---------|---------|---------|--------------|---------------|
| Planning           | -           | -          | -       | -       | -       | -       | -            | -             |
| Land               | -           | -          | -       | -       | -       | -       | -            | -             |
| Construction       | -           | 200        | -       | -       | -       | -       | -            | 200           |
| <b>Total Cost:</b> | -           | <b>200</b> | -       | -       | -       | -       | -            | <b>200</b>    |

### Funding Sources:

|                       |   |            |   |   |   |   |   |            |
|-----------------------|---|------------|---|---|---|---|---|------------|
| General Fund          | - | -          | - | - | - | - | - | -          |
| Sewer Fund            | - | -          | - | - | - | - | - | -          |
| Water Fund            | - | -          | - | - | - | - | - | -          |
| Electric Fund         | - | -          | - | - | - | - | - | -          |
| Stormwater Fund       | - | -          | - | - | - | - | - | -          |
| Airport Fund          | - | -          | - | - | - | - | - | -          |
| School Fund           | - | 200        | - | - | - | - | - | 200        |
| Bonds                 | - | -          | - | - | - | - | - | -          |
| State                 | - | -          | - | - | - | - | - | -          |
| Federal               | - | -          | - | - | - | - | - | -          |
| NVTA                  | - | -          | - | - | - | - | - | -          |
| Other Sources         | - | -          | - | - | - | - | - | -          |
| <b>Total Funding:</b> | - | <b>200</b> | - | - | - | - | - | <b>200</b> |

### Operating Impacts:

|                          |   |   |   |   |   |   |   |   |
|--------------------------|---|---|---|---|---|---|---|---|
| Revenue                  | - | - | - | - | - | - | - | - |
| Staffing (Costs) Savings | - | - | - | - | - | - | - | - |
| Facility (Costs) Savings | - | - | - | - | - | - | - | - |
| Program (Costs) Savings  | - | - | - | - | - | - | - | - |
| Debt Service             | - | - | - | - | - | - | - | - |
| <b>Net Revenue:</b>      | - | - | - | - | - | - | - | - |

## 1008 Round - Parking Lot Replacement

**Year Introduced:** 2023  
**Change:** No Change  
**Associated Proj:** N/A  
**Program Area:** Schools **Est. Start:** 07/01/2023  
**Managing Dept:** Schools **Est. Comp:** 06/30/2024  
**Manager:** Schools  
**Plan Conformance:** CFI 7.1.5



### Description:

Repave and restripe the parking lot at Round Elementary School.

(\$ in 1,000s)

| <b>Cost Estimate:</b> | <b>Prior Years</b> | <b>FY 2024</b> | <b>FY 2025</b> | <b>FY 2026</b> | <b>FY 2027</b> | <b>FY 2028</b> | <b>Future Years</b> | <b>Total Project</b> |
|-----------------------|--------------------|----------------|----------------|----------------|----------------|----------------|---------------------|----------------------|
| Planning              | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Land                  | -                  | -              | -              | -              | -              | -              | -                   | -                    |
| Construction          | -                  | 500            | -              | -              | -              | -              | -                   | 500                  |
| <b>Total Cost:</b>    | -                  | <b>500</b>     | -              | -              | -              | -              | -                   | <b>500</b>           |

### Funding Sources:

|                       |   |            |   |   |   |   |   |            |
|-----------------------|---|------------|---|---|---|---|---|------------|
| General Fund          | - | -          | - | - | - | - | - | -          |
| Sewer Fund            | - | -          | - | - | - | - | - | -          |
| Water Fund            | - | -          | - | - | - | - | - | -          |
| Electric Fund         | - | -          | - | - | - | - | - | -          |
| Stormwater Fund       | - | -          | - | - | - | - | - | -          |
| Airport Fund          | - | -          | - | - | - | - | - | -          |
| School Fund           | - | 500        | - | - | - | - | - | 500        |
| Bonds                 | - | -          | - | - | - | - | - | -          |
| State                 | - | -          | - | - | - | - | - | -          |
| Federal               | - | -          | - | - | - | - | - | -          |
| NVTA                  | - | -          | - | - | - | - | - | -          |
| Other Sources         | - | -          | - | - | - | - | - | -          |
| <b>Total Funding:</b> | - | <b>500</b> | - | - | - | - | - | <b>500</b> |

### Operating Impacts:

|                          |   |   |   |   |   |   |   |   |
|--------------------------|---|---|---|---|---|---|---|---|
| Revenue                  | - | - | - | - | - | - | - | - |
| Staffing (Costs) Savings | - | - | - | - | - | - | - | - |
| Facility (Costs) Savings | - | - | - | - | - | - | - | - |
| Program (Costs) Savings  | - | - | - | - | - | - | - | - |
| Debt Service             | - | - | - | - | - | - | - | - |
| <b>Net Revenue:</b>      | - | - | - | - | - | - | - | - |

# CAPITAL PROGRAM

## FY 2024 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 2024</u> |
|---|----------------|----------------|
| <b>General Government</b>                             |                |                |
| Cemetery Improvements                                 | G-028          | 375            |
| Building Lighting Upgrades                            | G-029          | 420            |
|   |                | <u>795</u>     |
| <b>Culture &amp; Recreation</b>                       |                |                |
| Candy Factory Improvements                            | C-010          | 150            |
| Park Improvements                                     | C-031          | 300            |
|   |                | <u>450</u>     |
| <b>Transportation</b>                                 |                |                |
| Sidewalk & Bicycle Infill                             | T-058          | 250            |
| Traffic Signal Coordination & Upgrades                | T-064          | 300            |
| Project Development                                   | T-090          | 200            |
| Culvert Maintenance                                   | T-092          | 100            |
|   |                | <u>850</u>     |
| <b>Sewer</b>  |                |                |
| Sewer Main Replacement                                | S-023          | 450            |
|   |                | <u>450</u>     |
| <b>Water</b>  |                |                |
| Main Replacement / Looping                            | W-050          | 400            |
| Water Plant Improvements                              | W-070          | 600            |
| Water Meter AMR Upgrade                               | W-078          | 300            |
|   |                | <u>1,300</u>   |
| <b>Electric</b>                                       |                |                |
| 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          | 350            |
| Distribution Switching Capabilities Improvements      | E-038          | 110            |
|   |                | <u>2,060</u>   |
| <b>Stormwater</b>                                     |                |                |
| Floodplain Mapping Update Program                     | D-030          | 125            |
| Drainage Maintenance & Construction                   | D-035          | 500            |
| Upstream Inspections & Repairs                        | D-038          | 500            |
|   |                | <u>1,125</u>   |

## CAPITAL PROGRAM

### FY 2024 Maintenance Capital Projects (Dollars in Thousands)

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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 2024</u> |
|--|----------------|----------------|
| <b>Airport</b>                         |                |                |
| Airfield Paving Program                | A-084          | 290            |
| Air Traffic Control Tower Repairs      | A-088          | 50             |
| Airfield Marking                       | A-100          | 50             |
| Security Equipment Replacement Program | A-104          | 50             |
| Equipment Storage Building Upgrades    | A-106          | 15             |
|  |                | <u>455</u>     |
|  |                | <u>7,485</u>   |
|  | <b>TOTAL</b>   | <b>7,485</b>   |

# CAPITAL PROGRAM

## FY 2024 Maintenance Capital Projects (Dollars in Thousands)

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|                        | <u>FY 2024</u>      |
|------------------------|---------------------|
| <b>Funding Sources</b> |                     |
| General Fund           | 1,425               |
| Sewer Fund             | 450                 |
| Water Fund             | 1,300               |
| Electric Fund          | 2,060               |
| Stormwater Fund        | 625                 |
| Airport Fund           | 183                 |
| School Fund            | -                   |
| Bonds                  | -                   |
| State                  | 272                 |
| Federal                | -                   |
| NVTA                   | 750                 |
| Other Sources          | 420                 |
| <b>TOTAL</b>           | <u><u>7,485</u></u> |

# CAPITAL PROGRAM

## FY 2024 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.

| <b>Fund / Project</b>                                  | <b>CIP #</b> | <b>Amount</b>    |
|--|--------------|------------------|
| <b>General Fund</b>                                    |              |                  |
| Fuel Island Upgrade at Public Works/Utilities Facility | G-026        | 75,000           |
| <b>Total General Fund</b>                              |              | <b>75,000</b>    |
| <b>Sewer Fund</b>                                      |              |                  |
| Fuel Island Upgrade at Public Works/Utilities Facility | G-026        | 165,000          |
| Longstreet Water Line & Sidewalk                       | T-084        | 600,000          |
| Mathis Avenue  | T-086        | 1,500,000        |
| <b>Total Sewer Fund</b>                                |              | <b>2,265,000</b> |
| <b>Water Fund</b>                                      |              |                  |
| Fuel Island Upgrade at Public Works/Utilities Facility | G-026        | 165,000          |
| 24" Transmission Main Replacement                      | W-042        | 1,354,000        |
| Clear-Well Addition and Roof Renovation                | W-065        | 125,000          |
| Super Pulsator PLC Replacement                         | W-079        | 300,000          |
| <b>Total Water Fund</b>                                |              | <b>1,944,000</b> |
| <b>Electric Fund</b>                                   |              |                  |
| Public Works & Utilities Facility                      | G-020        | 300,000          |
| Fuel Island Upgrade at Public Works/Utilities Facility | G-026        | 405,000          |
| LED Streetlight Replacement                            | E-034        | 125,000          |
| Manassas Airport Distribution Improvements             | E-035        | 450,000          |
| <b>Total Electric Fund</b>                             |              | <b>1,280,000</b> |
| <b>Airport Fund</b>                                    |              |                  |
| Fuel Farm Upgrade                                      | A-045        | 10,000           |
| Rehabilitation of Runway 16L/34R                       | A-091        | 4,000            |
| <b>Total Airport Fund</b>                              |              | <b>14,000</b>    |
| <b>School Fund</b>                                     |              |                  |
| District Wide - Classroom Trailers                     | 0101         | 200,000          |
| District Wide - Technology Upgrades                    | 0105         | 200,000          |
| District Wide - School Bus Additions                   | 0105         | 125,000          |
| Osborn - Roof Replacement                              | 0417         | 1,000,000        |
| Metz - Fire Alarm System Replacement                   | 0514         | 575,000          |

# CAPITAL PROGRAM

## FY 2024 Capital Projects Pay-Go

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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.

| <u>Fund / Project</u>                                      | <u>CIP #</u> | <u>Amount</u>    |
|--|--------------|------------------|
| Haydon - Window/Door Replacement                           | 0905         | 200,000          |
| Round - Window/Door Replacement                            | 1007         | 200,000          |
| Round - Parking Lot Replacement                            | 1008         | 500,000          |
| <b>Total School Fund</b>                                   |              | <b>3,000,000</b> |
| <b>Total Local Share - FY 2024 Capital Projects Pay-Go</b> |              | <b>8,578,000</b> |

# CAPITAL PROGRAM

## FY 2024 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           |
|---|-------|------------------|
| <b>General Fund</b>                                   |       |                  |
| Cemetery Improvements                                 | G-028 | 375,000          |
| Candy Factory Improvements                            | C-010 | 150,000          |
| Park Improvements                                     | C-031 | 300,000          |
| Culvert Maintenance                                   | T-092 | 100,000          |
| Upstream Inspections & Repairs                        | D-038 | 500,000          |
| <b>Total General Fund</b>                             |       | <b>1,425,000</b> |
| <b>Sewer Fund</b>                                     |       |                  |
| Sewer Main Replacement                                | S-023 | 450,000          |
| <b>Total Sewer Fund</b>                               |       | <b>450,000</b>   |
| <b>Water Fund</b>                                     |       |                  |
| Main Replacement / Looping                            | W-050 | 400,000          |
| Water Plant Improvements                              | W-070 | 600,000          |
| Water Meter AMR Upgrade                               | W-078 | 300,000          |
| <b>Total Water Fund</b>                               |       | <b>1,300,000</b> |
| <b>Electric Fund</b>                                  |       |                  |
| 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 | 350,000          |
| Distribution Switching Capabilities Improvements      | E-038 | 110,000          |
| <b>Total Electric Fund</b>                            |       | <b>2,060,000</b> |
| <b>Stormwater Fund</b>                                |       |                  |
| Floodplain Mapping Update Program                     | D-030 | 125,000          |
| Drainage Maintenance & Construction                   | D-035 | 500,000          |
| <b>Total Stormwater Fund</b>                          |       | <b>625,000</b>   |
| <b>Airport Fund</b>                                   |       |                  |
| Airfield Paving Program                               | A-084 | 58,000           |
| Air Traffic Control Tower Repairs                     | A-088 | 50,000           |
| Airfield Marking                                      | A-100 | 10,000           |
| Security Equipment Replacement Program                | A-104 | 50,000           |

**CAPITAL PROGRAM**

**FY 2024 Maintenance Capital Projects Pay-Go**

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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.

| <b>Fund / Project</b>  | <b>CIP #</b> | <b>Amount</b>    |
|--|--------------|------------------|
| Equipment Storage Building Upgrades                                    | A-106        | 15,000           |
| <b>Total Airport Fund</b>  |              | <b>183,000</b>   |
| <b>Total Local Share - FY 2024 Maintenance Capital Projects Pay-Go</b> |              | <b>6,043,000</b> |

# CAPITAL PROGRAM

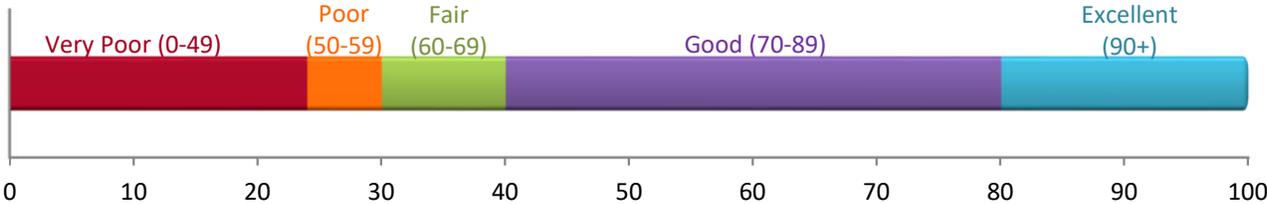
## Street Paving

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).

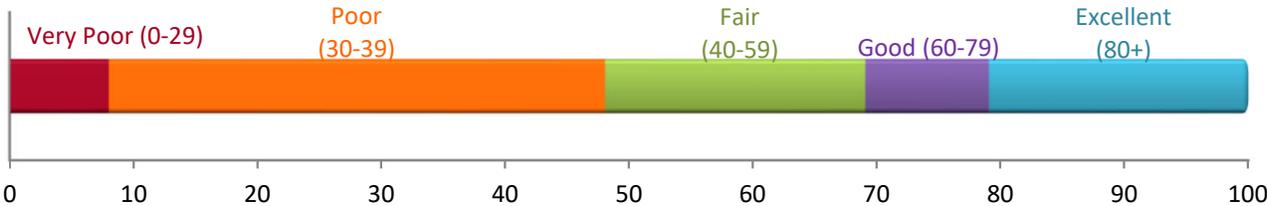
| <u>Street Name and Section</u>                              | <u>Rating</u> | <u>Sq. Yards</u> | <u>Amount</u>           |
|---|---------------|------------------|-------------------------|
| Wellington Road (Grant Ave. to Fairview Rd.)                | 33            | 11,861           | 143,496                 |
| Wellington Road (Fairview Rd. to Grant Ave.)                | 33            | 14,773           | 178,244                 |
| Centreville Road (Sudley Rd. to City Limits, North & South) | 31            | 43,667           | 528,279                 |
| Weems Road  | 28            | 28,000           | 338,744                 |
| New Pavement Ratings  | NA            | NA               | 60,000                  |
| Additional One-Time Paving Funds                            | NA            | NA               | 1,000,000               |
| Concrete (associated with paving above streets)             | NA            | NA               | 301,237                 |
| <b>Total Local Share - FY 2024 Street Paving Program</b>    |               |                  | <b><u>2,550,000</u></b> |

The City has \$1.550 million in funding for street paving/resurfacing in the Public Works General Fund operating budget. In FY 2024, City Council allocated a \$1,000,000 one-time use of restricted reserves to allow for additional paving.

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



### VDOT PAVEMENT RATINGS - CCI INDEX (LOCAL & COLLECTOR)



# CAPITAL PROGRAM

## 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 Hybrid (PD 93, 94, 95, 96)        | 4               | 65,000           | 260,000          |
| Police Utility Hybrid ISD (PD 50, 70)            | 2               | 60,000           | 120,000          |
| Police F150 Electric (PD 76)                     | 1               | 85,000           | 85,000           |
| Streets F150 4X4 Crew Cab (S2)                   | 1               | 50,000           | 50,000           |
| Streets Dump Truck Plow/Spreader (S9)            | 1               | 210,000          | 210,000          |
| Streets Dump Truck Plow/Spreader (S14)           | 1               | 250,000          | 250,000          |
| Streets Arrow Board (S62)                        | 1               | 4,500            | 4,500            |
| Traffic Pavement Marker (T11)                    | 1               | 20,000           | 20,000           |
| Buildings Transit Cargo Upfitted (A17)           | 1               | 55,000           | 55,000           |
| Stormwater Jet/Vacuum Truck                      | 1               | 525,000          | 525,000          |
| Parks Toro Mower (R23, R32, R33)                 | 3               | 17,000           | 51,000           |
| Fire Utility Hybrid (FS8)                        | 1               | 50,000           | 50,000           |
| Fire F150 (new)                                  | 1               | 75,000           | 75,000           |
| <b>Total Vehicle Maintenance Fund</b>            | <b>19</b>       |                  | <b>1,755,500</b> |
| Water F250 4X4 Extended Cab (W8, W27)            | 2               | 85,000           | 170,000          |
| Water Tilt Trailer (W24)                         | 1               | 20,000           | 20,000           |
| Sewer John Deere (W50)                           | 1               | 70,000           | 70,000           |
| Sewer Doosan P185 (W33)                          | 1               | 32,000           | 32,000           |
| Sewer Skid Steer Breaker Attachment              | 1               | 13,000           | 13,000           |
| Electric Utility Hybrid (E35)                    | 1               | 55,000           | 55,000           |
| Electric F150 Electric (E46)                     | 1               | 75,000           | 75,000           |
| <b>Total Utility Funds</b>                       | <b>8</b>        |                  | <b>435,000</b>   |
| <b>Total Local Share - FY 2024 Vehicles</b>      | <b>27</b>       |                  | <b>2,190,500</b> |
| <b>Description (Vehicle #)</b>                   | <b>Quantity</b> | <b>Unit Cost</b> | <b>Amount</b>    |
| Medic Unit 501D                                  | 1               | 400,000          | 400,000          |
|  | 1               |                  | 400,000          |
| <b>Total Fire and Rescue - FY 2024 Apparatus</b> | <b>1</b>        |                  | <b>400,000</b>   |

# CAPITAL PROGRAM

## FY 2024 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.

| <b>Fund / Equipment Description</b>                     | <b>Amount</b>  |
|---|----------------|
| <b>Fire and Rescue Fund</b>                             |                |
| EMS Equipment Replacement                               | 50,000         |
| Fire Equipment Replacement                              | 50,000         |
| <b>Total Fire and Rescue Fund</b>                       | <b>100,000</b> |
| <b>PEG Fund</b>   |                |
| PEG Channel Broadcasting Equipment                      | 150,000        |
| <b>Total PEG Fund</b>                                   | <b>150,000</b> |
| <b>Sewer Fund</b>                                       |                |
| Replacement of Fairview Lift Station                    | 50,000         |
| <b>Total Sewer Fund</b>                                 | <b>50,000</b>  |
| <b>Water Fund</b>                                       |                |
| Water Quality Monitoring                                | 100,000        |
| <b>Total Water Fund</b>                                 | <b>100,000</b> |
| <b>Electric Fund</b>                                    |                |
| Equipment Upgrades                                      | 25,000         |
| A/C Replacement   | 15,000         |
| Communications Analyzer                                 | 70,000         |
| Dell Servers  | 45,000         |
| Cisco Network Core Switches                             | 150,000        |
| Cisco 9300 Switches                                     | 25,000         |
| <b>Total Electric Fund</b>                              | <b>330,000</b> |
| <b>Airport Fund</b>                                     |                |
| Replacement Tractor for TV140                           | 200,000        |
| <b>Total Airport Fund</b>                               | <b>200,000</b> |
| <b>Building Maintenance Fund</b>                        |                |
| Animal Shelter Fire Alarm                               | 40,000         |
| City Hall Exterior LED Lighting                         | 25,000         |
| Public Works & Utilities Facility Exterior LED Lighting | 25,000         |

# CAPITAL PROGRAM

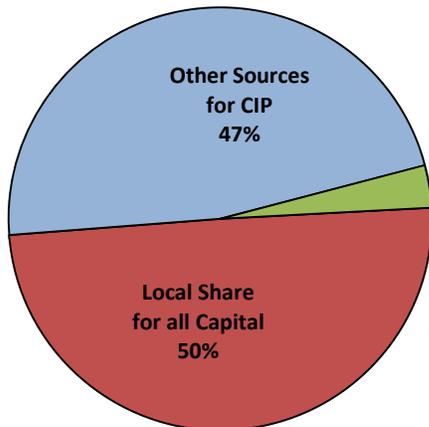
## FY 2024 Equipment Purchases

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           |
|--|------------------|
| Harris Pavilion Exterior LED Lighting                            | 10,000           |
| Building Lighting Upgrades                                       | 420,000          |
| <b>Total Building Maintenance Fund</b>                           | <b>520,000</b>   |
| <br>   |                  |
| <b>Vehicle Maintenance Fund</b>                                  |                  |
| Anticipated Mid-Year Purchase Requests                           | 200,000          |
| <b>Total Vehicle Maintenance Fund</b>                            | <b>200,000</b>   |
| <br>   |                  |
| <b>Information Technology Fund</b>                               |                  |
| Servers  | 30,000           |
| Dell Servers for Munis Upgrade                                   | 210,000          |
| Public Works Network Switch                                      | 45,000           |
| Anticipated Mid-Year Purchase Requests                           | 50,000           |
| <b>Total Information Technology Fund</b>                         | <b>335,000</b>   |
| <br>   |                  |
| <b>Total Local Share - FY 2024 Capital Equipment (Purchases)</b> | <b>1,985,000</b> |

### FY 2024 Capital Program Expenditure Summary

|  |                   |
|--|-------------------|
| Capital Projects Pay-Go                        | 8,578,000         |
| Maintenance Capital Projects Pay-Go            | 6,043,000         |
| Street Paving                                  | 2,550,000         |
| Vehicles                                       | 2,190,500         |
| Fire and Rescue Apparatus                      | 400,000           |
| Equipment Purchases                            | 1,985,000         |
| <b>Total Local Share</b>                       | <b>21,746,500</b> |
| Other Sources for Capital Projects             | 20,921,000        |
| Other Sources for Maintenance Capital Projects | 1,442,000         |
| Virginia Railway Express                       | 270,000           |
| <b>Total Other Sources</b>                     | <b>22,633,000</b> |
| <b>TOTAL</b>                                   | <b>44,379,500</b> |



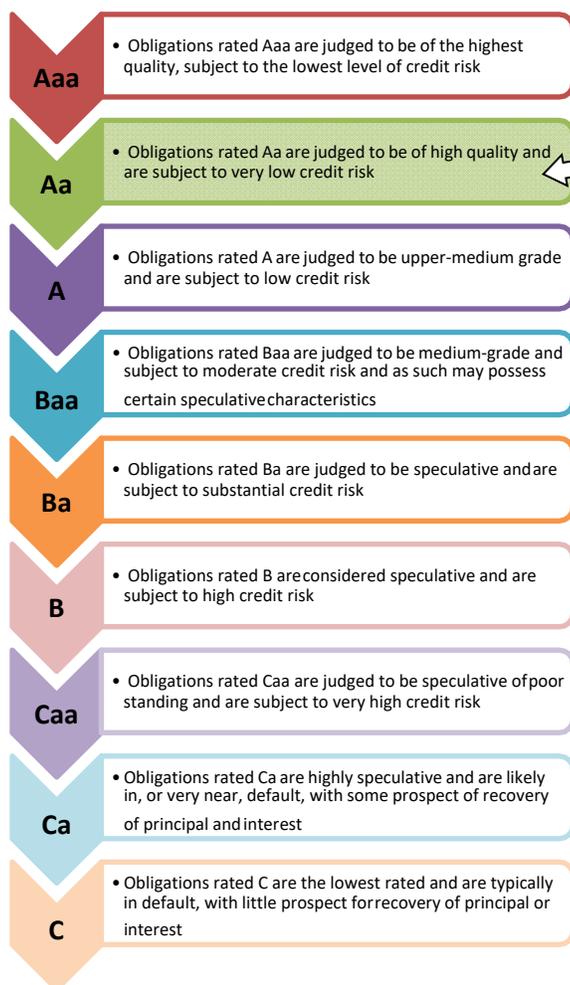
Other Sources  
for  
Maintenance  
CIP  
3%

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:

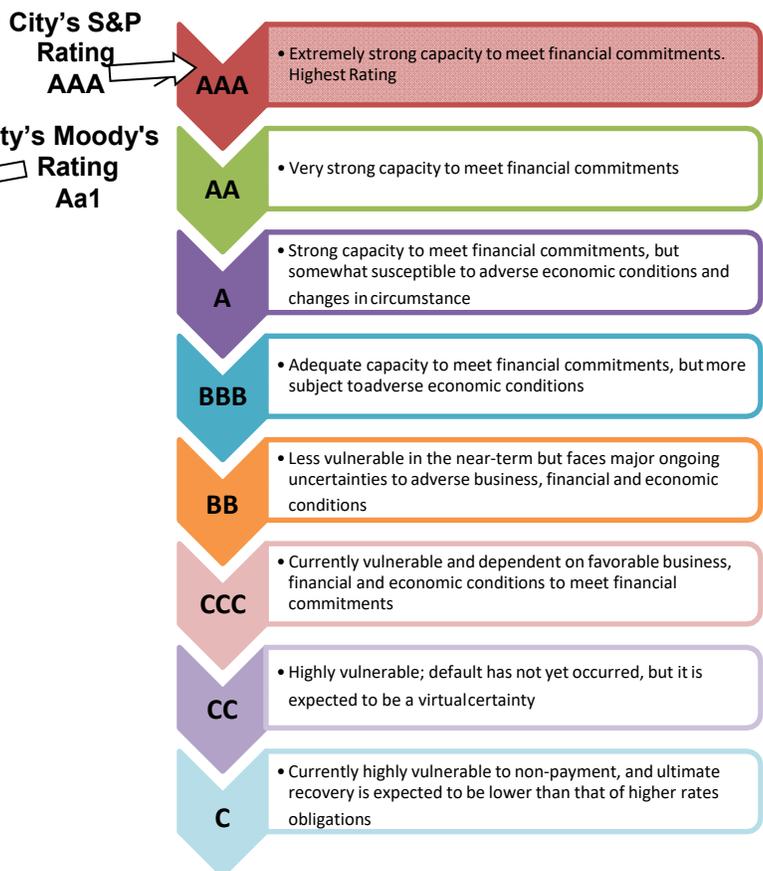
- Strong economy, with access to a broad and diverse metropolitan statistical area
- Very strong management, with strong financial policies and practices
- Strong budgetary performance, with operating surpluses in the general fund and at the total governmental fund level in fiscal 2020
- Very strong 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**

**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, 2023

|   |    |                    |
|---|----|--------------------|
| Assessed value of taxable real property as of January 1, 2022     | \$ | 6,229,338,800      |
| Debt Limit - 10% of assessed valuation                            |    | 622,933,880        |
| Direct Debt outstanding chargeable to debt limit at June 30, 2023 |    | 156,935,000        |
| Legal Debt Margin Remaining                                       | \$ | <u>465,998,880</u> |

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

| <u>2016</u> | <u>2017</u> | <u>2018</u> | <u>2019</u> | <u>2020</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 21.54%      | 23.97%      | 21.60%      | 29.70%      | 27.28%      | 23.85%      | 29.66%      | 25.19%      |

**CITY DEBT LIMITS (PER POLICY)**

The City's Debt Policy is outlined as part of it's 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.

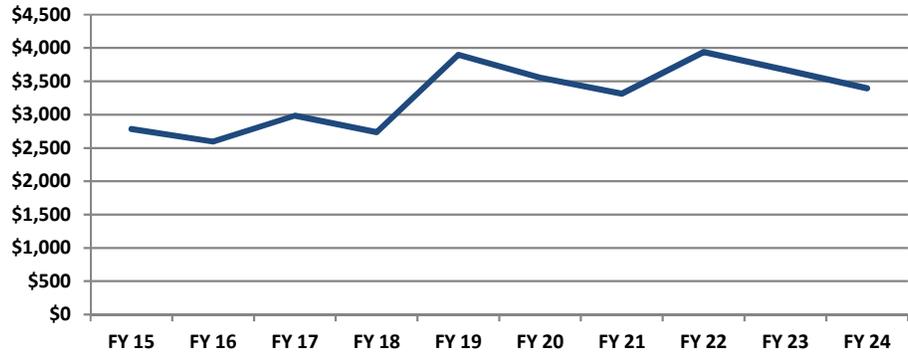
*As of July 8, 2021, the 10-year payout ratio was 62%, which is within the policy limit.*

# DEBT MANAGEMENT

## Debt Limits

### OUTSTANDING DEBT SUPPORTED BY TAXPAYERS PER CAPITA

| Year Begin. | Amount   |
|-------------|----------|
| FY 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       | \$ 3,316 |
| FY 22       | \$ 3,940 |
| FY 23       | \$ 3,675 |
| FY 24       | \$ 3,396 |



Source: 2022 Comprehensive Annual Financial Report (FY15-21)  
 Estimated by Budget Office (FY22-24)

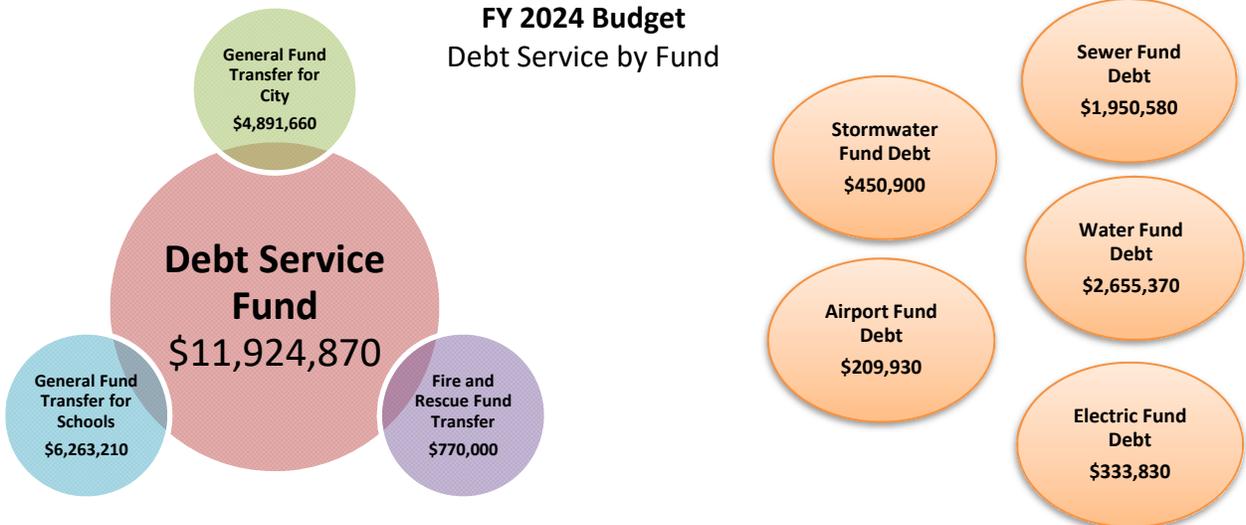
Debt per capita above reflects all general obligation bonds, both tax-supported and enterprise fund supported in accordance with the reporting requirements of the Comprehensive Annual Financial Report).

# DEBT MANAGEMENT

## Debt Service

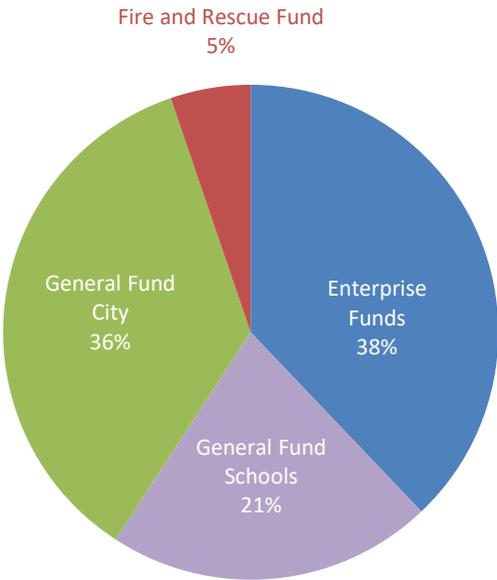
### DEBT OVERVIEW

The City will have \$156,935,000 (principal only) of outstanding bonded debt as of June 30, 2023. 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, \$58,638,540, or 37%, is enterprise debt. The remaining debt principal of \$98,296,460 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, 2023 will be \$3,675 - of this \$2,302 is related to the tax-supported debt of governmental funds.



### OUTSTANDING DEBT

|         | Principal            | Interest            | Total                |
|---------|----------------------|---------------------|----------------------|
| 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            |
|         | <b>\$156,935,000</b> | <b>\$39,142,098</b> | <b>\$196,077,098</b> |



# DEBT MANAGEMENT

## Debt Service

### City Projects - General Fund Debt Service

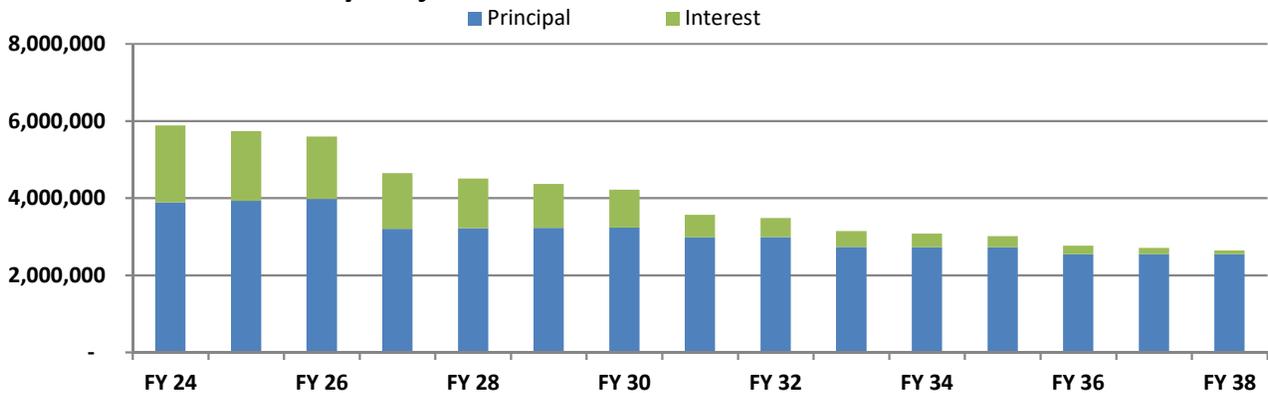
The General Fund Debt Service for City Projects for FY 2024 will be \$5,887,627 reflecting a decrease of \$144,648 or 2.4% from prior year debt service. General Fund debt service is tax-supported debt. The General Fund will transfer \$4,891,660 for City projects to the Debt Service Fund in FY 2024.

FY 2024 General Fund debt issue payments for City projects are as follows:

|                           | <u>Amount</u> | <u>Pay Off Year</u> |
|---------------------------|---------------|---------------------|
| Series 2010 D             | \$ 153,510    | FY 2025             |
| Series 2016 - Refunding   | \$ 811,875    | FY 2026             |
| Series 2021 - Refunding   | \$ 142,545    | FY 2030             |
| Series 2014 C - Refunding | \$ 38,454     | FY 2031             |
| Series 2014 A             | \$ 268,649    | FY 2034             |
| Series 2016               | \$ 260,156    | FY 2037             |
| Series 2019               | \$ 2,001,263  | FY 2040             |
| Series 2021               | \$ 2,211,175  | FY 2042             |

| Year    | Principal         | Interest          | Total             | Year         | Principal            | Interest             | Total                |
|---------|-------------------|-------------------|-------------------|--------------|----------------------|----------------------|----------------------|
| FY 2024 | 3,883,380         | 2,004,247         | 5,887,627         | FY 2033      | 2,980,980            | 583,379              | 3,564,359            |
| FY 2025 | 3,931,290         | 1,809,253         | 5,740,543         | FY 2034      | 2,984,440            | 496,162              | 3,480,602            |
| FY 2026 | 3,980,230         | 1,615,633         | 5,595,863         | FY 2035      | 2,730,000            | 414,194              | 3,144,194            |
| FY 2027 | 3,204,730         | 1,440,379         | 4,645,109         | FY 2036      | 2,725,000            | 351,375              | 3,076,375            |
| FY 2028 | 3,216,820         | 1,286,166         | 4,502,986         | FY 2037      | 2,725,000            | 288,631              | 3,013,631            |
| FY 2029 | 3,230,320         | 1,134,026         | 4,364,346         | FY 2038      | 2,540,000            | 227,225              | 2,767,225            |
| FY 2030 | 3,235,260         | 983,115           | 4,218,375         | FY 2039      | 2,540,000            | 163,781              | 2,703,781            |
| FY 2031 | 3,105,720         | 832,638           | 3,938,358         | FY 2040      | 2,540,000            | 99,594               | 2,639,594            |
| FY 2032 | 2,972,520         | 697,180           | 3,669,700         | FY 2041      | 1,350,000            | 54,000               | 1,404,000            |
|         |                   |                   |                   | FY 2042      | 1,350,000            | 27,000               | 1,377,000            |
|         | <b>30,760,270</b> | <b>11,802,637</b> | <b>42,562,907</b> | <b>Total</b> | <b>24,465,420</b>    | <b>2,705,341</b>     | <b>27,170,761</b>    |
|         |                   |                   |                   |              | <b>\$ 55,225,690</b> | <b>\$ 14,507,977</b> | <b>\$ 69,733,667</b> |

### City Projects - General Fund Debt Service



# DEBT MANAGEMENT

## Debt Service

**Schools Projects - General Fund Debt Service**

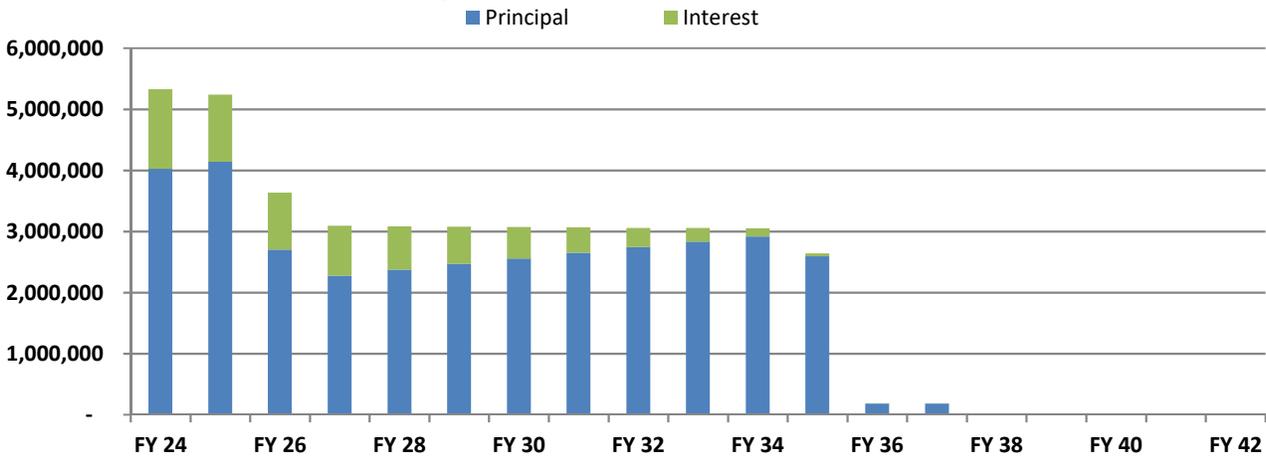
The General Fund Debt Service for Schools Projects for FY 2024 will be \$5,327,670, reflecting a decrease of \$83,916 or 1.6% from prior year debt service. This decrease is due debt annual roll-off. General Fund debt service is tax-supported debt. The General Fund will transfer \$6,263,210 for Schools projects to the Debt Service Fund in FY 2024, approximately \$935K above current debt service to build future debt capacity.

FY 2024 General Fund debt issue payments for Schools projects are as follows:

|                           | <u>Amount</u> | <u>Pay Off Year</u> |
|---------------------------|---------------|---------------------|
| Series 2010 D - Refunding | \$ 1,671,625  | FY 2025             |
| Series 2016 - Refunding   | \$ 541,250    | FY 2026             |
| Series 2014 A             | \$ 410,595    | FY 2034             |
| Series 2014 C             | \$ 2,444,700  | FY 2035             |
| Series 2016               | \$ 259,500    | 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 2024     | 4,024,615         | 1,303,055        | 5,327,670         | FY 2033      | 2,833,590            | 221,487             | 3,055,077            |
| FY 2025     | 4,139,545         | 1,099,274        | 5,238,819         | FY 2034      | 2,916,520            | 135,453             | 3,051,973            |
| FY 2026     | 2,699,165         | 934,513          | 3,633,678         | FY 2035      | 2,590,000            | 46,275              | 2,636,275            |
| FY 2027     | 2,273,940         | 816,618          | 3,090,558         | FY 2036      | 180,000              | 6,075               | 186,075              |
| FY 2028     | 2,372,560         | 708,900          | 3,081,460         | FY 2037      | 180,000              | 2,025               | 182,025              |
| FY 2029     | 2,468,335         | 608,123          | 3,076,458         | FY 2038      | -                    | -                   | -                    |
| FY 2030     | 2,556,955         | 513,948          | 3,070,903         | FY 2039      | -                    | -                   | -                    |
| FY 2031     | 2,649,885         | 416,805          | 3,066,690         | FY 2040      | -                    | -                   | -                    |
| FY 2032     | 2,740,660         | 315,559          | 3,056,219         | FY 2041      | -                    | -                   | -                    |
|             |                   |                  |                   | FY 2042      | -                    | -                   | -                    |
|             | <b>25,925,660</b> | <b>6,716,794</b> | <b>32,642,454</b> | <b>Total</b> | <b>8,700,110</b>     | <b>411,315</b>      | <b>9,111,425</b>     |
|             |                   |                  |                   |              | <b>\$ 34,625,770</b> | <b>\$ 7,128,109</b> | <b>\$ 41,753,879</b> |

**Schools Projects - General Fund Debt Service**



# DEBT MANAGEMENT

## Debt Service

**Fire and Rescue Fund Debt Service**

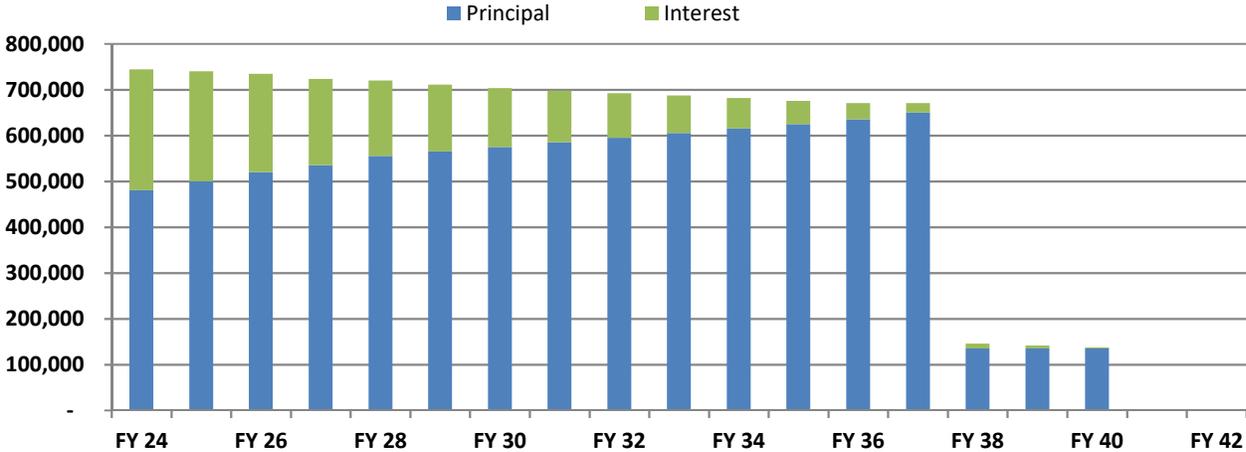
The Fire and Rescue Fund Debt Service for FY 2024 will be \$744,569 reflecting a minor decrease of \$8,625 or 1.2% from prior year debt service. This decrease is due debt annual roll-off. Fire and Rescue Fund debt service is tax-supported debt.

FY 2024 Fire and Rescue Fund debt issue payments are as follows:

|             | <u>Amount</u> | <u>Pay Off Year</u> |
|-------------|---------------|---------------------|
| Series 2016 | \$ 518,275    | FY 2037             |
| Series 2019 | \$ 226,294    | FY 2040             |

| Year    | Principal        | Interest         | Total            | Year         | Principal           | Interest            | Total                |
|---------|------------------|------------------|------------------|--------------|---------------------|---------------------|----------------------|
| FY 2024 | 480,000          | 264,569          | 744,569          | FY 2033      | 605,000             | 82,225              | 687,225              |
| FY 2025 | 500,000          | 240,069          | 740,069          | FY 2034      | 615,000             | 66,431              | 681,431              |
| FY 2026 | 520,000          | 214,569          | 734,569          | FY 2035      | 625,000             | 50,794              | 675,794              |
| FY 2027 | 535,000          | 188,194          | 723,194          | FY 2036      | 635,000             | 35,691              | 670,691              |
| FY 2028 | 555,000          | 165,144          | 720,144          | FY 2037      | 650,000             | 20,306              | 670,306              |
| FY 2029 | 565,000          | 145,644          | 710,644          | FY 2038      | 135,000             | 10,463              | 145,463              |
| FY 2030 | 575,000          | 128,044          | 703,044          | FY 2039      | 135,000             | 6,328               | 141,328              |
| FY 2031 | 585,000          | 112,394          | 697,394          | FY 2040      | 135,000             | 2,109               | 137,109              |
| FY 2032 | 595,000          | 97,219           | 692,219          | FY 2041      | -                   | -                   | -                    |
|         |                  |                  |                  | FY 2042      | -                   | -                   | -                    |
|         | <b>4,910,000</b> | <b>1,555,844</b> | <b>6,465,844</b> | <b>Total</b> | <b>3,535,000</b>    | <b>274,347</b>      | <b>3,809,347</b>     |
|         |                  |                  |                  |              | <b>\$ 8,445,000</b> | <b>\$ 1,830,191</b> | <b>\$ 10,275,191</b> |

### Fire and Rescue Fund Debt Service



# DEBT MANAGEMENT

## Debt Service

### Sewer Fund Debt Service

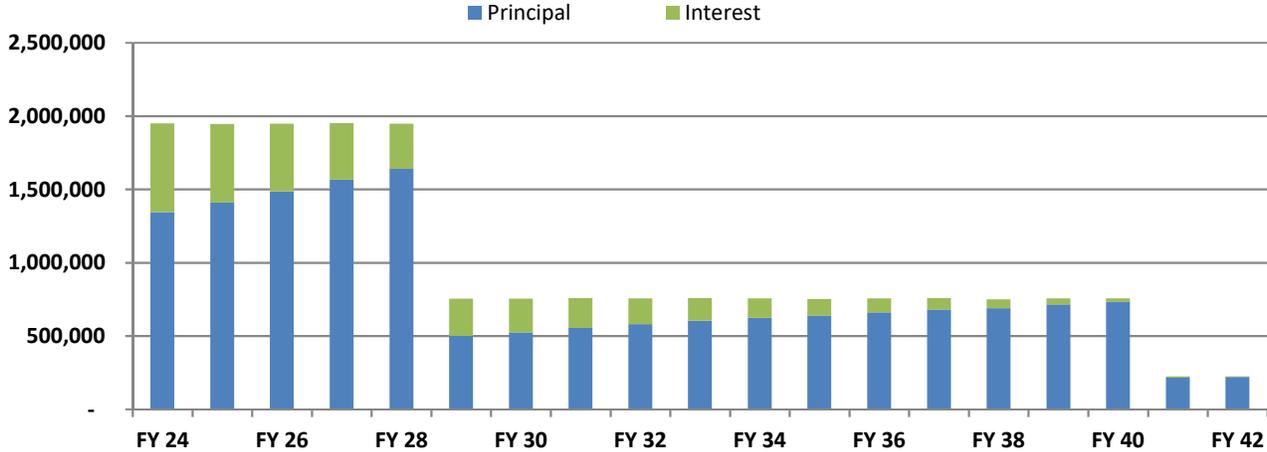
The Sewer Fund Debt Service for FY 2024 will be \$1,950,075, reflecting a minor decrease of \$500 or 0.03% from prior year debt service. Sewer Fund debt service is supported by sewer utility rates. The debt service schedule for the Sewer Fund does not include UOSA Debt.

FY 2024 Sewer Fund debt issue payments are as follows:

|                           | <u>Amount</u> | <u>Pay Off Year</u> |
|---------------------------|---------------|---------------------|
| Series 2014 C - Refunding | \$ 1,195,375  | FY 2028             |
| Series 2019               | \$ 531,512    | FY 2040             |
| Series 2021               | \$ 223,188    | FY 2042             |

| <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 2024     | 1,345,000        | 605,075          | 1,950,075         | FY 2033      | 605,000              | 152,850             | 757,850              |
| FY 2025     | 1,410,000        | 536,325          | 1,946,325         | FY 2034      | 625,000              | 132,050             | 757,050              |
| FY 2026     | 1,485,000        | 464,075          | 1,949,075         | FY 2035      | 640,000              | 112,800             | 752,800              |
| FY 2027     | 1,565,000        | 388,075          | 1,953,075         | FY 2036      | 660,000              | 96,041              | 756,041              |
| FY 2028     | 1,640,000        | 308,075          | 1,948,075         | FY 2037      | 680,000              | 78,744              | 758,744              |
| FY 2029     | 500,000          | 254,825          | 754,825           | FY 2038      | 690,000              | 60,694              | 750,694              |
| FY 2030     | 525,000          | 229,325          | 754,325           | FY 2039      | 715,000              | 41,375              | 756,375              |
| FY 2031     | 555,000          | 202,575          | 757,575           | FY 2040      | 735,000              | 21,103              | 756,103              |
| FY 2032     | 580,000          | 176,450          | 756,450           | FY 2041      | 215,000              | 8,700               | 223,700              |
|             |                  |                  |                   | FY 2042      | 220,000              | 4,400               | 224,400              |
|             | <b>9,605,000</b> | <b>3,164,800</b> | <b>12,769,800</b> | <b>Total</b> | <b>5,785,000</b>     | <b>708,756</b>      | <b>6,493,756</b>     |
|             |                  |                  |                   |              | <b>\$ 15,390,000</b> | <b>\$ 3,873,556</b> | <b>\$ 19,263,556</b> |

### Sewer Fund Debt Service



# DEBT MANAGEMENT

## Debt Service

**Water Fund Debt Service**

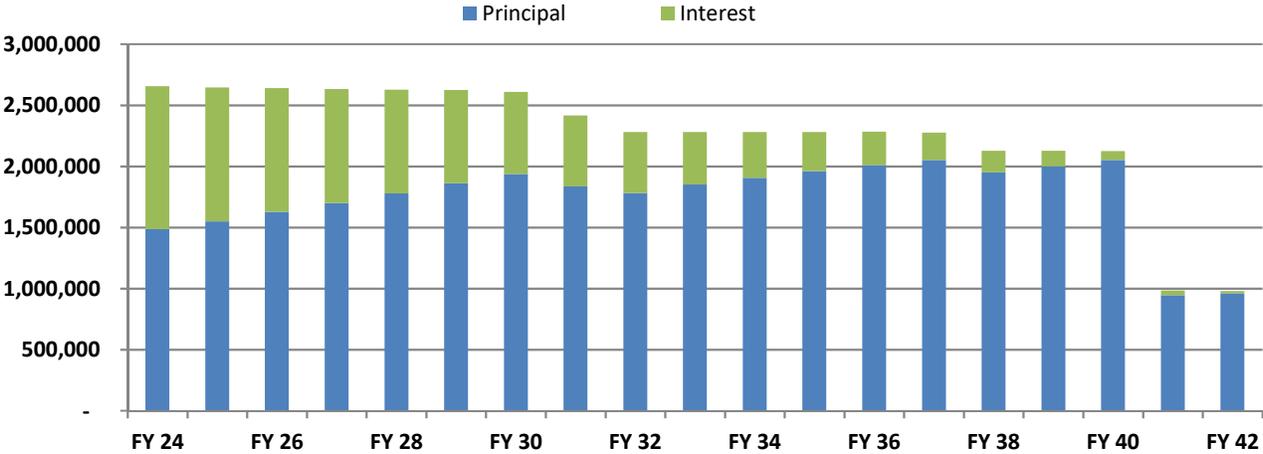
The Water Fund Debt Service for FY 2024 will be \$2,655,366, reflecting a decrease of \$9,190 or 0.3% from prior year debt service. Water Fund debt service is supported by water utility rates.

FY 2024 Water Fund debt issue payments are as follows:

|                           | <u>Amount</u> | <u>Pay Off Year</u> |
|---------------------------|---------------|---------------------|
| Series 2010 D             | \$ 147,490    | FY 2025             |
| Series 2021 - Refunding   | \$ 188,955    | FY 2030             |
| Series 2014 C - Refunding | \$ 36,946     | FY 2031             |
| Series 2016               | \$ 151,025    | FY 2037             |
| Series 2019               | \$ 1,147,550  | FY 2040             |
| Series 2021               | \$ 983,400    | FY 2040             |

| Year    | Principal         | Interest         | Total             | Year         | Principal            | Interest            | Total                |
|---------|-------------------|------------------|-------------------|--------------|----------------------|---------------------|----------------------|
| FY 2024 | 1,486,150         | 1,169,216        | 2,655,366         | FY 2033      | 1,850,000            | 430,313             | 2,280,313            |
| FY 2025 | 1,549,700         | 1,094,159        | 2,643,859         | FY 2034      | 1,905,000            | 374,350             | 2,279,350            |
| FY 2026 | 1,625,400         | 1,015,549        | 2,640,949         | FY 2035      | 1,960,000            | 321,294             | 2,281,294            |
| FY 2027 | 1,698,950         | 933,404          | 2,632,354         | FY 2036      | 2,010,000            | 274,263             | 2,284,263            |
| FY 2028 | 1,777,500         | 848,706          | 2,626,206         | FY 2037      | 2,050,000            | 226,069             | 2,276,069            |
| FY 2029 | 1,861,050         | 762,017          | 2,623,067         | FY 2038      | 1,950,000            | 177,775             | 2,127,775            |
| FY 2030 | 1,936,750         | 672,537          | 2,609,287         | FY 2039      | 2,000,000            | 126,966             | 2,126,966            |
| FY 2031 | 1,834,750         | 579,970          | 2,414,720         | FY 2040      | 2,050,000            | 74,178              | 2,124,178            |
| FY 2032 | 1,780,000         | 499,650          | 2,279,650         | FY 2041      | 945,000              | 38,100              | 983,100              |
|         |                   |                  |                   | FY 2042      | 960,000              | 19,200              | 979,200              |
|         | <b>15,550,250</b> | <b>7,575,206</b> | <b>23,125,456</b> | <b>Total</b> | <b>\$ 33,230,250</b> | <b>\$ 9,637,712</b> | <b>\$ 42,867,962</b> |

**Water Fund Debt Service**



# DEBT MANAGEMENT

## Debt Service

**Electric Fund Debt Service**

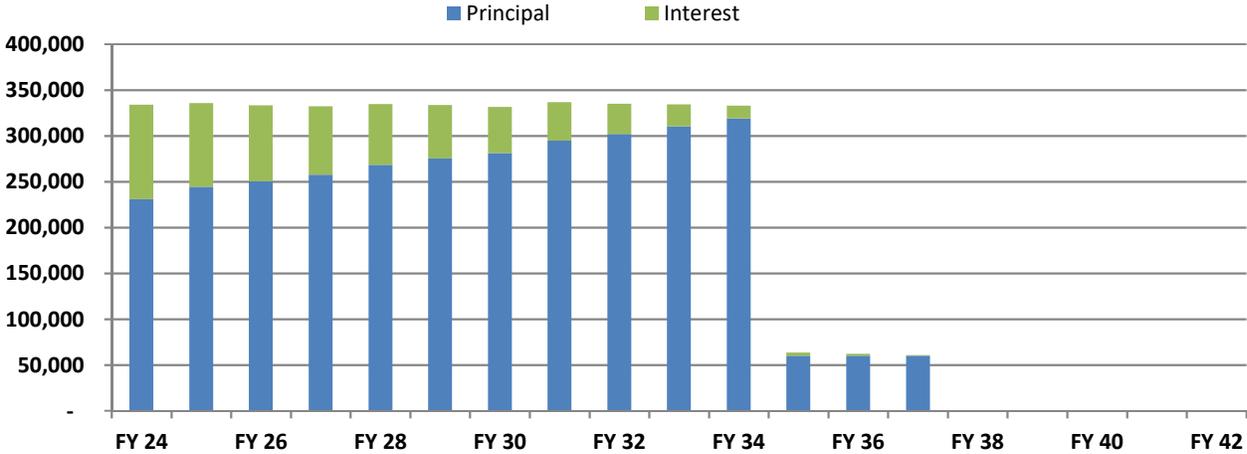
The Electric Fund Debt Service for FY 2024 will be \$333,819, reflecting a minor decrease of \$995 or 0.3% from the prior year debt service. Electric Fund debt service is supported by electric utility rates.

