

BASIS OF BUDGETING AND ACCOUNTING

The term “basis of accounting” is used to describe the timing of recognition, that is, *when* the effects of transactions or events should be recognized. The basis of accounting used for purposes of financial reporting in accordance with generally accepted accounting principles (GAAP) is not necessarily the same basis used in preparing the budget document.

BASIS OF BUDGETING

The City’s operating budget is prepared using the **current financial resources measurement focus** and the **modified accrual basis of accounting** which recognizes revenues when they become *available* and *measurable* and recognizes expenditures when liabilities are *incurred*. Some exceptions to this recognition of expenditures include those related to debt service, compensated absences, and claims and judgments which are recorded only when due. With respect to real and personal property tax revenue and other local taxes, the term “available” is limited to collection within 60 days of the fiscal year-end. Federal and State reimbursement-type grants are recorded as revenue when related eligible expenditures are incurred.

BASIS OF ACCOUNTING

Governmental fund financial statements are reported using the **current financial resources measurement focus** and the **modified accrual basis of accounting**, the same methods used for budgeting. Revenues are recorded as soon as they are both *measurable* and *available*. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the fiscal year-end. Expenditures generally are recorded when a liability is incurred with the exception of expenditures related to debt service, compensated absences, and claims and judgments, which are recorded only when due. Since the focus is on current financial resources, long-term capital assets and obligations are not reported in governmental fund financial statements. Governmental funds included in the budget are:

- General Fund
- Social Services Fund
- Fire and Rescue Fund
- Owens Brooke Service District Fund
- Debt Service Fund
- PEG Fund
- Cemetery Trust Fund

Proprietary fund financial statements are reported using the **economic resources measurement focus** and the **accrual basis of accounting**. Revenues are recorded when *earned* and expenses are recorded when a liability is incurred, regardless of the disbursement of cash. Unlike the current financial resources measurement focus used for governmental funds, the economic resources measurement focus recognizes all assets of the fund, not just cash or soon-to-be cash, and both short-term and long-term liabilities. Proprietary funds included in the adopted budget are:

- Sewer Fund
- Water Fund
- Electric Fund
- Stormwater Fund
- Airport Fund
- Building Maintenance Fund
- Vehicle Maintenance Fund
- Information Technology Fund

Government-Wide financial statements use the **economic resources measurement focus** and the **accrual basis of accounting**. These statements include the Statement of Net Position and the Statement of Activities, both of which are presented in the Supplemental Section of this document.

FINANCIAL POLICIES AND PRACTICES

The City of Manassas and its governing body 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. Effective fiscal policy contributes significantly to the City's ability to insulate itself from fiscal crisis, enhances short-term and long-term financial credit ability by helping to achieve the highest credit and bond ratings possible, promotes long-term financial stability by establishing clear and consistent guidelines, promotes the view of linking long-term financial planning with day-to-day operations, and provides the Council and the citizens a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.

Policy Statements P-2016-01 (adopted August 10, 2015) 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)

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 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 use of 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 of Manassas shall be legally controlled at the fund level except for Manassas City Public Schools (MCPS). The budget and appropriation for MCPS shall be legally controlled at the total appropriation level.

Budget Amendments:

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 members of City Council. A public hearing shall be held prior to any amendment of the budget which is greater than 1% of the adopted budget.

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 contingencies and reserves shall require a resolution with the concurrence of at least four members of City Council even when these transfers may be within the legal level of budgetary control.

FINANCIAL POLICIES AND PRACTICES

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 \$10,000 but less than \$50,000 will be placed on the City Council Consent Agenda for consideration. Any transfers greater than \$50,000 will be considered by the Finance Committee prior to placing on the City Council Agenda.

Contributions/donations to the City of Manassas of ten thousand dollars (\$10,000) or less shall be placed directly on the consent agenda of the City Council.

Budget Performance Monitoring:

The Budget Department will maintain ongoing contact with the departmental fiscal officers during the process of the budget execution. Expenditure and revenue projections will be developed quarterly and reviewed with the Finance Committee of the City Council, the City Manager, and the Department Directors.

FIVE-YEAR FORECAST (P-2016-01)

The City will prepare and annually update a long range (5-year) financial forecast model utilizing trend indicators and projections of annual operating revenues, expenditures, capital improvements and related debt service and operating costs, and fund balance levels.

REVENUES (P-2016-01)

The City will strive to maintain diversified and stable revenue streams to protect the government from problematic fluctuations in any single revenue source and provide stability to ongoing services. Current revenues will fund current expenditures and a diversified and stable revenue system will be maintained to protect programs. The General Fund balance of the City (Unassigned Fund Balance) will not be used to finance current operations.

All fees established by the City for licenses, permits, fines, services, applications and other miscellaneous charges shall be set to recover all or a portion of the City's expense in providing the attendant service. These fees shall be reviewed annually with the development of the annual operating budget.

