

# **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.

**May 8, 2023**  
**Regular Meeting**  
**Ordinance # O-2023-18**  
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(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.

(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  
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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
 <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.

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**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>