FY 2024 Electric Fund debt issue payments are as follows:

|               | <u>Amount</u> | <u>Pay Off Year</u> |
|---------------|---------------|---------------------|
| Series 2014 A | \$ 273,412    | FY 2034             |
| Series 2016   | \$ 60,407     | FY 2037             |

| Year    | Principal        | Interest       | Total            | Year         | Principal           | Interest          | Total               |
|---------|------------------|----------------|------------------|--------------|---------------------|-------------------|---------------------|
| FY 2024 | 230,855          | 102,964        | 333,819          | FY 2033      | 310,430             | 23,734            | 334,164             |
| FY 2025 | 244,465          | 91,296         | 335,761          | FY 2034      | 319,040             | 13,910            | 332,950             |
| FY 2026 | 250,205          | 83,062         | 333,267          | FY 2035      | 60,000              | 3,375             | 63,375              |
| FY 2027 | 257,380          | 74,656         | 332,036          | FY 2036      | 60,000              | 2,025             | 62,025              |
| FY 2028 | 268,120          | 66,409         | 334,529          | FY 2037      | 60,000              | 675               | 60,675              |
| FY 2029 | 275,295          | 58,366         | 333,661          | FY 2038      | -                   | -                 | -                   |
| FY 2030 | 281,035          | 50,357         | 331,392          | FY 2039      | -                   | -                 | -                   |
| FY 2031 | 294,645          | 42,087         | 336,732          | FY 2040      | -                   | -                 | -                   |
| FY 2032 | 301,820          | 33,199         | 335,019          | FY 2041      | -                   | -                 | -                   |
|         |                  |                |                  | FY 2042      | -                   | -                 | -                   |
|         | <b>2,403,820</b> | <b>602,395</b> | <b>3,006,215</b> | <b>Total</b> | <b>809,470</b>      | <b>43,719</b>     | <b>853,189</b>      |
|         |                  |                |                  |              | <b>\$ 3,213,290</b> | <b>\$ 646,114</b> | <b>\$ 3,859,404</b> |

### Electric Fund Debt Service



# DEBT MANAGEMENT

## Debt Service

**Stormwater Fund Debt Service**

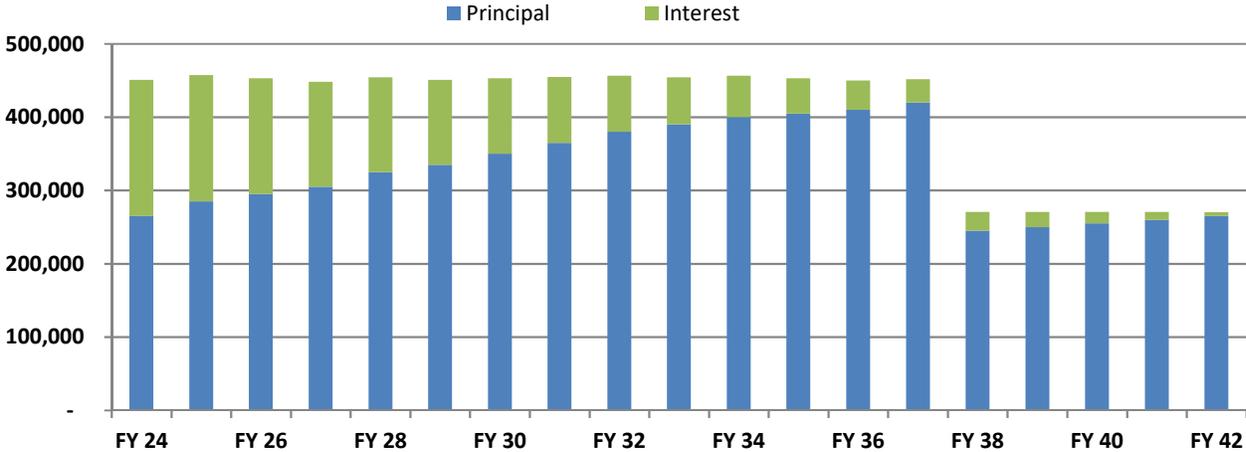
The Stormwater Fund Debt Service for FY 2024 will be \$450,894, reflecting an decrease of \$2,875 or 0.5% from prior year debt service. Stormwater Fund debt service is supported by stormwater utility fees.

FY 2024 Stormwater Fund debt issue payments are as follows:

|             | <u>Amount</u> | <u>Pay Off Year</u> |
|-------------|---------------|---------------------|
| Series 2016 | \$ 181,106    | FY 2037             |
| Series 2021 | \$ 269,788    | FY 2042             |

| Year    | Principal        | Interest         | Total            | Year         | Principal           | Interest            | Total               |
|---------|------------------|------------------|------------------|--------------|---------------------|---------------------|---------------------|
| FY 2024 | 265,000          | 185,894          | 450,894          | FY 2033      | 390,000             | 64,441              | 454,441             |
| FY 2025 | 285,000          | 172,394          | 457,394          | FY 2034      | 400,000             | 56,275              | 456,275             |
| FY 2026 | 295,000          | 158,019          | 453,019          | FY 2035      | 405,000             | 47,794              | 452,794             |
| FY 2027 | 305,000          | 143,144          | 448,144          | FY 2036      | 410,000             | 39,831              | 449,831             |
| FY 2028 | 325,000          | 129,144          | 454,144          | FY 2037      | 420,000             | 31,725              | 451,725             |
| FY 2029 | 335,000          | 115,894          | 450,894          | FY 2038      | 245,000             | 25,500              | 270,500             |
| FY 2030 | 350,000          | 102,844          | 452,844          | FY 2039      | 250,000             | 20,600              | 270,600             |
| FY 2031 | 365,000          | 89,944           | 454,944          | FY 2040      | 255,000             | 15,600              | 270,600             |
| FY 2032 | 380,000          | 76,444           | 456,444          | FY 2041      | 260,000             | 10,500              | 270,500             |
|         |                  |                  |                  | FY 2042      | 265,000             | 5,300               | 270,300             |
|         | <b>2,905,000</b> | <b>1,173,719</b> | <b>4,078,719</b> | <b>Total</b> | <b>3,300,000</b>    | <b>317,566</b>      | <b>3,617,566</b>    |
|         |                  |                  |                  |              | <b>\$ 6,205,000</b> | <b>\$ 1,491,284</b> | <b>\$ 7,696,284</b> |

### Stormwater Fund Debt Service



# DEBT MANAGEMENT

## Debt Service

**Airport Fund Debt Service**

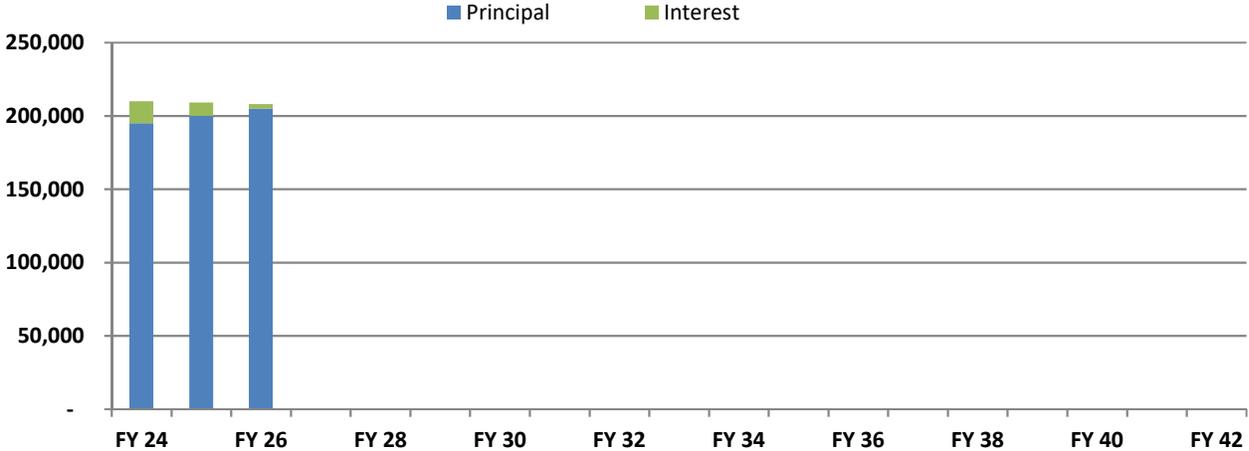
The Airport Fund Debt Service for FY 2024 will be \$209,929, reflecting an increase of \$4,793 or 2.3% from the prior year debt service. Airport Fund debt service is supported by Airport rentals and leases.

FY 2024 Airport Fund debt issue payments are as follows:

|                           |               |                     |
|---------------------------|---------------|---------------------|
| Series 2014 D - Refunding | <b>Amount</b> | <b>Pay Off Year</b> |
|                           | \$ 209,929    | FY 2026             |

| Year           | Principal | Interest | Total         | Year           | Principal         | Interest         | Total             |
|----------------|-----------|----------|---------------|----------------|-------------------|------------------|-------------------|
| FY 2024        | 195,000   | 14,929   | 209,929       | FY 2033        | -                 | -                | -                 |
| FY 2025        | 200,000   | 9,150    | 209,150       | FY 2034        | -                 | -                | -                 |
| FY 2026        | 205,000   | 3,075    | 208,075       | FY 2035        | -                 | -                | -                 |
| FY 2027        | -         | -        | -             | FY 2036        | -                 | -                | -                 |
| FY 2028        | -         | -        | -             | FY 2037        | -                 | -                | -                 |
| FY 2029        | -         | -        | -             | FY 2038        | -                 | -                | -                 |
| FY 2030        | -         | -        | -             | FY 2039        | -                 | -                | -                 |
| FY 2031        | -         | -        | -             | FY 2040        | -                 | -                | -                 |
| FY 2032        | -         | -        | -             | FY 2041        | -                 | -                | -                 |
|                |           |          |               | FY 2042        | -                 | -                | -                 |
|                |           |          |               |                |                   |                  |                   |
| <b>600,000</b> |           |          | <b>27,154</b> | <b>627,154</b> |                   |                  |                   |
|                |           |          |               | <b>Total</b>   | <b>\$ 600,000</b> | <b>\$ 27,154</b> | <b>\$ 627,154</b> |

### Airport Fund Debt Service



# DEBT MANAGEMENT

## Bond Descriptions

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### **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

- | Objective   | 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             |
| <b>Expenditure Category Total:</b> | <b>\$ 1,198,274</b> | <b>\$ 1,242,340</b> | <b>\$ 1,399,330</b> | <b>\$ 1,590,940</b> | <b>\$ 348,600</b>   |

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**

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**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**

- Opened the John D. Conner, III, Public Safety Facility
- Approved and broke ground on the Manassas Museum expansion
- Adopted Pay and Compensation Study recommendations
- Designated an Outdoor Refreshment ordinance to enhance the Historic Downtown events
- Created a Georgetown South parking permit district
- Approved the conditional sale of the E.G. Smith Baseball Fields
- Approved participation in the Virginia Opioid Abatement Fund and Settlement Allocation
- Received the final report of the Equity and Inclusion Task Force
- Discussed and adopted legislative priorities
- Adopted the annual Operating Budget and Five-Year Capital Improvement Program
- Conducted an organizational meeting including the swearing in of new councilmember Sonia Vasquez-Luna
- Held a recognition event for volunteers

**DEPARTMENT EXPENDITURE OVERVIEW**

| <b>Expenditure Category</b>        | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Adopted</b> | <b>FY 2023<br/>Amended</b> | <b>FY 2024<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> |
|------------------------------------|---------------------------|----------------------------|----------------------------|---------------------------|--------------------------------|
| Salaries & Benefits                | 137,703                   | 163,890                    | 163,890                    | 163,890                   | -                              |
| Purchased Services                 | 79,025                    | 95,210                     | 112,710                    | 96,500                    | 1,290                          |
| Internal Services                  | 35,640                    | 6,630                      | 6,630                      | 17,220                    | 10,590                         |
| Other Charges                      | 117,969                   | 131,210                    | 135,710                    | 143,100                   | 11,890                         |
| Supplies                           | 463                       | 2,000                      | 2,000                      | 1,500                     | (500)                          |
| <b>Expenditure Category Total:</b> | <b>\$ 370,800</b>         | <b>\$ 398,940</b>          | <b>\$ 420,940</b>          | <b>\$ 422,210</b>         | <b>\$ 23,270</b>               |

**Division Summary**

|                                |                   |                   |                   |                   |                  |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| Memberships                    | 82,764            | 90,190            | 90,190            | 95,400            | 5,210            |
| City Council                   | 218,186           | 226,750           | 248,750           | 244,810           | 18,060           |
| External Audits                | 69,850            | 82,000            | 82,000            | 82,000            | -                |
| <b>Division Summary Total:</b> | <b>\$ 370,800</b> | <b>\$ 398,940</b> | <b>\$ 420,940</b> | <b>\$ 422,210</b> | <b>\$ 23,270</b> |

**BUDGET HIGHLIGHTS**

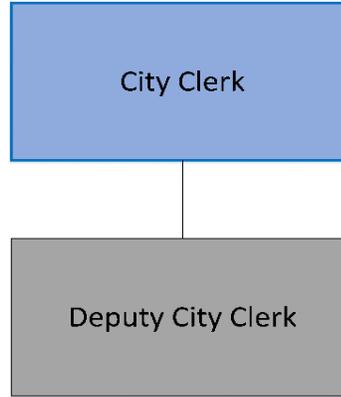
Changes include an increase in costs related to memberships and the volunteer reception and standard adjustments to internal service charges.

# CITY CLERK

## Department Information

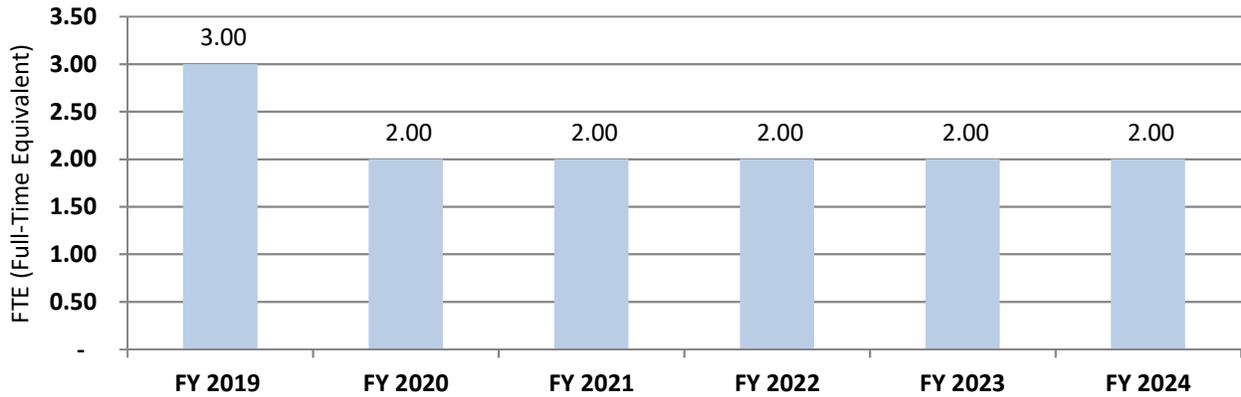
Lee Ann Henderson  
(703) 257-8280

[www.manassasva.gov/cityclerk](http://www.manassasva.gov/cityclerk)



|                         | Adopted<br>FY 2023 |             | Amended<br>FY 2023 |             | Budget<br>FY 2024 |             | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|-------------------------|--------------------|-------------|--------------------|-------------|-------------------|-------------|---|----------|
|                         | #                  | FTE         | #                  | FTE         | #                 | FTE         | #   | FTE      |
| <b>CITY CLERK</b>       |                    |             |                    |             |                   |             |   |          |
| City Clerk              | 1                  | 1.00        | 1                  | 1.00        | 1                 | 1.00        | -   | -        |
| Deputy City Clerk       | 1                  | 1.00        | 1                  | 1.00        | 1                 | 1.00        | -   | -        |
| <b>DEPARTMENT TOTAL</b> | <b>2</b>           | <b>2.00</b> | <b>2</b>           | <b>2.00</b> | <b>2</b>          | <b>2.00</b> | <b>-</b>  | <b>-</b> |

## 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 School Board, and the City Council to communicate the City's important legislative priorities for the coming year
- Initiated the Laserfiche document archive project to enhance the public's ability to access public records
- Co-hosted the annual Boards, Committees, and Commissions Chairs and Vice Chairs with the Communications and Legal departments

**DEPARTMENT EXPENDITURE OVERVIEW**

| <b>Expenditure Category</b>        | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Adopted</b> | <b>FY 2023<br/>Amended</b> | <b>FY 2024<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> |
|------------------------------------|---------------------------|----------------------------|----------------------------|---------------------------|--------------------------------|
| Salaries & Benefits                | 237,403                   | 266,000                    | 266,000                    | 291,000                   | 25,000                         |
| Purchased Services                 | -                         | 11,330                     | 11,330                     | 11,330                    | -                              |
| Internal Services                  | 48,480                    | 59,230                     | 59,230                     | 64,510                    | 5,280                          |
| Other Charges                      | 6,436                     | 10,930                     | 10,930                     | 10,930                    | -                              |
| Supplies                           | 372                       | 1,830                      | 1,830                      | 1,830                     | -                              |
| <b>Expenditure Category Total:</b> | <b>\$ 292,691</b>         | <b>\$ 349,320</b>          | <b>\$ 349,320</b>          | <b>\$ 379,600</b>         | <b>\$ 30,280</b>               |
| <b>Division Summary</b>            |                           |                            |                            |                           |                                |
| City Clerk                         | 292,691                   | 349,320                    | 349,320                    | 379,600                   | 30,280                         |
| <b>Division Summary Total:</b>     | <b>\$ 292,691</b>         | <b>\$ 349,320</b>          | <b>\$ 349,320</b>          | <b>\$ 379,600</b>         | <b>\$ 30,280</b>               |

**BUDGET HIGHLIGHTS**

Changes include salary and benefit increases 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
- 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
- Maintain high customer service satisfaction rating with both internal and external customers of the Clerk's office Sustaining Excellence SE-1

**SERVICE EFFORTS AND MEASURES**

| Measure  | FY 2021 Actual | FY 2022 Actual | FY 2023 Budget | FY 2023 Projected | FY 2024 Budget |
|--|----------------|----------------|----------------|-------------------|----------------|
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with the quality of customer service from City employees compared to national average        | 79% / +37%     | 79% / +37%     | 79% / +37%     | 72% / +31%        | 72% / +31%     |
| <b>Efficiency (Workload)</b><br>Number of City Council meetings supported annually with adherence to all legal requirements / number of agenda items | 39 / N/A       | 39 / 453       | 45 / N/A       | 60 / 473          | 61 / 470       |
| <b>Output (Actions Taken)</b><br>Cubic Feet of records disposed of in compliance with Library of Virginia requirements                               | N/A            | 154.22         | 170.00         | 170.00            | 170.00         |
| <b>Output (Actions Taken)</b><br># of applicants for Board, Committee, and Commissions positions processed / # of appointments made                  | 82 / 82        | 66 / 44        | 40 / 40        | 57 / 43           | 60 / 50        |

**DIVISION EXPENDITURE OVERVIEW**

| Expenditure Category               | FY 2022 Actual    | FY 2023 Adopted   | FY 2023 Amended   | FY 2024 Budget    | Increase (Decrease) |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Salaries & Benefits                | 237,403           | 266,000           | 266,000           | 291,000           | 25,000              |
| Purchased Services                 | -                 | 11,330            | 11,330            | 11,330            | -                   |
| Internal Services                  | 48,480            | 59,230            | 59,230            | 64,510            | 5,280               |
| Other Charges                      | 6,436             | 10,930            | 10,930            | 10,930            | -                   |
| Supplies                           | 372               | 1,830             | 1,830             | 1,830             | -                   |
| <b>Expenditure Category Total:</b> | <b>\$ 292,691</b> | <b>\$ 349,320</b> | <b>\$ 349,320</b> | <b>\$ 379,600</b> | <b>\$ 30,280</b>    |

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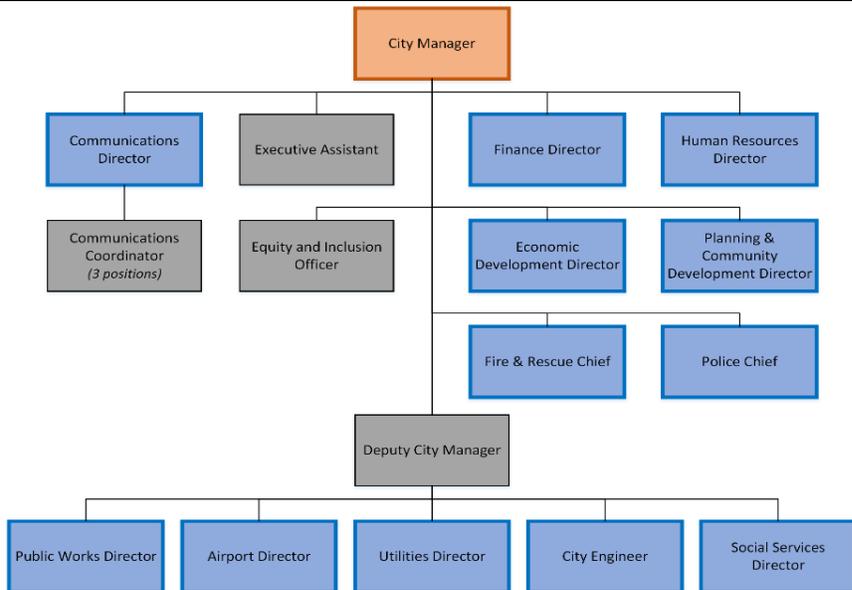
# CITY MANAGER

## Department Information

Pat Pate, City Manager

(703) 257-8212

[www.manassasva.gov/citymanager](http://www.manassasva.gov/citymanager)



## Budget

FY 2024

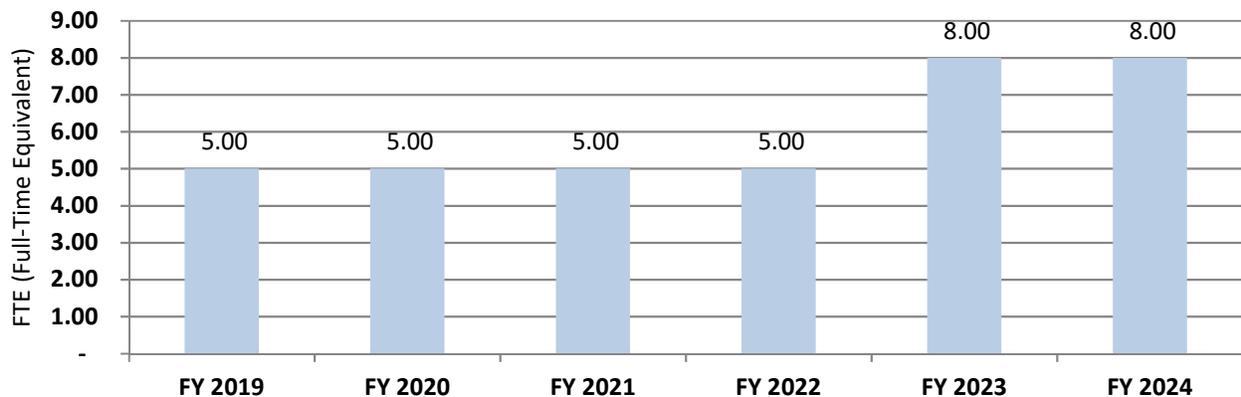
Over (Under)

Adopted

FY 2023

|   | Adopted<br>FY 2023 |             | Amended<br>FY 2023 |             | Budget<br>FY 2024 |             | Over (Under)<br>Adopted<br>FY 2023 |          |
|---|--------------------|-------------|--------------------|-------------|-------------------|-------------|------------------------------------|----------|
|   | #                  | FTE         | #                  | FTE         | #                 | FTE         | #                                  | FTE      |
| <b>CITY MANAGER</b>                           |                    |             |                    |             |                   |             |                                    |          |
| 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        | 1                 | 1.00        | -                                  | -        |
| Executive Assistant                           | 1                  | 1.00        | 1                  | 1.00        | 1                 | 1.00        | -                                  | -        |
| <i>Communications</i>                         |                    |             |                    |             |                   |             | -                                  | -        |
| Communications Director                       | -                  | -           | 1                  | 1.00        | 1                 | 1.00        | 1                                  | 1.00     |
| Communications Manager                        | 1                  | 1.00        | -                  | -           | -                 | -           | (1)                                | (1.00)   |
| Communications Coordinator<br>(I, II, senior) | 3                  | 3.00        | 3                  | 3.00        | 3                 | 3.00        | -                                  | -        |
| <b>DEPARTMENT TOTAL</b>                       | <b>8</b>           | <b>8.00</b> | <b>8</b>           | <b>8.00</b> | <b>8</b>          | <b>8.00</b> | <b>-</b>                           | <b>-</b> |

## 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 with no services to the community significantly interrupted, no layoffs/furloughs of staff, maintenance of our excellent financial condition with favorable economic growth in the tax base
- Supported significant economic development in the City with substantial progress on the Micron expansion (the largest economic development projects ever undertaken in the Commonwealth of Virginia), the Landings at Cannon Branch off Gateway and other significant projects in the Technology Corridor, at the Airport, around the Hospital and in the South of Downtown area
- Created an adopted budget that enhanced services, added positions and reduced the tax rate due to positive economic growth and sustainable financial practices
- Developed an adopted funding strategy for long-term school construction (including Dean School) so that capital funds will no longer be siphoned off for operating costs but will remain dedicated to building of future schools in the MCPS system
- ARPA eligible projects were developed, approved and are under design including Dean Park, a 24-inch water main replacement, water plant screw press decanter, Round Elementary Pond retrofit, Liberia Stream Restoration, and New Britain Regional Pond retrofit
- Completed the 2022 Citizen Satisfaction Survey exceeding national satisfaction ratings in 80% of the areas measured and 99% of respondents felt safe walking in their neighborhood during the day
- Completed the work of the Equity and Inclusion Task Force identifying community issues and providing new resources for this priority
- Completed an organizational classification and pay study that documented our pay comparability with the Northern Virginia market and gained Council support to adjust pay that moved all positions to within 5% of the established benchmarks
- Since 2012, racial diversity in the workforce has increased from 21% to 29% which is a 38% improvement; this has included overall increases in Black employees from 11% to 14% and Hispanic employees from 7% to 11%
- Provided an organizational communication plan and updated procedures for Council notification of major events and issues along with enhanced Spanish-language communication efforts and translation services for public meetings

**DEPARTMENT EXPENDITURE OVERVIEW**

| <b>Expenditure Category</b>        | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Adopted</b> | <b>FY 2023<br/>Amended</b> | <b>FY 2024<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> |
|------------------------------------|---------------------------|----------------------------|----------------------------|---------------------------|--------------------------------|
| Salaries & Benefits                | 1,043,074                 | 1,293,300                  | 1,293,300                  | 1,522,300                 | 229,000                        |
| Purchased Services                 | 57,247                    | 176,900                    | 154,900                    | 177,000                   | 100                            |
| Internal Services                  | 97,800                    | 94,930                     | 94,930                     | 133,920                   | 38,990                         |
| Other Charges                      | 39,575                    | 49,100                     | 49,100                     | 54,000                    | 4,900                          |
| Supplies                           | 6,427                     | 9,000                      | 9,000                      | 9,000                     | -                              |
| <b>Expenditure Category Total:</b> | <b>\$ 1,244,122</b>       | <b>\$ 1,623,230</b>        | <b>\$ 1,601,230</b>        | <b>\$ 1,896,220</b>       | <b>\$ 272,990</b>              |

**Division Summary**

|                                |                     |                     |                     |                     |                   |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Administration                 | 840,501             | 1,086,320           | 1,064,320           | 1,286,310           | 199,990           |
| Communications                 | 401,963             | 532,610             | 532,610             | 605,610             | 73,000            |
| Memberships/Dues               | 1,659               | 4,300               | 4,300               | 4,300               | -                 |
| <b>Division Summary Total:</b> | <b>\$ 1,244,122</b> | <b>\$ 1,623,230</b> | <b>\$ 1,601,230</b> | <b>\$ 1,896,220</b> | <b>\$ 272,990</b> |

**BUDGET HIGHLIGHTS**

Changes include an increase in costs related to the employee appreciation event, salary and benefit increases, and standard adjustments to internal service charges.

**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**

|  | <b>City Council Priority &amp; Goal</b> |      |
|--|---|------|
| • 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 & work  | Economic Prosperity                     | EP-3 |

**SERVICE EFFORTS AND MEASURES**

| <b>Measure</b>   | <b>FY 2021 Actual</b> | <b>FY 2022 Actual</b> | <b>FY 2023 Budget</b> | <b>FY 2023 Projected</b> | <b>FY 2024 Budget</b> |
|--|-----------------------|-----------------------|-----------------------|--------------------------|-----------------------|
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with the quality of City services compared to national average       | 79% / +31%            | 79% / +31%            | 79% / +31%            | 70% / +19%               | 70% / +19%            |
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with feeling of safety in the City compared to national average      | 92% / +28%            | 92% / +28%            | 92% / +28%            | 88% / +20%               | 88% / +20%            |
| <b>Outcome (Effectiveness)</b><br>% Average overall satisfaction with City services by major category (52% National Average) | 69%                   | 69%                   | 70%+                  | 65%                      | 70%+                  |
| <b>Outcome (Effectiveness)</b><br>% of services surveyed that received an overall satisfaction rating above national average | 84%                   | 84%                   | 75%+                  | 80%                      | 80%                   |

**DIVISION EXPENDITURE OVERVIEW**

| <b>Expenditure Category</b>        | <b>FY 2022 Actual</b> | <b>FY 2023 Adopted</b> | <b>FY 2023 Amended</b> | <b>FY 2024 Budget</b> | <b>Increase (Decrease)</b> |
|------------------------------------|-----------------------|------------------------|------------------------|-----------------------|----------------------------|
| Salaries & Benefits                | 692,270               | 820,690                | 820,690                | 981,690               | 161,000                    |
| Purchased Services                 | 27,228                | 145,500                | 123,500                | 144,000               | (1,500)                    |
| Internal Services                  | 97,270                | 94,930                 | 94,930                 | 133,920               | 38,990                     |
| Other Charges                      | 22,818                | 22,700                 | 22,700                 | 24,200                | 1,500                      |
| Supplies                           | 914                   | 2,500                  | 2,500                  | 2,500                 | -                          |
| <b>Expenditure Category Total:</b> | <b>\$ 840,501</b>     | <b>\$ 1,086,320</b>    | <b>\$ 1,064,320</b>    | <b>\$ 1,286,310</b>   | <b>\$ 199,990</b>          |

# COMMUNICATIONS

## Communications

### 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 2021 Actual | FY 2022 Actual | FY 2023 Budget | FY 2023 Projected | FY 2024 Budget |
|---|----------------|----------------|----------------|-------------------|----------------|
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with the quality of the City website compared to national average | 64% / +5%      | 64% / +5%      | 64% / +5%      | 55% / +7%         | 55% / +7%      |
| <b>Efficiency (Workload)</b><br>Translation of documents and interpretation at events (creating more transparency)        | n/a            | n/a            | n/a            | n/a               | 100 / 15       |
| <b>Efficiency (Workload)</b><br># Articles written  | 808            | 838            | 700            | 800               | 800            |
| <b>Efficiency (Workload)</b><br># GoGov issues resolved   | 1,236          | 854            | 1,200          | 1,000             | 850            |

### DIVISION EXPENDITURE OVERVIEW

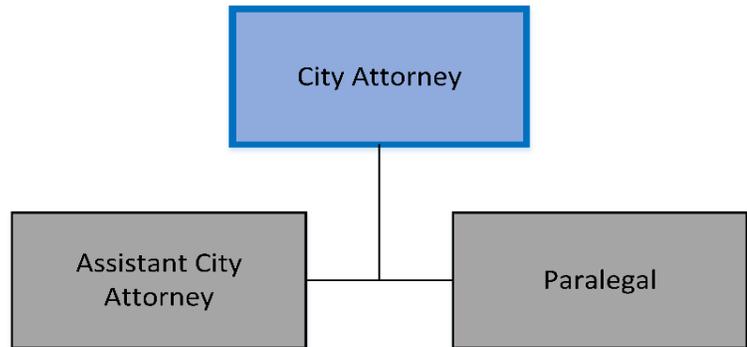
| Expenditure Category               | FY 2022 Actual    | FY 2023 Adopted   | FY 2023 Amended   | FY 2024 Budget    | Increase (Decrease) |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Salaries & Benefits                | 350,804           | 472,610           | 472,610           | 540,610           | 68,000              |
| Purchased Services                 | 30,019            | 31,400            | 31,400            | 33,000            | 1,600               |
| Internal Services                  | 530               | -                 | -                 | -                 | -                   |
| Other Charges                      | 15,098            | 22,100            | 22,100            | 25,500            | 3,400               |
| Supplies                           | 5,513             | 6,500             | 6,500             | 6,500             | -                   |
| <b>Expenditure Category Total:</b> | <b>\$ 401,963</b> | <b>\$ 532,610</b> | <b>\$ 532,610</b> | <b>\$ 605,610</b> | <b>\$ 73,000</b>    |

# CITY ATTORNEY

## Department Information

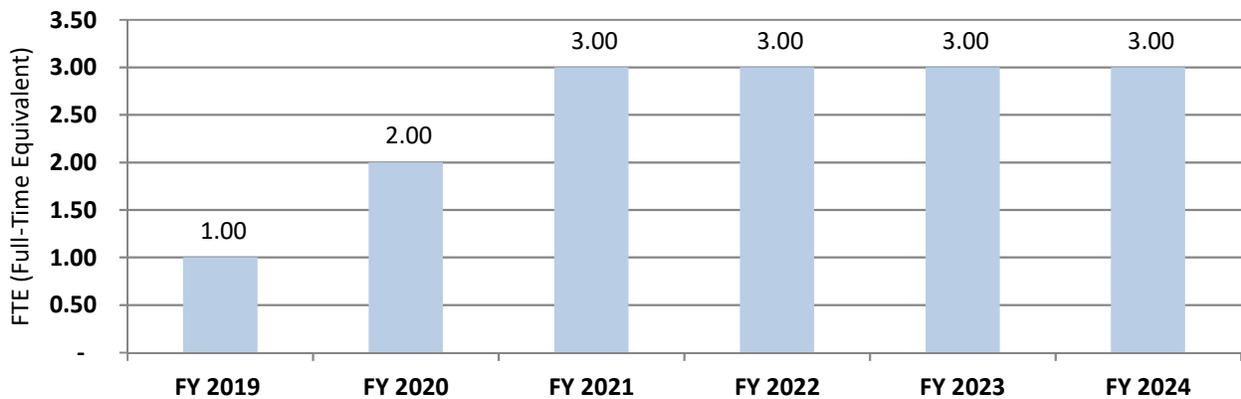
Craig Brown, City Attorney  
(703) 257-8208

[www.manassasva.gov/connect/city\\_attorney](http://www.manassasva.gov/connect/city_attorney)



|                         | Adopted<br>FY 2023 |             | Amended<br>FY 2023 |             | Budget<br>FY 2024 |             | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|-------------------------|--------------------|-------------|--------------------|-------------|-------------------|-------------|---|----------|
|                         | #                  | FTE         | #                  | FTE         | #                 | FTE         | #   | FTE      |
| <b>CITY ATTORNEY</b>    |                    |             |                    |             |                   |             |   |          |
| 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        | -   | -        |
| <b>DEPARTMENT TOTAL</b> | <b>3</b>           | <b>3.00</b> | <b>3</b>           | <b>3.00</b> | <b>3</b>          | <b>3.00</b> | <b>-</b>  | <b>-</b> |

### 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 Grant Avenue Streetscape Project
- Assisted with reviewing and obtaining easements for the Quarry Streetscape Project
- Assisted with the Sale of City owned property located at 8748 Buckland Mill Road
- Assisted with the review of Deeds and Plats for the Adult Detention Center Project
- Assisted with finalizing Micron’s Option to Purchase the E.G. Smith Baseball Complex
- Represented the City on an appeal of BPOL tax by a business in Prince William County Circuit Court
- Assisted with the Manassas Airport with the Wildlife Control Agreement
- Assisted with the Agreements for the Constitutional Officers
- Prepared the Deed to Consolidate the Main Street Properties
- Assisted with the development of a Housing Assistance Program
- Assisted with Refuse and Recycling Contract for the City
- Advised on Issues related to Construction at the Manassas Regional Airport Claim

**DEPARTMENT EXPENDITURE OVERVIEW**

| <b>Expenditure Category</b>        | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Adopted</b> | <b>FY 2023<br/>Amended</b> | <b>FY 2024<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> |
|------------------------------------|---------------------------|----------------------------|----------------------------|---------------------------|--------------------------------|
| Salaries & Benefits                | 352,307                   | 413,000                    | 413,000                    | 447,000                   | 34,000                         |
| Purchased Services                 | 24,243                    | 69,000                     | 69,000                     | 69,000                    | -                              |
| Internal Services                  | 16,050                    | 13,500                     | 13,500                     | 15,460                    | 1,960                          |
| Other Charges                      | 2,946                     | 14,000                     | 14,000                     | 14,000                    | -                              |
| Supplies                           | 1,853                     | 6,500                      | 6,500                      | 6,500                     | -                              |
| <b>Expenditure Category Total:</b> | <b>\$ 397,400</b>         | <b>\$ 516,000</b>          | <b>\$ 516,000</b>          | <b>\$ 551,960</b>         | <b>\$ 35,960</b>               |

**Division Summary**

|                                |                   |                   |                   |                   |                  |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| City Attorney                  | 397,400           | 516,000           | 516,000           | 551,960           | 35,960           |
| <b>Division Summary Total:</b> | <b>\$ 397,400</b> | <b>\$ 516,000</b> | <b>\$ 516,000</b> | <b>\$ 551,960</b> | <b>\$ 35,960</b> |

**BUDGET HIGHLIGHTS**

Changes include salary and benefit increases 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 2021<br>Actual | FY 2022<br>Actual | FY 2023<br>Budget | FY 2023<br>Projected | FY 2024<br>Budget |
|--|-------------------|-------------------|-------------------|----------------------|-------------------|
| <b>Efficiency (Workload)</b><br>Number of times written legal advice, both solicited and unsolicited, is provided to City departments  | 55                | 53                | 60                | 60                   | 60                |
| <b>Efficiency (Workload)</b><br>Number of City Council ordinances and resolutions drafted or reviewed  | 18                | 17                | 25                | 20                   | 20                |
| <b>Efficiency (Workload)</b><br>Number of legal documents drafted, negotiated or reviewed (contracts, franchises, MOUs, deeds, plats, performance/erosion bonds, demand letters, etc.) | 149               | 145               | 135               | 140                  | 140               |
| <b>Input (Resources Utilized)</b><br>Number of legal matters referred to outside counsel, other than for social services, collections and code enforcement                             | 1                 | 1                 | 2                 | 2                    | 2                 |

**DIVISION EXPENDITURE OVERVIEW**

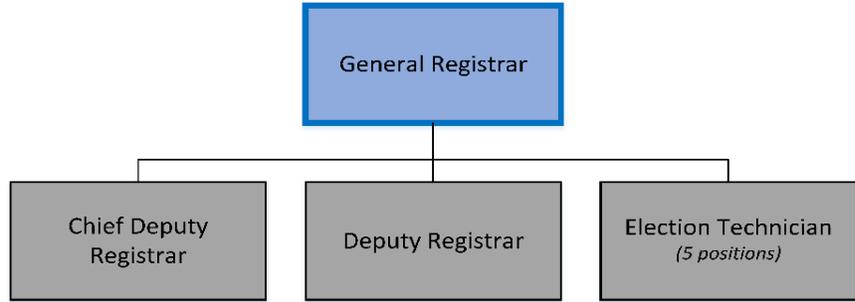
| Expenditure Category               | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|------------------------------------|-------------------|--------------------|--------------------|-------------------|------------------------|
| Salaries & Benefits                | 352,307           | 413,000            | 413,000            | 447,000           | 34,000                 |
| Purchased Services                 | 24,243            | 69,000             | 69,000             | 69,000            | -                      |
| Internal Services                  | 16,050            | 13,500             | 13,500             | 15,460            | 1,960                  |
| Other Charges                      | 2,946             | 14,000             | 14,000             | 14,000            | -                      |
| Supplies                           | 1,853             | 6,500              | 6,500              | 6,500             | -                      |
| <b>Expenditure Category Total:</b> | <b>\$ 397,400</b> | <b>\$ 516,000</b>  | <b>\$ 516,000</b>  | <b>\$ 551,960</b> | <b>\$ 35,960</b>       |

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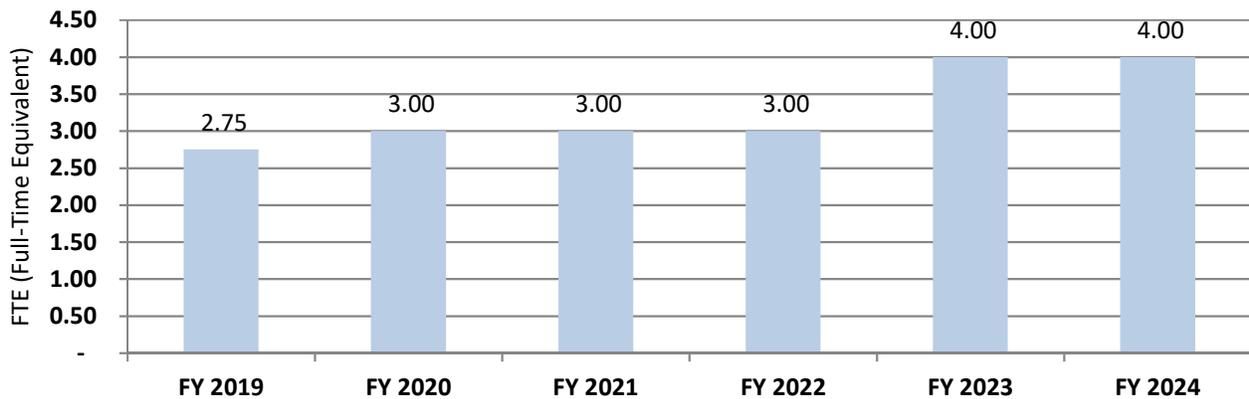
# VOTER REGISTRATION & ELECTIONS

**Department Information**  
 Susan Reed, General Registrar  
 (703) 257-8462  
[www.manassasva.gov/vote](http://www.manassasva.gov/vote)



|   | Adopted<br>FY 2023 |             | Amended<br>FY 2023 |             | Budget<br>FY 2024 |             | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|---|--------------------|-------------|--------------------|-------------|-------------------|-------------|---|----------|
|   | #                  | FTE         | #                  | FTE         | #                 | FTE         | #   | FTE      |
| <b>VOTER REGISTRATION &amp; ELECTIONS</b> |                    |             |                    |             |                   |             |   |          |
| General Registrar                         | 1                  | 1.00        | 1                  | 1.00        | 1                 | 1.00        | -   | -        |
| Chief Deputy 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<br>(Seasonal)         | 5                  | 1.00        | 5                  | 1.00        | 5                 | 1.00        | -   | -        |
| <b>DEPARTMENT TOTAL</b>                   | <b>8</b>           | <b>4.00</b> | <b>8</b>           | <b>4.00</b> | <b>8</b>          | <b>4.00</b> | <b>-</b>  | <b>-</b> |

**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 and Department of Elections continues to see voters using early voting to cast their ballots. Mail-in voting remains steady
- Same Day Registration (SDR) started October 2022. It was successfully implemented both during early voting and on election days. This requires more attention from staff and Election Officials as well as multiple forms to fill out. The voter votes provisionally and the Electoral Board decides each ballot at the Provisional Canvass. We normally see about 5-8 Provisionals on Election Day and zero in CAP (Central Absentee Precinct). The Provisional ballots increased to over 20 per precinct and 12 in CAP
- SB 3 and HB 927 require reporting Absentee results by precinct. Voter Registration implemented Ballot on Demand (BoD) to successfully issue voters their precinct coded ballots. The process of setting up BoD was detailed and comprehensive but served the voters well by eliminating errors and achieving the task of reporting Absentee results by precinct

## DEPARTMENT EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|------------------------------------|-------------------|--------------------|--------------------|-------------------|------------------------|
| Salaries & Benefits                | 333,574           | 375,000            | 375,000            | 446,000           | 71,000                 |
| Purchased Services                 | 32,243            | 33,600             | 33,600             | 37,200            | 3,600                  |
| Internal Services                  | 42,449            | 62,860             | 62,860             | 43,240            | (19,620)               |
| Other Charges                      | 7,849             | 13,200             | 14,663             | 12,000            | (1,200)                |
| Supplies                           | 2,925             | 5,600              | 5,600              | 6,800             | 1,200                  |
| Capital                            | 6,595             | -                  | -                  | -                 | -                      |
| <b>Expenditure Category Total:</b> | <b>\$ 425,634</b> | <b>\$ 490,260</b>  | <b>\$ 491,723</b>  | <b>\$ 545,240</b> | <b>\$ 54,980</b>       |
| <b>Division Summary</b>            |                   |                    |                    |                   |                        |
| Voter Registration & Elections     | 425,634           | 490,260            | 491,723            | 545,240           | 54,980                 |
| <b>Division Summary Total:</b>     | <b>\$ 425,634</b> | <b>\$ 490,260</b>  | <b>\$ 491,723</b>  | <b>\$ 545,240</b> | <b>\$ 54,980</b>       |

## BUDGET HIGHLIGHTS

Changes include an increase in ballot printing costs related to new mandates on absentee results reporting, salary and benefit increases, 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 2021<br>Actual             | FY 2022<br>Actual             | FY 2023<br>Budget           | FY 2023<br>Projected        | FY 2024<br>Budget             |
|--|-------------------------------|-------------------------------|-----------------------------|-----------------------------|-------------------------------|
| <b>Efficiency (Workload)</b><br># of elections held (federal / state / local)                                    | 1 / 0 / 1                     | 0 / 1 / 1                     | 1 / 0 / 1                   | 1 / 1 / 1                   | 1 / 1 / 1                     |
| <b>Outcome (Effectiveness)</b><br># of Eligible Voters / # of Registered Voters / % Average Voter Turnout        | 33,000 /<br>23,032 /<br>40.2% | 33,000 /<br>23,529 /<br>30.2% | 33,200 /<br>23,100 /<br>42% | 33,200 /<br>23,100 /<br>42% | 31,305 /<br>23,668 /<br>47.2% |
| <b>Outcome (Effectiveness)</b><br>Recruit and maintain at least 80 qualified Election Officials in six precincts | 110                           | 110                           | 110                         | 110                         | 110                           |
| <b>Efficiency (Workload)</b><br># of candidates / issues maintained on file                                      | 27 / 4                        | 26 / 5                        | 30 / 1                      | 30 / 1                      | 30 / 1                        |

### DIVISION EXPENDITURE OVERVIEW

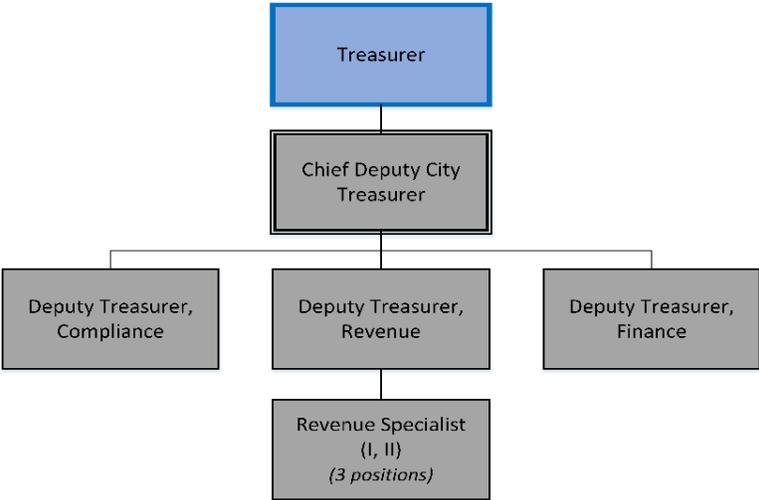
| Expenditure Category               | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|------------------------------------|-------------------|--------------------|--------------------|-------------------|------------------------|
| Salaries & Benefits                | 333,574           | 375,000            | 375,000            | 446,000           | 71,000                 |
| Purchased Services                 | 32,243            | 33,600             | 33,600             | 37,200            | 3,600                  |
| Internal Services                  | 42,449            | 62,860             | 62,860             | 43,240            | (19,620)               |
| Other Charges                      | 7,849             | 13,200             | 14,663             | 12,000            | (1,200)                |
| Supplies                           | 2,925             | 5,600              | 5,600              | 6,800             | 1,200                  |
| Capital                            | 6,595             | -                  | -                  | -                 | -                      |
| <b>Expenditure Category Total:</b> | <b>\$ 425,634</b> | <b>\$ 490,260</b>  | <b>\$ 491,723</b>  | <b>\$ 545,240</b> | <b>\$ 54,980</b>       |

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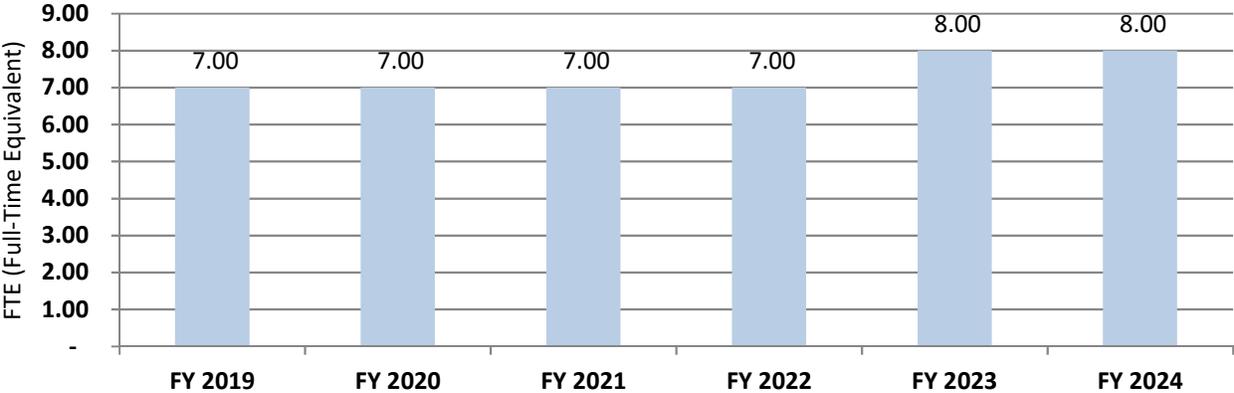
# TREASURER

**Department Information**  
 Patricia Richie-Folks, Treasurer  
 (703) 257-8246  
[www.manassasva.gov/treasurer](http://www.manassasva.gov/treasurer)



|                              | Adopted<br>FY 2023 |             | Amended<br>FY 2023 |             | Budget<br>FY 2024 |             | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|------------------------------|--------------------|-------------|--------------------|-------------|-------------------|-------------|---|----------|
|                              | #                  | FTE         | #                  | FTE         | #                 | FTE         | #   | FTE      |
| <b>TREASURER</b>             |                    |             |                    |             |                   |             |   |          |
| 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        | 1                 | 1.00        | -   | -        |
| Revenue Specialist (I, II)   | 3                  | 3.00        | 3                  | 3.00        | 3                 | 3.00        | -   | -        |
| <b>DEPARTMENT TOTAL</b>      | <b>8</b>           | <b>8.00</b> | <b>8</b>           | <b>8.00</b> | <b>8</b>          | <b>8.00</b> | <b>-</b>  | <b>-</b> |

**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**

Since T.A.C.S. have started with our delinquent tax collections they have collected:

PP Tax : \$ 2,524,229.00

RE Tax: \$ 1,029,265.00

T.A.C.S. has started with the collection of our delinquent meals tax and since they started in August of this year, they have collected:

\$ 51,520.00

**DEPARTMENT EXPENDITURE OVERVIEW**

| <b>Expenditure Category</b>        | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Adopted</b> | <b>FY 2023<br/>Amended</b> | <b>FY 2024<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> |
|------------------------------------|---------------------------|----------------------------|----------------------------|---------------------------|--------------------------------|
| Salaries & Benefits                | 697,513                   | 868,500                    | 868,500                    | 868,500                   | -                              |
| Purchased Services                 | 23,188                    | 72,000                     | 72,000                     | 72,000                    | -                              |
| Internal Services                  | 100,620                   | 119,610                    | 119,610                    | 137,450                   | 17,840                         |
| Other Charges                      | 32,251                    | 30,720                     | 30,720                     | 30,720                    | -                              |
| Supplies                           | 2,940                     | 5,000                      | 5,000                      | 5,000                     | -                              |
| Capital                            | 5,000                     | -                          | -                          | -                         | -                              |
| <b>Expenditure Category Total:</b> | <b>\$ 861,512</b>         | <b>\$ 1,095,830</b>        | <b>\$ 1,095,830</b>        | <b>\$ 1,113,670</b>       | <b>\$ 17,840</b>               |
| <b>Division Summary</b>            |                           |                            |                            |                           |                                |
| Treasurer                          | 861,512                   | 1,095,830                  | 1,095,830                  | 1,113,670                 | 17,840                         |
| <b>Division Summary Total:</b>     | <b>\$ 861,512</b>         | <b>\$ 1,095,830</b>        | <b>\$ 1,095,830</b>        | <b>\$ 1,113,670</b>       | <b>\$ 17,840</b>               |

**BUDGET HIGHLIGHTS**

Changes include standard adjustments to internal service 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 2021 Actual   | FY 2022 Actual   | FY 2023 Budget   | FY 2023 Projected | FY 2024 Budget   |
|---|------------------|------------------|------------------|-------------------|------------------|
| <b>Efficiency (Workload)</b><br>% of total real estate tax collection to tax levy / % of delinquent taxes to tax levy | 98.00% / 2.00%   | 99.14% / 0.86%   | 98.60% / 2.40%   | 99.00% / 1.00%    | 98.90% / 2.10%   |
| <b>Input (Workload)</b><br># of payments processed / % of processed payments that are taxes                           | 110,310 / 58.00% | 109,663 / 66.00% | 136,000 / 68.00% | 136,000 / 68.00%  | 136,000 / 68.00% |
| <b>Efficiency (Workload)</b><br># of online and web payments processed  | 18,097           | 26,300           | 25,000           | 25,000            | 28,600           |
| <b>Outcome (Effectiveness)</b><br>VIP Liquidity Fund / VIP 1-3 High Yield   | 0.31% / 0.33%    | 1.128% / 1.47%   | 0.70% / 0.34%    | 0.70% / 0.34%     | 1.128% / 1.47%   |

**DIVISION EXPENDITURE OVERVIEW**

| Expenditure Category               | FY 2022 Actual    | FY 2023 Adopted     | FY 2023 Amended     | FY 2024 Budget      | Increase (Decrease) |
|------------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits                | 697,513           | 868,500             | 868,500             | 868,500             | -                   |
| Purchased Services                 | 23,188            | 72,000              | 72,000              | 72,000              | -                   |
| Internal Services                  | 100,620           | 119,610             | 119,610             | 137,450             | 17,840              |
| Other Charges                      | 32,251            | 30,720              | 30,720              | 30,720              | -                   |
| Supplies                           | 2,940             | 5,000               | 5,000               | 5,000               | -                   |
| Capital                            | 5,000             | -                   | -                   | -                   | -                   |
| <b>Expenditure Category Total:</b> | <b>\$ 861,512</b> | <b>\$ 1,095,830</b> | <b>\$ 1,095,830</b> | <b>\$ 1,113,670</b> | <b>\$ 17,840</b>    |

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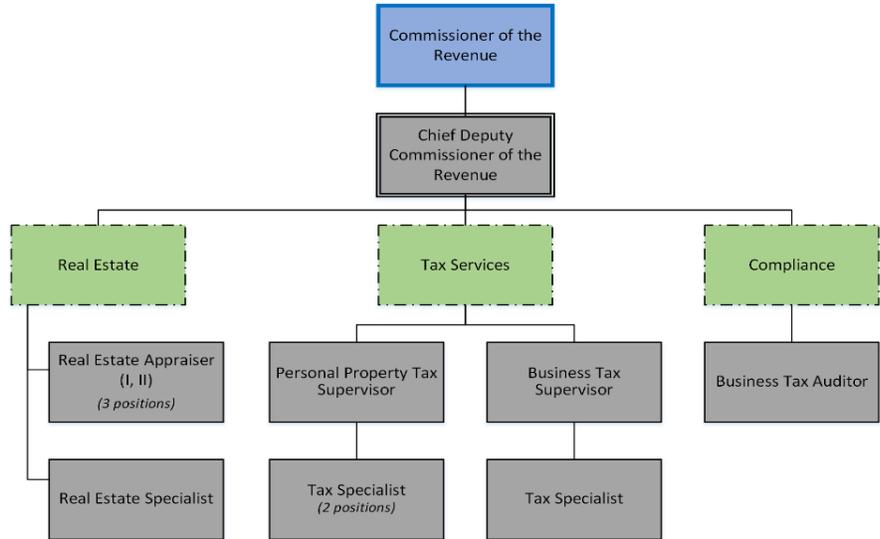
# COMMISSIONER OF THE REVENUE