CAPITAL IMPROVEMENT PLAN (P-2016-01)

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. Dedicating resources to capital investment is appropriate for a growing City such as the City of Manassas. Committing to and implementing the City's capital investment program will protect its capital assets and minimize future maintenance and replacement costs.

Capital Improvement Budget Policies:

- The City will prioritize all capital improvements in accordance with an adopted capital improvement program.
- The City will develop a five-year plan for capital improvements and review and update the plan annually. The five-year plan will include projects for the City, including the utility systems (electric, water, sewer, stormwater, airport, etc.) and the Manassas City Public Schools.
- The City will coordinate development of the capital improvement program along with development of the operating budget.
- The City will use intergovernmental assistance to finance only those capital improvements that are consistent with the capital improvement plan and City priorities.
- The City will maintain all its assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.
- The City will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted for approval.
- The City will attempt to determine the least costly and most flexible financing method for all capital projects.

FINANCIAL POLICIES AND PRACTICES

Capital Improvement Budget Policies: (CONTINUED)

Capital Improvement Plan (CIP) projects are defined as any major project requiring the expenditure of public funds that is over and above a normal operating expenditure for the purchase, construction, enhancement, or replacement of a physical infrastructure or asset. This includes land that is required for a project, equipment that is to be affixed to a building and “turn-key” equipment items for a new building to function appropriately such as furniture, computers, telephones, etc. Capital projects should have a cost of \$100,000 or more and a useful life of at least ten (10) years.

The adoption of the CIP by City Council is an indication of its support of both the capital projects that the City intends to pursue, and a plan for the anticipated levels of financing needed to fund these capital projects over the five-year period. The adoption of the CIP is neither a firm commitment to a particular project nor a limitation to a particular cost. As a basic tool for prioritizing and scheduling anticipated capital projects and capital financing, the CIP is a key element in planning and managing future debt service requirements. Only the first year of the CIP (FY 2017) represents a funding commitment for the project to proceed to the next stage or to be implemented depending on the level of funding provided.

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 project 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, operating 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 taxable real 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.
- 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.
- 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.

The City shall use an objective analytical approach to determine whether it can afford new or additional general purpose debt. This process shall use the City’s standards of affordability. These standards include the measures stated above.

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 fifteen percent (15%) of general fund operating revenues of either the actual operating revenues of the same fiscal year or the budgeted operating revenues of the next fiscal year, whichever is higher. For purposes of this policy, operating revenues are all revenues excluding other financing sources. At the end of each fiscal year, all general fund revenues in excess of budget will first go into the unassigned fund balance, until the City Council approved unassigned general fund balance level for the current fiscal year is met. After the fund balance level is met, all other excess revenues over expenditures which have not been assigned or committed by the City Council will be committed to the Capital Reserve Fund Balance.

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 two (2) 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 Level:

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.

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.

FINANCIAL POLICIES AND PRACTICES

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.

BUDGET POLICY (EXCERPT FROM FINANCIAL POLICIES)

The following is an excerpt from the City of Manassas Financial Policies (Policy Statement P-2016-01, adopted August 10, 2015):

3.01 Balanced Budget

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 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.

3.02 Legal Level of Control

The budget and appropriations of the City of Manassas 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.

3.03 Amendment of the 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 members of City Council.

A public hearing shall be held prior to any amendment of the budget which is greater than 1% of the adopted budget. The public hearing and notice of such hearing shall be in accordance with the Code of Virginia Section 15.2-2507.

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 contingencies and reserves shall require a resolution with the concurrence of at least four 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 \$10,000 but less than \$50,000 will be placed on the City Council Consent Agenda for consideration. Any transfers greater than \$50,000 will be considered by the Finance Committee prior to placing on the City Council Agenda.

Contributions/donations to the City of Manassas of ten thousand dollars (\$10,000) or less shall be placed directly on the consent agenda of the City Council.

3.04 Use of Current Revenues to Support Current Expenditures

Ongoing and stable revenues will be used to support ongoing operating costs.

BUDGET POLICY (EXCERPT FROM FINANCIAL POLICIES)

3.05 Use of One-Time Revenue and One-Time Expenditure Savings

The use of one-time revenues and one-time expenditure savings (excess cash balances) will be used for non-recurring expenditures.

3.06 Review of Fees and Charges

Fees established by the City for licenses, permits, fines, services, applications and other miscellaneous charges shall 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.

3.07 Revenue and Expenditure Projections

The City will prepare and annually update a long range (5-year) financial forecast model utilizing trend indicators and projections of annual operating revenues, expenditures, capital improvements and related debt service and operating costs, and fund balance levels.

3.08 Budget Performance Monitoring

The Budget Department will maintain ongoing contact with the departmental fiscal officers during the process of the budget execution. Expenditure and revenue projections will be developed quarterly and reviewed with the Finance Committee of the City Council, the City Manager, and the Department Directors. The City Manager through the Finance Department will exercise appropriate fiscal management as necessary to live within the limits of the adopted budget.