## Department Information

Tim Demeria, Commissioner of the Revenue

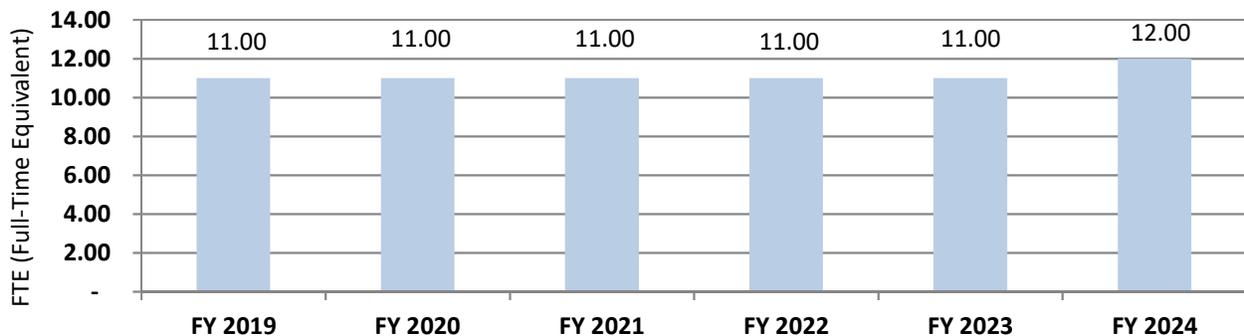
(703) 257-8220

[www.manassasva.gov/cor](http://www.manassasva.gov/cor)



|  | Adopted<br>FY 2023                 |              | Amended<br>FY 2023 |              | Budget<br>FY 2024 |              | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |             |
|--|------------------------------------|--------------|--------------------|--------------|-------------------|--------------|---|-------------|
|  | #                                  | FTE          | #                  | FTE          | #                 | FTE          | #   | FTE         |
|  | <b>COMMISSIONER OF THE REVENUE</b> |              |                    |              |                   |              |   |             |
| 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         | 3                 | 3.00         | 1   | 1.00        |
| Business Tax Supervisor                  | 1                                  | 1.00         | 1                  | 1.00         | 1                 | 1.00         | -   | -           |
| Business Tax Auditor                     | 1                                  | 1.00         | 1                  | 1.00         | 1                 | 1.00         | -   | -           |
| <b>DEPARTMENT TOTAL</b>                  | <b>11</b>                          | <b>11.00</b> | <b>11</b>          | <b>11.00</b> | <b>12</b>         | <b>12.00</b> | <b>1</b>  | <b>1.00</b> |

## 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 has completed 6 classes and continues to work towards his Master Commissioner of the Revenue certification
- The Chief Deputy Commissioner of the Revenue completed all requirements and retained her Master Chief Deputy Commissioner of the Revenue status
- The Commissioner of the Revenue's Office received office accreditation for the 5th consecutive year. It has met or exceeded the highest standards of professionalism through the Commissioners of the Revenue Association of Virginia
- The office completed the Real Estate reassessments and mailed assessment notices to property owners prior to the deadline
- The office completed the assessment of Personal Property and Machinery and Tools prior to the deadline
- The office 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 170 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, and Disabled Veterans

## DEPARTMENT EXPENDITURE OVERVIEW

| <b>Expenditure Category</b>        | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Adopted</b> | <b>FY 2023<br/>Amended</b> | <b>FY 2024<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> |
|------------------------------------|---------------------------|----------------------------|----------------------------|---------------------------|--------------------------------|
| Salaries & Benefits                | 1,215,041                 | 1,270,300                  | 1,270,300                  | 1,464,300                 | 194,000                        |
| Purchased Services                 | 12,107                    | 7,485                      | 7,485                      | 12,600                    | 5,115                          |
| Internal Services                  | 259,000                   | 301,980                    | 301,980                    | 277,370                   | (24,610)                       |
| Other Charges                      | 16,639                    | 20,325                     | 20,725                     | 20,660                    | 335                            |
| Supplies                           | 4,586                     | 12,600                     | 12,600                     | 7,150                     | (5,450)                        |
| <b>Expenditure Category Total:</b> | <b>\$ 1,507,373</b>       | <b>\$ 1,612,690</b>        | <b>\$ 1,613,090</b>        | <b>\$ 1,782,080</b>       | <b>\$ 169,390</b>              |

### Division Summary

|                                |                     |                     |                     |                     |                   |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Administration                 | 610,417             | 639,440             | 639,840             | 646,120             | 6,680             |
| Real Estate                    | 392,078             | 455,650             | 455,650             | 489,300             | 33,650            |
| Tax Services                   | 280,700             | 288,950             | 288,950             | 396,700             | 107,750           |
| Compliance                     | 223,281             | 226,350             | 226,350             | 248,150             | 21,800            |
| Board of Equalization          | 897                 | 2,300               | 2,300               | 1,810               | (490)             |
| <b>Division Summary Total:</b> | <b>\$ 1,507,373</b> | <b>\$ 1,612,690</b> | <b>\$ 1,613,090</b> | <b>\$ 1,782,080</b> | <b>\$ 169,390</b> |

## BUDGET HIGHLIGHTS

Changes include the addition of a Tax Services Specialist and the related operating costs; other changes include salary and benefit increases 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 13,500 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 |
| • Assist residents in a variety of ways including, but not limited to, preparing state tax returns, completing applications for tax relief for elderly, disabled, and disabled veterans, help businesses with licensing, auditing businesses for compliance, etc. | Sustaining Excellence        | SE-1 |

## SERVICE EFFORTS AND MEASURES

| Measure   | FY 2021<br>Actual  | FY 2022<br>Actual  | FY 2023<br>Budget  | FY 2023<br>Projected | FY 2024<br>Budget  |
|---|--------------------|--------------------|--------------------|----------------------|--------------------|
| <b>Output (Actions Taken)</b><br># of business licenses issued                        | 2,606              | 2,652              | 2,500              | 2,650                | 2,650              |
| <b>Efficiency (Workload)</b><br># of Properties Assessed<br>(Personal/Real Estate)    | 44,851 /<br>13,405 | 44,835 /<br>13,408 | 44,840 /<br>13,410 | 44,840 /<br>13,410   | 44,850 /<br>13,420 |
| <b>Input (Workload)</b><br>Average revenue generated per<br>Commissioner's Office FTE | \$10.7 M           | \$11.2 M           | \$11.0 M           | \$11.0 M             | \$11.3 M           |
| <b>Outcome (Effectiveness)</b><br>Assessment processes<br>completed by target dates   | 100%               | 100%               | 100%               | 100%                 | 100%               |

## DIVISION EXPENDITURE OVERVIEW

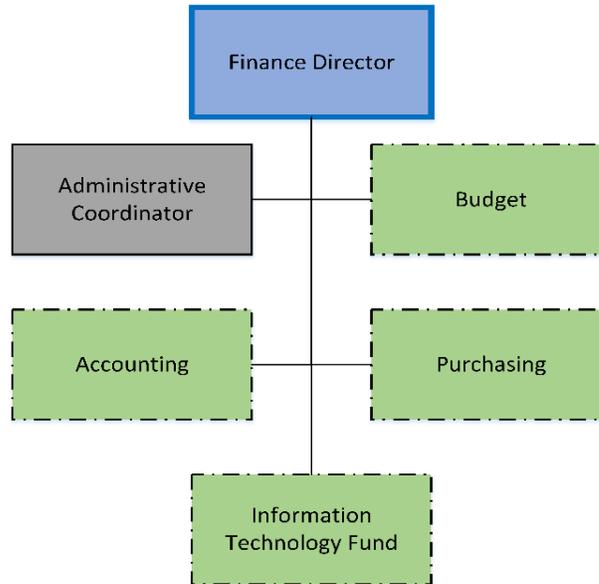
| Expenditure Category               | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|------------------------------------|-------------------|--------------------|--------------------|-------------------|------------------------|
| Salaries & Benefits                | 331,466           | 322,000            | 322,000            | 347,000           | 25,000                 |
| Purchased Services                 | 5,298             | 1,985              | 1,985              | 5,400             | 3,415                  |
| Internal Services                  | 259,000           | 301,980            | 301,980            | 277,370           | (24,610)               |
| Other Charges                      | 13,809            | 11,675             | 12,075             | 14,900            | 3,225                  |
| Supplies                           | 844               | 1,800              | 1,800              | 1,450             | (350)                  |
| <b>Expenditure Category Total:</b> | <b>\$ 610,417</b> | <b>\$ 639,440</b>  | <b>\$ 639,840</b>  | <b>\$ 646,120</b> | <b>\$ 6,680</b>        |

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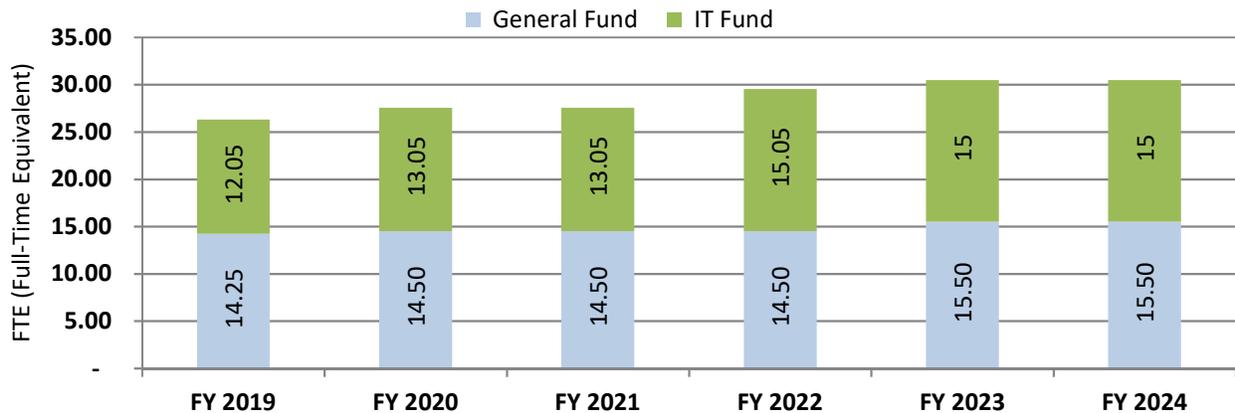
**Department Information**

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



|                                    | Adopted<br>FY 2023 |              | Amended<br>FY 2023 |              | Budget<br>FY 2024 |              | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|------------------------------------|--------------------|--------------|--------------------|--------------|-------------------|--------------|---|----------|
|                                    | #                  | FTE          | #                  | FTE          | #                 | FTE          | #   | FTE      |
| <b>FINANCE</b>                     |                    |              |                    |              |                   |              |   |          |
| 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>                      | 3                  | 3.00         | 3                  | 3.00         | 3                 | 3.00         | -   | -        |
| <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> | 15                 | 15.00        | 15                 | 15.00        | 15                | 15.00        | -   | -        |
| <b>DEPARTMENT TOTAL</b>            | <b>31</b>          | <b>30.50</b> | <b>31</b>          | <b>30.50</b> | <b>31</b>         | <b>30.50</b> | <b>-</b>  | <b>-</b> |

**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**

- Received a clean audit opinion for the FY 2022 Audit
- Maintained fund balance of 20% of General Fund revenues in FY 2022
- Received GFOA Certificate of Achievement for Excellence in Financial Reporting for the FY 2021 ACFR
- Received GFOA Distinguished Budget Presentation Award for the FY 2023 Budget
- Implemented new accounting standards for leases
- Prepared and submitted Federally required reporting for ARPA funding
- Facilitated the issuance of the City Hall construction contract
- Facilitated the issuance of the Museum construction contract
- Developed a Stormwater inlet inspection and maintenance tracking application
- Developed a Demographic application to allow users a more in-depth analysis of Census and ACS data
- Continued to expand public WiFi (current sites include Stonewall Park, Baldwin Park, Museum, City Hall, Old Town Hall, Public Works Facility, Customer Service Center)
- Set up technology for the Public Safety Facility

**DEPARTMENT EXPENDITURE OVERVIEW**

| <b>Expenditure Category</b>        | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Adopted</b> | <b>FY 2023<br/>Amended</b> | <b>FY 2024<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> |
|------------------------------------|---------------------------|----------------------------|----------------------------|---------------------------|--------------------------------|
| Salaries & Benefits                | 1,470,990                 | 2,069,300                  | 2,069,300                  | 2,268,300                 | 199,000                        |
| Purchased Services                 | 24,946                    | 26,400                     | 26,400                     | 35,500                    | 9,100                          |
| Internal Services                  | 312,887                   | 263,610                    | 663,610                    | 290,240                   | 26,630                         |
| Other Charges                      | 16,912                    | 38,000                     | 39,086                     | 41,100                    | 3,100                          |
| Supplies                           | 4,328                     | 13,000                     | 13,769                     | 11,400                    | (1,600)                        |
| <b>Expenditure Category Total:</b> | <b>\$ 1,830,062</b>       | <b>\$ 2,410,310</b>        | <b>\$ 2,812,165</b>        | <b>\$ 2,646,540</b>       | <b>\$ 236,230</b>              |

**Division Summary**

|                                |                     |                     |                     |                     |                   |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Administration                 | 438,258             | 418,000             | 818,000             | 486,270             | 68,270            |
| Budget                         | 168,200             | 421,640             | 421,640             | 481,350             | 59,710            |
| Accounting                     | 724,400             | 886,910             | 886,910             | 962,960             | 76,050            |
| Purchasing                     | 499,205             | 683,760             | 685,615             | 715,960             | 32,200            |
| <b>Division Summary Total:</b> | <b>\$ 1,830,062</b> | <b>\$ 2,410,310</b> | <b>\$ 2,812,165</b> | <b>\$ 2,646,540</b> | <b>\$ 236,230</b> |

**BUDGET HIGHLIGHTS**

Changes include contract increases, salary and benefit increases, 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**

|   | <b>City Council Priority &amp; Goal</b> |      |
|---|---|------|
| • 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**

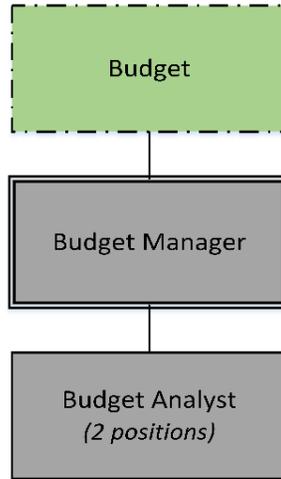
| Measure   | FY 2021<br>Actual | FY 2022<br>Actual | FY 2023<br>Budget | FY 2023<br>Projected | FY 2024<br>Budget |
|---|-------------------|-------------------|-------------------|----------------------|-------------------|
| <b>Outcome (Effectiveness)</b><br>Clean Audit / # of Findings   | Yes / 0           | Yes / 0           | Yes / 0           | Yes / 0              | Yes / 0           |
| <b>Outcome (Effectiveness)</b><br>Bond Rating (Standard & Poors / Moody's)  | AAA /<br>Aa1      | AAA /<br>Aa1      | AAA /<br>Aa1      | AAA /<br>Aa1         | AAA /<br>Aa1      |
| <b>Efficiency (Workload)</b><br># of Bond Issues Managed / \$ of Outstanding Bond Principal                       | 12 /<br>\$138 M   | 13 /<br>\$178 M   | 12 /<br>\$168 M   | 12 /<br>\$168 M      | 12 /<br>\$168 M   |
| <b>Outcome (Effectiveness)</b><br>\$ of Fund Balance / % of Fund Balance (compared to policy of no less than 20%) | \$26.9 M /<br>20% | \$28.8 M /<br>20% | \$29.3 M /<br>20% | \$29.3 M /<br>20%    | \$29.8 M /<br>20% |

**DIVISION EXPENDITURE OVERVIEW**

| Expenditure Category               | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|------------------------------------|-------------------|--------------------|--------------------|-------------------|------------------------|
| Salaries & Benefits                | 307,094           | 364,000            | 364,000            | 421,000           | 57,000                 |
| Purchased Services                 | 22,000            | 23,300             | 23,300             | 30,200            | 6,900                  |
| Internal Services                  | 104,604           | 22,000             | 422,000            | 25,370            | 3,370                  |
| Other Charges                      | 3,540             | 6,200              | 6,200              | 7,200             | 1,000                  |
| Supplies                           | 1,020             | 2,500              | 2,500              | 2,500             | -                      |
| <b>Expenditure Category Total:</b> | <b>\$ 438,258</b> | <b>\$ 418,000</b>  | <b>\$ 818,000</b>  | <b>\$ 486,270</b> | <b>\$ 68,270</b>       |

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|                       | Adopted<br>FY 2023 |             | Amended<br>FY 2023 |             | Budget<br>FY 2024 |             | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|-----------------------|--------------------|-------------|--------------------|-------------|-------------------|-------------|---|----------|
|                       | #                  | FTE         | #                  | FTE         | #                 | FTE         | #   | FTE      |
| <i>Budget</i>         |                    |             |                    |             |                   |             |   |          |
| Budget Manager        | 1                  | 1.00        | 1                  | 1.00        | 1                 | 1.00        | -   | -        |
| Budget Analyst        | 2                  | 2.00        | 2                  | 2.00        | 2                 | 2.00        | -   | -        |
| <b>Division Total</b> | <b>3</b>           | <b>3.00</b> | <b>3</b>           | <b>3.00</b> | <b>3</b>          | <b>3.00</b> | <b>-</b>  | <b>-</b> |

**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**

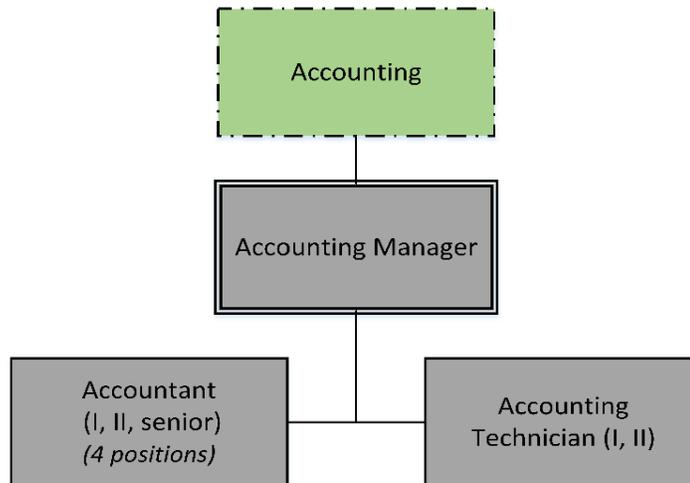
- Produce Operating and Capital Improvement Program (CIP) budgets to ensure transparent use of public funds Sustaining Excellence SE-3
- Forecast and monitor expenditures and revenues to demonstrate the City's fiscal stewardship and accountability Sustaining Excellence SE-3
- Achieve recognition for 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 2021 Actual | FY 2022 Actual | FY 2023 Budget | FY 2023 Projected | FY 2024 Budget |
|--|----------------|----------------|----------------|-------------------|----------------|
| <b>Efficiency (Workload)</b><br>Total City Operating Budget requiring on-going forecasting / # of Programs monitored                         | \$420 M / 106  | \$435 M / 106  | \$410 M / 106  | \$410 M / 106     | \$420 M / 106  |
| <b>Efficiency (Workload)</b><br># of Five Year CIP projects requiring budget support / Total Five Year CIP Budget                            | 57 / \$117 M   | 71 / \$181 M   | 63 / \$242 M   | 63 / \$242 M      | 64 / \$229 M   |
| <b>Outcome (Effectiveness)</b><br>Receive the GFOA Distinguished Budget Presentation Award / # of years receiving award                      | Yes / 16       | Yes / 17       | Yes / 18       | Yes / 18          | Yes / 19       |
| <b>Output (Actions Taken)</b><br># of days after adoption before publication of budget document / CIP document (GFOA requirement of 90 days) | 88 / 66        | 81 / 24        | 90 / 90        | 81 / 36           | 90 / 90        |

**DIVISION EXPENDITURE OVERVIEW**

| Expenditure Category               | FY 2022 Actual    | FY 2023 Adopted   | FY 2023 Amended   | FY 2024 Budget    | Increase (Decrease) |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Salaries & Benefits                | 125,969           | 364,000           | 364,000           | 410,000           | 46,000              |
| Purchased Services                 | 575               | 800               | 800               | 850               | 50                  |
| Internal Services                  | 40,024            | 49,940            | 49,940            | 61,650            | 11,710              |
| Other Charges                      | 1,345             | 4,900             | 4,900             | 7,600             | 2,700               |
| Supplies                           | 287               | 2,000             | 2,000             | 1,250             | (750)               |
| <b>Expenditure Category Total:</b> | <b>\$ 168,200</b> | <b>\$ 421,640</b> | <b>\$ 421,640</b> | <b>\$ 481,350</b> | <b>\$ 59,710</b>    |



|                               | Adopted<br>FY 2023 |             | Amended<br>FY 2023 |             | Budget<br>FY 2024 |             | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|-------------------------------|--------------------|-------------|--------------------|-------------|-------------------|-------------|---|----------|
|                               | #                  | 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        | -   | -        |
| <b>Division Total</b>         | <b>6</b>           | <b>5.50</b> | <b>6</b>           | <b>5.50</b> | <b>6</b>          | <b>5.50</b> | <b>-</b>  | <b>-</b> |

**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**

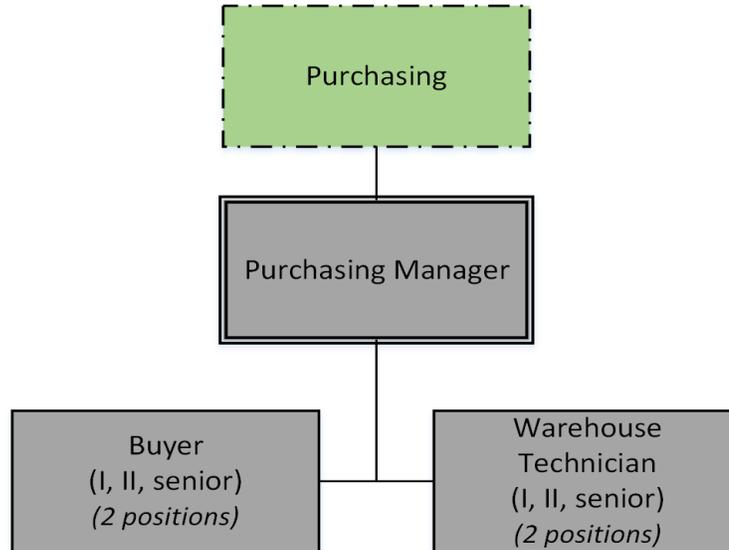
- Process accurate and timely payrolls and payment of vendor/supplier invoices      Sustaining Excellence      SE-2
- Provide timely and relevant financial reporting information to City departments      Sustaining Excellence      SE-3
- Issue the Annual Report, SEFA and APA Transmittal by December 15th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

**SERVICE EFFORTS AND MEASURES**

| Measure  | FY 2021 Actual | FY 2022 Actual | FY 2023 Budget | FY 2023 Projected | FY 2024 Budget |
|--|----------------|----------------|----------------|-------------------|----------------|
| <b>Outcome (Effectiveness)</b><br>Average # of invoices processed per week / % paid within 30 days of invoice date                                     | 381 / 94%      | 398 / 94%      | 500 / 93%      | 400 / 94%         | 400 / 94%      |
| <b>Efficiency (Workload)</b><br>Average # of employees paid biweekly / % paid without error (actuals include boardmembers and pollworkers)             | 507 / 99%      | 505 / 99%      | 522 / 99%      | 538 / 99%         | 538 / 99%      |
| <b>Outcome (Effectiveness)</b><br># of mandated reports / % completed on time  | 33 / 100%      | 48 / 100%      | 38 / 100%      | 35 / 100%         | 34 / 100%      |
| <b>Outcome (Effectiveness)</b><br>Annual Report, SEFA and APA Transmittal issued by Dec. 15 / # of years achieving the GFOA Certificate (*Anticipated) | Yes / 39       | Yes* / 40      | Yes* / 41      | Yes* / 41         | Yes* / 42      |

**DIVISION EXPENDITURE OVERVIEW**

| Expenditure Category               | FY 2022 Actual    | FY 2023 Adopted   | FY 2023 Amended   | FY 2024 Budget    | Increase (Decrease) |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Salaries & Benefits                | 631,453           | 773,500           | 773,500           | 843,500           | 70,000              |
| Purchased Services                 | 723               | 1,200             | 1,200             | 850               | (350)               |
| Internal Services                  | 83,519            | 97,010            | 97,010            | 103,510           | 6,500               |
| Other Charges                      | 7,573             | 12,700            | 12,700            | 13,100            | 400                 |
| Supplies                           | 1,131             | 2,500             | 2,500             | 2,000             | (500)               |
| <b>Expenditure Category Total:</b> | <b>\$ 724,400</b> | <b>\$ 886,910</b> | <b>\$ 886,910</b> | <b>\$ 962,960</b> | <b>\$ 76,050</b>    |



|                                      | Adopted<br>FY 2023 |             | Amended<br>FY 2023 |             | Budget<br>FY 2024 |             | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|--------------------------------------|--------------------|-------------|--------------------|-------------|-------------------|-------------|---|----------|
|                                      | #                  | FTE         | #                  | FTE         | #                 | FTE         | #   | FTE      |
| <i>Purchasing</i>                    |                    |             |                    |             |                   |             |   |          |
| Procurement Manager                  | 1                  | 1.00        | 1                  | 1.00        | 1                 | 1.00        | -   | -        |
| Buyer (I, II, senior)                | 2                  | 2.00        | 2                  | 2.00        | 2                 | 2.00        | -   | -        |
| Warehouse Technician (I, II, senior) | 2                  | 2.00        | 2                  | 2.00        | 2                 | 2.00        | -   | -        |
| <b>Division Total</b>                | <b>5</b>           | <b>5.00</b> | <b>5</b>           | <b>5.00</b> | <b>5</b>          | <b>5.00</b> | <b>-</b>  | <b>-</b> |

**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**

| <b>Measure</b>  | <b>FY 2021<br/>Actual</b> | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Budget</b> | <b>FY 2023<br/>Projected</b> | <b>FY 2024<br/>Budget</b> |
|---|---------------------------|---------------------------|---------------------------|------------------------------|---------------------------|
| <b>Efficiency (Workload)</b><br># of processed requisitions / # of processed bids and proposals         | 643 / 29                  | 577 / 34                  | 696 / 30                  | 610 / 30                     | 650 / 30                  |
| <b>Efficiency (Workload)</b><br># of processed purchase orders / total value                            | 643 /<br>\$103.1 M        | 581 /<br>\$64.6 M         | 646 /<br>\$52.3 M         | 612 /<br>\$83.5 M            | 650 /<br>\$52.0 M         |
| <b>Outcome (Effectiveness)</b><br># of formal procurement protests received / # upheld against the City | 1 / 1                     | 0 / 0                     | 0 / 0                     | 0 / 0                        | 0 / 0                     |
| <b>Input (Resources Utilized)</b><br>Total value of inventoried items / # of unique items               | \$2.4 M /<br>1,256        | \$3.3 M /<br>1,335        | \$2.4 M /<br>1,258        | \$2.85 M /<br>1,295          | \$2.90 M /<br>1,300       |

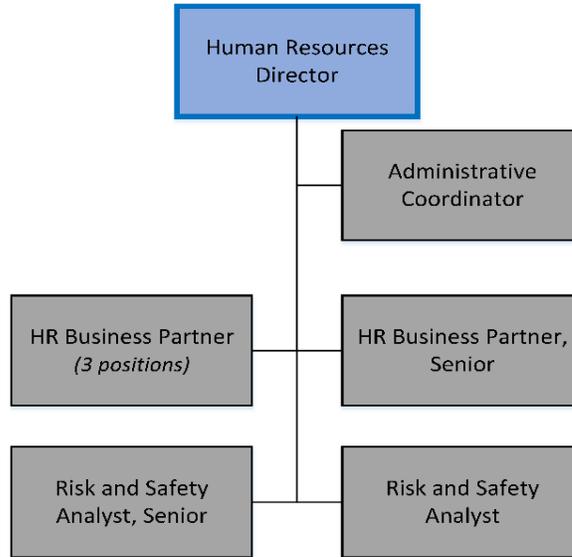
**DIVISION EXPENDITURE OVERVIEW**

| <b>Expenditure Category</b>        | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Adopted</b> | <b>FY 2023<br/>Amended</b> | <b>FY 2024<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> |
|------------------------------------|---------------------------|----------------------------|----------------------------|---------------------------|--------------------------------|
| Salaries & Benefits                | 406,474                   | 567,800                    | 567,800                    | 593,800                   | 26,000                         |
| Purchased Services                 | 1,647                     | 1,100                      | 1,100                      | 3,600                     | 2,500                          |
| Internal Services                  | 84,740                    | 94,660                     | 94,660                     | 99,710                    | 5,050                          |
| Other Charges                      | 4,454                     | 14,200                     | 15,286                     | 13,200                    | (1,000)                        |
| Supplies                           | 1,890                     | 6,000                      | 6,769                      | 5,650                     | (350)                          |
| <b>Expenditure Category Total:</b> | <b>\$ 499,205</b>         | <b>\$ 683,760</b>          | <b>\$ 685,615</b>          | <b>\$ 715,960</b>         | <b>\$ 32,200</b>               |

# HUMAN RESOURCES

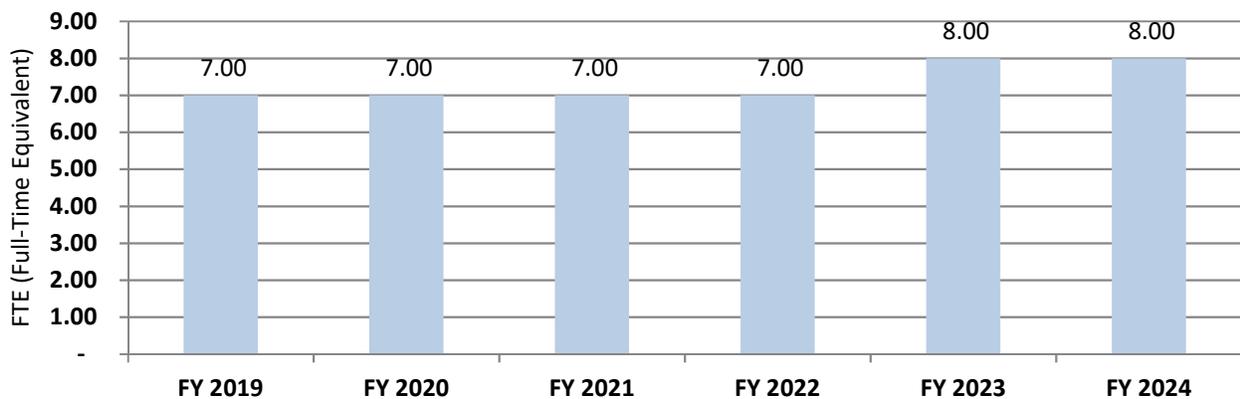
## Department Information

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



|                                 | Adopted<br>FY 2023 |             | Amended<br>FY 2023 |             | Budget<br>FY 2024 |             | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|---------------------------------|--------------------|-------------|--------------------|-------------|-------------------|-------------|---|----------|
|                                 | #                  | 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             | 3                  | 3.00        | 3                  | 3.00        | 3                 | 3.00        | -   | -        |
| 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        | -   | -        |
| <b>Division Total</b>           | <b>8</b>           | <b>8.00</b> | <b>8</b>           | <b>8.00</b> | <b>8</b>          | <b>8.00</b> | <b>-</b>  | <b>-</b> |

## 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

- Implemented 7 additional career ladder/progression programs in various departments
- Increased benefits offerings and initiated new Benefits newsletter to communicate changes and opportunities to employees
- Subrogated more than \$222,000 in losses that occurred to City vehicles, property, etc
- Created COVID-19 information forms and updated COVID-19 processes, providing guidance for 143 cases during 2022

## DEPARTMENT EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022<br>Actual   | FY 2023<br>Adopted  | FY 2023<br>Amended  | FY 2024<br>Budget   | Increase<br>(Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Salaries & Benefits                | 808,606             | 1,006,000           | 1,006,000           | 1,117,000           | 111,000                |
| Purchased Services                 | 151,296             | 123,990             | 623,990             | 174,890             | 50,900                 |
| Internal Services                  | 117,825             | 113,820             | 113,820             | 108,580             | (5,240)                |
| Other Charges                      | 846,521             | 997,860             | 1,011,360           | 1,049,780           | 51,920                 |
| Supplies                           | 17,338              | 16,780              | 16,780              | 27,480              | 10,700                 |
| Capital                            | -                   | -                   | 75,194              | -                   | -                      |
| <b>Expenditure Category Total:</b> | <b>\$ 1,941,586</b> | <b>\$ 2,258,450</b> | <b>\$ 2,847,144</b> | <b>\$ 2,477,730</b> | <b>\$ 219,280</b>      |
| <b>Division Summary</b>            |                     |                     |                     |                     |                        |
| Administration                     | 893,021             | 1,023,870           | 1,523,870           | 1,121,780           | 97,910                 |
| Mail Room & Reception              | 32,568              | 87,200              | 87,200              | 80,200              | (7,000)                |
| Risk Management                    | 770,902             | 865,750             | 940,944             | 955,750             | 90,000                 |
| Benefits & Awards                  | 245,095             | 281,630             | 295,130             | 320,000             | 38,370                 |
| <b>Division Summary Total:</b>     | <b>\$ 1,941,586</b> | <b>\$ 2,258,450</b> | <b>\$ 2,847,144</b> | <b>\$ 2,477,730</b> | <b>\$ 219,280</b>      |

## BUDGET HIGHLIGHTS

Changes include \$50,000 for the Public Safety Mental Health Program, \$35,000 for cost increases related to citywide training and employee benefit/award programs, salary and benefit increases, 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"> <li>Recruit a diverse workforce that seeks to deliver outstanding services, embraces our organizational values, and embodies our customer-focused culture</li> </ul>   | Sustaining Excellence | SE-2 |
| <ul style="list-style-type: none"> <li>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</li> </ul> | Sustaining Excellence | SE-2 |
| <ul style="list-style-type: none"> <li>Maintain regionally competitive compensation and benefit packages</li> </ul>   | Sustaining Excellence | SE-2 |

### SERVICE EFFORTS AND MEASURES

| Measure  | FY 2021 Actual | FY 2022 Actual | FY 2023 Budget | FY 2023 Projected | FY 2024 Budget |
|--|----------------|----------------|----------------|-------------------|----------------|
| <b>Outcome (Effectiveness)</b><br>% of ethnic minority employees in City workforce / % of female employees in City workforce | 27% / 37%      | 28% / 39%      | 25% / 38%      | 28% / 39%         | 28% / 39%      |
| <b>Outcome (Effectiveness)</b><br>% of open positions filled by internal candidates  | 40%            | 40%            | 40%            | 40%               | 40%            |
| <b>Outcome (Effectiveness)</b><br>Employee turnover rates / National turnover rates  | 16% / 57.3%    | 16% / 47.2%    | 18% / 50%      | 16% / 50%         | 16% / 50%      |
| <b>Outcome (Effectiveness)</b><br>% of employees without lost time due to accidents / Injury Experience Modifier             | 98.6% / 1.14   | 98.5% / 0.99   | 98% / 1.11     | 98% / 1.11        | 98% / 1.11     |

### DIVISION EXPENDITURE OVERVIEW

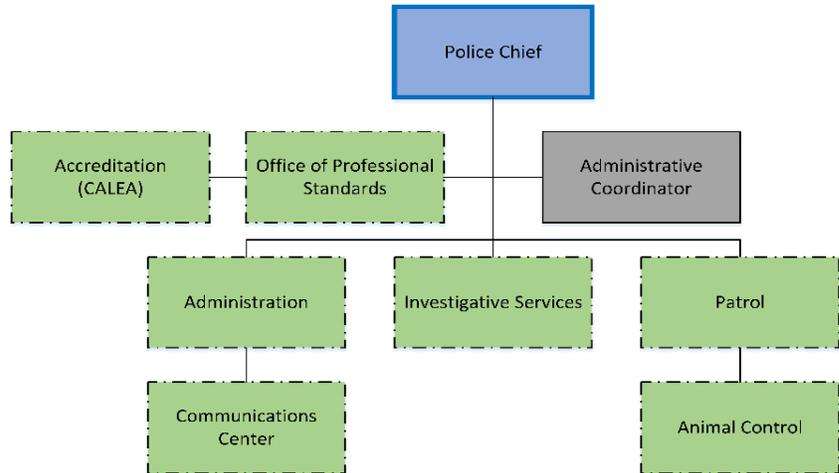
| Expenditure Category               | FY 2022 Actual    | FY 2023 Adopted     | FY 2023 Amended     | FY 2024 Budget      | Increase (Decrease) |
|------------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits                | 605,614           | 770,000             | 770,000             | 851,000             | 81,000              |
| Purchased Services                 | 125,655           | 93,400              | 593,400             | 93,400              | -                   |
| Internal Services                  | 117,825           | 113,820             | 113,820             | 108,580             | (5,240)             |
| Other Charges                      | 38,381            | 34,150              | 34,150              | 56,800              | 22,650              |
| Supplies                           | 5,546             | 12,500              | 12,500              | 12,000              | (500)               |
| <b>Expenditure Category Total:</b> | <b>\$ 893,021</b> | <b>\$ 1,023,870</b> | <b>\$ 1,523,870</b> | <b>\$ 1,121,780</b> | <b>\$ 97,910</b>    |

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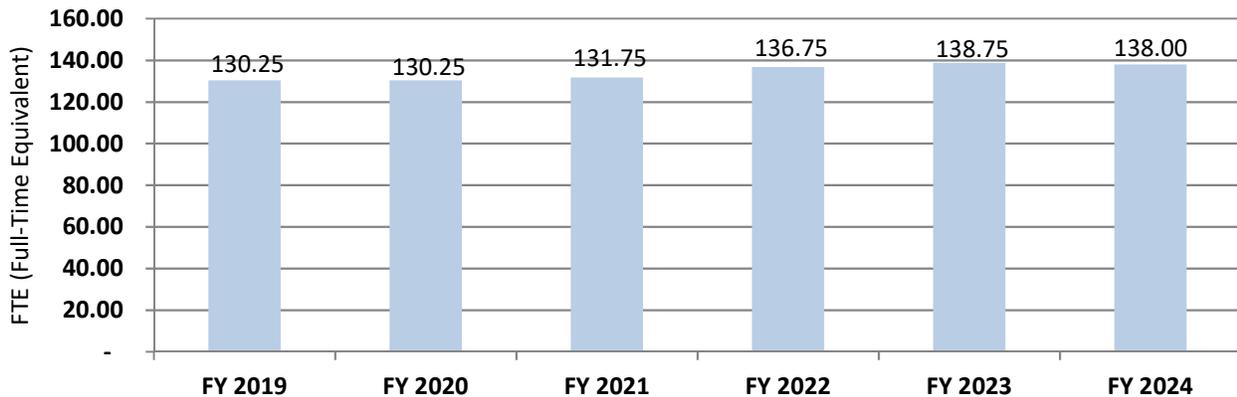
**Department Information**

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



|                               | Adopted<br>FY 2023 |               | Amended<br>FY 2023 |               | Budget<br>FY 2024 |               | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |               |
|-------------------------------|--------------------|---------------|--------------------|---------------|-------------------|---------------|---|---------------|
|                               | #                  | FTE           | #                  | FTE           | #                 | FTE           | #   | FTE           |
|                               | <b>POLICE</b>      |               |                    |               |                   |               |   |               |
| <i>Administration</i>         | 31                 | 27.50         | 30                 | 26.75         | 30                | 26.75         | (1)   | (0.75)        |
| <i>Patrol Services</i>        | 75                 | 72.75         | 75                 | 72.75         | 75                | 72.75         | -   | -             |
| <i>Investigative Services</i> | 18                 | 18.00         | 18                 | 18.00         | 18                | 18.00         | -   | -             |
| <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          | -   | -             |
| <b>DEPARTMENT TOTAL</b>       | <b>146</b>         | <b>138.75</b> | <b>145</b>         | <b>138.00</b> | <b>145</b>        | <b>138.00</b> | <b>(1)</b>  | <b>(0.75)</b> |

**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**

- Completion of the Public Safety Facility, including transfer of all staff and equipment to the new building
- Review options for a new CAD / RMS Police Records System
- Renewal of Body Worn Camera contract
- Implementation of the grant funded Mental Health and Domestic Violence Team (Wexton grant)
- Begin implementation of the School Zone Speed Enforcement Camera Program
- Seven (7) Police Officers successfully completed the Northern Virginia Criminal Justice Academy, with seven (7) completing Field Training
- Five (5) Recruits scheduled to attend the academy in January 2023
- Received 100% compliance with Year One (2) CALEA review – October 2022

**DEPARTMENT EXPENDITURE OVERVIEW**

| <b>Expenditure Category</b>        | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Adopted</b> | <b>FY 2023<br/>Amended</b> | <b>FY 2024<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> |
|------------------------------------|---------------------------|----------------------------|----------------------------|---------------------------|--------------------------------|
| Salaries & Benefits                | 14,396,565                | 15,424,490                 | 16,005,117                 | 17,513,970                | 2,089,480                      |
| Purchased Services                 | 214,643                   | 200,860                    | 371,887                    | 199,300                   | (1,560)                        |
| Internal Services                  | 2,731,631                 | 3,657,570                  | 3,785,367                  | 3,824,580                 | 167,010                        |
| Other Charges                      | 443,560                   | 434,140                    | 454,515                    | 481,720                   | 47,580                         |
| Supplies                           | 219,670                   | 263,890                    | 357,838                    | 275,000                   | 11,110                         |
| Capital                            | 30,078                    | -                          | 5,495                      | 375,000                   | 375,000                        |
| <b>Expenditure Category Total:</b> | <b>\$ 18,036,147</b>      | <b>\$ 19,980,950</b>       | <b>\$ 20,980,220</b>       | <b>\$ 22,669,570</b>      | <b>\$ 2,688,620</b>            |

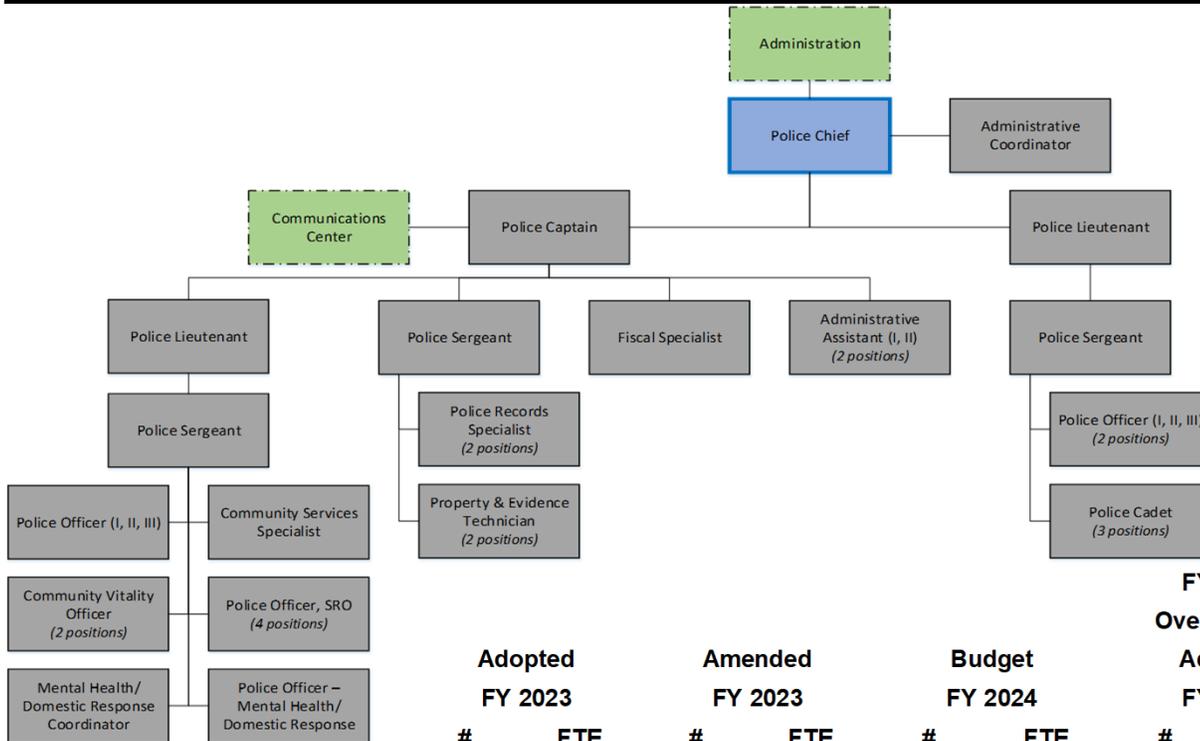
**Division Summary**

|                                |                      |                      |                      |                      |                     |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|---------------------|
| Administration                 | 6,036,466            | 7,257,340            | 7,426,789            | 8,201,360            | 944,020             |
| Patrol Services                | 7,666,910            | 7,997,130            | 7,997,130            | 9,001,050            | 1,003,920           |
| Investigative Services         | 1,756,366            | 2,037,900            | 2,045,415            | 2,476,260            | 438,360             |
| Communications Center          | 1,180,640            | 1,517,210            | 1,522,085            | 1,644,930            | 127,720             |
| Animal Control                 | 583,562              | 665,550              | 665,762              | 708,970              | 43,420              |
| Grants/Special Programs        | 812,202              | 505,820              | 1,323,038            | 637,000              | 131,180             |
| <b>Division Summary Total:</b> | <b>\$ 18,036,147</b> | <b>\$ 19,980,950</b> | <b>\$ 20,980,220</b> | <b>\$ 22,669,570</b> | <b>\$ 2,688,620</b> |

**BUDGET HIGHLIGHTS**

Changes include \$280,000 required local match funding for COPS grant; \$35,000 for cost increases related to Next Gen 911; \$40,000 of costs funded by the Red Light Photo Enforcement program; salary and benefit increases; and standard adjustments to internal service charges including increased body worn cameras.

# POLICE Administration



|   | Adopted<br>FY 2023 |              | Amended<br>FY 2023 |              | Budget<br>FY 2024 |              | FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |               |
|---|--------------------|--------------|--------------------|--------------|-------------------|--------------|---|---------------|
|   | #                  | 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)  | 3                  | 3.00         | 3                  | 3.00         | 3                 | 3.00         | -   | -             |
| Police Officer (recruit, I, II, III)<br>School Resource Officer               | 4                  | 3.50         | 4                  | 3.50         | 4                 | 3.50         | -   | -             |
| Police Officer (recruit, I, II, III)<br>Community Vitality Officer            | 2                  | 2.00         | 2                  | 2.00         | 2                 | 2.00         | -   | -             |
| Police Officer (recruit, I, II, III)<br>Mental Health <b>Restricted/Grant</b> | 1                  | 1.00         | 1                  | 1.00         | 1                 | 1.00         | -   | -             |
| Police Cadets   | 3                  | 1.50         | 3                  | 1.50         | 3                 | 1.50         | -   | -             |
| Mental Health/Domestic Case<br>Coordinator <b>Restricted/Grant</b>            | 1                  | 1.00         | 1                  | 1.00         | 1                 | 1.00         | -   | -             |
| Community Services Specialist   | -                  | -            | 1                  | 1.00         | 1                 | 1.00         | 1   | 1.00          |
| Crime Prevention Specialist   | 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<br>Coordinator <b>Restricted/Grant</b>              | 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         | -   | -             |
| <b>Division Total</b>   | <b>31</b>          | <b>27.50</b> | <b>30</b>          | <b>26.75</b> | <b>30</b>         | <b>26.75</b> | <b>(1)</b>                                    | <b>(0.75)</b> |

**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"> <li>• Maintain law enforcement certifications by remaining 100% compliant with all required training mandates including DCJS, CALEA , NIMS, Defensive Tactics, Firearms, ICS and VML</li> </ul>   | Sustaining Excellence | SE-4 |
| <ul style="list-style-type: none"> <li>• 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</li> </ul> | Sustaining Excellence | SE-4 |
| <ul style="list-style-type: none"> <li>• Continue to foster organizational excellence &amp; increase citizen satisfaction with police services while maintaining compliance with standards set forth by CALEA</li> </ul>   | Sustaining Excellence | SE-1 |

**SERVICE EFFORTS AND MEASURES**

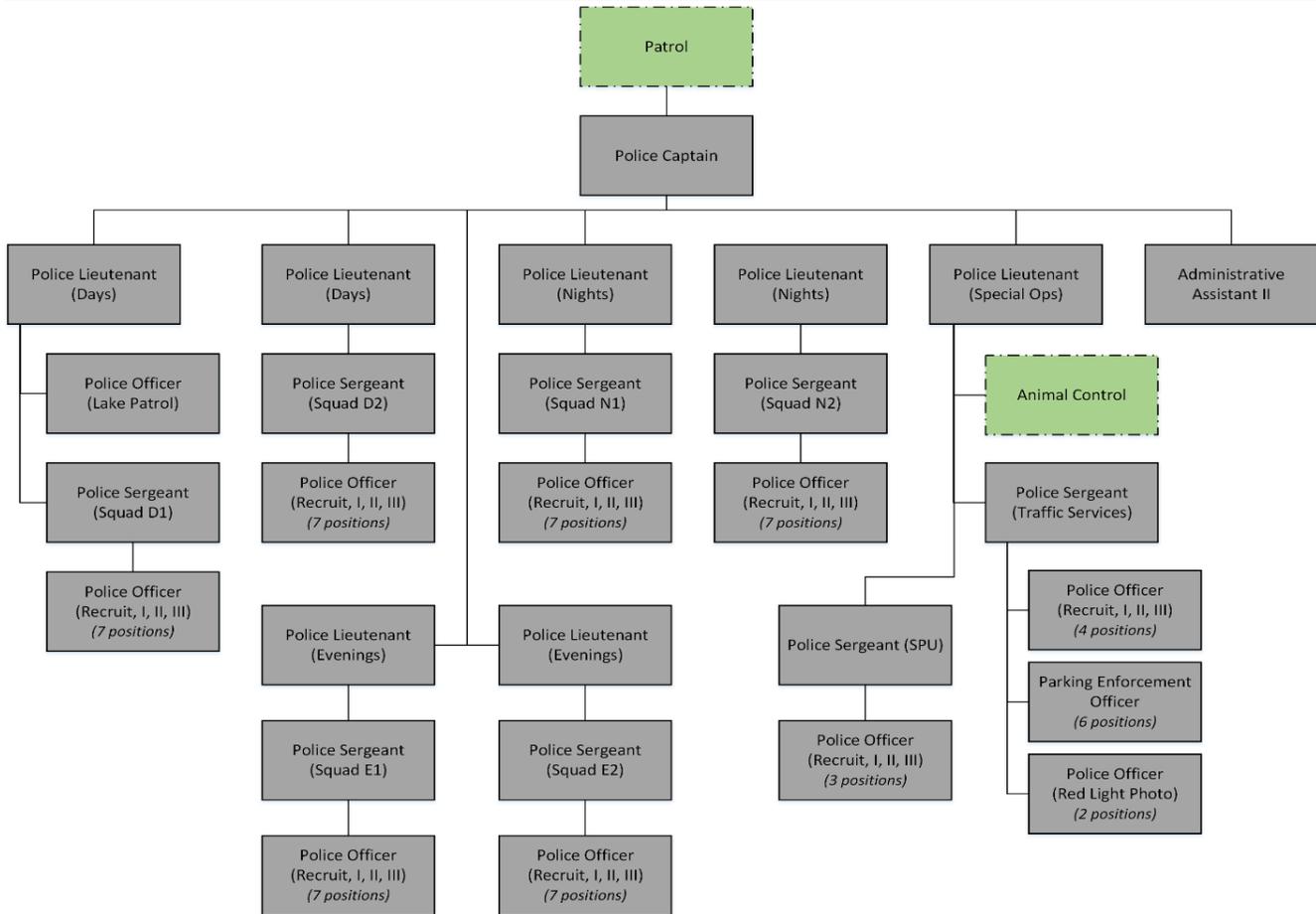
| Measure   | FY 2021<br>Actual   | FY 2022<br>Actual | FY 2023<br>Budget  | FY 2023<br>Projected | FY 2024<br>Budget   |
|---|---------------------|-------------------|--------------------|----------------------|---------------------|
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with overall feeling of safety compared to national average   | 92% /<br>+28%       | 92% /<br>+28%     | 92% /<br>+28%      | 88% /<br>+20%        | 88% /<br>+20%       |
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with quality of local police protection compared to national average  | 82% /<br>+14%       | 82% /<br>+14%     | 82% /<br>+14%      | 76% /<br>+21%        | 76% /<br>+21%       |
| <b>Output (Actions Taken)</b><br>Minimum # of hours required per officer to meet basic training mandates / % of compliance  | 124 hrs /<br>100%   | 125 hrs /<br>100% | 126 hrs /<br>100%  | 126 hrs /<br>100%    | 126 hrs /<br>100%   |
| <b>Outcome (Effectiveness)</b><br>Total # of applicants that started the process (PAT) / # of applicants that completed the process (interview) / # of applicants hired | 276 /<br>22 /<br>10 | 170 /<br>8 /<br>6 | 475 /<br>15 /<br>8 | 220 /<br>17 /<br>9   | 325 /<br>20 /<br>15 |

**DIVISION EXPENDITURE OVERVIEW**

| Expenditure Category               | FY 2022<br>Actual   | FY 2023<br>Adopted  | FY 2023<br>Amended  | FY 2024<br>Budget   | Increase<br>(Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Salaries & Benefits                | 2,827,443           | 3,091,280           | 3,091,280           | 3,429,280           | 338,000                |
| Purchased Services                 | 158,576             | 123,100             | 232,600             | 118,000             | (5,100)                |
| Internal Services                  | 2,614,280           | 3,521,300           | 3,521,300           | 3,748,460           | 227,160                |
| Other Charges                      | 282,120             | 323,220             | 325,920             | 338,320             | 15,100                 |
| Supplies                           | 145,458             | 198,440             | 255,689             | 192,300             | (6,140)                |
| Capital                            | 8,590               | -                   | -                   | 375,000             | 375,000                |
| <b>Expenditure Category Total:</b> | <b>\$ 6,036,466</b> | <b>\$ 7,257,340</b> | <b>\$ 7,426,789</b> | <b>\$ 8,201,360</b> | <b>\$ 944,020</b>      |

# POLICE

## Patrol Services



|   | Adopted   |              | Amended   |              | Budget    |              | Budget   |          |
|---|-----------|--------------|-----------|--------------|-----------|--------------|----------|----------|
|   | FY 2023   |              | FY 2023   |              | FY 2024   |              | FY 2024  |          |
|   | #         | 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         | 8         | 8.00         | 8         | 8.00         | 1        | 1.00     |
| Police Officer (recruit, I, II, III)  | 50        | 50.00        | 49        | 49.00        | 49        | 49.00        | (1)      | (1.00)   |
| Police Officer (recruit, I, II, III)<br>Red Light Photo Enforcement         | 2         | 1.50         | 2         | 1.50         | 2         | 1.50         | -        | -        |
| Police Officer (recruit, I, II, III)<br>Lake Patrol <b>Restricted/Grant</b> | 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         | -        | -        |
| <b>Division Total</b>   | <b>75</b> | <b>72.75</b> | <b>75</b> | <b>72.75</b> | <b>75</b> | <b>72.75</b> | <b>-</b> | <b>-</b> |

**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**

- |   |                       |      |
|---|-----------------------|------|
| • 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**

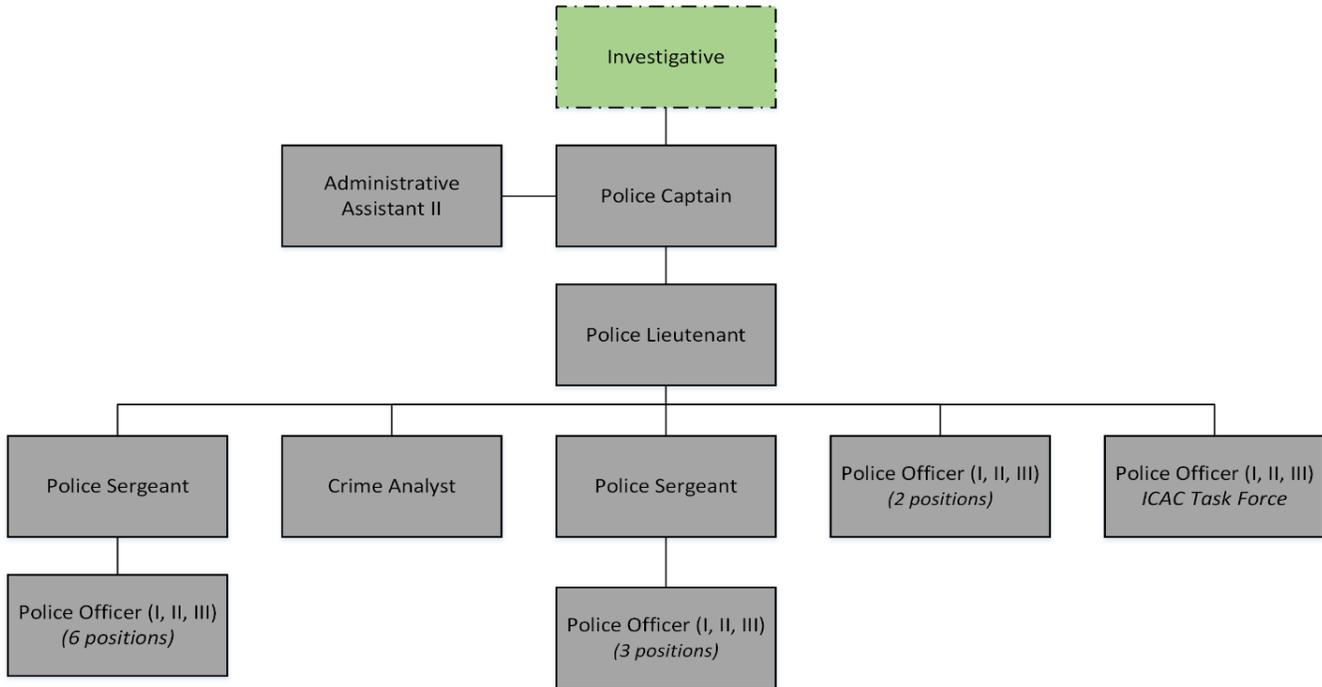
| Measure   | FY 2021<br>Actual  | FY 2022<br>Actual  | FY 2023<br>Budget  | FY 2023<br>Projected | FY 2024<br>Budget  |
|---|--------------------|--------------------|--------------------|----------------------|--------------------|
| <b>Outcome (Effectiveness)</b>  |                    |                    |                    |                      |                    |
| Resident satisfaction of police visibility in neighborhoods compared to national average  | 62% / +6%          | 62% / +6%          | 62% / +6%          | 54% / -1%            | 54% / -1%          |
| <b>Outcome (Effectiveness)</b>  |                    |                    |                    |                      |                    |
| Resident satisfaction with police visibility in retail areas compared to national average | 57% / -3%          | 57% / -3%          | 57% / -3%          | 45% / -8%            | 45% / -8%          |
| <b>Input (Workload)</b>   |                    |                    |                    |                      |                    |
| # of traffic related encounters / # of citations  | 5,114 / 5,691      | 7,406 / 7,826      | 5,500 / 6,000      | 8,104 / 8,376        | 6,874 / 7,298      |
| <b>Output (Actions Taken)</b>   |                    |                    |                    |                      |                    |
| Unit reaction times for priority 1: emergency and priority 2: serious (minutes:seconds)   | 1) 4:12<br>2) 4:43 | 1) 3:44<br>2) 3:03 | 1) 3:55<br>2) 4:54 | 1) 3:56<br>2) 4:39   | 1) 3:38<br>2) 4:02 |

**DIVISION EXPENDITURE OVERVIEW**

| Expenditure Category               | FY 2022<br>Actual   | FY 2023<br>Adopted  | FY 2023<br>Amended  | FY 2024<br>Budget   | Increase<br>(Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Salaries & Benefits                | 7,604,392           | 7,957,150           | 7,957,150           | 8,959,150           | 1,002,000              |
| Purchased Services                 | 8,762               | 10,800              | 10,800              | 10,800              | -                      |
| Other Charges                      | 14,439              | 1,770               | 1,770               | 1,800               | 30                     |
| Supplies                           | 39,317              | 27,410              | 27,410              | 29,300              | 1,890                  |
| <b>Expenditure Category Total:</b> | <b>\$ 7,666,910</b> | <b>\$ 7,997,130</b> | <b>\$ 7,997,130</b> | <b>\$ 9,001,050</b> | <b>\$ 1,003,920</b>    |

**POLICE**

Investigative Services



|  | Adopted<br>FY 2023 |              | Amended<br>FY 2023 |              | Budget<br>FY 2024 |              | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|--|--------------------|--------------|--------------------|--------------|-------------------|--------------|---|----------|
|  | #                  | 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)                                     | 10                 | 10.00        | 10                 | 10.00        | 10                | 10.00        | -   | -        |
| Police Officer (recruit, I, II, III)<br>Internet Crimes Against Children | 1                  | 1.00         | 1                  | 1.00         | 1                 | 1.00         | -   | -        |
| Police Officer (recruit, I, II, III)<br>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         | -   | -        |
| <b>Division Total</b>  | <b>18</b>          | <b>18.00</b> | <b>18</b>          | <b>18.00</b> | <b>18</b>         | <b>18.00</b> | <b>-</b>  | <b>-</b> |

**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**

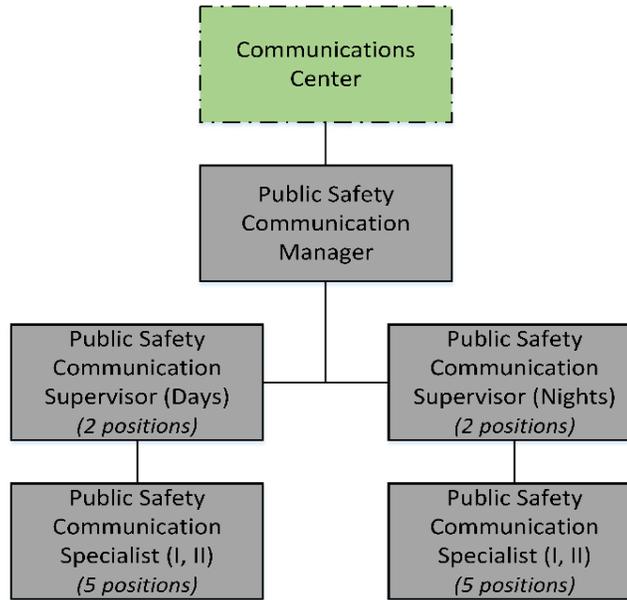
- |   |                       |      |
|---|-----------------------|------|
| • Enhance public safety through the thorough investigation of all crimes committed in the City  | Sustaining Excellence | SE-4 |
| • Enhance public safety through the thorough investigation of Part I and Part II (Homicide, 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 to investigate all gang related crimes in the community  | Sustaining Excellence | SE-4 |

**SERVICE EFFORTS AND MEASURES**

| Measure  | FY 2021<br>Actual     | FY 2022<br>Actual     | FY 2023<br>Budget     | FY 2023<br>Projected  | FY 2024<br>Budget     |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>Outcome (Effectiveness)</b>   |                       |                       |                       |                       |                       |
| Resident satisfaction with City's efforts to prevent crime compared to national average            | 66% /<br>+11%         | 66% /<br>+11%         | 66% /<br>+11%         | 48% /<br>-2%          | 48% /<br>-2%          |
| <b>Output (Actions Taken)</b>  |                       |                       |                       |                       |                       |
| # of cases assigned to detectives / # of cases active or closed / # of cases inactive or unfounded | 315 /<br>127 /<br>188 | 359 /<br>141 /<br>218 | 325 /<br>148 /<br>177 | 385 /<br>150 /<br>235 | 400 /<br>160 /<br>240 |
| <b>Output (Actions Taken)</b>  |                       |                       |                       |                       |                       |
| Total # of major cases (Part I) assigned / % of cases closed                                       | 43 /<br>37%           | 38 /<br>16%           | 75 /<br>48%           | 40 /<br>38%           | 50 /<br>35%           |
| <b>Input (Workload)</b>  |                       |                       |                       |                       |                       |
| # of City criminal cases assigned to the Gang Detective / total # of community education programs  | 18 / 0                | 16 / 2                | 20 / 2                | 25 / 4                | 30 / 5                |

**DIVISION EXPENDITURE OVERVIEW**

| Expenditure Category               | FY 2022<br>Actual   | FY 2023<br>Adopted  | FY 2023<br>Amended  | FY 2024<br>Budget   | Increase<br>(Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Salaries & Benefits                | 1,719,519           | 2,006,760           | 2,006,760           | 2,417,860           | 411,100                |
| Purchased Services                 | 17,597              | 21,780              | 21,780              | 47,300              | 25,520                 |
| Other Charges                      | 10,465              | 3,460               | 3,460               | 3,700               | 240                    |
| Supplies                           | 8,785               | 5,900               | 13,415              | 7,400               | 1,500                  |
| <b>Expenditure Category Total:</b> | <b>\$ 1,756,366</b> | <b>\$ 2,037,900</b> | <b>\$ 2,045,415</b> | <b>\$ 2,476,260</b> | <b>\$ 438,360</b>      |



|   | Adopted<br>FY 2023 |              | Amended<br>FY 2023 |              | Budget<br>FY 2024 |              | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|---|--------------------|--------------|--------------------|--------------|-------------------|--------------|---|----------|
|   | #                  | 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         | -   | -        |
| <b>Division Total</b>                           | <b>15</b>          | <b>14.50</b> | <b>15</b>          | <b>14.50</b> | <b>15</b>         | <b>14.50</b> | <b>-</b>  | <b>-</b> |

**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**

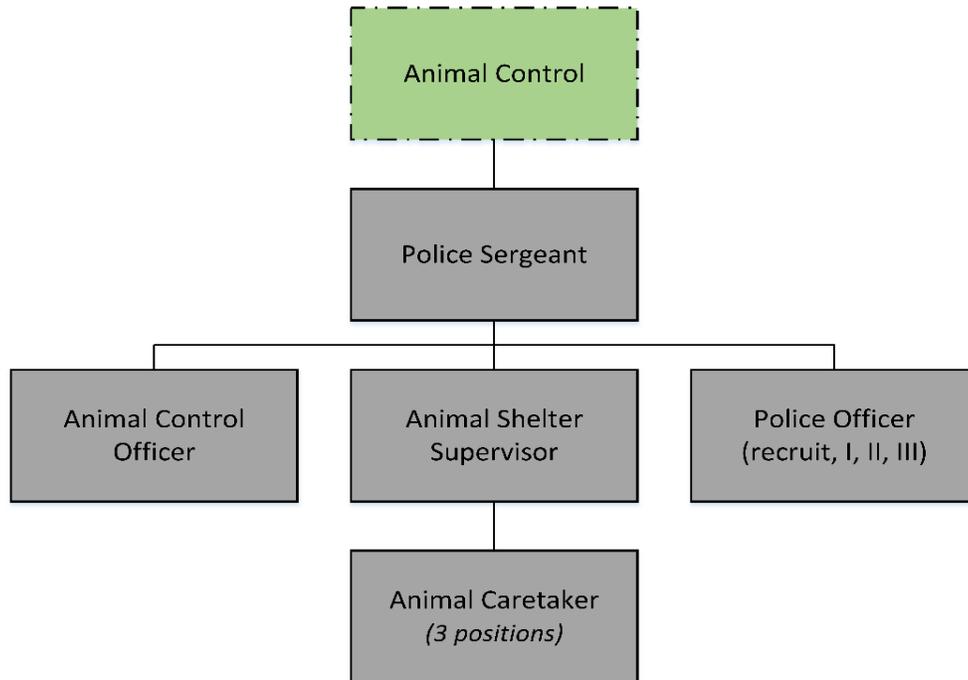
- |   |                       |      |
|---|-----------------------|------|
| • Maintain efficient and timely responses to emergency calls for service / to meet or exceed the National Standard of 95% of all 911 calls to be answered within 20 seconds | Sustaining Excellence | SE-3 |
| • Ensure staff accuracy 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 2021<br>Actual  | FY 2022<br>Actual  | FY 2023<br>Budget  | FY 2023<br>Projected | FY 2024<br>Budget  |
|---|--------------------|--------------------|--------------------|----------------------|--------------------|
| <b>Input (Workload)</b><br># of total calls for service entered into CAD  | 69,087             | 72,494             | 86,394             | 73,219               | 82,280             |
| <b>Outcome (Effectiveness)</b><br># of 911 calls answered within 20 seconds   | 7,269 /<br>95.69%  | 7,487 /<br>99%     | 12,342 /<br>100%   | 7,687 /<br>100%      | 11,755 /<br>100%   |
| <b>Outcome (Effectiveness)</b><br>Call creation times for Priority 1:<br>Emergency and Priority 2:<br>Serious (minutes:seconds)<br>compared to National Averages<br>of 1:15 to 2:30 | 1) 1:28<br>2) 2:00 | 1) 1:56<br>2) 2:28 | 1) 1:49<br>2) 2:30 | 1) 1:25<br>2) 2:35   | 1) 1:45<br>2) 2:30 |
| <b>Outcome (Effectiveness)</b><br># of entries made into VCIN/NCIC / % of compliance check of entries required by Virginia State Police   | 273 /<br>99%       | 300 /<br>100%      | 361 /<br>100%      | 415 /<br>100%        | 539 /<br>100%      |

**DIVISION EXPENDITURE OVERVIEW**

| Expenditure Category               | FY 2022<br>Actual   | FY 2023<br>Adopted  | FY 2023<br>Amended  | FY 2024<br>Budget   | Increase<br>(Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Salaries & Benefits                | 1,077,280           | 1,401,630           | 1,401,630           | 1,492,630           | 91,000                 |
| Purchased Services                 | 7,702               | 13,180              | 13,180              | 13,200              | 20                     |
| Other Charges                      | 93,273              | 97,700              | 102,575             | 134,300             | 36,600                 |
| Supplies                           | 2,385               | 4,700               | 4,700               | 4,800               | 100                    |
| <b>Expenditure Category Total:</b> | <b>\$ 1,180,640</b> | <b>\$ 1,517,210</b> | <b>\$ 1,522,085</b> | <b>\$ 1,644,930</b> | <b>\$ 127,720</b>      |



|                                      | Adopted<br>FY 2023 |             | Amended<br>FY 2023 |             | Budget<br>FY 2024 |             | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|--------------------------------------|--------------------|-------------|--------------------|-------------|-------------------|-------------|---|----------|
|                                      | #                  | 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        | -   | -        |
| <b>Division Total</b>                | <b>7</b>           | <b>6.00</b> | <b>7</b>           | <b>6.00</b> | <b>7</b>          | <b>6.00</b> | <b>-</b>  | <b>-</b> |

**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 |
| • Improve community interaction and awareness 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 2021<br>Actual | FY 2022<br>Actual | FY 2023<br>Budget | FY 2023<br>Projected | FY 2024<br>Budget |
|--|-------------------|-------------------|-------------------|----------------------|-------------------|
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with quality of Animal Control compared to national average  | 69% /<br>+14%     | 69% /<br>+14%     | 69% /<br>+14%     | 59% /<br>+9%         | 59% /<br>+9%      |
| <b>Input (Workload)</b><br># of calls for service / # of animals handled   | 1,811 /<br>926    | 1,697 /<br>934    | 1,600 /<br>1,000  | 1,700 /<br>950       | 1,750 /<br>1,000  |
| <b>Output (Actions Taken)</b><br># of adoptable animals taken into the Animal Shelter / % of animals adopted (national average is 42%)   | 106 /<br>87%      | 108 /<br>92%      | 117 /<br>85%      | 120 /<br>90%         | 120 /<br>90%      |
| <b>Outcome (Effectiveness)</b><br>% compliance with elements (animals on premises, enclosures, facility areas, euthanasia methods) checked in State and DEA inspection / state average | 100% /<br>79%     | 100% /<br>62%     | 100% /<br>75%     | 100% /<br>70%        | 100% /<br>70%     |

**DIVISION EXPENDITURE OVERVIEW**

| Expenditure Category               | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|------------------------------------|-------------------|--------------------|--------------------|-------------------|------------------------|
| Salaries & Benefits                | 492,048           | 582,050            | 582,050            | 618,050           | 36,000                 |
| Purchased Services                 | 6,460             | 5,000              | 5,212              | 5,000             | -                      |
| Internal Services                  | 77,400            | 69,560             | 69,560             | 76,120            | 6,560                  |
| Other Charges                      | 4,078             | 2,790              | 2,790              | 3,600             | 810                    |
| Supplies                           | 3,577             | 6,150              | 6,150              | 6,200             | 50                     |
| <b>Expenditure Category Total:</b> | <b>\$ 583,562</b> | <b>\$ 665,550</b>  | <b>\$ 665,762</b>  | <b>\$ 708,970</b> | <b>\$ 43,420</b>       |

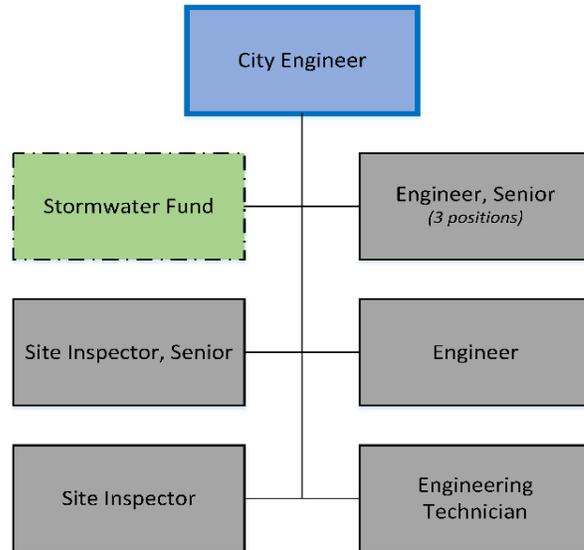
# ENGINEERING

## Department Information

Lance Kilby, City Engineer

(703) 257-8251

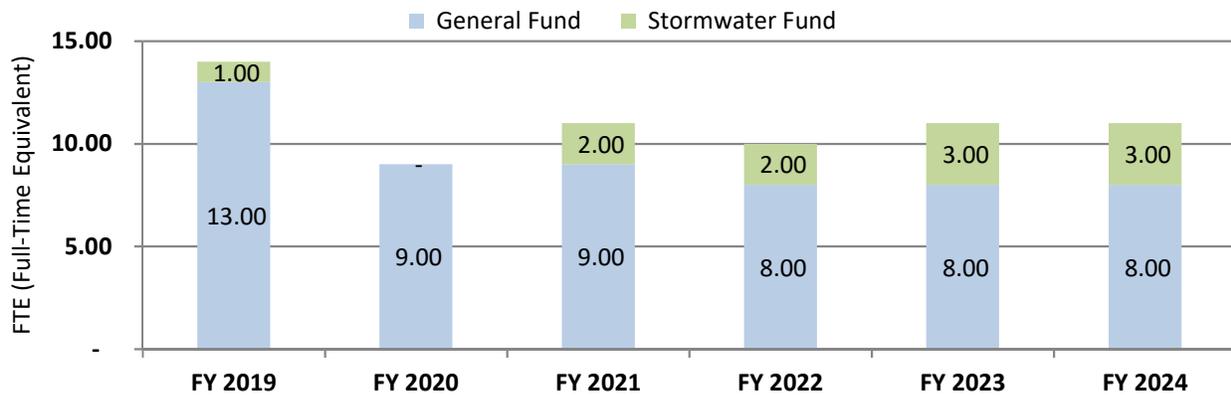
[www.manassasva.gov/engineering](http://www.manassasva.gov/engineering)



**Budget  
FY 2024  
Over (Under)  
Adopted  
FY 2023**

|                         | Adopted<br>FY 2023 |              | Amended<br>FY 2023 |              | Budget<br>FY 2024 |              | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|-------------------------|--------------------|--------------|--------------------|--------------|-------------------|--------------|---|----------|
|                         | #                  | FTE          | #                  | FTE          | #                 | FTE          | #   | FTE      |
| <b>ENGINEERING</b>      |                    |              |                    |              |                   |              |   |          |
| 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>  | 3                  | 3.00         | 3                  | 3.00         | 3                 | 3.00         | -   | -        |
| <b>DEPARTMENT TOTAL</b> | <b>11</b>          | <b>11.00</b> | <b>11</b>          | <b>11.00</b> | <b>11</b>         | <b>11.00</b> | <b>-</b>  | <b>-</b> |

## 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. This also includes inspection oversight through construction and bond release as well as management oversight, engineering, support of the stormwater division.

**PRIOR YEAR ACCOMPLISHMENTS**

- Grant Avenue (T-021) – design completed, R/W completed, project to bid
- Centreville Road/Liberia (T-074) – design completed, R/W completed, project to bid
- Wellington Road Shared Use Path (T-088) – design completed
- Mathis Avenue Road Improvement (T-086) – 60% design complete
- Sudley/Centreville Roundabout (T-085) – 60% design complete
- Dean Park (C-017) Phase I – design complete, project to bid and in construction
- Stonewall Park (C-048) – conceptual stormwater management design complete
- On-call transportation, Land development, Stormwater and Floodplain contracts established
- Multiple larger private developments reviewed, approved and/or under construction to include: Micron, Jefferson Square, Data Centers, Kings Landing, Holmes-Height/Van Metre, Didlake, Harris II Bldg, Learning Centers, Checkers, assisted w/ 125 excavation permits
- Completed design, advertised, and began construction for multiple projects: Euclid/Sills Warehouse SWM Facility Retrofit (D-009), Lucasville Regional SWM Facility Retrofit (D-039), and Liberia Plantation Stream Restoration (D-027)
- Progressed multiple projects from feasibility studies to design: Round Elementary School SWM Facility Retrofit and Stream Restoration (D-037), New Britain Regional Pond Retrofit from feasibility to design for New Britain (D-043), and Stonewall Park (C-048)
- Evaluated and/or completed multiple drainage projects including Stonewall Steam Bank Stabilization, Cannoneer Ct Outfall Repair, Grant Ave Channel Repair Design, Winters Branch Emergency Action Plan, Bull Run Watershed Assessment, and floodplain studies for Winters Branch and Russia Branch
- Met conditions of the City’s MS4 Permit including the following activities: public education and outreach, illicit discharge and detection, SWM facility inspection and maintenance, nutrient management plan updates, pollution prevention training, TMDL action plan updates, and annual report submittal

**DEPARTMENT EXPENDITURE OVERVIEW**

| <b>Expenditure Category</b>        | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Adopted</b> | <b>FY 2023<br/>Amended</b> | <b>FY 2024<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> |
|------------------------------------|---------------------------|----------------------------|----------------------------|---------------------------|--------------------------------|
| Salaries & Benefits                | 949,093                   | 1,277,000                  | 1,277,000                  | 1,397,000                 | 120,000                        |
| Purchased Services                 | 12,489                    | 50,600                     | 66,478                     | 50,600                    | -                              |
| Internal Services                  | 125,775                   | 136,060                    | 136,060                    | 148,640                   | 12,580                         |
| Other Charges                      | 21,358                    | 32,830                     | 35,630                     | 32,830                    | -                              |
| Supplies                           | 6,222                     | 12,690                     | 12,690                     | 12,690                    | -                              |
| <b>Expenditure Category Total:</b> | <b>\$ 1,114,937</b>       | <b>\$ 1,509,180</b>        | <b>\$ 1,527,858</b>        | <b>\$ 1,641,760</b>       | <b>\$ 132,580</b>              |
| <b>Division Summary</b>            |                           |                            |                            |                           |                                |
| Engineering                        | 1,114,937                 | 1,509,180                  | 1,527,858                  | 1,641,760                 | 132,580                        |
| <b>Division Summary Total:</b>     | <b>\$ 1,114,937</b>       | <b>\$ 1,509,180</b>        | <b>\$ 1,527,858</b>        | <b>\$ 1,641,760</b>       | <b>\$ 132,580</b>              |

**BUDGET HIGHLIGHTS**

Changes include salary and benefit increases 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 2021 Actual | FY 2022 Actual | FY 2023 Budget | FY 2023 Projected | FY 2024 Budget |
|---|----------------|----------------|----------------|-------------------|----------------|
| <b>Efficiency (Workload)</b>  | 15 /           | 26 /           | 29 /           | 29 /              | 20 /           |
| Total # of CIP projects / # of CIP projects completed design / # of CIP projects under design | 4 / 3          | 4 / 6          | 14 / 12        | 14 / 10           | 12 / 4         |
| <b>Efficiency (Workload)</b>  | N/A            | 2 /            | 4 /            | 5 /               | 4 /            |
| # of design projects / % completed on schedule  |                | 100%           | 80%            | 80%               | 80%            |
| <b>Efficiency (Workload)</b>  | 35 /           | 109 /          | 100 /          | 100 /             | 85 /           |
| # of site plans submissions reviewed / % of site plans reviewed within COM timelines          | 90%            | 84%            | 90%            | 90%               | 90%            |
| <b>Efficiency (Workload)</b>  | N/A            | 16 / 36        | 21 / 40        | 32 / 58           | 27 / 49        |
| # of new private construction projects started / # of existing projects under construction    |                |                |                |                   |                |

**DIVISION EXPENDITURE OVERVIEW**

| Expenditure Category               | FY 2022 Actual      | FY 2023 Adopted     | FY 2023 Amended     | FY 2024 Budget      | Increase (Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits                | 949,093             | 1,277,000           | 1,277,000           | 1,397,000           | 120,000             |
| Purchased Services                 | 12,489              | 50,600              | 66,478              | 50,600              | -                   |
| Internal Services                  | 125,775             | 136,060             | 136,060             | 148,640             | 12,580              |
| Other Charges                      | 21,358              | 32,830              | 35,630              | 32,830              | -                   |
| Supplies                           | 6,222               | 12,690              | 12,690              | 12,690              | -                   |
| <b>Expenditure Category Total:</b> | <b>\$ 1,114,937</b> | <b>\$ 1,509,180</b> | <b>\$ 1,527,858</b> | <b>\$ 1,641,760</b> | <b>\$ 132,580</b>   |

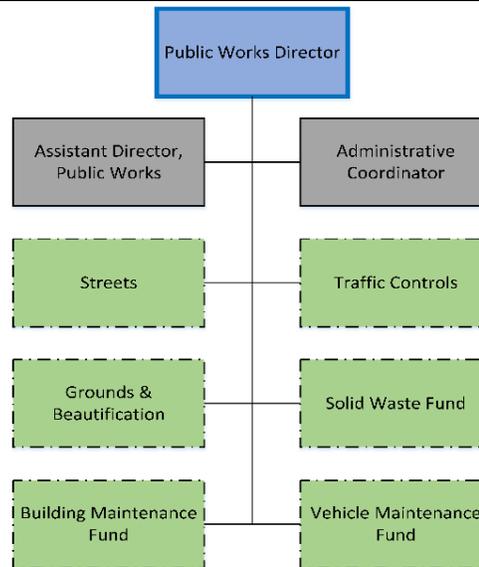
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# PUBLIC WORKS

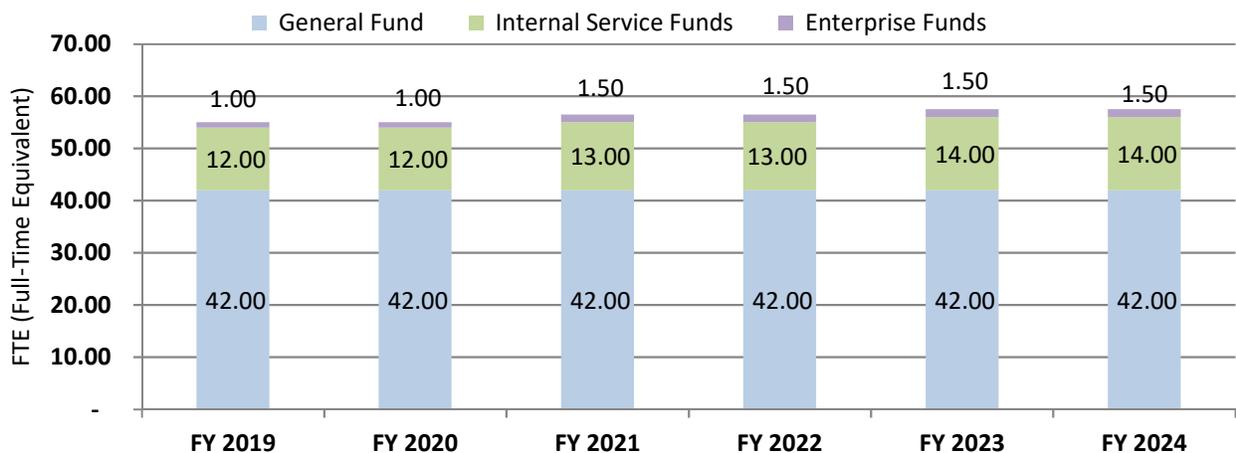
## Department Information

Scott Horan, Public Works Director  
 (703) 257-8476  
[www.manassasva.gov/pw](http://www.manassasva.gov/pw)



|                                  | Adopted<br>FY 2023 |              | Amended<br>FY 2023 |              | Budget<br>FY 2024 |              | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|----------------------------------|--------------------|--------------|--------------------|--------------|-------------------|--------------|---|----------|
|                                  | #                  | FTE          | #                  | FTE          | #                 | FTE          | #   | FTE      |
| <b>PUBLIC WORKS</b>              |                    |              |                    |              |                   |              |   |          |
| 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         | -   | -        |
| Streets                          | 20                 | 20.00        | 20                 | 20.00        | 20                | 20.00        | -   | -        |
| Traffic Controls                 | 5                  | 5.00         | 5                  | 5.00         | 5                 | 5.00         | -   | -        |
| Grounds & Beautification         | 14                 | 14.00        | 14                 | 14.00        | 14                | 14.00        | -   | -        |
| Building Maintenance Fund        | 5                  | 5.00         | 5                  | 5.00         | 5                 | 5.00         | -   | -        |
| Vehicle Maintenance Fund         | 9                  | 9.00         | 9                  | 9.00         | 9                 | 9.00         | -   | -        |
| Solid Waste Fund                 | 2                  | 1.50         | 2                  | 1.50         | 2                 | 1.50         | -   | -        |
| <b>DEPARTMENT TOTAL</b>          | <b>58</b>          | <b>57.50</b> | <b>58</b>          | <b>57.50</b> | <b>58</b>         | <b>57.50</b> | <b>-</b>  | <b>-</b> |

## 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 the construction of the Public Safety Facility Project
- Completed relocation of IT, Fire & Rescue Admin and Police Department into the new Public Safety Facility
- Completed the Renovation of the Water/Sewer Shop Project
- Completed the Exterior Siding Annaburg Manor Project
- Completed the Temporary HVAC Annaburg Manor Project
- Completed the Install Building Automation System (BAS) Various Facilities Project
- Completed FY23 paving rehabilitation schedule
- Completed Oil Water Separator & Wash Rack Project
- Continued construction on the Renovation/Addition Manassas Museum Project
- Initiated an RFP and awarded new annual contract for Refuse and Recycling Services
- Initiated Intern Program with Manassas City Public Schools
- Replaced aging traffic signals at Main/Church and Main/Center
- Stabilized the stream banks between Stonewall Road and Sumner Lake
- Maintained continuous street sweeping operations throughout the year and leaf collection throughout the Fall
- Conducted snow and ice control operations on City streets and sidewalks throughout the winter months
- Installed pedestrian crossings at Hastings/Fountain Circle, Grant/Beauregard, Euclid/Liberia, Quarry/Liberia, Fairview/Tudor, and Hood/Cloverhill

## DEPARTMENT EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022<br>Actual   | FY 2023<br>Adopted  | FY 2023<br>Amended  | FY 2024<br>Budget    | Increase<br>(Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|----------------------|------------------------|
| Salaries & Benefits                | 3,597,311           | 4,072,180           | 4,062,180           | 4,342,380            | 270,200                |
| Purchased Services                 | 2,147,693           | 2,273,730           | 2,866,362           | 3,371,230            | 1,097,500              |
| Internal Services                  | 1,829,853           | 1,942,860           | 1,942,860           | 2,218,110            | 275,250                |
| Other Charges                      | 330,484             | 323,090             | 333,090             | 367,690              | 44,600                 |
| Supplies                           | 511,725             | 691,500             | 607,120             | 727,900              | 36,400                 |
| Capital                            | 38,441              | -                   | 34,470              | -                    | -                      |
| Debt/Other Uses                    | -                   | -                   | -                   | -                    | -                      |
| <b>Expenditure Category Total:</b> | <b>\$ 8,455,507</b> | <b>\$ 9,303,360</b> | <b>\$ 9,846,082</b> | <b>\$ 11,027,310</b> | <b>\$ 1,723,950</b>    |

### Division Summary

|                                |                     |                     |                     |                      |                     |
|--------------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|
| Administration                 | 562,575             | 604,610             | 604,610             | 656,870              | 52,260              |
| Stormwater                     | 89,624              | 100,000             | 103,290             | 100,000              | -                   |
| Streets                        | 4,587,967           | 4,929,910           | 5,423,238           | 6,216,170            | 1,286,260           |
| Traffic Controls               | 1,122,144           | 1,296,210           | 1,295,578           | 1,396,790            | 100,580             |
| Grounds                        | 1,154,730           | 1,369,170           | 1,413,952           | 1,558,500            | 189,330             |
| Beautification                 | 492,863             | 562,710             | 564,664             | 614,230              | 51,520              |
| City Buildings                 | 445,604             | 440,750             | 440,750             | 484,750              | 44,000              |
| <b>Division Summary Total:</b> | <b>\$ 8,455,507</b> | <b>\$ 9,303,360</b> | <b>\$ 9,846,082</b> | <b>\$ 11,027,310</b> | <b>\$ 1,723,950</b> |

## BUDGET HIGHLIGHTS

Changes include \$55,000 for increased mowing costs; \$55,000 for increased traffic signal material costs; \$24,500 for increased VRE garage maintenance costs; salary and benefit increases; 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 2021 Actual | FY 2022 Actual | FY 2023 Budget | FY 2023 Projected | FY 2024 Budget |
|--|----------------|----------------|----------------|-------------------|----------------|
| <b>Output (Actions Taken)</b><br>Residents per Public Works employee | 743            | 732            | 719            | 761               | 765            |
| <b>Outcome (Effectiveness)</b><br>Employee turnover rate             | 22%            | 26%            | 10%            | 45%               | 10%            |
| <b>Outcome (Effectiveness)</b><br># of Public Works website visitors | 2,424          | 2,294          | 4,000          | 2,150             | 3,000          |
| <b>Outcome (Effectiveness)</b><br># of accidents / injuries          | 2              | 4              | 1              | 2                 | 1              |

### DIVISION EXPENDITURE OVERVIEW

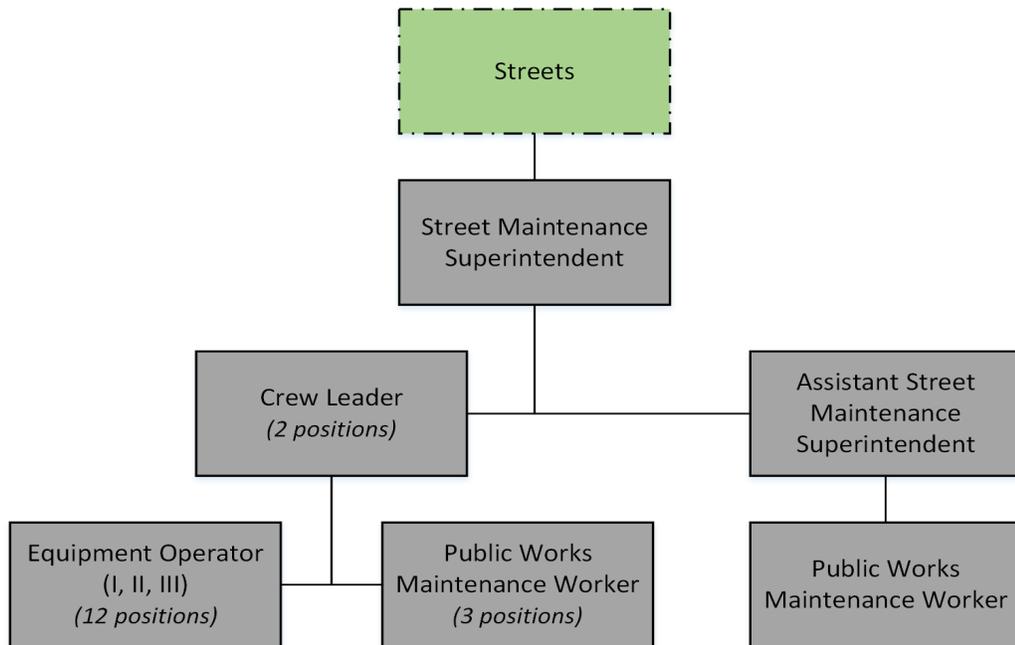
| Expenditure Category               | FY 2022 Actual    | FY 2023 Adopted   | FY 2023 Amended   | FY 2024 Budget    | Increase (Decrease) |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Salaries & Benefits                | 303,187           | 361,380           | 361,380           | 390,380           | 29,000              |
| Purchased Services                 | -                 | 1,200             | 1,200             | 1,200             | -                   |
| Internal Services                  | 254,090           | 233,230           | 233,230           | 256,490           | 23,260              |
| Other Charges                      | 2,655             | 6,100             | 6,100             | 6,100             | -                   |
| Supplies                           | 2,643             | 2,700             | 2,700             | 2,700             | -                   |
| <b>Expenditure Category Total:</b> | <b>\$ 562,575</b> | <b>\$ 604,610</b> | <b>\$ 604,610</b> | <b>\$ 656,870</b> | <b>\$ 52,260</b>    |

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# PUBLIC WORKS

## Streets



|   | Adopted<br>FY 2023 |              | Amended<br>FY 2023 |              | Budget<br>FY 2024 |              | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|---|--------------------|--------------|--------------------|--------------|-------------------|--------------|---|----------|
|   | #                  | FTE          | #                  | FTE          | #                 | FTE          | #   | FTE      |
|   | <i>Streets</i>     |              |                    |              |                   |              |   |          |
| Street Maintenance Superintendent           | 1                  | 1.00         | 1                  | 1.00         | 1                 | 1.00         | -   | -        |
| Assistant Street Maintenance Superintendent | -                  | -            | 1                  | 1.00         | 1                 | 1.00         | 1   | 1.00     |
| Crew Leader, Streets                        | 3                  | 3.00         | 2                  | 2.00         | 2                 | 2.00         | (1)   | (1.00)   |
| Equipment Operator (I, II, III)             | 12                 | 12.00        | 12                 | 12.00        | 12                | 12.00        | -   | -        |
| Public Works Maintenance Worker             | 4                  | 4.00         | 4                  | 4.00         | 4                 | 4.00         | -   | -        |
| <b>Division Total</b>                       | <b>20</b>          | <b>20.00</b> | <b>20</b>          | <b>20.00</b> | <b>20</b>         | <b>20.00</b> | <b>-</b>  | <b>-</b> |

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

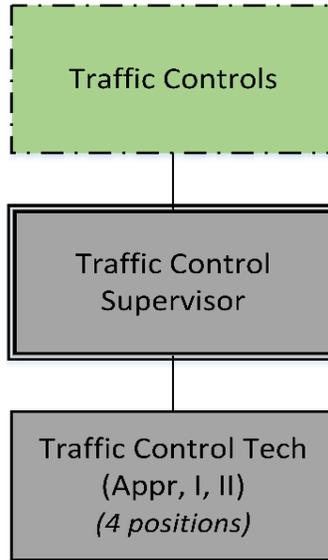
| Measure   | FY 2021 Actual | FY 2022 Actual | FY 2023 Budget | FY 2023 Projected | FY 2024 Budget |
|---|----------------|----------------|----------------|-------------------|----------------|
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with the maintenance of streets, sidewalks, and infrastructure compared to national average | 68% / +26%     | 68% / +26%     | 68% / +26%     | 61% / +20%        | 61% / +20%     |
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with the overall cleanliness of streets compared to national average                        | 77% / +18%     | 77% / +18%     | 77% / +18%     | 72% / +17%        | 72% / +17%     |
| <b>Outcome (Effectiveness)</b><br>Average pavement condition rating roadways  | 63             | 67             | 60             | 70                | 60             |
| <b>Input (Workload)</b><br># of lane miles maintained / % of lane miles rehabilitated   | 254.50 / 5.1%  | 254.50 / 4.6%  | 254.50 / 6.3%  | 254.50 / 6.3%     | 254.50 / 6.3%  |

### DIVISION EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022 Actual      | FY 2023 Adopted     | FY 2023 Amended     | FY 2024 Budget      | Increase (Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits                | 1,836,801           | 1,992,000           | 1,982,000           | 2,079,000           | 87,000              |
| Purchased Services                 | 1,642,020           | 1,736,530           | 2,319,858           | 2,736,530           | 1,000,000           |
| Internal Services                  | 704,190             | 799,860             | 799,860             | 974,120             | 174,260             |
| Other Charges                      | 132,098             | 112,750             | 122,750             | 156,850             | 44,100              |
| Supplies                           | 265,733             | 288,770             | 198,770             | 269,670             | (19,100)            |
| Capital                            | 7,125               | -                   | -                   | -                   | -                   |
| Debt/Other Uses                    | -                   | -                   | -                   | -                   | -                   |
| <b>Expenditure Category Total:</b> | <b>\$ 4,587,967</b> | <b>\$ 4,929,910</b> | <b>\$ 5,423,238</b> | <b>\$ 6,216,170</b> | <b>\$ 1,286,260</b> |

# PUBLIC WORKS

## Traffic Controls



|   | Adopted<br>FY 2023 |             | Amended<br>FY 2023 |             | Budget<br>FY 2024 |             | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|---|--------------------|-------------|--------------------|-------------|-------------------|-------------|---|----------|
|   | #                  | FTE         | #                  | FTE         | #                 | FTE         | #   | FTE      |
| <i>Traffic Controls</i>                           |                    |             |                    |             |                   |             |   |          |
| Traffic Control Supervisor                        | 1                  | 1.00        | 1                  | 1.00        | 1                 | 1.00        | -   | -        |
| Traffic Control Technician<br>(apprentice, I, II) | 4                  | 4.00        | 4                  | 4.00        | 4                 | 4.00        | -   | -        |
| <b>Division Total</b>                             | <b>5</b>           | <b>5.00</b> | <b>5</b>           | <b>5.00</b> | <b>5</b>          | <b>5.00</b> | <b>-</b>  | <b>-</b> |

# 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 2021<br>Actual   | FY 2022<br>Actual  | FY 2023<br>Budget   | FY 2023<br>Projected | FY 2024<br>Budget   |
|--|---------------------|--------------------|---------------------|----------------------|---------------------|
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with adequate street lighting compared to national average | 70% /<br>+13%       | 70% /<br>+13%      | 70% /<br>+13%       | 69% /<br>+9%         | 69% /<br>+9%        |
| <b>Efficiency (Workload)</b><br># of feet of thermo striping completed / # of feet of paint striping completed     | 61,274 /<br>196,491 | 51,126 /<br>29,888 | 65,000 /<br>180,000 | 65,000 /<br>180,000  | 65,000 /<br>180,000 |
| <b>Efficiency (Workload)</b><br># of traffic signals maintained / annual maintenance cost per signal               | 63 /<br>\$2,264     | 63 /<br>\$2,042    | 63 /<br>\$1,610     | 63 /<br>\$2,000      | 63 /<br>\$2,000     |
| <b>Outcome (Effectiveness)</b><br># of street lights / annual maintenance cost per street light                    | 3,023 /<br>\$65.11  | 3,027 /<br>\$65.76 | 3,035 /<br>\$66.00  | 3,060 /<br>\$66.00   | 3,060 /<br>\$66.00  |

### DIVISION EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022<br>Actual   | FY 2023<br>Adopted  | FY 2023<br>Amended  | FY 2024<br>Budget   | Increase<br>(Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Salaries & Benefits                | 506,026             | 578,000             | 578,000             | 617,000             | 39,000                 |
| Purchased Services                 | 64,937              | 44,000              | 43,368              | 44,000              | -                      |
| Internal Services                  | 234,123             | 253,620             | 253,620             | 260,200             | 6,580                  |
| Other Charges                      | 164,936             | 163,590             | 163,590             | 163,590             | -                      |
| Supplies                           | 152,123             | 257,000             | 257,000             | 312,000             | 55,000                 |
| Debt/Other Uses                    | -                   | -                   | -                   | -                   | -                      |
| <b>Expenditure Category Total:</b> | <b>\$ 1,122,144</b> | <b>\$ 1,296,210</b> | <b>\$ 1,295,578</b> | <b>\$ 1,396,790</b> | <b>\$ 100,580</b>      |

# PUBLIC WORKS

## Grounds & Beautification

|   | Adopted<br>FY 2023 |              | Amended<br>FY 2023 |              | Budget<br>FY 2024 |              | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|---|--------------------|--------------|--------------------|--------------|-------------------|--------------|---|----------|
|   | #                  | 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         | -   | -        |
| Groundsman  | -                  | -            | 1                  | 1.00         | 1                 | 1.00         | 1   | 1.00     |
| Public Works Maintenance Worker<br><i>(5 positions)</i> | 6                  | 6.00         | 5                  | 5.00         | 5                 | 5.00         | (1)   | (1.00)   |
| <u>BEAUTIFICATION</u>                                   |                    |              |                    |              |                   |              |   |          |
| Arborist  | 1                  | 1.00         | 1                  | 1.00         | 1                 | 1.00         | -   | -        |
| Grounds Technician                                      | -                  | -            | 1                  | 1.00         | 1                 | 1.00         | 1   | 1.00     |
| Horticultural Technician                                | 1                  | 1.00         | -                  | -            | -                 | -            | (1)   | (1.00)   |
| Groundsman  | -                  | -            | 1                  | 1.00         | 1                 | 1.00         | 1   | 1.00     |
| Public Works Maintenance Worker                         | 3                  | 3.00         | 2                  | 2.00         | 2                 | 2.00         | (1)   | (1.00)   |
| <b>Division Total</b>                                   | <b>14</b>          | <b>14.00</b> | <b>14</b>          | <b>14.00</b> | <b>14</b>         | <b>14.00</b> | <b>-</b>  | <b>-</b> |

# 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 2021<br>Actual | FY 2022<br>Actual | FY 2023<br>Budget | FY 2023<br>Projected | FY 2024<br>Budget |
|---|-------------------|-------------------|-------------------|----------------------|-------------------|
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with appearance and maintenance of City parks | 77%               | 77%               | 77%               | 75%                  | 75%               |
| <b>Efficiency (Workload)</b><br># of man hours spent mowing /<br># of acres mowed                     | 4,569 /<br>375    | 4,283 /<br>375    | 4,500 /<br>375    | 4,500 /<br>375       | 4,500 /<br>375    |
| <b>Efficiency (Workload)</b><br># of hours of park maintenance  | 4,894             | 4,291             | 5,000             | 5,000                | 5,000             |
| <b>Efficiency (Workload)</b><br># of man hours snow removal<br>(Grounds Staff Only)                   | 416               | 300               | 600               | 600                  | 600               |

### DIVISION EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022<br>Actual   | FY 2023<br>Adopted  | FY 2023<br>Amended  | FY 2024<br>Budget   | Increase<br>(Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Salaries & Benefits                | 607,692             | 734,800             | 734,800             | 809,000             | 74,200                 |
| Purchased Services                 | 210,269             | 310,000             | 314,692             | 383,000             | 73,000                 |
| Internal Services                  | 223,440             | 230,390             | 230,390             | 271,520             | 41,130                 |
| Other Charges                      | 27,878              | 31,500              | 31,500              | 32,000              | 500                    |
| Supplies                           | 54,135              | 62,480              | 68,100              | 62,980              | 500                    |
| Capital                            | 31,316              | -                   | 34,470              | -                   | -                      |
| Debt/Other Uses                    | -                   | -                   | -                   | -                   | -                      |
| <b>Expenditure Category Total:</b> | <b>\$ 1,154,730</b> | <b>\$ 1,369,170</b> | <b>\$ 1,413,952</b> | <b>\$ 1,558,500</b> | <b>\$ 189,330</b>      |

# 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 2021 Actual | FY 2022 Actual | FY 2023 Budget | FY 2023 Projected | FY 2024 Budget |
|--|----------------|----------------|----------------|-------------------|----------------|
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with the appearance of City right-of-way and medians | 73%            | 73%            | 73%            | 68%               | 68%            |
| <b>Efficiency (Workload)</b><br># of man hours tree work   | 3,360          | 3,847          | 3,900          | 3,900             | 3,900          |
| <b>Efficiency (Workload)</b><br># of man hours landscape beds  | 1,930          | 1,785          | 2,700          | 2,700             | 2,700          |
| <b>Efficiency (Workload)</b><br># of man hours hanging baskets<br>/ # of hanging baskets                     | 345 /<br>100   | 428 /<br>100   | 360 /<br>100   | 400 /<br>100      | 400 /<br>100   |

### DIVISION EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022 Actual    | FY 2023 Adopted   | FY 2023 Amended   | FY 2024 Budget    | Increase (Decrease) |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Salaries & Benefits                | 343,606           | 406,000           | 406,000           | 447,000           | 41,000              |
| Purchased Services                 | 106,239           | 106,500           | 108,454           | 106,500           | -                   |
| Internal Services                  | 14,450            | 16,510            | 16,510            | 27,030            | 10,520              |
| Other Charges                      | 1,930             | 3,150             | 3,150             | 3,150             | -                   |
| Supplies                           | 26,637            | 30,550            | 30,550            | 30,550            | -                   |
| Debt/Other Uses                    | -                 | -                 | -                 | -                 | -                   |
| <b>Expenditure Category Total:</b> | <b>\$ 492,863</b> | <b>\$ 562,710</b> | <b>\$ 564,664</b> | <b>\$ 614,230</b> | <b>\$ 51,520</b>    |

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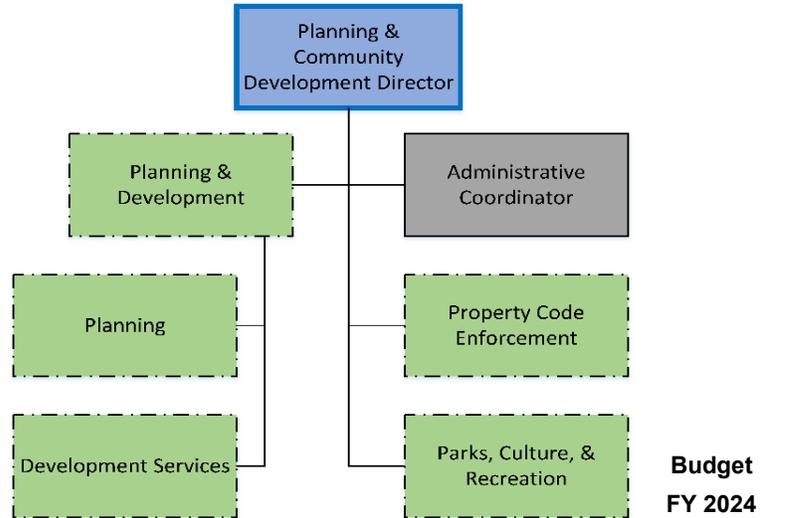
# COMMUNITY DEVELOPMENT

## Department Information

Matthew Arcieri, Planning & Community Development Director

(703) 257-8232

[www.manassasva.gov/communitydevelopment](http://www.manassasva.gov/communitydevelopment)

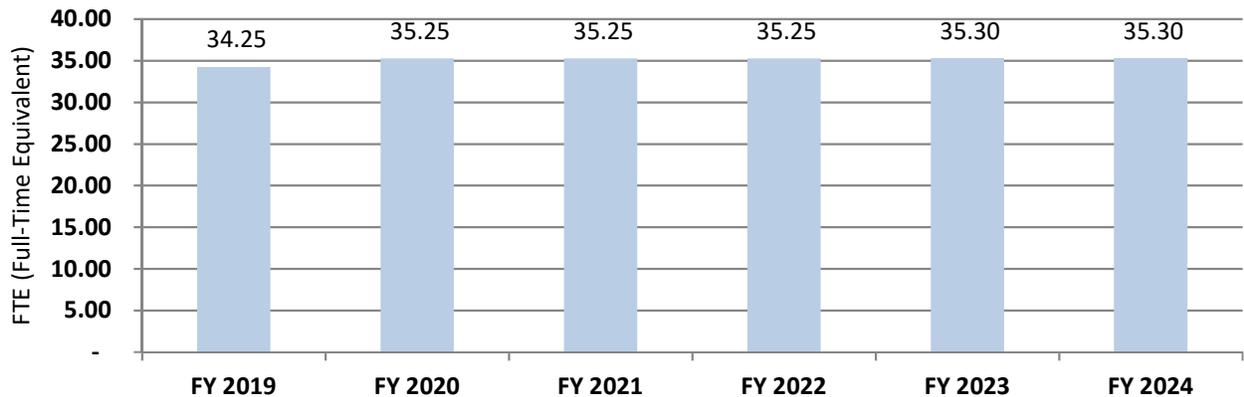


**Budget  
FY 2024**

**Over (Under)**

|   | Adopted<br>FY 2023 |              | Amended<br>FY 2023 |              | Budget<br>FY 2024 |              | Over (Under)<br>Adopted<br>FY 2023 |          |
|---|--------------------|--------------|--------------------|--------------|-------------------|--------------|------------------------------------|----------|
|   | #                  | FTE          | #                  | FTE          | #                 | FTE          | #                                  | FTE      |
| <b>COMMUNITY DEVELOPMENT</b>              |                    |              |                    |              |                   |              |                                    |          |
| Planning & Community Development Director | 1                  | 1.00         | 1                  | 1.00         | 1                 | 1.00         | -                                  | -        |
| Administrative Coordinator                | 1                  | 1.00         | 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, &amp; Recreation</i>   | 57                 | 18.30        | 57                 | 18.30        | 57                | 18.30        | -                                  | -        |
| <b>DEPARTMENT TOTAL</b>                   | <b>74</b>          | <b>35.30</b> | <b>74</b>          | <b>35.30</b> | <b>74</b>         | <b>35.30</b> | <b>-</b>                           | <b>-</b> |

## 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

- Successfully relocated planning & development operations to the Customer Service Center with minimal disruption to permits and inspection services
- Adopted new design guidelines for the historic district
- Completed updates to DCSM Art. 9 (Transportation)
- Approved the Van Metre rezoning in the downtown south neighborhood of Holmes Heights, which will add 247 new single family detached townhomes in the downtown over the next several years
- Continued plan review, permitting, and inspections for the new Public Safety Facility, Jefferson Square, Didlake, and the Harris Building addition
- Continued Property Code Enforcement (PCE) goal of abating violations within 45 business days (90% success rate)
- Installed 43 bike racks in parks, schools, Downtown, and at City Buildings (total of 99 bike racks, 10 bike lockers and 1 repair station installed since 2017)
- Supported the installation of 3.9 miles of new bike lanes and paths (total of 13 miles in the last four years) and secured 12 million in transportation funding, including full NVTA funding of the Liberia Avenue 3rd land project
- Successfully opened Stonewall Park Pool on-time and despite significant nationwide hiring issues for lifeguards
- Completed park improvements at Lee Manor Park and Mayfield Intermediate School
- Completed design and began construction of the Manassas Museum expansion and renovation

## DEPARTMENT EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022<br>Actual   | FY 2023<br>Adopted  | FY 2023<br>Amended  | FY 2024<br>Budget   | Increase<br>(Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Salaries & Benefits                | 2,734,793           | 3,506,820           | 3,506,820           | 3,835,820           | 329,000                |
| Purchased Services                 | 538,303             | 292,600             | 1,176,453           | 349,550             | 56,950                 |
| Internal Services                  | 691,924             | 682,050             | 682,050             | 725,810             | 43,760                 |
| Other Charges                      | 381,611             | 820,430             | 820,754             | 887,430             | 67,000                 |
| Supplies                           | 137,419             | 165,200             | 181,091             | 157,650             | (7,550)                |
| Capital                            | 57,315              | -                   | 450,369             | -                   | -                      |
| <b>Expenditure Category Total:</b> | <b>\$ 4,541,366</b> | <b>\$ 5,467,100</b> | <b>\$ 6,817,537</b> | <b>\$ 5,956,260</b> | <b>\$ 489,160</b>      |

### Division Summary

|                                |                     |                     |                     |                     |                   |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Administration                 | 378,090             | 373,500             | 410,500             | 421,900             | 48,400            |
| Planning                       | 453,270             | 522,870             | 529,808             | 524,740             | 1,870             |
| Development Services           | 1,010,603           | 1,099,960           | 1,099,960           | 1,190,970           | 91,010            |
| Property Code Enforcement      | 418,646             | 483,770             | 483,770             | 522,380             | 38,610            |
| Parks, Culture & Recreation    | 2,280,487           | 2,985,200           | 4,291,698           | 3,294,470           | 309,270           |
| Board of Zoning Appeals        | 269                 | 1,800               | 1,800               | 1,800               | -                 |
| <b>Division Summary Total:</b> | <b>\$ 4,541,366</b> | <b>\$ 5,467,100</b> | <b>\$ 6,817,537</b> | <b>\$ 5,956,260</b> | <b>\$ 489,160</b> |

## BUDGET HIGHLIGHTS

Changes include additional funding for programming at the Art Factory, salary and benefit increases, 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

- |   |                       |      |
|---|-----------------------|------|
| <ul style="list-style-type: none"> <li>● Manage services to meet department and City Council service and fiscal objectives</li> </ul>   | Sustaining Excellence | SE-3 |
| <ul style="list-style-type: none"> <li>● Develop and support an engaged and well qualified workforce to provide responsive services that meet the needs of the community</li> </ul> | Sustaining Excellence | SE-2 |

### SERVICE EFFORTS AND MEASURES

| Measure   | FY 2021<br>Actual | FY 2022<br>Actual | FY 2023<br>Budget | FY 2023<br>Projected | FY 2024<br>Budget |
|---|-------------------|-------------------|-------------------|----------------------|-------------------|
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with the overall appearance of the City compared to national average                          | 75% /<br>+14%     | 75% /<br>+14%     | 75% /<br>+14%     | 65% /<br>+11%        | 65% /<br>+11%     |
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with the quality of Parks and Recreation programs and facilities compared to national average | 66% /<br>+5%      | 66% /<br>+5%      | 66% /<br>+5%      | 61% /<br>+10%        | 61% /<br>+10%     |
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with Manassas as a well planned community   | 51%               | 51%               | 51%               | 46%                  | 46%               |
| <b>Outcome (Effectiveness)</b><br>% of employees with positive feedback regarding development and support within their department                     | 63.7%             | 63.7%             | 65%               | 63.7%                | 65%               |

### DIVISION EXPENDITURE OVERVIEW

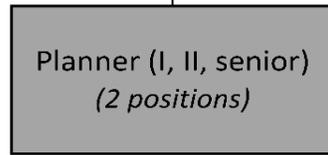
| Expenditure Category               | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|------------------------------------|-------------------|--------------------|--------------------|-------------------|------------------------|
| Salaries & Benefits                | 226,139           | 333,620            | 333,620            | 385,000           | 51,380                 |
| Purchased Services                 | 120,635           | 8,000              | 44,676             | 4,000             | (4,000)                |
| Internal Services                  | 16,580            | 13,780             | 13,780             | 16,250            | 2,470                  |
| Other Charges                      | 6,730             | 11,350             | 11,674             | 10,950            | (400)                  |
| Supplies                           | 4,337             | 6,750              | 6,750              | 5,700             | (1,050)                |
| Capital                            | 3,669             | -                  | -                  | -                 | -                      |
| <b>Expenditure Category Total:</b> | <b>\$ 378,090</b> | <b>\$ 373,500</b>  | <b>\$ 410,500</b>  | <b>\$ 421,900</b> | <b>\$ 48,400</b>       |

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# COMMUNITY DEVELOPMENT

Planning



|                         | Adopted<br>FY 2023 |             | Amended<br>FY 2023 |             | Budget<br>FY 2024 |             | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|-------------------------|--------------------|-------------|--------------------|-------------|-------------------|-------------|---|----------|
|                         | #                  | FTE         | #                  | FTE         | #                 | FTE         | #   | FTE      |
| Planning Manager        | 1                  | 1.00        | 1                  | 1.00        | 1                 | 1.00        | -   | -        |
| Planner (I, II, senior) | 2                  | 2.00        | 2                  | 2.00        | 2                 | 2.00        | -   | -        |
| <b>Division Total</b>   | <b>3</b>           | <b>3.00</b> | <b>3</b>           | <b>3.00</b> | <b>3</b>          | <b>3.00</b> | <b>-</b>  | <b>-</b> |

# 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

|   | <b>City Council Priority &amp; Goal</b> |      |
|---|---|------|
| • 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