3.09 Maintenance of Capital Assets

The budget should provide sufficient funds for regular repair and maintenance of capital assets.

3.10 Fund Balance Levels

The City will employ sound financial management principles to include the establishment of an Unassigned General Fund balance with sufficient working capital to mitigate current and future risk of revenue shortfalls and provide a reserve for unanticipated expenditures or emergencies, and other non-recurring uses.

RESERVE POLICY (EXCERPT FROM FINANCIAL POLICIES)

The following is an excerpt from the City of Manassas Financial Policies (Policy Statement P-2016-01, revised June 26, 2017):

6.01 Assigned or Committed 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.

6.02 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 fifteen percent (15%) of general fund operating revenues of either the actual operating revenues of the same fiscal year or the budgeted operating revenues of the next fiscal year, whichever is higher. For purposes of this policy, operating revenues are all revenues excluding other financing sources.

6.03 Maintenance of Unassigned General Fund Balance Level

At the end of each fiscal year, all general fund revenues in excess of budget will first go into the unassigned fund balance, until the City Council approved unassigned general fund balance level for the current fiscal year is met. After the fund balance level is met, all other excess revenues over expenditures which have not been assigned or committed by the City Council will be committed to the Capital Reserve Fund Balance.

6.04 Use of Unassigned General Fund Balance

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.

6.05 Replenishment of Unassigned General Fund Balance

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 two (2) 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.

6.06 Capital Reserve Fund Balance Level

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.

ORDINANCE # O-2020-XX

First Reading:
 Second Reading:
 Enacted:
 Effective: July 1, 2020

AN UNCODIFIED ORDINANCE ESTABLISHING THE FEE SCHEDULE FOR EXCAVATION PERMITS AND RIGHT OF ENTRY PERMITS REQUIRED BY ARTICLE II OF CHAPTER 102 OF THE CODE OF ORDINANCES, CITY OF MANASSAS, VIRGINIA (2002), AS AMENDED, GENERALLY RELATING TO PERMIT FEES FOR EXCAVATION OR WORK ON THE PUBLIC STREETS AND SIDEWALKS IN THE CITY OF MANASSAS, VIRGINIA

BE IT ORDAINED that by the City Council of the City of Manassas, Virginia, meeting in regular session this ___th day of ___, 2020, that Ordinance # O-1998-01 is repealed effective July 1, 2020, and that the following fee schedule is established effective July 1, 2020.

- (1) The application and inspection charges for excavation permits and right of entry permits in the public right of way ~~and the excavation of pavement, driveways, sidewalk, curb and gutter~~ shall be as follows, except as provided in paragraph (2) of this ordinance. This fee shall be charged prior to issuance of an excavation or right of entry permit as ~~detailed authorized~~ in City Code Sections 102-32 and 102-62 and detailed in Sections 2-804 and 2-805-840 of the City's Design and Construction Standards Manual (DCSM).

<u>Excavation Permit – Application and Inspection Fees</u>	
Underground Utilities including Pipelines, Conduits, and Cable, etc.	\$60-100 plus \$36-10 per 100 linear feet
Sidewalk, Curb, and Gutter	\$40-100 plus \$25-10 per 100 linear feet
Driveway Entrance	\$40-150 for first entrance \$25-50 for each additional entrance
<u>Excavation Permit – Bond</u> <u>(Refundable Upon Completion and Approved City Inspection of Work)</u>	<u>All Excavation Work Except Driveways: Bond shall be based on the estimated cost of work to be performed within the right-of-way as approved by the City Manager or their designee.</u> <u>Driveways: \$2000 per entrance</u>
<u>Right of Entry Permit (No Excavation)</u>	<u>\$50</u>

~~Work~~ Note: For work performed by the City of Manassas or a City of Manassas contractor, no fee shall be charged.

(2) No permit shall be issued which would allow an excavation or opening in any paved or improved street or alley which has been improved within a ~~five~~three-year period preceding the date of permit issuance unless a surcharge, which shall be in addition to the usual permit fee, is paid ~~to the Treasurer of the City of Manassas~~. The surcharge shall be placed in an ~~escrow~~ account to be used for future paving of city streets. Excavation for emergency repairs and right of entry permits with no excavation shall be exempt from this surcharge. The surcharge shall be equal to the ~~percentage noted in Table 1 multiplied by the restoration fee in Table 2~~ pavement cost of the proposed excavation or opening as calculated using the adopted DCSM unit price list.

Table 1

Year Since Previous Paving	1	2	3	4	5
% of Restoration Fee	100%	75%	50%	50%	25%

Table 2

Arterial & Collector Roadways	\$28.60/S.Y.
Local Subdivision Roadways	\$17.60/S.Y.

~~Note: Restoration fees are for each square yard or fraction thereof of street excavated.~~

~~(3) In lieu of the permit surcharge the City may require the complete paving and milling of the roadway if there is over 300 feet of longitudinal excavation or more than three crossings in a 400-foot area for roadways which have been paved within two years.~~

This ordinance shall take effect July 1, 2020.