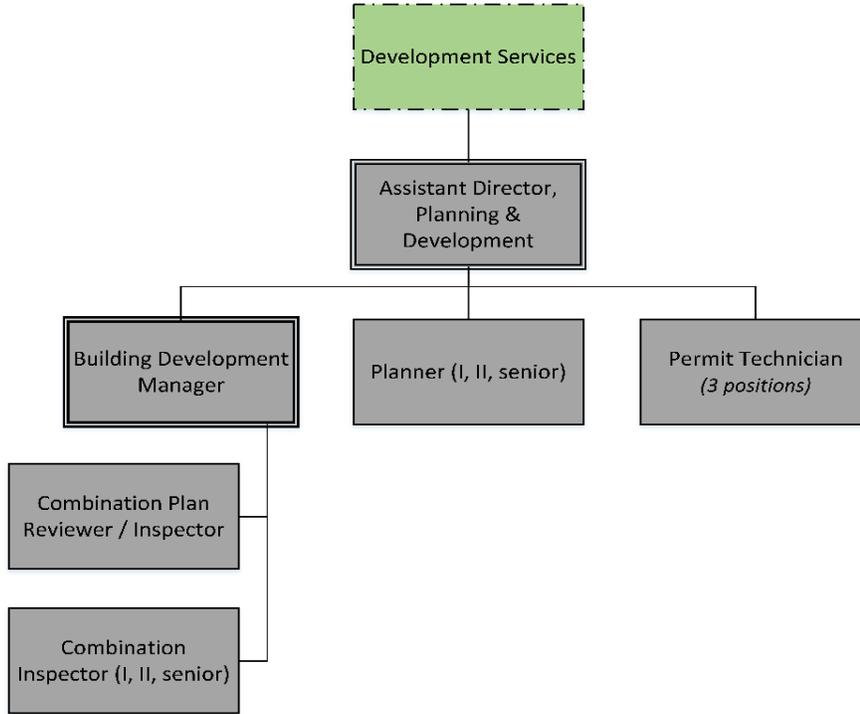
| Measure   | FY 2021<br>Actual | FY 2022<br>Actual | FY 2023<br>Budget | FY 2023<br>Projected | FY 2024<br>Budget |
|---|-------------------|-------------------|-------------------|----------------------|-------------------|
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with flow of traffic and ease of getting around the City compared to national average | 49% /<br>-2%      | 49% /<br>-2%      | 49% /<br>-2%      | 38% /<br>-9%         | 38% /<br>-9%      |
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with overall quality of new development   | 57%               | 57%               | 57%               | 48%                  | 48%               |
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with efforts to improve existing commercial corridors                                 | 38%               | 38%               | 38%               | 29%                  | 29%               |
| <b>Outcome (Effectiveness)</b><br># of SUP/REZ cases accepted for review / % of cases to PC for review in 6 months                            | 6 / 50%           | 12 / 50%          | 8 / 85%           | 6 / 67%              | 8 / 85%           |

### DIVISION EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|------------------------------------|-------------------|--------------------|--------------------|-------------------|------------------------|
| Salaries & Benefits                | 345,203           | 399,000            | 399,000            | 399,620           | 620                    |
| Purchased Services                 | 14,548            | 23,200             | 30,138             | 24,000            | 800                    |
| Internal Services                  | 88,682            | 90,870             | 90,870             | 93,670            | 2,800                  |
| Other Charges                      | 4,734             | 9,300              | 9,300              | 6,950             | (2,350)                |
| Supplies                           | 103               | 500                | 500                | 500               | -                      |
| <b>Expenditure Category Total:</b> | <b>\$ 453,270</b> | <b>\$ 522,870</b>  | <b>\$ 529,808</b>  | <b>\$ 524,740</b> | <b>\$ 1,870</b>        |

# COMMUNITY DEVELOPMENT

## Development Services



|  | Adopted<br>FY 2023 |             | Amended<br>FY 2023 |             | Budget<br>FY 2024 |             | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|--|--------------------|-------------|--------------------|-------------|-------------------|-------------|---|----------|
|  | #                  | FTE         | #                  | FTE         | #                 | FTE         | #   | FTE      |
| <i>Development Services</i>                |                    |             |                    |             |                   |             |   |          |
| Assistant Director, Planning & Development | -                  | -           | 1                  | 1.00        | 1                 | 1.00        | 1   | 1.00     |
| Building Development Manager               | 1                  | 1.00        | 1                  | 1.00        | 1                 | 1.00        | -   | -        |
| Land Development Manager                   | 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)          | 3                  | 3.00        | 3                  | 3.00        | 3                 | 3.00        | -   | -        |
| <b>Division Total</b>                      | <b>8</b>           | <b>8.00</b> | <b>8</b>           | <b>8.00</b> | <b>8</b>          | <b>8.00</b> | <b>-</b>  | <b>-</b> |

# 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"> <li>Provide reliable, consistent customer service that communicates building, development, and zoning code requirements clearly and simply</li> </ul>                                     | Sustaining Excellence        | SE-1 |
| <ul style="list-style-type: none"> <li>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</li> </ul> | Economic Prosperity          | EP-2 |

### SERVICE EFFORTS AND MEASURES

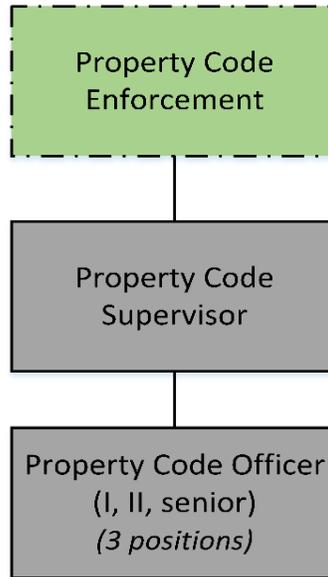
| Measure  | FY 2021 Actual | FY 2022 Actual | FY 2023 Budget | FY 2023 Projected | FY 2024 Budget |
|--|----------------|----------------|----------------|-------------------|----------------|
| <b>Outcome (Effectiveness)</b><br># of site plans / % of site plans reviewed in 4 weeks      | 39 / 43%       | 48 / 46%       | 40 / 85%       | 30 / 67%          | 40 / 85%       |
| <b>Outcome (Effectiveness)</b><br>% of inspections performed on day requested                | 85%            | 86%            | 90%            | 96%               | 95%            |
| <b>Outcome (Effectiveness)</b><br>% of first review of building plans completed in 2.5 weeks | 87%            | 73%            | 95%            | 80%               | 95%            |
| <b>Outcome (Effectiveness)</b><br># of priority-processed Site and Building Plans            | 8              | 7              | 10             | 5                 | 5              |

### DIVISION EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022 Actual      | FY 2023 Adopted     | FY 2023 Amended     | FY 2024 Budget      | Increase (Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits                | 859,713             | 925,000             | 925,000             | 1,027,000           | 102,000             |
| Purchased Services                 | 331                 | 5,500               | 5,500               | 5,500               | -                   |
| Internal Services                  | 141,117             | 152,910             | 152,910             | 140,420             | (12,490)            |
| Other Charges                      | 5,684               | 11,300              | 11,300              | 12,800              | 1,500               |
| Supplies                           | 3,758               | 5,250               | 5,250               | 5,250               | -                   |
| <b>Expenditure Category Total:</b> | <b>\$ 1,010,603</b> | <b>\$ 1,099,960</b> | <b>\$ 1,099,960</b> | <b>\$ 1,190,970</b> | <b>\$ 91,010</b>    |

# COMMUNITY DEVELOPMENT

## Property Code Enforcement



|                                       | Adopted<br>FY 2023 |             | Amended<br>FY 2023 |             | Budget<br>FY 2024 |             | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|---------------------------------------|--------------------|-------------|--------------------|-------------|-------------------|-------------|---|----------|
|                                       | #                  | 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        | -   | -        |
| <b>Division Total</b>                 | <b>4</b>           | <b>4.00</b> | <b>4</b>           | <b>4.00</b> | <b>4</b>          | <b>4.00</b> | <b>-</b>  | <b>-</b> |

# 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

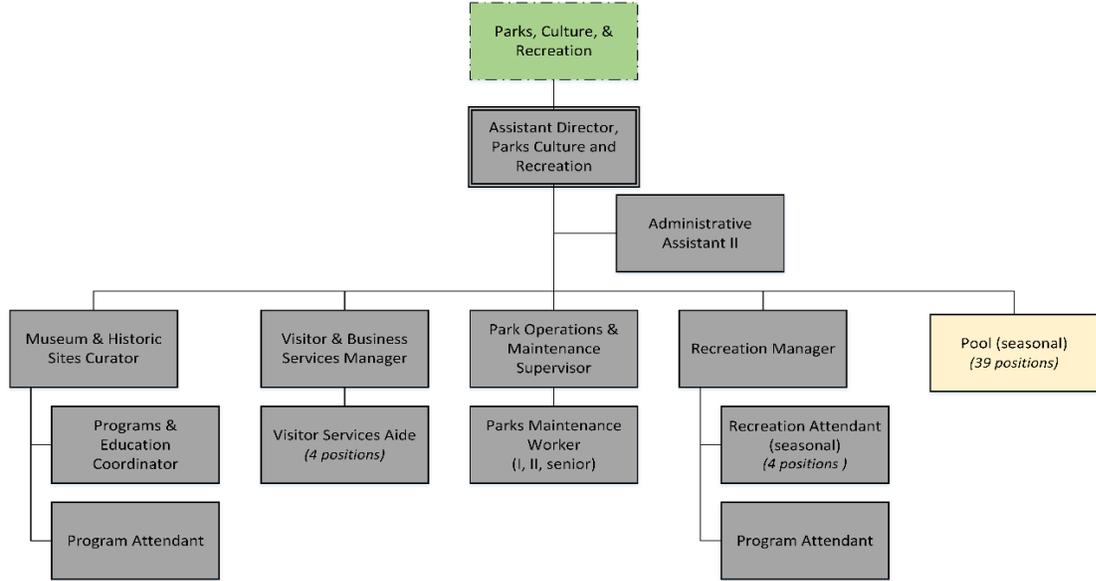
| Measure  | FY 2021<br>Actual | FY 2022<br>Actual | FY 2023<br>Budget | FY 2023<br>Projected | FY 2024<br>Budget |
|--|-------------------|-------------------|-------------------|----------------------|-------------------|
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with the enforcement litter & debris cleanup compared to national average              | 48% /<br>+6%      | 48% /<br>+6%      | 48% /<br>+6%      | 45% /<br>-1%         | 45% /<br>-1%      |
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with the enforcement of mowing & cutting of weeds & grass compared to national average | 49% /<br>+13%     | 49% /<br>+13%     | 49% /<br>+13%     | 46% /<br>-1%         | 46% /<br>-1%      |
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with the enforcement of residential property maintenance compared to national average  | 50% /<br>+7%      | 50% /<br>+7%      | 50% /<br>+7%      | 46% /<br>+1%         | 46% /<br>+1%      |
| <b>Efficiency (Workload)</b><br>% of cases disposed of in 45 days (abated or transferred to City Attorney)                                     | 94%               | 90%               | 95%               | 89%                  | 95%               |

### DIVISION EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|------------------------------------|-------------------|--------------------|--------------------|-------------------|------------------------|
| Salaries & Benefits                | 363,372           | 429,000            | 429,000            | 464,000           | 35,000                 |
| Purchased Services                 | 590               | 600                | 600                | 600               | -                      |
| Internal Services                  | 49,140            | 47,770             | 47,770             | 50,880            | 3,110                  |
| Other Charges                      | 4,973             | 5,400              | 5,400              | 5,900             | 500                    |
| Supplies                           | 571               | 1,000              | 1,000              | 1,000             | -                      |
| <b>Expenditure Category Total:</b> | <b>\$ 418,646</b> | <b>\$ 483,770</b>  | <b>\$ 483,770</b>  | <b>\$ 522,380</b> | <b>\$ 38,610</b>       |

# COMMUNITY DEVELOPMENT

## Parks, Culture, & Recreation



**Budget  
FY 2024**

**Over (Under)**

**Adopted  
FY 2023**

|  | <b>Adopted<br/>FY 2023</b> |              | <b>Amended<br/>FY 2023</b> |              | <b>Budget<br/>FY 2024</b> |              | <b>Adopted<br/>FY 2023</b> |            |
|--|----------------------------|--------------|----------------------------|--------------|---------------------------|--------------|----------------------------|------------|
|  | <b>#</b>                   | <b>FTE</b>   | <b>#</b>                   | <b>FTE</b>   | <b>#</b>                  | <b>FTE</b>   | <b>#</b>                   | <b>FTE</b> |
| <u>Parks, Culture, &amp; Recreation</u>          |                            |              |                            |              |                           |              |                            |            |
| Assistant Director, Parks Culture and Recreation | -                          | -            | 1                          | 1.00         | 1                         | 1.00         | 1                          | 1.00       |
| Culture and Recreation Services Manager          | 1                          | 1.00         | -                          | -            | -                         | -            | (1)                        | (1.00)     |
| Administrative Assistant II                      | 1                          | 1.00         | 1                          | 1.00         | 1                         | 1.00         | -                          | -          |
| Park Operations and Maintenance Supervisor       | 1                          | 1.00         | 1                          | 1.00         | 1                         | 1.00         | -                          | -          |
| Parks Maintenance Worker (I, II, senior)         | 1                          | 1.00         | 1                          | 1.00         | 1                         | 1.00         | -                          | -          |
| Recreation Manager                               | 1                          | 1.00         | 1                          | 1.00         | 1                         | 1.00         | -                          | -          |
| Program Attendant                                | 1                          | 0.50         | 1                          | 0.50         | 1                         | 0.50         | -                          | -          |
| Recreation Attendant (Seasonal)                  | -                          | -            | 4                          | 0.50         | 4                         | 0.50         | 4                          | 0.50       |
| Program Attendant (Seasonal)                     | 1                          | 0.05         | -                          | -            | -                         | -            | (1)                        | (0.05)     |
| Museum & Historic Sites Curator                  | 1                          | 1.00         | 1                          | 1.00         | 1                         | 1.00         | -                          | -          |
| Programs and Education Coordinator               | 1                          | 1.00         | 1                          | 1.00         | 1                         | 1.00         | -                          | -          |
| Visitor & Business Services Manager              | 1                          | 1.00         | 1                          | 1.00         | 1                         | 1.00         | -                          | -          |
| Visitor Services Aide                            | 4                          | 2.00         | 4                          | 2.50         | 4                         | 2.50         | -                          | 0.50       |
| Program Attendant                                | 1                          | 0.50         | 1                          | 0.50         | 1                         | 0.50         | -                          | -          |
| Pool Staff (Seasonal)                            | 42                         | 7.25         | 39                         | 6.30         | 39                        | 6.30         | (3)                        | (0.95)     |
| <b>Division Total</b>                            | <b>57</b>                  | <b>18.30</b> | <b>57</b>                  | <b>18.30</b> | <b>57</b>                 | <b>18.30</b> | <b>-</b>                   | <b>-</b>   |

# 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

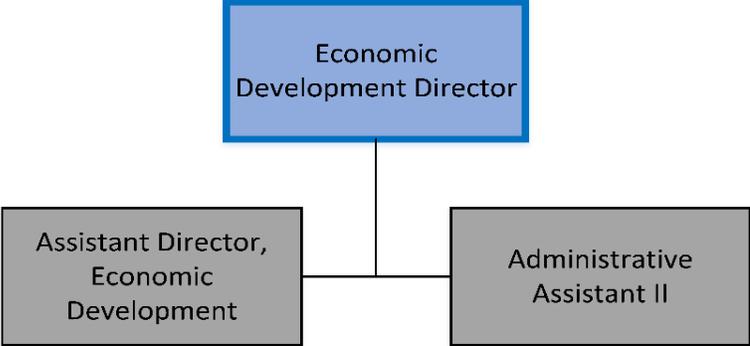
| Measure   | FY 2021 Actual      | FY 2022 Actual       | FY 2023 Budget       | FY 2023 Projected    | FY 2024 Budget       |
|---|---------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with the availability of information about City parks and recreation programs | 55%                 | 55%                  | 55%                  | 44%                  | 44%                  |
| <b>Outcome (Effectiveness)</b><br># of programs and events  | 44                  | 52                   | 89                   | 34                   | 61                   |
| <b>Outcome (Effectiveness)</b><br>Total revenues / Total donations  | \$212,000 / \$2,000 | \$142,642 / \$58,994 | \$200,000 / \$50,000 | \$165,000 / \$60,000 | \$200,000 / \$50,000 |
| <b>Outcome (Effectiveness)</b><br># of park maintenance work orders / # of total orders completed                                     | 521 / 535           | 391 / 350            | 390 / 370            | 385 / 340            | 380 / 345            |

### DIVISION EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022 Actual      | FY 2023 Adopted     | FY 2023 Amended     | FY 2024 Budget      | Increase (Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits                | 940,096             | 1,419,200           | 1,419,200           | 1,559,200           | 140,000             |
| Purchased Services                 | 402,198             | 254,500             | 1,094,739           | 314,650             | 60,150              |
| Internal Services                  | 396,406             | 376,720             | 376,720             | 424,590             | 47,870              |
| Other Charges                      | 359,490             | 783,080             | 783,080             | 850,830             | 67,750              |
| Supplies                           | 128,651             | 151,700             | 167,591             | 145,200             | (6,500)             |
| Capital                            | 53,646              | -                   | 450,369             | -                   | -                   |
| <b>Expenditure Category Total:</b> | <b>\$ 2,280,487</b> | <b>\$ 2,985,200</b> | <b>\$ 4,291,698</b> | <b>\$ 3,294,470</b> | <b>\$ 309,270</b>   |

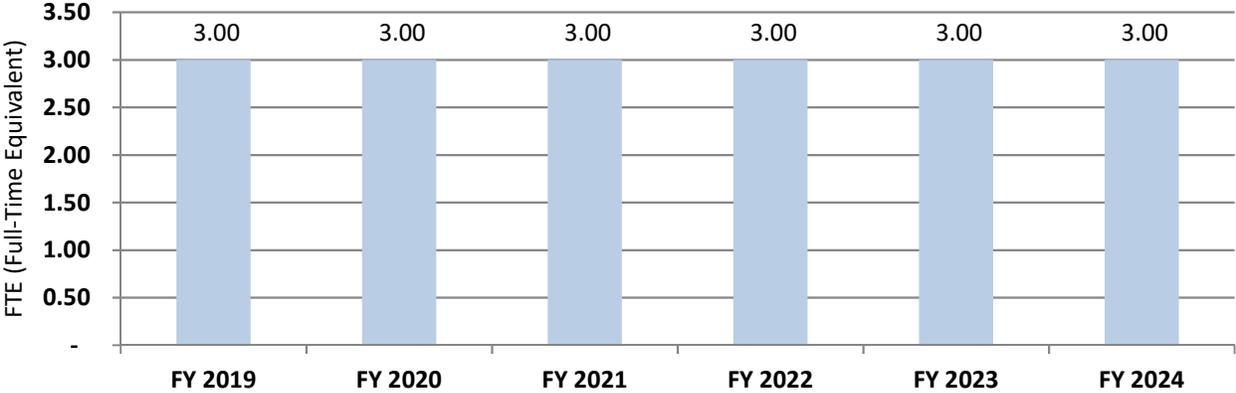
# ECONOMIC DEVELOPMENT

**Department Information**  
 Patrick Small, Economic Development  
 Director  
 (703) 257-8881  
[www.manassasva.gov/economicdevelopment](http://www.manassasva.gov/economicdevelopment)



|  | Adopted<br>FY 2023 |             | Amended<br>FY 2023 |             | Budget<br>FY 2024 |             | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|--|--------------------|-------------|--------------------|-------------|-------------------|-------------|---|----------|
|  | #                  | FTE         | #                  | FTE         | #                 | FTE         | #   | FTE      |
| <b>ECONOMIC DEVELOPMENT</b>              |                    |             |                    |             |                   |             |   |          |
| 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 II              | -                  | -           | 1                  | 1.00        | 1                 | 1.00        | 1   | 1.00     |
| Administrative Assistant I               | 1                  | 1.00        | -                  | -           | -                 | -           | (1)   | (1.00)   |
| <b>DEPARTMENT TOTAL</b>                  | <b>3</b>           | <b>3.00</b> | <b>3</b>           | <b>3.00</b> | <b>3</b>          | <b>3.00</b> | <b>-</b>  | <b>-</b> |

**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 large industrial prospects to redevelop the Glen-Gery Brickyard and sites along Dean Drive
- Worked with two new high tech/advanced manufacturing clients to establish UAS businesses in the City
- Established new partnership with Chamber of Commerce to conduct and support numerous ribbon cuttings City-wide
- Continued working on the redevelopment of two Opportunity Sites in Historic Downtown
- Secured state funding to assist with evaluating the MIFCO property for redevelopment
- Worked to adopt a Purchase and Sale Agreement for the EG Smith Ballfields and to help identify alternative sites for their replacement
- Renewed the Buchanan Development Agreement
- Worked with Buchanan to attract additional tenants and investment to the Landing
- Engaged in ongoing master planning at the Landing for office product, landscaping, pond fountains and the waterfront trail
- Assisted 36 existing businesses of which 12 expanded by making additional capital investments and/or adding jobs
- Worked with 85 business prospects and converted 18 into new business locations; Citywide EBVP call program worked with more than 130 businesses
- Successfully nominated City businesses for PW Chamber awards, with City businesses winning 6 of the 9 total awards
- Completed fifth full year of operations at CenterFuse and third full year of Mason SBDC program
- Helped re-launch small business & entrepreneur group 1 Million Cups
- Closed on sale of Parcel 1 and began negotiations for the sale of Parcel 3 at the Landing
- Oversees Facade and Landscape programs which have granted \$420,000 and leveraged more than \$4.225 million; a 10:1 return on investment
- Mathis Avenue: Held public input sessions in March and continued design work
- Began work on new tourism website and template for new tourism eNewsletter
- Continued marketing the City's GRADUATE! Program to raise the percentage of individuals with a high school education or greater
- Led initiative to establish GED testing in Spanish and organized Spanish outreach to Manassas residents

## DEPARTMENT EXPENDITURE OVERVIEW

| <b>Expenditure Category</b>        | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Adopted</b> | <b>FY 2023<br/>Amended</b> | <b>FY 2024<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> |
|------------------------------------|---------------------------|----------------------------|----------------------------|---------------------------|--------------------------------|
| Salaries & Benefits                | 390,702                   | 471,620                    | 471,620                    | 520,620                   | 49,000                         |
| Purchased Services                 | 180,732                   | 220,590                    | 415,437                    | 220,590                   | -                              |
| Internal Services                  | 20,770                    | 25,730                     | 25,730                     | 25,120                    | (610)                          |
| Other Charges                      | 405,287                   | 356,100                    | 487,100                    | 366,100                   | 10,000                         |
| Supplies                           | 2,996                     | 8,000                      | 8,000                      | 8,000                     | -                              |
| <b>Expenditure Category Total:</b> | <b>\$ 1,000,487</b>       | <b>\$ 1,082,040</b>        | <b>\$ 1,407,887</b>        | <b>\$ 1,140,430</b>       | <b>\$ 58,390</b>               |
| <b>Division Summary</b>            |                           |                            |                            |                           |                                |
| Administration                     | 1,000,487                 | 1,082,040                  | 1,407,887                  | 1,140,430                 | 58,390                         |
| <b>Division Summary Total:</b>     | <b>\$ 1,000,487</b>       | <b>\$ 1,082,040</b>        | <b>\$ 1,407,887</b>        | <b>\$ 1,140,430</b>       | <b>\$ 58,390</b>               |

## BUDGET HIGHLIGHTS

Changes include the addition of membership to NOVA Economic Development Alliance, salary and benefit increases, 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 2021 Actual | FY 2022 Actual | FY 2023 Budget | FY 2023 Projected | FY 2024 Budget |
|---|----------------|----------------|----------------|-------------------|----------------|
| <b>Outcome (Effectiveness)</b><br># of new businesses (prospects / new business conversions)                      | 72 / 10        | 85 / 18        | 50 / 5         | 50 / 5            | 50 / 5         |
| <b>Output (Actions Taken)</b><br># of business expansions (businesses assisted / actual expansions)               | 41 / 13        | 36 / 12        | 50 / 10        | 50 / 10           | 50 / 10        |
| <b>Output (Actions Taken)</b><br>Event participation / # of events  | 82,044 / 5     | 398,000 / 19   | 400,000 / 15   | 400,000 / 15      | 450,000 / 15   |
| <b>Output (Actions Taken)</b><br>Resident satisfaction with the City's ability to develop Vacant Commercial Areas | 38%            | 38%            | 38%            | 29%               | 29%            |

## DIVISION EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022 Actual      | FY 2023 Adopted     | FY 2023 Amended     | FY 2024 Budget      | Increase (Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits                | 390,702             | 471,620             | 471,620             | 520,620             | 49,000              |
| Purchased Services                 | 180,732             | 220,590             | 415,437             | 220,590             | -                   |
| Internal Services                  | 20,770              | 25,730              | 25,730              | 25,120              | (610)               |
| Other Charges                      | 405,287             | 356,100             | 487,100             | 366,100             | 10,000              |
| Supplies                           | 2,996               | 8,000               | 8,000               | 8,000               | -                   |
| <b>Expenditure Category Total:</b> | <b>\$ 1,000,487</b> | <b>\$ 1,082,040</b> | <b>\$ 1,407,887</b> | <b>\$ 1,140,430</b> | <b>\$ 58,390</b>    |

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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 2022<br>Actual    | FY 2023<br>Adopted   | FY 2023<br>Amended   | FY 2024<br>Budget    | Increase<br>(Decrease) |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| Purchased Services                 | 10,326               | 51,000               | 51,000               | 51,000               | -                      |
| Other Charges                      | 11,299,453           | 13,569,310           | 13,869,310           | 14,251,000           | 681,690                |
| <b>Expenditure Category Total:</b> | <b>\$ 11,309,779</b> | <b>\$ 13,620,310</b> | <b>\$ 13,920,310</b> | <b>\$ 14,302,000</b> | <b>\$ 681,690</b>      |

| Division Summary               | FY 2022<br>Actual    | FY 2023<br>Adopted   | FY 2023<br>Amended   | FY 2024<br>Budget    | Increase<br>(Decrease) |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| Corrections                    | 5,058,507            | 5,933,630            | 6,433,630            | 6,617,000            | 683,370                |
| Commonwealth Attorney          | 349,501              | 492,000              | 492,000              | 501,000              | 9,000                  |
| Courts                         | 594,434              | 869,000              | 869,000              | 871,900              | 2,900                  |
| Sheriff's Office               | 905,058              | 1,075,000            | 1,075,000            | 1,124,000            | 49,000                 |
| Area Agency on Aging           | 321,069              | 369,000              | 369,000              | 315,000              | (54,000)               |
| Public Health                  | 53,323               | 78,000               | 78,000               | 80,000               | 2,000                  |
| Community Services             | 2,471,167            | 2,860,000            | 2,660,000            | 2,821,000            | (39,000)               |
| Library                        | 1,145,729            | 1,273,080            | 1,273,080            | 1,312,000            | 38,920                 |
| Cooperative Extension          | 97,985               | 101,000              | 101,000              | 93,000               | (8,000)                |
| Prince William Health Dept     | 198,811              | 450,000              | 450,000              | 450,000              | -                      |
| 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      | 98,095               | 99,000               | 99,000               | 101,000              | 2,000                  |
| <b>Division Summary Total:</b> | <b>\$ 11,309,779</b> | <b>\$ 13,620,310</b> | <b>\$ 13,920,310</b> | <b>\$ 14,302,000</b> | <b>\$ 681,690</b>      |

### 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

| <b>Expenditure Category</b>        | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Adopted</b> | <b>FY 2023<br/>Amended</b> | <b>FY 2024<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> |
|------------------------------------|---------------------------|----------------------------|----------------------------|---------------------------|--------------------------------|
| Coroners Fees                      | 480                       | 1,000                      | 1,000                      | 1,000                     | -                              |
| Court Appointed Attorney Fees      | -                         | 20,000                     | 20,000                     | 20,000                    | -                              |
| Grant Writing Services             | 9,846                     | 30,000                     | 30,000                     | 30,000                    | -                              |
| Outreach to Detention              | 32,883                    | 160,000                    | 160,000                    | 160,000                   | -                              |
| Juvenile Care                      | 105,484                   | 650,000                    | 650,000                    | 650,000                   | -                              |
| Criminal Justice Office PSA Serv   | 99,936                    | 175,000                    | 175,000                    | 175,000                   | -                              |
| Adult Detention Center (Jail)      | 4,809,878                 | 4,897,630                  | 5,397,630                  | 5,581,000                 | 683,370                        |
| <b>Expenditure Category Total:</b> | <b>\$ 5,058,507</b>       | <b>\$ 5,933,630</b>        | <b>\$ 6,433,630</b>        | <b>\$ 6,617,000</b>       | <b>\$ 683,370</b>              |

# SHARED SERVICES

## Prince William County Shared Services

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### FUNCTIONS / ACTIVITIES

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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

| <b>Expenditure Category</b>        | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Adopted</b> | <b>FY 2023<br/>Amended</b> | <b>FY 2024<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> |
|------------------------------------|---------------------------|----------------------------|----------------------------|---------------------------|--------------------------------|
| Commonwealth Attorney              | 349,501                   | 492,000                    | 492,000                    | 501,000                   | 9,000                          |
| Courts                             | 594,434                   | 869,000                    | 869,000                    | 871,900                   | 2,900                          |
| Sheriff's Office                   | 905,058                   | 1,075,000                  | 1,075,000                  | 1,124,000                 | 49,000                         |
| Area Agency on Aging               | 321,069                   | 369,000                    | 369,000                    | 315,000                   | (54,000)                       |
| Public Health                      | 53,323                    | 78,000                     | 78,000                     | 80,000                    | 2,000                          |
| Community Services                 | 2,471,167                 | 2,860,000                  | 2,660,000                  | 2,821,000                 | (39,000)                       |
| Library                            | 1,145,729                 | 1,273,080                  | 1,273,080                  | 1,312,000                 | 38,920                         |
| Cooperative Extension              | 97,985                    | 101,000                    | 101,000                    | 93,000                    | (8,000)                        |
| <b>Expenditure Category Total:</b> | <b>\$ 5,938,266</b>       | <b>\$ 7,117,080</b>        | <b>\$ 6,917,080</b>        | <b>\$ 7,117,900</b>       | <b>\$ 820</b>                  |

# 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

| <b>Expenditure by Category</b>    | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Adopted</b> | <b>FY 2023<br/>Amended</b> | <b>FY 2024<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> |
|-----------------------------------|---------------------------|----------------------------|----------------------------|---------------------------|--------------------------------|
| <b>School Support</b>             |                           |                            |                            |                           |                                |
| Operating - Trsfr to Schools      | 55,341,610                | 57,001,900                 | 57,001,900                 | 58,712,000                | 1,710,100                      |
| Debt - Trsfr to Debt Service Fund | 6,082,905                 | 6,140,400                  | 6,140,400                  | 6,263,210                 | 122,810                        |
| <b>Category Total:</b>            | <b>61,424,515</b>         | <b>63,142,300</b>          | <b>63,142,300</b>          | <b>64,975,210</b>         | <b>1,832,910</b>               |
| <b>Transfers to Other Funds</b>   |                           |                            |                            |                           |                                |
| Debt Service Fund (City Debt)     | 4,701,710                 | 4,795,750                  | 4,795,750                  | 4,891,660                 | 95,910                         |
| Social Services Fund              | 2,097,056                 | 2,602,000                  | 2,602,000                  | 2,602,000                 | -                              |
| CIP Funds                         | 1,828,000                 | 1,520,000                  | 8,040,468                  | 9,770,000                 | 8,250,000                      |
| <b>Category Total:</b>            | <b>8,626,766</b>          | <b>8,917,750</b>           | <b>15,438,218</b>          | <b>17,263,660</b>         | <b>8,345,910</b>               |
| <b>Other</b>                      |                           |                            |                            |                           |                                |
| Contributions/Donations           | 137,500                   | 150,000                    | 150,000                    | 175,000                   | 25,000                         |
| Miscellaneous Contingency         | -                         | 300,000                    | 300,000                    | 1,800,000                 | 1,500,000                      |
| Community Investments             | 9,959                     | 350,000                    | 2,284,971                  | 350,000                   | -                              |
| Housing Initiatives               | -                         | -                          | -                          | 2,000,000                 | 2,000,000                      |
| Grants/Donations                  | 10,933,274                | 500,000                    | 1,285,079                  | 850,000                   | 350,000                        |
| <b>Category Total:</b>            | <b>11,080,733</b>         | <b>1,300,000</b>           | <b>4,020,050</b>           | <b>5,175,000</b>          | <b>3,875,000</b>               |
| <b>EXPENDITURE TOTAL:</b>         | <b>\$ 81,132,014</b>      | <b>\$ 73,360,050</b>       | <b>\$ 82,600,568</b>       | <b>\$ 87,413,870</b>      | <b>\$ 14,053,820</b>           |

## BUDGET HIGHLIGHTS

Major changes include a \$1,710,100 (3%) increase in the transfer to the Schools for operations, a \$25,000 increase in non-profit contributions and \$350,000 federal grant for a Transportation Master Plan update. Miscellaneous contingency contains \$1,500,000 for future school staff salary increases. The transfer to the CIP has increased by \$8,250,000 to reflect \$2,000,000 one-time use of capital reserves to fund police radio replacement, \$6,000,000 one-time use of restricted reserves for future economic development, and a \$250,000 increase in City Paygo projects.

**NON-DEPARTMENTAL**

## Contributions/Donations

**DIVISION EXPENDITURE OVERVIEW**

| <b>Agency</b>                     | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Adopted</b> | <b>FY 2023<br/>Amended</b> | <b>FY 2024<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> |
|-----------------------------------|---------------------------|----------------------------|----------------------------|---------------------------|--------------------------------|
| ACTS-Combined                     | 30,000                    | 35,000                     | 35,000                     | 25,000                    | (10,000)                       |
| ACTS-Emergency Assistance         | -                         | -                          | -                          | 15,000                    | 15,000                         |
| 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                     | -                              |
| Boxes of Basics                   | -                         | -                          | -                          | 3,000                     | 3,000                          |
| CASA                              | 1,500                     | 3,000                      | 3,000                      | 3,000                     | -                              |
| Independence Empowerment          | 1,000                     | -                          | -                          | -                         | -                              |
| Manassas Baptist Church           | -                         | -                          | -                          | 10,000                    | 10,000                         |
| NOVA Food Rescue                  | -                         | -                          | -                          | 25,000                    | 25,000                         |
| NVFS-Healthy Families             | 15,000                    | 15,000                     | 15,000                     | -                         | (15,000)                       |
| NVFS-Serve Food Pantry*           | 10,000                    | 15,000                     | 15,000                     | 15,000                    | -                              |
| Project Mend-A-House              | 3,000                     | 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                      | 3,000                     | -                              |
| Center for the Arts-Operations*   | 30,000                    | 30,000                     | 30,000                     | -                         | (30,000)                       |
| Freedom Museum                    | -                         | 2,000                      | 2,000                      | 4,000                     | 2,000                          |
| Hylton Perf. Arts Cntr.-Veterans* | 5,000                     | 5,000                      | 5,000                      | 4,000                     | (1,000)                        |
| Manassas Ballet                   | 25,000                    | 25,000                     | 25,000                     | 25,000                    | -                              |
| Manassas Community Chorale        | 3,000                     | 3,000                      | 3,000                      | 4,000                     | 1,000                          |
| Manassas Symphony                 | 3,000                     | 3,000                      | 3,000                      | 4,000                     | 1,000                          |
| Prince William Little Theatre     | 2,000                     | 2,000                      | 2,000                      | 4,000                     | 2,000                          |
| Payments to Other Entities        | -                         | -                          | -                          | 25,000                    | 25,000                         |
| <b>EXPENDITURE TOTAL:</b>         | <b>\$ 137,500</b>         | <b>\$ 150,000</b>          | <b>\$ 150,000</b>          | <b>\$ 175,000</b>         | <b>\$ 25,000</b>               |

\*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 - \$59,500 (Culture & Recreation)
- Hylton Performing Arts Center - \$312,410 (Culture & Recreation)

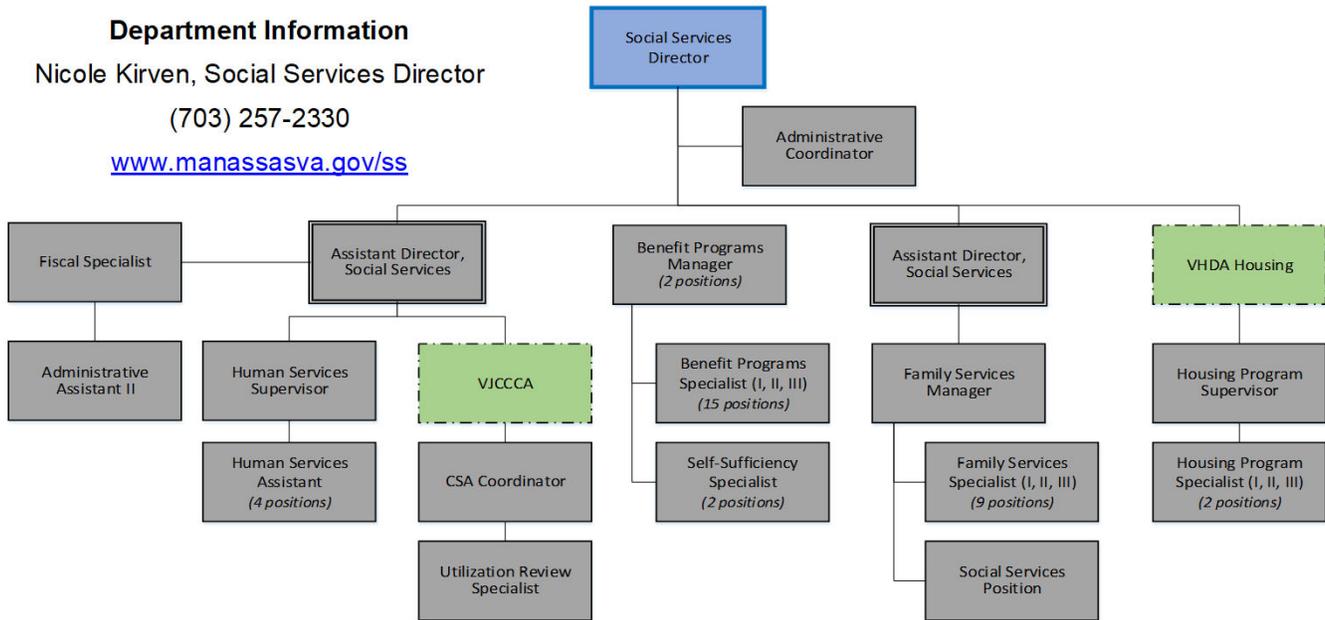
# SOCIAL SERVICES

## Department Information

Nicole Kirven, Social Services Director

(703) 257-2330

[www.manassasva.gov/ss](http://www.manassasva.gov/ss)

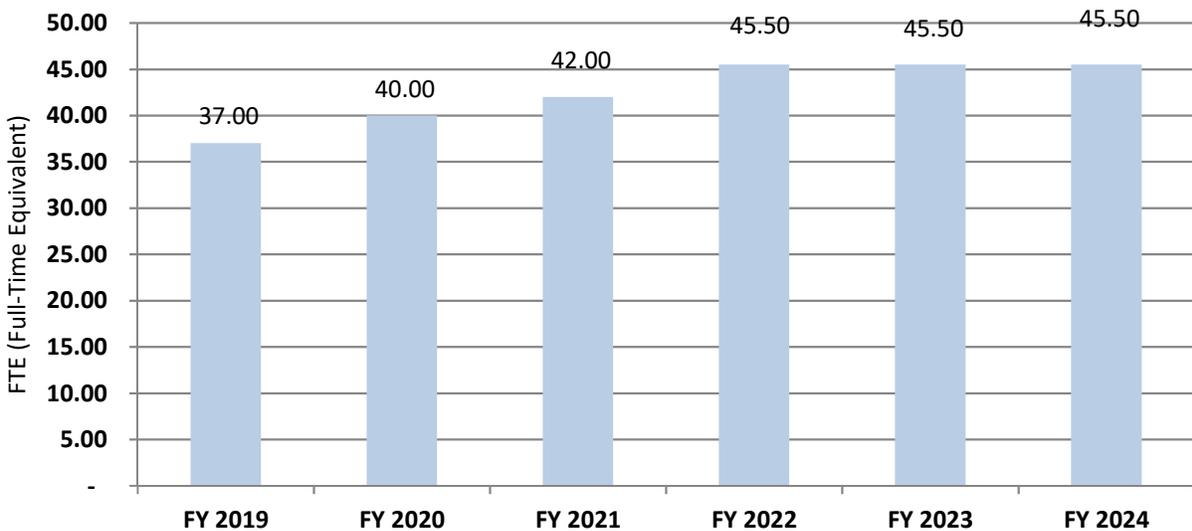


|  | Adopted<br>FY 2023 |       | Amended<br>FY 2023 |       | Budget<br>FY 2024 |       | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |        |
|--|--------------------|-------|--------------------|-------|-------------------|-------|---|--------|
|  | #                  | FTE   | #                  | FTE   | #                 | FTE   | #   | FTE    |
| <b>SOCIAL SERVICES</b>                         |                    |       |                    |       |                   |       |   |        |
| 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  | -   | -      |
| 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<br>(I, II, III, IV) | 9                  | 9.00  | 8                  | 8.00  | 8                 | 8.00  | (1)   | (1.00) |
| Benefit Programs Manager                       | 2                  | 2.00  | 2                  | 2.00  | 2                 | 2.00  | -   | -      |
| Benefit Programs Specialist<br>(I, II, III)    | 15                 | 15.00 | 15                 | 15.00 | 15                | 15.00 | -   | -      |
| 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  | -   | -      |
| Utilitization Review Analyst                   | -                  | -     | 1                  | 1.00  | 1                 | 1.00  | 1   | 1.00   |
| Intensive Care Coordinator                     | 1                  | 1.00  | -                  | -     | -                 | -     | (1)   | (1.00) |
| Social Services Position                       | 1                  | 1.00  | 1                  | 1.00  | 1                 | 1.00  | -   | -      |

# SOCIAL SERVICES

|  | Adopted   |              | Amended   |              | Budget    |              | Budget   |          |
|--|-----------|--------------|-----------|--------------|-----------|--------------|----------|----------|
|  | FY 2023   |              | FY 2023   |              | FY 2024   |              | FY 2024  |          |
|  | #         | FTE          | #         | FTE          | #         | FTE          | #        | FTE      |
| <i>VHDA Housing Program</i>                    |           |              |           |              |           |              | -        | -        |
| Housing Program Supervisor                     | 1         | 1.00         | 1         | 1.00         | 1         | 1.00         | -        | -        |
| Housing Program Specialist (I, II)             | -         | -            | 2         | 1.50         | 2         | 1.50         | 2        | 1.50     |
| Housing Program Agent (I, II)                  | 2         | 1.50         | -         | -            | -         | -            | (2)      | (1.50)   |
| <i>VJCCCA</i>                                  |           |              |           |              |           |              | -        | -        |
| Family Services Specialist<br>(I, II, III, IV) | 1         | 1.00         | 1         | 1.00         | 1         | 1.00         | -        | -        |
| <b>DEPARTMENT TOTAL</b>                        | <b>46</b> | <b>45.50</b> | <b>46</b> | <b>45.50</b> | <b>46</b> | <b>45.50</b> | <b>-</b> | <b>-</b> |

**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

- Implemented a new check in system to capture an accurate count of customers, average wait time, and length of process
- Approval of the reclassification of positions for Family Services and Benefits Program Specialists to receive proper classifications and compensation
- Transition to electronic files
- Implementation of the new Family First Program
- New Implementation of SNAP E&T
- Leadership Track for Retention
- Modernizing the aging IT System
- Hiring developing and retaining a qualified workforce as evidenced by EPPE
- (Holistic) Family Disciplinary Approach (MDT post FAPT)
- Enhancements of Customer Services through Customer Service Protocol
- Over \$83.566 million went back into the economy from the programs and services that we provide

## DEPARTMENT EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022<br>Actual   | FY 2023<br>Adopted  | FY 2023<br>Amended  | FY 2024<br>Budget   | Increase<br>(Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Salaries & Benefits                | 3,586,193           | 4,716,350           | 4,716,350           | 4,933,660           | 217,310                |
| Purchased Services                 | 105,659             | 173,720             | 173,720             | 172,000             | (1,720)                |
| Internal Services                  | 119,539             | 128,940             | 128,940             | 152,660             | 23,720                 |
| Other Charges                      | 2,426,146           | 2,839,720           | 2,842,087           | 2,790,770           | (48,950)               |
| Supplies                           | 20,205              | 38,200              | 38,200              | 33,200              | (5,000)                |
| Transfers/Contingencies            | -                   | 50,000              | 50,000              | -                   | (50,000)               |
| <b>Expenditure Category Total:</b> | <b>\$ 6,257,742</b> | <b>\$ 7,946,930</b> | <b>\$ 7,949,297</b> | <b>\$ 8,082,290</b> | <b>\$ 135,360</b>      |

### Division Summary

|                                |                     |                     |                     |                     |                   |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Joint Program                  | 3,961,278           | 5,179,170           | 5,181,537           | 5,356,690           | 177,520           |
| Benefit Program                | 456,832             | 663,500             | 663,500             | 614,500             | (49,000)          |
| Service Program                | 67,301              | 119,500             | 119,500             | 103,250             | (16,250)          |
| VIEW Program                   | 50,491              | 75,000              | 75,000              | 80,000              | 5,000             |
| Local Shares / Contributions   | 100,000             | 100,000             | 100,000             | 100,000             | -                 |
| VHDA Housing Program           | 213,875             | 287,390             | 287,390             | 305,480             | 18,090            |
| VJCCCA                         | 59,184              | 59,870              | 59,870              | 59,870              | -                 |
| Children's Services Act (CSA)  | 1,348,782           | 1,462,500           | 1,462,500           | 1,462,500           | -                 |
| <b>Division Summary Total:</b> | <b>\$ 6,257,742</b> | <b>\$ 7,946,930</b> | <b>\$ 7,949,297</b> | <b>\$ 8,082,290</b> | <b>\$ 135,360</b> |

## BUDGET HIGHLIGHTS

Changes include salary and benefit increases 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

- |   |                       |      |
|---|-----------------------|------|
| • Implemented CQI protocol of establishing an identified Comptroller that examines and supervises expenditures per unit to reduce potential audit findings and overpayments | 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  | Community Vitality    | CV-5 |

### SERVICE EFFORTS AND MEASURES

| Measure   | FY 2021<br>Actual | FY 2022<br>Actual | FY 2023<br>Budget | FY 2023<br>Projected | FY 2024<br>Budget |
|---|-------------------|-------------------|-------------------|----------------------|-------------------|
| <b>Efficiency (Workload)</b><br># of invoices processed             | 1,483             | 3,368             | 1,600             | 1,700                | 2,000             |
| <b>Efficiency (Workload)</b><br>Number of walk-in clients served    | 5,767             | 5,247             | 7,300             | 5,800                | 6,400             |
| <b>Input (Resources Utilized)</b><br># of community events attended | 22                | 19                | 16                | 35                   | 20                |
| <b>Outcome (Effectiveness)</b><br># of IT service requests          | N/A               | 1,300             | N/A               | 1,430                | 1,600             |

### DIVISION EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022<br>Actual   | FY 2023<br>Adopted  | FY 2023<br>Amended  | FY 2024<br>Budget   | Increase<br>(Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Salaries & Benefits                | 3,373,302           | 4,429,660           | 4,429,660           | 4,629,180           | 199,520                |
| Purchased Services                 | 105,659             | 173,720             | 173,720             | 172,000             | (1,720)                |
| Internal Services                  | 119,539             | 128,940             | 128,940             | 152,660             | 23,720                 |
| Other Charges                      | 342,574             | 358,650             | 361,017             | 369,650             | 11,000                 |
| Supplies                           | 20,205              | 38,200              | 38,200              | 33,200              | (5,000)                |
| Transfers/Contingencies            | -                   | 50,000              | 50,000              | -                   | (50,000)               |
| <b>Expenditure Category Total:</b> | <b>\$ 3,961,278</b> | <b>\$ 5,179,170</b> | <b>\$ 5,181,537</b> | <b>\$ 5,356,690</b> | <b>\$ 177,520</b>      |

# SOCIAL SERVICES

## Benefit Program

### FUNCTIONS / ACTIVITIES

Benefit Programs strives to aid the City of Manassas most vulnerable residents and help them achieve their highest level of self-sufficiency. This unit administers a variety of programs including: Child Care, Energy Assistance, Medical Assistance, Supplemental Nutrition Assistance Program, Temporary Assistance for Needy Families, Virginia Initiative for Education and Work, and SNAP Employment & Training.

### OBJECTIVES

#### City Council Priority & Goal

- |  |                       |      |
|--|-----------------------|------|
| <ul style="list-style-type: none"> <li>• Provide customer service driven by a shared vision to improve the life and living conditions of residents</li> </ul>  | Sustaining Excellence | SE-4 |
| <ul style="list-style-type: none"> <li>• Promote the well-being of our residents through the delivery of essential public services with opportunities to continue education, enter the workforce, and become self-sufficient (VIEW, SNAP, ET)</li> </ul> | Sustaining Excellence | SE-4 |
| <ul style="list-style-type: none"> <li>• Promote the well-being of our residents through the delivery of essential benefits (Medicaid, TANF, SNAP)</li> </ul>  | Sustaining Excellence | SE-4 |

### SERVICE EFFORTS AND MEASURES

| Measure  | FY 2021<br>Actual | FY 2022<br>Actual | FY 2023<br>Budget | FY 2023<br>Projected | FY 2024<br>Budget |
|--|-------------------|-------------------|-------------------|----------------------|-------------------|
| <b>Outcome (Effectiveness)</b><br># of households approved for medical and health related assistance                                 | N/A               | 5,589             | N/A               | 5,200                | 4,500             |
| <b>Outcome (Effectiveness)</b><br># of households assisted with food purchasing power  | N/A               | 1,598             | N/A               | 1,300                | 1,200             |
| <b>Outcome (Effectiveness)</b><br># of household requesting TANF / # of people receiving financial assistance                        | 222 / 284         | 243 / 307         | 100 / 200         | 200 / 250            | 175 / 200         |
| <b>Outcome (Effectiveness)</b><br># of households that requested Energy Assistance / # of households assisted with home energy needs | 176 / 153         | 210 / 194         | 200 / 150         | 225 / 200            | 250 / 200         |

### DIVISION EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|------------------------------------|-------------------|--------------------|--------------------|-------------------|------------------------|
| Other Charges                      | 456,832           | 663,500            | 663,500            | 614,500           | (49,000)               |
| <b>Expenditure Category Total:</b> | <b>\$ 456,832</b> | <b>\$ 663,500</b>  | <b>\$ 663,500</b>  | <b>\$ 614,500</b> | <b>\$ (49,000)</b>     |

# SOCIAL SERVICES

## Service Program

### FUNCTIONS / ACTIVITIES

The Service Program Division promotes and supports the development of healthy families and protects the city of Manassas children and adults from abuse and neglect. These services are rendered through the subunits of Child Protective Services (CPS), Adult Protective Services (APS), Foster Care (FC), and other related programs.

### OBJECTIVES

|   | City Council Priority & Goal |      |
|---|------------------------------|------|
| • Meet the needs of customers and comply with federal and state requirements through responding and providing supportive services for vulnerable City residents | Community Vitality           | CV-5 |
| • Provide prevention services to children and vulnerable adults to enhance safety and protective factors  | Sustaining Excellence        | SE-4 |
| • Reduce abuse and neglect to children by eradicating childhood fatalities (for children in the care of the department)   | Sustaining Excellence        | SE-4 |

### SERVICE EFFORTS AND MEASURES

| Measure   | FY 2021<br>Actual | FY 2022<br>Actual | FY 2023<br>Budget | FY 2023<br>Projected | FY 2024<br>Budget |
|---|-------------------|-------------------|-------------------|----------------------|-------------------|
| <b>Outcome (Effectiveness)</b><br># of CPS referrals  | 519               | 446               | 775               | 480                  | 500               |
| <b>Outcome (Effectiveness)</b><br># of Referrals for APS and AS   | 94                | 162               | 105               | 175                  | 198               |
| <b>Outcome (Effectiveness)</b><br># of children in FC / # of children returned home, adopted, emancipated, or custody transferred to a relative | 23 / N/A          | 14 / 9            | 17 / N/A          | 14 / 8               | 13 / 7            |
| <b>Outcome (Effectiveness)</b><br># of prevention cases   | N/A               | 6                 | N/A               | 20                   | 30                |

### DIVISION EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|------------------------------------|-------------------|--------------------|--------------------|-------------------|------------------------|
| Other Charges                      | 67,301            | 119,500            | 119,500            | 103,250           | (16,250)               |
| <b>Expenditure Category Total:</b> | <b>\$ 67,301</b>  | <b>\$ 119,500</b>  | <b>\$ 119,500</b>  | <b>\$ 103,250</b> | <b>\$ (16,250)</b>     |

# 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 |      |
|---|------------------------------|------|
| • Ensure housing quality standard for the health and safety of eligible residents | Community Vitality           | CV-3 |
| • Monitor landlord and property management participation                          | Community Vitality           | CV-1 |
| • Track rental housing stock within Manassas City and Manassas Park               | Community Vitality           | CV-1 |

### SERVICE EFFORTS AND MEASURES

| Measure   | FY 2021<br>Actual | FY 2022<br>Actual | FY 2023<br>Budget | FY 2023<br>Projected | FY 2024<br>Budget |
|---|-------------------|-------------------|-------------------|----------------------|-------------------|
| <b>Outcome (Effectiveness)</b><br># of approved vouchers leased /<br># of Housing and Urban<br>Developed approved vouchers<br>available | 301 / 336         | 300 / 323         | 316 / 336         | 347 / 359            | 347 / 365         |
| <b>Outcome (Effectiveness)</b><br>Payments received by landlord   | N/A               | \$3.97 M          | \$4.00 M          | \$4.28 M             | \$4.28 M          |
| <b>Outcome (Effectiveness)</b><br># of inspections conducted<br>annually / % passing<br>inspections                                     | 400 /<br>80%      | 413 /<br>87%      | 465 /<br>80%      | 465 /<br>80%         | 465 /<br>85%      |
| <b>Efficiency (Workload)</b><br>Number of client meetings   | N/A               | N/A               | 1,000             | 1,608                | 1,760             |

### DIVISION EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|------------------------------------|-------------------|--------------------|--------------------|-------------------|------------------------|
| Salaries & Benefits                | 212,891           | 286,690            | 286,690            | 304,480           | 17,790                 |
| Other Charges                      | 983               | 700                | 700                | 1,000             | 300                    |
| <b>Expenditure Category Total:</b> | <b>\$ 213,875</b> | <b>\$ 287,390</b>  | <b>\$ 287,390</b>  | <b>\$ 305,480</b> | <b>\$ 18,090</b>       |

# 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 comprehensive 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 2021 Actual | FY 2022 Actual | FY 2023 Budget | FY 2023 Projected | FY 2024 Budget |
|---|----------------|----------------|----------------|-------------------|----------------|
| <b>Outcome (Effectiveness)</b><br># of cases assessed by Family Assessment & Planning Team (FAPT) / % of cases not CSA-funded | 111 / 3%       | 155 / 2%       | 110 / 1%       | 168 / 1%          | 170 / 1%       |
| <b>Outcome (Effectiveness)</b><br># of CSA-funded cases / % of residential placements   | 48 / 12%       | 56 / 15%       | 46 / 7%        | 50 / 14%          | 55 / 15%       |
| <b>Outcome (Effectiveness)</b><br># of private day school cases / % of CSA funding used for private school placements         | 10 / 51%       | 12 / 33%       | 9 / 36%        | 11 / 60%          | 12 / 62%       |
| <b>Outcome (Effectiveness)</b><br># of foster care cases / % eligible for federal IV-E funding                                | 24 / 25%       | 27 / 23%       | 28 / 20%       | 20 / 12%          | 20 / 10%       |

### DIVISION EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022 Actual      | FY 2023 Adopted     | FY 2023 Amended     | FY 2024 Budget      | Increase (Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Other Charges                      | 1,348,782           | 1,462,500           | 1,462,500           | 1,462,500           | -                   |
| <b>Expenditure Category Total:</b> | <b>\$ 1,348,782</b> | <b>\$ 1,462,500</b> | <b>\$ 1,462,500</b> | <b>\$ 1,462,500</b> | <b>\$ -</b>         |

# FIRE AND RESCUE

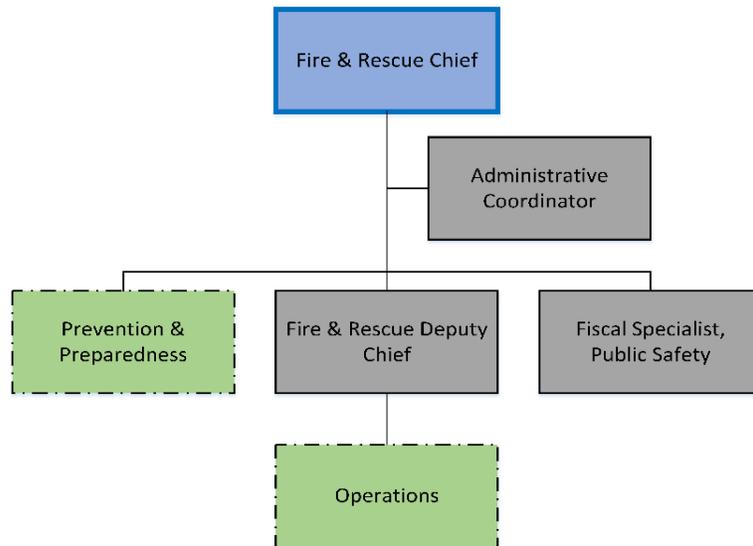
## Department Information

Edward Mills, Fire & Rescue Chief

Administration: (703) 257-8465

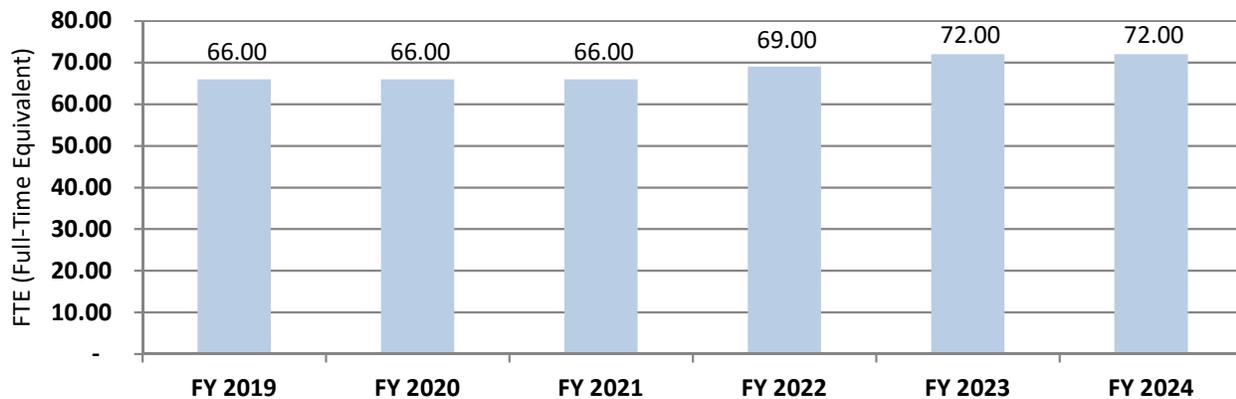
Non-Emergency: (703) 792-6500

[www.manassasva.gov/fire](http://www.manassasva.gov/fire)



|                                      | Adopted<br>FY 2023       |              | Amended<br>FY 2023 |              | Budget<br>FY 2024 |              | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|--------------------------------------|--------------------------|--------------|--------------------|--------------|-------------------|--------------|---|----------|
|                                      | #                        | FTE          | #                  | FTE          | #                 | FTE          | #   | FTE      |
|                                      | <b>FIRE &amp; RESCUE</b> |              |                    |              |                   |              |   |          |
| 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>                    | 65                       | 65.00        | 65                 | 65.00        | 65                | 65.00        | -   | -        |
| <i>Prevention &amp; Preparedness</i> | 3                        | 3.00         | 3                  | 3.00         | 3                 | 3.00         | -   | -        |
| <b>DEPARTMENT TOTAL</b>              | <b>72</b>                | <b>72.00</b> | <b>72</b>          | <b>72.00</b> | <b>72</b>         | <b>72.00</b> | <b>-</b>  | <b>-</b> |

## 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

- Purchase of new LifePaks, Lucas Devices, and Automatic External Defibrillators
- Purchase of new Radios
- Hiring of a new Fire Chief
- Hiring of 9 Firefighters
- Fire and Rescue Headquarters relocated to new Public Safety Facility on Grant Avenue
- First recruit attending Prince William County's Fire Academy
- Emergency Management Division held a functional Emergency Operations Center Exercise
- New Emergency Operations Center is up and running as part of the new Public Safety Facility move
- Continuation of Lunch and Learn Incentive Program for Emergency Management
- Emergency Management is working on the City's Damage Assessment Plan
- Community Outreach and Public Education efforts have resumed post-pandemic
- Revisions to Consolidated Dispatch contract with Prince William County and Manassas Park

## DEPARTMENT EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022<br>Actual    | FY 2023<br>Adopted   | FY 2023<br>Amended   | FY 2024<br>Budget    | Increase<br>(Decrease) |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| Salaries & Benefits                | 7,567,342            | 9,144,290            | 9,377,308            | 9,379,290            | 235,000                |
| Purchased Services                 | 257,247              | 399,460              | 418,297              | 369,700              | (29,760)               |
| Internal Services                  | 1,378,628            | 1,603,350            | 1,606,450            | 2,247,700            | 644,350                |
| Other Charges                      | 643,309              | 780,040              | 786,868              | 710,810              | (69,230)               |
| Supplies                           | 242,500              | 589,610              | 569,815              | 642,500              | 52,890                 |
| Capital                            | 368,309              | 1,182,000            | 2,423,574            | 500,000              | (682,000)              |
| Transfers/Contingencies            | 761,069              | 1,365,000            | 1,365,000            | 1,380,000            | 15,000                 |
| <b>Expenditure Category Total:</b> | <b>\$ 11,218,403</b> | <b>\$ 15,063,750</b> | <b>\$ 16,547,312</b> | <b>\$ 15,230,000</b> | <b>\$ 166,250</b>      |

### Division Summary

|                                |                      |                      |                      |                      |                   |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|-------------------|
| Administration                 | 2,355,682            | 3,056,050            | 3,056,778            | 3,023,310            | (32,740)          |
| Operations                     | 6,674,693            | 8,260,340            | 8,277,749            | 8,506,180            | 245,840           |
| Prevention & Preparedness      | 261,221              | 324,870              | 324,870              | 355,570              | 30,700            |
| Volunteer Fire                 | 148,250              | 180,000              | 180,000              | 180,000              | -                 |
| Volunteer Rescue               | 78,671               | 99,000               | 99,000               | 99,000               | -                 |
| Consolidated Budget            | 1,388,119            | 2,514,410            | 3,449,388            | 2,418,320            | (96,090)          |
| Emergency Operations Center    | 85,930               | 229,080              | 229,080              | 247,620              | 18,540            |
| Fire & Rescue Grants           | 225,837              | 400,000              | 930,447              | 400,000              | -                 |
| <b>Division Summary Total:</b> | <b>\$ 11,218,403</b> | <b>\$ 15,063,750</b> | <b>\$ 16,547,312</b> | <b>\$ 15,230,000</b> | <b>\$ 166,250</b> |

## BUDGET HIGHLIGHTS

Changes include equipment replacement per the replacement plan (medic unit and command vehicles), salary and benefit increases, and standard adjustments to internal service charges including adding command vehicles to the City's Vehicle Maintenance program.