 Harry J. Parrish II Mayor
 On behalf of the City Council
 of Manassas, Virginia

ATTEST:

 Lee Ann Henderson, City Clerk

MOTION:
SECOND:
RE:

ACTION:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

MOTION:

SECOND:

ACTION:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY

City Clerk

ORDINANCE #O-2020-XX

First Reading:
 Second Reading:
 Enacted:
 Effective: June 29, 2020

AN UNCODIFIED ORDINANCE ESTABLISHING A FEE SCHEDULE FOR BUILDING PLAN REVIEW AND BUILDING INSPECTION FEES REQUIRED BY ARTICLE II OF CHAPTER 26 OF THE CODE OF ORDINANCES, CITY OF MANASSAS, VIRGINIA (2002) AS AMENDED, GENERALLY RELATING TO FEES DESCRIBED IN THE UNIFORM STATEWIDE BUILDING CODE

BE IT ORDAINED that by the City Council of the City of Manassas, Virginia, meeting in regular session this __ day of __, 2020, and that Ordinance # O-2013-15 is repealed effective June 29, 2020, and that the following fee schedule is established effective June 29, 2020:

Section 1. Building Permit and Inspection Fees; Bond for Demolition of Building.

- a. The fees for building permits required by the Uniform Statewide Building Code and City Code Section 26-52 adopted by this article shall be as set out in this section.
- b. For new construction on commercial buildings and structures the fee shall be based on the Building Valuation Data (BVD) as biannually published by the International Code Council.
- c. A plan review fee will be assessed at the time of application for all Building Permits as set in this section.

All New Building Construction (Except R-5 Construction Type)	As determined by Section 1(b) of this ordinance; Two hundred (\$200.00) dollar minimum
Single family homes (R-5 construction type only) including all new construction, additions, decks, structures and accessories	Forty-five cents (\$.45) per square foot; Includes all trades and construction. One hundred (\$100.00) minimum
All Plan Revision (except single family homes/R-5 construction type)	Thirty dollars (\$30.00) per page
Single Family Home Plan Revision (R-5 construction type only)	Seventy dollars (\$70.00); not including revisions to decks and other minor work
Removal of Building to New Location	One percent (1%) of the contract price, or four hundred dollars (\$400.00), whichever is greater
Interior Renovations/Alterations/Basement (All non-structural work)	Forty cents (\$.40) per square foot. Two hundred thirty-dollar (\$230.00) minimum
Residential Code Modification (R-5 construction type only)	One hundred and fifty dollars (\$150.00)
Commercial Code Modification	Two hundred and seventy-five dollars (\$275.00)

Fences, Walls, Towers and other Structure Not Defined as a Building	One and five tenths percent (1.5%) of the contract price or one hundred and fifty dollars (\$150.00) minimum
Demolition Permit - Bond	One hundred and fifty dollars (\$150.00) and a bond based on the estimated cost of work to be performed as approved by the City Manager or their designee. Such bond shall be forfeited in the event that all material and rubbish is not removed from the site within thirty (30) days of expiration of the permit.
Signs	One hundred and thirty-five dollars (\$135.00) for a wall sign and two hundred and five dollars (\$205.00) for a freestanding sign.
Residential Swimming Pools	Two hundred dollars (\$200.00) for an above ground pool (including hot tubs) and three hundred and forty-five dollars (\$345.00) for an in-ground pool.
Commercial In-Ground Swimming Pool	Four hundred and twenty-five dollars (\$425.00)
Modular Furniture	Ninety dollars (\$90.00) or five tenths percent (0.5%) of the cost of construction over two thousand dollars (\$2000.00), whichever is larger
Construction Trailer	Two hundred and fifty dollars (\$250.00)
Sales or Office Trailer	Three hundred and fifty dollars (\$350.00)
Plan Review – Residential Minor (R-5 Construction Type Only)	Fifty dollars (\$50.00)
Plan Review – Residential Major (R-5 Construction Type Only)	One hundred fifty dollars (\$150.00)
Plan Review – All other Construction Types	One hundred fifty dollars (\$150.00)

Section 2. Certificate of Occupancy or Use.

- a. The fee for a Certificate of Occupancy, Certificate of Use, or a Temporary Certificate of Occupancy or Use shall be issued by the Building Official and Zoning Administrator, pursuant to the provisions of the Virginia Uniform Statewide Building Code and Section 130-63 of the Zoning Ordinance:

Residential Projects (R-5 Construction Type Only)	Sixty-five dollars (\$65.00)
Commercial Projects	Ninety dollars (\$90.00)
Temporary Occupancy or Use	Seventy-five dollars (\$75.00)

Change of Use	Ninety dollars (\$90.00)
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Section 3. Plumbing Permit and Inspection Fees.

- a. The fee for plumbing permits and inspections required by the Virginia Uniform Statewide Building Code adopted by this article shall be as follows:

Residential Plumbing Permit Only (R-5 Construction Type)	One hundred dollars (\$100.00).
Commercial Plumbing, New Construction, Additions and Alterations	One hundred and ten dollars (\$110.00) per unit; Plus seven dollars (\$7.00) per fixture within each unit
Water Service (New, Replacement or Repair)	Seventy-five dollars (\$75.00)
Hot Water Heater/Water Softener	Seventy-five dollars (\$75.00)

Section 4. Gas and Oil Fitting Permit and Inspection Fees.

- a. The fee for gas and oil fitting permits and inspections required by the Virginia Uniform Statewide Building Code adopted by this article shall be as follows:

Gas Piping, LP or Natural	Ninety dollars (\$90.00) per meter plus five dollars (\$5.00) for each appliance outlet
Installation of Furnace, Unit Heater Boiler, Air Conditioner, Clothes Dryer, Incinerator or Other Fixed Gas Appliance (New or Replacement)	Sixty-five dollars (\$65.00)
Gas- or Oil-Fired Furnace and Boiler (New or Replacement)	Sixty-five dollars (\$65.00)
Installation, Repair or Replacement of All Other Gas-Fired Equipment	One percent (1%) of the cost of the work, including equipment, labor and materials; One hundred dollars (\$100.00) Minimum

Section 5. Mechanical Fees.

- a. The fees for mechanical permits and inspections permits and inspections required by the Virginia Uniform Statewide Building Code adopted by this article shall be as follows:

Residential Mechanical Permit Only (R-5 Construction Type)	One hundred dollars (\$100.00).
Commercial Mechanical	Five cents (\$.05) per square floor building area plus twenty dollars (\$20.00) per fire damper; one hundred and fifty dollars (\$150.00) minimum

Hot water heating or supply boiler	Ninety dollars (\$90.00) to 200,000 Btu/hr; Ten dollars (\$10.00) for each additional 100,000 Btu/hr. or portion thereof
Unfired Pressure Vessels	Sixty dollars (\$60.00) for first 50 sq. ft. of cross section area, computed at greatest dimensions of length and width; Ten dollars and seventy cents (\$10.70) for each additional 50 sq. ft. or fraction thereof
Unit Heaters, Space Heaters, Through Wall Heat Pump or AC, Exhaust Fans (Other Than Hood Fans), Dryer Fans, VAV Fans and Fan Coil Units	Ninety dollars (\$90.00) for first five, twelve dollars (\$12.00) for each additional unit
Furnaces, When Installed in Each Unit of Apartment Buildings	Thirty dollars (\$30.00)
Central Heating Furnaces	Ninety dollars (\$90.00) for up to 200,000 Btu input; Seven dollars (\$7.00) for each additional 100,000 Btu or fraction
Other Furnaces	Fifty-three dollars and fifty cents (\$53.50) for up to 100,000 Btu input; Five dollars and thirty-five cents (\$5.35) each additional 100,000 Btu or fraction thereof
Incinerator	Sixty dollars (\$60.00) per 100 lbs. per hour burning rate or fraction thereof
Refrigeration and Refrigeration Cycle of Air Conditioning Systems	Ninety dollars (\$90.00) for up to 5 refrigeration tons; Five dollars (\$5.00) for each additional refrigeration ton
Conversion To or Replacement of Oil Burner	Ninety dollars (\$90.00)
Installation, Repair or Replacement of All Other Mechanical Equipment	One point five percent (1.5%) of the cost of the work, including equipment, labor and materials); One hundred dollars (\$100.00) minimum

Section 6. Elevator Fees.

- a. The fees for elevator permits and inspections required by the Virginia Uniform Statewide Building Code adopted by this article shall be as follows:

Annual Elevator Certification	Seventy dollars (\$70.00)
Commercial Elevator Installation	Four hundred dollars (\$400.00)
Residential Elevator Installation	One hundred and ninety-five dollars (\$195.00)

Section 7. Electrical Permit and Inspection Fees.

- a. The fee for electrical permits and inspections required by the Virginia Uniform Statewide Building Code adopted by this article shall be as follows:

Residential Electrical Permit Only (R-5 Construction Type, Pre-fab or Modular Dwelling Unit Only)	One hundred dollars (\$100.00)
Electrical Service - Industrial, Commercial and Institutional	Eighty cents (\$.80) per amp; One hundred and fifty dollars (\$150.00) minimum
Change Electrical Service	One hundred and fifty dollars (\$150.00) for 600 amps or less; Two hundred and forty dollars (\$240.00) for 601 -1200 amps, Three hundred dollars (\$300.00) for over 1200 amps
Minor Electrical Work Not Covered Elsewhere in This Section	One hundred dollars (\$100.00)
Outdoor Electric Signs	Included in sign fee
Temporary Power on Pole	Ninety dollars (\$90.00); Up to a 200 amp service
R1 and R2 Construction Type Dwellings	Eighty-five dollars (\$85.00) per unit for R1 and R2 dwellings

Section 8. Miscellaneous Fees.