# 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"> <li>● Protect the community by managing/coordinating fire suppression and emergency medical services staffing and activities within the community</li> </ul> | Sustaining Excellence | SE-4 |
| <ul style="list-style-type: none"> <li>● Integrate and maintain records management system</li> </ul>  | Sustaining Excellence | SE-1 |
| <ul style="list-style-type: none"> <li>● Promote effective and efficient human resources management for both career and volunteer members in compliance with standards</li> </ul>               | Sustaining Excellence | SE-2 |

### SERVICE EFFORTS AND MEASURES

| Measure  | FY 2021<br>Actual | FY 2022<br>Actual | FY 2023<br>Budget | FY 2023<br>Projected | FY 2024<br>Budget |
|--|-------------------|-------------------|-------------------|----------------------|-------------------|
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with quality of local fire protection compared to national average | 91% /<br>+12%     | 91% /<br>+12%     | 91% /<br>+12%     | 86% /<br>+8%         | 86% /<br>+8%      |
| <b>Outcome (Effectiveness)</b><br># of emergency vehicle responses   | 11,873            | 12,332            | 12,700            | 12,500               | 12,500            |
| <b>Input (Resources Utilized)</b><br>Total call volume / % of EMS calls  | 6,762 /<br>74%    | 6,578 /<br>89%    | 6,800 /<br>75%    | 6,800 /<br>75%       | 6,800 /<br>75%    |
| <b>Outcome (Effectiveness)</b><br># of interviewed applicants / # of applicants hired                                      | N/A / 7           | N/A / 8           | 25 / 17           | 25 / 18              | 15 / 7            |

### DIVISION EXPENDITURE OVERVIEW

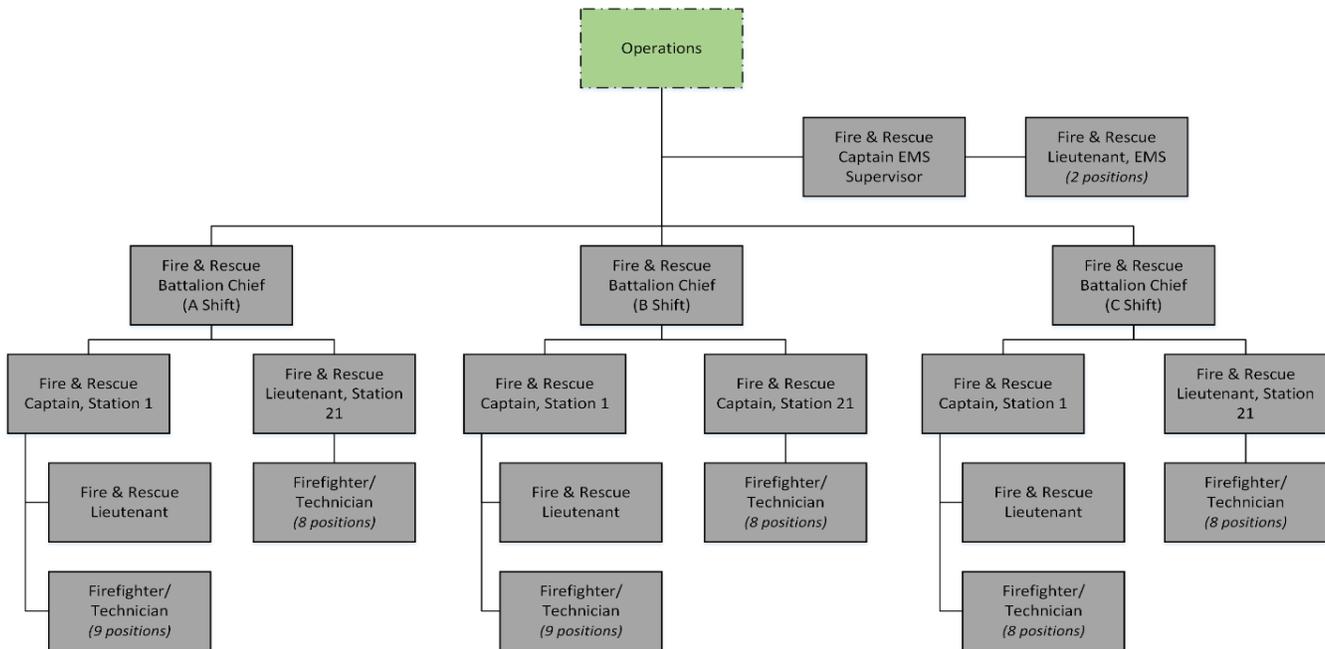
| Expenditure Category               | FY 2022<br>Actual   | FY 2023<br>Adopted  | FY 2023<br>Amended  | FY 2024<br>Budget   | Increase<br>(Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Salaries & Benefits                | 581,833             | 682,670             | 682,670             | 682,670             | -                      |
| Purchased Services                 | 4,186               | 4,500               | 4,500               | 4,500               | -                      |
| Internal Services                  | 878,130             | 863,960             | 863,960             | 894,440             | 30,480                 |
| Other Charges                      | 115,370             | 121,320             | 122,048             | 35,700              | (85,620)               |
| Supplies                           | 15,095              | 18,600              | 18,600              | 26,000              | 7,400                  |
| Transfers/Contingencies            | 761,069             | 1,365,000           | 1,365,000           | 1,380,000           | 15,000                 |
| <b>Expenditure Category Total:</b> | <b>\$ 2,355,682</b> | <b>\$ 3,056,050</b> | <b>\$ 3,056,778</b> | <b>\$ 3,023,310</b> | <b>\$ (32,740)</b>     |

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# FIRE AND RESCUE

## Operations



|                               | Adopted   |              | Amended   |              | Budget    |              | Budget   |          |
|-------------------------------|-----------|--------------|-----------|--------------|-----------|--------------|----------|----------|
|                               | FY 2023   |              | FY 2023   |              | FY 2024   |              | FY 2024  |          |
|                               | #         | 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         | 7         | 7.00         | 7         | 7.00         | 1        | 1.00     |
| Firefighter/Technician        | 51        | 51.00        | 50        | 50.00        | 50        | 50.00        | (1)      | (1.00)   |
| <b>Division Total</b>         | <b>65</b> | <b>65.00</b> | <b>65</b> | <b>65.00</b> | <b>65</b> | <b>65.00</b> | <b>-</b> | <b>-</b> |

# 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

|  | 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

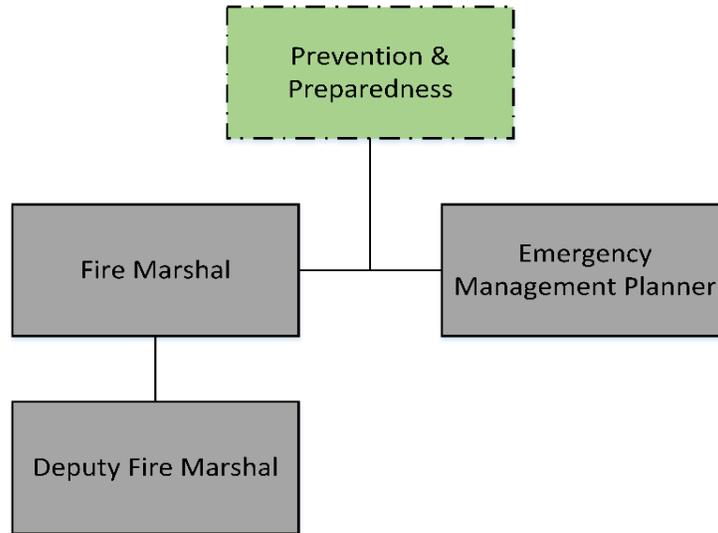
| Measure   | FY 2021<br>Actual | FY 2022<br>Actual | FY 2023<br>Budget | FY 2023<br>Projected | FY 2024<br>Budget |
|---|-------------------|-------------------|-------------------|----------------------|-------------------|
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with quality of emergency medical services compared to national average | 90% /<br>+9%      | 90% /<br>+9%      | 90% /<br>+9%      | 84% /<br>+12%        | 84% /<br>+12%     |
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with how quickly fire & rescue responds compared to national average    | 91% /<br>+12%     | 91% /<br>+12%     | 91% /<br>+12%     | 86% /<br>+13%        | 86% /<br>+13%     |
| <b>Output (Actions Taken)</b><br>% of first unit arrival within 4 minutes or less of dispatch (Goal of 90%)                     | 64.53%            | 71.63%            | 65%               | 65%                  | 65%               |
| <b>Output (Actions Taken)</b><br>% of Advanced Life Support response arrival within 8 minutes or less of dispatch (Goal of 90%) | 96.11%            | 96.93%            | 96%               | 96%                  | 96%               |

### DIVISION EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022<br>Actual   | FY 2023<br>Adopted  | FY 2023<br>Amended  | FY 2024<br>Budget   | Increase<br>(Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Salaries & Benefits                | 6,612,237           | 8,152,930           | 8,152,930           | 8,367,930           | 215,000                |
| Purchased Services                 | 543                 | 4,700               | 4,700               | 5,000               | 300                    |
| Other Charges                      | 22,697              | 51,250              | 51,250              | 53,250              | 2,000                  |
| Supplies                           | 39,216              | 51,460              | 68,869              | 80,000              | 28,540                 |
| <b>Expenditure Category Total:</b> | <b>\$ 6,674,693</b> | <b>\$ 8,260,340</b> | <b>\$ 8,277,749</b> | <b>\$ 8,506,180</b> | <b>\$ 245,840</b>      |

# FIRE AND RESCUE

## Prevention & Preparedness



|   | Adopted<br>FY 2023 |             | Amended<br>FY 2023 |             | Budget<br>FY 2024 |             | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|---|--------------------|-------------|--------------------|-------------|-------------------|-------------|---|----------|
|   | #                  | FTE         | #                  | FTE         | #                 | FTE         | #   | FTE      |
| <i>Prevention &amp; 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<br>Planner <i>Restricted/Grant</i> | 1                  | 1.00        | 1                  | 1.00        | 1                 | 1.00        | -   | -        |
| <b>Division Total</b>                                   | <b>3</b>           | <b>3.00</b> | <b>3</b>           | <b>3.00</b> | <b>3</b>          | <b>3.00</b> | <b>-</b>  | <b>-</b> |

# 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"> <li>• 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</li> </ul> | Sustaining Excellence | SE-4 |
| <ul style="list-style-type: none"> <li>• Enhance public safety and welfare through the thorough investigation of fire incidents</li> </ul>   | Sustaining Excellence | SE-4 |
| <ul style="list-style-type: none"> <li>• Maintain criminal enforcement efforts for incendiary fires</li> </ul>   | Sustaining Excellence | SE-4 |

### SERVICE EFFORTS AND MEASURES

| Measure   | FY 2021<br>Actual | FY 2022<br>Actual | FY 2023<br>Budget | FY 2023<br>Projected | FY 2024<br>Budget |
|---|-------------------|-------------------|-------------------|----------------------|-------------------|
| <b>Outcome (Effectiveness)</b><br>Number of known inspectable occupancies / % inspected annually                      | 1,557 /<br>54%    | 1,634 /<br>51%    | 1,600 /<br>100%   | 1,600 /<br>50%       | 1,600 /<br>100%   |
| <b>Efficiency (Workload)</b><br>Total number of inspections / % of failed inspections requiring a second visit        | 1,109 /<br>20%    | 841 /<br>40%      | 1,600 /<br>0%     | 872 /<br>38.8%       | 1,600 /<br>0%     |
| <b>Output (Actions Taken)</b><br>HAZU Permit Issues / HAZU Revenue  | 547 /<br>\$91,650 | 442 /<br>\$99,100 | 500 /<br>\$50,000 | 500 /<br>\$100,000   | 500 /<br>\$75,000 |
| <b>Outcome (Effectiveness)</b><br>Fire-related casualties / # of fires in inspected occupancies / # of investigations | 0 / 2 / 114       | 0 / 0 / 103       | 0 / 0 / 100       | 0 / 0 / 100          | 0 / 0 / 100       |

### DIVISION EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|------------------------------------|-------------------|--------------------|--------------------|-------------------|------------------------|
| Salaries & Benefits                | 247,260           | 308,690            | 308,690            | 328,690           | 20,000                 |
| Purchased Services                 | 2,141             | 2,200              | 2,200              | 5,200             | 3,000                  |
| Other Charges                      | 6,312             | 9,680              | 9,680              | 13,680            | 4,000                  |
| Supplies                           | 5,507             | 4,300              | 4,300              | 8,000             | 3,700                  |
| <b>Expenditure Category Total:</b> | <b>\$ 261,221</b> | <b>\$ 324,870</b>  | <b>\$ 324,870</b>  | <b>\$ 355,570</b> | <b>\$ 30,700</b>       |

# 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 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|------------------------|-------------------|--------------------|--------------------|-------------------|------------------------|
| <b>Local Sources</b>   |                   |                    |                    |                   |                        |
| General Property Taxes | 40,644            | 40,200             | 40,200             | 40,200            | -                      |
| <b>Source Total:</b>   | <b>40,644</b>     | <b>40,200</b>      | <b>40,200</b>      | <b>40,200</b>     | <b>-</b>               |
| <b>REVENUE TOTAL:</b>  | <b>\$ 40,644</b>  | <b>\$ 40,200</b>   | <b>\$ 40,200</b>   | <b>\$ 40,200</b>  | <b>\$ -</b>            |

### DIVISION EXPENDITURE OVERVIEW

| Expenditure by Category   | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|---------------------------|-------------------|--------------------|--------------------|-------------------|------------------------|
| Purchased Services        | 1,875             | 36,700             | 36,700             | 36,700            | -                      |
| Other Charges             | 3,164             | 3,500              | 3,500              | 3,500             | -                      |
| <b>EXPENDITURE TOTAL:</b> | <b>\$ 5,039</b>   | <b>\$ 40,200</b>   | <b>\$ 40,200</b>   | <b>\$ 40,200</b>  | <b>\$ -</b>            |

### BUDGET HIGHLIGHTS

The tax rate for the Owens Brooke Service District is \$0.0828, which is a reduction from the FY 2023 rate of \$0.0041. The tax rate is adjusted annually to a rate that generates \$40,200 in revenue. As of June 30, 2022, the fund balance in this fund is \$136,404.

**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**

| <b>Revenue by Source</b> | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Adopted</b> | <b>FY 2023<br/>Amended</b> | <b>FY 2024<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> |
|--------------------------|---------------------------|----------------------------|----------------------------|---------------------------|--------------------------------|
| <b>Local Sources</b>     |                           |                            |                            |                           |                                |
| Charges for Services     | 140,655                   | 150,000                    | 150,000                    | 150,000                   | -                              |
| <b>Source Total:</b>     | <b>140,655</b>            | <b>150,000</b>             | <b>150,000</b>             | <b>150,000</b>            | <b>-</b>                       |
| <b>REVENUE TOTAL:</b>    | <b>\$ 140,655</b>         | <b>\$ 150,000</b>          | <b>\$ 150,000</b>          | <b>\$ 150,000</b>         | <b>\$ -</b>                    |

**DIVISION EXPENDITURE OVERVIEW**

| <b>Expenditure by Category</b> | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Adopted</b> | <b>FY 2023<br/>Amended</b> | <b>FY 2024<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> |
|--------------------------------|---------------------------|----------------------------|----------------------------|---------------------------|--------------------------------|
| Supplies                       | 1,748                     | -                          | -                          | -                         | -                              |
| Capital                        | -                         | 150,000                    | 150,000                    | 150,000                   | -                              |
| <b>EXPENDITURE TOTAL:</b>      | <b>\$ 1,748</b>           | <b>\$ 150,000</b>          | <b>\$ 150,000</b>          | <b>\$ 150,000</b>         | <b>\$ -</b>                    |

**BUDGET HIGHLIGHTS**

As of June 30, 2022 the fund balance in this fund is \$1,152,749.

# 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

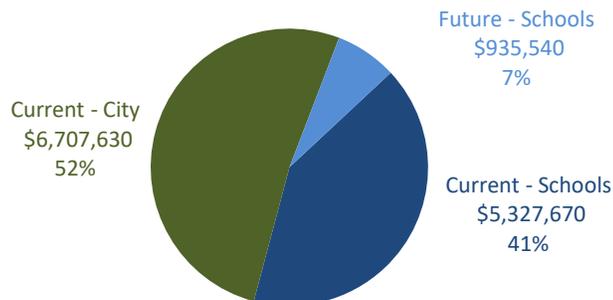
| Revenue by Source              | FY 2022<br>Actual    | FY 2023<br>Adopted   | FY 2023<br>Amended   | FY 2024<br>Budget    | Increase<br>(Decrease) |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| <b>Federal Government</b>      |                      |                      |                      |                      |                        |
| IRS Bond Interest Credits      | 9,754                | -                    | -                    | -                    | -                      |
| <b>Source Total:</b>           | <b>9,754</b>         | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               |
| <b>Other Financing Sources</b> |                      |                      |                      |                      |                        |
| Trsfr - General Fund (City)    | 4,701,710            | 4,795,750            | 4,795,750            | 4,891,660            | 95,910                 |
| Trsfr - General Fund (Schools) | 6,082,905            | 6,140,400            | 6,140,400            | 6,263,210            | 122,810                |
| Trsfr - Schools                | 3,000,000            | -                    | -                    | -                    | -                      |
| Trsfr - Fire and Rescue Fund   | 761,069              | 770,000              | 770,000              | 770,000              | -                      |
| Use of City Debt Reserves      | -                    | 1,286,530            | 1,286,530            | 1,045,970            | (240,560)              |
| <b>Source Total:</b>           | <b>14,545,684</b>    | <b>12,992,680</b>    | <b>12,992,680</b>    | <b>12,970,840</b>    | <b>(21,840)</b>        |
| <b>REVENUE TOTAL:</b>          | <b>\$ 14,555,438</b> | <b>\$ 12,992,680</b> | <b>\$ 12,992,680</b> | <b>\$ 12,970,840</b> | <b>\$ (21,840)</b>     |

### DIVISION EXPENDITURE OVERVIEW

| Expenditure by Category       | FY 2022<br>Actual    | FY 2023<br>Adopted   | FY 2023<br>Amended   | FY 2024<br>Budget    | Increase<br>(Decrease) |
|-------------------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| Fiscal Agent, Planning, Legal | 770                  | 66,800               | 66,800               | 75,430               | 8,630                  |
| City Current Debt Service     | 5,035,053            | 6,785,480            | 6,785,480            | 6,632,200            | (153,280)              |
| School Current Debt Service   | 5,504,361            | 5,411,590            | 5,411,590            | 5,327,670            | (83,920)               |
| School Future Debt Capacity   | -                    | 728,810              | 728,810              | 935,540              | 206,730                |
| <b>EXPENDITURE TOTAL:</b>     | <b>\$ 10,540,184</b> | <b>\$ 12,992,680</b> | <b>\$ 12,992,680</b> | <b>\$ 12,970,840</b> | <b>\$ (21,840)</b>     |

### BUDGET HIGHLIGHTS

Major changes include a decrease in Use of City Debt Capacity and an increase in the contribution for Future Debt Capacity for Schools per the Debt Funding Plan for Schools. As of June 30, 2022, the fund balance in this fund is \$15,868,832 of which \$9,290,288 is reserved for future City Debt Service and \$6,578,544 is reserved for future School Debt Service.

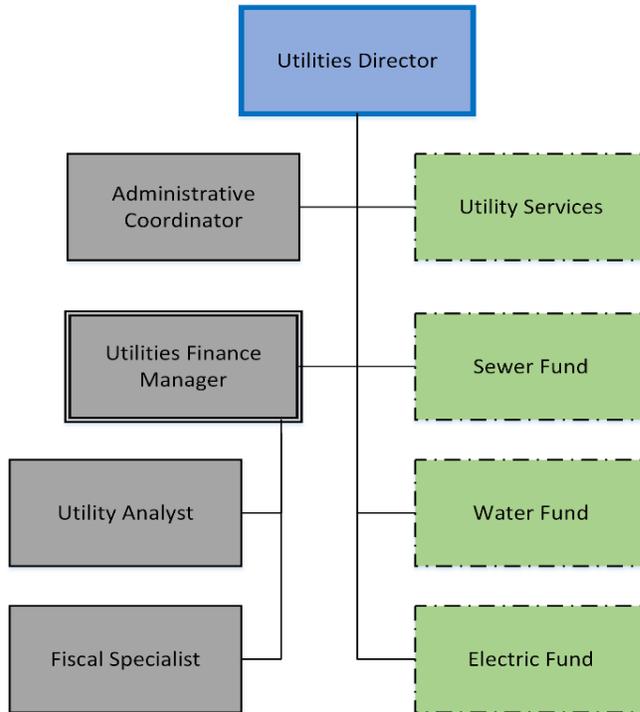


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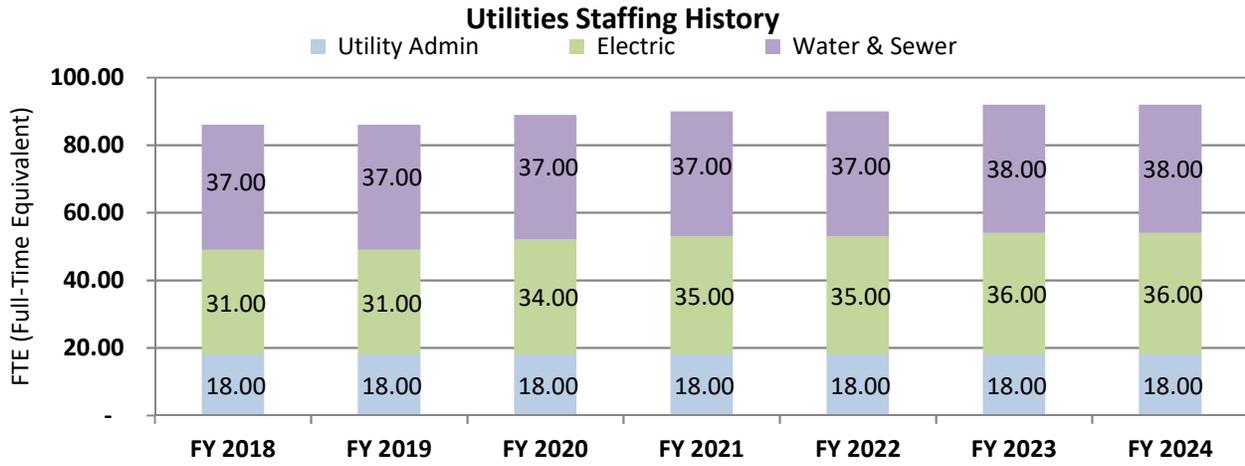


**Department Information**

Tony Dawood, Utilities Director  
 (703) 257-8382  
[www.manassasva.gov/utilities](http://www.manassasva.gov/utilities)



|                            | Adopted<br>FY 2023 |              | Amended<br>FY 2023 |              | Budget<br>FY 2024 |              | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|----------------------------|--------------------|--------------|--------------------|--------------|-------------------|--------------|---|----------|
|                            | #                  | FTE          | #                  | FTE          | #                 | FTE          | #   | FTE      |
| <b>UTILITIES</b>           |                    |              |                    |              |                   |              |   |          |
| 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         | -   | -        |
| 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        | 35                 | 35.00        | 35                | 35.00        | -   | -        |
| <i>Water &amp; Sewer</i>   | 38                 | 38.00        | 38                 | 38.00        | 38                | 38.00        | -   | -        |
| <b>DEPARTMENT TOTAL</b>    | <b>92</b>          | <b>92.00</b> | <b>92</b>          | <b>92.00</b> | <b>92</b>         | <b>92.00</b> | <b>-</b>  | <b>-</b> |



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.

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## MISSION STATEMENT

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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

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- Rehabilitated with CIPP liner 6071.9 ft of Mainline Sanitary Sewer
- Rehabilitated 61 sanitary sewer manholes and 35 sanitary sewer laterals
- Replaced all sanitary sewer laterals on Grant Avenue from Prince William to Wellington Road
- Replaced 130' of 8" sanitary sewer main including new manholes
- Rehabilitated and replaced pumps controls and structure for redoubt sewer lift station
- Completed the 3452' of 16" waterline on Grant avenue from Prince William to Wellington road
- Replaced flocculators 3 and 4 including new motor drives at City's Water Treatment Plant
- Replaces valves and actuators throughout Water Treatment to increase resiliency and reliability
- Started construction of Water Treatment Plant Clearwell number # 2
- Completed design on Phase VA and VB of W-42 Water Transmission Main project
- Quarry St. – Installed 1300' underground primary and secondary. Removed 10 poles with OH facilities
- Installed 8 street lights. Foster Dr, Dean Dr. – Installed 2000' underground primary and secondary
- Removed 10 poles with OH facilities. Grant Ave – 50% complete. Installed 2200' underground primary and secondary
- Installed UG electric service (2000KVA) and telecom to new facility
- Designed, constructed, and energized 12,500 feet (2.4 miles) of new UG primary cable in conduit
- Preventative maintenance required to the station transformer. Routine inspections identified potential problems with the transformer, initiating a plan to overhaul and replace suspect parts
- Specified, purchased, and performed the replacement of all secondary bushings, repaired several minor oil leaks, upgraded all gauges, removed filtered and replaced the internal oil, and refinished (repainted) entire transformer and associated appurtenances
- Updated switchgear at Digges Rd. and Water plant generators
- Installed 2 – 1MW Generators at the Public Safety Facility
- Replaced 8 exhaust systems at VMEA Gen site

## UTILITIES

### DEPARTMENT EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022<br>Actual    | FY 2023<br>Adopted   | FY 2023<br>Amended   | FY 2024<br>Budget    | Increase<br>(Decrease) |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| <b>Sewer Fund</b>                  |                      |                      |                      |                      |                        |
| Salaries & Benefits                | 979,582              | 1,333,680            | 1,333,680            | 1,523,680            | 190,000                |
| Purchased Services                 | 7,781,255            | 7,895,500            | 8,988,528            | 8,031,100            | 135,600                |
| Internal Services                  | 1,027,080            | 1,164,590            | 1,164,590            | 1,121,450            | (43,140)               |
| Other Charges                      | 26,706               | 38,000               | 38,204               | 38,990               | 990                    |
| Supplies                           | 116,410              | 115,050              | 115,152              | 115,100              | 50                     |
| Capital                            | 25,000               | 0                    | 0                    | 50,000               | 50,000                 |
| Debt/Other Uses                    | 5,865,138            | 6,195,820            | 6,195,820            | 6,572,680            | 376,860                |
| Transfers/Contingencies            | 575,454              | 906,000              | 1,050,000            | 3,030,000            | 2,124,000              |
| <b>Fund Total:</b>                 | <b>16,396,626</b>    | <b>17,648,640</b>    | <b>18,885,974</b>    | <b>20,483,000</b>    | <b>2,834,360</b>       |
| <b>Water Fund</b>                  |                      |                      |                      |                      |                        |
| Salaries & Benefits                | 2,832,408            | 3,292,150            | 3,292,150            | 3,442,150            | 150,000                |
| Purchased Services                 | 480,930              | 626,700              | 1,198,671            | 648,050              | 21,350                 |
| Internal Services                  | 1,409,380            | 1,641,850            | 1,641,850            | 1,492,430            | (149,420)              |
| Other Charges                      | 561,356              | 568,600              | 568,804              | 593,000              | 24,400                 |
| Supplies                           | 2,441,008            | 2,170,750            | 2,515,970            | 2,129,700            | (41,050)               |
| Capital                            | -                    | 100,000              | 100,000              | 100,000              | -                      |
| Debt/Other Uses                    | 2,841,013            | 3,437,650            | 3,437,650            | 3,580,670            | 143,020                |
| Transfers/Contingencies            | 8,217,459            | 238,200              | 271,200              | 3,634,000            | 3,395,800              |
| <b>Fund Total:</b>                 | <b>18,783,555</b>    | <b>12,075,900</b>    | <b>13,026,294</b>    | <b>15,620,000</b>    | <b>3,544,100</b>       |
| <b>Electric Fund</b>               |                      |                      |                      |                      |                        |
| Salaries & Benefits                | 5,908,120            | 6,717,210            | 6,717,210            | 7,817,210            | 1,100,000              |
| Purchased Services                 | 1,477,525            | 1,324,130            | 1,499,350            | 1,418,530            | 94,400                 |
| Internal Services                  | 1,644,959            | 1,712,350            | 1,712,350            | 1,732,090            | 19,740                 |
| Other Charges                      | 348,684              | 442,300              | 446,440              | 446,900              | 4,600                  |
| Supplies                           | 29,305,290           | 30,976,740           | 32,988,284           | 40,899,540           | 9,922,800              |
| Capital                            | 293,687              | 181,000              | 198,336              | 330,000              | 149,000                |
| Debt/Other Uses                    | 1,026,575            | 1,323,420            | 1,323,420            | 1,355,730            | 32,310                 |
| Transfers/Contingencies            | 3,240,153            | 3,080,000            | 3,125,000            | 3,470,000            | 390,000                |
| <b>Fund Total:</b>                 | <b>43,244,992</b>    | <b>45,757,150</b>    | <b>48,010,389</b>    | <b>57,470,000</b>    | <b>11,712,850</b>      |
| <b>Expenditure Category Total:</b> | <b>\$ 78,425,174</b> | <b>\$ 75,481,690</b> | <b>\$ 79,922,657</b> | <b>\$ 93,573,000</b> | <b>\$ 18,091,310</b>   |

## BUDGET HIGHLIGHTS

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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 services, 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 - 0.0%

Water - 0.0%

Electric - 4.0%

The typical single-family residential utility bill would increase an average \$3.96 per month.

# 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

|   | <b>City Council Priority &amp; Goal</b> |      |
|---|---|------|
| • 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

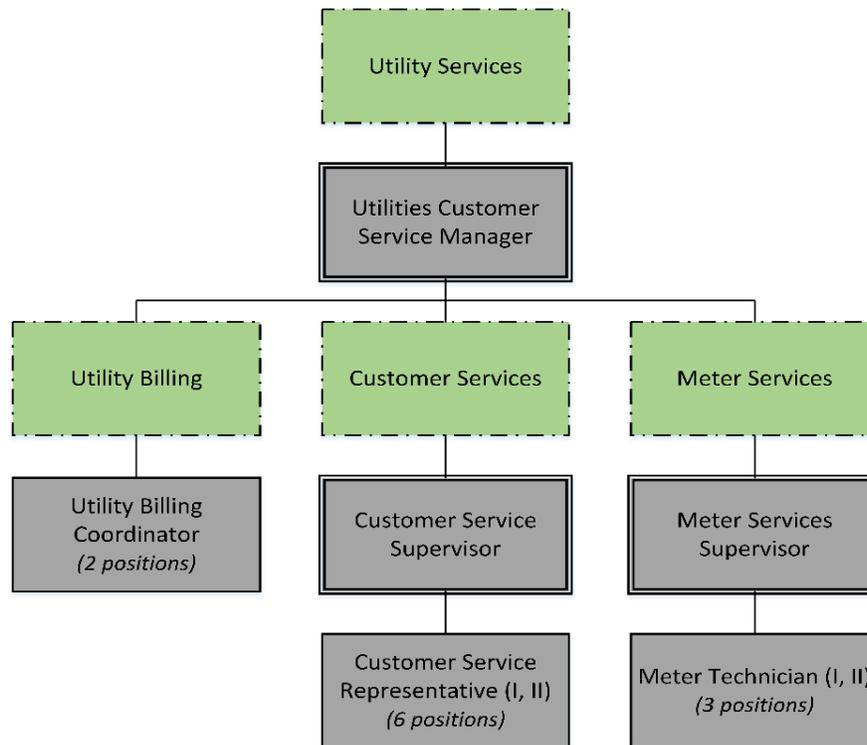
| Measure  | FY 2021<br>Actual          | FY 2022<br>Actual          | FY 2023<br>Budget         | FY 2023<br>Projected       | FY 2024<br>Budget         |
|--|----------------------------|----------------------------|---------------------------|----------------------------|---------------------------|
| <b>Efficiency (Workload)</b><br>Working Capital Ratios (the ability of each fund to pay for its current liabilities with current assets)<br>Electric / Water / Sewer | 6.54 /<br>12.96 /<br>11.48 | 7.47 /<br>10.21 /<br>14.12 | 6.00 /<br>10.00 /<br>7.50 | 7.50 /<br>10.00 /<br>11.00 | 7.50 /<br>10.00 /<br>9.00 |
| <b>Efficiency (Workload)</b><br># of days lost from work related injuries as reported by the City Safety Officer   | 0                          | 0                          | 0                         | 0                          | 0                         |
| <b>Efficiency (Workload)</b><br># of environmental violation citations from any state or federal regulatory  | 0                          | 0                          | 0                         | 0                          | 0                         |
| <b>Efficiency (Workload)</b><br>Combined residential bill (5,000 gal/mo) / Combined Draper Aden Index  | \$81.50 /<br>\$80.21       | \$85.30 /<br>\$86.18       | \$86.82 /<br>\$89.75      | \$86.32 /<br>\$88.69       | \$86.32 /<br>\$91.31      |

## DIVISION EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget   | Increase<br>(Decrease) |
|------------------------------------|-------------------|--------------------|--------------------|---------------------|------------------------|
| Salaries & Benefits                | 597,361           | 551,200            | 551,200            | 780,700             | 229,500                |
| Purchased Services                 | 206,453           | 215,000            | 343,149            | 215,000             | -                      |
| Internal Services                  | 26,529            | 27,780             | 27,780             | 28,640              | 860                    |
| Other Charges                      | 41,793            | 59,850             | 59,850             | 59,500              | (350)                  |
| Supplies                           | 4,569             | 7,800              | 7,800              | 7,700               | (100)                  |
| <b>Expenditure Category Total:</b> | <b>\$ 876,704</b> | <b>\$ 861,630</b>  | <b>\$ 989,779</b>  | <b>\$ 1,091,540</b> | <b>\$ 229,910</b>      |

# UTILITIES

## Utility Services



|                                    | Adopted<br>FY 2023 |              | Amended<br>FY 2023 |              | Budget<br>FY 2024 |              | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|------------------------------------|--------------------|--------------|--------------------|--------------|-------------------|--------------|---|----------|
|                                    | #                  | 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         | -   | -        |
| <b>Division Total</b>              | <b>14</b>          | <b>14.00</b> | <b>14</b>          | <b>14.00</b> | <b>14</b>         | <b>14.00</b> | <b>-</b>  | <b>-</b> |

**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**

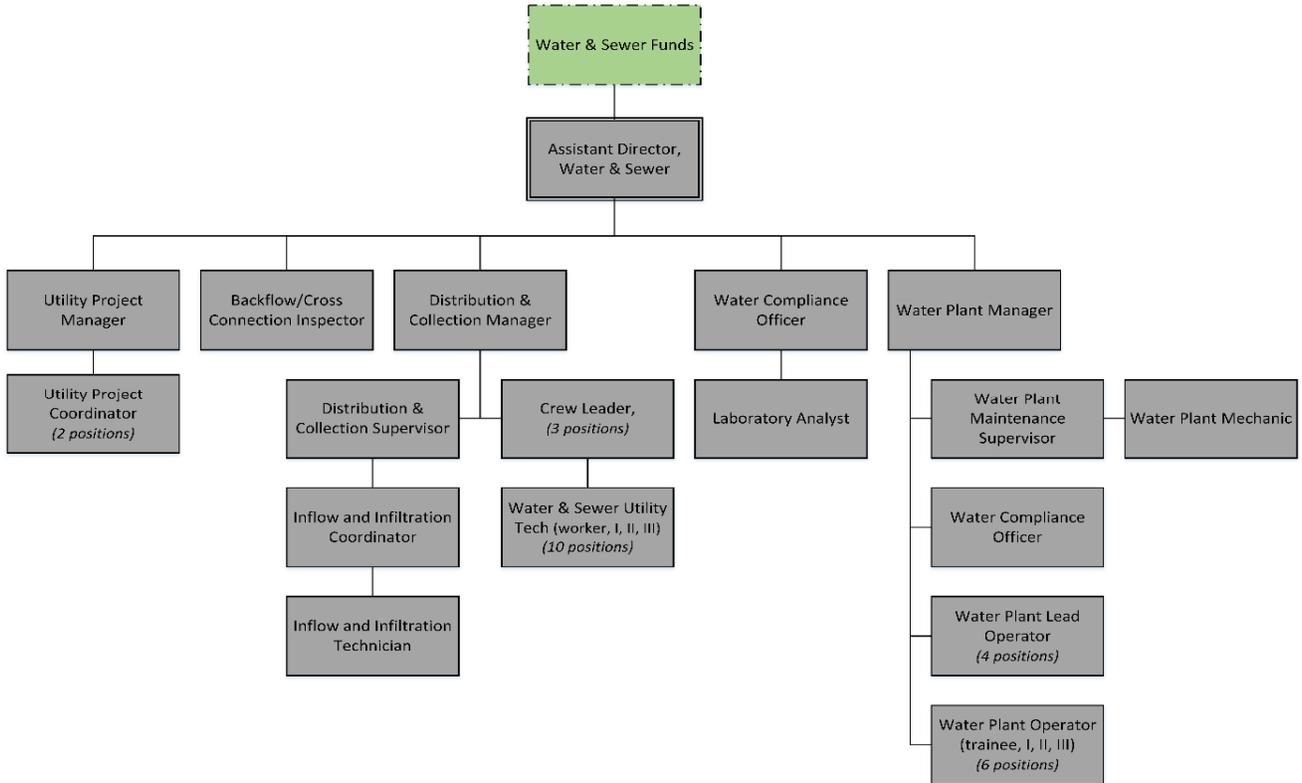
|   | <b>City Council Priority &amp; Goal</b> |      |
|---|---|------|
| • Increase online transactions and decrease walk-in & mail transactions                 | Sustaining Excellence                   | SE-1 |
| • Minimize lost revenue by disconnecting accounts for non-payment                       | 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 2021<br>Actual              | FY 2022<br>Actual              | FY 2023<br>Budget              | FY 2023<br>Projected           | FY 2024<br>Budget              |
|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <b>Efficiency (Workload)</b><br>% of revenue paid by type:<br>online / mail / in person   | 55.20% /<br>34.80% /<br>10.00% | 53.29% /<br>32.35% /<br>14.36% | 55.00% /<br>35.00% /<br>10.00% | 52.55% /<br>37.45% /<br>10.00% | 55.00% /<br>35.00% /<br>10.00% |
| <b>Outcome (Effectiveness)</b><br># of accounts disconnected due to non-pay yearly  | 0                              | 1,477                          | 3,200                          | 3,200                          | 3,200                          |
| <b>Efficiency (Workload)</b><br># of phone calls answered by customer service representatives   | 59,603                         | 60,101                         | 59,400                         | 59,400                         | 59,400                         |
| <b>Outcome (Effectiveness)</b><br># of service calls received annually / Average time from service call received to complete restoration of service | 1,996 /<br>100 min             | 1,850 /<br>52 min              | 2,100 /<br>90 min              | 1,900 /<br>60 min              | 2,000 /<br>85 min              |

**DIVISION EXPENDITURE OVERVIEW**

| Expenditure Category               | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget   | Increase<br>(Decrease) |
|------------------------------------|-------------------|--------------------|--------------------|---------------------|------------------------|
| Salaries & Benefits                | 679,688           | 760,690            | 760,690            | 826,920             | 66,230                 |
| Purchased Services                 | 74,666            | 85,870             | 85,870             | 85,870              | -                      |
| Internal Services                  | 106,940           | 113,360            | 113,360            | 119,130             | 5,770                  |
| Other Charges                      | 653               | 15,100             | 15,100             | 14,950              | (150)                  |
| Supplies                           | 978               | 10,000             | 10,000             | 9,800               | (200)                  |
| <b>Expenditure Category Total:</b> | <b>\$ 862,925</b> | <b>\$ 985,020</b>  | <b>\$ 985,020</b>  | <b>\$ 1,056,670</b> | <b>\$ 71,650</b>       |



# UTILITIES

## Water & Sewer

|   | Adopted<br>FY 2023 |              | Amended<br>FY 2023 |              | Budget<br>FY 2024 |              | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |        |
|---|--------------------|--------------|--------------------|--------------|-------------------|--------------|---|--------|
|   | #                  | FTE          | #                  | FTE          | #                 | FTE          | #   | FTE    |
| <b>Water &amp; Sewer Utility</b>                        |                    |              |                    |              |                   |              |   |        |
| <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         | -   | -      |
| <u>SEWER - COLLECTION, TRANSMISSION &amp; 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         | -   | -      |
| Water & Sewer Utility Tech<br>(worker, I, II, III)      | 6                  | 6.00         | 5                  | 5.00         | 5                 | 5.00         | (1)   | (1.00) |
| <u>WATER - TRANSMISSION &amp; DISTRIBUTION</u>          |                    |              |                    |              |                   |              |   |        |
| Distribution & Collection<br>Supervisor                 | 1                  | 1.00         | 1                  | 1.00         | 1                 | 1.00         | -   | -      |
| Utility Project Coordinator                             | 2                  | 2.00         | 2                  | 2.00         | 2                 | 2.00         | -   | -      |
| Crew Leader, Water & Sewer                              | 1                  | 1.00         | 1                  | 1.00         | 1                 | 1.00         | -   | -      |
| Backflow/Cross Connection<br>Program Inspector          | 1                  | 1.00         | 1                  | 1.00         | 1                 | 1.00         | -   | -      |
| Water & Sewer Utility Tech<br>(worker, I, II, III)      | 5                  | 5.00         | 5                  | 5.00         | 5                 | 5.00         | -   | -      |
| <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) |
| Water Plant Lead Operator                               | 4                  | 4.00         | 4                  | 4.00         | 4                 | 4.00         | -   | -      |
| Water Plant Maintenance<br>Supervisor                   | 1                  | 1.00         | 1                  | 1.00         | 1                 | 1.00         | -   | -      |
| Water Plant Operator<br>(trainee, I, II, III)           | 5                  | 5.00         | 6                  | 6.00         | 6                 | 6.00         | 1   | 1.00   |
| Plant Maintenance Mechanic                              | 1                  | 1.00         | 1                  | 1.00         | 1                 | 1.00         | -   | -      |
| Water Compliance Officer                                | -                  | -            | 1                  | 1.00         | 1                 | 1.00         | 1   | 1.00   |
| Laboratory Analyst                                      | 2                  | 2.00         | 2                  | 2.00         | 2                 | 2.00         | -   | -      |
| Subtotal (Water & Sewer)                                | <b>38</b>          | <b>38.00</b> | <b>38</b>          | <b>38.00</b> | <b>38</b>         | <b>38.00</b> | -   | -      |

**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**

|  | <b>City Council Priority &amp; Goal</b> |      |
|--|---|------|
| • 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 2021<br>Actual    | FY 2022<br>Actual    | FY 2023<br>Budget    | FY 2023<br>Projected | FY 2024<br>Budget    |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with reliability of sewer services compared to national average | 90% /<br>+24%        | 90% /<br>+24%        | 90% /<br>+24%        | 86% /<br>+31%        | 86% /<br>+31%        |
| <b>Outcome (Effectiveness)</b><br>% of annual wastewater peak flow to total capacity                                    | 91.82%               | 91.82%               | 90.00%               | 92.00%               | 92.00%               |
| <b>Efficiency (Workload)</b><br>Residential Sewer Bill (5,000 gal/mo) / Draper Aden Index                               | \$56.68 /<br>\$48.09 | \$59.25 /<br>\$49.31 | \$59.75 /<br>\$51.85 | \$59.25 /<br>\$50.79 | \$59.25 /<br>\$52.31 |
| <b>Outcome (Effectiveness)</b><br>% of gallons of infiltration and inflow   | 16.00%               | 14.00%               | 13.00%               | 13.00%               | 13.00%               |

**DIVISION EXPENDITURE OVERVIEW**

| Expenditure Category               | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|------------------------------------|-------------------|--------------------|--------------------|-------------------|------------------------|
| Salaries & Benefits                | 261,452           | 304,120            | 304,120            | 350,000           | 45,880                 |
| Purchased Services                 | 1,654             | 8,500              | 12,740             | 8,000             | (500)                  |
| Other Charges                      | 1,980             | 6,450              | 6,450              | 6,690             | 240                    |
| Supplies                           | 1,327             | 1,800              | 1,800              | 1,900             | 100                    |
| <b>Expenditure Category Total:</b> | <b>\$ 266,412</b> | <b>\$ 320,870</b>  | <b>\$ 325,110</b>  | <b>\$ 366,590</b> | <b>\$ 45,720</b>       |

**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**

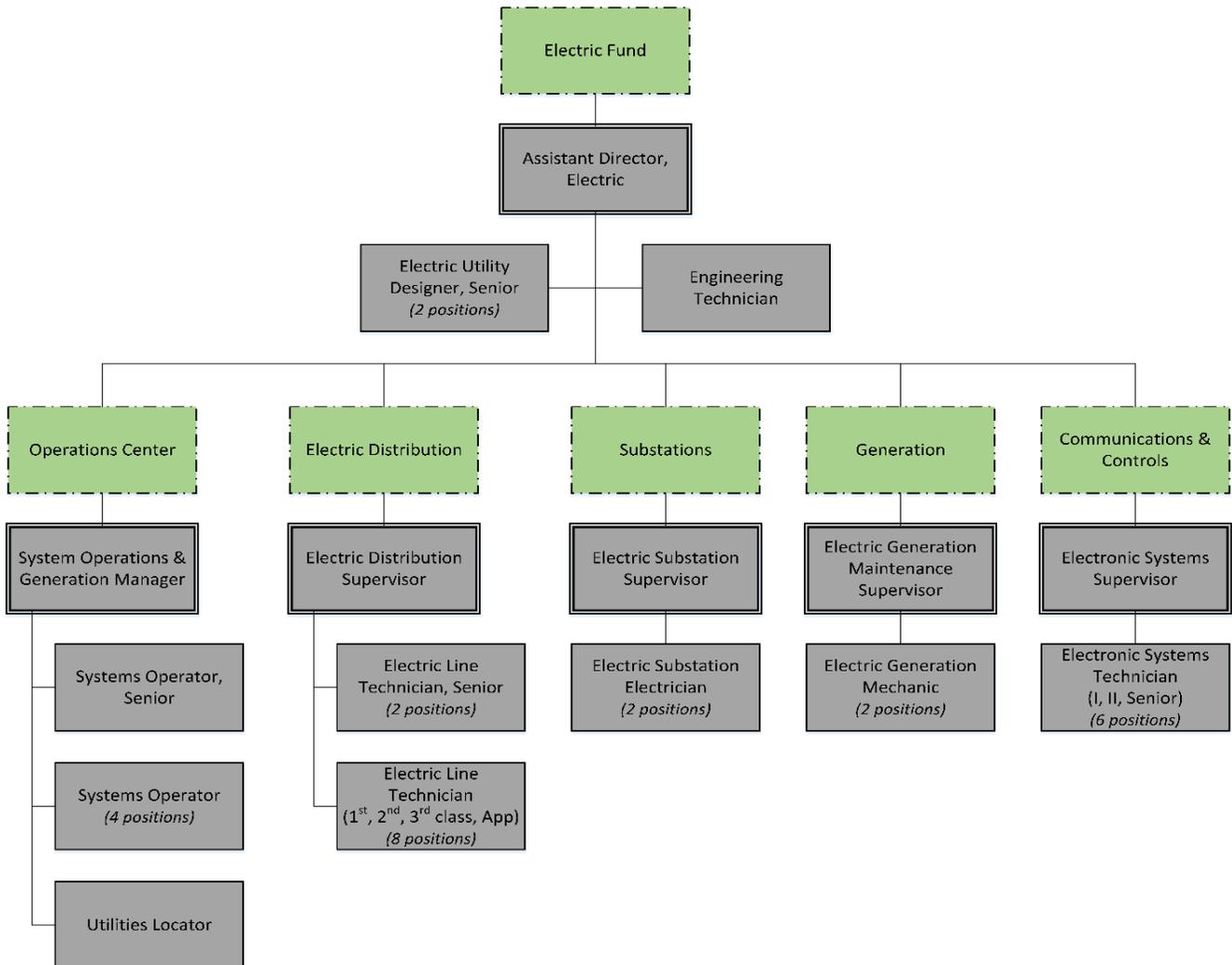
|  |                       |      |
|--|-----------------------|------|
| • Provide and maintain adequate and reliable water system            | Sustaining Excellence | SE-4 |
| • Provide a continuous supply of safe drinking water                 | Sustaining Excellence | SE-4 |
| • Meet all US EPA and VDH water quality standards for drinking water | Sustaining Excellence | SE-4 |

**SERVICE EFFORTS AND MEASURES**

| Measure  | FY 2021 Actual    | FY 2022 Actual    | FY 2023 Budget    | FY 2023 Projected | FY 2024 Budget    |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with reliability of water services compared to national average    | 93% / +29%        | 93% / +29%        | 93% / +29%        | 89% / +35%        | 89% / +35%        |
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with taste and odor of drinking water compared to national average | 77% / +10%        | 77% / +10%        | 77% / +10%        | 73% / +13%        | 73% / +13%        |
| <b>Efficiency (Workload)</b><br>Residential Water Bill (5,000 gal/mo) / Draper Aden Index                                  | \$24.82 / \$32.12 | \$26.05 / \$36.87 | \$27.07 / \$38.49 | \$27.07 / \$37.90 | \$27.07 / \$39.00 |
| <b>Outcome (Effectiveness)</b><br>Regulatory Compliance (% days in compliance) / # in house & outsource testing per year   | 100% / 76,828     | 100% / 77,940     | 100% / 76,808     | 100% / 78,400     | 100% / 78,500     |

**DIVISION EXPENDITURE OVERVIEW**

| Expenditure Category               | FY 2022 Actual    | FY 2023 Adopted   | FY 2023 Amended   | FY 2024 Budget    | Increase (Decrease) |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Salaries & Benefits                | 247,984           | 284,450           | 284,450           | 296,210           | 11,760              |
| Purchased Services                 | 18,349            | 5,000             | 30,763            | 5,000             | -                   |
| Internal Services                  | 13,390            | 14,190            | 14,190            | 14,330            | 140                 |
| Other Charges                      | 2,332             | 6,500             | 6,500             | 7,000             | 500                 |
| Supplies                           | 2,549             | 2,300             | 2,300             | 2,500             | 200                 |
| <b>Expenditure Category Total:</b> | <b>\$ 284,605</b> | <b>\$ 312,440</b> | <b>\$ 338,203</b> | <b>\$ 325,040</b> | <b>\$ 12,600</b>    |



# UTILITIES

## Electric

|   | Adopted<br>FY 2023 |              | Amended<br>FY 2023 |              | Budget<br>FY 2024 |              | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |     |
|---|--------------------|--------------|--------------------|--------------|-------------------|--------------|---|-----|
|   | #                  | FTE          | #                  | FTE          | #                 | FTE          | #   | FTE |
| <b>Electric Utility</b>                                 |                    |              |                    |              |                   |              |   |     |
| <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         | -   | -   |
| <u>OPERATIONS CENTER</u>                                |                    |              |                    |              |                   |              |   |     |
| Systems Operations &<br>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 (appren, 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<br>(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<br>(apprentice, senior) | 2                  | 2.00         | 2                  | 2.00         | 2                 | 2.00         | -   | -   |
| <u>GENERATION</u>                                       |                    |              |                    |              |                   |              |   |     |
| Electric Generation<br>Maintenance Supervisor           | 1                  | 1.00         | 1                  | 1.00         | 1                 | 1.00         | -   | -   |
| Electric Generation Mechanic                            | 2                  | 2.00         | 2                  | 2.00         | 2                 | 2.00         | -   | -   |
| <u>COMMUNICATIONS &amp; CONTROLS</u>                    |                    |              |                    |              |                   |              |   |     |
| Electronics Systems Supervisor                          | 1                  | 1.00         | 1                  | 1.00         | 1                 | 1.00         | -   | -   |
| Electronics Systems<br>Technician (I, II, senior)       | 6                  | 6.00         | 6                  | 6.00         | 6                 | 6.00         | -   | -   |
| Subtotal (Electric Utility)                             | <b>35</b>          | <b>35.00</b> | <b>35</b>          | <b>35.00</b> | <b>35</b>         | <b>35.00</b> | -   | -   |

# 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

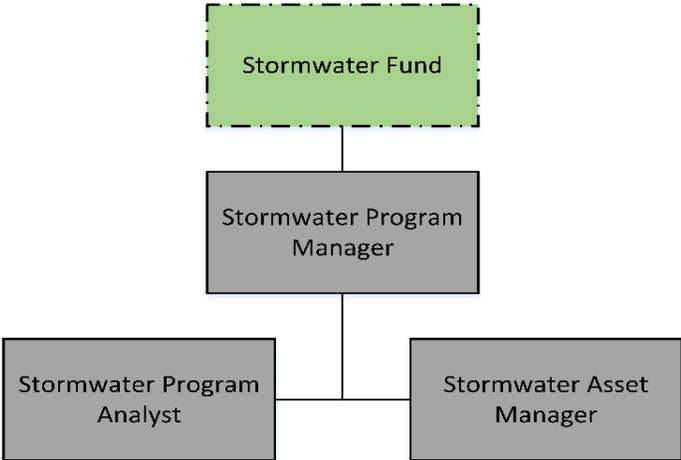
| Measure   | FY 2021 Actual | FY 2022 Actual | FY 2023 Budget | FY 2023 Projected | FY 2024 Budget |
|---|----------------|----------------|----------------|-------------------|----------------|
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with reliability of City electric services compared to national average | N/A            | N/A            | N/A            | 91% / +41%        | 91% / +41%     |
| <b>Outcome (Effectiveness)</b><br>% of time that customers have electric power / # minutes outage per customer (SADI) annually  | 99.99% / 36    | 99.99% / 32    | 99.99% / 52    | 99.99% / 52       | 99.99% / 52    |
| <b>Efficiency (Workload)</b><br>Respond to all Miss Utility tickets and close within 48 hours & # of tickets per year located   | 100% / 8,299   | 100% / 8,467   | 100% / 10,500  | 100% / 10,000     | 100% / 10,000  |
| <b>Outcome (Effectiveness)</b><br>Respond to all calls for streetlight repairs within 2 business days / # streetlights repaired | 100% / 525     | 100% / 400     | 100% / 250     | 100% / 400        | 100% / 400     |

### DIVISION EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022 Actual    | FY 2023 Adopted   | FY 2023 Amended   | FY 2024 Budget    | Increase (Decrease) |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Salaries & Benefits                | 518,752           | 688,190           | 688,190           | 706,100           | 17,910              |
| Purchased Services                 | 11,996            | 36,000            | 36,000            | 36,000            | -                   |
| Internal Services                  | 6,880             | 7,310             | 7,310             | 9,150             | 1,840               |
| Other Charges                      | 2,293             | 8,600             | 8,600             | 8,400             | (200)               |
| Supplies                           | 876               | 3,200             | 3,200             | 3,200             | -                   |
| <b>Expenditure Category Total:</b> | <b>\$ 540,796</b> | <b>\$ 743,300</b> | <b>\$ 743,300</b> | <b>\$ 762,850</b> | <b>\$ 19,550</b>    |

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|                            | Adopted<br>FY 2023 |             | Amended<br>FY 2023 |             | Budget<br>FY 2024 |             | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|----------------------------|--------------------|-------------|--------------------|-------------|-------------------|-------------|---|----------|
|                            | #                  | 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        | 1                  | 1.00        | 1                 | 1.00        | -   | -        |
| Stormwater Program Analyst | -                  | -           | 1                  | 1.00        | 1                 | 1.00        | 1   | 1.00     |
| Environmental Planner      | 1                  | 1.00        | -                  | -           | -                 | -           | (1)   | (1.00)   |
| <b>Division Total</b>      | <b>3</b>           | <b>3.00</b> | <b>3</b>           | <b>3.00</b> | <b>3</b>          | <b>3.00</b> | <b>-</b>  | <b>-</b> |

**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**

|  | <b>City Council Priority &amp; Goal</b> |      |
|--|---|------|
| • 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**

| <b>Measure</b>   | <b>FY 2021 Actual</b> | <b>FY 2022 Actual</b> | <b>FY 2023 Budget</b> | <b>FY 2023 Projected</b> | <b>FY 2024 Budget</b> |
|--|-----------------------|-----------------------|-----------------------|--------------------------|-----------------------|
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with the reliability of stormwater systems compared to national average  | 78% / +24%            | 78% / +24%            | 78% / +24%            | 73% / +22%               | 73% / +22%            |
| <b>Output (Actions Taken)</b><br># of City-owned SWMFs / cumulative % of SWMF inventory with deferred maintenance items complete | 27 / 30%              | 27 / 56%              | 27 / 59%              | 27 / 52%                 | 27 / 52%              |
| <b>Output (Actions Taken)</b><br># of resident complaints submitted / # completed / # requiring additional resources             | 50 / 15 / 35          | 45 / 43 / 19          | 30 / 15 / 50          | 30 / 15 / 34             | 30 / 15 / 40          |
| <b>Output (Actions Taken)</b><br># of IDDE dry weather inspections / % MS4 Permit Requirement (50 is the requirement)            | 112 / 224%            | 240 / 540%            | 100 / 200%            | 100 / 200%               | 100 / 200%            |

**DIVISION EXPENDITURE OVERVIEW**

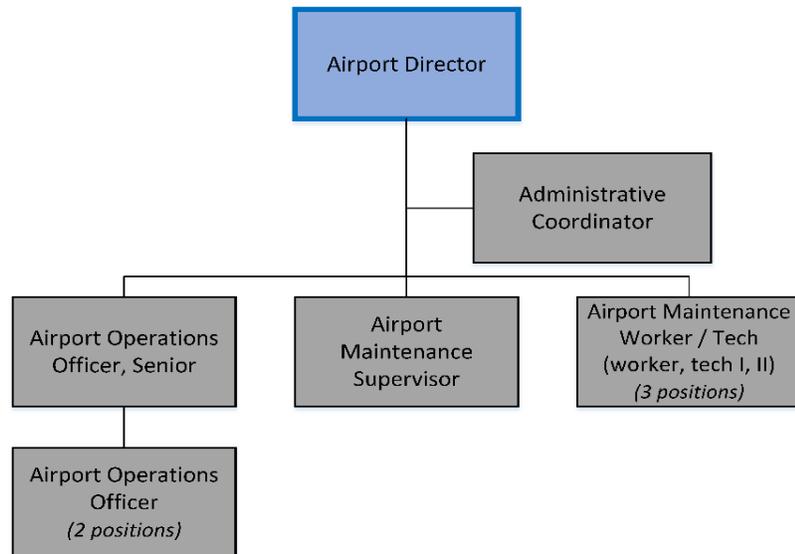
| <b>Expenditure Category</b>        | <b>FY 2022 Actual</b> | <b>FY 2023 Adopted</b> | <b>FY 2023 Amended</b> | <b>FY 2024 Budget</b> | <b>Increase (Decrease)</b> |
|------------------------------------|-----------------------|------------------------|------------------------|-----------------------|----------------------------|
| Salaries & Benefits                | 187,624               | 556,190                | 556,190                | 556,190               | -                          |
| Purchased Services                 | 216,034               | 630,000                | 662,100                | 630,540               | 540                        |
| Internal Services                  | 483,590               | 528,810                | 528,810                | 538,400               | 9,590                      |
| Other Charges                      | 25,946                | 39,000                 | 39,000                 | 36,470                | (2,530)                    |
| Supplies                           | 13,419                | 42,000                 | 42,000                 | 40,000                | (2,000)                    |
| Debt/Other Uses                    | 245,937               | 456,500                | 456,500                | 453,400               | (3,100)                    |
| Transfers/Contingencies            | 1,071,000             | 2,245,000              | 3,875,000              | 725,000               | (1,520,000)                |
| <b>Expenditure Category Total:</b> | <b>\$ 2,243,550</b>   | <b>\$ 4,497,500</b>    | <b>\$ 6,159,600</b>    | <b>\$ 2,980,000</b>   | <b>\$ (1,517,500)</b>      |

**Department Information**

Juan Rivera, Airport Director

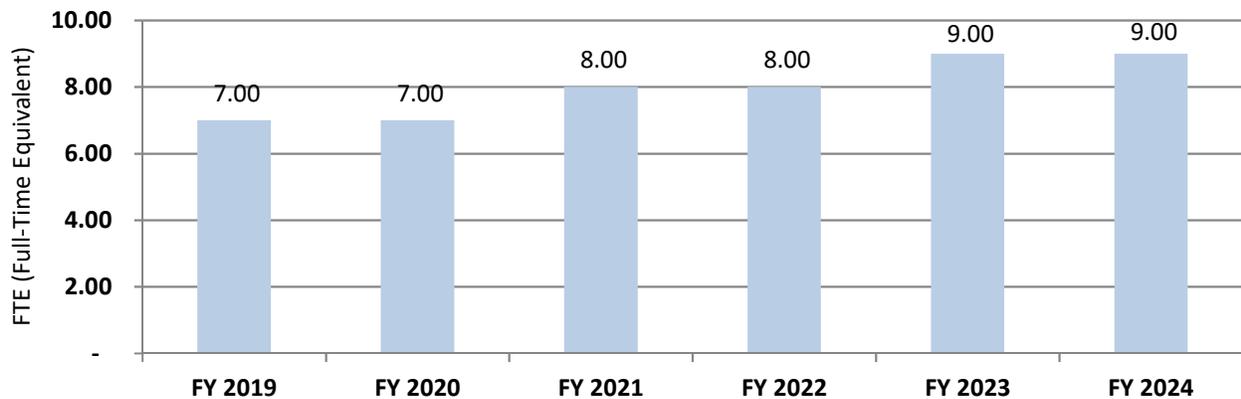
(703) 257-8261

[www.manassasva.gov/airport](http://www.manassasva.gov/airport)



|   | Adopted<br>FY 2023 |             | Amended<br>FY 2023 |             | Budget<br>FY 2024 |             | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|---|--------------------|-------------|--------------------|-------------|-------------------|-------------|---|----------|
|   | #                  | FTE         | #                  | FTE         | #                 | FTE         | #   | FTE      |
|   | <b>AIRPORT</b>     |             |                    |             |                   |             |   |          |
| 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                  | 2                  | 2.00        | 2                  | 2.00        | 2                 | 2.00        | -   | -        |
| Airport Maintenance Supervisor              | 1                  | 1.00        | 1                  | 1.00        | 1                 | 1.00        | -   | -        |
| Airport Maintenance<br>(worker, tech I, II) | 3                  | 3.00        | 3                  | 3.00        | 3                 | 3.00        | -   | -        |
| Administrative Coordinator                  | 1                  | 1.00        | 1                  | 1.00        | 1                 | 1.00        | -   | -        |
| <b>DEPARTMENT TOTAL</b>                     | <b>9</b>           | <b>9.00</b> | <b>9</b>           | <b>9.00</b> | <b>9</b>          | <b>9.00</b> | <b>-</b>  | <b>-</b> |

**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

- Replaced Fire Panel in Terminal Building
- Hired an Airport Maintenance Supervisor and Airport Operations Officer
- Updated Airport Financial Plan
- Coordinated and hosted an Aviation Career Fair in conjunction with the three local school systems in the Manassas area for middle and high school students
- Replaced the Airport's Rotating Beacon
- Milled and repaved three t-hangar alleyways East and West sides of Airport
- Hosted an Advanced Air Mobility Seminar
- Created a Career and Technical Education (CTE) working group with the three local school jurisdictions
- Security System Upgrades
- Restriped runway 16L/34R and Taxiway B
- Main Wind Cone and Supplemental Wind Cone replacements
- Attended VDOT Job Fair
- Hired a college Student for a 10 week Airport Intern program

## DEPARTMENT EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022<br>Actual   | FY 2023<br>Adopted  | FY 2023<br>Amended  | FY 2024<br>Budget   | Increase<br>(Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Salaries & Benefits                | 817,770             | 1,144,230           | 1,144,230           | 1,224,230           | 80,000                 |
| Purchased Services                 | 261,074             | 631,700             | 638,390             | 690,700             | 59,000                 |
| Internal Services                  | 323,907             | 349,200             | 349,200             | 367,370             | 18,170                 |
| Other Charges                      | 210,121             | 291,800             | 291,800             | 301,600             | 9,800                  |
| Supplies                           | 85,511              | 336,500             | 336,500             | 398,500             | 62,000                 |
| Capital                            | 72,127              | 107,000             | 107,000             | 200,000             | 93,000                 |
| Debt/Other Uses                    | 563,962             | 205,150             | 205,150             | 209,930             | 4,780                  |
| Transfers/Contingencies            | 1,582,000           | 544,400             | 544,400             | 691,670             | 147,270                |
| <b>Expenditure Category Total:</b> | <b>\$ 3,916,471</b> | <b>\$ 3,609,980</b> | <b>\$ 3,616,670</b> | <b>\$ 4,084,000</b> | <b>\$ 474,020</b>      |
| <b>Division Summary</b>            |                     |                     |                     |                     |                        |
| Administration                     | 2,145,962           | 849,550             | 849,550             | 1,051,600           | 202,050                |
| <b>Division Summary Total:</b>     | <b>\$ 2,145,962</b> | <b>\$ 849,550</b>   | <b>\$ 849,550</b>   | <b>\$ 1,051,600</b> | <b>\$ 202,050</b>      |

## BUDGET HIGHLIGHTS

Changes include an increase in supplies and mowing services, additional equipment purchases, an increase in the contribution to fund balance, salary and benefit increases, 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**

|   | <b>City Council Priority &amp; Goal</b> |      |
|---|---|------|
| • 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 2021<br>Actual | FY 2022<br>Actual | FY 2023<br>Budget | FY 2023<br>Projected | FY 2024<br>Budget |
|---|-------------------|-------------------|-------------------|----------------------|-------------------|
| <b>Efficiency (Workload)</b><br># of incidents / accidents                            | 2 / 0             | 1 / 0             | 2 / 0             | 2 / 2                | 2 / 0             |
| <b>Efficiency (Workload)</b><br># of noise complaints / # of operations               | 40 /<br>92,784    | 26 /<br>107,270   | 35 /<br>92,000    | 35 /<br>115,000      | 30 /<br>120,000   |
| <b>Input (Workload)</b><br># of total operations / # of based aircraft                | 92,784 /<br>410   | 107,720 /<br>413  | 92,000 /<br>400   | 115,000 /<br>415     | 120,000 /<br>420  |
| <b>Efficiency (Workload)</b><br>% of airport expenditures covered by airport revenues | 147%              | 100%              | 100%              | 100%                 | 100%              |

**DIVISION EXPENDITURE OVERVIEW**

| Expenditure Category               | FY 2022<br>Actual   | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget   | Increase<br>(Decrease) |
|------------------------------------|---------------------|--------------------|--------------------|---------------------|------------------------|
| Supplies                           | -                   | 100,000            | 100,000            | 150,000             | 50,000                 |
| Debt/Other Uses                    | 563,962             | 205,150            | 205,150            | 209,930             | 4,780                  |
| Transfers/Contingencies            | 1,582,000           | 544,400            | 544,400            | 691,670             | 147,270                |
| <b>Expenditure Category Total:</b> | <b>\$ 2,145,962</b> | <b>\$ 849,550</b>  | <b>\$ 849,550</b>  | <b>\$ 1,051,600</b> | <b>\$ 202,050</b>      |

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# PUBLIC WORKS

## Solid Waste Fund



|                              | Adopted<br>FY 2023 |             | Amended<br>FY 2023 |             | Budget<br>FY 2024 |             | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|------------------------------|--------------------|-------------|--------------------|-------------|-------------------|-------------|---|----------|
|                              | #                  | 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        | -   | -        |
| <b>Division Total</b>        | <b>2</b>           | <b>1.50</b> | <b>2</b>           | <b>1.50</b> | <b>2</b>          | <b>1.50</b> | <b>-</b>  | <b>-</b> |

# 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 |

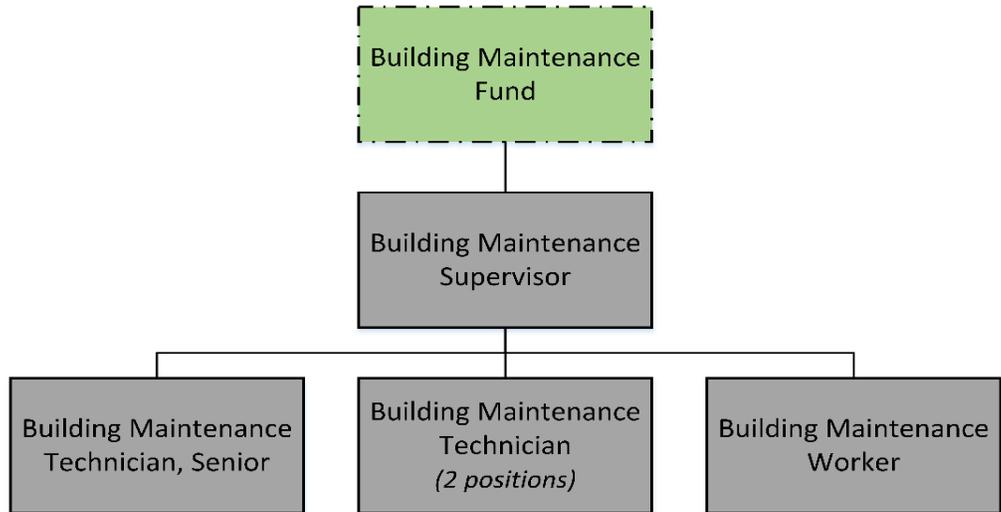
### SERVICE EFFORTS AND MEASURES

| Measure  | FY 2021<br>Actual | FY 2022<br>Actual | FY 2023<br>Budget | FY 2023<br>Projected | FY 2024<br>Budget |
|--|-------------------|-------------------|-------------------|----------------------|-------------------|
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with quality of trash, recycling, and yard waste services compared to national average | 80% /<br>+12%     | 80% /<br>+12%     | 80% /<br>+12%     | 78% /<br>+21%        | 78% /<br>+21%     |
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with residential curbside recycling compared to national average                       | 81% /<br>+12%     | 81% /<br>+12%     | 81% /<br>+12%     | 79% /<br>+22%        | 79% /<br>+22%     |
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with residential yard waste collection compared to national average                    | 78% /<br>+11%     | 78% /<br>+11%     | 78% /<br>+11%     | 79% /<br>+24%        | 79% /<br>+24%     |
| <b>Efficiency (Workload)</b><br># of refuse tons curbside / # of recycle tons curbside   | 14,001 /<br>4,660 | 14,661 /<br>4,660 | 14,835 /<br>4,239 | 13,326 /<br>4,294    | 12,859 /<br>3,048 |

### DIVISION EXPENDITURE OVERVIEW

| Expenditure Category               | FY 2022<br>Actual   | FY 2023<br>Adopted  | FY 2023<br>Amended  | FY 2024<br>Budget   | Increase<br>(Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Salaries & Benefits                | 142,891             | 137,000             | 137,000             | 183,420             | 46,420                 |
| Purchased Services                 | 3,100,309           | 3,333,330           | 3,833,330           | 4,122,000           | 788,670                |
| Internal Services                  | 261,535             | 356,240             | 356,240             | 292,620             | (63,620)               |
| Other Charges                      | 3,700               | 6,700               | 6,700               | 8,000               | 1,300                  |
| Supplies                           | 6,575               | 8,640               | 8,640               | 10,000              | 1,360                  |
| Capital                            | -                   | 20,000              | 20,000              | -                   | (20,000)               |
| Debt/Other Uses                    | -                   | 8,000               | 8,000               | 18,000              | 10,000                 |
| Transfers/Contingencies            | -                   | 75,000              | 75,000              | 111,960             | 36,960                 |
| <b>Expenditure Category Total:</b> | <b>\$ 3,515,011</b> | <b>\$ 3,944,910</b> | <b>\$ 4,444,910</b> | <b>\$ 4,746,000</b> | <b>\$ 801,090</b>      |

**PUBLIC WORKS**  
Building Maintenance Fund



|   | Adopted<br>FY 2023 |             | Amended<br>FY 2023 |             | Budget<br>FY 2024 |             | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|---|--------------------|-------------|--------------------|-------------|-------------------|-------------|---|----------|
|   | #                  | FTE         | #                  | FTE         | #                 | FTE         | #   | FTE      |
| <b>BUILDING MAINTENANCE</b>               |                    |             |                    |             |                   |             |   |          |
| 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        | -   | -        |
| <b>Division Total</b>                     | <b>5</b>           | <b>5.00</b> | <b>5</b>           | <b>5.00</b> | <b>5</b>          | <b>5.00</b> | <b>-</b>  | <b>-</b> |

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 |

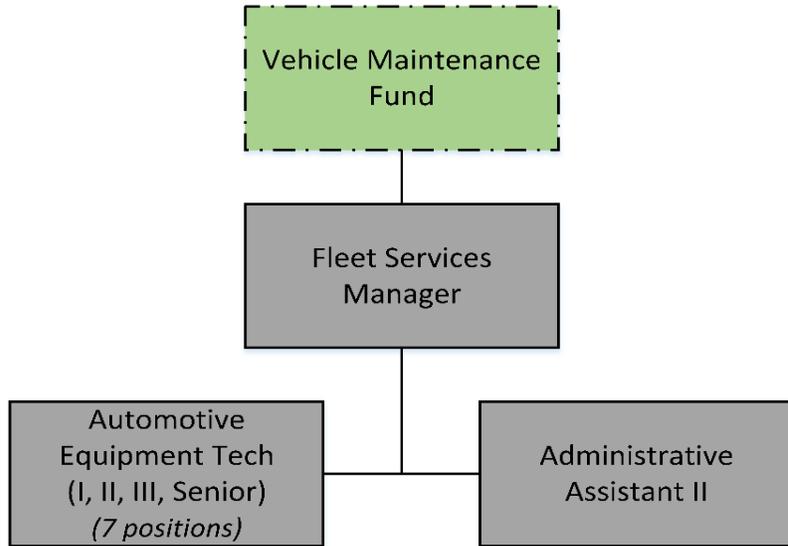
**SERVICE EFFORTS AND MEASURES**

| Measure  | FY 2021<br>Actual | FY 2022<br>Actual | FY 2023<br>Budget | FY 2023<br>Projected | FY 2024<br>Budget |
|--|-------------------|-------------------|-------------------|----------------------|-------------------|
| <b>Outcome (Effectiveness)</b><br>Resident satisfaction with maintenance of City buildings and facilities compared to national average | 78% /<br>+15%     | 78% /<br>+15%     | 78% /<br>+15%     | 70% /<br>+13%        | 70% /<br>+13%     |
| <b>Efficiency (Workload)</b><br># of work orders completed   | 486               | 994               | 800               | 1,000                | 1,000             |
| <b>Input (Workload)</b><br># of square feet maintained / # of buildings  | 205,766 /<br>21   | 249,018 /<br>22   | 355,716 /<br>23   | 355,716 /<br>23      | 355,716 /<br>23   |
| <b>Output (Actions Taken)</b><br>% of PMIs executed/scheduled  | N/A               | 30%               | 95%               | 95%                  | 95%               |

**DIVISION EXPENDITURE OVERVIEW**

| Expenditure Category               | FY 2022<br>Actual   | FY 2023<br>Adopted  | FY 2023<br>Amended  | FY 2024<br>Budget   | Increase<br>(Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Salaries & Benefits                | 326,263             | 567,000             | 567,000             | 615,180             | 48,180                 |
| Purchased Services                 | 474,598             | 730,000             | 758,790             | 710,000             | (20,000)               |
| Internal Services                  | 29,790              | 33,530              | 33,530              | 35,370              | 1,840                  |
| Other Charges                      | 443,151             | 517,000             | 517,000             | 621,000             | 104,000                |
| Supplies                           | 89,528              | 114,000             | 114,000             | 125,000             | 11,000                 |
| Capital                            | 10,436              | 510,000             | 510,000             | 520,000             | 10,000                 |
| Transfers/Contingencies            | -                   | -                   | -                   | 50,000              | 50,000                 |
| <b>Expenditure Category Total:</b> | <b>\$ 1,373,767</b> | <b>\$ 2,471,530</b> | <b>\$ 2,500,320</b> | <b>\$ 2,676,550</b> | <b>\$ 205,020</b>      |

**PUBLIC WORKS**  
Vehicle Maintenance Fund



|   | Adopted<br>FY 2023 |             | Amended<br>FY 2023 |             | Budget<br>FY 2024 |             | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|---|--------------------|-------------|--------------------|-------------|-------------------|-------------|---|----------|
|   | #                  | FTE         | #                  | FTE         | #                 | FTE         | #   | FTE      |
| <i>Vehicle Maintenance Fund</i>                         |                    |             |                    |             |                   |             |   |          |
| Fleet Services Manager                                  | 1                  | 1.00        | 1                  | 1.00        | 1                 | 1.00        | -   | -        |
| Automotive/Equipment<br>Technician (I, II, III, senior) | 7                  | 7.00        | 7                  | 7.00        | 7                 | 7.00        | -   | -        |
| Administrative Assistant II                             | 1                  | 1.00        | 1                  | 1.00        | 1                 | 1.00        | -   | -        |
| <b>Division Total</b>                                   | <b>9</b>           | <b>9.00</b> | <b>9</b>           | <b>9.00</b> | <b>9</b>          | <b>9.00</b> | <b>-</b>  | <b>-</b> |

**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 |

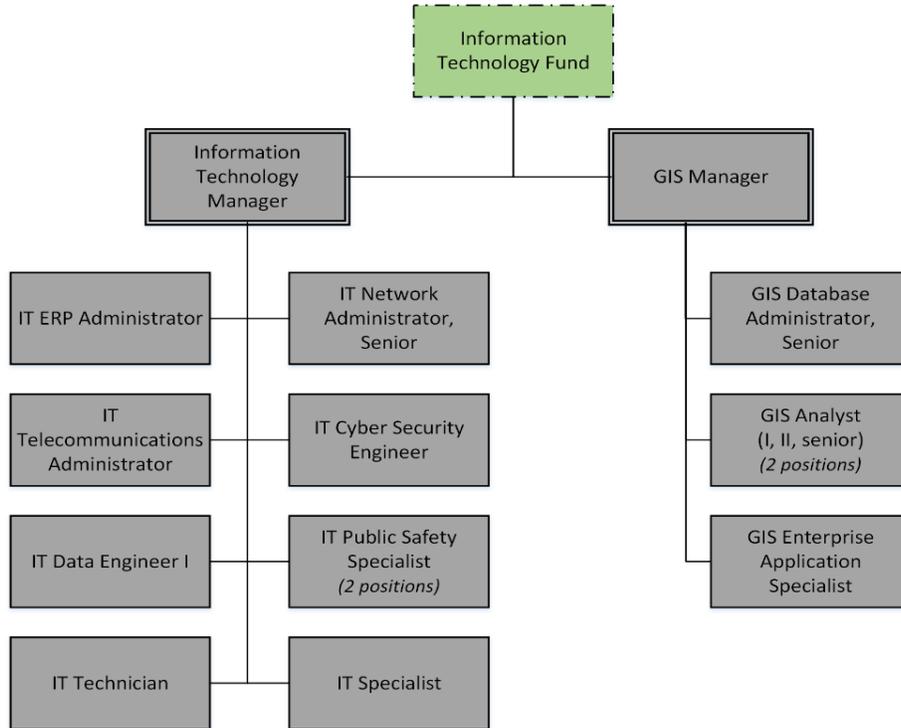
**SERVICE EFFORTS AND MEASURES**

| Measure   | FY 2021<br>Actual     | FY 2022<br>Actual     | FY 2023<br>Budget     | FY 2023<br>Projected  | FY 2024<br>Budget     |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>Outcome (Effectiveness)</b><br>City Shop Labor Rate /<br>Comparable Labor Rate | \$70 /<br>\$130-\$158 | \$70 /<br>\$150-\$195 | \$70 /<br>\$170-\$179 | \$70 /<br>\$150-\$195 | \$80 /<br>\$150-\$195 |
| <b>Efficiency (Workload)</b><br># of maintenance orders<br>processed              | 2,639                 | 2,836                 | 3,000                 | 3,000                 | 3,000                 |
| <b>Efficiency (Workload)</b><br>% of vehicles replaced /<br>average age of fleet  | 5% /<br>8.6yrs        | 5% /<br>8.8yrs        | 5% /<br>8.6yrs        | 5% /<br>8.8yrs        | 5% /<br>8.8yrs        |
| <b>Output (Actions Taken)</b><br># of scheduled services<br>performed             | 1,234                 | 1,492                 | 1,500                 | 1,500                 | 1,500                 |

**DIVISION EXPENDITURE OVERVIEW**

| Expenditure Category               | FY 2022<br>Actual   | FY 2023<br>Adopted  | FY 2023<br>Amended  | FY 2024<br>Budget   | Increase<br>(Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Salaries & Benefits                | 749,240             | 1,075,000           | 1,075,000           | 1,134,460           | 59,460                 |
| Purchased Services                 | 178,161             | 210,000             | 210,376             | 210,000             | -                      |
| Internal Services                  | 272,050             | 267,780             | 267,780             | 281,840             | 14,060                 |
| Other Charges                      | 212,630             | 251,700             | 251,700             | 256,500             | 4,800                  |
| Supplies                           | 1,193,933           | 1,462,200           | 1,462,200           | 1,914,200           | 452,000                |
| Capital                            | 1,984,262           | 1,830,000           | 2,331,614           | 1,865,500           | 35,500                 |
| Transfers/Contingencies            | -                   | -                   | -                   | 350,000             | 350,000                |
| <b>Expenditure Category Total:</b> | <b>\$ 4,590,276</b> | <b>\$ 5,096,680</b> | <b>\$ 5,598,670</b> | <b>\$ 6,012,500</b> | <b>\$ 915,820</b>      |

**Information Technology Fund**



|                                       | Adopted<br>FY 2023 |              | Amended<br>FY 2023 |              | Budget<br>FY 2024 |              | Budget<br>FY 2024<br>Over (Under)<br>Adopted<br>FY 2023 |          |
|---------------------------------------|--------------------|--------------|--------------------|--------------|-------------------|--------------|---|----------|
|                                       | #                  | 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 Security Administrator             | 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 Cyber Security Engineer            | -                  | -            | 1                  | 1.00         | 1                 | 1.00         | 1   | 1.00     |
| IT Data Engineer I                    | 1                  | 1.00         | 1                  | 1.00         | 1                 | 1.00         | -   | -        |
| IT Public Safety System Analyst       | 1                  | 1.00         | -                  | -            | -                 | -            | (1)   | (1.00)   |
| IT Public Safety Specialist           | 1                  | 1.00         | 2                  | 2.00         | 2                 | 2.00         | 1   | 1.00     |
| GIS Manager                           | 1                  | 1.00         | 1                  | 1.00         | 1                 | 1.00         | -   | -        |
| GIS Database Administrator Sr.        | -                  | -            | 1                  | 1.00         | 1                 | 1.00         | 1   | 1.00     |
| GIS Database Administrator            | 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         | -   | -        |
| <b>Division Total</b>                 | <b>15</b>          | <b>15.00</b> | <b>15</b>          | <b>15.00</b> | <b>15</b>         | <b>15.00</b> | <b>-</b>  | <b>-</b> |

**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, OSSI 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 2021 Actual | FY 2022 Actual | FY 2023 Budget | FY 2023 Projected | FY 2024 Budget |
|--|----------------|----------------|----------------|-------------------|----------------|
| <b>Outcome (Effectiveness)</b><br>% of available uptime for main IT systems                                  | 99.4%          | 99.5%          | 99.5%          | 99.5%             | 99.5%          |
| <b>Efficiency (Workload)</b><br># of Major IT Applications/GIS/Infrastructure/PD/Security projects completed | 34             | 27             | 30             | 25                | 25             |
| <b>Efficiency (Workload)</b><br># of normal priority Help Desk calls / # high priority calls                 | 5,711 / 1,088  | 8,703 / 1,958  | 5,000 / 1,200  | 5,000 / 1,200     | 5,000 / 1,200  |
| <b>Efficiency (Workload)</b><br># of GIS web apps / # web maps created and supported in-house                | 88 / 91        | 58 / 126       | 50 / 75        | 50 / 75           | 50 / 75        |

**DIVISION EXPENDITURE OVERVIEW**

| Expenditure Category               | FY 2022 Actual      | FY 2023 Adopted     | FY 2023 Amended     | FY 2024 Budget      | Increase (Decrease) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits                | 1,710,616           | 2,239,000           | 2,239,000           | 2,289,000           | 50,000              |
| Purchased Services                 | 1,253,276           | 1,626,500           | 1,631,500           | 1,830,500           | 204,000             |
| Internal Services                  | 96,960              | 135,980             | 135,980             | 151,990             | 16,010              |
| Other Charges                      | 169,550             | 204,000             | 210,899             | 245,000             | 41,000              |
| Supplies                           | 358,346             | 371,500             | 429,950             | 371,500             | -                   |
| Capital                            | 123,736             | 80,000              | 480,000             | 452,000             | 372,000             |
| Transfers/Contingencies            | -                   | 200,000             | 200,000             | 250,000             | 50,000              |
| <b>Expenditure Category Total:</b> | <b>\$ 3,712,484</b> | <b>\$ 4,856,980</b> | <b>\$ 5,327,330</b> | <b>\$ 5,589,990</b> | <b>\$ 733,010</b>   |

# 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 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|--------------------------------|-------------------|--------------------|--------------------|-------------------|------------------------|
| <b>Local Sources</b>           |                   |                    |                    |                   |                        |
| Charges for Services           | 90,790            | -                  | -                  | -                 | -                      |
| <b>Source Total:</b>           | <b>90,790</b>     | <b>-</b>           | <b>-</b>           | <b>-</b>          | <b>-</b>               |
| <b>Other Financing Sources</b> |                   |                    |                    |                   |                        |
| Use of Fund Balance            | -                 | 50,000             | 50,000             | 60,000            | 10,000                 |
| <b>Source Total:</b>           | <b>-</b>          | <b>50,000</b>      | <b>50,000</b>      | <b>60,000</b>     | <b>10,000</b>          |
| <b>REVENUE TOTAL:</b>          | <b>\$ 90,790</b>  | <b>\$ 50,000</b>   | <b>\$ 50,000</b>   | <b>\$ 60,000</b>  | <b>\$ 10,000</b>       |

### DIVISION EXPENDITURE OVERVIEW

| Expenditure by Category   | FY 2022<br>Actual | FY 2023<br>Adopted | FY 2023<br>Amended | FY 2024<br>Budget | Increase<br>(Decrease) |
|---------------------------|-------------------|--------------------|--------------------|-------------------|------------------------|
| Transfers/Contingencies   | -                 | 50,000             | 50,000             | 60,000            | 10,000                 |
| <b>EXPENDITURE TOTAL:</b> | <b>\$ -</b>       | <b>\$ 50,000</b>   | <b>\$ 50,000</b>   | <b>\$ 60,000</b>  | <b>\$ 10,000</b>       |

### BUDGET HIGHLIGHTS

As of June 30, 2022, the fund balance in this fund is \$469,337.

# 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 2022<br>Actual    | FY 2023<br>Adopted   | FY 2023<br>Amended   | FY 2024<br>Budget    | Increase<br>(Decrease) |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| <b>Local Sources</b>           |                      |                      |                      |                      |                        |
| Interest                       | 49,399               | -                    | -                    | -                    | -                      |
| Charges for Services           | 379,741              | 1,365,750            | 1,365,750            | 960,630              | (405,120)              |
| Other Local Sources            | 218,513              | -                    | -                    | -                    | -                      |
| <b>Source Total:</b>           | <b>647,653</b>       | <b>1,365,750</b>     | <b>1,365,750</b>     | <b>960,630</b>       | <b>(405,120)</b>       |
| <b>Intergovernmental</b>       |                      |                      |                      |                      |                        |
| State of Virginia              | 61,306,436           | 67,505,267           | 67,505,267           | 71,423,077           | 3,917,810              |
| Federal Government             | 13,987,266           | 10,705,218           | 10,705,218           | 7,837,503            | (2,867,715)            |
| <b>Source Total:</b>           | <b>75,293,702</b>    | <b>78,210,485</b>    | <b>78,210,485</b>    | <b>79,260,580</b>    | <b>1,050,095</b>       |
| <b>Other Financing Sources</b> |                      |                      |                      |                      |                        |
| Transfer from General Fund     | 55,341,610           | 57,001,900           | 57,001,900           | 60,212,000           | 3,210,100              |
| Transfer from MCPS Operating   | -                    | 1,300,000            | 1,300,000            | -                    | (1,300,000)            |
| Use of Fund Balance            | -                    | 1,300,000            | 1,300,000            | 61,405               | (1,238,595)            |
| <b>Source Total:</b>           | <b>55,341,610</b>    | <b>59,601,900</b>    | <b>59,601,900</b>    | <b>60,273,405</b>    | <b>671,505</b>         |
| <b>REVENUE TOTAL:</b>          | <b>\$131,282,965</b> | <b>\$139,178,135</b> | <b>\$139,178,135</b> | <b>\$140,494,615</b> | <b>\$ 1,316,480</b>    |

## EXPENDITURE OVERVIEW

| Expenditure by Fund       | FY 2022<br>Actual    | FY 2023<br>Adopted   | FY 2023<br>Amended   | FY 2024<br>Budget    | Increase<br>(Decrease) |
|---------------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| Operating Fund            | 112,454,504          | 122,739,280          | 122,739,280          | 128,294,245          | 5,554,965              |
| Food Service Fund         | 4,043,247            | 4,099,775            | 4,099,775            | 4,323,801            | 224,026                |
| CIP Fund                  | 1,322,174            | 7,784,415            | 7,784,415            | 3,000,000            | (4,784,415)            |
| Grants/Special Proj. Fund | 8,959,819            | 3,996,965            | 3,996,965            | 4,088,003            | 91,038                 |
| Debt Service Fund         | 545,328              | 557,700              | 557,700              | 788,566              | 230,866                |
| <b>EXPENDITURE TOTAL:</b> | <b>\$127,325,072</b> | <b>\$139,178,135</b> | <b>\$139,178,135</b> | <b>\$140,494,615</b> | <b>\$ 1,316,480</b>    |

## BUDGET HIGHLIGHTS

The Adopted Budget for the Manassas City Public Schools is \$140,494,615, reflecting an increase of 1% from FY 2023.

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# **BASIS OF BUDGETING AND ACCOUNTING**

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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

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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**

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## 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

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## **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

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## 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

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## **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-2023-17**

First Reading: May 8, 2023  
Second Reading May 22, 2023  
Enacted May 22, 2023  
Effective May 22, 2023

**AN UNCODIFIED ORDINANCE SETTING THE REAL ESTATE TAX RATES FOR TAX YEAR 2024**

**BE IT ORDAINED** that by the City Council of the City of Manassas, Virginia, meeting in regular session this 22<sup>nd</sup> day of May, 2023, that there shall be levied upon real estate within the City of Manassas the following taxes for tax year 2024:

- (a) The real estate tax year in the City of Manassas is July 1<sup>st</sup> to June 30<sup>th</sup>.
- (b) Real Estate in the City of Manassas: One Dollar and Seven Cents (\$1.070) per one hundred dollars (\$100.00) of assessed valuation.
- (c) Real Estate in the Manassas Fire and Rescue District: Nineteen Cents (\$0.190) per one hundred dollars (\$100.00) of assessed valuation.
- (d) Real Estate in the Owens Brooke Special Taxing District: Eight and Twenty-Eight Hundredths Cents (\$0.0828) 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: OSINA**  
**SECOND: SEBESKY**  
**RE: ORDINANCE #O-2023-17**  
**ACTION: APPROVED**

**Votes:**  
**Ayes:** Osina, Sebesky, Smith, Vasquez Luna, Wolfe  
**Nays:** Ellis  
**Absent from Vote:** None  
**Absent from Meeting:** None

## ORDINANCE # O-2023-18

|                |              |
|----------------|--------------|
| First Reading: | May 8, 2023  |
| Second Reading | May 22, 2023 |
| Enacted        | May 22, 2023 |
| Effective      | May 22, 2023 |

### AN UNCODIFIED ORDINANCE SETTING THE PERSONAL PROPERTY TAX RATES FOR TAX YEAR 2023

**BE IT ORDAINED** that by the City Council of the City of Manassas, Virginia, meeting in regular session this 22 day of May, 2023, that there shall be levied upon personal property within the City of Manassas the following taxes for tax year 2023:

- (a) The personal property tax year in the City of Manassas is January 1<sup>st</sup> to December 31<sup>st</sup>.
- (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-Four and Five Tenths Cents (\$0.745) 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 Section 36-85.3: One Dollar and Seven Cents (\$1.070) 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.

May 8, 2023  
Regular Meeting  
Ordinance # O-2023-18  
Page Three

(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: VASQUEZ LUNA**  
**SECOND: SMITH**  
**RE: ORDINANCE #O-2023-18**  
**ACTION: APPROVED**

**Votes:**

**Ayes:** Ellis, Osina, Sebesky, Smith, Vasquez Luna, Wolfe

**Nays:** None

**Absent from Vote:** None

**Absent from Meeting:** None

MOTION: VASQUEZ LUNA

May 8, 2023  
Regular Meeting  
Res No. R-2023-57

SECOND: SEBESKY

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, 2023, AND ENDING JUNE 30, 2024

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 2024 budget; and

WHEREAS, the budget was advertised on April 13, 2023, and a public hearing was held on April 24, 2023, in accordance with Section 15.2-2506 of the Code of Virginia.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Manassas, Virginia meeting in regular session this 8<sup>th</sup> day of May, 2023, that:

**Section 1.** The budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, is hereby adopted and appropriated from the revenues of the City as follows:

|                                       |                    |
|---------------------------------------|--------------------|
| <b>General Fund</b>                   | <b>155,966,450</b> |
| <u>Revenues</u>                       |                    |
| Local Sources                         |                    |
| <i>General Property Taxes</i>         | 95,040,000         |
| <i>Other Local Taxes</i>              | 28,350,000         |
| <i>Permits, Fees, Licenses</i>        | 500,000            |
| <i>Fines &amp; Forfeitures</i>        | 857,000            |
| <i>Interest &amp; Use of Property</i> | 550,000            |
| <i>Charges for Services</i>           | 640,000            |
| <i>Other Local Revenue</i>            | 3,304,150          |
| State of Virginia                     | 12,300,500         |
| Federal Government                    | 860,000            |
| Other Financing Sources               | 2,564,800          |
| Use of Fund Balance                   | 11,000,000         |
| <br><u>Expenditures</u>               |                    |
| City Council                          | 422,210            |
| City Clerk                            | 354,600            |
| City Manager                          | 1,667,220          |
| City Attorney                         | 517,960            |
| Voter Registration and Elections      | 474,240            |
| Treasurer                             | 1,113,670          |
| Commissioner of the Revenue           | 1,676,080          |
| Finance                               | 2,440,840          |
| Human Resources                       | 2,338,730          |
| Shared Services                       | 14,302,000         |

|   |                             |
|---|-----------------------------|
| Police                                    | 20,554,670                  |
| Engineering                               | 1,521,760                   |
| Public Works                              | 10,722,310                  |
| Community Development                     | 5,554,860                   |
| Economic Development                      | 1,091,430                   |
| Schools Transfer (Operating)              | 58,712,000                  |
| Non-Departmental                          | 32,501,870                  |
| <b>Social Services Fund</b>               | <b>8,082,290</b>            |
| <b>Fire and Rescue Fund</b>               | <b>15,230,000</b>           |
| <b>Owens Brooke Special District Fund</b> | <b>40,200</b>               |
| <b>PEG Fund</b>                           | <b>150,000</b>              |
| <b>Debt Service Fund</b>                  | <b>12,970,840</b>           |
| <b>Sewer Fund</b>                         | <b>20,483,000</b>           |
| <b>Water Fund</b>                         | <b>15,620,000</b>           |
| <b>Electric Fund</b>                      | <b>57,470,000</b>           |
| <b>Stormwater Fund</b>                    | <b>2,980,000</b>            |
| <b>Airport Fund</b>                       | <b>4,084,000</b>            |
| <b>Solid Waste Fund</b>                   | <b>4,746,000</b>            |
| <b>Building Maintenance Fund</b>          | <b>2,676,550</b>            |
| <b>Vehicle Maintenance Fund</b>           | <b>6,012,500</b>            |
| <b>Information Technology Fund</b>        | <b>5,589,990</b>            |
| <b>Cemetery Trust Fund</b>                | <b>60,000</b>               |
| <b>Manassas City Public Schools</b>       | <b>140,494,615</b>          |
| <b>Total</b>                              | <b><u>\$452,656,435</u></b> |

**Section 2.** The appropriation to the Manassas City Public Schools shall be legally controlled at the total appropriation level. Appropriations to all other operating 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-2023-57).

**Section 3.** The attached budget for the first year (FY 2024) of the Five-Year Capital Improvement Program is hereby adopted and appropriated in the amount of \$29,499,000 for capital projects and \$7,485,000 in maintenance capital projects and is legally controlled at the total appropriation level 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 \$270,000 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, 2023, are hereby reappropriated to the FY 2024 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, 2023 are hereby reappropriated to the FY 2024 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.

**Section 7.** The Staffing Plan contained in the FY 2024 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 2024 Adopted Budget.

May 8, 2023  
Regular Meeting  
Res. No. R-2023-57  
Page Four

**Section 8.** This Resolution shall take effect July 1, 2023.

  
Michelle Davis-Younger Mayor  
On behalf of the City Council  
of Manassas, Virginia

ATTEST:

  
Lee Ann Henderson City Clerk

**Votes:**

**Ayes:** Ellis, Osina, Sebesky, Smith, Vasquez Luna, Wolfe

**Nays:** None

**Absent from Vote:** None

**Absent from Meeting:** None

# FY 2024 CAPITAL PROJECTS

(\$ in Thousands)

FY 2024

## General Government

|                       |  |               |
|-----------------------|--|---------------|
| G-000                 | Future Economic Development                            | 6,000         |
| G-020                 | Public Works & Utilities Facility                      | 300           |
| G-024                 | City Hall / Downtown Parking                           | 3,000         |
| G-026                 | Fuel Island Upgrade at Public Works/Utilities Facility | 1,075         |
| <b>Program Total:</b> |  | <b>10,375</b> |

## Public Safety

|                       |                             |              |
|-----------------------|-----------------------------|--------------|
| P-027                 | Police Radio System Upgrade | 2,000        |
| <b>Program Total:</b> |                             | <b>2,000</b> |

## Transportation

|                       |  |              |
|-----------------------|--|--------------|
| T-015                 | Sudley Road Third Lane                       | 1,815        |
| T-021                 | Grant Avenue (Lee Avenue to Wellington Road) | 893          |
| T-052                 | Stonewall Park Trail Extension               | 250          |
| T-079                 | Traffic Signal Span Wire to Mast Arms        | 532          |
| T-084                 | Longstreet Water Line & Sidewalk             | 600          |
| T-085                 | Roundabout Sudley/Centreville                | 625          |
| T-086                 | Mathis Avenue                                | 1,920        |
| T-088                 | Wellington Road Shared-Use Path Gap          | 190          |
| T-093                 | Dumfries Road Sidewalk Infill                | 430          |
| T-094                 | Sudley Sidewalk                              | 485          |
| <b>Program Total:</b> |  | <b>7,740</b> |

## Water

|                       |   |              |
|-----------------------|---|--------------|
| W-042                 | 24" Transmission Main Replacement       | 1,354        |
| W-065                 | Clear-Well Addition and Roof Renovation | 826          |
| W-079                 | Super Pulsator PLC Replacement          | 300          |
| <b>Program Total:</b> |   | <b>2,480</b> |

## Electric

|                       |  |            |
|-----------------------|--|------------|
| E-034                 | LED Streetlight Replacement                | 125        |
| E-035                 | Manassas Airport Distribution Improvements | 450        |
| <b>Program Total:</b> |  | <b>575</b> |

## Stormwater

|                       |   |              |
|-----------------------|---|--------------|
| D-027                 | Liberia Stream Restoration                          | 1,300        |
| D-036                 | Round Elementary Pond Retrofit & Stream Restoration | 1,504        |
| D-041                 | Battle/Ewell/West Street Drainage Improvements      | 275          |
| <b>Program Total:</b> |   | <b>3,079</b> |

## Airport

|                       |                                  |            |
|-----------------------|----------------------------------|------------|
| A-045                 | Fuel Farm Upgrade                | 50         |
| A-091                 | Rehabilitation of Runway 16L/34R | 200        |
| <b>Program Total:</b> |                                  | <b>250</b> |

**FY 2024 CAPITAL PROJECTS**

*(\$ in Thousands)*

**FY 2024**

**Schools**

|      |                                      |               |
|------|--------------------------------------|---------------|
| 0101 | District Wide - Classroom Trailers   | 200           |
| 0102 | District Wide - Technology Upgrades  | 200           |
| 0105 | District Wide - School Bus Additions | 125           |
| 0417 | Osborn - Roof Replacement            | 1,000         |
| 0514 | Metz - Fire Alarm System Replacement | 575           |
| 0905 | Haydon - Window/Door Replacement     | 200           |
| 1007 | Round - Window/Door Replacement      | 200           |
| 1008 | Round - Parking Lot Replacement      | 500           |
|      | <b>Program Total:</b>                | <b>3,000</b>  |
|      | <b>Total</b>                         | <b>29,499</b> |

**FY 2024 CAPITAL PROJECTS***(\$ in Thousands)*

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| <b>Funding Sources</b> | <b>FY 2024</b> |
|------------------------|----------------|
| General Fund           | 75             |
| Sewer Fund             | 2,265          |
| Water Fund             | 1,944          |
| Electric Fund          | 1,280          |
| Stormwater Fund        | -              |
| Airport Fund           | 14             |
| School Fund            | 3,000          |
| Bonds                  | 326            |
| State                  | 4,083          |
| Federal                | 705            |
| NVTA                   | 2,732          |
| Other Sources          | 13,075         |
| <b>Total:</b>          | <b>29,499</b>  |

**FY 2024 MAINTENANCE CAPITAL PROJECTS**

(\$ in Thousands)

|                                 |   | FY 2024      |
|---------------------------------|---|--------------|
| <b>General Government</b>       |   |              |
| G-028                           | Cemetery Improvements                                 | 375          |
| G-029                           | Building Lighting Upgrades                            | 420          |
|                                 |   | <b>795</b>   |
| <b>Culture &amp; Recreation</b> |   |              |
| C-010                           | Candy Factory Improvements                            | 150          |
| C-031                           | Park Improvements                                     | 300          |
|                                 |   | <b>450</b>   |
| <b>Transportation</b>           |   |              |
| T-058                           | Sidewalk & Bicycle Infill                             | 250          |
| T-064                           | Traffic Signal Coordination & Upgrades                | 300          |
| T-090                           | Project Development                                   | 200          |
| T-092                           | Culvert Maintenance                                   | 100          |
|                                 |   | <b>850</b>   |
| <b>Sewer</b>                    |   |              |
| S-023                           | Sewer Main Replacement                                | 450          |
|                                 |   | <b>450</b>   |
| <b>Water</b>                    |   |              |
| W-050                           | Main Replacement / Looping                            | 400          |
| W-070                           | Water Plant Improvements                              | 600          |
| W-078                           | Water Meter AMR Upgrade                               | 300          |
|                                 |   | <b>1,300</b> |
| <b>Electric</b>                 |   |              |
| E-030                           | Electric T&D Maintenance and Improvements             | 800          |
| E-031                           | Alternative Generation Initiatives                    | 300          |
| E-033                           | Place Overhead Lines Underground (Non-Transportation) | 500          |
| E-037                           | Substation Capacity and Reliability Improvements      | 350          |
| E-038                           | Distribution Switching Capabilities Improvements      | 110          |
|                                 |   | <b>2,060</b> |
| <b>Stormwater</b>               |   |              |
| D-030                           | Floodplain Mapping Update Program                     | 125          |
| D-035                           | Drainage Maintenance & Construction                   | 500          |
| D-038                           | Upstream Inspections & Repairs                        | 500          |
|                                 |   | <b>1,125</b> |
| <b>Airport</b>                  |   |              |
| A-084                           | Airfield Paving Program                               | 290          |
| A-088                           | Air Traffic Control Tower Repairs                     | 50           |
| A-100                           | Airfield Marking                                      | 50           |
| A-104                           | Security Equipment Replacement Program                | 50           |

**FY 2024 MAINTENANCE CAPITAL PROJECTS**

*(\$ in Thousands)*

|       |                                     | <b>FY 2024</b> |
|-------|-------------------------------------|----------------|
| A-106 | Equipment Storage Building Upgrades | 15             |
|       |                                     | <b>455</b>     |
|       | <b>Total</b>                        | <b>7,485</b>   |

**FY 2024 MAINTENANCE CAPITAL PROJECTS***(\$ in Thousands)*

| <b>Funding Sources</b> | <b>FY 2024</b> |
|------------------------|----------------|
| General Fund           | 1,425          |
| Sewer Fund             | 450            |
| Water Fund             | 1,300          |
| Electric Fund          | 2,060          |
| Stormwater Fund        | 625            |
| Airport Fund           | 183            |
| School Fund            | -              |
| Bonds                  | -              |
| State                  | 272            |
| Federal                | -              |
| NVTA                   | 750            |
| Other Sources          | 420            |
| <b>Total:</b>          | <b>7,485</b>   |

## SUPPLEMENTAL INFORMATION

### Statement of Net Position (as of June 30, 2022)

|   | Governmental<br>Activities | Business<br>Type<br>Activities | Total<br>Primary<br>Government | Component<br>Unit<br>Manassas City<br>Public Schools | Economic<br>Development<br>Authority |
|---|----------------------------|--------------------------------|--------------------------------|--|--------------------------------------|
| <b>Assets</b>                               |                            |                                |                                |  |                                      |
| Cash and investments                        | 170,462,448                | 83,630,746                     | 254,093,194                    | 30,998,499   | 470,088                              |
| Cash and investments, restricted            | 30,978,782                 | 25,929,017                     | 56,907,799                     | 52,162   | -                                    |
| Receivables; net:                           |                            |                                |                                |  |                                      |
| Taxes, including penalties                  | 3,921,847                  | -                              | 3,921,847                      | -  | -                                    |
| Accounts                                    | 540,442                    | 12,435,333                     | 12,975,775                     | 163,683  | -                                    |
| Leases receivable                           | 1,322,055                  | 47,181,706                     | 48,503,761                     | -  | -                                    |
| Due from other governments                  | 7,835,110                  | 697,517                        | 8,532,627                      | 3,998,275  | -                                    |
| Due from component unit                     | 237,605                    | -                              | 237,605                        | -  | -                                    |
| Prepays                                     | 1,955,889                  | -                              | 1,955,889                      | -  | -                                    |
| Inventories                                 | -                          | 2,919,745                      | 2,919,745                      | -  | -                                    |
| Pension asset                               | -                          | -                              | -                              | 1,721,592  | -                                    |
| Capital assets:                             |                            |                                |                                |  |                                      |
| Nondepreciable                              | 167,872,650                | 23,851,899                     | 191,724,549                    | 3,776,910  | -                                    |
| Depreciable, net                            | 133,459,319                | 138,404,547                    | 271,863,866                    | 69,498,283   | -                                    |
| <b>Total assets</b>                         | <b>518,586,147</b>         | <b>335,050,510</b>             | <b>853,636,657</b>             | <b>110,209,404</b>                                   | <b>470,088</b>                       |
| <b>Deferred outflows of resources</b>       |                            |                                |                                |  |                                      |
| Deferred charge on refunding                | 354,079                    | 484,211                        | 838,290                        | -  | -                                    |
| OPEB related deferred outflows              | 2,153,868                  | 187,674                        | 2,341,542                      | 3,117,470  | -                                    |
| Pension related deferred outflows           | 9,307,771                  | 2,456,287                      | 11,764,058                     | 25,574,467   | -                                    |
| <b>Total deferred outflows of resources</b> | <b>11,815,718</b>          | <b>3,128,172</b>               | <b>14,943,890</b>              | <b>28,691,937</b>                                    | <b>-</b>                             |
| <b>Liabilities</b>                          |                            |                                |                                |  |                                      |
| Accounts payable and other                  | 11,329,610                 | 5,675,264                      | 17,004,874                     | 7,457,274  | 940                                  |
| Deposits                                    | 2,604,136                  | 1,087,888                      | 3,692,024                      | -  | -                                    |
| Accrued interest payable                    | 1,996,075                  | 1,119,391                      | 3,115,466                      | -  | -                                    |
| Due to other governments                    | 131,400                    | -                              | 131,400                        | -  | -                                    |
| Due to primary government                   | -                          | -                              | -                              | -  | 237,605                              |
| Unearned revenue                            | 19,368,465                 | 47,534                         | 19,415,999                     | -  | -                                    |
| Noncurrent liabilities:                     |                            |                                |                                |  |                                      |
| Net OPEB liability                          | 11,580,259                 | 2,033,879                      | 13,614,138                     | 14,321,320   | -                                    |
| Net pension liability                       | 12,945,378                 | 3,416,241                      | 16,361,619                     | 54,134,407   | -                                    |
| Due within one year                         | 10,131,305                 | 4,022,290                      | 14,153,595                     | 1,158,548  | -                                    |
| Due in more than one year                   | 112,526,418                | 65,562,648                     | 178,089,066                    | 6,489,827  | -                                    |
| <b>Total liabilities</b>                    | <b>182,613,046</b>         | <b>82,965,135</b>              | <b>265,578,181</b>             | <b>83,561,376</b>                                    | <b>238,545</b>                       |
| <b>Deferred inflows of resources</b>        |                            |                                |                                |  |                                      |
| Leases related                              | 5,615,297                  | 45,912,040                     | 51,527,337                     | -  | -                                    |
| OPEB related deferred inflows               | 3,830,168                  | 742,709                        | 4,572,877                      | 3,053,446  | -                                    |
| Pension related deferred inflows            | 13,993,696                 | 3,692,886                      | 17,686,582                     | 44,447,301   | -                                    |
| <b>Total deferred inflows of resources</b>  | <b>23,439,161</b>          | <b>50,347,635</b>              | <b>73,786,796</b>              | <b>47,500,747</b>                                    | <b>-</b>                             |
| <b>Net position</b>                         |                            |                                |                                |  |                                      |
| Net investment in capital assets            | 250,655,968                | 123,711,751                    | 367,773,733                    | 68,091,997   | -                                    |
| Restricted for:                             |                            |                                |                                |  |                                      |
| Nonexpendable Cemetery principal            | 100,000                    | -                              | 100,000                        | -  | -                                    |
| Expendable Cemetery principal               | 369,337                    | -                              | 369,337                        | -  | -                                    |
| Future capital projects                     | -                          | 1,639,193                      | 1,639,193                      | -  | -                                    |
| Net pension asset                           | -                          | -                              | -                              | 1,721,592  | -                                    |
| Unrestricted                                | 73,224,353                 | 79,514,968                     | 159,333,307                    | (61,974,371)   | 231,543                              |
| <b>Total net position</b>                   | <b>\$ 324,349,658</b>      | <b>\$ 204,865,912</b>          | <b>\$ 529,215,570</b>          | <b>\$ 7,839,218</b>                                  | <b>\$ 231,543</b>                    |