Re-inspection Fee	One hundred percent (100%) of Original Permit Fee after a re-inspection is completed and the original discrepancies have not been abated, not to exceed five hundred dollars (\$500.00).
Annual Permits	For organizations and individuals who apply under, and conform in all respects the council resolution adopted January 26, 1976, as amended, the fee will be one and five tenths percent (1.5%) of the estimated construction costs including building, mechanical, plumbing and electrical estimated cost, payable in advance and four hundred dollars (\$400.00) minimum per building. Permits will be issued periodically, but not less than quarterly. Such fees will be adjusted to reflect differences between prior estimated and actual costs for the prior period. Occupancy permits will be issued by the building official for work completed during the prior period.

Work Without Permit Inspection Fee	One hundred and fifty dollars (\$150.00) in addition to the normal permit fees.
After-Hours Inspection Fee	Ninety dollars (\$90.00) per inspection hour with a two hour minimum. Any inspection shall be authorized by the City and the fee paid prior to the inspection. This fee is in addition to the fee for the required permit which authorizes performance of the work.
Rental Housing Certificate of Compliance	Ninety dollars (\$90.00) after a re-inspection is completed and the original discrepancies have not been abated.
Training Surcharge	One and twenty-five percent (1.25%) of the permit fee shall be added to each permit to fund staff and industry required construction code training. This surcharge is in addition to any State mandated training surcharge.
Permit Issuance	Payment for all permits is due within 30 days of permit approval. Permits will not be issued until all open invoices are paid.
Refunds	Refunds for fees paid in accordance with this schedule must be applied for in writing to the Building Official. An administrative fee of ninety dollars (\$90.00) for processing the refund request will be deducted from the refund. There will be no refunds for projects that incur the minimum fee.

This ordinance shall take effect June 29, 2020.

Harry J. Parrish II Mayor
On behalf of the City Council
of Manassas, Virginia

ATTEST:

Lee Ann Henderson, City Clerk

MOTION:
SECOND:
ACTION:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

ORDINANCE

⊖

First Reading:
 Second Reading:
 Enacted:
 Effective:

AN UNCODIFIED ORDINANCE ESTABLISHING THE PARK, CULTURE & RECREATION FEE SCHEDULE FOR ALL RENTALS, PERMITS, PROGRAMS, ADMISSION, SERVICES, HISTORIC AND CULTURAL FEES.

BE IT ORDAINED that by the City Council of the City of Manassas, Virginia, meeting in regular session this ____ day of _____, that Ordinance # O-2019-19 and Ordinance # O-2018-11 is repealed effective upon second reading, and that the following fee schedule is established effective upon second reading.

Athletic Field Permits

Athletic Field Use Permit	Field with Lights	\$6.50 per hour per field
	Field without Lights	\$4.75 per hour per field
Practice Field Space		\$4.00 per hour
Tournaments	\$100.00 per field per day plus hourly league rate	
For Profits	\$125.00 per field per day plus hourly league rate	

Park Pavilion/Picnic Area Rentals

Park Pavilion	\$30.00 per hour	
Picnic Area	\$20.00 per hour Manassas Museum Lawn	
(Grounds Only)	Half Day (4 hr.)	Full Day (8 hr.)
Non-profit Organization	\$250	\$350
Private Social Event: (less than 200 people)	\$250	\$400
Private Social Event: (more than 200 people)	\$350	\$500
Private Corporate (less than 200 people)	\$750	\$1,000
Private Corporate: (more than 200 people)	\$1,000	\$1,250

Liberia Manor House (Grounds Only)	Half Day (4 hr.)	Full Day (8 hr.)
Non-profit Organization	\$500	\$750
Private Social Event: (less than 200 people)	\$500	\$750
Private Corporate Event: (less than 200 people)	\$750	\$1,000

Harris Pavilion	Half Day (4 hr.)	Full Day (8 hr.)
Non-profit Organization	\$250	\$350
Private Social Event: (less than 200 people)	\$250	\$350
Private Social Event: (more than 200 people)	\$750	\$1,000
Private Corporate Event: (less than 200 people)	\$750	\$1,000
Private Corporate Event: (more than 200 people)	\$1,000	\$1,250
Banner Display: (1-7 days prior to event)		\$150

Event Venue	Weekdays (Mon-Fri)	Weekends (Sat-Sun)
Non-profit Organization	\$50/hour	\$50/hour
For-profit	\$75/hour	\$100/hour

Private Event	\$150/hour	\$200/hour
Security Deposit	\$250	\$250
Equipment Rentals	\$1-\$100	\$1-\$100

Hard Surface Court Rentals

Tennis Court with Lights	\$6.00 per hour per court
Tennis Court without Lights	\$4.50 per hour per court
Tennis Court (Tournaments/Lessons)	\$20.00 per hour per court
Basketball Court (outdoor)	\$4.00 per hour per court
Basketball Court (outdoor Tournaments/Lessons)	\$20.00 per hour per court
Hard Surface Court (outdoor)	\$4.00 per hour per court
Hard Surface Court (outdoor Tournaments/Lessons)	\$20.00 per hour per court
Skate Park	\$25.00 per hour
Skate Park (Tournaments/Lessons)	\$50.00 per hour