# SUPPLEMENTAL INFORMATION

Statement of Activities (as of June 30, 2022)

| <b>Functions/Programs</b>             | <b>Expenses</b>       | <b>Program Revenues</b>     |   |   |
|---------------------------------------|-----------------------|-----------------------------|---|---|
|                                       |                       | <b>Charges for Services</b> | <b>Operating Grants and Contributions</b> | <b>Capital Grants and Contributions</b> |
| <b>Primary government:</b>            |                       |                             |   |   |
| Governmental activities:              |                       |                             |   |   |
| General government                    | 10,976,583            | 520,147                     | 360,958                                   | -                                       |
| Public safety                         | 35,766,225            | 3,431,236                   | 10,282,511                                | -                                       |
| Public works                          | 13,974,928            | 337,859                     | 4,480,673                                 | 11,773,203                              |
| Health and human services             | 9,296,420             | -                           | 4,200,833                                 | -                                       |
| Culture, rec, and comm dev            | 7,434,504             | 961,212                     | 73,086                                    | 4,680                                   |
| Education                             | 55,341,610            | -                           | -   | -                                       |
| Interest on long term debt            | 3,599,287             | -                           | -   | -                                       |
| <b>Total governmental activities</b>  | <b>136,389,557</b>    | <b>5,250,454</b>            | <b>19,398,061</b>                         | <b>11,777,883</b>                       |
| Business-type activities:             |                       |                             |   |   |
| Electric                              | 39,445,854            | 44,406,871                  | 131,177                                   | 1,100,000                               |
| Water                                 | 10,734,745            | 11,706,089                  | 39,016                                    | 351,106                                 |
| Sewer                                 | 15,085,095            | 16,815,785                  | 122,431                                   | 7,795                                   |
| Airport                               | 4,789,597             | 3,680,614                   | 258,224                                   | 1,123,548                               |
| Stormwater                            | 2,130,035             | 2,206,915                   | -   | -                                       |
| Solid Waste                           | 3,520,097             | 3,613,596                   | 11,337                                    | -                                       |
| <b>Total business-type activities</b> | <b>75,705,423</b>     | <b>82,429,870</b>           | <b>562,185</b>                            | <b>2,582,449</b>                        |
| <b>Total primary government</b>       | <b>\$ 212,094,980</b> | <b>\$ 87,680,324</b>        | <b>\$ 19,960,246</b>                      | <b>\$ 14,360,332</b>                    |
| <b>Component unit:</b>                |                       |                             |   |   |
| Manassas City Public Schools          | 118,387,868           | 379,741                     | 75,721,474                                | -                                       |
| Economic Development Authority        | 301,092               | 13,816                      | -   | 89,880                                  |

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, 2022)

### Net (Expense) Revenue and Changes in Net Position

| Primary Government         |                             |                        | Component Unit<br>Manassas City<br>Public Schools | Economic<br>Development<br>Authority | Total<br>Primary, Public<br>Schools and EDA |
|----------------------------|-----------------------------|------------------------|---|--------------------------------------|---|
| Governmental<br>Activities | Business-type<br>Activities | Total                  |   |                                      |   |
| (10,095,478)               | -                           | (10,095,478)           | -   | -                                    | (10,095,478)                                |
| (22,052,478)               | -                           | (22,052,478)           | -   | -                                    | (22,052,478)                                |
| 2,616,807                  | -                           | 2,616,807              | -   | -                                    | 2,616,807                                   |
| (5,095,587)                | -                           | (5,095,587)            | -   | -                                    | (5,095,587)                                 |
| (6,395,526)                | -                           | (6,395,526)            | -   | -                                    | (6,395,526)                                 |
| (55,341,610)               | -                           | (55,341,610)           | -   | -                                    | (55,341,610)                                |
| (3,599,287)                | -                           | (3,599,287)            | -   | -                                    | (3,599,287)                                 |
| <b>(99,963,159)</b>        | <b>-</b>                    | <b>(99,963,159)</b>    | <b>-</b>  | <b>-</b>                             | <b>(99,963,159)</b>                         |
| -                          | 6,192,194                   | 6,192,194              | -   | -                                    | 6,192,194                                   |
| -                          | 1,361,466                   | 1,361,466              | -   | -                                    | 1,361,466                                   |
| -                          | 1,860,916                   | 1,860,916              | -   | -                                    | 1,860,916                                   |
| -                          | 272,789                     | 272,789                | -   | -                                    | 272,789                                     |
| -                          | 76,880                      | 76,880                 | -   | -                                    | 76,880                                      |
| -                          | 104,836                     | 104,836                | -   | -                                    | 104,836                                     |
| <b>-</b>                   | <b>9,869,081</b>            | <b>9,869,081</b>       | <b>-</b>  | <b>-</b>                             | <b>9,869,081</b>                            |
| <b>\$ (99,963,159)</b>     | <b>\$ 9,869,081</b>         | <b>\$ (90,094,078)</b> | <b>\$ -</b>                                       | <b>\$ -</b>                          | <b>\$ (90,094,078)</b>                      |
| -                          | -                           | -                      | (42,286,653)                                      | -                                    | (42,286,653)                                |
| -                          | -                           | -                      | -   | (197,396)                            | (197,396)                                   |
| 99,681,923                 | -                           | 99,681,923             | -   | -                                    | 99,681,923                                  |
| 12,324,357                 | -                           | 12,324,357             | -   | -                                    | 12,324,357                                  |
| 5,277,651                  | -                           | 5,277,651              | -   | -                                    | 5,277,651                                   |
| 5,490,401                  | -                           | 5,490,401              | -   | -                                    | 5,490,401                                   |
| 5,115,900                  | -                           | 5,115,900              | -   | -                                    | 5,115,900                                   |
| 7,635,256                  | -                           | 7,635,256              | -   | -                                    | 7,635,256                                   |
| (1,288,039)                | 1,468,992                   | 180,953                | 49,399  | 746                                  | 231,098                                     |
| 3,606,722                  | 80,289                      | 3,687,011              | 753,905   | -                                    | 4,440,916                                   |
| 441,518                    | 1,394                       | 442,912                | -   | 187,503                              | 442,912                                     |
| 3,000,000                  | -                           | 3,000,000              | -   | -                                    | 3,000,000                                   |
| -                          | -                           | -                      | 55,341,610  | -                                    | 55,341,610                                  |
| 7,010,129                  | (7,010,129)                 | -                      | -   | -                                    | -   |
| <b>148,295,818</b>         | <b>(5,459,454)</b>          | <b>142,836,364</b>     | <b>56,144,914</b>                                 | <b>188,249</b>                       | <b>198,982,024</b>                          |
| 48,332,659                 | 4,409,627                   | 52,742,286             | 13,858,261  | (9,147)                              | 66,591,400                                  |
| 276,016,999                | 200,456,285                 | 476,473,284            | (6,019,043)                                       | 240,690                              | 470,694,931                                 |
| <b>\$ 324,349,658</b>      | <b>\$ 204,865,912</b>       | <b>\$ 529,215,570</b>  | <b>\$ 7,839,218</b>                               | <b>\$ 231,543</b>                    | <b>\$ 537,286,331</b>                       |

## 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                             |
| 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                     |
| 2022     | 3,783,990,400 | 1,896,918,600 | 809,577,300 | 6,490,486,300             | 809,577,300 | 5,680,909,000                     |

Source: FY 2022 Annual Comprehensive 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 |
|----------|---------|------------------|----------------------------|-------------------|---------------------|----------|
| 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  |
| 2022     | 1.222   | 0.207            | 1.429                      | 3.600             | 2.100               | 0.00001  |

Source: FY 2022 Annual Comprehensive 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 |
| 2013        | 52,668,751                     | 51,440,592                                   | 97.67%             | 1,228,139                       | 52,668,731                | 100.00%            |
| 2014        | 56,428,143                     | 55,060,273                                   | 97.58%             | 1,033,249                       | 56,093,522                | 99.41%             |
| 2015        | 59,630,272                     | 58,540,515                                   | 98.17%             | 1,089,736                       | 59,630,251                | 100.00%            |
| 2016        | 62,924,270                     | 61,837,236                                   | 98.27%             | 1,085,498                       | 62,922,734                | 100.00%            |
| 2017        | 64,894,082                     | 63,227,350                                   | 97.43%             | 1,646,483                       | 64,873,833                | 99.97%             |
| 2018        | 69,576,985                     | 68,393,375                                   | 98.30%             | 1,160,451                       | 69,553,826                | 99.97%             |
| 2019        | 71,545,244                     | 70,483,643                                   | 98.52%             | 1,044,227                       | 71,527,870                | 99.98%             |
| 2020        | 75,128,654                     | 73,742,376                                   | 98.15%             | 1,291,770                       | 75,034,146                | 99.87%             |
| 2021        | 79,647,969                     | 78,111,978                                   | 98.07%             | 1,275,956                       | 79,387,934                | 99.67%             |
| 2022        | 81,658,740                     | 80,264,304                                   | 98.29%             | -                               | 80,264,304                | 98.29%             |

Source: FY 2022 Annual Comprehensive Financial Report

## SUPPLEMENTAL INFORMATION

### Principal Real Property Taxpayers

| Taxpayer                                 | 2022                        |      |   | 2013                        |      |   |
|--|-----------------------------|------|---|-----------------------------|------|---|
|  | 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                        | 249,874,700                 | 1    | 4.4%  | 93,340,500                  | 2    | 2.3%  |
| Lockheed Martin Federal System           | 83,137,600                  | 2    | 1.5%  | 96,411,000                  | 1    | 2.3%  |
| UDR Wellington Place                     | 66,192,900                  | 3    | 1.2%  | 60,421,400                  | 3    | 1.5%  |
| Battery Heights Associates               | 59,114,000                  | 4    | 1.0%  | 51,181,900                  | 4    | 1.2%  |
| Fairfield Village Square LP              | 35,135,600                  | 5    | 0.6%  | 25,757,900                  | 9    | 0.6%  |
| Prince William Hospital Corp.            | 30,839,400                  | 6    | 0.5%  | 32,298,200                  | 5    | 0.8%  |
| Liberia Development Corp                 | 30,561,600                  | 7    | 0.5%  | 26,931,400                  | 8    | 0.7%  |
| Davis Ford Crossings LLC                 | 30,002,600                  | 8    | 0.5%  | 28,569,800                  | 7    | 0.7%  |
| Van Matre Barrington Park Apts           | 29,177,500                  | 9    | 0.5%  |                             |      |   |
| Tilden Manassas Courts Apts              | 28,699,100                  | 10   | 0.5%  |                             |      |   |
| Verizon South                            |                             |      |   | 30,712,651                  | 6    | 0.7%  |
| Wellington Station Owner LLC             |                             |      |   | 22,846,100                  | 10   | 0.6%  |
| <b>Total</b>                             | <b>642,735,000</b>          |      | <b>11.3%</b>                                    | <b>468,470,851</b>          |      | <b>11.4%</b>                                    |
| <b>Total Taxable Real Assessed Value</b> | <b>5,680,909,000</b>        |      |   | <b>4,105,113,800</b>        |      |   |

Source: FY 2022 Annual Comprehensive Financial Report

### Principal Employers

| Employer                           | 2021          |      |                                     | 2012          |      |                                     |
|------------------------------------|---------------|------|-------------------------------------|---------------|------|-------------------------------------|
|                                    | Employees     | Rank | Percentage of total City Employment | Employees     | Rank | Percentage of total City Employment |
| Micron Technology                  | 1,622         | 1    | 8.0%                                | 1,800         | 1    | 8.7%                                |
| UVA Health System                  | 1,305         | 2    | 6.4%                                | 1,157         | 2    | 5.6%                                |
| Lockheed Martin                    | 1,200         | 3    | 5.9%                                | 1,100         | 3    | 5.0%                                |
| Manassas City Public Schools (FTE) | 1,144         | 4    | 5.6%                                | 1,034         | 4    | 5.3%                                |
| City of Manassas (FTE)             | 465           | 5    | 2.3%                                | 446           | 5    | 2.1%                                |
| American Disposal Service          | 384           | 6    | 1.9%                                | 366           | 6    | 1.8%                                |
| S.W.I.F.T.                         | 374           | 7    | 1.8%                                |               |      |                                     |
| Aurora Flight Sciences             | 363           | 8    | 1.8%                                | 170           | 8    | 0.8%                                |
| BAE Systems                        | 315           | 9    | 1.5%                                | 320           | 7    | 1.5%                                |
| ARS (American Residential Svcs)    | 170           | 10   | 0.8%                                |               |      |                                     |
| Battlefield Ford                   |               |      |                                     | 111           | 9    | 0.5%                                |
| CGI (Oberon Assoc)                 |               |      |                                     | 105           | 10   | 0.5%                                |
| <b>Total</b>                       | <b>7,342</b>  |      | <b>36.03%</b>                       | <b>6,609</b>  |      | <b>31.89%</b>                       |
| <b>Total City Employment</b>       | <b>20,376</b> |      |                                     | <b>20,793</b> |      |                                     |

Source: FY 2022 Annual Comprehensive Financial Report

Notes: Calendar year 2021 is the most current year available.

FTE = full-time equivalents

## SUPPLEMENTAL INFORMATION

### Operating Indicators by Function

| Function  | 2017      | 2018    | 2019      | 2020      | 2021    | 2022      |
|---|-----------|---------|-----------|-----------|---------|-----------|
| <b>General Government</b>                                 |           |         |           |           |         |           |
| Business licenses issued                                  | 2,750     | 2,407   | 2,449     | 2,374     | 2,606   | 2,652     |
| Property returns processed                                | 37,343    | 39,676  | 36,776    | 44,157    | 43,469  | 43,508    |
| <b>Public Safety</b>                                      |           |         |           |           |         |           |
| Traffic citations   | 7,000     | 7,000   | 6,340     | 5,993     | 5,691   | 7,827     |
| Criminal arrests  | 2,100     | 2,150   | 2,310     | 2,014     | 1,598   | 2,126     |
| Police calls for service                                  | 58,000    | 57,000  | 56,371    | 64,746    | 69,087  | 74,988    |
| <b>Engineering</b>  |           |         |           |           |         |           |
| Site plans reviewed                                       | 67        | 70      | 96        | 107       | 119     | 129       |
| <b>Public Works</b>                                       |           |         |           |           |         |           |
| Building permits issued                                   | 537       | 1,288   | 1,040     | 457       | 383     | 535       |
| Acres mowed   | 365       | 365     | 370       | 375       | 375     | 375       |
| <b>Health and Human Services</b>                          |           |         |           |           |         |           |
| <b>Family services</b>                                    |           |         |           |           |         |           |
| Customers served  | 97,115    | 41,422  | 34,984    | 26,769    | 36,280  | 20,789    |
| Section 8 vouchers used                                   | 290       | 294     | 303       | 288       | 296     | 300       |
| <b>Sewer Utility</b>                                      |           |         |           |           |         |           |
| Wastewater processed per year -<br>billions of gallons    | 2.20      | 2.20    | 2.50      | 2.30      | 2.47    | 2.32      |
| <b>Water Utility</b>                                      |           |         |           |           |         |           |
| Drinking water produced per year -<br>billions of gallons | 4.68      | 4.41    | 4.20      | 4.40      | 4.50    | 4.20      |
| <b>Electric Utility</b>                                   |           |         |           |           |         |           |
| Load management savings                                   | \$1.8 M   | \$2.3 M | \$2.6 M   | \$1.6M    | \$1.4M  | \$2.1M    |
| <b>Airport</b>  |           |         |           |           |         |           |
| Total operations (take-offs/landings)                     | 89,654    | 80,714  | 83,130    | 75,316    | 92,784  | 107,270   |
| Based aircraft  | 410       | 389     | 395       | 392       | 410     | 413       |
| <b>Information Technology</b>                             |           |         |           |           |         |           |
| Devices supported   | 1,461     | 1,461   | 1,461     | 1,453     | 1,317   | 1,467     |
| Visitors to city website                                  | 1,121,558 | 927,146 | 1,002,647 | 1,192,718 | 929,256 | 1,278,029 |

Source: FY 2022 Annual Comprehensive Financial Report

# SUPPLEMENTAL INFORMATION

## Capital Asset Statistics by Function

| Function                          | 2013   | 2014   | 2015   | 2016   | 2017   | 2018   | 2019   | 2020   | 2021   | 2022   |
|-----------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| <b>General Government</b>         |        |        |        |        |        |        |        |        |        |        |
| 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    | 825    | 825    | 823    | 820    |
| Vehicles in fleet                 | 447    | 446    | 448    | 449    | 457    | 463    | 462    | 482    | 472    | 472    |
| <b>Public Safety</b>              |        |        |        |        |        |        |        |        |        |        |
| Police stations                   | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Fire stations                     | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 2      | 2      |
| Rescue stations                   | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | -      | -      |
| <b>Public Works</b>               |        |        |        |        |        |        |        |        |        |        |
| Streets (miles)                   | 244    | 244    | 245    | 249    | 249    | 249    | 249    | 255    | 255    | 253    |
| Street lights                     | 2,979  | 3,062  | 2,719  | 3,045  | 3,045  | 3,065  | 2,901  | 2,903  | 2,929  | 2,964  |
| Traffic signals                   | 62     | 62     | 62     | 62     | 62     | 62     | 62     | 63     | 63     | 63     |
| <b>Culture, Rec, Devel</b>        |        |        |        |        |        |        |        |        |        |        |
| Museums                           | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| <b>Restored historic buildgs:</b> |        |        |        |        |        |        |        |        |        |        |
| 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     | 17     | 17     | 17     | 18     | 19     | 18     |
| Park acreage                      | 194    | 194    | 194    | 194    | 234    | 234    | 271    | 264    | 264    | 264    |
| Swimming pools                    | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Tennis courts                     | 22     | 22     | 22     | 22     | 22     | 22     | 22     | 23     | 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      |
| <b>Sewer Utility</b>              |        |        |        |        |        |        |        |        |        |        |
| Sewer main (mi)                   | 115    | 115    | 115    | 142    | 142    | 142    | 142    | 142    | 142    | 142    |
| Storm sewers (mi)                 | 72     | 72     | 72     | 72     | 72     | 72     | 72     | 72     | 72     | 112    |
| Treat cap (MGD)                   | 8.69   | 8.69   | 8.69   | 8.69   | 8.69   | 8.69   | 8.69   | 9.19   | 9.19   | 9.19   |
| <b>Water Utility</b>              |        |        |        |        |        |        |        |        |        |        |
| Water connect                     | 10,997 | 11,104 | 11,178 | 11,200 | 11,242 | 11,272 | 11,385 | 11,437 | 11,466 | 11,466 |
| Water mains (mi)                  | 152    | 152    | 152    | 170    | 170    | 170    | 170    | 170    | 170    | 172    |
| Plant cap (MGD)                   | 14     | 14     | 14     | 14     | 14     | 14     | 14     | 14     | 14     | 14     |
| <b>Electric Utility</b>           |        |        |        |        |        |        |        |        |        |        |
| Distrib stations                  | 6      | 6      | 6      | 6      | 6      | 6      | 6      | 6      | 6      | 6      |
| Peak generators                   | 19     | 20     | 20     | 20     | 20     | 20     | 17     | 17     | 17     | 17     |
| Electric cap (MW)                 | 41     | 40     | 40     | 40     | 40     | 40     | 34     | 36     | 36     | 36     |
| <b>Airport</b>                    |        |        |        |        |        |        |        |        |        |        |
| Airport acreage                   | 904    | 904    | 897    | 897    | 891    | 891    | 891    | 891    | 891    | 891    |
| Number of runways                 | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      |

Source: FY 2022 Annual Comprehensive Financial Report

Notes: MGD = millions of gallons per day

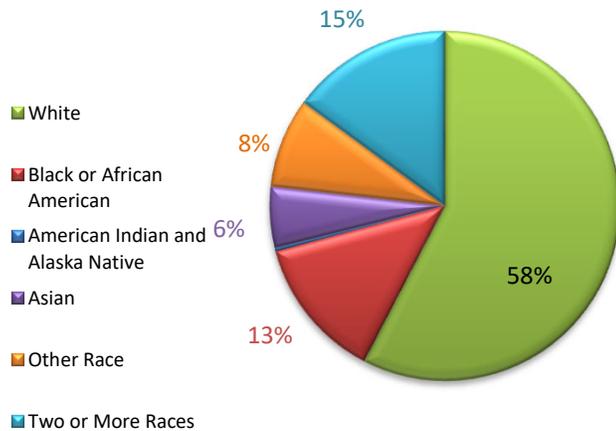
MW = Megawatts

# SUPPLEMENTAL INFORMATION

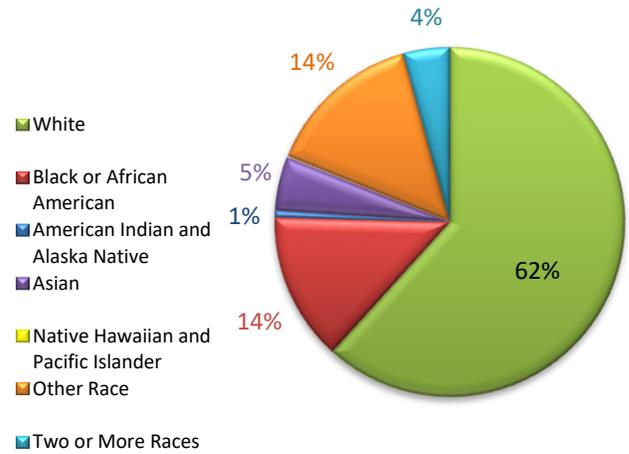
## Population Information

| Population by Race                   |               |               |               |               |               |               |
|--------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Race                                 | 2021 ACS      |               | 2010 Census   |               | 2000 Census   |               |
|                                      | Count         | Percentage    | Count         | Percentage    | Count         | Percentage    |
| White                                | 24,539        | 57.6%         | 23,336        | 61.7%         | 25,316        | 72.1%         |
| Black or African American            | 5,629         | 13.2%         | 5,188         | 13.7%         | 4,535         | 12.9%         |
| American Indian and Alaska Native    | 129           | 0.3%          | 229           | 0.6%          | 128           | 0.4%          |
| Asian                                | 2,406         | 5.7%          | 1,884         | 5.0%          | 1,206         | 3.4%          |
| Native Hawaiian and Pacific Islander | -             | 0.0%          | 52            | 0.1%          | 31            | 0.1%          |
| Other Race                           | 3,533         | 8.3%          | 5,503         | 14.6%         | 2,773         | 7.9%          |
| Two or More Races                    | 6,360         | 19.9%         | 1,629         | 4.3%          | 1,146         | 3.2%          |
| <b>TOTAL</b>                         | <b>42,596</b> | <b>105.0%</b> | <b>37,821</b> | <b>100.0%</b> | <b>35,135</b> | <b>100.0%</b> |

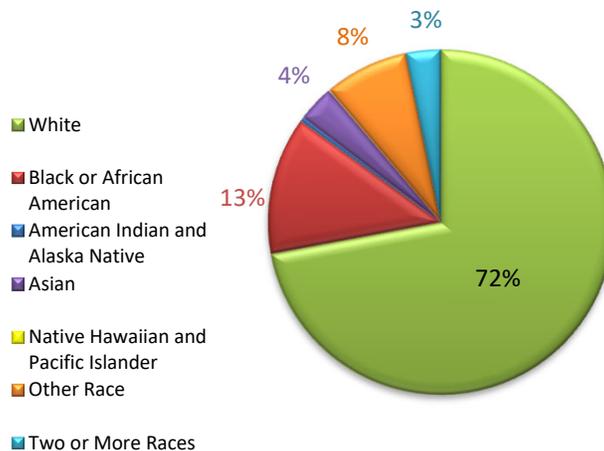
Population by Race - 2021 ACS



Population by Race - 2010 Census



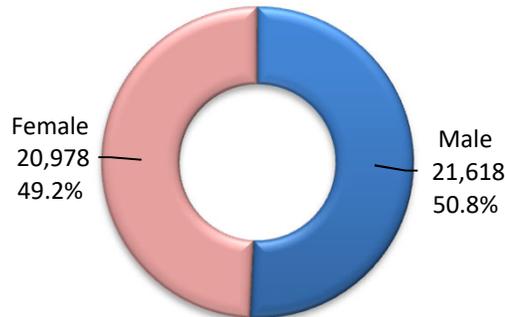
Population by Race - 2000 Census



# SUPPLEMENTAL INFORMATION

## Population Information

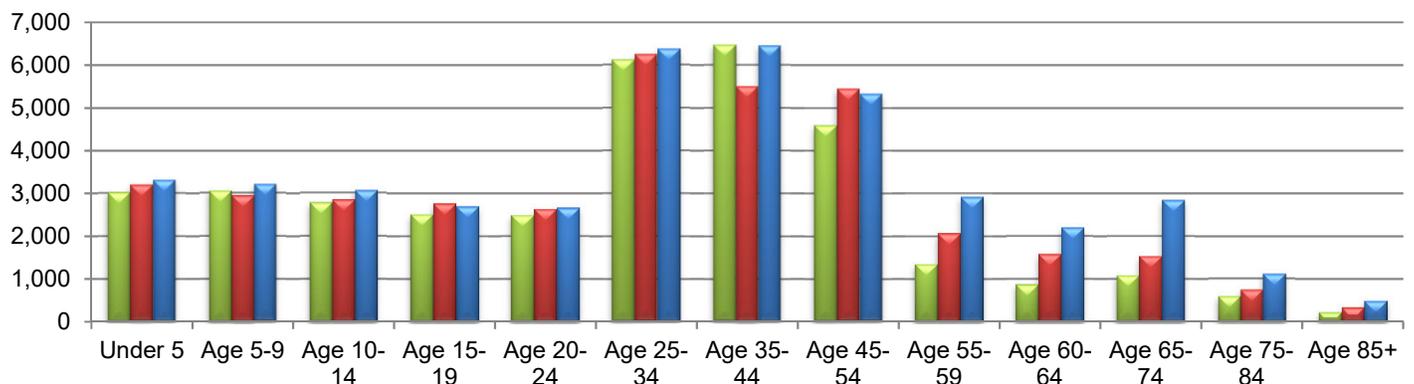
| Population by Sex |               |               |               |               |               |               |
|-------------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                   | 2021 ACS      |               | 2010 Census   |               | 2000 Census   |               |
| Race              |               |               |               |               |               |               |
| Male              | 21,618        | 50.8%         | 18,967        | 50.1%         | 17,868        | 50.9%         |
| Female            | 20,978        | 49.2%         | 18,854        | 49.9%         | 17,267        | 49.1%         |
| <b>TOTAL</b>      | <b>42,596</b> | <b>100.0%</b> | <b>37,821</b> | <b>100.0%</b> | <b>35,135</b> | <b>100.0%</b> |



| Population by Age |               |               |               |               |               |               |
|-------------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                   | 2021 ACS      |               | 2010 Census   |               | 2000 Census   |               |
| Age               | #             | %             | #             | %             | #             | %             |
| Under 5           | 3,304         | 7.8%          | 3,194         | 8.4%          | 3,020         | 8.6%          |
| Age 5-9           | 3,199         | 7.5%          | 2,942         | 7.8%          | 3,053         | 8.7%          |
| Age 10-14         | 3,063         | 7.2%          | 2,847         | 7.5%          | 2,776         | 7.9%          |
| Age 15-19         | 2,692         | 6.3%          | 2,765         | 7.3%          | 2,509         | 7.1%          |
| Age 20-24         | 2,654         | 6.2%          | 2,628         | 6.9%          | 2,486         | 7.1%          |
| Age 25-34         | 6,367         | 14.9%         | 6,244         | 16.5%         | 6,116         | 17.4%         |
| Age 35-44         | 6,453         | 15.1%         | 5,500         | 14.5%         | 6,464         | 18.4%         |
| Age 45-54         | 5,326         | 12.5%         | 5,446         | 14.4%         | 4,589         | 13.1%         |
| Age 55-59         | 2,921         | 6.9%          | 2,071         | 5.5%          | 1,348         | 3.8%          |
| Age 60-64         | 2,197         | 5.2%          | 1,577         | 4.2%          | 872           | 2.5%          |
| Age 65-74         | 2,834         | 6.7%          | 1,536         | 4.1%          | 1,086         | 3.1%          |
| Age 75-84         | 1,107         | 2.6%          | 744           | 2.0%          | 599           | 1.7%          |
| Age 85+           | 479           | 1.1%          | 327           | 0.9%          | 217           | 0.6%          |
| <b>TOTAL</b>      | <b>42,596</b> | <b>100.0%</b> | <b>37,821</b> | <b>100.0%</b> | <b>35,135</b> | <b>100.0%</b> |

■ 2000 Census ■ 2010 Census ■ 2021 ACS

**Population by Age**  
Median Age 34.7 Years

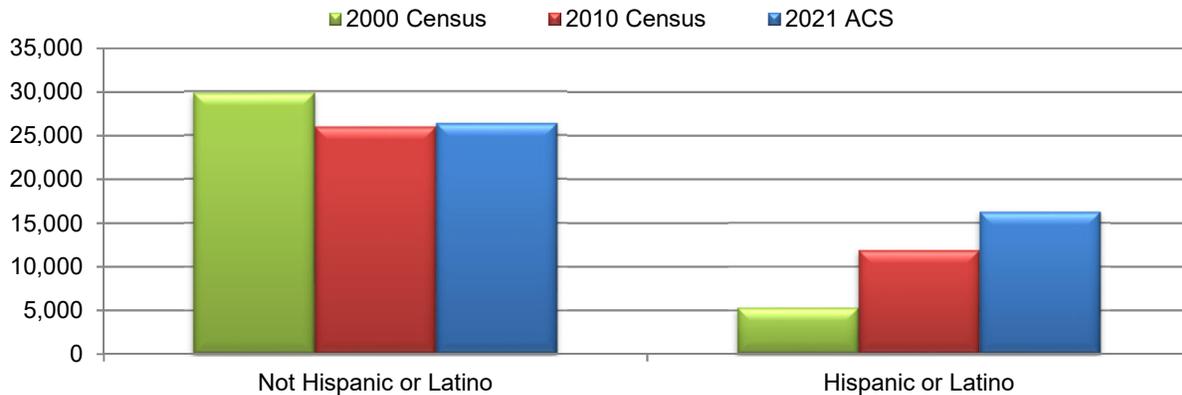


# SUPPLEMENTAL INFORMATION

## Population Information

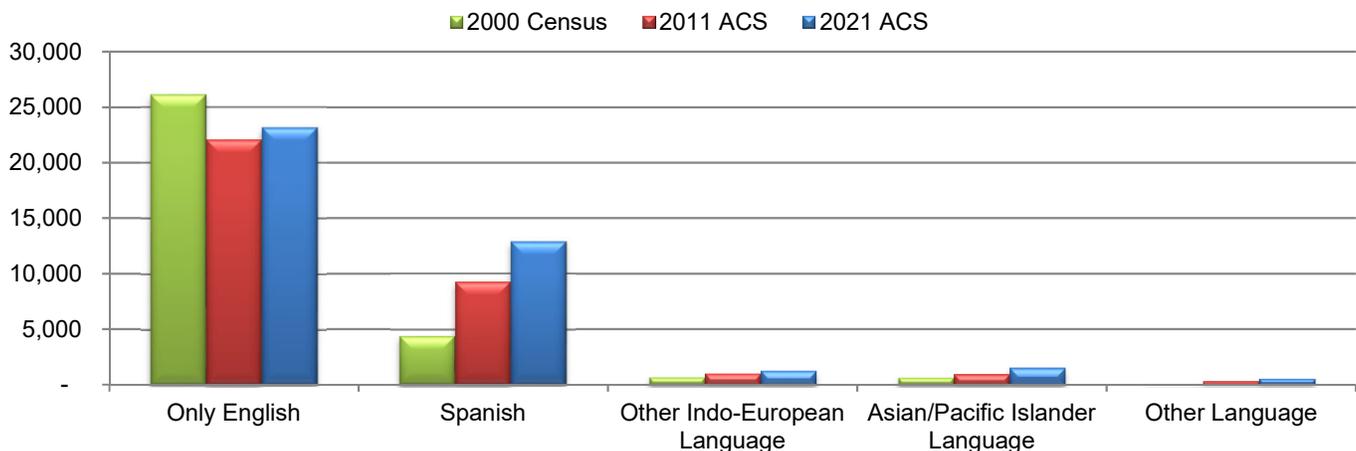
| Population Hispanic or Latino |               |               |               |               |               |               |
|-------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Race                          | 2021 ACS      |               | 2010 Census   |               | 2000 Census   |               |
|                               | #             | %             | #             | %             | #             | %             |
| Not Hispanic or Latino        | 26,355        | 61.9%         | 25,945        | 68.6%         | 29,819        | 84.9%         |
| Hispanic or Latino            | 16,241        | 38.1%         | 11,876        | 31.4%         | 5,316         | 15.1%         |
| <b>TOTAL</b>                  | <b>42,596</b> | <b>100.0%</b> | <b>37,821</b> | <b>100.0%</b> | <b>35,135</b> | <b>100.0%</b> |

### Hispanic or Latino Population



| Population Age 5+ by Language Spoken at Home |               |               |               |               |               |               |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
| Language Spoken                              | 2021 ACS      |               | 2011 ACS      |               | 2000 Census   |               |
|  | #             | %             | #             | %             | #             | %             |
| Only English                                 | 23,162        | 58.9%         | 22,077        | 65.6%         | 26,106        | 81.5%         |
| Spanish                                      | 12,834        | 32.7%         | 9,264         | 27.5%         | 4,410         | 13.8%         |
| Other Indo-European Language                 | 1,237         | 3.1%          | 986           | 2.9%          | 677           | 2.1%          |
| Asian/Pacific Islander Language              | 1,524         | 3.9%          | 972           | 2.9%          | 681           | 2.1%          |
| Other Language                               | 535           | 1.4%          | 336           | 1.0%          | 147           | 0.5%          |
| <b>TOTAL</b>                                 | <b>39,292</b> | <b>100.0%</b> | <b>33,635</b> | <b>100.0%</b> | <b>32,021</b> | <b>100.0%</b> |

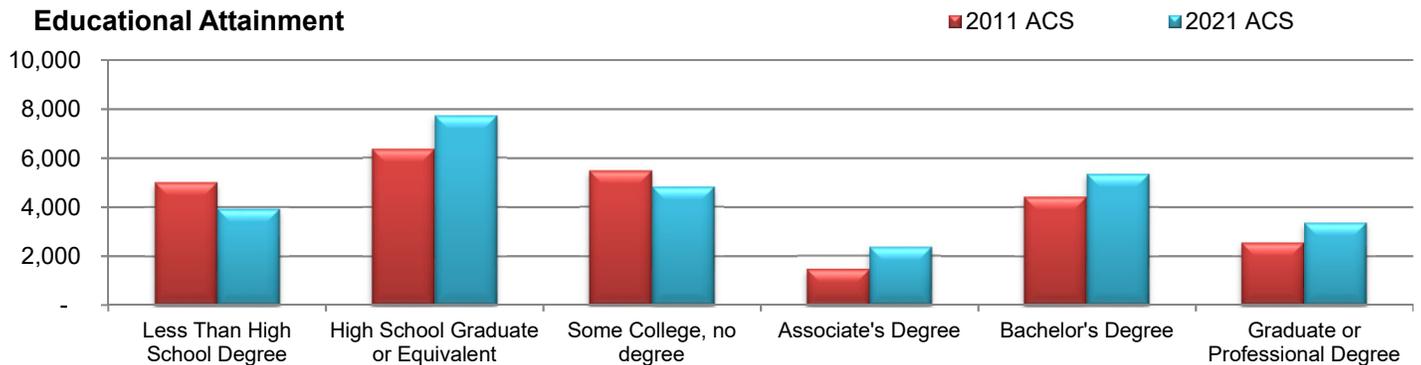
### Language Spoken at Home



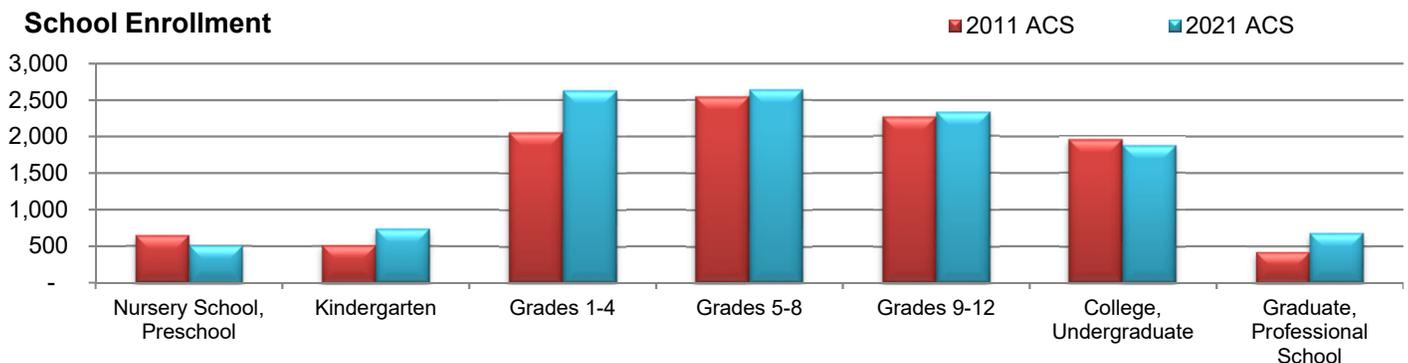
# SUPPLEMENTAL INFORMATION

## Education Information

| Education for Population 25 Years or Older |               |               |               |               |
|--|---------------|---------------|---------------|---------------|
| Education Attainment                       | 2021 ACS      |               | 2011 ACS      |               |
|  | #             | %             | #             | %             |
| Less Than High School Degree               | 3,920         | 14.3%         | 4,997         | 19.8%         |
| High School Graduate or Equivalent         | 7,710         | 28.1%         | 6,360         | 25.2%         |
| Some College, no degree                    | 4,813         | 17.5%         | 5,452         | 21.6%         |
| Associate's Degree                         | 2,352         | 8.6%          | 1,464         | 5.8%          |
| Bachelor's Degree                          | 5,337         | 19.4%         | 4,417         | 17.5%         |
| Graduate or Professional Degree            | 3,352         | 12.2%         | 2,549         | 10.1%         |
| <b>TOTAL</b>                               | <b>27,484</b> | <b>100.0%</b> | <b>25,239</b> | <b>100.0%</b> |



| School Enrollment             |               |               |               |               |
|-------------------------------|---------------|---------------|---------------|---------------|
| Level of Enrollment (Age 3+)  | 2021 ACS      |               | 2011 ACS      |               |
|                               | #             | %             | #             | %             |
| Nursery School, Preschool     | 505           | 4.4%          | 639           | 6.2%          |
| Kindergarten                  | 728           | 6.4%          | 511           | 4.9%          |
| Grades 1-4                    | 2,628         | 23.1%         | 2,054         | 19.8%         |
| Grades 5-8                    | 2,640         | 23.2%         | 2,546         | 24.5%         |
| Grades 9-12                   | 2,327         | 20.5%         | 2,262         | 21.8%         |
| College, Undergraduate        | 1,869         | 16.4%         | 1,953         | 18.8%         |
| Graduate, Professional School | 673           | 5.9%          | 421           | 4.1%          |
| <b>TOTAL</b>                  | <b>11,370</b> | <b>100.0%</b> | <b>10,386</b> | <b>100.0%</b> |

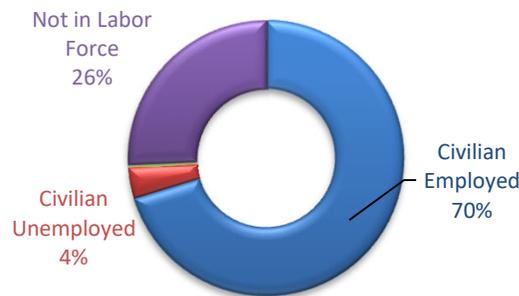


# SUPPLEMENTAL INFORMATION

## Occupation Information

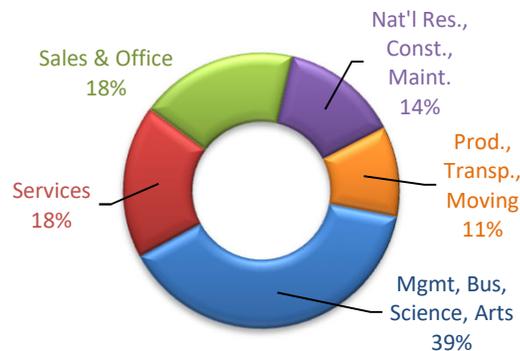
| Labor Force Participation (Population 16+ Years) |               |               |               |               |               |               |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
| Employment Status                                | 2021 ACS      |               | 2011 ACS      |               | 2000 Census   |               |
|  | #             | %             | #             | %             | #             | %             |
| Civilian Employed                                | 23,002        | 70.3%         | 18,994        | 69.3%         | 18,238        | 70.9%         |
| Civilian Unemployed                              | 1,199         | 3.7%          | 1,505         | 5.5%          | 710           | 2.8%          |
| Armed Forces                                     | 116           | 0.4%          | 52            | 0.2%          | 170           | 0.7%          |
| Not in Labor Force                               | 8,408         | 25.7%         | 6,865         | 25.0%         | 6,601         | 25.7%         |
| <b>TOTAL</b>                                     | <b>32,725</b> | <b>100.0%</b> | <b>27,416</b> | <b>100.0%</b> | <b>25,719</b> | <b>100.0%</b> |

**Labor Force Participation 2021 ACS**  
(Population 16+ Years)



| Occupation (Civilian Population 16+ Years) |               |               |               |               |               |               |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
| Occupation                                 | 2021 ACS      |               | 2010 ACS      |               | 2000 Census   |               |
|  | #             | %             | #             | %             | #             | %             |
| Management, Business, Science, & Arts      | 8,975         | 39.0%         | 6,264         | 33.0%         | 7,019         | 38.5%         |
| Service                                    | 4,139         | 18.0%         | 3,301         | 17.4%         | 2,532         | 13.9%         |
| Sales and Office                           | 4,276         | 18.6%         | 5,032         | 26.5%         | 4,949         | 27.1%         |
| Natural Resources, Construct., Maint.      | 3,165         | 13.8%         | 2,776         | 14.6%         | 2,218         | 12.2%         |
| Production, Transport., Material Moving    | 2,447         | 10.6%         | 1,621         | 8.5%          | 1,520         | 8.3%          |
| <b>TOTAL</b>                               | <b>23,002</b> | <b>100.0%</b> | <b>18,994</b> | <b>100.0%</b> | <b>18,238</b> | <b>100.0%</b> |

**Occupation 2021 ACS**  
(Population 16+ Years)

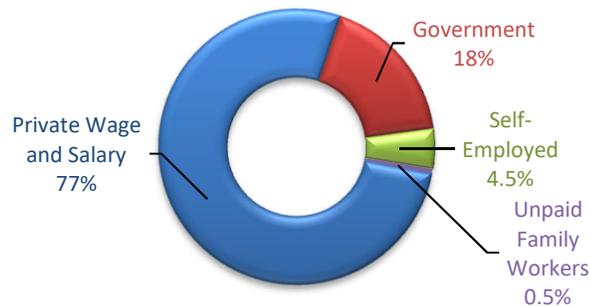


# SUPPLEMENTAL INFORMATION

## Occupation Information

| Class of Worker (Civilian Population 16+ Years) |               |               |               |               |               |               |
|---|---------------|---------------|---------------|---------------|---------------|---------------|
| Occupation                                      | 2021 ACS      |               | 2010 ACS      |               | 2000 Census   |               |
|   | #             | %             | #             | %             | #             | %             |
| Private Wage and Salary                         | 17,743        | 77.1%         | 14,954        | 78.7%         | 14,166        | 77.7%         |
| Government                                      | 4,060         | 17.7%         | 3,428         | 18.0%         | 3,262         | 17.9%         |
| Self-Employed                                   | 1,076         | 4.7%          | 612           | 3.2%          | 793           | 4.3%          |
| Unpaid Family Workers                           | 123           | 0.5%          | -             | 0.0%          | 17            | 0.1%          |
| <b>TOTAL</b>                                    | <b>23,002</b> | <b>100.0%</b> | <b>18,994</b> | <b>100.0%</b> | <b>18,238</b> | <b>100.0%</b> |

**Class of Worker 2021 ACS**  
(Civilian Population 16+ Years)

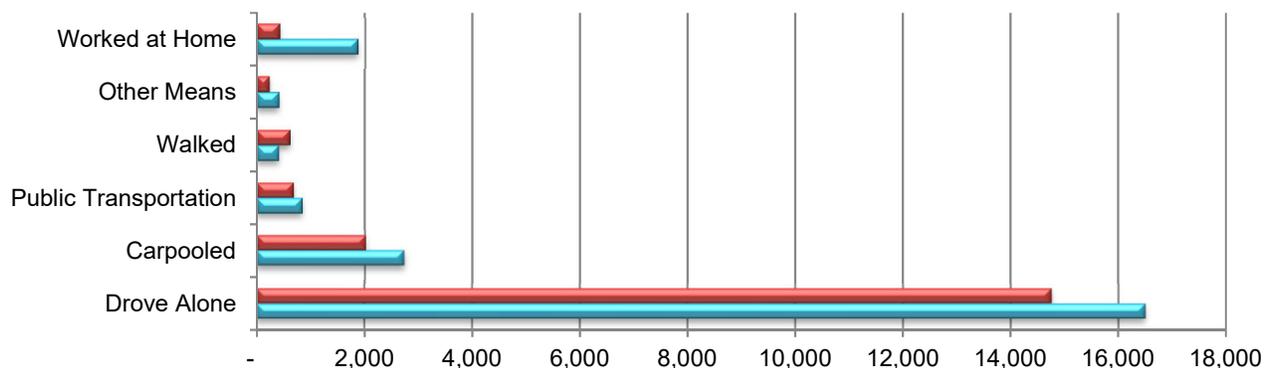


| Commuting             |               |               |               |               |               |               |
|-----------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Mode                  | 2021 ACS      |               | 2011 ACS      |               | 2000 Census   |               |
|                       | #             | %             | #             | %             | #             | %             |
| Drove Alone           | 16,497        | 72.6%         | 14,757        | 78.9%         | 13,634        | 75.1%         |
| Carpooled             | 2,733         | 12.0%         | 2,018         | 10.8%         | 2,991         | 16.5%         |
| Public Transportation | 833           | 3.7%          | 673           | 3.6%          | 544           | 3.0%          |
| Walked                | 400           | 1.8%          | 604           | 3.2%          | 308           | 1.7%          |
| Other Means           | 403           | 1.8%          | 230           | 1.2%          | 237           | 1.3%          |
| Worked at Home        | 1,862         | 8.2%          | 424           | 2.3%          | 431           | 2.4%          |
| <b>TOTAL</b>          | <b>22,728</b> | <b>100.0%</b> | <b>18,706</b> | <b>100.0%</b> | <b>18,145</b> | <b>100.0%</b> |

### Methods of Commute

Mean Travel Time 34.7 Minutes

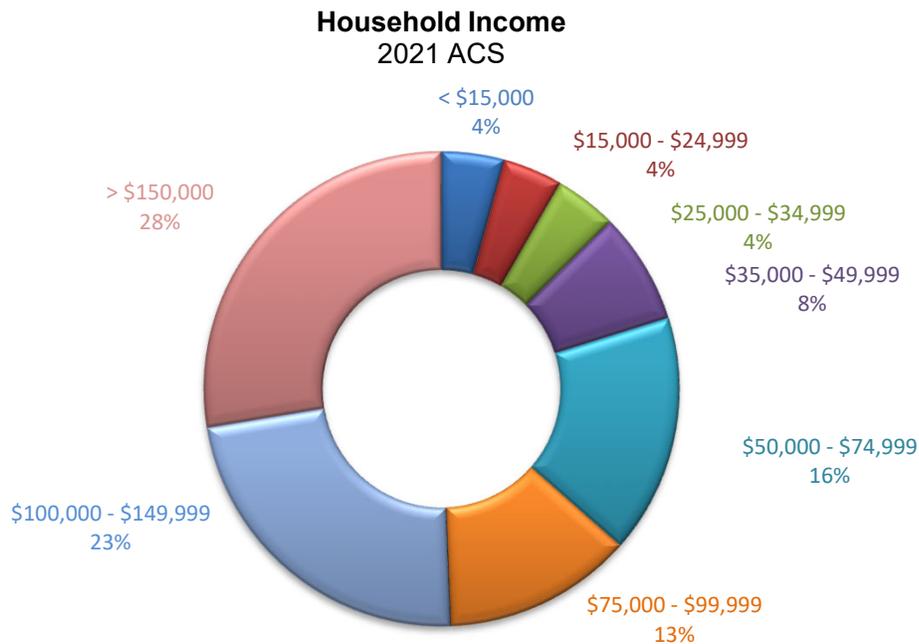
■ 2011 ACS ■ 2021 ACS



# SUPPLEMENTAL INFORMATION

## Income Information

| Number of Households (Occupied Housing Units) by Income |               |               |               |               |               |               |
|---|---------------|---------------|---------------|---------------|---------------|---------------|
| Income Range  | 2021 ACS      |               | 2011 ACS      |               | 2000 Census   |               |
|   | #             | %             | #             | %             | #             | %             |
| < \$15,000  | 579           | 4.3%          | 954           | 8.0%          | 728           | 6.2%          |
| \$15,000 - \$24,999                                     | 551           | 4.1%          | 657           | 5.5%          | 818           | 6.9%          |
| \$25,000 - \$34,999                                     | 575           | 4.2%          | 869           | 7.3%          | 1,115         | 9.5%          |
| \$35,000 - \$49,999                                     | 1,030         | 7.6%          | 1,362         | 11.5%         | 1,922         | 16.3%         |
| \$50,000 - \$74,999                                     | 2,211         | 16.3%         | 2,330         | 19.6%         | 2,861         | 24.3%         |
| \$75,000 - \$99,999                                     | 1,753         | 12.9%         | 1,854         | 15.6%         | 2,041         | 17.3%         |
| \$100,000 - \$149,999                                   | 3,118         | 23.0%         | 2,465         | 20.8%         | 1,637         | 13.9%         |
| > \$150,000   | 3,745         | 27.6%         | 1,381         | 11.6%         | 663           | 5.6%          |
| <b>TOTAL</b>  | <b>13,562</b> | <b>100.0%</b> | <b>11,872</b> | <b>100.0%</b> | <b>11,785</b> | <b>100.0%</b> |



**2021 ACS Median Household Income**  
\$101,934

**2021 ACS Per Capita Income**  
\$39,460

# SUPPLEMENTAL INFORMATION

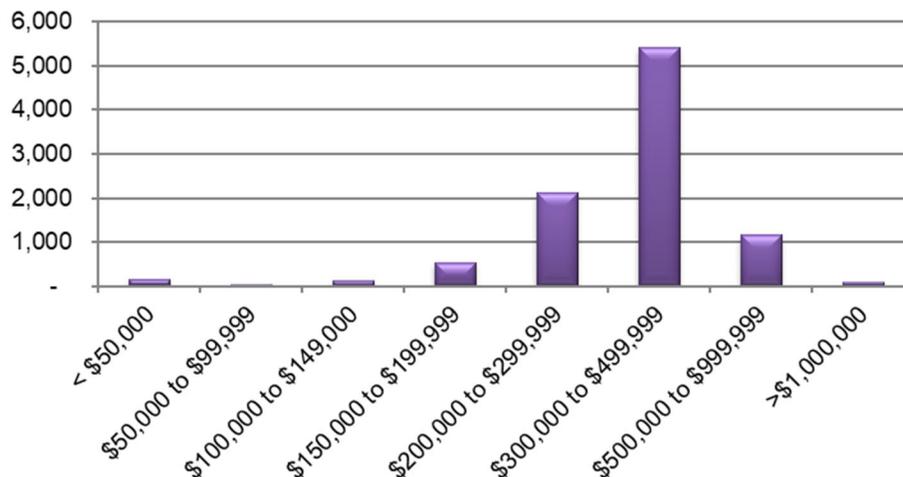
## Housing Information

| Housing Tenure     |               |               |               |               |               |               |
|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                    | 2021 ACS      |               | 2010 Census   |               | 2000 Census   |               |
|                    | #             | %             | #             | %             | #             | %             |
| Owner Occupied     | 9,608         | 70.8%         | 8,043         | 64.2%         | 8,203         | 69.8%         |
| Renter Occupied    | 3,954         | 29.2%         | 4,484         | 35.8%         | 3,554         | 30.2%         |
| <b>Total Units</b> | <b>13,562</b> | <b>100.0%</b> | <b>12,527</b> | <b>100.0%</b> | <b>11,757</b> | <b>100.0%</b> |

| Owner-Occupied Units & Mortgage |              |               |              |               |
|---------------------------------|--------------|---------------|--------------|---------------|
|                                 | 2021 ACS     |               | 2010 ACS     |               |
|                                 | #            | %             | #            | %             |
| With a mortgage                 | 7,865        | 81.9%         | 6,707        | 83.8%         |
| No mortgage                     | 1,743        | 18.1%         | 1,296        | 16.2%         |
| <b>Total Units</b>              | <b>9,608</b> | <b>100.0%</b> | <b>8,003</b> | <b>100.0%</b> |

| Housing Value of Owner-Occupied Units |              |               |
|---------------------------------------|--------------|---------------|
| Value                                 | 2021 ACS     |               |
|                                       | #            | %             |
| < \$50,000                            | 151          | 1.6%          |
| \$50,000 to \$99,999                  | 26           | 0.3%          |
| \$100,000 to \$149,000                | 125          | 1.3%          |
| \$150,000 to \$199,999                | 538          | 5.6%          |
| \$200,000 to \$299,999                | 2,109        | 22.0%         |
| \$300,000 to \$499,999                | 5,419        | 56.4%         |
| \$500,000 to \$999,999                | 1,158        | 12.1%         |
| >\$1,000,000                          | 82           | 0.9%          |
| <b>Total Units</b>                    | <b>9,608</b> | <b>100.0%</b> |

Housing Value of Owner-Occupied Units  
Median Value \$356,500



# SUPPLEMENTAL INFORMATION

## Housing Information

| Housing Units by Year Built |               |               |
|-----------------------------|---------------|---------------|
|                             | 2021 ACS      |               |
| Age                         | #             | %             |
| 2020 or later               | 66            | 0.5%          |
| 2010 - 2019                 | 1,033         | 7.3%          |
| 2000 - 2009                 | 1,221         | 8.6%          |
| 1990 - 1999                 | 2,234         | 15.7%         |
| 1980 - 1989                 | 4,426         | 31.1%         |
| 1970 - 1979                 | 2,360         | 16.6%         |
| 1960 - 1969                 | 1,750         | 12.3%         |
| 1950 - 1959                 | 404           | 2.8%          |
| 1940 - 1949                 | 216           | 1.5%          |
| 1939 or earlier             | 524           | 3.7%          |
| <b>Total Units</b>          | <b>14,234</b> | <b>100.0%</b> |

### Vacancy Rate:

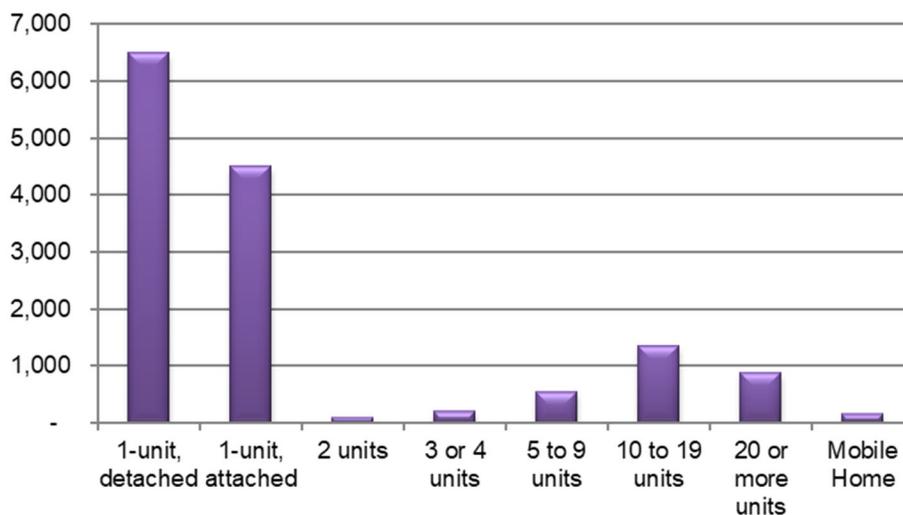
- Homeowner Vacancy – 1.8% (was 1.2%)
- Rental Vacancy – 4.3% (was 5.6%)

### Average Household Size:

- Owner-Occupied Unit – 3.12 (was 3.13)
- Renter-Occupied Unit – 3.17 (was 3.15)

| Housing Units Per Structure |               |               |
|-----------------------------|---------------|---------------|
|                             | 2021 ACS      |               |
|                             | #             | %             |
| 1-unit, detached            | 6,498         | 45.7%         |
| 1-unit, attached            | 4,504         | 31.6%         |
| 2 units                     | 101           | 0.7%          |
| 3 or 4 units                | 206           | 1.4%          |
| 5 to 9 units                | 541           | 3.8%          |
| 10 to 19 units              | 1,345         | 9.4%          |
| 20 or more units            | 878           | 6.2%          |
| Mobile Home                 | 161           | 1.1%          |
| <b>Total Units</b>          | <b>14,234</b> | <b>100.0%</b> |

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 30<sup>th</sup> 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 1<sup>st</sup> 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

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**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

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**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.

**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

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**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

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- 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 1<sup>st</sup> and ending December 31<sup>st</sup>.
- 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

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**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

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**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 1<sup>st</sup> through June 30<sup>th</sup>.

**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

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**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

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**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

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**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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