Pool Rental

Swim Teams	\$40.00 per hour (practice/meets) \$100.00 trash fee for meets
Pool Pavilion	\$40.00 for 4 hour minimum plus admission fees per person
Concession Stand	\$40.00 per hour

Pool Admissions

	Full Day	After 5:00 p.m.
Infants (under age 3) (residents)	Free	Free
Infants (under age 3) (non-residents)	Free	Free
Youth (ages 3-17) (residents)	\$6.00	\$4.00
Youth (ages 3-17) (non-residents)	\$9.00	\$6.00
Adults (ages 18-59) (residents)	\$6.50	\$5.00
Adults (ages 18-59) (non-residents)	\$9.75	\$7.50
Seniors (ages 60+) (residents)	\$3.00	\$1.00
Seniors (ages 60+) (non-residents)	\$4.50	\$1.50
Infants (under age 3) (residents)	Free	Free
Infants (under age 3) (non-residents)	Free	Free
Group Day Pass (max 4 people) (residents)	\$20.00	\$10.00
Group Day Pass (max 4 people) (non-residents)	\$30.00	\$15.00

Pool Season Pass

Individual (residents)	\$100.00 per person per season
Individual (non-residents)	\$150.00 per person per season
<u>Senior (ages 60+) (resident)</u>	<u>\$50.00 per person per season</u>
<u>Senior (ages 60+) (non-resident)</u>	<u>\$75.00 per person per season</u>
Group (max 4 people) (residents)	\$300.00 per pass per season
Group (max 4 people) (non-residents)	\$450.00 per pass per season

40 Punch Pool Pass

Tots (ages 3-5) (residents)	\$60.00 per pass
Tots (ages 3-5) (non-residents)	\$90.00 per pass
Youth (ages 6-17) (residents)	\$140.00 per pass
Youth (ages 6-17) (non-residents)	\$210.00 per pass
Adults (ages 18-59) (residents)	\$170.00 per pass
Adults (ages 18-59) (non-residents)	\$255.00 per pass

Seniors (residents)	\$150.00 per pass
Seniors (non-residents)	\$225.00 per pass

Group Rates

Group of 10-20	10% discount
Group of 20 or more	20% discount

Concession Stand Rental

Byrd Park	\$40.00 per hour
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Manassas Museum Admission

All Visitors	Free
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Group Tours

Private Mobile Tour	\$50.00 per hour
Private Walking Tour (10 or more)	\$5.00 per person/site
Special Request Tour	\$40.00 per hour

Parks, Culture & Recreation Programs

Programs	\$5.00 - \$100.00 per person
Bus Trip – Half Day	\$35.00 per person
Bus Trip – Full Day	\$50.00 per person
Workshops/Lectures	\$5.00 per person
Manassas Museum Assoc. Program/Event Ticket Discount	10%

School Outreach Services

Discovery Trunk	City of Manassas Schools – Free All Others - \$35.00 per week \$60.00 per 2 weeks
Classroom Program	City of Manassas Schools – Free All Others - \$85.00 + mileage/per 28 students

Parks, Culture & Recreation Camps

Summer Camp – half day (4 hr.) only	\$135.00/per week/per child
Summer Camp – full day (8 hr.)	\$200.00/per week/per child

Manassas Museum – Echoes Gift Shop Discounts

Museum Associates Members	10%
Active Manassas Museum Volunteers	10%
City of Manassas/Manassas City Public Schools- (official business purchase)	20%
Prince William County/PWC Public Schools- (official business purchase)	10%

Photographic Reproductions (Private Use ONLY)

5x7 print	\$25.00/per image
8x10 print	\$35.00/per image
11x14 print	\$50.00/per image

Digital Images

300 dpi copied to CD	\$25.00/per image
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Photocopy

Standard Photocopy Paper \$0.05/per page (\$2.00 minimum)

PDF

Email PDF \$1.00/per page (\$5.00 minimum)

Permission to Publish

One Time Scholarly Use \$50.00/per image
One Time Commercial Use \$100.00/per image
One Time Scholarly Use on Cover \$100.00/per image
One Time Commercial Use on Cover \$200.00/per image

Shipping and Handling

UPS Delivery \$6.00-15.00/per package

Research Fees

30 minutes Free
Each Additional 30 minutes \$25.00

Credit Card Convenience Fees

Credit Card 2.95% per transaction

This ordinance shall take effect July 1, 2020~~19~~.

Harry J. Parrish II MAYOR
On behalf of the City Council
of Manassas, Virginia

ATTEST:

Lee Ann Henderson City Clerk

MOTION:

SECOND:

RE:

ACTION:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

ORDINANCE # O-2020-XX

First Reading:
Second Reading:
Enacted:
Effective: July 1, 2020

AN UNCODIFIED ORDINANCE SETTING THE SOLID WASTE COLLECTION AND COURTESY TRUCK FEES

BE IT ORDAINED that by the City Council of the City of Manassas, Virginia, meeting in ~~special~~regular session this _____th day of May, 2020, that Uncodified Ordinance #O-2016-17 establishing the solid waste collection and courtesy truck fees is repealed effective July 1, 2020, and that the following fees are established effective July 1, 2020.

1. Solid Waste Collection Fee

There shall be a monthly charge of twenty-six dollars and fifty-nine cents (\$26.59) for single family detached residential units and a charge of twenty-seven dollars and eighty-eight cents (\$27.88) for commercial, mobile homes and townhouse units to be billed monthly on residential and certain business or commercial utility bills for the availability and use of garbage, trash and recycling collection.

2. Courtesy Truck Fee

There shall be a charge of eighty-five dollars (~~\$150~~85.00) per truck per evening rented in accordance to the rental terms of the City. The fee for the weekend rental rate shall be the same as weekdays.

3. Bulk Waste Removal Charge

There shall be a charge of one hundred eighty-five dollars (~~\$185~~250.00) in line with Ordinance Sec. 70-92 and allows for the City to charge for the removal of trash and bulk waste left on/in front of private properties in violation of the ordinance.

4. Charge for additional trash carts

Residents are permitted two (2) City trash carts. A fee of fifty dollars (\$50.00) will be charged for each additional trash cart. There will be no charge for additional recycling carts or the replacement of carts lost through breakage.

5. This ordinance shall apply to all bills tendered after July 1, 2020.

ORDINANCE #O-2020-XX

First Reading _____
Second Reading _____
Enacted _____
Effective _____

AN UNCODIFIED ORDINANCE ESTABLISHING THE MANASSAS REGIONAL AIRPORT FEE AND RENT SCHEDULE EFFECTIVE JULY 1, 2019

WHEREAS, the Manassas Regional Airport (Airport) has been designated by the Federal Aviation Administration (FAA) as a public use General Aviation Reliever Airport; and

WHEREAS, the FAA requires that the Airport maintain a fee and rental structure for the facilities and services at the Airport that will make the airport as self-sustaining as possible; and

WHEREAS, the Airport Commission has reviewed and approved the following fee and rent structure.

BE IT ORDAINED that, by the City Council of the City of Manassas, Virginia, meeting in regular session this 20th day of May, 2019, Ordinance #O-2016-21 is repealed effective July 1, 2019 and that the following fee schedule is established effective July 1, 2019.

West Hangar Rent	
Monthly End Unit	\$385.00
Monthly Regular Unit	\$335.00
East Hangar Rent	
Monthly Storage Unit	\$210.00
Monthly 40' Unit	\$360.00
Monthly 42' Unit	\$408.00
Monthly 42' End Unit	\$505.00
Monthly 45' Unit	\$435.00
Monthly 48' Unit	\$505.00
Monthly 48' End Unit	\$560.00
Monthly 50' by 60' Unit	\$1,500.00
Monthly 60' by 60' Unit	\$2,000.00
Tie-Down Rent	
Monthly Single Engine	\$80.00
Monthly Twin Engine	\$90.00

Late Fees	
East and West T-Hangars (non-commercial)	\$30.00
Tie-Downs (Single and Twin Engine)	\$10.00
Hangar Lockout/Key Replacement Fee	\$50.00
Callout Fee	\$50.00
Gate Card Fees	
Gate Card Issuance (New and Renewal)	\$20.00
Gate Card Replacement (Lost or Broken)	\$35.00
Commercial Operating Permit Fees	
Annual Non-Franchise Operator	\$25.00
Annual Non-Tenant Operator	\$680.00
Car Rental Company Fees	
Annual Non-Franchise Operator	\$10.00
Annual Non-Tenant Operator	\$20.00
Nightly Blimp Tie-Down Fee	\$75.00
Security Surcharge (per gallon)	\$0.02
Non-Commercial Fuel Flowage Fee (per gallon)	\$0.13
Crop Dusting Permit fee (per day)	\$25.00
Special Event Fee (per day)	
Full Day	\$800.00
Half Day	\$400.00
Hourly	\$125.00
Late Application - Special Events	
Full Day	\$100.00
Half Day	\$50.00
Hourly	\$25.00
Special Media Permit Fee	
Photo (per day)	\$250.00
Movie (per day)	\$500.00
Terminal Office Space (per sq. ft.)	\$36.58
Vehicle/Pedestrian Deviation	
Vehicle/Pedestrian Deviation – 1 st Offense	\$125.00
Vehicle/Pedestrian Deviation – 2 nd Offense	\$250.00

Harry J. Parrish II
 On behalf of the City Council of
 Manassas, Virginia

Mayor

ATTEST:

 Lee Ann Henderson

City Clerk

MOTION:

SECOND:

RE:

ACTION:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting: