FISCAL YEAR

2021

July 1, 2020 - June 30, 2021

Manassas
HISTORIC HEART. MODERN BEAT.

City of Manassas, Virginia

Adopted Budget

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Manassas

Virginia

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morrill

Executive Director

TABLE OF CONTENTS

EXECUTIVE SUMMARY

Transmittal Letter from the City Manager 1
Budget Message 2
Changes from Proposed 9
Budget in Brief 10
Strategic Plan 12
Assessed Values and Tax Bills 15
All Funds Summary 16
Staffing Summary 17

INTRODUCTION

Community Profile 19
Rate Schedule 27
City Organizational Chart 29
City Contacts 30
Budget Process 31
Budget Calendar 33
Fund Structure 35

BUDGET OVERVIEW

REVENUES

All Funds – by Fund 39
All Funds – by Fund Type 40
All Funds – by Source 41
All Funds – by Fund and Source 42
All Funds – Major Revenue Source Analysis 49
General Fund – by Source 65

EXPENDITURES

All Funds – by Fund 66
All Funds – by Fund Type 67
All Funds – by Function 68
All Funds – by Fund and Department 69
General Fund – by Function 72
General Fund – by Department 73

FINANCIAL POSITION

Five-Year Forecast (General Fund) 74

Estimated Changes in Fund Balance / Net Position 75

Revenues & Expenditures by Fund with Fund Balance Changes 76

STAFFING

Ten-Year Staffing History 95

Staffing by Fund 97

Staffing by Function and Department 98

Staffing Changes 99

Staffing Plan 101

CAPITAL & DEBT

CAPITAL PROGRAM

Five-Year Capital Improvement Program

Summary 117

Project Listing 118

Impact on the Operating Budget 122

FY 2021 Capital

Capital Projects 131

Maintenance Capital Projects 168

Capital Projects Pay-Go 171

Maintenance Capital Projects Pay-Go 173

Street Paving 175

Vehicles 176

Equipment (Purchases) 177

DEBT MANAGEMENT

Bond Ratings 179

Debt Limits 180

Debt Service 182

Bond Descriptions 191

DEPARTMENT BUDGETS

Expenditure Descriptions 193

TABLE OF CONTENTS

GENERAL FUND

City Council 195
City Clerk 196
City Manager 200
City Attorney 204
Voter Registration and Elections 208
Treasurer 212
Commissioner of the Revenue 216
Finance 220
Human Resources 230
Police 234
Engineering 246
Public Works 250
Community Development 262
Economic Development 274
Shared Services 278
Non-Departmental 282

SPECIAL REVENUE FUNDS

Social Services Fund 284
Fire and Rescue Fund 294
Owens Brooke Service District Fund 302
PEG Fund 303

DEBT SERVICE FUNDS

Debt Service Fund 304

ENTERPRISE FUNDS

Utilities Funds (Sewer, Water, Electric) 306
Stormwater Fund 322
Airport Fund 324
Solid Waste Fund 328

INTERNAL SERVICES FUNDS

Building Maintenance Fund 330
Vehicle Maintenance Fund 332

Information Technology Fund 334

PERMANENT FUNDS

Cemetery Trust Fund 336

COMPONENT UNITS

Manassas City Public Schools 337

POLICY & PROCESS

Basis of Budgeting and Accounting 339

Financial Policies and Practices 340

Budget Policy (Excerpt from Financial Policies) 345

Reserve Policy (Excerpt from Financial Policies) 347

Resolutions and Ordinances for Adoption 348

SUPPLEMENTAL INFORMATION

Excerpts from Comprehensive Annual Financial Report 355

Community Information and Statistics 362

GLOSSARY & ACRONYMS

Glossary 371

Acronyms 381

July 1, 2020

Mayor and City Council:

I am pleased to present the FY 2021 Budget as adopted by City Council, in the midst of a pandemic, on June 8, 2020. Considerable time and effort have been spent preparing this budget so that it is aligned with the Council adopted strategic plan and needs of the community. A Council planning session, numerous budget work sessions and presentations were made, even as we had to adjust to physical distancing requirements, to complete the review of this budget. The adopted budget funds Council priorities with an adopted real estate tax rate of $1.460 which is two cents lower than the prior year real estate tax rate. The budget also holds back $1 million from the MCPS allocation and $1 million from the City General Fund expenditures to address potential revenue shortfalls related to the pandemic. The possible distribution of these allocations will be reviewed quarterly during the year. This document is available for public review at City Hall and on the City website at www.manassascity.org/budget.

The total adopted FY 2021 Budget for all funds is $377,272,260 of which $124,203,470 represents the Manassas City Public Schools' budget which is a part of the strategic priority of **Educational Attainment. Economic Prosperity** can be seen in the commitment to and significant progress that has been made on the infrastructure needs related to the $3 billion Micron semiconductor manufacturing facility expansion. This project will help secure the City's reputation as a technology hub. Efforts in **Transformative Mobility** are provided to ensure a balanced approach to transportation needs. Improvement projects along the Route 28 corridor along with support for public transportation and alternative modes like bicycle lanes are examples within the budget. While **Community Vitality** has been difficult for most jurisdictions due to the pandemic restrictions, Manassas has persevered so that all services are continued in this budget along with changes in policies and practices to assist businesses, citizens and staff cope with economic challenges and workplace changes. Finally, this budget addresses the key priority of **Sustaining Excellence** by continuing the construction of public safety facilities, recreational amenities and supporting the retention of our excellent staff. The first year, of the five-year capital improvement plan totaling $63,522,000, provides capital investments to improve our community and our ability to deliver high quality services.

This was anything but a normal year for budget preparation and planning. Significant efforts were made by staff to prepare this budget and by the Governing Body to provide guidance into this policy, financial and operational plan. City staff had laid the groundwork that allowed us to meet the significant challenges that we faced this year and they faced each challenge with distinction. This year we will continue striving to provide outstanding customer service and the programs necessary to meet the goals and objectives established within this budget.

Respectfully,

W. Patrick Pate
City Manager

Table of Contents

March 9, 2020

Mayor Parrish and Members of the City Council:

The City has seen remarkable expansion over the past year. Major public and private economic development projects are underway including $133 million in new construction that is in our real estate assessments for the year ending January 1, 2020. This is the largest increase in private development that we are aware of in the City's history, surpassing all known new growth amounts over the past several years. Public projects in progress include Fire and Rescue Station #21, the Public Safety Facility, transportation improvements along the Route 28 and Liberia corridors, and the Prince William Street improvements that is substantially complete. We have enhanced community parks, completed utility infrastructure and facility improvements, purchased sewer capacity and acquired Annaburg Manor Park. A significant public engagement process has led to the adoption of the Manassas 2040 Comprehensive Plan and we maintained a AAA bond rating through outstanding financial practices that supporting lower borrowing costs for capital projects.

As we move into this new decade in FY 2021, we expect to see substantial changes that will impact our community and our organization. Almost daily we are bombarded with new national and regional economic forecasts pointing towards slower growth even as we are seeing significant growth; actions coming out of the General Assembly provide constant changes in our ability to set policies for governance; our social fabric continues to polarize even as we need to work together to face new threats to health and society; even in our own organization we are seeing significant changes in senior staff and elected leadership.

Over the last several months, department heads have highlighted key projects and performance benchmarks in their annual reports as we prepared this budget. The outcomes from the community conversations process and our citizen satisfaction surveys have shaped the priorities in our strategic plan and the recently adopted comprehensive plan. At the annual retreat you reviewed significant issues facing the community and provided direction on key priorities that are reflected in this budget.

Over the next several weeks we will be discussing how this budget supports existing services, debt service and our contractual obligation for shared services within the revenue projections and economic realities discussed at the Council retreat. This budget represents a balanced approach to maintaining sustainable services while meeting Council priorities for the future.

City Council's Strategic Priorities

City Council has identified community vitality, economic prosperity, transformative mobility, educational attainment and sustaining excellence as key strategic priorities for the City. Highlighted below are a few of the key accomplishments and significant budget issues impacting this budget and these strategic priorities.

Community Vitality:

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

Adoption of the Manassas 2040 Comprehensive Plan sets clear long-term goals, objectives and strategies to promote community vitality. Increasing the supply of housing options, preserving and promoting the unique character of neighborhoods, providing safe and attractive public spaces, enhancing neighborhood safety and improving satisfaction with the City as a place to live are the key adopted community vitality goals.

Efforts to promote housing and redevelopment opportunities in the community, with particular attention being paid to the "South of Downtown" area, remains an important goal. Our commitment to redevelopment of this area is highlighted by the South Grant streetscape project and the Public Safety Center, along with the Prince William Street improvements that were completed this year. Work on the Mathis Avenue corridor redevelopment plans, including a focus on design guidelines for entryway improvements along all corridors, continues in this budget.

The Parks, Culture and Recreation Division was established to provide increased awareness and usage of the programs and facilities provided and supported by the City. Capital needs addressed in the CIP include completion of the Dean Park Master Plan in coordination with the MCPS Dean School plans, completion of the Jennie Dean Memorial Site, future plans for the E.G. Smith Athletic Complex and master planning for Annaburg Manor Park.

Economic Prosperity:

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

There has been no larger economic investment announcement in the history of the Commonwealth of Virginia than the $3 billion investment announced by Micron in 2018 that will expand their semiconductor manufacturing facility in the City of Manassas. This expansion is clearly visible to anyone entering the City near the Godwin, Nokesville, Parkway interchange. Likewise, the $250 million Landing at Cannon Branch project in this technology corridor is showing significant progress.

Efforts to pursue transformative economic development and redevelopment and position the City as a top regional destination for businesses and residents are key goals for economic prosperity.

Tools for the development of entryways into the City and revitalization of commercial corridors are ongoing and this budget funds incentive programs to promote façade and landscape improvements along our business entry corridors. In our Historic Downtown, we continue to partner with HMI to promote tourism and local business development that has resulted in limited vacant commercial space, a vibrant retail and restaurant environment, a thriving arts program and new First Friday "Sip and Shop" events.

Transformative Mobility:

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

Transportation continues to be a major regional issue that impacts our local budget. Adopted goals in this area include increasing the ease of getting around the City, promoting alternatives to single vehicle transportation, collaborating with all relevant transportation stakeholders, and aligning the transportation system with land use objectives to support economic vitality.

General revenues to supplement gas tax funds of $320,000 is set aside in this budget to maintain PRTC and VRE services. These funds may also be used as necessary to provide matching funds for the NVTA 30% transportation allocation. An additional $300,000 is budgeted from the Owens Brooke Service District fund for repaving in that district. The latest pavement condition survey will be used to determine street maintenance (resurfacing along with curb and gutter repair) priorities in the community.

Educational Attainment:

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

Adopted goals for educational attainment include developing multiple pathways for student success, building relationships to ensure a welcoming education system and creating robust workforce development initiatives.

A total of $59.850 million of local funding is included in the budget for Manassas City Public Schools (MCPS). This maintains the $5,752,840 allocated for debt service related to school capital projects and provides $54,097,370 or a 2% increase over the FY 2020 budget for local contributions for operational support. This is a 20% increase over the originally projected increase of 1.6% for MCPS operations.

As a part of the Joint-CIP process between the City and MCPS, over the past several years Council has provided additional funding and issued bonds for the construction of Baldwin Intermediate and Elementary School and completion of the new athletic fields at Osbourn High School. The next major capital effort is directed at work on Dean School and Park to create a master plan to meet community needs by sharing and fully utilizing our resources. This is a part of an ongoing effort to work together to improve services to the community.

Sustaining Excellence:

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

City Council has also established sustaining excellence in government services as a core priority. This allows us to set goals of providing excellent customer service, providing programs to support the professional development of our workforce, ensuring stewardship of funds with the maintenance of best financial practices, providing a safe community for residents and visitors and allowing community engagement that impacts how services are delivered.

Fire and Rescue Station #21 on Dumfries Road and the Public Safety Center on Grant Avenue remain top capital priorities in this budget to provide a safe community. The relocation of Station #21 to enhance our response time throughout the City is currently under construction and will be completed in FY 2021. The Public Safety Center will address police facility needs identified in the CALEA accreditation report along with Fire Administration, Emergency Management and IT space needs.

The Fire and Rescue budget contains the anticipated purchase of Emergency Medical Services Equipment in addition to funding for the building maintenance costs of Fire Station 21. Since 2013, the City has shown a commitment to fire and rescue services by funding the replacement of two fire engines, four medic units, a tower, and a rescue engine.

In this budget Public Safety staffing and retention are addressed with public safety career ladders and market-based pay. We continue to seek and select qualified personnel that reflect the diversity of our community and meet the high standards and values that we hold as vital for our public safety personnel.

The achievement and maintenance of a AAA bond rating is a major accomplishment for our organization that continues to pay dividends when we issue bonds. This is a testament to the work put into creating and adopting financial and management policies that represent best practices in budgeting, performance measurement and financial reporting. This budget also continues our planned debt service contributions as shown in our financial plan to fund capital projects without tax increases.

Our 2018 citizen satisfaction survey highlighted that Manassas rated higher than the U.S. average in 51 of the 64 areas compared. A 2020 survey will be conducted this fall. I am extremely proud of the work that our employees do and the recognition of these efforts by our citizens. This budget provides merit increases to recognize our employees for their work efforts.

Budget and Financial Issues

Real Estate Tax Rates

After several years of slow assessment growth, the Commissioner of the Revenue's Office has determined that real estate assessments for the 2020 tax year have grown from $5.063 billion to $5.403 billion. This equates to a 6.70% increase, including $133,007,100 in new construction. The average residential assessment increase, based on this assessment, is 5.70% and the average non-residential assessment increase is 8.64%. This is better than the trend based five-year forecast of 2%.

The FY 2020 Budget, as adopted, set a General Fund tax rate of $1.283 and a Fire and Rescue Tax Rate of $0.197 for a combined rate of $1.48. The FY 2021 budget as presented is balanced with a General Fund tax rate of $1.243 and no change to the Fire and Rescue tax rate for a combined tax rate of $1.44. This is an overall 4 cent rate decrease or a 2.70% reduction from the FY 2020 tax rate. This presented rate supports our debt service plan, a 2% increase in operating support for City and MCPS funding and a 5% increase in the shared services obligation to Prince William County. This rate will still result in real estate tax revenue growth of $2.0 million in the General Fund.

Before setting a tax rate for advertisement, we will review in the budget work sessions the operational and capital issues that are addressed in this budget. The combined rate of $1.44 used to balance the proposed budget is the recommended minimum rate for our required advertisement in order to maintain existing services. Council may wish to consider an advertised property tax rate slightly higher than the combined rate of $1.44 which would allow you to seek community input as to the desirability of enhancing services and community investments as shown in the proposed budget.

The $1.44 tax rate supports a budget within the parameters discussed at the retreat, limiting operating service growth to 2%, funding shared services increases and maintaining an overall effective tax rate increase below 3.5%. This tax rate does not support a budget with funds for a variety of new initiatives like increases in planned debt service for future school capital needs, additional fire and rescue positions or staff to support enhancing the quality of the increasing number of broadcast public meetings.

Enterprise Charges

The Utility Commission, has endorsed a 5% increase in water rates and a 3% increase in sewer rates primarily related to increased capital costs and a few specific items like chemical costs in the Water and Sewer Funds. This equates to a $1.85 per month increase for the typical residential customer. No increases are recommended for electric rates but a reduction in the power cost adjustment is anticipated that will reduce electric costs and potentially offset these increases.

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

Increases in the residential stormwater management fees are necessary to deal with the increasing costs of meeting federal and state stormwater requirements and maintaining stormwater facilities. These rates are proposed to increase by $1.00 per month for single family, $0.64 for townhomes and $0.50 for apartment/condos in the current year and additional adjustments will be necessary in future years.

These recommended rates would result in an average $2.85 monthly increase on a typical single-family residential utility consumer's bill if we do not receive an electric power cost adjustment. In April we will receive information on the power cost adjustment which is expected to significantly reduce the financial impact on a typical residential customer.

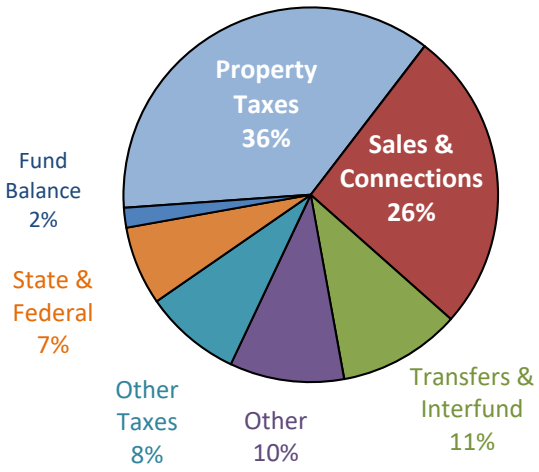
Total Expenditures by Fund

Total expenditures for the proposed FY 2021 City Budget for all funds are $253 million, which is an overall 3.5% increase over the FY 2020 Budget of $244 million, excluding the non-local MCPS funds. The MCPS Board will present their budget to you at a joint budget work session meeting on April 1, 2020. The table below summarizes the funds in the Budget excluding the MCPS funds.

ALL FUNDS SUMMARY (not including MCPS Funds)

Fund	FY 2020 Adopted	FY 2021 Budget	$ Increase (Decrease)	% Increase (Decrease)
General Fund	120,093,620	123,053,830	2,960,210	2.5%
Social Services Fund	6,562,370	6,981,790	419,420	6.4%
Fire and Rescue Fund	13,646,890	11,730,000	(1,916,890)	-14.0%
Owens Brooke Service District Fund	40,200	340,200	300,000	746.3%
PEG Fund	165,000	150,000	(15,000)	-9.1%
Debt Service Fund	10,968,950	11,132,360	163,410	1.5%
Sewer Fund	17,664,960	17,712,240	47,280	0.3%
Water Fund	12,079,000	14,961,620	2,882,620	23.9%
Electric Fund	45,564,510	43,488,290	(2,076,220)	-4.6%
Stormwater Fund	1,590,940	6,798,000	5,207,060	327.3%
Airport Fund	3,376,260	3,555,560	179,300	5.3%
Solid Waste Fund	3,500,230	3,586,550	86,320	2.5%
Building Maintenance Fund	1,422,070	1,591,120	169,050	11.9%
Vehicle Maintenance Fund	3,843,920	4,137,550	293,630	7.6%
Information Technology Fund	3,843,960	3,816,880	(27,080)	-0.7%
Cemetery Trust Fund	32,800	32,800	-	0.0%
ALL FUNDS TOTAL:	**$ 244,395,680**	**$ 253,068,790**	**$ 8,673,110**	3.5%

FY 2021 Budget
All Funds Revenue by Source



FY 2021 Budget
All Funds Expenditures by Function

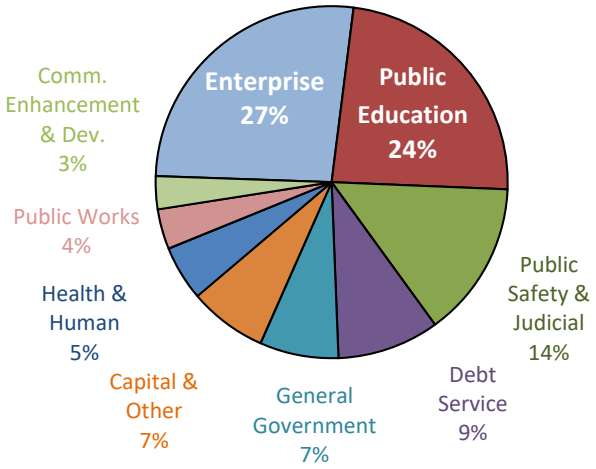


Table of Contents

Utilities account for $6.3 million of the $8.7 million overall increase in the proposed budget. This is primarily due to capital projects requiring bond funds in the Stormwater and Water Funds along with normal operating costs and regulatory requirements which are partially offset by a $2.3 million decrease in electric purchased power costs. Major items contributing to the remaining expenditure increases include $1,060,000 in additional local funding to support public education; $600,000 in increased costs for shared services; $400,000 in state and federal increases in social services; $400,000 in internal services funds for building and vehicle maintenance and $300,000 in dedicated funding for Owens Brooke Service District. The 2% increase in City operating costs are generally offset by one-time costs for fire equipment purchases in 2019.

Total Expenditures by Function

Another way to compare total expenditures is by functional area. The chart below shows changes in the total budget by functional category from the FY 2020 Budget. Enterprise or utility funding remains the largest expenditure area supported by utility revenue. The Enterprise category shows operating decreases due to a reduction in electric purchased power costs, but the major increases in capital and debt service are also related to utility projects. Education is the largest non-utility expenditure, showing a $1 million increase to MCPS. Public Safety shows an expenditure reduction due to the non-recurring purchase of fire and rescue equipment in FY 2020. The large increase in capital funding, primarily due to bonds budgeted for utility infrastructure in FY 2021, shows our commitment to maintaining community infrastructure.

ALL FUNDS SUMMARY BY FUNCTION

Function	FY 2020 Budget	FY 2021 Budget	Increase (Decrease)
Enterprise	69,234,230	66,931,470	(2,302,760)
Public Education	58,789,475	59,850,210	1,060,735
Public Safety & Judicial	37,323,265	36,320,830	(1,002,435)
Debt Service	22,359,760	23,738,670	1,378,910
General Government	17,454,180	18,309,150	854,970
Capital & Other	10,824,500	18,173,600	7,349,100
Health & Human Services	12,206,890	12,769,400	562,510
Public Works	8,789,810	9,308,440	518,630
Com. Enhancement & Dev.	7,413,570	7,667,020	253,450
ALL FUNDS TOTAL:	**$244,395,680**	**$253,068,790**	**$8,673,110**

City Workforce

I appreciative the support from Council for the dedicated men and women that make up the City's workforce. Our City staff is dedicated to delivering high-quality service on a daily basis. The community appreciation for the work of our employees is reflected in the consistent outstanding citizen survey satisfaction ratings. Customer service remains a pillar in our core values and performance management rating system, as well as the Code of Ethics signed by each employee.

Our employee compensation system is based on providing internal and external equity with a market-based pay philosophy with performance pay adjustments, but no cost-of-living adjustments. Performance adjustment increases averaging 3% are included in the budget along with the new public safety pay plan.

There are nine new positions included in the FY 2021 budget. These include: one full-time Assistant City Attorney; one full-time and one part-time Red-Light Photo Enforcement officers; one full-time Building Maintenance Technician; one part-time Solid Waste Administrative Assistant; one full-time Airport Maintenance Worker; one full-time Family Services Specialist and one full-time Self-Sufficiency Specialist in Social Services; and one full-time Stormwater Program Manager. A variety of unfunded position requests and issues identified by departments can also be detailed during the budget work sessions. All of these funded new positions will be supported primarily by existing or dedicated revenue sources.

We also continue to review all vacancies to make sure that we are making the best use of each position in the organization. Therefore, you will see some title changes or movements between departments or divisions in the organization that reflect this effort to best utilize each position.

Budget Review Process

Multiple work sessions are scheduled for Council to review the FY 2021 capital and operating budget and the major issues that could impact this budget. A public hearing on the budget is scheduled for April 27 and we will need to set a not to exceed tax rate by March 18 to meet our advertising deadlines for this public hearing. Copies of the proposed FY 2021 Budget will be available for public review at www.manassascity.org/budget.

As I present my seventh budget in Manassas, I must thank the Senior Leadership Team for their efforts to maintain and enhance services while constantly looking for operational efficiencies as we hold operational costs relatively constant each year. They work hard rising to the challenge to meet their budget targets without operational increases. Specifically, I would also like to recognize Diane Bergeron, Amanda Hamm and Sandra Mitchell for their diligent work in producing these budget materials.

City staff are committed to providing the community with high quality services and programs that meet the needs of our citizens. We recognize the need to balance service demands and revenue growth to maintain a sustainable operational and financial position that adheres to our strategic priorities, organizational policies and maintains our fiscal health. It is important to be prepared for the inevitable economic cycles that will shape our future and I believe this budget meets that goal.

I look forward to working with you to finalize a budget that addresses your budget priorities and maintains the "Historic Heart and Modern Beat" of our community.

Respectfully,

William Patrick Pate
City Manager

CHANGES FROM PROPOSED

FUND		AMOUNT
FY 2021 PROPOSED BUDGET ALL FUNDS	**$**	**253,068,790**
MANASSAS CITY SCHOOL BOARD ADOPTED BUDGET		
School Board Adopted Budget *(Not included in Proposed)*		124,203,470
SCHOOLS ADOPTED BUDGET	**$**	**124,203,470**
FY 2021 ADOPTED BUDGET	**$**	**377,272,260**

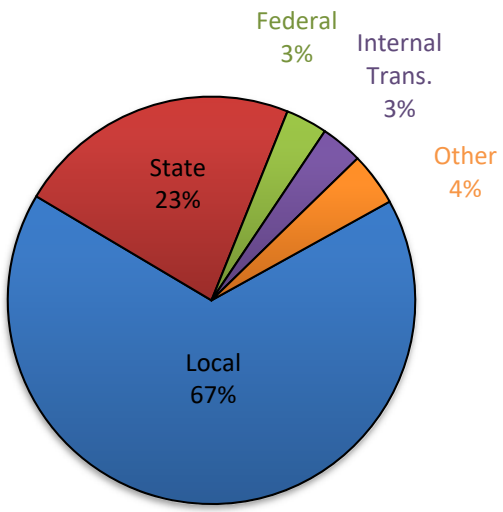
FY 2021 Budget by Fund

Fund	Amount	% Inc (Dec)
General Fund	$ 123,053,830	2.4%
Social Services	6,981,790	6.0%
Fire and Rescue	11,730,000	(16.3%)
Debt Service	11,132,360	1.5%
Sewer	17,712,240	0.3%
Water	14,961,620	23.9%
Electric	43,488,290	(4.6%)
Stormwater	6,798,000	328%
Airport	3,555,560	5.3%
Solid Waste	3,586,550	2.5%
Internal Services	9,545,550	4.6%
Other Funds	523,000	40%
School Funds	124,203,470	2.3%
TOTAL	**$ 377,272,260**	**3.1%**

FY 2021 Capital Expenditures

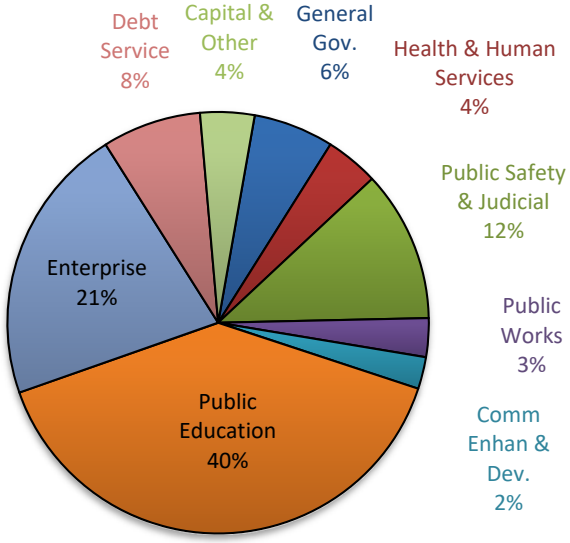
Program	FY 2021	Five-Year CIP
General Government	$ 270,000	$ 1,910,000
Culture & Recreation	7,500,000	7,535,000
Public Safety	22,500,000	22,500,000
Transportation	16,829,000	19,273,000
Water/Sewer/Electric	6,105,000	21,050,000
Stormwater	4,911,000	12,157,000
Airport	1,850,000	15,080,000
Schools	3,557,000	17,747,000
Maintenance Capital	5,276,000	N/A
Street Paving	1,300,000	N/A
Vehicles/FR Apparatus	1,189,600	N/A
Equipment	609,000	N/A
Virginia Railway Exp	320,000	N/A
TOTAL	**$ 72,216,600**	**$ 117,252,000**

Where the Money Comes From…



General Property Taxes	$ 92,427,200
Other Taxes	$ 21,141,000
Other Local Revenue	$ 94,616,920

Where the Money Goes…



Manassas City Public Schools' budget includes a $58,850,210 transfer from the General Fund.

General Tax & Fee Changes

Rate/Fee	FY 2020	FY 2021
Owens Brooke Service District	$0.115	$0.109
Stormwater		
Single Fam. Detach	$5.35/month	$6.35/month
Townhome/Mobile	$3.42/month	$4.06/month
Condo/Apartment	$2.68/month	$3.18/month
Non-Residential (per 2,480 sq. ft)	$5.35/month	$6.35/month

Rate/Fee	FY 2020	FY 2021
Personal Property		
Tangible	$3.600	$3.600
Business	$3.600	$3.600
Machinery & Tool	$2.100	$2.100
M & T Semiconductor	$0.910	$0.905

Utility Rates & Monthly Utility Bill

Sewer.....3.0% Water.....5.0% Electric.....0.0%
Sewer.....$0.65 Water $1.20
Electric PCA.....($6.64) Stormwater $1.00

Table of Contents

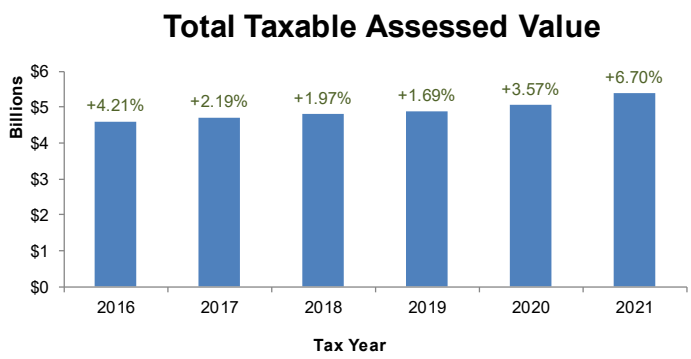
Real Estate Taxes and Assessments

Residential assessments increased 5.70% and non-residential assessments increased 8.64%.

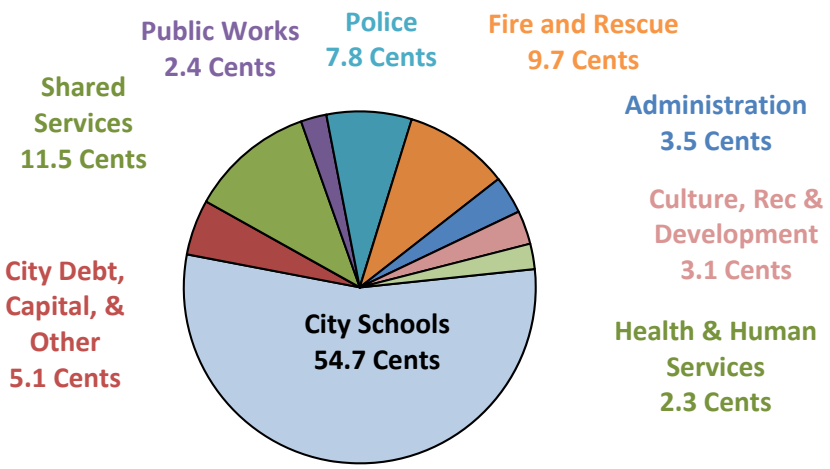
The average commercial tax bill for 2021 is $22,056, an increase of 6.56%.

The average residential assessment is $305,878.

	Tax Rate	Avg. Res. Bill	% Change from 2020
General	$ 1.263	$ 3,863	3.76%
Fire & Rescue	$ 0.197	$ 603	5.40%
Combined	**$ 1.460**	**$ 4,466**	**3.98%**
1 Cent of the Tax Rate ≈ $520,000			



How $1.00 of Your Taxes is Spent….



Linking the Budget to the City Council Strategic Plan

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

- Financial Planning for Upcoming Capital Projects
- Continued Maintenance & Improvement of Roads
- Infrastructure for MICRON Expansion
- The Landing at Cannon Branch Project
- Façade/Landscape Improvement Grants
- $58,850,210 in Funding for MCPS
- Commercial Corridor Streetscape Project
- Adoption of 2040 Comprehensive Plan
- New Public Safety Facility & Fire Rescue Station
- Jennie Dean Memorial, Annaburg Manor Master Plan
- Utility Billing System Implementation

Table of Contents

City of Manassas Strategic Plan

Manassas
HISTORIC HEART. MODERN BEAT.

Vision and Values

Strategic Platform:

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

Vision:

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

Values:

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

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

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

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

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

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

Please see the full Strategic Plan at:
http://www.manassascity.org/DocumentCenter/View/35609/Strategic-Plan-7-7-2020-FINAL

City of Manassas Strategic Plan

Manassas
HISTORIC HEART. MODERN BEAT.

Priorities

Community Vitality

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

Economic Prosperity

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

Transformative Mobility

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

Educational Attainment

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

Sustaining Excellence

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

City of Manassas Strategic Plan

Manassas
HISTORIC HEART. MODERN BEAT.

Goals

Goal 1: Increase the supply of quality housing options.
Goal 2: Work with individual neighborhoods to preserve and promote their authentic history and character.
Goal 3: Ensure that all neighborhoods have access to attractive and safe places, parks and trails.
Goal 4: Enhance the community identity appearance and safety of older neighborhoods.
Goal 5: Improve citizen satisfaction with the City as a place to live and overall sense of community.

Goal 1: Position the City as one of the top communities for businesses in the Region.
Goal 2: Position the City as one of the top communities for residents in the Region.
Goal 3: Pursue transformative development and redevelopment.

Goal 1: Increase citizen satisfaction with ease of getting around the City.
Goal 2: Decrease the citizens driving alone to lessen congestion.
Goal 3: Collaborate with relevant stakeholders to optimize the transportation system.
Goal 4: Align the City's transportation system with land use objectives.

Goal 1: Develop multiple pathways to success allowing all students to reach their potential.
Goal 2: Ensure that the City's education system is welcoming and open.
Goal 3: Create robust workforce development initiatives aligned with business needs.

Goal 1: Ensure that our business practices are efficient, friendly, and exceptional.
Goal 2: Invest in an accountable and responsive work-force.
Goal 3: Set budget priorities and policies that ensures that public resources are used for the public good.
Goal 4: Maintain safety and security for residents, visitors, businesses and employees.
Goal 5: Enhance and maintain opportunities for the community to engage with government officials.

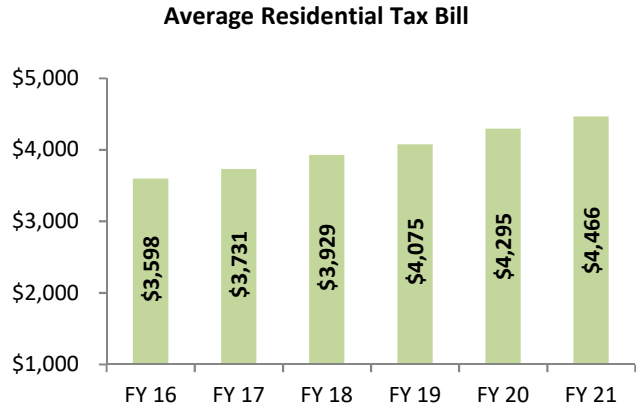
ASSESSED VALUE CHANGES

	FY 2020		FY 2021		
Class	**Units**	**Value**	**Units**	**Value**	**% Change in Value**
TOWNHOUSE	3,766	877,084,800	3,766	936,425,700	6.77%
CONDOS	2,188	435,312,900	2,221	467,036,500	7.29%
SINGLE FAMILY	5,558	2,028,412,000	5,558	2,127,901,960	4.90%
TOTAL RESIDENTIAL	**11,512**	**3,340,809,700**	**11,545**	**3,531,364,160**	**5.70%**
TOTAL NON-RESIDENTIAL	**1,232**	**1,722,935,300**	**1,239**	**1,871,721,080**	**8.64%**
TOTAL ALL CLASSES	**12,744**	**$5,063,745,000**	**12,784**	**$5,403,085,240**	**6.70%**

AVERAGE REAL ESTATE TAX BILLS - TOTAL TAX RATE

FY 2020	$1.480
FY 2021	**$1.460**
Inc/(Dec)	($0.020)

	FY 2020		FY 2021			
Class	**Average Assessment**	**Average Tax Bill**	**Average Assessment**	**Average Tax Bill**	**$ Change in Bill**	**% Change in Bill**
TOWNHOUSE	232,896	$3,447	248,653	$3,630	$183	5.32%
CONDOS	198,955	$2,945	210,282	$3,070	$126	4.27%
SINGLE FAMILY	364,954	$5,401	382,854	$5,590	$188	3.49%
TOTAL RESIDENTIAL	**290,202**	**$4,295**	**305,878**	**$4,466**	**$171**	**3.98%**
TOTAL NON-RESIDENTIAL	**1,398,486**	**$20,698**	**1,510,671**	**$22,056**	**$1,358**	**6.56%**
TOTAL ALL CLASSES	**$397,343**	**$5,881**	**$422,644**	**$6,171**	**$290**	**4.93%**



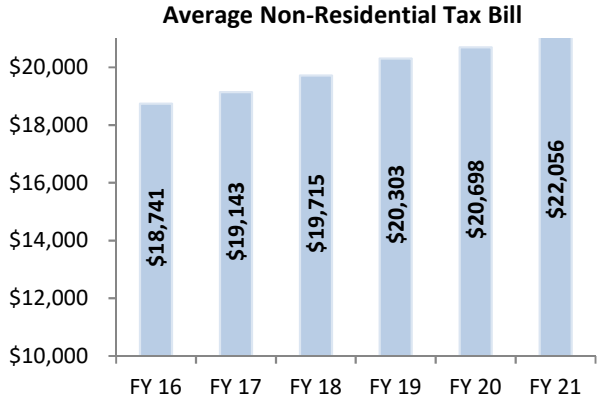
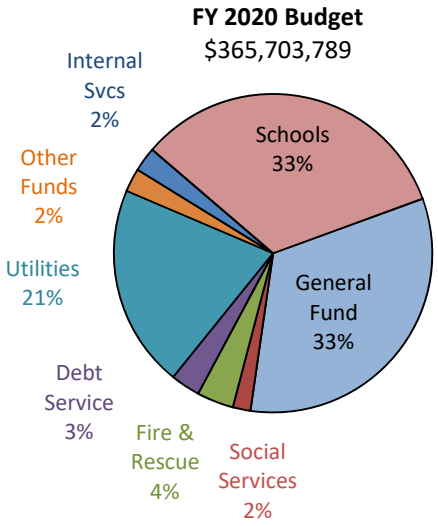


Table of Contents

Fund	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
General Fund	118,018,671	120,093,620	128,165,888	123,053,830	2,960,210
Social Services Fund	5,913,049	6,562,370	6,562,370	6,981,790	419,420
Fire and Rescue Fund	10,135,229	13,646,890	13,824,975	11,730,000	(1,916,890)
Owens Brooke Service District Fu	6,323	40,200	40,200	340,200	300,000
PEG Fund	50,417	165,000	165,000	150,000	(15,000)
Speiden Carper House Fund	13,796	-	370,000	-	-
Debt Service Fund	8,061,673	10,968,950	10,968,950	11,132,360	163,410
Sewer Fund	14,322,085	17,664,960	28,160,121	17,712,240	47,280
Water Fund	9,405,474	12,079,000	12,772,857	14,961,620	2,882,620
Electric Fund	41,204,924	45,564,510	45,843,223	43,488,290	(2,076,220)
Stormwater Fund	1,157,810	1,589,140	1,620,126	6,798,000	5,208,860
Airport Fund	4,135,815	3,376,260	3,633,325	3,555,560	179,300
Solid Waste Fund	3,118,623	3,492,230	3,502,685	3,586,550	94,320
Building Maintenance Fund	1,308,045	1,422,070	1,461,031	1,591,120	169,050
Vehicle Maintenance Fund	3,696,036	3,843,920	3,973,516	4,137,550	293,630
Information Technology Fund	3,782,684	3,843,960	4,488,671	3,816,880	(27,080)
Cemetery Trust Fund	17,366	32,800	32,800	32,800	-
School Operating Fund	96,783,716	104,080,040	104,759,349	106,922,088	2,842,048
School Food Service Fund	3,644,925	4,169,583	4,198,083	4,147,095	(22,488)
School Capital Projects Fund	8,170,640	3,000,000	6,213,602	3,000,000	-
School Grants/Projects Fund	3,626,827	3,794,772	4,845,723	4,007,300	212,528
School Debt Service Fund	6,786,715	6,273,514	6,273,514	6,126,987	(146,527)
ALL FUNDS TOTAL:	**343,360,841**	**365,703,789**	**391,876,010**	**377,272,260**	**11,568,471**



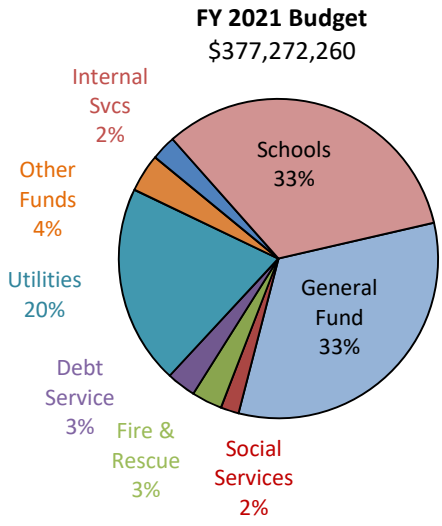


Table of Contents

	FY 2020 Adopted		FY 2020 Amended		FY 2020 Amended Over (Under) FY 2020 Adopted		FY 2021 Budget		FY 2021 Budget Over (Under) FY 2020 Adopted	
	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*
General Government										
City Clerk	**2**	2.00	**2**	2.00	**-**	-	**2**	2.00	**-**	-
City Manager	**5**	5.00	**5**	5.00	**-**	-	**5**	5.00	**-**	-
City Attorney	**2**	2.00	**2**	2.00	**-**	-	**3**	3.00	**1**	1.00
Voter Registration	**7**	3.00	**7**	3.00	**-**	-	**7**	3.00	**-**	-
Treasurer	**7**	7.00	**7**	7.00	**-**	-	**7**	7.00	**-**	-
Commissioner of Revenue	**11**	11.00	**11**	11.00	**-**	-	**11**	11.00	**-**	-
Finance	**29**	27.55	**29**	27.55	**-**	-	**29**	27.55	**-**	-
Human Resources	**7**	7.00	**7**	7.00	**-**	-	**7**	7.00	**-**	-
Public Safety										
Police	**134**	130.25	**134**	130.25	**-**	-	**136**	131.75	**2**	1.50
Fire and Rescue	**66**	66.00	**66**	66.00	**-**	-	**66**	66.00	**-**	-
Health & Human Services										
Social Services	**41**	40.00	**41**	40.00	**-**	-	**43**	42.00	**2**	2.00
Public Works										
Engineering	**9**	9.00	**9**	9.00	**-**	-	**9**	9.00	**-**	-
Public Works	**55**	55.00	**55**	55.00	**-**	-	**57**	56.50	**2**	1.50
Community Enhancements & Development										
Community Development	**75**	35.25	**75**	35.25	**-**	-	**75**	35.25	**-**	-
Economic Development	**3**	3.00	**3**	3.00	**-**	-	**3**	3.00	**-**	-
Other										
Utilities	**91**	91.00	**91**	91.00	**-**	-	**92**	92.00	**1**	1.00
Airport	**7**	7.00	**7**	7.00	**-**	-	**8**	8.00	**1**	1.00
Total City of Manassas	**551**	501.05	**551**	501.05	**-**	-	**560**	509.05	**9**	8.00

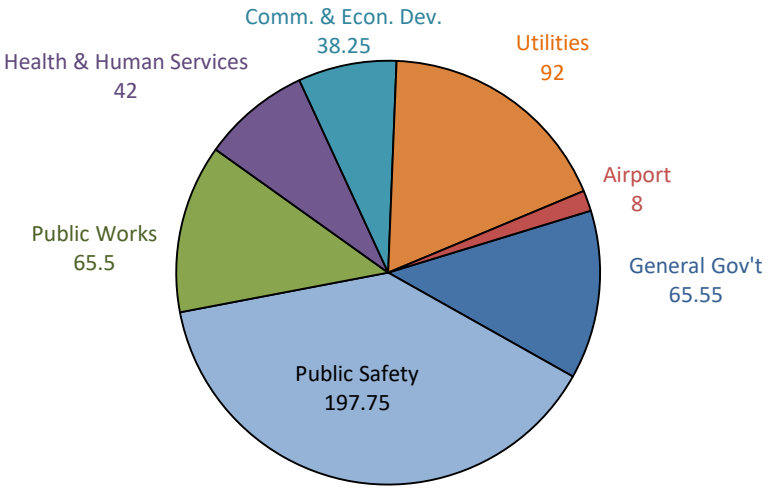
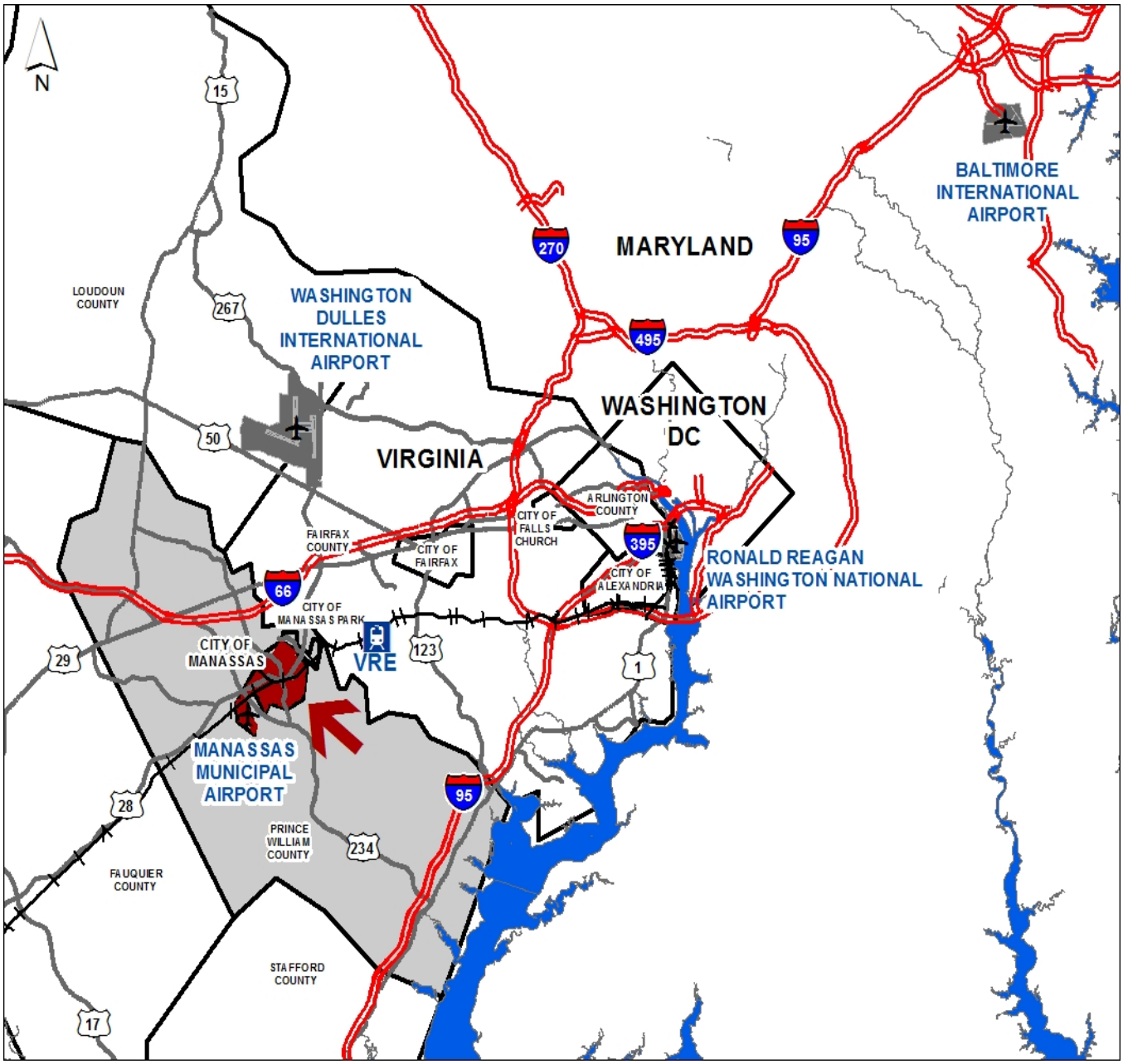


Table of Contents

Page intentionally blank.



The City of Manassas, a community of approximately 41,457* people, is located in Northern Virginia within the Washington, DC Metropolitan Statistical Area (MSA). Surrounded by Prince William County, the City is thirty miles southwest of the Nation's Capital and encompasses ten square miles.

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

**Source: City of Manassas Community Development – Key Demographics Report (December 2019)*

Table of Contents

MANASSAS: A HISTORY

The Civil War

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

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

The Evolution of Manassas

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

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

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

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

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

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

LOCAL GOVERNMENT

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

- Harry J. Parrish II, Mayor – term ending December 31, 2020
- Pamela J. Sebesky, Council Member and Vice Mayor – term ending December 31, 2020
- Michelle Davis-Younger, Council Member – term ending December 31, 2022
- Theresa Coates Ellis, Council Member – term ending December 31, 2022
- Ian Lovejoy, Council Member – term ending December 31, 2020
- Ralph J. Smith, Council Member – term ending December 31, 2022
- Mark D. Wolfe, Council Member – term ending December 31, 2020

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

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

TRANSPORTATION SERVICES

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

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

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

TOURISM AND MAJOR EVENTS

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

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

2015 Banner Art Winner – Kelly Willis

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

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

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

96.5

MANASSAS CITY POLICE

Sworn Police Officers 96.5; K-9 Officers 2; Police Vehicles 43; Motorcycles 5

68,000+ calls for service

MANASSAS CITY FIRE & RESCUE

Fire & Rescue Staff 66; Fire Engines 3; Tower 1; Rescue Engine 1; Ambulances 4

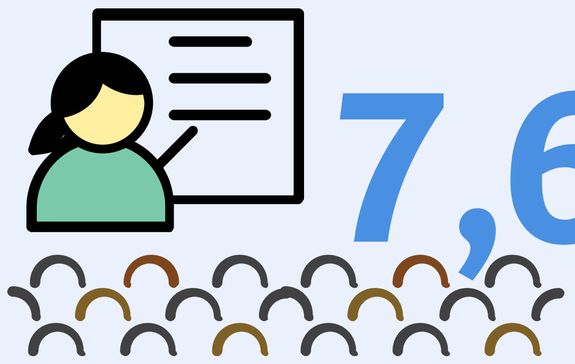
FUN FACT — 1,443 Fire Hydrants

66

9

SCHOOLS

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



7,613

STUDENTS

Elementary: 3,232
Intermediate: 1,160
Middle: 1,046
High School: 2,175

PARKS & RECREATION

Parks 18; Playgrounds 14; Softball/Baseball Diamonds 17; Tennis/Racquetball/Pickleball Courts 23; Basketball Courts 25; Skate Park 1; Roller Hockey Courts 2; Soccer/Football Fields 2

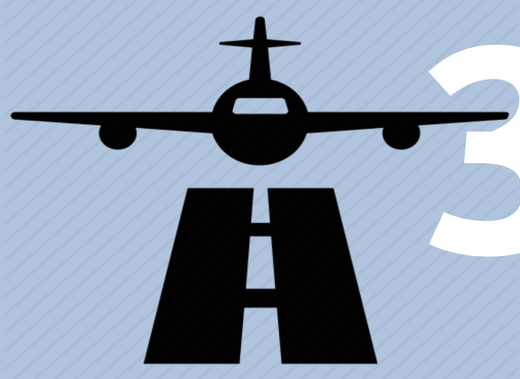
18

UTILITIES

Drinking Water produced: 5.2B gal
Electric used: 410,542 MW hours
Wastewater processed: 2.6B gal
Sewer overflow rate per 100 miles: 0.0
Utility Bills generated: 216,800

PUBLIC WORKS

270 Acres of Public Parks and Open Space
249 Lane Miles Maintained
63 Traffic Signals
13,991 Tons of Trash
2,548 Tons of Recycling



395

MANASSAS REGIONAL AIRPORT

Hosts 395 based aircraft and 2 runways

COOL FACT — 83,130 Take-Offs & Landings

Utility Service Providers

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

Real Estate Taxes

Real Estate Tax Rate

FY 2021: $1.243 per $100 Assessed Value

FY 2020: $1.283 per $100 Assessed Value

Fire Rescue Levy

FY 2021: $0.197 per $100 Assessed Value

FY 2020: $0.197 per $100 Assessed Value

Owens Brooke Special Tax District

FY 2021: $0.109 per $100 Assessed Value

FY 2020: $0.115 per $100 Assessed Value

Personal Property Taxes

Tangible Personal Property Tax Rate

FY 2021: $3.60 per $100 Assessed Value

FY 2020: $3.60 per $100 Assessed Value

Business Personal Property Tax Rate

FY 2021: $3.60 per $100 Assessed Value

FY 2020: $3.60 per $100 Assessed Value

Average Home Values

Condominium	$210,282
Townhouse	$248,653
Single-Family Home	$382,854
Average Residential	$305,878

City Finances – Bond Ratings

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

Ten Largest Employers

Micron	1,336
Novant Prince William Health System	1,304
Manassas City Public Schools	1,055
Lockheed Martin	972
City of Manassas	483
American Disposal Services	430
Aurora Flight Services	352
BAE Systems	325
S.W.I.F.T.	285
ARS (American Residential Services)	193

Population

2018 Census Population Estimate	41,457
2017 American Comm. Survey	41,501
2010 U.S. Census	37,821
2000 U.S. Census	35,135

Age (2018 American Community Survey)

Age 0-19……..…29.2%

Age 20-34……22.5%

Age 35-64……39.1%

Age 65+……9.2%

Race and Ethnicity (2018 ACS)

White……66.3%

Black/African American……...……13.9%

Asian……..…5.5%

American Indian/Alaska Native……..0.2%

Other/Two or More Races……....13.4%

Hispanic/Latino (Any Race)……...64.1%

Unemployment	May '17	May '18
City of Manassas	3.4%	2.5%
Virginia	3.8%	3.2%
United States	4.1%	3.8%

Real Estate Tax Rates (Authorized by Ordinance O-2020-16)

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

Real Estate Tax Rate	$1.263
Fire and Rescue Levy	$0.197
Owens Brooke Service District	$0.109

Personal Property Tax Rates (Authorized by Ordinance O-2020-17)

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

Tangible Personal Property	$3.600
Business Personal Property	$3.600
Machinery & Tools	$2.100
Machinery & Tools Used in Semiconductor Manufacturing	$0.905
Programmable Computer Equipment & Peripherals Employed in a Trade or Business	$1.250

Utility Fees (Authorized by Ordinance O-2020-18)

Sewer Rates:	
RSS - Residential Sewer Service (per month)	$8.65
Flow Charge per 1,000 Gallons Metered Water (First 5,000 Gallons)	$2.78
Flow Charge per 1,000 Gallons Metered Water (Over 5,000 Gallons)	$4.02
Over 14,000 gallons if winter quarter avg is <10,000 gallons	$0.00
Over 14,000 gallons if winter quarter avg is >10,000 gallons	$4.02
UOSA Cost Recovery	varies
GSS – Non-Residential Sewer Service (per month)	
Commercial – Meter Size 3/4” and under (per month)	$11.90
Commercial – Meter Size 1” (per month)	$23.80
Commercial – Meter Size 1.5” (per month)	$35.70
Commercial – Meter Size 2” (per month)	$46.50
Commercial – Meter Size 3” (per month)	$57.30
Commercial – Meter Size 4” (per month)	$81.10
Commercial – Meter Size 6” (per month)	$127.70
Commercial – Meter Size 8” (per month)	$206.00
Commercial – Meter Size 10” (per month)	$320.00
Multi-Family Residential Apartments per Unit	$7.15
Per 1,000 gallons metered water	$3.74
UOSA Cost Recovery	Varies
Water Rates:	
RWS - Residential Water Service (per month)	$9.52
First 5,000 gallons metered water, per 1,000 gallons	$3.06
Over 5,000-12,000 gallons metered water, per 1,000 gallons	$3.23
12,001+ gallons metered water, per 1,000 gallons (Nov. – April)	$3.23
12,001+ gallons metered water, per 1,000 gallons (May – Oct.)	$3.73

Utility Fees (Authorized by Ordinance O-2020-18) (Continued)

Surcharge per 1,000 gallons ALL over 14,000 gallons	$2.02
CWS - Commercial & Industrial Water Service (per month)	
Meter size 3/4" and under	$13.55
1" Meter	$18.20
1.5" Meter	$24.25
2" Meter	$31.50
3" Meter	$55.90
4" Meter	$78.35
6" Meter	$151.00
8" Meter	$240.00
10" Meter	$346.50
Or for Multi-Family Residential Apartments per unit	$7.83
Flow Charge per 1,000 gallons metered (First 1 million Gallons)	$3.46
Flow Charge per 1,000 gallons metered (Over 1 million Gallons)	$3.01
LUWS - Large User Water Rates (per month)	$346.50
Flow Charge per 1,000 gallons metered (First 25,000 Gallons)	$3.46
Flow Charge per 1,000 gallons metered (Over 25,000 Gallons)	$2.82
HMS - Hydrant Meters (per month)	$40.00
Per 1,000 gallons	$5.30
LWS - Lake Water Service (per month)	$71.75
All usage per 1,000 gallons	$1.25

Electric Rates

Service	*Per Month*	*Per KWH*	*Per KW*	*Minimum KW Charge*
Residential Service	$13.59	$0.0830	N/A	N/A
Small General Service	$19.62	$0.0823	N/A	N/A
Medium General Service	$19.67	$0.0480	$12.43	10kW
Large Power Service – Primary	$161.62	$0.0259	$17.24	100kW
Large Power Service – Secondary	$140.07	$0.0263	$17.45	100kW
Fuel & Purchased Power Cost Adjustment				varies

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

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

Stormwater Management Fee Schedule (Authorized by Ordinance O-2020-19)

Monthly Service Fee (Single-Family Detached / Townhome & Mobile Home)	$6.35 / $4.06
Developed Condominium/Apartment Residential (per month)	$3.18

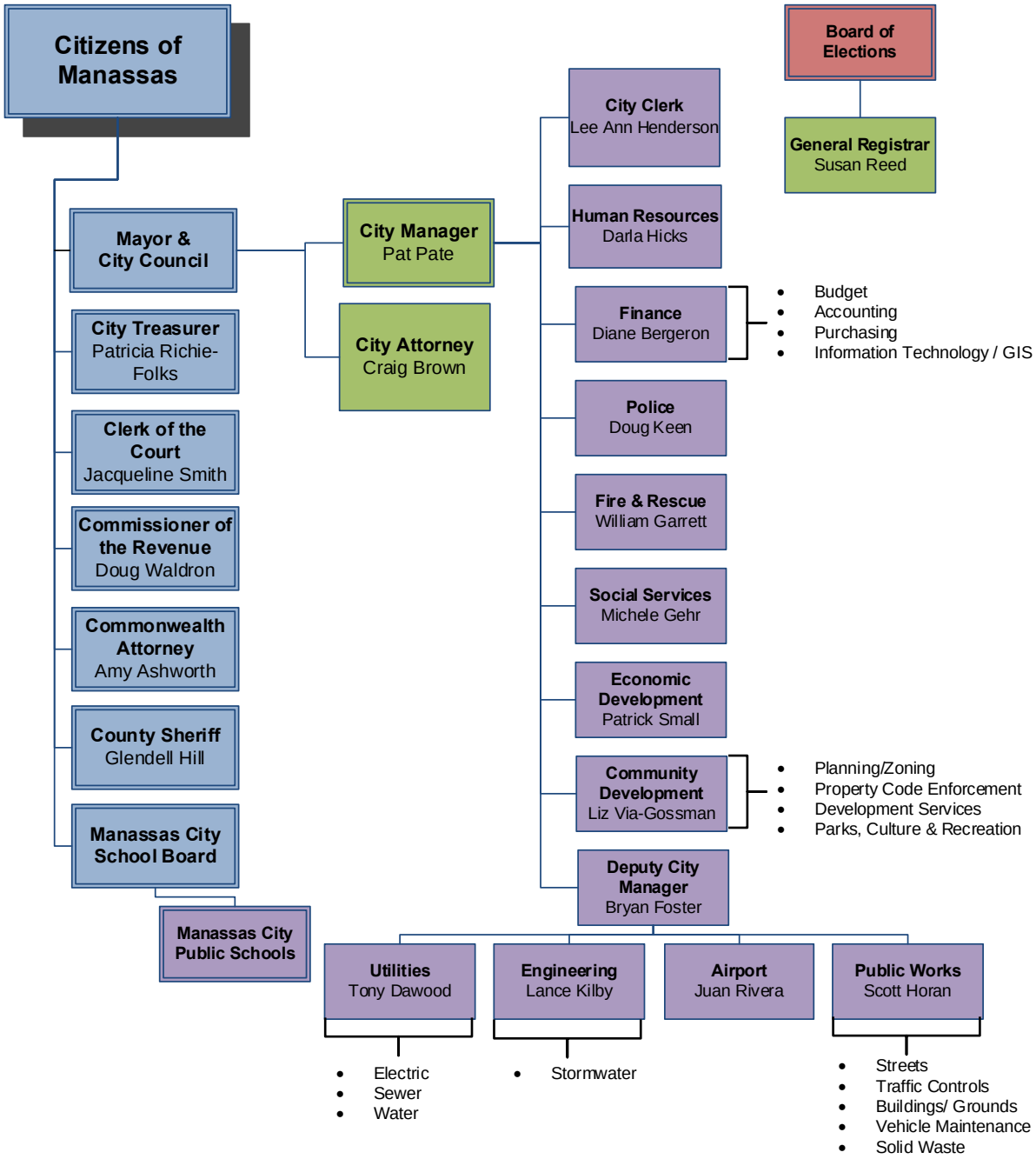


Table of Contents

CITY COUNCIL

Harry J. Parrish II, Mayor
Pamela J. Sebesky, Vice Mayor
Michelle Davis-Younger
Theresa Coates Ellis
Ian Lovejoy
Ralph J. Smith
Mark D. Wolfe

Phone: (703) 257-8200
9027 Center Street
Manassas, VA 20110
www.manassascity.org

CITY ADMINISTRATIVE OFFICES

Department	Phone	Fax	Physical Address
City Manager	703-257-8212	703-335-0042	9027 Center Street, Room 401, Manassas, VA 20110
City Attorney	703-257-8208	703-365-2060	9027 Center Street, Room 102, Manassas, VA 20110
City Clerk	703-257-8280	703-365-2060	9027 Center Street, Room 101, Manassas, VA 20110
Voter Registration	703-257-8462	703-257-0080	9025 Center Street, Manassas, VA 20110
Treasurer	703-257-8242	703-257-8303	9027 Center Street, Room 103, Manassas, VA 20110
Commissioner of the Revenue	703-257-8220	703-257-5344	9027 Center Street, Room 104, Manassas, VA 20110
Finance	703-257-8272	703-335-0042	9027 Center Street, Room 304, Manassas, VA 20110
Human Resources	703-257-8248	703-257-5827	9027 Center Street, Room 302, Manassas, VA 20110
Police	703-257-8000	703-368-6966	9518 Fairview Avenue, Manassas, VA 20110
Fire & Rescue	703-257-8458	703-257-2403	9324 West Street, Suite 204, Manassas, VA 20110
Public Works	703-257-8226	703-330-4429	8500 Public Works Drive, Manassas, VA 20110
Social Services	703-361-8277	703-361-6933	9324 West Street, Manassas, VA 20110
Community Development	703-257-8224	703-257-5117	9027 Center Street, Room 202, Manassas, VA 20110
Economic Development	703-257-8881	703-335-0042	9027 Center Street, Room 401, Manassas, VA 20110
Utilities	703-257-8226	703-257-8382	8500 Public Works Drive, Manassas, VA 20110
Airport	703-361-1882	703-257-8286	10600 Harry Parrish Boulevard, Manassas, VA 20110
Schools	571-377-6000	703-257-8801	8700 Centreville Road, Suite 400, Manassas, VA 20110

OTHER AGENCIES

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

The budget is the annual plan for the City's revenues and expenditures. It is also a document that summarizes the programs provided by City departments. The budget presented in this book is the FY 2021 Budget for the period of July 1, 2020 to June 30, 2021.

STATE BUDGET LAW

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

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

FORMULATION OF THE BUDGET

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

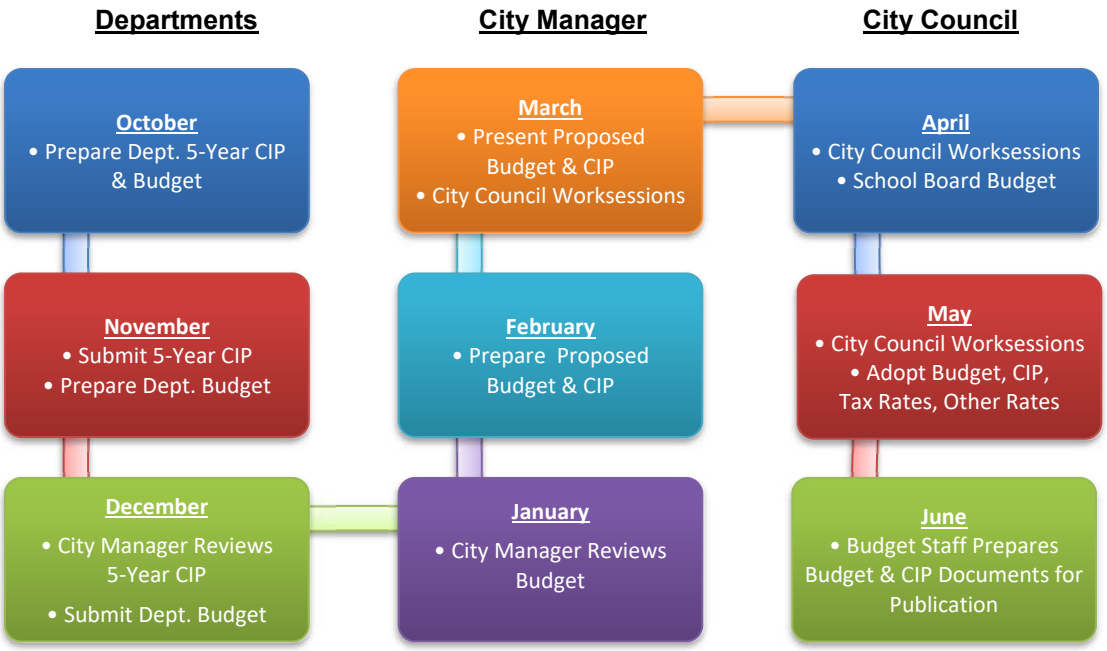


Table of Contents

BUDGET IMPLEMENTATION / ADMINISTRATION

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

CAPITAL IMPROVEMENT PLAN

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

BUDGET AMENDMENTS

The City's Financial Policies (P-2016-01) Section 3.03 governs transfers within or between funds. The City budget can be amended through increases or decreases in appropriations or through budget transfers. Changes in fund appropriations, including the transfers and appropriations to and from contingencies or reserves require budget and appropriation resolutions adopted with the concurrence of at least four members of the City Council. In the event that the budget should be amended by more than 1% of the adopted budget, the changes must be advertised and a public hearing held, regardless of whether or not the amendment is within the legal level of budgetary control.

The City Manager may approve transfers of budget and appropriations between departments within a fund and Department Directors may approve transfers of budget and appropriations within a department within a fund. The City Manager has been authorized to approve transfers of existing budget and appropriations of fifty thousand dollars ($50,000) or less between funds even though this is outside the legal level of control. For those transfers that are between $10,001 and $50,000, the transfer will be forwarded to City Council has an informational item. Transfers between funds in excess of $50,000 must be approved by resolution by the City Council. 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 and those above $10,000 will be approved by resolution by the City Council.

Budget Transfer Matrix

A. Transfers within Fund and Department

Department Head Approval	City Manager Approval	City Council Approval
All	N/A	N/A

B. Transfers within Fund between Departments

Department Head Approval	City Manager Approval	City Council Approval
All	All	N/A

C. Transfers Between Funds

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

D. Transfers To and From Contingencies or Reserves

Department Head Approval	City Manager Approval	City Council Approval
N/A	N/A	All

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM		
September 30, 2019	Monday	Departments: Access to System Available
November 8, 2019	Friday	Departments: Recommended CIP Due
December 9-13, 2019	Mon-Fri	City Manager: Meets with Departments
January 22, 2020	Wednesday	Planning Commission: CIP Review
February 5, 2020	Wednesday	Planning Commission: Action Taken
February 7, 2020	Friday	Planning Commission: Recommendations to City Manager
March 24, 2020	Tuesday	School Board: Adopts CIP for Manassas City Public Schools

OPERATING BUDGET		
September 30, 2019	Monday	Departments: Access to System Available
December 6, 2019	Friday	Departments: Recommended Budget Due
January 13 - 17, 2020	Mon-Fri	City Manager: Meets with Departments
February 3, 2020	Monday	Utility and Airport Commissions: Changes Due
February 7, 2020	Friday	Departments: Fee Schedule Ordinances Due
March 24, 2020	Tuesday	School Board: Adopts Budget for Manassas City Public Schools

CITY COUNCIL WORKSESSIONS		
March 9, 2020	Monday	City Manager: Presents Proposed Budget & CIP
March 10, 2020	Tuesday	City Council: Budget Worksession *Tax Supported Funds Operating & CIP*
March 11, 2020	Wednesday	City Council: Budget Worksession *Tax Supported Funds Operating & CIP*
March 16, 2020	Monday	City Council: Budget Worksession *Determine Advertised Tax Rate* *Advertised At Least 30 Days Prior to Public Hearing*
March 18, 2020	Wednesday	City Council: Budget Worksession *Tax Supported Funds Operating & CIP* - Cancelled Due to Pandemic
March 25, 2020	Wednesday	City Council: Budget Worksession *Non Tax Supported Funds Operating & CIP* - Cancelled Due to Pandemic
April 1, 2020	Wednesday	City Council & School Board: Joint Budget Worksession - Cancelled Due to Pandemic
April 8, 2020	Wednesday	City Council: Budget Worksession
April 27, 2020	Monday	City Council: Public Hearing Updated Budget/CIP/Revenue Rates *Advertised At Least 7 Days Prior*
April 29, 2020	Wednesday	City Council: Budget Worksession
May 4, 2020	Monday	City Council: Budget Worksession
May 11, 2020	Monday	City Council: Budget & CIP Adoption, 1st Reading of Rate/Fee ORDs *No Sooner than 7 Days After Public Hearing*
May 18, 2020	Monday	City Council: 2nd Reading of Rate/Fee ORDs *Vote to Reconsider Real Estate Tax Rates*
June 1, 2020	Monday	City Council: 2nd Reading of Rate/Fee ORDs Setting *Real Estate Tax Rates*
June 8, 2020	Monday	City Council: Re-Adoption of Budget & CIP

NOVEMBER 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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

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

GOVERNMENTAL FUNDS

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

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

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

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

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

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

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

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

PROPRIETARY FUNDS

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

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

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

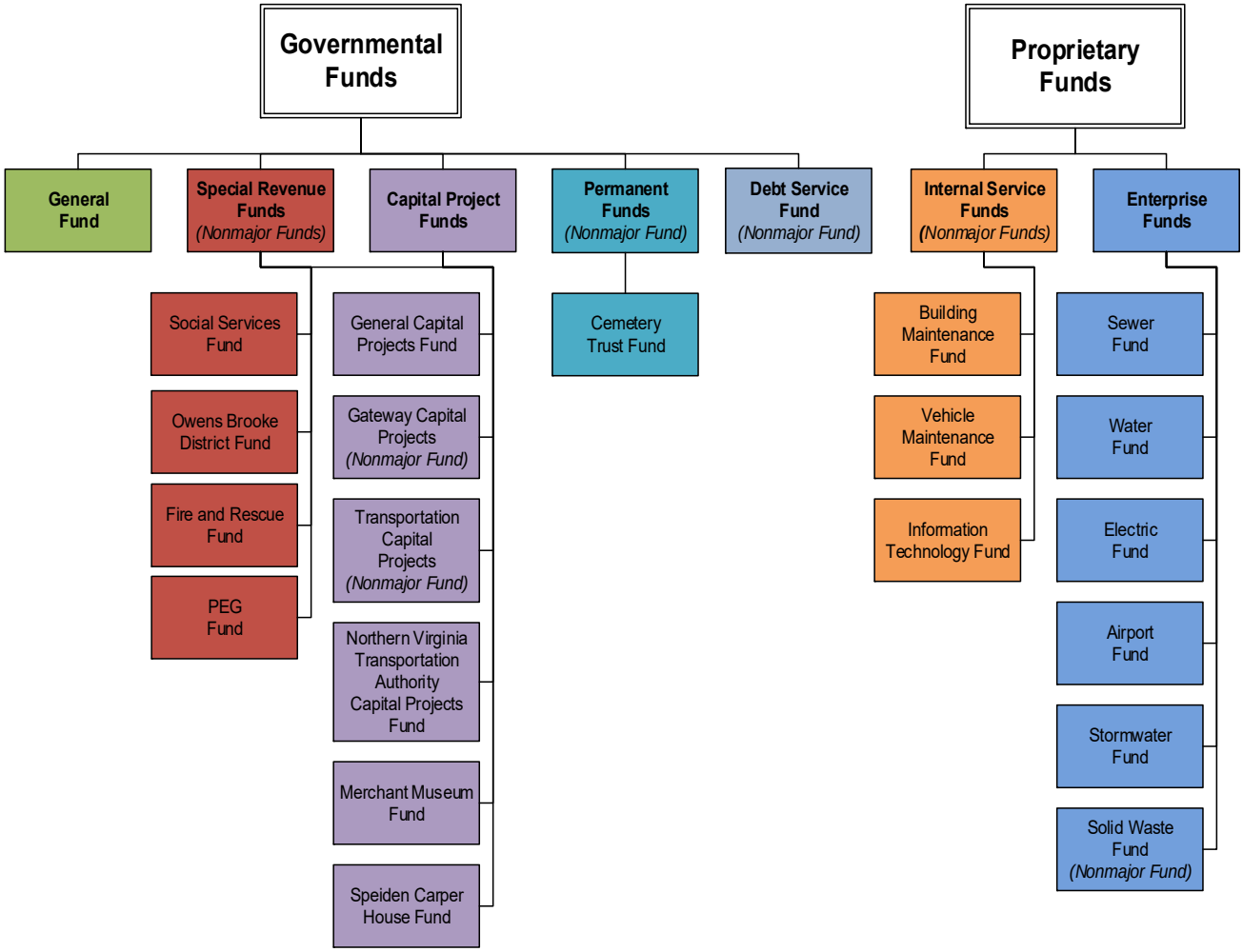
- *Building Maintenance Fund* – Operation and maintenance of the City buildings
- *Vehicle Maintenance Fund* – Operation, maintenance, acquisition, and replacement of equipment used by City departments
- *Information Technology Fund* – Provision of information technology services to City departments

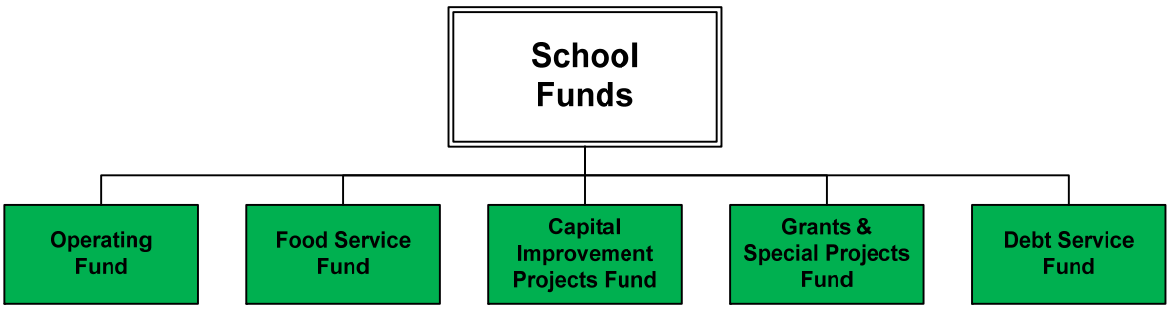
FIDUCIARY FUNDS

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

COMPONENT UNITS

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





Key:

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

FUND – DEPARTMENT RELATIONSHIP

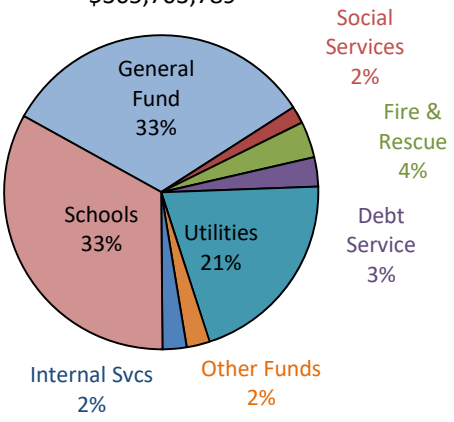
The following table shows each City department and its associated funds (excluding School Funds).

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

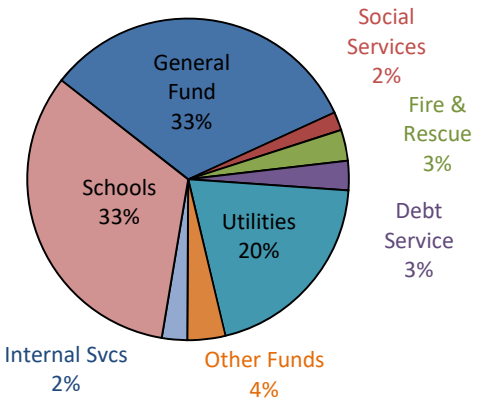
All Funds - by Fund

Fund	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
General Fund	123,144,699	120,093,620	128,165,888	123,053,830	2,960,210
Social Services Fund	5,913,050	6,562,370	6,562,370	6,981,790	419,420
Fire and Rescue Fund	10,470,767	13,646,890	13,824,975	11,730,000	(1,916,890)
Owens Brooke Service District Fu	43,822	40,200	40,200	340,200	300,000
PEG Fund	160,085	165,000	165,000	150,000	(15,000)
Speiden Carper House Fund	4,439	-	370,000	-	-
Debt Service Fund	10,997,986	10,968,950	10,968,950	11,132,360	163,410
Sewer Fund	24,140,660	17,664,960	28,160,122	17,712,240	47,280
Water Fund	11,005,464	12,079,000	12,772,857	14,961,620	2,882,620
Electric Fund	44,070,463	45,564,510	45,843,223	43,488,290	(2,076,220)
Stormwater Fund	1,343,255	1,589,140	1,620,126	6,798,000	5,208,860
Airport Fund	3,398,034	3,376,260	3,633,325	3,555,560	179,300
Solid Waste Fund	3,565,431	3,492,230	3,502,685	3,586,550	94,320
Building Maintenance Fund	1,548,883	1,422,070	1,461,031	1,591,120	169,050
Vehicle Maintenance Fund	3,797,147	3,843,920	3,973,516	4,137,550	293,630
Information Technology Fund	3,804,252	3,843,960	4,488,671	3,816,880	(27,080)
Cemetery Trust Fund	25,601	32,800	32,800	32,800	-
School Operating Fund	99,593,553	104,080,040	104,759,349	106,922,088	2,842,048
School Food Service Fund	3,626,827	3,794,772	4,845,723	4,007,300	212,528
School Capital Projects Fund	7,843,299	6,273,514	6,273,514	6,126,987	(146,527)
School Grants/Projects Fund	3,835,195	4,169,583	4,198,083	4,147,095	(22,488)
School Debt Service Fund	8,405,798	3,000,000	6,213,602	3,000,000	-
ALL FUNDS TOTAL:	**370,738,710**	**365,703,789**	**391,876,010**	**377,272,260**	**11,568,471**

FY 2020 Budget
$365,703,789



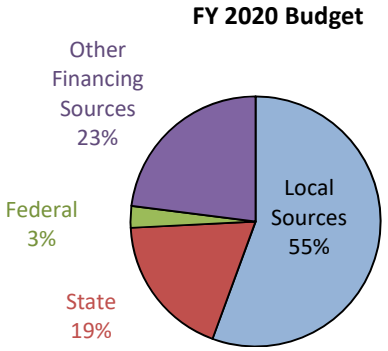
FY 2021 Budget
$377,272,260

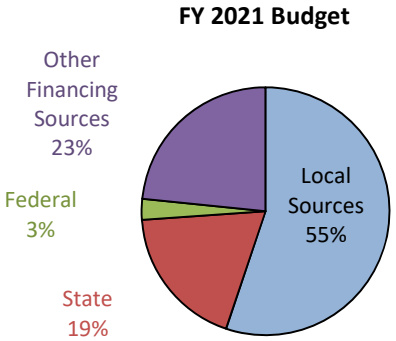


REVENUE OVERVIEW
All Funds - by Fund Type

Fund Type / Fund	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
GENERAL FUND					
General Fund	123,144,699	120,093,620	128,165,888	123,053,830	2,960,210
FUND TYPE TOTAL:	**123,144,699**	**120,093,620**	**128,165,888**	**123,053,830**	**2,960,210**
SPECIAL REVENUE FUNDS					
Social Services Fund	5,913,050	6,562,370	6,562,370	6,981,790	419,420
Fire and Rescue Fund	10,470,767	13,646,890	13,824,975	11,730,000	(1,916,890)
Owens Brooke Service District Fu	43,822	40,200	40,200	340,200	300,000
PEG Fund	160,085	165,000	165,000	150,000	(15,000)
Speiden Carper House Fund	4,439	-	370,000	-	-
FUND TYPE TOTAL:	**16,592,163**	**20,414,460**	**20,962,545**	**19,201,990**	**(1,212,470)**
DEBT SERVICE FUND					
Debt Service Fund	10,997,986	10,968,950	10,968,950	11,132,360	163,410
FUND TYPE TOTAL:	**10,997,986**	**10,968,950**	**10,968,950**	**11,132,360**	**163,410**
ENTERPRISE FUNDS					
Sewer Fund	24,140,660	17,664,960	28,160,122	17,712,240	47,280
Water Fund	11,005,464	12,079,000	12,772,857	14,961,620	2,882,620
Electric Fund	44,070,463	45,564,510	45,843,223	43,488,290	(2,076,220)
Stormwater Fund	1,343,255	1,589,140	1,620,126	6,798,000	5,208,860
Airport Fund	3,398,034	3,376,260	3,633,325	3,555,560	179,300
Solid Waste Fund	3,565,431	3,492,230	3,502,685	3,586,550	94,320
FUND TYPE TOTAL:	**87,523,307**	**83,766,100**	**95,532,338**	**90,102,260**	**6,336,160**
INTERNAL SERVICE FUNDS					
Building Maintenance Fund	1,548,883	1,422,070	1,461,031	1,591,120	169,050
Vehicle Maintenance Fund	3,797,147	3,843,920	3,973,516	4,137,550	293,630
Information Technology Fund	3,804,252	3,843,960	4,488,671	3,816,880	(27,080)
FUND TYPE TOTAL:	**9,150,282**	**9,109,950**	**9,923,218**	**9,545,550**	**435,600**
PERMANENT FUND					
Cemetery Trust Fund	25,601	32,800	32,800	32,800	-
FUND TYPE TOTAL:	**25,601**	**32,800**	**32,800**	**32,800**	**-**
SCHOOL FUNDS					
School Operating Fund	99,593,553	104,080,040	104,759,349	106,922,088	2,842,048
School Grants/Projects Fund	3,626,827	3,794,772	4,845,723	4,007,300	212,528
School Debt Service Fund	7,843,299	6,273,514	6,273,514	6,126,987	(146,527)
School Food Service Fund	3,835,195	4,169,583	4,198,083	4,147,095	(22,488)
School Capital Projects	8,405,798	3,000,000	6,213,602	3,000,000	-
FUND TYPE TOTAL:	**123,304,672**	**121,317,909**	**126,290,271**	**124,203,470**	**2,885,561**
ALL FUNDS TOTAL:	**$370,738,710**	**$365,703,789**	**$391,876,010**	**$377,272,260**	**$11,568,471**

Source / Type	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
LOCAL SOURCES					
General Property Taxes	86,027,503	89,127,860	89,127,860	92,427,200	3,299,340
Other Local Taxes	21,768,073	20,210,250	20,210,250	21,141,000	930,750
Permits, Fees, & Licenses	1,120,144	871,500	871,500	565,000	(306,500)
Fines & Forfeitures	865,208	658,500	658,500	810,000	151,500
Interest & Use of Property	6,553,071	3,253,080	3,253,080	3,948,510	695,430
Charges for Services	7,289,684	7,721,020	7,721,020	7,916,000	194,980
Sales & Connections	65,757,369	66,920,800	66,920,800	66,150,070	(770,730)
Other Local Revenue	6,999,545	4,538,670	6,203,724	4,565,650	26,980
Interfund Revenue	10,235,977	10,007,100	10,107,100	10,661,690	654,590
Source Total:	**206,616,574**	**203,308,780**	**205,073,834**	**208,185,120**	**4,876,340**
STATE OF VIRGINIA					
Noncategorical	7,870,976	7,990,430	7,990,430	7,607,000	(383,430)
Shared Expenses	285,757	276,000	276,000	281,000	5,000
Categorical Aid	56,969,280	59,759,020	60,180,706	62,650,071	2,891,051
Source Total:	**65,126,013**	**68,025,450**	**68,447,136**	**70,538,071**	**2,512,621**
FEDERAL GOVERNMENT					
Noncategorical	117,471	49,580	49,580	51,280	1,700
Federal Pass Through	2,389,096	2,978,380	6,550,996	2,889,310	(89,070)
Categorical	6,764,888	7,254,872	8,118,610	7,422,300	167,428
Source Total:	**9,271,455**	**10,282,832**	**14,719,186**	**10,362,890**	**80,058**
OTHER FINANCING SOURCES					
Payment in Lieu of Taxes	1,858,500	1,909,290	1,909,290	1,994,210	84,920
Debt Issuance	14,141,117	-	-	8,500,000	8,500,000
Transfers	72,241,758	72,753,665	72,753,665	72,992,810	239,145
Use of Fund Balance*	-	7,623,772	27,172,900	3,749,159	(3,874,613)
Tap Fees	1,483,293	1,800,000	1,800,000	950,000	(850,000)
Source Total:	**89,724,668**	**84,086,727**	**103,635,855**	**88,186,179**	**4,099,452**
ALL SOURCES TOTAL:	**370,738,710**	**365,703,789**	**391,876,010**	**377,272,260**	**11,568,471**





Fund / Source / Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
GENERAL FUND					
Local Sources					
General Property Taxes	76,563,766	79,100,770	79,100,770	81,787,000	2,686,230
Other Local Taxes	21,768,073	20,210,250	20,210,250	21,141,000	930,750
Permits, Fees, Licenses	1,056,333	791,500	791,500	500,000	(291,500)
Fines & Forfeitures	733,094	658,500	658,500	810,000	151,500
Interest & Use of Property	2,592,931	221,400	221,400	473,000	251,600
Charges for Services	643,402	605,500	605,500	600,000	(5,500)
Other Local Revenue	5,558,364	3,384,180	3,549,234	3,436,390	52,210
Source Total:	**108,915,963**	**104,972,100**	**105,137,154**	**108,747,390**	**3,775,290**
State of Virginia					
Noncategorical	7,837,841	7,940,430	7,940,430	7,572,000	(368,430)
Shared Expenses	285,757	276,000	276,000	281,000	5,000
Categorical Aid	4,048,838	3,853,000	4,124,897	3,916,430	63,430
Source Total:	**12,172,436**	**12,069,430**	**12,341,327**	**11,769,430**	**(300,000)**
Federal Government					
Noncategorical	10,542	10,000	10,000	10,000	-
Federal Pass Through	10,510	-	3,651,466	-	-
Categorical	159,382	500,000	155,787	500,000	-
Source Total:	**180,434**	**510,000**	**3,817,253**	**510,000**	**-**
Other Financing Sources					
Payment in Lieu of Taxes	1,858,500	1,909,290	1,909,290	1,994,210	84,920
Transfers	17,366	32,800	32,800	32,800	-
Use of Fund Balance	-	600,000	4,928,065	-	(600,000)
Source Total:	**1,875,866**	**2,542,090**	**6,870,155**	**2,027,010**	**(515,080)**
FUND TOTAL:	**123,144,699**	**120,093,620**	**128,165,888**	**123,053,830**	**2,960,210**
SOCIAL SERVICES FUND					
Local Sources					
Other Local Revenue	999	-	-	-	-
Source Total:	**999**	**-**	**-**	**-**	**-**
State of Virginia					
Categorical Aid	1,546,866	1,832,550	1,832,550	1,991,040	158,490
Source Total:	**1,546,866**	**1,832,550**	**1,832,550**	**1,991,040**	**158,490**
Federal Government					
Federal Pass Through	2,230,257	2,228,380	2,228,380	2,489,310	260,930
Source Total:	**2,230,257**	**2,228,380**	**2,228,380**	**2,489,310**	**260,930**
Other Financing Sources					
Transfers	2,134,928	2,501,440	2,501,440	2,501,440	-
Source Total:	**2,134,928**	**2,501,440**	**2,501,440**	**2,501,440**	**-**
FUND TOTAL:	**5,913,050**	**6,562,370**	**6,562,370**	**6,981,790**	**419,420**

Fund / Source / Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
FIRE AND RESCUE FUND					
Local Sources					
General Property Taxes	9,423,236	9,986,890	9,986,890	10,600,000	613,110
Permits, Fees, Licenses	63,811	80,000	80,000	65,000	(15,000)
Interest & Use of Property	18,632	15,000	15,000	15,000	-
Charges for Services	571,888	690,000	690,000	650,000	(40,000)
Other Local Revenue	21,288	-	-	-	-
Source Total:	**10,098,855**	**10,771,890**	**10,771,890**	**11,330,000**	**558,110**
State of Virginia					
Categorical Aid	223,583	-	149,789	-	-
Source Total:	**223,583**	**-**	**149,789**	**-**	**-**
Federal Government					
Federal Pass Through	148,329	750,000	671,150	400,000	(350,000)
Source Total:	**148,329**	**750,000**	**671,150**	**400,000**	**(350,000)**
Other Financing Sources					
Use of Fund Balance	-	2,125,000	2,232,146	-	(2,125,000)
Source Total:	**-**	**2,125,000**	**2,232,146**	**-**	**(2,125,000)**
FUND TOTAL:	**10,470,767**	**13,646,890**	**13,824,975**	**11,730,000**	**(1,916,890)**
OWENS BROOKE SERVICE DISTRICT FUND					
Local Sources					
General Property Taxes	40,501	40,200	40,200	40,200	-
Interest & Use of Property	3,321	-	-	-	-
Source Total:	**43,822**	**40,200**	**40,200**	**40,200**	**-**
Other Financing Sources					
Use of Fund Balance	-	-	-	300,000	300,000
Source Total:	**-**	**-**	**-**	**300,000**	**300,000**
FUND TOTAL:	**43,822**	**40,200**	**40,200**	**340,200**	**300,000**
PEG FUND					
Local Sources					
Interest & Use of Property	8,461	-	-	-	-
Other Local Revenue	151,624	165,000	165,000	150,000	(15,000)
Source Total:	**160,085**	**165,000**	**165,000**	**150,000**	**(15,000)**
FUND TOTAL:	**160,085**	**165,000**	**165,000**	**150,000**	**(15,000)**
SPEIDEN CARPER HOUSE FUND					
Local Sources					
Interest & Use of Property	4,439	-	-	-	-
Source Total:	**4,439**	**-**	**-**	**-**	**-**
Other Financing Sources					
Use of Fund Balance	-	-	370,000	-	-
Source Total:	**-**	**-**	**370,000**	**-**	**-**
FUND TOTAL:	**4,439**	**-**	**370,000**	**-**	**-**

Fund / Source / Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
DEBT SERVICE FUND					
Federal Government					
Noncategorical	24,373	-	-	-	-
Source Total:	**24,373**	**-**	**-**	**-**	**-**
Other Financing Sources					
Transfers	10,973,613	10,968,950	10,968,950	11,132,360	163,410
Source Total:	**10,973,613**	**10,968,950**	**10,968,950**	**11,132,360**	**163,410**
FUND TOTAL:	**10,997,986**	**10,968,950**	**10,968,950**	**11,132,360**	**163,410**
SEWER FUND					
Local Sources					
Interest & Use of Property	277,342	23,000	23,000	175,000	152,000
Sales & Connections	14,238,016	15,144,560	15,144,560	15,646,240	501,680
Other Local Revenue	12,209	33,550	1,533,550	16,000	(17,550)
Source Total:	**14,527,567**	**15,201,110**	**16,701,110**	**15,837,240**	**636,130**
Other Financing Sources					
Debt Issuance	8,301,825	-	-	-	-
Transfers	300,000	-	-	-	-
Use of Fund Balance	-	1,363,850	10,359,012	1,325,000	(38,850)
Tap Fees	1,011,268	1,100,000	1,100,000	550,000	(550,000)
Source Total:	**9,613,093**	**2,463,850**	**11,459,012**	**1,875,000**	**(588,850)**
FUND TOTAL:	**24,140,660**	**17,664,960**	**28,160,122**	**17,712,240**	**47,280**
WATER FUND					
Local Sources					
Interest & Use of Property	290,528	18,000	18,000	150,000	132,000
Sales & Connections	9,664,075	10,039,300	10,039,300	10,184,120	144,820
Other Local Revenue	246,527	218,300	218,300	225,500	7,200
Source Total:	**10,201,130**	**10,275,600**	**10,275,600**	**10,559,620**	**284,020**
Federal Government					
Noncategorical	32,309	-	-	-	-
Source Total:	**32,309**	**-**	**-**	**-**	**-**
Other Financing Sources					
Debt Issuance	-	-	-	3,900,000	3,900,000
Transfers	300,000	-	-	-	-
Use of Fund Balance	-	1,103,400	1,797,257	102,000	(1,001,400)
Tap Fees	472,025	700,000	700,000	400,000	(300,000)
Source Total:	**772,025**	**1,803,400**	**2,497,257**	**4,402,000**	**2,598,600**
FUND TOTAL:	**11,005,464**	**12,079,000**	**12,772,857**	**14,961,620**	**2,882,620**

Fund / Source / Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
ELECTRIC FUND					
Local Sources					
Interest & Use of Property	233,338	23,000	23,000	23,000	-
Sales & Connections	41,468,850	41,394,240	41,394,240	39,942,240	(1,452,000)
Other Local Revenue	819,031	715,900	715,900	715,900	-
Interfund Revenue	1,549,244	1,553,590	1,553,590	1,619,650	66,060
Source Total:	**44,070,463**	**43,686,730**	**43,686,730**	**42,300,790**	**(1,385,940)**
Other Financing Sources					
Use of Fund Balance	-	1,877,780	2,156,493	1,187,500	(690,280)
Source Total:	**-**	**1,877,780**	**2,156,493**	**1,187,500**	**(690,280)**
FUND TOTAL:	**44,070,463**	**45,564,510**	**45,843,223**	**43,488,290**	**(2,076,220)**
STORMWATER FUND					
Local Sources					
Interest & Use of Property	13,935	3,000	3,000	3,000	-
Charges for Services	1,278,833	1,586,140	1,586,140	1,884,000	297,860
Other Local Revenue	50,487	-	-	-	-
Source Total:	**1,343,255**	**1,589,140**	**1,589,140**	**1,887,000**	**297,860**
Other Financing Sources					
Debt Issuance	-	-	-	4,600,000	4,600,000
Use of Fund Balance	-	-	30,986	311,000	311,000
Source Total:	**-**	**-**	**30,986**	**4,911,000**	**4,911,000**
FUND TOTAL:	**1,343,255**	**1,589,140**	**1,620,126**	**6,798,000**	**5,208,860**
AIRPORT FUND					
Local Sources					
Interest & Use of Property	2,910,687	2,934,180	2,934,180	3,092,010	157,830
Sales & Connections	386,428	342,700	342,700	377,470	34,770
Other Local Revenue	17,537	9,800	9,800	9,800	-
Source Total:	**3,314,652**	**3,286,680**	**3,286,680**	**3,479,280**	**192,600**
State of Virginia					
Noncategorical	33,135	50,000	50,000	35,000	(15,000)
Source Total:	**33,135**	**50,000**	**50,000**	**35,000**	**(15,000)**
Federal Government					
Noncategorical	50,247	39,580	39,580	41,280	1,700
Categorical	-	-	157,000	-	-
Source Total:	**50,247**	**39,580**	**196,580**	**41,280**	**1,700**
Other Financing Sources					
Use of Fund Balance	-	-	100,065	-	-
Source Total:	**-**	**-**	**100,065**	**-**	**-**
FUND TOTAL:	**3,398,034**	**3,376,260**	**3,633,325**	**3,555,560**	**179,300**

Fund / Source / Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
SOLID WASTE FUND					
Local Sources					
Interest & Use of Property	19,278	2,000	2,000	2,000	-
Charges for Services	3,533,728	3,482,730	3,482,730	3,470,000	(12,730)
Other Local Revenue	1,044	-	-	50	50
Source Total:	**3,554,050**	**3,484,730**	**3,484,730**	**3,472,050**	**(12,680)**
State of Virginia					
Categorical Aid	11,381	7,500	7,500	7,500	-
Source Total:	**11,381**	**7,500**	**7,500**	**7,500**	**-**
Other Financing Sources					
Use of Fund Balance	-	-	10,455	107,000	107,000
Source Total:	**-**	**-**	**10,455**	**107,000**	**107,000**
FUND TOTAL:	**3,565,431**	**3,492,230**	**3,502,685**	**3,586,550**	**94,320**
BUILDING MAINTENANCE FUND					
Local Sources					
Interest & Use of Property	10,083	3,000	3,000	3,000	-
Interfund Revenue	1,538,800	1,419,070	1,419,070	1,588,120	169,050
Source Total:	**1,548,883**	**1,422,070**	**1,422,070**	**1,591,120**	**169,050**
Other Financing Sources					
Use of Fund Balance	-	-	38,961	-	-
Source Total:	**-**	**-**	**38,961**	**-**	**-**
FUND TOTAL:	**1,548,883**	**1,422,070**	**1,461,031**	**1,591,120**	**169,050**
VEHICLE MAINTENANCE FUND					
Local Sources					
Interest & Use of Property	8,784	2,500	2,500	2,500	-
Other Local Revenue	111,607	-	-	-	-
Interfund Revenue	3,375,475	3,480,420	3,480,420	3,659,050	178,630
Source Total:	**3,495,866**	**3,482,920**	**3,482,920**	**3,661,550**	**178,630**
Other Financing Sources					
Transfers	301,281	361,000	361,000	476,000	115,000
Use of Fund Balance	-	-	129,596	-	-
Source Total:	**301,281**	**361,000**	**490,596**	**476,000**	**115,000**
FUND TOTAL:	**3,797,147**	**3,843,920**	**3,973,516**	**4,137,550**	**293,630**

Fund / Source / Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
INFORMATION TECHNOLOGY FUND					
Local Sources					
Interest & Use of Property	20,966	8,000	8,000	10,000	2,000
Other Local Revenue	8,828	11,940	11,940	12,010	70
Interfund Revenue	3,772,458	3,554,020	3,654,020	3,794,870	240,850
Source Total:	**3,802,252**	**3,573,960**	**3,673,960**	**3,816,880**	**242,920**
Other Financing Sources					
Transfers	2,000	-	-	-	-
Use of Fund Balance	-	270,000	814,711	-	(270,000)
Source Total:	**2,000**	**270,000**	**814,711**	**-**	**(270,000)**
FUND TOTAL:	**3,804,252**	**3,843,960**	**4,488,671**	**3,816,880**	**(27,080)**
CEMETERY TRUST FUND					
Local Sources					
Interest & Use of Property	3,101	-	-	-	-
Charges for Services	22,500	-	-	-	-
Source Total:	**25,601**	**-**	**-**	**-**	**-**
Other Financing Sources					
Use of Fund Balance	-	32,800	32,800	32,800	-
Source Total:	**-**	**32,800**	**32,800**	**32,800**	**-**
FUND TOTAL:	**25,601**	**32,800**	**32,800**	**32,800**	**-**
SCHOOL OPERATING FUND					
Local Sources					
Fines & Forfeitures	132,114	-	-	-	-
Interest & Use of Property	109,642	-	-	-	-
Charges for Services	497,133	509,000	509,000	555,500	46,500
Source Total:	**738,889**	**509,000**	**509,000**	**555,500**	**46,500**
State of Virginia					
Categorical Aid	51,024,296	53,955,079	53,955,079	56,643,365	2,688,286
Source Total:	**51,024,296**	**53,955,079**	**53,955,079**	**56,643,365**	**2,688,286**
Other Financing Sources					
Transfers	47,830,368	49,615,961	49,615,961	49,723,223	107,262
Use of Fund Balance	-	-	679,309	-	-
Source Total:	**47,830,368**	**49,615,961**	**50,295,270**	**49,723,223**	**107,262**
FUND TOTAL:	**99,593,553**	**104,080,040**	**104,759,349**	**106,922,088**	**2,842,048**
SCHOOL GRANTS/PROJECTS FUND					
Federal Government					
Categorical	3,626,827	3,794,772	4,845,723	4,007,300	212,528
Source Total:	**3,626,827**	**3,794,772**	**4,845,723**	**4,007,300**	**212,528**
FUND TOTAL:	**3,626,827**	**3,794,772**	**4,845,723**	**4,007,300**	**212,528**

Fund / Source / Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
SCHOOL DEBT SERVICE FUND					
Other Financing Sources					
Debt Issuance	461,097	-	-	-	-
Transfers	7,382,202	6,273,514	6,273,514	6,126,987	(146,527)
Source Total:	**7,843,299**	**6,273,514**	**6,273,514**	**6,126,987**	**(146,527)**
FUND TOTAL:	**7,843,299**	**6,273,514**	**6,273,514**	**6,126,987**	**(146,527)**
SCHOOL FOOD SERVICE FUND					
Local Sources					
Charges for Services	742,200	847,650	847,650	756,500	(91,150)
Source Total:	**742,200**	**847,650**	**847,650**	**756,500**	**(91,150)**
State of Virginia					
Categorical Aid	114,316	110,891	110,891	91,736	(19,155)
Source Total:	**114,316**	**110,891**	**110,891**	**91,736**	**(19,155)**
Federal Government					
Categorical	2,978,679	2,960,100	2,960,100	2,915,000	(45,100)
Source Total:	**2,978,679**	**2,960,100**	**2,960,100**	**2,915,000**	**(45,100)**
Other Financing Sources					
Use of Fund Balance	-	250,942	279,442	383,859	132,917
Source Total:	**-**	**250,942**	**279,442**	**383,859**	**132,917**
FUND TOTAL:	**3,835,195**	**4,169,583**	**4,198,083**	**4,147,095**	**(22,488)**
SCHOOL CAPITAL PROJECTS					
Local Sources					
Interest & Use of Property	27,603	-	-	-	-
Source Total:	**27,603**	**-**	**-**	**-**	**-**
Other Financing Sources					
Debt Issuance	5,378,195	-	-	-	-
Transfers	3,000,000	3,000,000	3,000,000	3,000,000	-
Use of Fund Balance	-	-	3,213,602	-	-
Source Total:	**8,378,195**	**3,000,000**	**6,213,602**	**3,000,000**	**-**
FUND TOTAL:	**8,405,798**	**3,000,000**	**6,213,602**	**3,000,000**	**-**
ALL FUNDS TOTAL:	**$ 370,738,710**	**$ 365,703,789**	**$ 391,876,010**	**$ 377,272,260**	**$ 11,568,471**

MAJOR REVENUE SOURCES

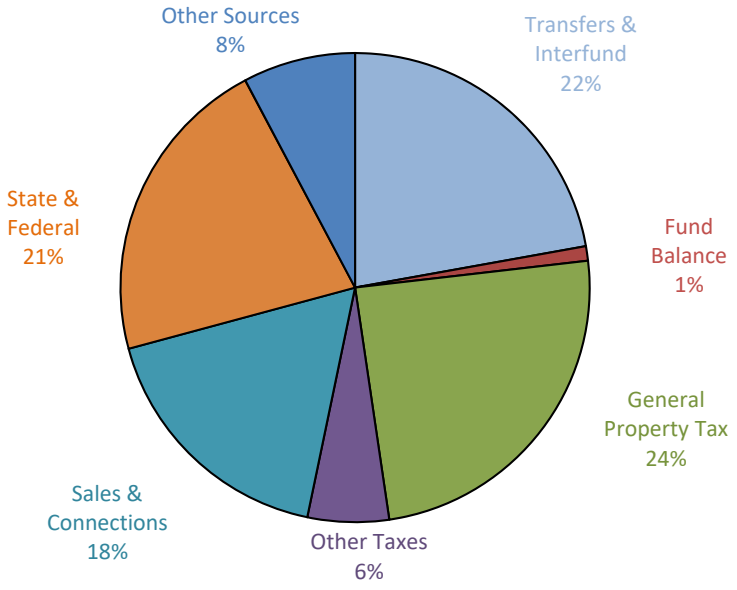
The City of Manassas budgets and accounts for its revenue within the various funds of the City. However, revenue is also budgeted and accounted for by source. The revenue sources for the City are as follows:

- Local Revenues:
  - General Property Taxes
  - Other Taxes
  - Permits, Fees, Licenses
  - Fines & Forfeitures
  - Revenue from the Use of Money and Property (interest and rent)
  - Charges for Services
  - Sales & Connections
  - Other Local Revenue & Interfund Revenue
- Revenues from Other Government:
  - Revenue from the State
  - Revenue from the Federal Government
- Non-revenue Sources:
  - Payment in Lieu of Taxes and Transfers
  - Bond Proceeds
  - Contribution from Fund Balance

In the FY 2021 Budget, General Property Taxes make up 24% of the total revenue and Other Taxes (sales, business, professional and occupational, meals, utility, etc.) make up 6%. Sales & Connections are 18% of the total revenue and Revenue from the State and Federal Governments make up 21%. Transfers and Interfund revenue make up 22%. These six classifications account for 91% of the total revenue.

The General Fund is supported 67% by General Property Taxes, 17% by Other Taxes, and 16% by all other revenue sources.

The pie chart below shows the FY 2021 Budget (all funds) by funding source.



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

GENERAL PROPERTY TAXES

General Property Taxes are levied on the assessed value of real and personal property. These taxes include real property taxes and personal property taxes. The tax year for real property taxes is July 1 – June 30; the tax year for personal property taxes is January 1 – December 31. These taxes represent 24% ($92 million) of the City's total resources.

Real Property Taxes

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

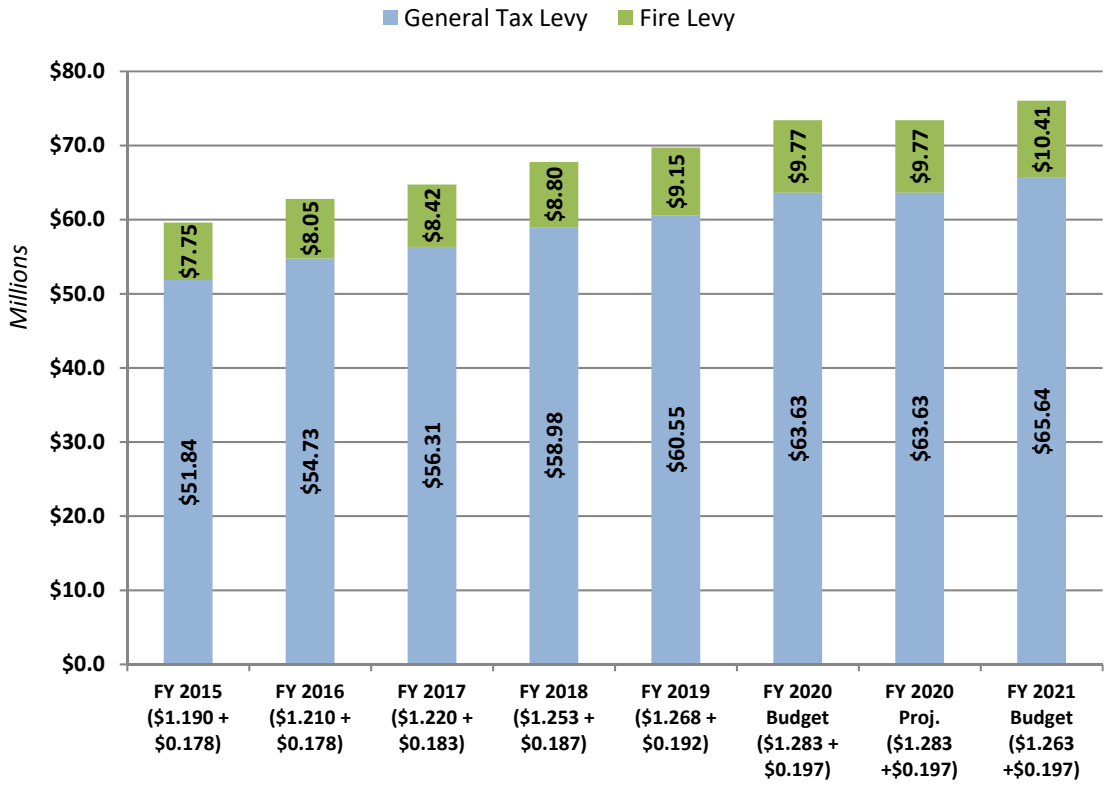
The Real Property Tax Rate decreased from $1.283 to $1.263 and the Fire and Rescue Levy remains at $0.197. The Owens Brooke Service District Tax Rate decreased from $0.115 to $0.109. Assessments on residential properties have increased since January 1, 2018 an average of 5.70%. Non-residential property assessments have increased an average of 8.64%. The average residential tax payer will see a 3.98% or $171 increase to their tax bill. The average non-residential tax payer will see a 6.56% or $1,358 increase to their tax bill. The average tax bill for all classes will increase 4.93% or $290. Virginia localities are prohibited from levying separate tax rates on commercial and residential properties.

Real Estate Tax Base

- Total real estate assessments - $5,403 billion in tax year 2021; an increase of 6.70% from the prior year
- New construction accounts for $133 million of the real estate assessments (2.46%)
- Each penny on the rate generates approximately $520,000 in real estate revenue in FY 2021
- The City provided $1,061,989 in Tax Relief for the Elderly and Handicapped Program in FY 2020

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

Real Property Tax Revenue
(General Fund and Fire & Rescue Fund)

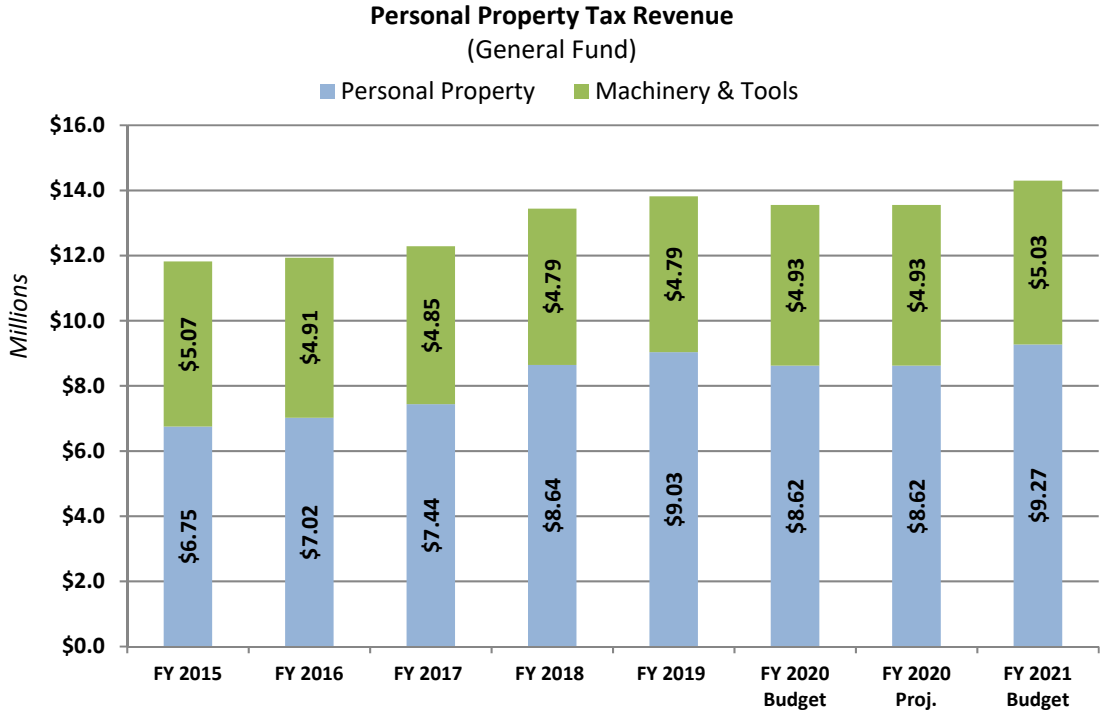


Personal Property Taxes
(§58.1-3500)

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

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

- Machinery & Tools - $2.10
- Machinery & Tools Used in Semiconductor Manufacturing – $0.905
- Programmable Computer Equipment - $1.25
- Vehicles without motive power, used or designed to be used as manufactured homes - $1.268 (Increased from $1.253)
- Aircraft and Antique Motor Vehicles - $0.00001
- Motor Vehicles as identified in sections (e)-(l) in Ordinance O-2017-05 - $0.00001
- Business Personal Property - $3.60
- All Tangible Personal Property except as specified in O-2017-15 1 (a) – (n) - $3.60



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

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

Classification	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Motor Vehicles	$ 8,556,548	$ 9,861,440	10,335,241	10,681,391	11,012,973
Boats & Motors	11,587	9,187	10,558	8,072	12,185
Business Personal Property	1,951,943	1,898,050	2,018,117	2,037,314	2,444,646
Business Computer Equipment	118,282	102,896	109,650	131,229	121,593
PPTRA (State Revenue)	(3,786,634)	(3,786,634)	(3,786,634)	(3,786,634)	(3,786,634)
Total Billed per COR	**$ 6,851,726**	**8,084,939**	**8,686,932**	**9,071,372**	**9,804,763**

OTHER LOCAL TAXES

Other Local Taxes are comprised of consumer and business based taxes including Sales Tax, BPOL tax, Vehicle License Tax, Bank Franchise Tax, Meal Tax, and Cigarette Tax. Other local taxes make up $21.141 million, or 6%, of the City's total Budget (all in the General Fund).

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

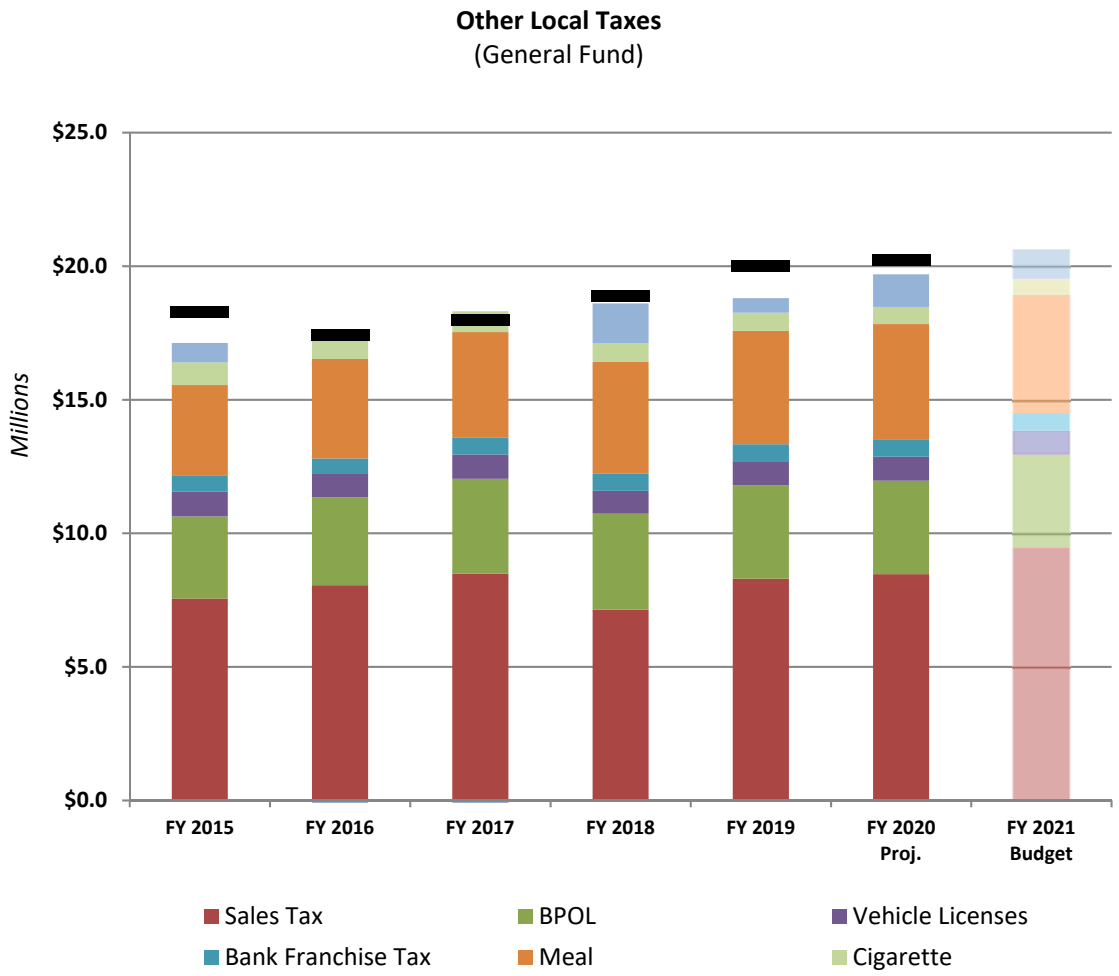


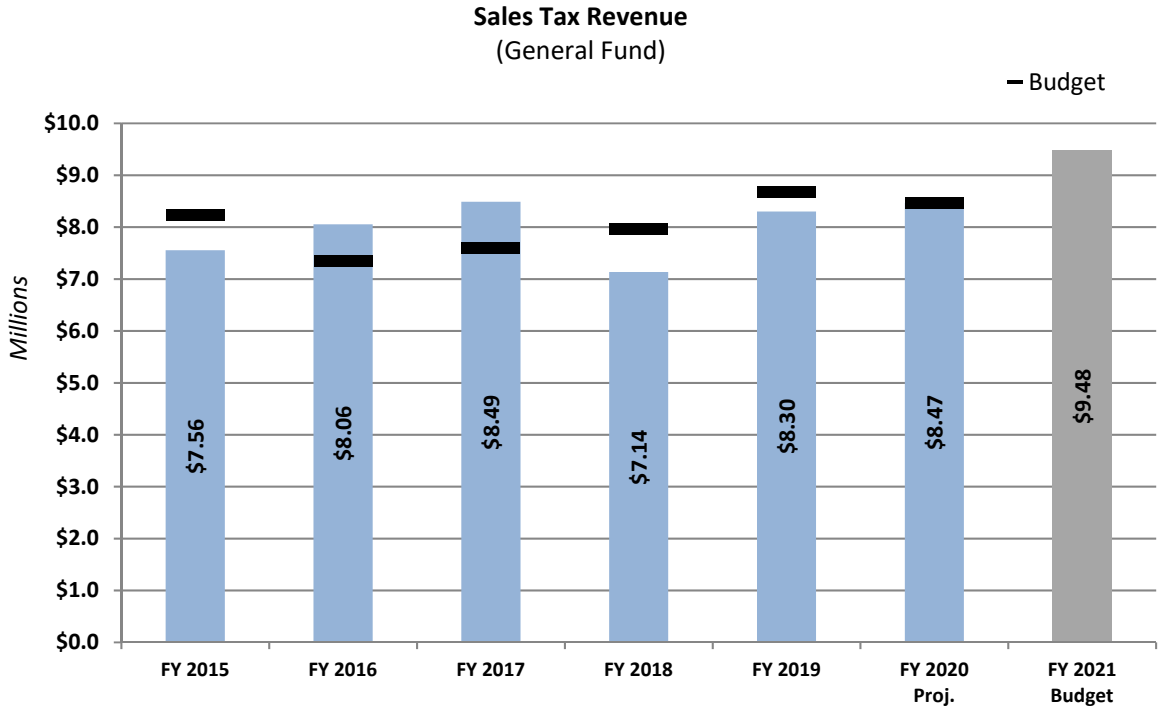
Table of Contents

Sales Tax
(§58.1-603)

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

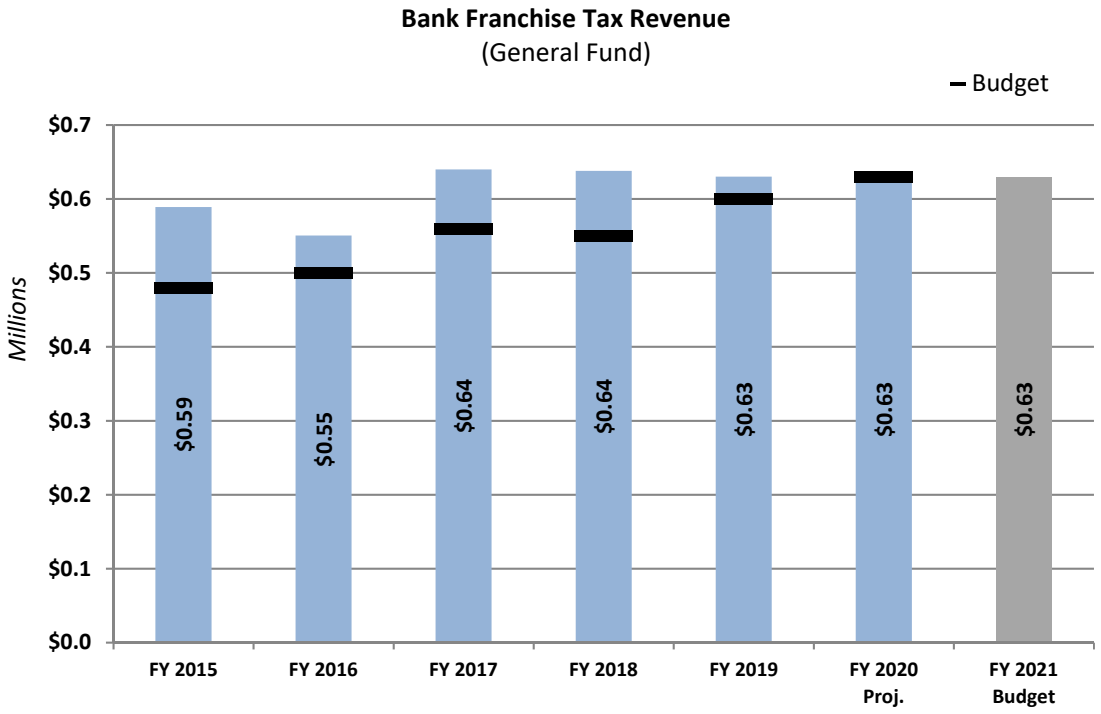
Tax receipts are used to project this tax, but revenue is sensitive to underlying price level changes as it will increase with the price of goods sold. Current year estimates are used in projecting next year's revenues after applying overall price assumptions. Changes in the local retail market (such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

The decline in revenue for FY 2018 is due to a taxpayer filing error which resulted in the State reducing sales tax proceeds to the City by $1,042,990 to account for four years of restated revenues due to this error. Despite this one time payback, sales taxes trends show an increase of 2% annually.



Bank Franchise Tax
(§58.1-1204)

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

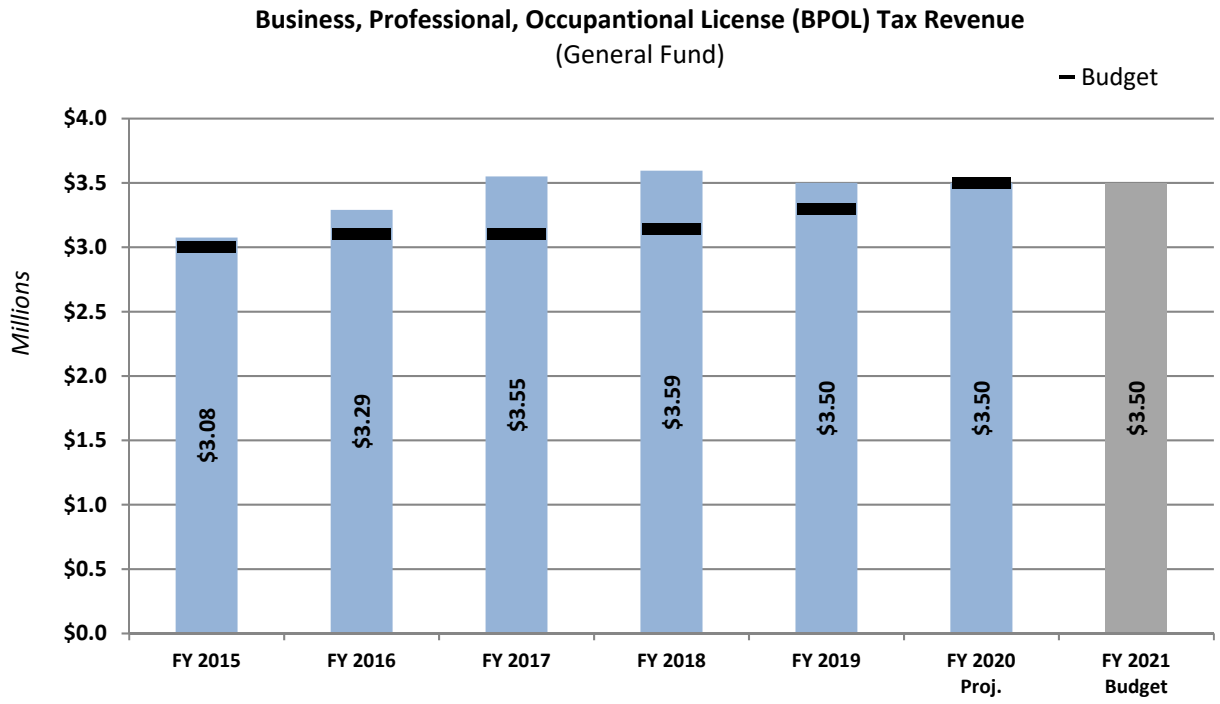


Business, Professional, and Occupational License Tax (BPOL)
(§58.1-3703)

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

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

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

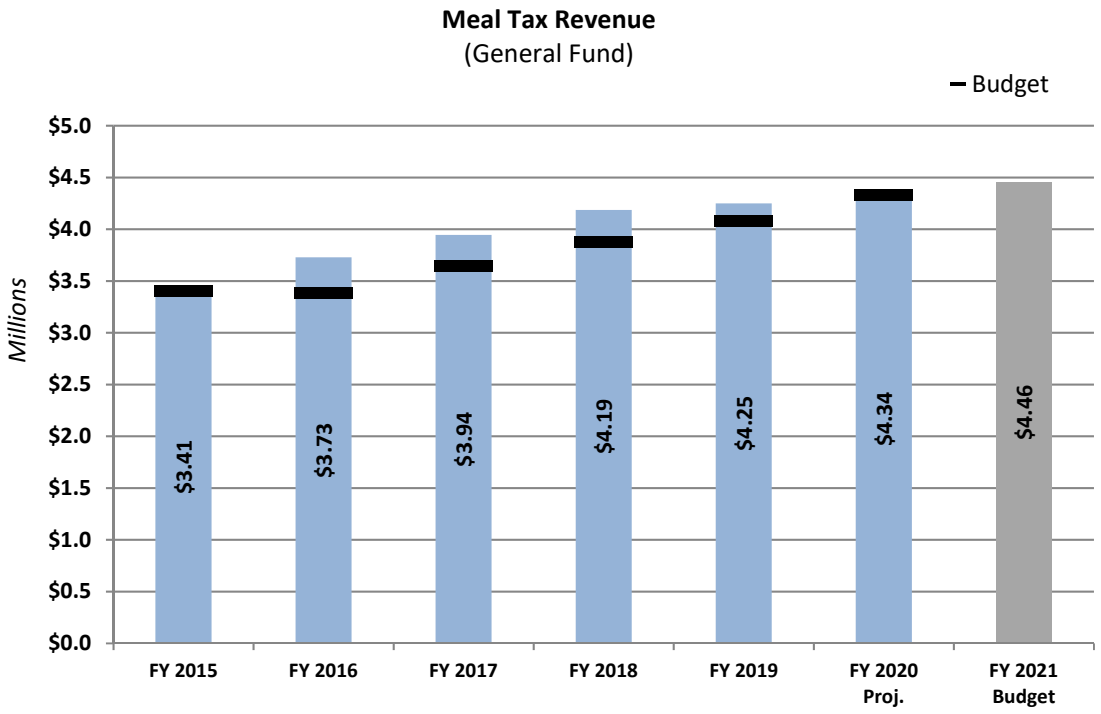


	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Retail Merchants	1,041,518	1,058,926	1,186,346	1,279,424	1,233,492
Pers. Services	904,948	935,640	1,091,432	1,156,510	1,170,375
Professional	678,367	726,688	751,688	758,422	763,943
Contractors	176,348	238,833	209,886	275,652	253,598
Wholesale Merchants	59,542	67,138	74,665	87,972	84,420
All Other	188,283	107,315	196,694	187,560	243,763
	$ 3,049,015	**$ 3,134,540**	**$3,510,711**	**$4,348,315**	**$3,749,591**
% Change from Prior	*1.3%*	*2.8%*	*12.0%*	*23.85%*	*-13.61%*

*Source – Commissioner of the Revenue

Meal Tax
(§58.1-2652)

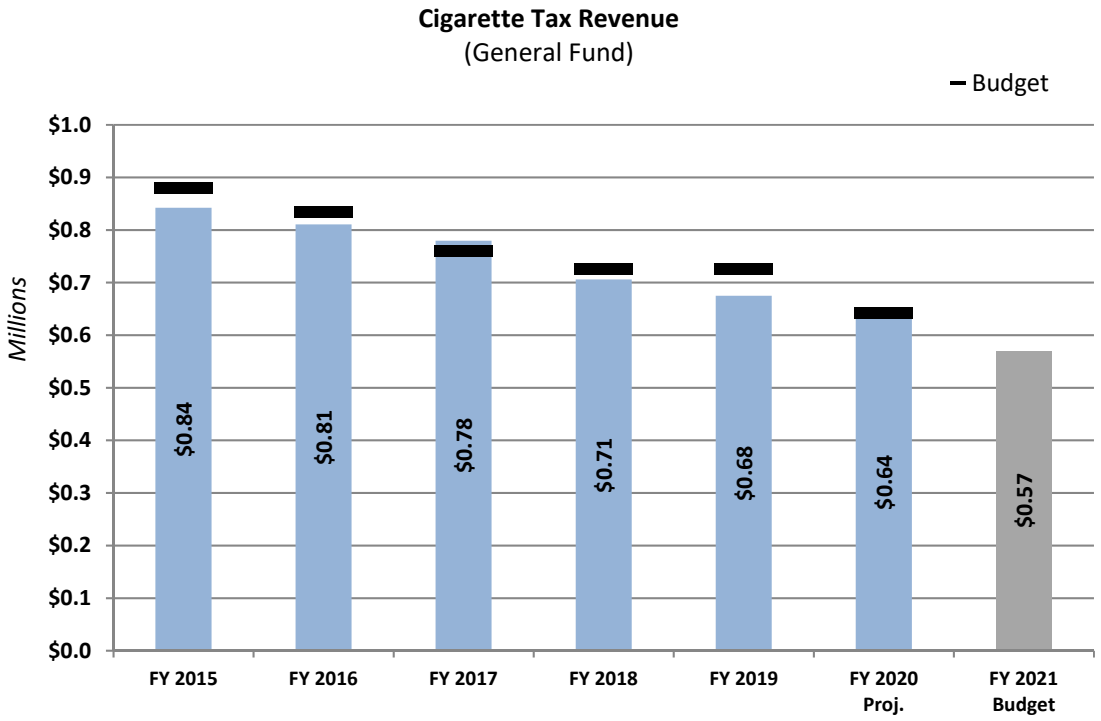
Restaurants and other sellers of prepared food and beverages are required to collect a 4% tax from the consumer at the time of the sale. These taxes are held in trust by the business until they are remitted to the City (by the 20th of the month following the month the taxes were collected.) Meal Tax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



Cigarette Tax
(§58.1-3840)

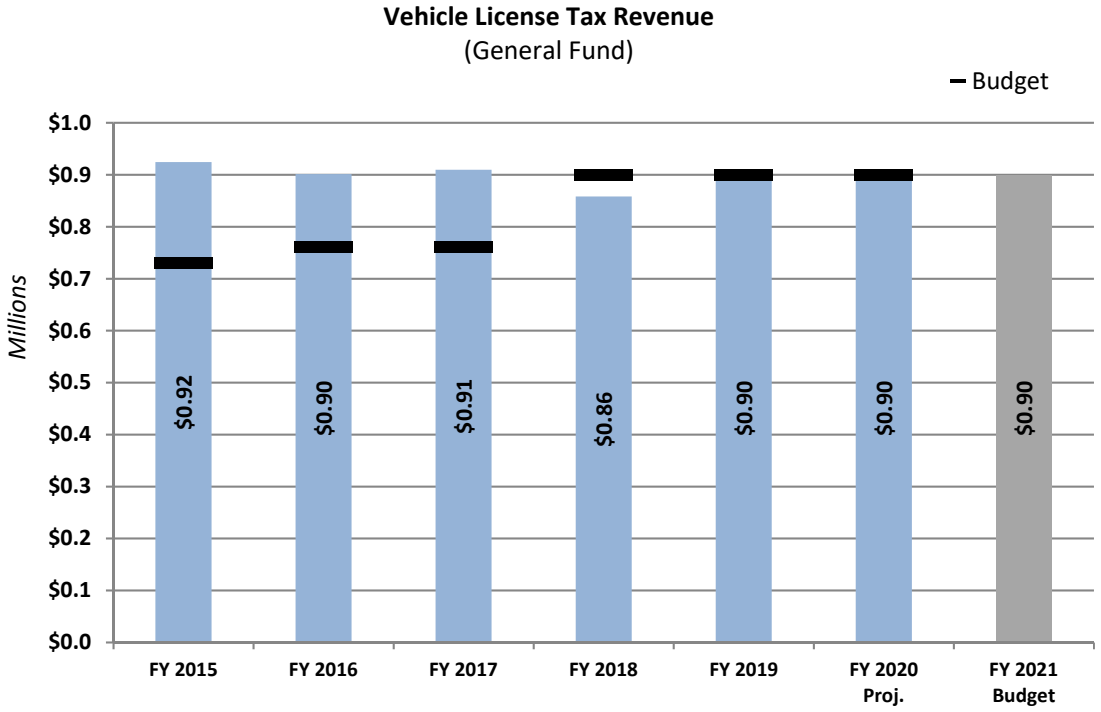
A cigarette tax is levied at a rate of $0.65 per pack of cigarettes sold within the City limits. This tax is administered by the NOVA Cigarette Tax Board.

As shown in the chart, this is a declining revenue stream for the City, due in part to a decrease in the number of active accounts as well as a decrease in overall cigarette purchases. Revenues are budgeted with a 5% annual decrease.



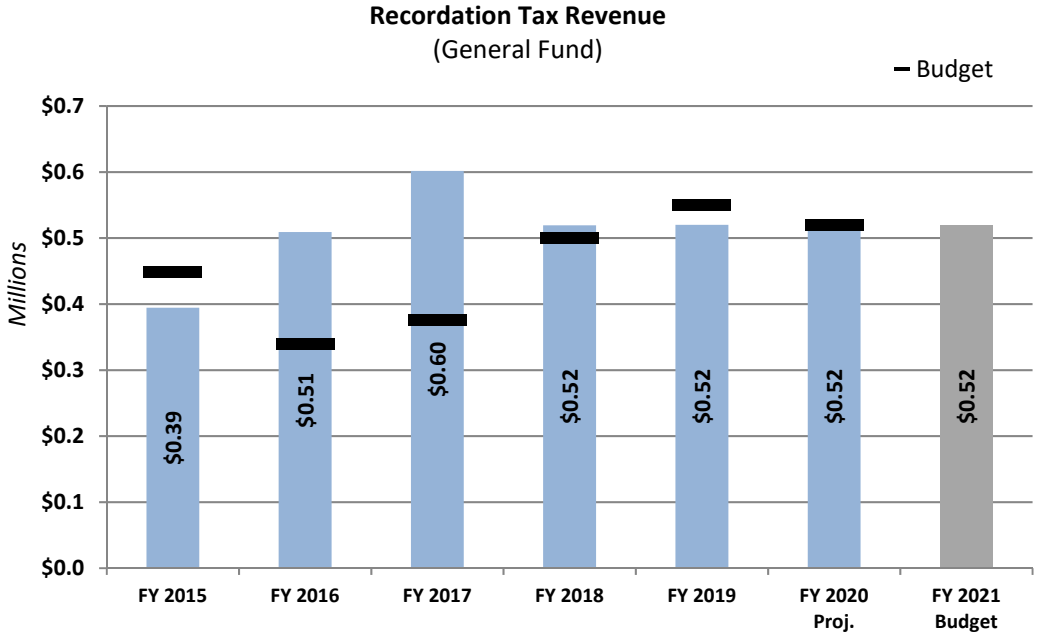
Vehicle License Tax
(§46.2-752)

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



Recordation Tax
(§58.1-814)

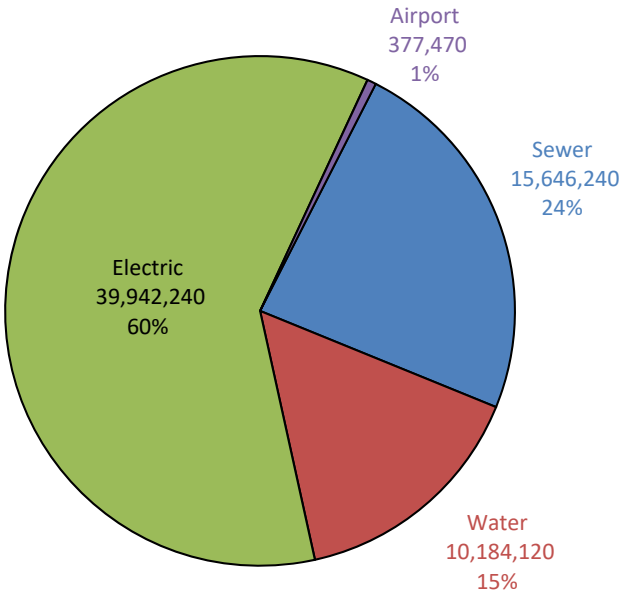
State and local recordation (grantee) taxes are levied when real estate property in the County is sold, conveyed, or refinanced. The tax is paid by the purchaser of the property.



SALES & CONNECTIONS

Sales & Connections revenue makes up 18% or $66.1 million of the City's total budget. This revenue can be found in the Sewer, Water, Electric, and Airport funds.

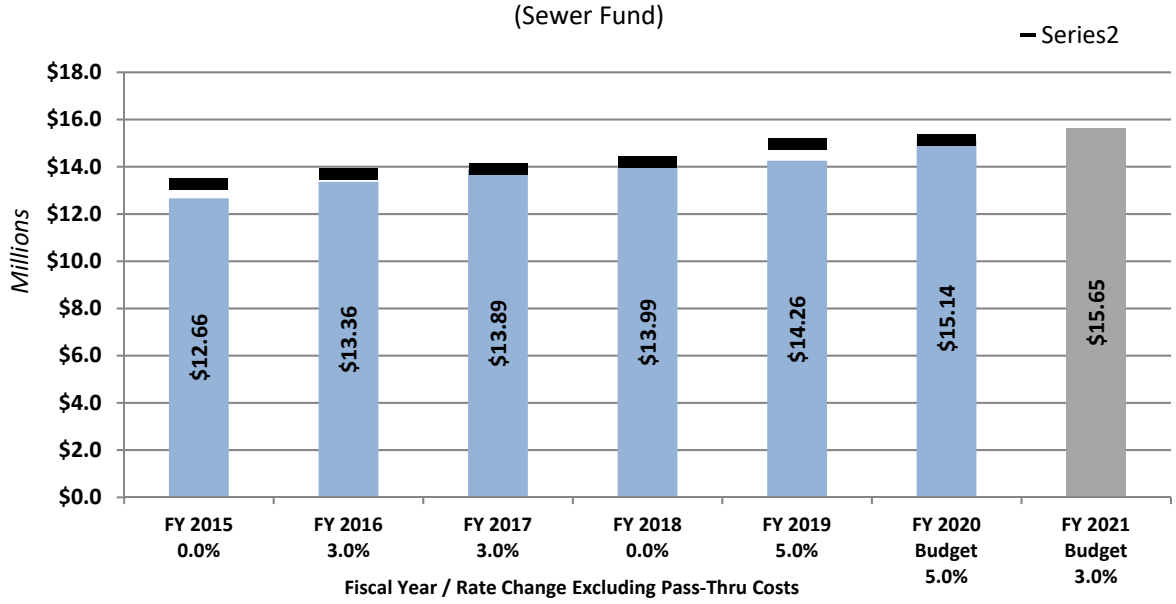
Sales & Connections Revenue
(All Funds)



Sewer Fund

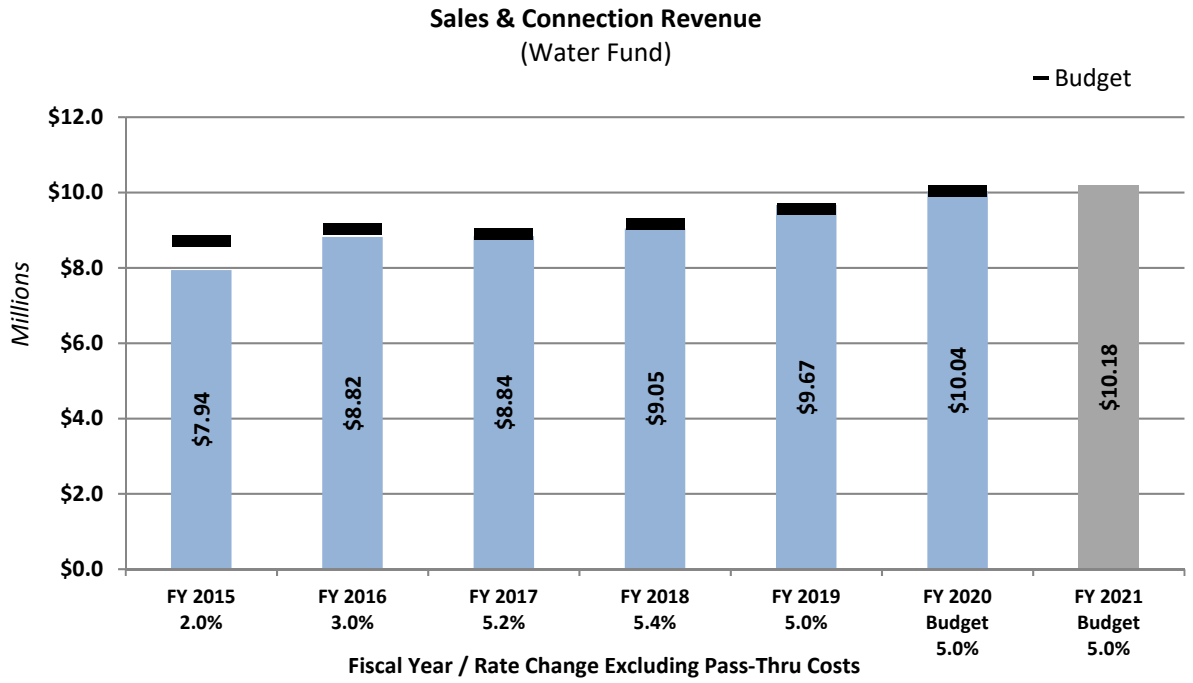
The chart below shows a history of revenue for Sales & Connections in the Sewer Fund. It also includes the rate change (percentage) for each fiscal year. Sales & Connections revenue includes the UOSA Cost Recovery related to the pass-thru cost of sewer treatment. In years where the actual revenue was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

Sales & Connection Revenue
(Sewer Fund)



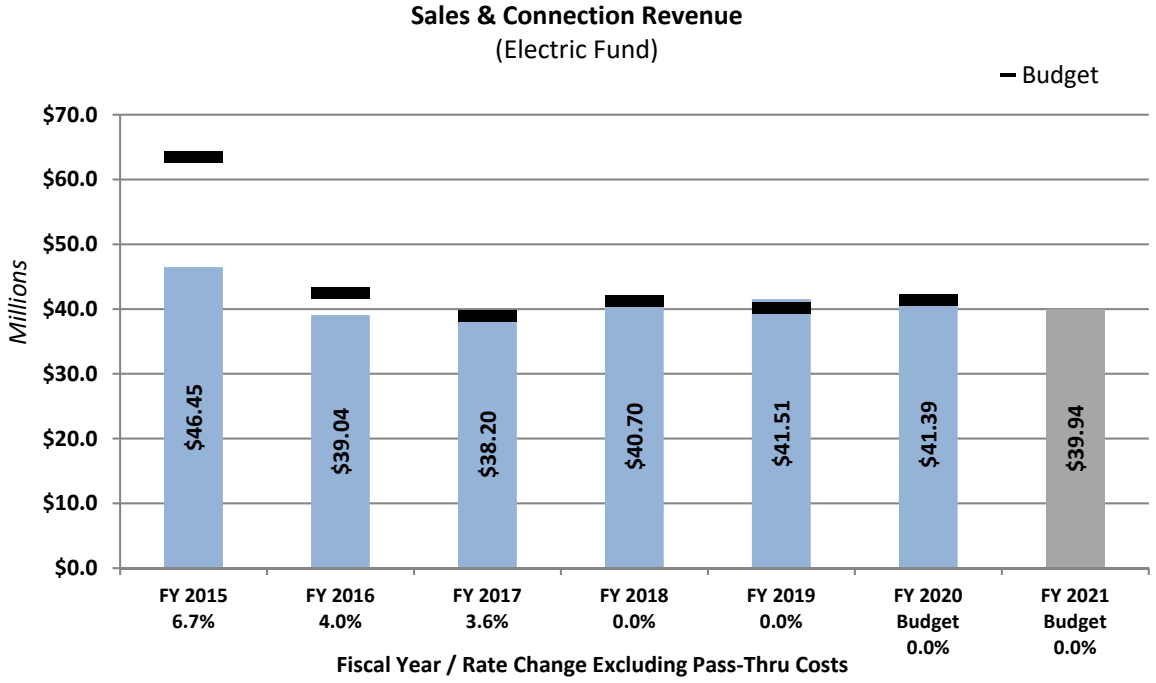
Water Fund

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



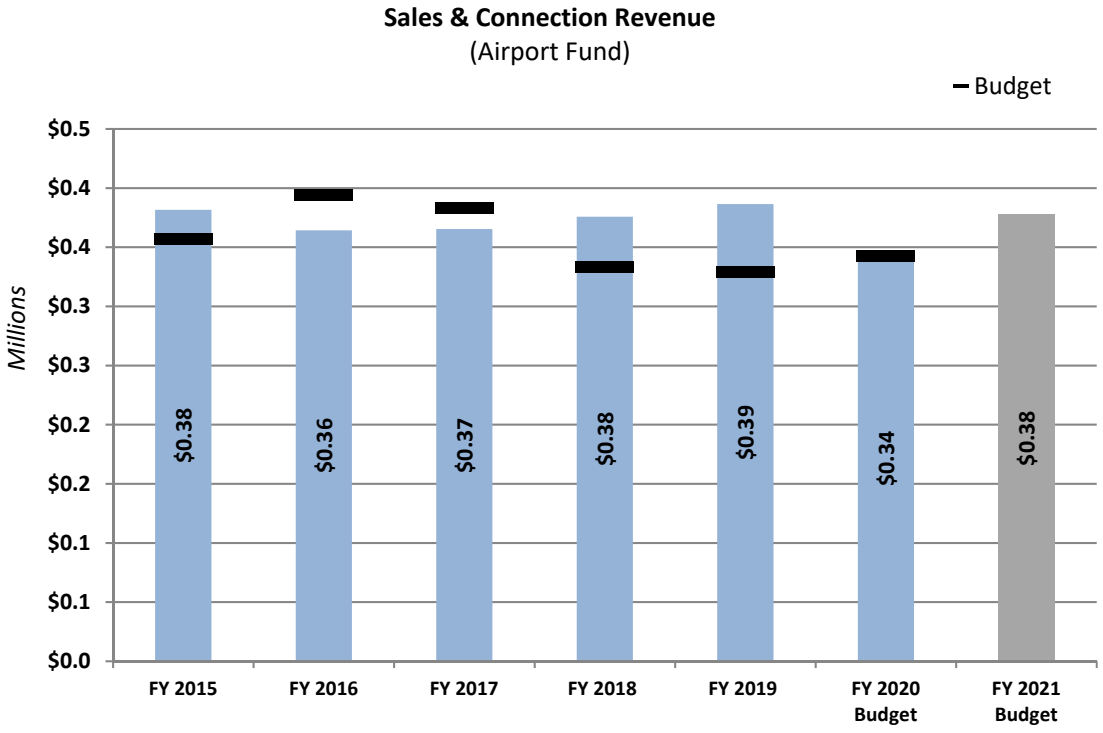
Electric Fund

The chart below shows a history of revenue for Sales & Connections in the Electric Fund. It also includes the rate change (percentage) for each fiscal year. The decrease and resulting gap between budget and actuals shown in FY 2015 - FY 2016 is a result of losing Micron as an electric customer.



Airport Fund

The chart below shows a history of Sales & Connections charges in the Airport Fund. This revenue is fairly stable and reliable. In FY 2016, actual revenues were less than budgeted due to lower revenues for Fuel Flowage Fees. While not a large amount compared to the sales and connections revenue in the utility funds, this is the second largest revenue source for the Airport. Revenues remain stable.



REVENUE FROM THE STATE

The Commonwealth of Virginia supports the City through Non-Categorical Aid, Shared Expenses, and Categorical Aid. The State provides 5% of the revenue.

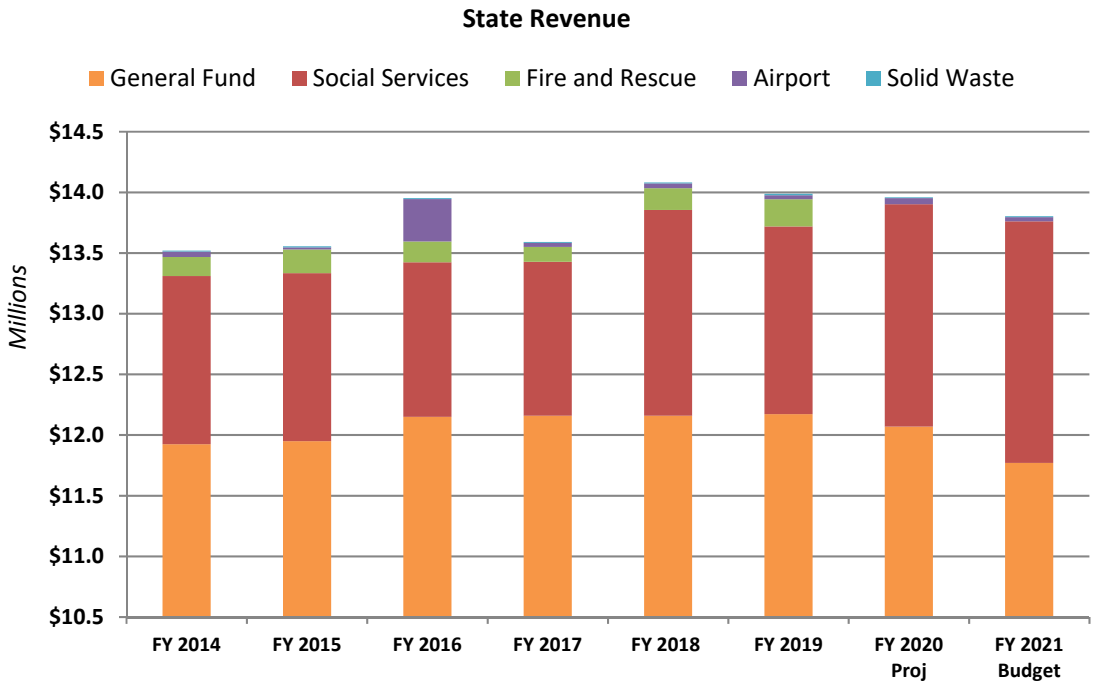
Non-Categorical Aid is revenue to the City without restriction as to use. This includes taxes on communications services, railroad equipment, car rentals, and deeds. Also included are HB 599 funds in accordance with House Bill 599 that was enacted in 1981 to provide aid to localities for law enforcement.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

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

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

Although the School Funds receive the most State revenue in the City budget the General Fund receives 18.4% mostly for Personal Property Tax Relief (PPTRA), Highway Maintenance, and Communications Tax; the Social Services Fund receives 2.8% primarily for eligibility service and Children's Services Act (CSA). Together the other funds make up less than 1 % of State revenue. State revenue in these funds generally consists of grants.

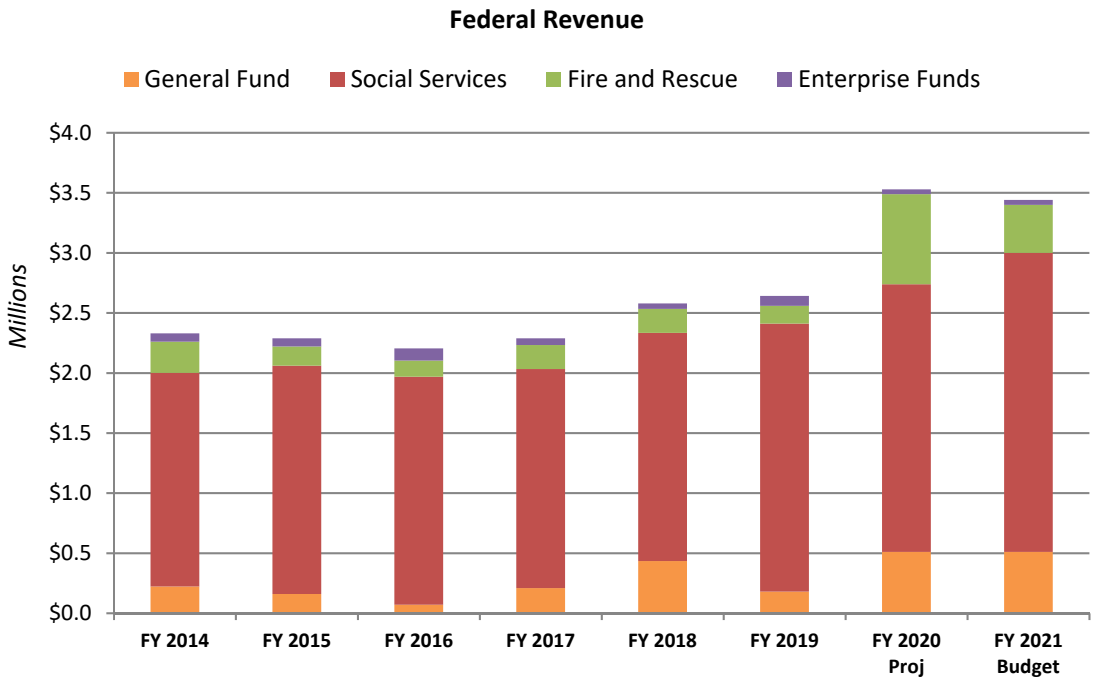
The chart below shows collection of state revenue for the City as a whole.



REVENUE FROM FEDERAL GOVERNMENT

As with Revenue from the State, the funds the City receives from the Federal Government may be Categorical Aid or Non-Categorical Aid. The Federal Government provides 3% of the total budget. Majority of federal revenue in the City is for Education purposes. The Social Services Fund receives 22% of the City's federal revenue, the General Fund and Fire and Rescue Fund comprise a total of 12.6% (mostly in the form of grants), and the Airport receives less than 1% of the Federal Revenue.

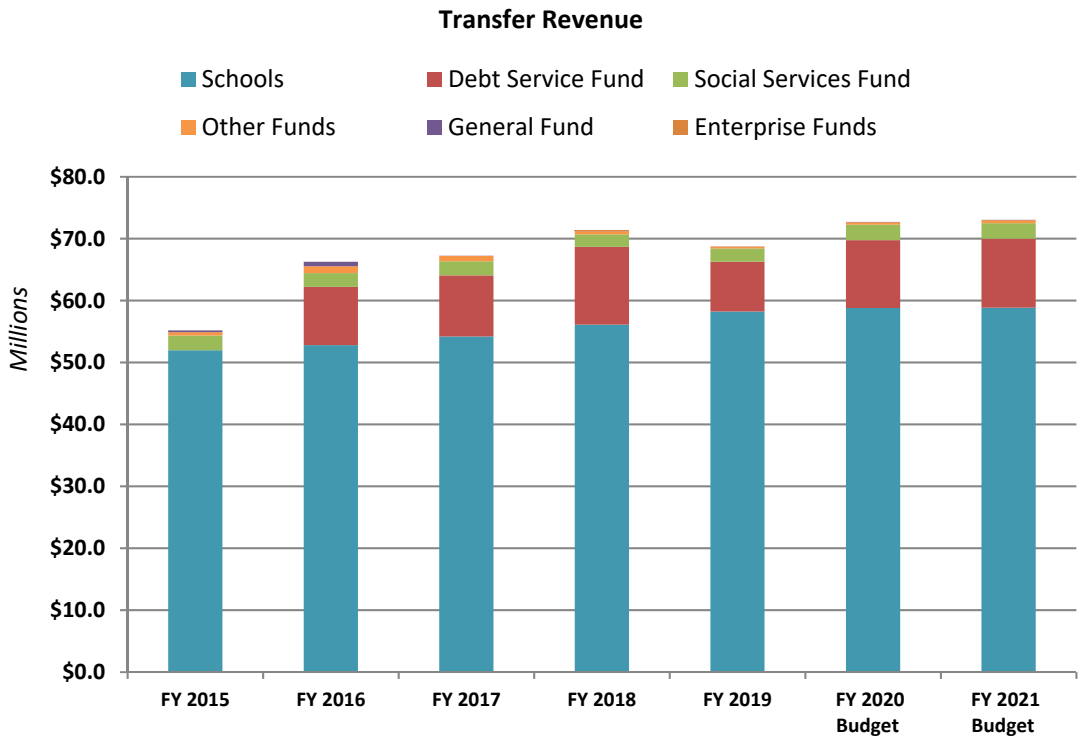
The chart below shows collection of federal revenue for the City as a whole.



TRANSFERS

There are several operating transfers between funds in the budget. Transfers make up 19% of the budget or $72.9 million. The largest single transfer is in the School Funds and represents the transfer from the General Fund. The chart below shows transfer revenues by fund and purpose.

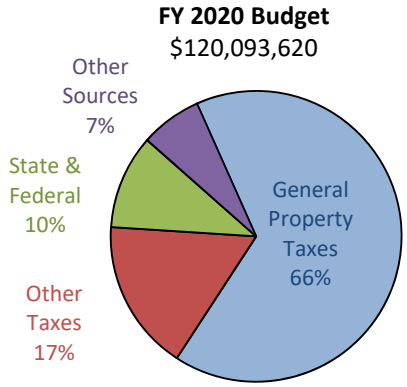
Transfer To	Transfer From	Purpose	Amount
General Fund	Cemetery Fund	Cemetery Maintenance	32,800
Social Services Fund	General Fund	Local Match for Social Services	2,501,440
Debt Service Fund	General Fund	Debt service & future capacity	4,609,520
	School Funds	Current debt service	5,752,840
	Fire and Rescue Fund	Current debt service	770,000
			11,132,360
Vehicle Maintenance	Sewer Fund	Vehicle Replacement	-
	Water Fund	Vehicle Replacement	62,000
	Electric Fund	Vehicle Replacement	414,000
			476,000
School Funds	General Fund		58,850,210
Total Transfers			**$ 72,992,810**

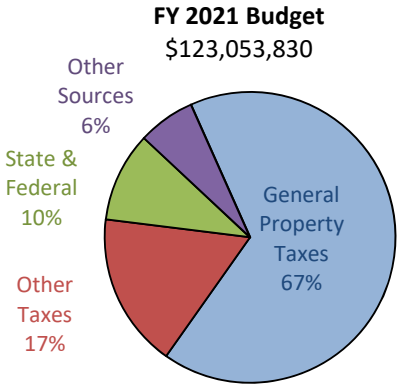


General Fund - by Source

Source / Type	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
LOCAL SOURCES					
General Property Taxes	76,563,766	79,100,770	79,100,770	81,787,000	2,686,230
Other Local Taxes	21,768,073	20,210,250	20,210,250	21,141,000	930,750
Permits, Fees, & Licenses	1,056,333	791,500	791,500	500,000	(291,500)
Fines & Forfeitures	733,094	658,500	658,500	810,000	151,500
Interest & Use of Property	2,592,931	221,400	221,400	473,000	251,600
Charges for Services	643,402	605,500	605,500	600,000	(5,500)
Other Local Revenue	5,558,364	3,384,180	3,549,234	3,436,390	52,210
Source Total:	**108,915,963**	**104,972,100**	**105,137,154**	**108,747,390**	**3,775,290**
STATE OF VIRGINIA					
Noncategorical	7,837,841	7,940,430	7,940,430	7,572,000	(368,430)
Shared Expenses	285,757	276,000	276,000	281,000	5,000
Categorical Aid	4,048,838	3,853,000	4,124,897	3,916,430	63,430
Source Total:	**12,172,436**	**12,069,430**	**12,341,327**	**11,769,430**	**(300,000)**
FEDERAL GOVERNMENT					
Noncategorical	10,542	10,000	10,000	10,000	-
Federal Pass Through	10,510	-	3,651,466	-	-
Categorical	159,382	500,000	155,787	500,000	-
Source Total:	**180,434**	**510,000**	**3,817,253**	**510,000**	**-**
OTHER FINANCING SOURCES					
Payment in Lieu of Taxes	1,858,500	1,909,290	1,909,290	1,994,210	84,920
Transfers	17,366	32,800	32,800	32,800	-
Use of Fund Balance*	-	600,000	4,928,065	-	(600,000)
Source Total:	**1,875,866**	**2,542,090**	**6,870,155**	**2,027,010**	**(515,080)**
ALL SOURCES TOTAL:	**123,144,699**	**120,093,620**	**128,165,888**	**123,053,830**	**2,960,210**

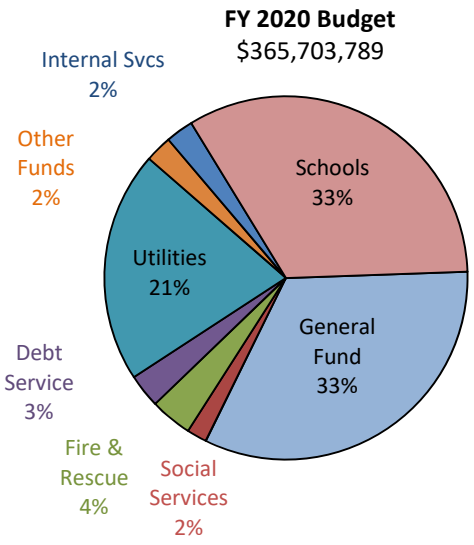
*Use of Other Fund Balance includes all Restricted, Committed, and Assigned Fund Balances.





All Funds - by Fund

Fund	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
General Fund	118,018,671	120,093,620	128,165,888	123,053,830	2,960,210
Social Services Fund	5,913,049	6,562,370	6,562,370	6,981,790	419,420
Fire and Rescue Fund	10,135,229	13,646,890	13,824,975	11,730,000	(1,916,890)
Owens Brooke Service District F	6,323	40,200	40,200	340,200	300,000
PEG Fund	50,417	165,000	165,000	150,000	(15,000)
Speiden Carper House Fund	13,796	-	370,000	-	-
Debt Service Fund	8,061,673	10,968,950	10,968,950	11,132,360	163,410
Sewer Fund	14,322,085	17,664,960	28,160,122	17,712,240	47,280
Water Fund	9,405,474	12,079,000	12,772,857	14,961,620	2,882,620
Electric Fund	41,204,924	45,564,510	45,843,223	43,488,290	(2,076,220)
Stormwater Fund	1,157,810	1,589,140	1,620,126	6,798,000	5,208,860
Airport Fund	4,135,815	3,376,260	3,633,325	3,555,560	179,300
Solid Waste Fund	3,118,623	3,492,230	3,502,685	3,586,550	94,320
Building Maintenance Fund	1,308,045	1,422,070	1,461,031	1,591,120	169,050
Vehicle Maintenance Fund	3,696,036	3,843,920	3,973,516	4,137,550	293,630
Information Technology Fund	3,782,684	3,843,960	4,488,671	3,816,880	(27,080)
Cemetery Trust Fund	17,366	32,800	32,800	32,800	-
School Operating Fund	96,783,716	104,080,040	104,759,349	106,922,088	2,842,048
School Food Service Fund	3,644,925	4,169,583	4,198,083	4,147,095	(22,488)
School Capital Projects Fund	8,170,640	3,000,000	6,213,602	3,000,000	-
School Grants/Projects Fund	3,626,827	3,794,772	4,845,723	4,007,300	212,528
School Debt Service Fund	6,786,715	6,273,514	6,273,514	6,126,987	(146,527)
ALL FUNDS TOTAL:	**343,360,841**	**365,703,789**	**391,876,010**	**377,272,260**	**11,568,471**



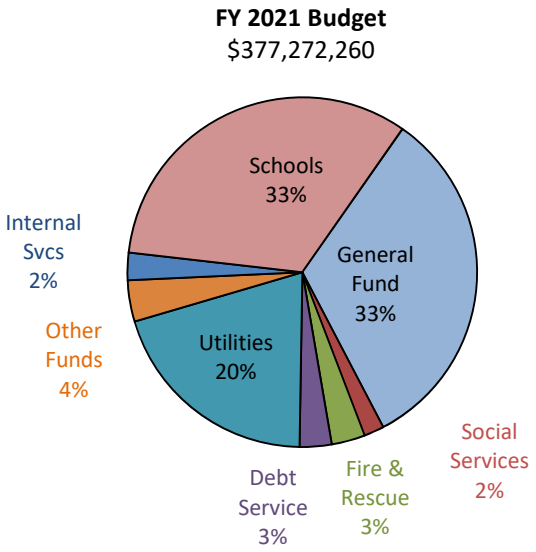


Table of Contents

All Funds - by Fund Type

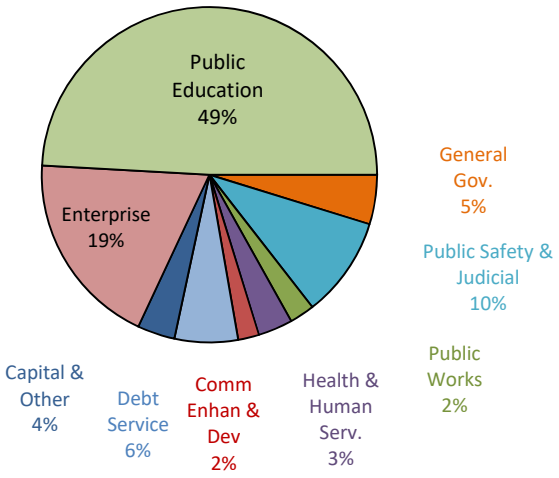
FUND TYPE / Fund	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
GENERAL FUND					
General Fund	118,018,671	120,093,620	128,165,888	123,053,830	2,960,210
Fund Type Total:	**118,018,671**	**120,093,620**	**128,165,888**	**123,053,830**	**2,960,210**
SPECIAL REVENUE FUNDS					
Social Services Fund	5,913,049	6,562,370	6,562,370	6,981,790	419,420
Fire and Rescue Fund	10,135,229	13,646,890	13,824,975	11,730,000	(1,916,890)
Owens Brooke Service District F	6,323	40,200	40,200	340,200	300,000
PEG Fund	50,417	165,000	165,000	150,000	(15,000)
Speiden Carper House Fund	13,796	-	370,000	-	-
Fund Type Total:	**16,118,814**	**20,414,460**	**20,962,545**	**19,201,990**	**(1,212,470)**
DEBT SERVICE FUND					
Debt Service Fund	8,061,673	10,968,950	10,968,950	11,132,360	163,410
Fund Type Total:	**8,061,673**	**10,968,950**	**10,968,950**	**11,132,360**	**163,410**
ENTERPRISE FUNDS					
Sewer Fund	14,322,085	17,664,960	28,160,122	17,712,240	47,280
Water Fund	9,405,474	12,079,000	12,772,857	14,961,620	2,882,620
Electric Fund	41,204,924	45,564,510	45,843,223	43,488,290	(2,076,220)
Stormwater Fund	1,157,810	1,589,140	1,620,126	6,798,000	5,208,860
Airport Fund	4,135,815	3,376,260	3,633,325	3,555,560	179,300
Solid Waste Fund	3,118,623	3,492,230	3,502,685	3,586,550	94,320
Fund Type Total:	**73,344,731**	**83,766,100**	**95,532,337**	**90,102,260**	**6,336,160**
INTERNAL SERVICE FUNDS					
Building Maintenance Fund	1,308,045	1,422,070	1,461,031	1,591,120	169,050
Vehicle Maintenance Fund	3,696,036	3,843,920	3,973,516	4,137,550	293,630
Information Technology Fund	3,782,684	3,843,960	4,488,671	3,816,880	(27,080)
Fund Type Total:	**8,786,764**	**9,109,950**	**9,923,219**	**9,545,550**	**435,600**
PERMANENT FUND					
Cemetery Trust Fund	17,366	32,800	32,800	32,800	-
Fund Type Total:	**17,366**	**32,800**	**32,800**	**32,800**	**-**
SCHOOL FUNDS					
School Operating Fund	96,783,716	104,080,040	104,759,349	106,922,088	2,842,048
School Food Service Fund	3,644,925	4,169,583	4,198,083	4,147,095	(22,488)
School Capital Projects Fund	8,170,640	3,000,000	6,213,602	3,000,000	-
School Grants/Projects Fund	3,626,827	3,794,772	4,845,723	4,007,300	212,528
School Debt Service Fund	6,786,715	6,273,514	6,273,514	6,126,987	(146,527)
Fund Type Total:	**119,012,823**	**121,317,909**	**126,290,271**	**124,203,470**	**2,885,561**
ALL FUNDS TOTAL:	**343,360,841**	**365,703,789**	**391,876,010**	**377,272,260**	**11,568,471**

EXPENDITURE OVERVIEW

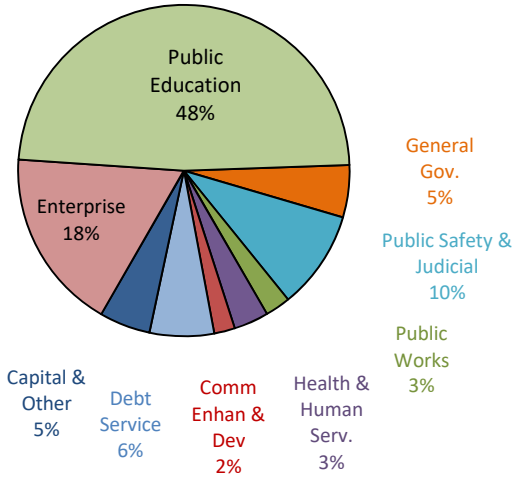
All Funds - by Function

Function	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
General Government	15,567,664	17,434,870	22,621,107	19,309,150	1,874,280
Public Safety & Judicial	32,745,265	35,548,265	35,704,576	36,290,830	742,565
Public Works	7,964,851	8,789,810	9,038,361	9,308,440	518,630
Health & Human Services	10,808,523	12,206,890	12,206,890	12,767,400	560,510
Comm. Enhancement & Dev.	6,764,268	7,413,570	8,114,695	7,669,020	255,450
Debt Service	20,492,705	22,359,760	22,359,760	23,738,670	1,378,910
Capital & Other	12,632,193	13,139,483	24,831,938	18,736,916	5,597,433
Enterprise	60,193,855	69,224,430	72,439,609	66,931,470	(2,292,960)
Public Education	176,191,518	179,586,711	184,559,073	182,520,364	2,933,653
ALL FUNDS TOTAL:	**343,360,841**	**365,703,789**	**391,876,010**	**377,272,260**	**11,568,471**

FY 2020 Budget
$365,703,789



FY 2021 Budget
$377,272,260



EXPENDITURE OVERVIEW
All Funds - by Fund and Department

Fund / Department	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
GENERAL FUND					
Non-Departmental	11,716,253	9,651,080	15,288,452	10,741,460	1,090,380
Shared Services	10,624,776	11,775,050	11,858,911	12,363,800	588,750
City Council	395,194	396,160	396,160	412,110	15,950
City Clerk	273,150	290,490	290,490	299,890	9,400
City Manager	1,004,836	1,149,860	1,149,860	1,187,910	38,050
City Attorney	305,214	447,320	447,320	475,730	28,410
Voter Registration & Elections	309,907	356,350	356,350	359,230	2,880
Treasurer	823,829	874,170	874,307	890,050	15,880
Commissioner of the Revenue	1,401,675	1,409,720	1,421,621	1,485,310	75,590
Finance	1,810,413	2,005,020	2,193,102	2,062,540	57,520
Human Resources	1,814,223	1,910,640	2,385,640	1,946,430	35,790
Police	16,033,542	16,578,845	17,140,084	17,110,330	531,485
Engineering	1,385,983	1,390,430	1,390,430	1,365,530	(24,900)
Public Works	6,555,176	7,321,880	7,605,431	7,565,410	243,530
Community Development	4,374,932	4,755,110	5,392,979	4,931,020	175,910
Economic Development	976,995	992,020	1,185,276	1,006,870	14,850
Schools Transfer (Operating)	58,212,570	58,789,475	58,789,475	58,850,210	60,735
FUND TOTAL:	**118,018,671**	**120,093,620**	**128,165,888**	**123,053,830**	**2,960,210**
SOCIAL SERVICES FUND					
Social Services	5,913,046	6,562,370	6,562,370	6,981,790	419,420
FUND TOTAL:	**5,913,046**	**6,562,370**	**6,562,370**	**6,981,790**	**419,420**
FIRE AND RESCUE FUND					
Fire and Rescue	10,135,221	13,646,890	13,824,975	11,730,000	(1,916,890)
FUND TOTAL:	**10,135,221**	**13,646,890**	**13,824,975**	**11,730,000**	**(1,916,890)**
OWENS BROOKE SERVICE DISTRICT FUND					
Public Works	6,323	40,200	40,200	340,200	300,000
FUND TOTAL:	**6,323**	**40,200**	**40,200**	**340,200**	**300,000**
PEG FUND					
Finance	50,418	165,000	165,000	150,000	(15,000)
FUND TOTAL	**50,418**	**165,000**	**165,000**	**150,000**	**(15,000)**
SPEIDEN CARPER HOUSE FUND					
Community Development	13,796	-	370,000	-	-
FUND TOTAL:	**13,796**	**-**	**370,000**	**-**	**-**
DEBT SERVICE FUND					
Non-Departmental	8,061,673	10,968,950	10,968,950	11,132,360	163,410
FUND TOTAL:	**8,061,673**	**10,968,950**	**10,968,950**	**11,132,360**	**163,410**

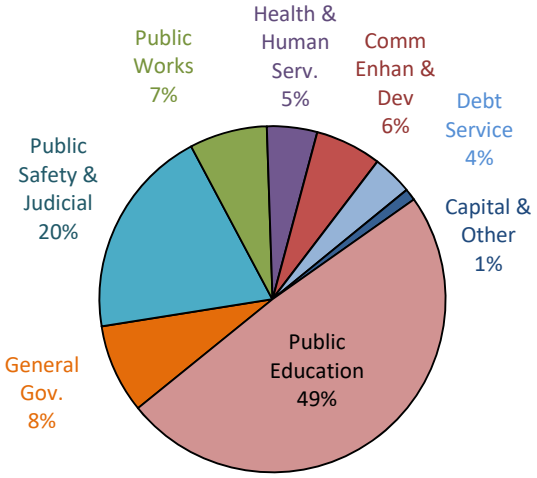
EXPENDITURE OVERVIEW
All Funds - by Fund and Department

Fund / Department	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
SEWER FUND					
Utilities	14,322,089	17,664,960	28,160,121	17,712,240	47,280
FUND TOTAL:	**14,322,089**	**17,664,960**	**28,160,121**	**17,712,240**	**47,280**
WATER FUND					
Utilities	9,405,477	12,079,000	12,772,856	14,961,620	2,882,620
FUND TOTAL:	**9,405,477**	**12,079,000**	**12,772,856**	**14,961,620**	**2,882,620**
ELECTRIC FUND					
Utilities	41,204,929	45,564,510	45,843,223	43,488,290	(2,076,220)
FUND TOTAL:	**41,204,929**	**45,564,510**	**45,843,223**	**43,488,290**	**(2,076,220)**
STORMWATER FUND					
Engineering	1,157,810	1,589,140	1,620,126	6,798,000	5,208,860
FUND TOTAL:	**1,157,810**	**1,589,140**	**1,620,126**	**6,798,000**	**5,208,860**
AIRPORT FUND					
Airport	4,135,815	3,376,260	3,633,325	3,555,560	179,300
FUND TOTAL:	**4,135,815**	**3,376,260**	**3,633,324**	**3,555,560**	**179,300**
SOLID WASTE FUND					
Public Works	3,118,623	3,492,230	3,502,685	3,586,550	94,320
FUND TOTAL:	**3,118,623**	**3,492,230**	**3,502,685**	**3,586,550**	**94,320**
BUILDING MAINTENANCE FUND					
Public Works	1,308,045	1,422,070	1,461,031	1,591,120	169,050
FUND TOTAL:	**1,308,045**	**1,422,070**	**1,461,031**	**1,591,120**	**169,050**
VEHICLE MAINTENANCE FUND					
Public Works	3,696,036	3,843,920	3,973,516	4,137,550	293,630
FUND TOTAL:	**3,696,036**	**3,843,920**	**3,973,516**	**4,137,550**	**293,630**
INFORMATION TECHNOLOGY FUND					
Finance	3,782,684	3,843,960	4,488,671	3,816,880	(27,080)
FUND TOTAL:	**3,782,684**	**3,843,960**	**4,488,671**	**3,816,880**	**(27,080)**
CEMETERY TRUST FUND					
Public Works	17,366	32,800	32,800	32,800	-
FUND TOTAL:	**17,366**	**32,800**	**32,800**	**32,800**	**-**
SCHOOL OPERATING FUND					
Manassas City Public Schools	96,783,716	104,080,040	104,759,349	106,922,088	2,842,048
FUND TOTAL:	**96,783,716**	**104,080,040**	**104,759,349**	**106,922,088**	**2,842,048**

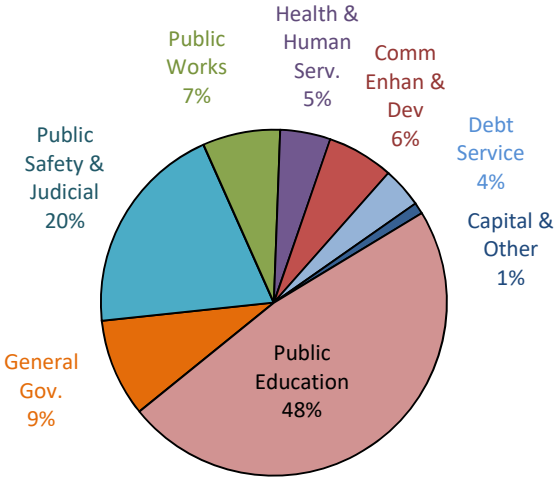
Fund / Department	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
SCHOOL GRANTS/PROJECTS FUND					
Manassas City Public Schools	3,626,827	3,794,772	4,845,723	4,007,300	212,528
FUND TOTAL:	**3,626,827**	**3,794,772**	**4,845,723**	**4,007,300**	**212,528**
SCHOOL DEBT SERVICE FUND					
Manassas City Public Schools	6,786,715	6,273,514	6,273,514	6,126,987	(146,527)
FUND TOTAL:	**6,786,715**	**6,273,514**	**6,273,514**	**6,126,987**	**(146,527)**
SCHOOL FOOD SERVICE FUND					
Manassas City Public Schools	3,644,925	4,169,583	4,198,083	4,147,095	(22,488)
FUND TOTAL:	**3,644,925**	**4,169,583**	**4,198,083**	**4,147,095**	**(22,488)**
SCHOOL CAPITAL PROJECTS					
Manassas City Public Schools	8,170,640	3,000,000	6,213,602	3,000,000	-
FUND TOTAL:	**8,170,640**	**3,000,000**	**6,213,602**	**3,000,000**	**-**
ALL FUNDS TOTAL:	**$ 343,360,841**	**$ 365,703,789**	**$ 391,876,010**	**377,272,260**	**11,568,471**

Function	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
General Government	8,138,436	10,013,730	14,667,135	11,293,200	1,279,470
Public Safety & Judicial	22,635,733	23,676,375	24,321,475	24,590,830	914,455
Public Works	7,941,162	8,716,810	8,965,361	8,935,440	218,630
Health & Human Services	4,895,474	5,644,520	5,644,520	5,787,610	143,090
Comm. Enhancement & Dev.	6,750,472	7,413,570	7,744,695	7,667,020	253,450
Debt Service	4,701,722	4,519,140	4,519,140	4,609,520	90,380
Capital & Other	4,743,102	1,320,000	3,514,087	1,320,000	-
Public Education	58,212,570	58,789,475	58,789,475	58,850,210	60,735
ALL FUNDS TOTAL:	**118,018,671**	**120,093,620**	**128,165,888**	**123,053,830**	**2,960,210**

FY 2020 Budget
$120,093,620

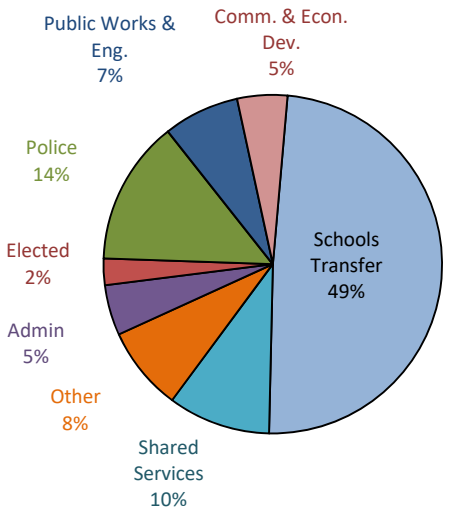


FY 2021 Budget
$123,053,830

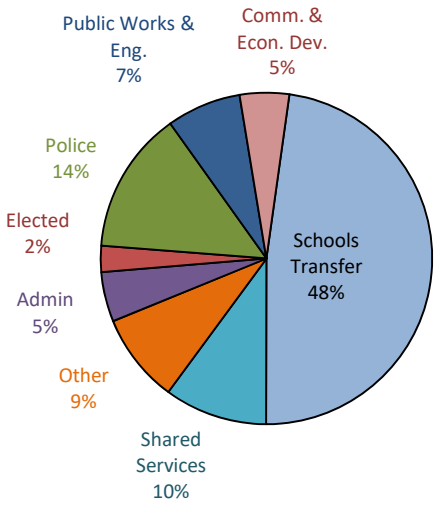


Department	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
City Council	395,194	396,160	396,160	412,110	15,950
City Clerk	273,150	290,490	290,490	299,890	9,400
City Manager	1,004,836	1,149,860	1,149,860	1,187,910	38,050
City Attorney	305,214	447,320	447,320	475,730	28,410
Voter Registration & Elections	309,907	356,350	356,350	359,230	2,880
Treasurer	823,829	874,170	874,307	890,050	15,880
Commissioner of the Revenue	1,401,675	1,409,720	1,421,621	1,485,310	75,590
Finance	1,810,413	2,005,020	2,193,102	2,062,540	57,520
Human Resources	1,814,223	1,910,640	2,385,640	1,946,430	35,790
Shared Services	10,624,776	11,775,050	11,858,911	12,363,800	588,750
Police	16,033,542	16,578,845	17,140,084	17,110,330	531,485
Engineering	1,385,983	1,390,430	1,390,430	1,365,530	(24,900)
Public Works	6,555,176	7,321,880	7,605,431	7,565,410	243,530
Community Development	4,374,932	4,755,110	5,392,979	4,931,020	175,910
Economic Development	976,995	992,020	1,185,276	1,006,870	14,850
Schools Transfer (Operating)	58,212,570	58,789,475	58,789,475	58,850,210	60,735
Non-Departmental	11,716,253	9,651,080	15,288,452	10,741,460	1,090,380
ALL FUNDS TOTAL:	**118,018,671**	**120,093,620**	**128,165,888**	**123,053,830**	**2,960,210**

FY 2020 Budget
$120,093,620



FY 2021 Budget
$123,053,830



GENERAL FUND

	FY 2021 Budget	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected
Property Taxes	81,787,000	84,134,960	86,552,353	89,041,241	91,603,750
Other Local Taxes	21,141,000	21,530,580	21,934,127	22,351,947	22,784,359
Permits, Fees, Licenses	500,000	500,000	500,000	500,000	500,000
Fines & Forfeitures	810,000	810,000	810,000	810,000	810,000
Interest & Rent	473,000	473,000	473,000	473,000	473,000
Charges for Services	600,000	600,000	600,000	600,000	600,000
Miscellaneous	3,436,390	3,436,390	3,436,390	3,436,390	3,436,390
State / Federal	12,279,430	12,279,430	12,279,430	12,279,430	12,279,430
Transfers / PILT	2,027,010	2,027,010	2,027,010	2,027,010	2,027,010
TOTAL REVENUE:	**123,053,830**	**125,791,370**	**128,612,310**	**131,519,018**	**134,513,939**
Increase (Decrease)		2,737,540	2,820,940	2,906,708	2,994,921
Shared Services	12,363,800	12,981,989	13,631,089	14,312,643	15,028,276
School Funding	58,850,210	60,932,157	62,035,743	63,161,402	64,309,573
City Funding	51,839,821	51,856,617	52,893,750	53,951,625	55,030,657
TOTAL EXPENDITURES:	**123,053,830**	**125,770,764**	**128,560,582**	**131,425,669**	**134,368,505**
Increase (Decrease)		2,716,934	2,789,818	2,865,088	2,942,836
SUMMARY:					
Revenue	123,053,830	125,791,370	128,612,310	131,519,018	134,513,939
Expenditures	123,053,830	125,770,764	128,560,582	131,425,669	134,368,505
Excess (Deficit)	**-**	**20,606**	**51,728**	**93,349**	**145,434**
ESTIMATED UNASSIGNED FUND BALANCE:					
Beginning of the Year	18,490,341	18,490,341	18,564,654	18,987,795	19,423,802
(Use of) Contribution To	-	74,313	423,141	436,006	449,238
End of Year	**18,490,341**	**18,564,654**	**18,987,795**	**19,423,802**	**19,873,039**
As % of General Revenue	15%	15%	15%	15%	15%

Revenue Assumptions:
Property Taxes includes Real Estate Taxes which is projected with approximately a 3% annual increase and Business and Personal Property which is projected with approximately a 2% annual increase. Other Local Taxes are projected to increase approximately 2% annually. All other revenues are projected flat.

Expenditure Assumptions:
City expenditures are estimated to increase 2% annually. The funding for Schools operations is estimated to increase 2% annually. Shared Services are estimated to increase 5% annually.

Fund Balance Assumptions:
The City's General Fund Unassigned Fund Balance policy is 15%. If budgeted expenditures are fully spent it would drop below 15%. Sufficient savings are anticipated annually to prevent this from occurring. If savings are not sufficient in any year, Council can uncommit Capital Reserves to cover the deficit.

Estimated Changes in Fund Balance / Net Position

	Estimated Beginning Fund Balance	Revenue & Other Financing Sources	Expenditure & Other Financing Uses	Estimated Ending Fund Balance	Change $ Amount	Change %
General Fund	33,494,029	123,053,830	123,080,830	33,467,029	(27,000)	0%
SPECIAL REVENUE FUNDS:						
Social Services	-	6,981,790	6,981,790	-	-	0%
Fire and Rescue	1,277,316	11,730,000	11,525,000	1,482,316	205,000	16% *
Owens Brooke Dist.	303,762	340,200	340,200	303,762	-	0% *
PEG	756,894	150,000	150,000	756,894	-	0% *
Speiden Carper	(68)	-	-	(68)	-	0%
ENTERPRISE FUNDS:						
Sewer	14,495,968	16,387,240	17,712,240	13,170,968	(1,325,000)	-9%
Water	37,541,178	10,959,620	14,961,620	33,539,178	(4,002,000)	-11%
Electric	34,897,482	42,300,790	43,488,290	33,709,982	(1,187,500)	-3%
Stormwater	20,296,548	1,887,000	6,585,500	15,598,048	(4,698,500)	-23%
Airport	40,589,675	3,555,560	3,046,400	41,098,835	509,160	1%
Solid Waste	2,250,972	3,479,550	3,578,550	2,151,972	(99,000)	-4%
INTERNAL SERVICE FUNDS:						
Building Maint.	508,049	1,591,120	1,588,130	511,039	2,990	1% *
Vehicle Maint.	3,607,246	4,137,550	4,093,170	3,651,626	44,380	1% *
Information Tech.	1,758,079	3,816,880	3,816,880	1,758,079	-	0% *
OTHER FUNDS:						
Debt Service	10,454,703	11,132,360	10,362,960	11,224,103	769,400	7% *
Cemetery Trust	186,892	-	32,800	154,092	(32,800)	-18% *
Schools (ALL)	210,430	123,819,611	124,203,470	(173,429)	(383,859)	-182%

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

Notes:

Debt Service Fund - Large set aside to build debt capacity for future bond funded capital projects.

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

	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget
Revenue:				
Local Sources	206,616,573	203,308,780	205,073,834	208,185,120
State	65,126,014	68,025,450	66,063,143	70,538,071
Federal Government	9,271,454	10,282,832	14,719,186	10,362,890
Subtotal	**281,014,041**	**281,617,062**	**285,856,163**	**289,086,081**
Other Financing Sources	74,448,141	76,362,955	76,362,955	76,237,020
TOTAL REVENUES	**355,462,182**	**357,980,017**	**362,219,118**	**365,323,101**
Expenditure:				
Personnel Services	34,139,014	38,463,050	38,687,570	39,528,350
Employee Benefits	12,999,405	15,199,585	15,199,585	15,970,910
Purchased Services	16,482,472	17,687,115	25,714,529	18,745,555
Internal Services	13,005,885	12,188,350	12,730,411	12,863,560
Other Services and Charges	17,941,152	20,215,785	20,828,956	20,902,155
Supplies	33,276,027	37,873,960	37,761,293	35,031,300
Capital	446,724	3,858,810	13,911,488	2,394,600
Debt Service, Depreciation, & Other	27,513,059	22,817,370	22,817,370	25,693,480
Manassas City Public Schools	176,089,983	180,107,384	185,079,746	183,053,680
Subtotal	**331,893,722**	**348,411,409**	**372,730,949**	**354,183,590**
Other Financing Uses	14,063,358	13,700,490	15,553,171	21,364,240
TOTAL EXPENDITURES	**345,957,079**	**362,111,899**	**388,284,120**	**375,547,830**
Excess (Deficit)	**9,505,103**	**(4,131,882)**	**(26,065,002)**	**(10,224,729)**
Est. Beginning Fund Balance/Net Position	221,195,938	230,701,039	228,694,157	202,629,155
Change in Fund Balance/Net Position	9,505,101	(4,131,882)	(26,065,002)	(10,224,729)
Est. Ending Fund Balance/Net Position	230,701,039	226,569,157	202,629,155	192,404,426

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

	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget
Revenue:				
Local Sources	108,915,961	104,972,100	105,137,154	108,747,390
State	12,172,436	12,069,430	12,341,327	11,769,430
Federal Government	180,433	510,000	3,817,253	510,000
Subtotal	**121,268,831**	**117,551,530**	**121,295,734**	**121,026,820**
Other Financing Sources	1,875,866	1,942,090	1,942,090	2,027,010
TOTAL REVENUES	**123,144,697**	**119,493,620**	**123,237,824**	**123,053,830**
Expenditure:				
Personnel Services	18,376,605	19,836,070	19,711,694	20,328,070
Employee Benefits	6,967,954	7,911,965	7,911,965	8,361,990
Purchased Services	2,781,818	3,075,575	7,408,098	3,073,815
Internal Services	5,902,166	5,781,410	6,320,371	6,024,130
Other Services and Charges	13,120,534	14,555,675	15,162,746	15,211,485
Supplies	1,077,272	1,510,560	1,653,873	1,500,170
Capital	-	19,310	554,310	-
Debt Service, Depreciation, & Other	4,701,722	4,519,140	4,519,140	4,609,520
Manassas City Public Schools	57,077,160	58,789,475	58,789,475	58,850,210
Subtotal	**110,005,230**	**115,999,180**	**122,031,671**	**117,959,390**
Other Financing Uses	8,013,440	4,121,440	6,161,217	5,121,440
TOTAL EXPENDITURES	**118,018,671**	**120,120,620**	**128,192,888**	**123,080,830**
Excess (Deficit)	**5,126,026**	**(627,000)**	**(4,955,064)**	**(27,000)**
Estimated Beginning Fund Balance	33,950,068	39,076,094	38,449,094	33,494,029
Change in Fund Balance	5,126,026	(627,000)	(4,955,064)	(27,000)
Estimated Ending Fund Balance	39,076,094	38,449,094	33,494,029	33,467,029

Revenues & Expenditures - Social Services Fund

	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget
Revenue:				
Local Sources	999	-	-	-
State	1,546,866	1,832,550	1,832,550	1,991,040
Federal Government	2,230,257	2,228,380	2,228,380	2,489,310
Subtotal	**3,778,122**	**4,060,930**	**4,060,930**	**4,480,350**
Other Financing Sources	2,134,928	2,501,440	2,501,440	2,501,440
TOTAL REVENUES	**5,913,050**	**6,562,370**	**6,562,370**	**6,981,790**
Expenditure:				
Personnel Services	2,471,543	2,576,000	2,576,000	2,728,000
Employee Benefits	969,917	1,020,000	1,020,000	1,229,000
Purchased Services	160,828	131,500	131,500	169,240
Internal Services	129,774	121,860	121,860	128,280
Other Services and Charges	2,142,812	2,675,960	2,675,960	2,688,220
Supplies	38,176	37,050	37,050	39,050
Capital	-	-	-	-
Debt Service, Depreciation, & Other	-	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	**5,913,049**	**6,562,370**	**6,562,370**	**6,981,790**
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	**5,913,049**	**6,562,370**	**6,562,370**	**6,981,790**
Excess (Deficit)	**-**	**-**	**-**	**-**
Estimated Beginning Fund Balance	-	-	-	-
Change in Fund Balance	-	-	-	-
Estimated Ending Fund Balance	-	-	-	-

Revenues & Expenditures - Fire and Rescue Fund

	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget
Revenue:				
Local Sources	10,098,856	10,771,890	10,771,890	11,330,000
State	223,583	-	149,789	-
Federal Government	148,329	750,000	671,150	400,000
Subtotal	**10,470,768**	**11,521,890**	**11,592,829**	**11,730,000**
Other Financing Sources	-	-	-	-
TOTAL REVENUES	**10,470,768**	**11,521,890**	**11,592,829**	**11,730,000**
Expenditure:				
Personnel Services	5,190,882	5,460,500	5,652,397	5,500,410
Employee Benefits	1,984,801	2,091,000	2,091,000	2,150,000
Purchased Services	362,648	412,450	392,160	390,900
Internal Services	858,546	1,064,870	1,067,970	1,235,120
Other Services and Charges	799,559	884,270	890,370	875,020
Supplies	394,047	932,750	450,250	573,550
Capital	25,696	1,775,000	2,441,874	30,000
Debt Service, Depreciation, & Other	519,050	770,000	770,000	770,000
Manassas City Public Schools	-	-	-	-
Subtotal	**10,135,229**	**13,390,840**	**13,756,021**	**11,525,000**
Other Financing Uses	-	256,050	68,954	-
TOTAL EXPENDITURES	**10,135,229**	**13,646,890**	**13,824,975**	**11,525,000**
Excess (Deficit)	**335,540**	**(2,125,000)**	**(2,232,146)**	**205,000**
Estimated Beginning Fund Balance	3,173,922	3,509,462	3,509,462	1,277,316
Change in Fund Balance	335,540	(2,125,000)	(2,232,146)	205,000
Estimated Ending Fund Balance	3,509,462	1,384,462	1,277,316	1,482,316

Revenues & Expenditures - Owens Brooke Tax District Fund

	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget
Revenue:				
Local Sources	43,822	40,200	40,200	40,200
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	**43,822**	**40,200**	**40,200**	**40,200**
Other Financing Sources	-	-	-	300,000
TOTAL REVENUES	**43,822**	**40,200**	**40,200**	**340,200**
Expenditure:				
Personnel Services	-	-	-	-
Employee Benefits	-	-	-	-
Purchased Services	3,165	37,200	37,200	336,700
Internal Services	-	-	-	-
Other Services and Charges	3,158	3,000	3,000	3,500
Supplies	-	-	-	-
Capital	-	-	-	-
Debt Service, Depreciation, & Other	-	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	**6,323**	**40,200**	**40,200**	**340,200**
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	**6,323**	**40,200**	**40,200**	**340,200**
Excess (Deficit)	**37,499**	**-**	**-**	**-**
Estimated Beginning Fund Balance	266,263	303,762	303,762	303,762
Change in Fund Balance	37,499	-	-	-
Estimated Ending Fund Balance	303,762	303,762	303,762	303,762

The use of Fund Balance will be used to pave the roads in the Owens Brooke Service District.

	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget
Revenue:				
Local Sources	160,085	165,000	165,000	150,000
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	**160,085**	**165,000**	**165,000**	**150,000**
Other Financing Sources	-	-	-	-
TOTAL REVENUES	**160,085**	**165,000**	**165,000**	**150,000**
Expenditure:				
Personnel Services	-	-	-	-
Employee Benefits	-	-	-	-
Purchased Services	1,790	-	-	-
Internal Services	-	-	-	-
Other Services and Charges	-	-	-	-
Supplies	6,513	-	-	-
Capital	42,114	165,000	165,000	150,000
Debt Service, Depreciation, & Other	-	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	**50,417**	**165,000**	**165,000**	**150,000**
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	**50,417**	**165,000**	**165,000**	**150,000**
Excess (Deficit)	**109,668**	**-**	**-**	**-**
Estimated Beginning Fund Balance	647,226	756,894	756,894	756,894
Change in Fund Balance	109,668	-	-	-
Estimated Ending Fund Balance	756,894	756,894	756,894	756,894

The use of Fund Balance is for equipment replacement.

Revenues & Expenditures - Speiden Carper House Fund

	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget
Revenue:				
Local Sources	4,439	-	-	-
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	**4,439**	**-**	**-**	**-**
Other Financing Sources	-	-	-	-
TOTAL REVENUES	**4,439**	**-**	**-**	**-**
Expenditure:				
Personnel Services	-	-	-	-
Employee Benefits	-	-	-	-
Purchased Services	4,619	-	370,000	-
Internal Services	4,460	-	-	-
Other Services and Charges	4,717	-	-	-
Supplies	-	-	-	-
Capital	-	-	-	-
Debt Service, Depreciation, & Other	-	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	**13,796**	**-**	**370,000**	**-**
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	**13,796**	**-**	**370,000**	**-**
Excess (Deficit)	**(9,357)**	**-**	**(370,000)**	**-**
Estimated Beginning Fund Balance	379,289	369,932	369,932	(68)
Change in Fund Balance	(9,357)	-	(370,000)	-
Estimated Ending Fund Balance	369,932	369,932	(68)	(68)

The use of Fund Balance is for maintenance of the property.

Revenues & Expenditures - Sewer Fund

	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget
Revenue:				
Local Sources	14,527,567	15,201,110	16,701,110	15,837,240
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	**14,527,567**	**15,201,110**	**16,701,110**	**15,837,240**
Other Financing Sources	1,311,268	1,100,000	1,100,000	550,000
TOTAL REVENUES	**15,838,835**	**16,301,110**	**17,801,110**	**16,387,240**
Expenditure:				
Personnel Services	628,757	881,340	881,340	897,000
Employee Benefits	257,628	401,390	401,390	365,890
Purchased Services	6,676,537	7,181,500	9,243,285	7,339,800
Internal Services	961,335	959,390	959,390	993,010
Other Services and Charges	33,250	35,300	35,300	34,830
Supplies	146,096	118,170	118,246	118,670
Capital	26,679	-	8,433,300	496,000
Debt Service, Depreciation, & Other	4,461,928	5,144,270	5,144,270	5,592,040
Manassas City Public Schools	-	-	-	-
Subtotal	**13,192,211**	**14,721,360**	**25,216,522**	**15,837,240**
Other Financing Uses	1,065,000	2,500,000	2,500,000	1,875,000
TOTAL EXPENDITURES	**14,257,211**	**17,221,360**	**27,716,522**	**17,712,240**
Excess (Deficit)	**1,581,624**	**(920,250)**	**(9,915,412)**	**(1,325,000)**
Estimated Beginning Net Position	23,750,005	25,331,629	24,411,379	14,495,968
Change in Net Position	1,581,624	(920,250)	(9,915,412)	(1,325,000)
Estimated Ending Net Position	25,331,629	24,411,379	14,495,968	13,170,968

The use of Fund Balance is for capital projects.

Revenues & Expenditures - Water Fund

	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget
Revenue:				
Local Sources	10,201,130	10,275,600	10,275,600	10,559,620
State	-	-	-	-
Federal Government	32,309	-	-	-
Subtotal	**10,233,439**	**10,275,600**	**10,275,600**	**10,559,620**
Other Financing Sources	772,025	700,000	700,000	400,000
TOTAL REVENUES	**11,005,464**	**10,975,600**	**10,975,600**	**10,959,620**
Expenditure:				
Personnel Services	1,680,271	2,061,460	2,061,460	2,130,750
Employee Benefits	612,103	850,410	850,410	870,000
Purchased Services	644,076	493,100	1,107,809	420,830
Internal Services	1,299,680	1,375,630	1,375,630	1,404,710
Other Services and Charges	518,267	551,250	551,250	551,080
Supplies	1,250,269	1,672,660	1,675,009	1,748,710
Capital	86,626	5,000	81,800	40,000
Debt Service, Depreciation, & Other	2,471,005	1,919,290	1,919,290	2,668,540
Manassas City Public Schools	-	-	-	-
Subtotal	**8,562,298**	**8,928,800**	**9,622,657**	**9,834,620**
Other Financing Uses	1,798,796	3,150,200	3,150,200	5,127,000
TOTAL EXPENDITURES	**10,361,094**	**12,079,000**	**12,772,857**	**14,961,620**
Excess (Deficit)	**644,370**	**(1,103,400)**	**(1,797,257)**	**(4,002,000)**
Estimated Beginning Net Position	39,797,465	40,441,835	39,338,435	37,541,178
Change in Net Position	644,370	(1,103,400)	(1,797,257)	(4,002,000)
Estimated Ending Net Position	40,441,835	39,338,435	37,541,178	33,539,178

The use of Fund Balance is for capital projects.

Revenues & Expenditures - Electric Fund

	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget
Revenue:				
Local Sources	44,070,463	43,686,730	43,686,730	42,300,790
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	**44,070,463**	**43,686,730**	**43,686,730**	**42,300,790**
Other Financing Sources	-	-	-	-
TOTAL REVENUES	**44,070,463**	**43,686,730**	**43,686,730**	**42,300,790**
Expenditure:				
Personnel Services	3,143,102	4,352,130	4,352,130	4,495,120
Employee Benefits	1,253,941	1,622,930	1,622,930	1,672,000
Purchased Services	1,118,260	1,252,400	1,423,578	1,236,630
Internal Services	1,800,472	1,610,790	1,610,790	1,651,560
Other Services and Charges	361,173	495,600	495,600	493,860
Supplies	28,717,279	31,772,870	31,839,448	29,099,530
Capital	192,651	133,000	173,958	117,000
Debt Service, Depreciation, & Other	2,972,021	1,294,790	1,294,790	1,308,590
Manassas City Public Schools	-	-	-	-
Subtotal	**39,558,900**	**42,534,510**	**42,813,223**	**40,074,290**
Other Financing Uses	2,873,121	3,030,000	3,030,000	3,414,000
TOTAL EXPENDITURES	**42,432,021**	**45,564,510**	**45,843,223**	**43,488,290**
Excess (Deficit)	**1,638,442**	**(1,877,780)**	**(2,156,493)**	**(1,187,500)**
Estimated Beginning Net Position	37,293,313	38,931,755	37,053,975	34,897,482
Change in Net Position	1,638,442	(1,877,780)	(2,156,493)	(1,187,500)
Estimated Ending Net Position	38,931,755	37,053,975	34,897,482	33,709,982

The use of Fund Balance is for capital projects.

Revenues & Expenditures - Stormwater Fund

	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget
Revenue:				
Local Sources	1,343,255	1,589,140	1,589,140	1,887,000
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	**1,343,255**	**1,589,140**	**1,589,140**	**1,887,000**
Other Financing Sources	-	-	-	-
TOTAL REVENUES	**1,343,255**	**1,589,140**	**1,589,140**	**1,887,000**
Expenditure:				
Personnel Services	223,220	362,530	362,530	353,000
Employee Benefits	74,962	138,420	138,420	140,000
Purchased Services	115,691	185,000	215,986	210,000
Internal Services	317,680	376,710	376,710	471,250
Other Services and Charges	40,972	18,770	18,770	20,090
Supplies	53,432	17,750	17,750	35,750
Capital	-	-	-	-
Debt Service, Depreciation, & Other	777,550	183,510	183,510	181,410
Manassas City Public Schools	-	-	-	-
Subtotal	**1,603,507**	**1,282,690**	**1,313,676**	**1,411,500**
Other Financing Uses	150,000	110,000	110,000	5,174,000
TOTAL EXPENDITURES	**1,753,507**	**1,392,690**	**1,423,676**	**6,585,500**
Excess (Deficit)	**(410,252)**	**196,450**	**165,464**	**(4,698,500)**
Estimated Beginning Net Position	20,344,885	19,934,633	20,131,083	20,296,548
Change in Net Position	(410,252)	196,450	165,464	(4,698,500)
Estimated Ending Net Position	19,934,633	20,131,083	20,296,548	15,598,048

The use of Fund Balance is for capital projects.

Revenues & Expenditures - Airport Fund

	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget
Revenue:				
Local Sources	3,314,652	3,286,680	3,286,680	3,479,280
State	33,135	50,000	50,000	35,000
Federal Government	50,247	39,580	196,580	41,280
Subtotal	**3,398,034**	**3,376,260**	**3,533,260**	**3,555,560**
Other Financing Sources	-	-	-	-
TOTAL REVENUES	**3,398,034**	**3,376,260**	**3,533,260**	**3,555,560**
Expenditure:				
Personnel Services	480,351	631,550	788,550	657,000
Employee Benefits	153,080	220,470	220,470	246,030
Purchased Services	449,527	471,820	505,828	553,200
Internal Services	376,617	303,480	303,480	318,600
Other Services and Charges	219,342	237,850	237,850	231,650
Supplies	106,128	287,300	353,357	274,500
Capital	(125,559)	85,000	85,000	25,000
Debt Service, Depreciation, & Other	2,665,366	239,100	239,100	240,420
Manassas City Public Schools	-	-	-	-
Subtotal	**4,324,852**	**2,476,570**	**2,733,635**	**2,546,400**
Other Financing Uses	125,873	380,000	380,000	500,000
TOTAL EXPENDITURES	**4,450,725**	**2,856,570**	**3,113,635**	**3,046,400**
Excess (Deficit)	**(1,052,691)**	**519,690**	**419,625**	**509,160**
Estimated Beginning Net Position	40,703,051	39,650,360	40,170,050	40,589,675
Change in Net Position	(1,052,691)	519,690	419,625	509,160
Estimated Ending Net Position	39,650,360	40,170,050	40,589,675	41,098,835

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

Revenues & Expenditures - Solid Waste Fund

	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget
Revenue:				
Local Sources	3,554,050	3,484,730	3,484,730	3,472,050
State	11,381	7,500	7,500	7,500
Federal Government	-	-	-	-
Subtotal	**3,565,431**	**3,492,230**	**3,492,230**	**3,479,550**
Other Financing Sources	-	-	-	-
TOTAL REVENUES	**3,565,431**	**3,492,230**	**3,492,230**	**3,479,550**
Expenditure:				
Personnel Services	132,789	147,000	147,000	181,000
Employee Benefits	49,347	60,000	60,000	60,000
Purchased Services	2,677,845	2,806,730	2,817,185	3,065,910
Internal Services	188,263	186,450	186,450	246,240
Other Services and Charges	6,164	9,700	9,700	9,480
Supplies	9,211	8,700	8,700	8,920
Capital	-	7,000	7,000	7,000
Debt Service, Depreciation, & Other	8,861	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	**3,072,480**	**3,225,580**	**3,236,035**	**3,578,550**
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	**3,072,480**	**3,225,580**	**3,236,035**	**3,578,550**
Excess (Deficit)	**492,951**	**266,650**	**256,195**	**(99,000)**
Estimated Beginning Net Position	1,235,176	1,728,127	1,994,777	2,250,972
Change in Net Position	492,951	266,650	256,195	(99,000)
Estimated Ending Net Position	1,728,127	1,994,777	2,250,972	2,151,972

Revenues & Expenditures - Building Maintenance Fund

	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget
Revenue:				
Local Sources	1,548,883	1,422,070	1,422,070	1,591,120
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	**1,548,883**	**1,422,070**	**1,422,070**	**1,591,120**
Other Financing Sources	-	-	-	-
TOTAL REVENUES	**1,548,883**	**1,422,070**	**1,422,070**	**1,591,120**
Expenditure:				
Personnel Services	249,189	346,470	346,470	348,000
Employee Benefits	93,698	150,000	150,000	150,000
Purchased Services	328,383	344,900	383,861	492,900
Internal Services	186,880	31,900	31,900	28,430
Other Services and Charges	376,990	367,300	367,300	387,300
Supplies	57,186	81,500	81,500	81,500
Capital	-	100,000	100,000	100,000
Debt Service, Depreciation, & Other	4,030	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	**1,296,356**	**1,422,070**	**1,461,031**	**1,588,130**
Other Financing Uses	19,761	-	-	-
TOTAL EXPENDITURES	**1,316,118**	**1,422,070**	**1,461,031**	**1,588,130**
Excess (Deficit)	**232,765**	**-**	**(38,961)**	**2,990**
Estimated Beginning Net Position	314,245	547,010	547,010	508,049
Change in Net Position	232,765	-	(38,961)	2,990
Estimated Ending Net Position	547,010	547,010	508,049	511,039

Revenues & Expenditures - Vehicle Maintenance Fund

	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget
Revenue:				
Local Sources	3,495,866	3,482,920	3,482,920	3,661,550
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	**3,495,866**	**3,482,920**	**3,482,920**	**3,661,550**
Other Financing Sources	301,281	361,000	361,000	476,000
TOTAL REVENUES	**3,797,147**	**3,843,920**	**3,843,920**	**4,137,550**
Expenditure:				
Personnel Services	548,816	630,000	630,000	650,000
Employee Benefits	199,579	240,000	240,000	245,000
Purchased Services	183,645	165,000	165,000	195,000
Internal Services	545,014	277,050	277,050	269,220
Other Services and Charges	188,023	206,900	206,900	217,700
Supplies	939,898	1,094,650	1,094,650	1,206,650
Capital	180,804	1,219,500	1,349,096	1,309,600
Debt Service, Depreciation, & Other	595,365	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	**3,381,146**	**3,833,100**	**3,962,696**	**4,093,170**
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	**3,381,146**	**3,833,100**	**3,962,696**	**4,093,170**
Excess (Deficit)	**416,001**	**10,820**	**(118,776)**	**44,380**
Estimated Beginning Net Position	3,299,201	3,715,202	3,726,022	3,607,246
Change in Net Position	416,001	10,820	(118,776)	44,380
Estimated Ending Net Position	3,715,202	3,726,022	3,607,246	3,651,626

The use of Fund Balance is for vehicle and equipment replacement.

Revenues & Expenditures - Information Technology Fund

	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget
Revenue:				
Local Sources	3,802,252	3,573,960	3,673,960	3,816,880
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	**3,802,252**	**3,573,960**	**3,673,960**	**3,816,880**
Other Financing Sources	2,000	-	-	-
TOTAL REVENUES	**3,804,252**	**3,573,960**	**3,673,960**	**3,816,880**
Expenditure:				
Personnel Services	1,013,490	1,178,000	1,178,000	1,260,000
Employee Benefits	382,395	493,000	493,000	481,000
Purchased Services	973,020	1,089,940	1,473,040	1,220,630
Internal Services	434,997	98,810	98,810	93,010
Other Services and Charges	126,192	174,210	174,210	177,940
Supplies	480,517	340,000	431,461	344,300
Capital	17,713	350,000	520,150	120,000
Debt Service, Depreciation, & Other	275,109	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	**3,703,432**	**3,723,960**	**4,368,671**	**3,696,880**
Other Financing Uses	-	120,000	120,000	120,000
TOTAL EXPENDITURES	**3,703,432**	**3,843,960**	**4,488,671**	**3,816,880**
Excess (Deficit)	**100,820**	**(270,000)**	**(814,711)**	**-**
Estimated Beginning Net Position	2,741,971	2,842,791	2,572,791	1,758,079
Change in Net Position	100,820	(270,000)	(814,711)	-
Estimated Ending Net Position	2,842,791	2,572,791	1,758,079	1,758,079

Revenues & Expenditures - Debt Service Fund

	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget
Revenue:				
Local Sources	-	-	-	-
State	-	-	-	-
Federal Government	24,373	-	-	-
Subtotal	**24,373**	**-**	**-**	**-**
Other Financing Sources	10,973,613	10,968,950	10,968,950	11,132,360
TOTAL REVENUES	**10,997,986**	**10,968,950**	**10,968,950**	**11,132,360**
Expenditure:				
Personnel Services	-	-	-	-
Employee Benefits	-	-	-	-
Purchased Services	620	40,000	40,000	40,000.00
Internal Services	-	-	-	-
Other Services and Charges	-	-	-	-
Supplies	-	-	-	-
Capital	-	-	-	-
Debt Service, Depreciation, & Other	8,061,053	8,747,270	8,747,270	10,322,960
Manassas City Public Schools	-	-	-	-
Subtotal	**8,061,673**	**8,787,270**	**8,787,270**	**10,362,960**
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	**8,061,673**	**8,787,270**	**8,787,270**	**10,362,960**
Excess (Deficit)	**2,936,313**	**2,181,680**	**2,181,680**	**769,400**
Estimated Beginning Fund Balance	3,155,030	6,091,343	8,273,023	10,454,703
Change in Fund Balance	2,936,313	2,181,680	2,181,680	769,400
Estimated Ending Fund Balance	6,091,343	8,273,023	10,454,703	11,224,103

The contribution to Fund Balance is to build debt capacity for future projects.

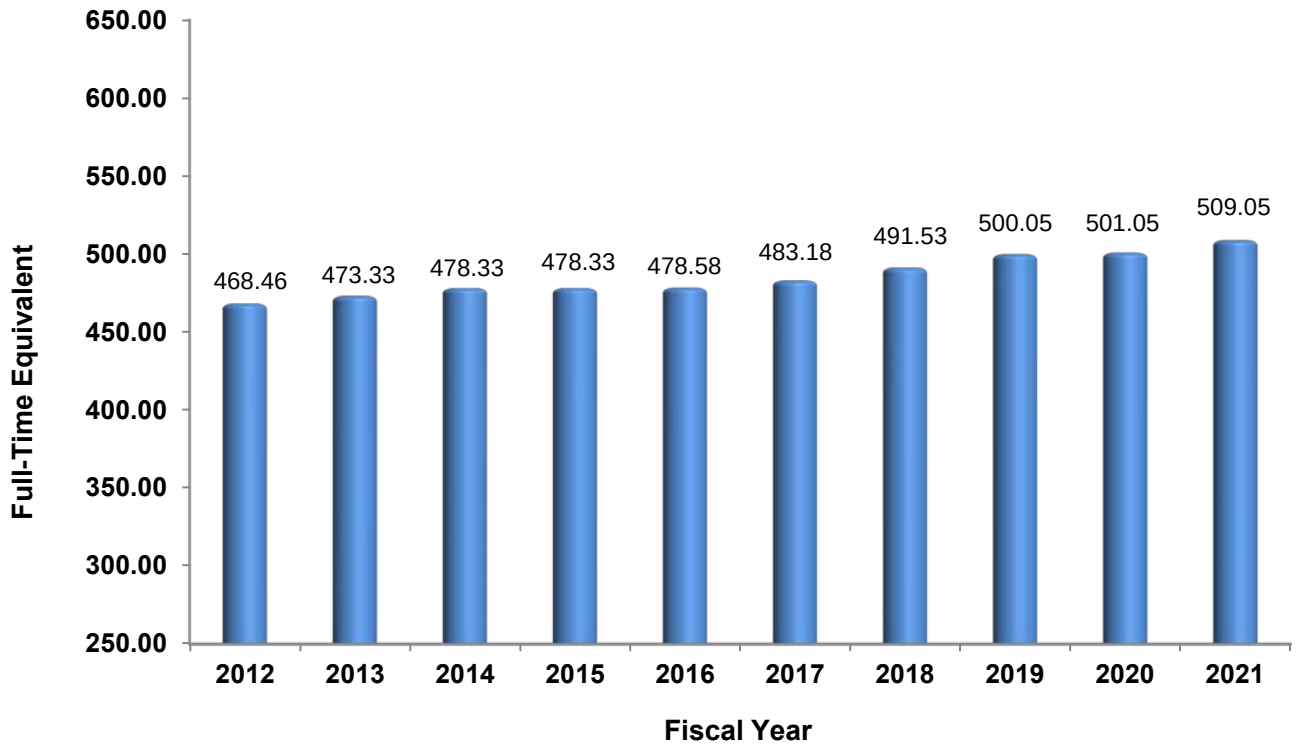
Revenues & Expenditures - Cemetery Trust Fund

	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget
Revenue:				
Local Sources	25,601	-	-	-
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	**25,601**	**-**	**-**	**-**
Other Financing Sources	-	-	-	-
TOTAL REVENUES	**25,601**	**-**	**-**	**-**
Expenditure:				
Personnel Services	-	-	-	-
Employee Benefits	-	-	-	-
Purchased Services	-	-	-	-
Internal Services	-	-	-	-
Other Services and Charges	-	-	-	-
Supplies	-	-	-	-
Capital	-	-	-	-
Debt Service, Depreciation, & Other	-	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Other Financing Uses	17,366	32,800	32,800	32,800
TOTAL EXPENDITURES	**17,366**	**32,800**	**32,800**	**32,800**
Excess (Deficit)	**8,235**	**(32,800)**	**(32,800)**	**(32,800)**
Estimated Beginning Fund Balance	244,257	252,492	219,692	186,892
Change in Fund Balance	8,235	(32,800)	(32,800)	(32,800)
Estimated Ending Fund Balance	252,492	219,692	186,892	154,092

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

	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget
Revenue:				
Local Sources	1,508,692	1,356,650	1,356,650	1,312,000
State	51,138,612	54,065,970	51,681,977	56,735,101
Federal Government	6,605,506	6,754,872	7,805,823	6,922,300
Subtotal	**59,252,810**	**62,177,492**	**60,844,450**	**64,969,401**
Other Financing Sources	57,077,160	58,789,475	58,789,475	58,850,210
TOTAL REVENUES	**116,329,970**	**120,966,967**	**119,633,925**	**123,819,611**
Expenditure:				
School Operating	96,783,716	104,080,040	104,759,349	106,922,088
School Food Service	3,644,925	4,169,583	4,198,083	4,147,095
School Capital Improvement	8,170,640	3,000,000	6,213,602	3,000,000
School Grants/Special Projects	3,626,827	3,794,772	4,845,723	4,007,300
School Debt Service	6,786,715	6,273,514	6,273,514	6,126,987
Subtotal	**119,012,823**	**121,317,909**	**126,290,271**	**124,203,470**
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	**119,012,823**	**121,317,909**	**126,290,271**	**124,203,470**
Excess (Deficit)	**(2,682,853)**	**(350,942)**	**(6,656,346)**	**(383,859)**
Estimated Beginning Fund Balance	9,900,571	7,217,718	6,866,776	210,430
Change in Fund Balance	(2,682,853)	(350,942)	(6,656,346)	(383,859)
Estimated Ending Fund Balance	7,217,718	6,866,776	210,430	(173,429)

The use of Fund Balance is in the Food Service Fund.



Explanation of Significant Staffing Level Changes:

FY14 - Created Economic Development Department

FY18 - Additional Staffing for Public Safety, Hired In House City Attorney

FY19 - Additional Staffing for Expanded Medicaid and Public Safety

FY21 - Additional Staffing for City Attorney, Public Works Building Maintenance and Solid Waste, Stormwater Program, Airport, Police Red Light Photo Program and State Mandated Social Services

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Function										
General Government										
City Clerk	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.00	2.00	2.00
City Manager	2.00	8.00	8.00	10.00	10.00	11.00	5.00	5.00	5.00	5.00
City Attorney	0.00	0.00	0.00	0.00	0.00	0.00	1.00	2.00	2.00	3.00
Voter Registration	2.05	2.05	2.05	2.05	2.05	2.15	2.75	3.00	3.00	3.00
Treasurer	6.00	6.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Commission of Revenue	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Finance	30.55	27.05	27.30	25.30	25.30	26.30	25.30	26.55	27.55	27.55
Human Resources	0.00	0.00	0.00	0.00	0.00	0.00	7.00	7.00	7.00	7.00
Public Safety										
Police	127.00	127.00	127.25	127.25	126.50	127.00	129.25	130.25	130.25	131.75
Fire & Rescue	59.00	60.00	60.00	60.00	60.00	62.00	64.00	66.00	66.00	66.00
Public Works										
Public Works	58.50	58.50	59.50	59.50	60.50	62.00	55.00	55.00	55.00	56.50
Engineering	0.00	0.00	0.00	0.00	0.00	0.00	14.00	10.00	9.00	9.00
Community Enhancements & Development										
Community Development	33.75	33.75	33.75	33.75	33.75	33.75	33.75	35.25	35.25	35.25
Economic Development	0.00	0.00	2.50	2.50	2.50	2.50	2.50	3.00	3.00	3.00
Health & Human Services	36.11	37.48	37.48	37.48	37.48	37.48	37.98	40.00	40.00	42.00
Utilities (Wtr, Swr, Elc, Strm)	92.50	92.50	92.50	92.50	92.50	91.00	86.00	90.00	91.00	92.00
Airport	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	8.00
Total	**468.46**	**473.33**	**478.33**	**478.33**	**478.58**	**483.18**	**491.53**	**500.05**	**501.05**	**509.05**

Explanation of Significant Staffing Level Changes by Function:

FY13 - Human Resources moved from Finance to City Manager

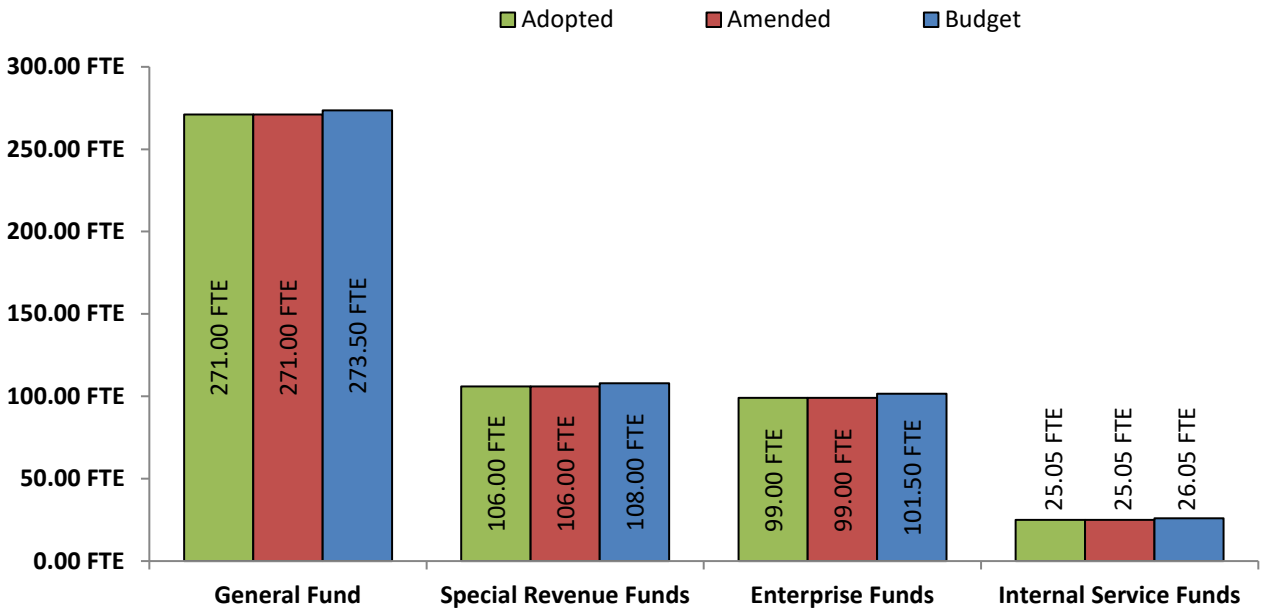
FY14 - Creation of Economic Development Department

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

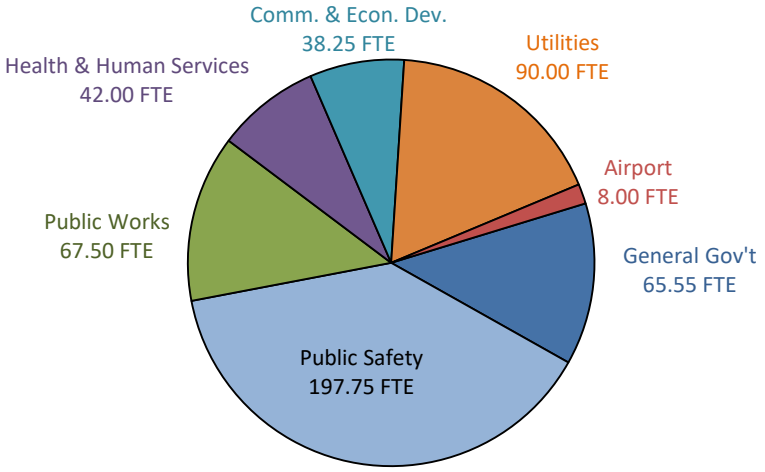
FY19 - Reorganization to move Stormwater Program and Electrical Engineers from Engineering to Utilities, Additional staffing for Medicaid Expansion, Additional staffing for Public Safety

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

	FY 2020 Adopted		FY 2020 Amended		FY 2021 Budget		FY 2021 Budget Over (Under) FY 2020 Adopted	
	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*
General Fund	**319**	271.00	**319**	271.00	**322**	273.50	**3**	2.50
Special Revenue Funds								
Social Services Fund	**41**	40.00	**41**	40.00	**43**	42.00	**2**	2.00
Fire and Rescue Fund	**66**	66.00	**66**	66.00	**66**	66.00	**-**	-
Enterprise Funds								
Water & Sewer Funds	**35**	35.00	**35**	35.00	**37**	37.00	**2**	2.00
Electric Fund	**53**	53.00	**53**	53.00	**53**	53.00	**-**	-
Stormwater Fund	**3**	3.00	**3**	3.00	**2**	2.00	**(1)**	(1.00)
Airport Fund	**7**	7.00	**7**	7.00	**8**	8.00	**1**	1.00
Solid Waste Fund	**1**	1.00	**1**	1.00	**2**	1.50	**1**	0.50
Internal Service Funds								
Building Maintenance Fund	**4**	4.00	**4**	4.00	**5**	5.00	**1**	1.00
Vehicle Maintenance Fund	**8**	8.00	**8**	8.00	**8**	8.00	**-**	-
Information Technology Fund	**14**	13.05	**14**	13.05	**14**	13.05	**-**	-
Total City of Manassas	**551**	501.05	**551**	501.05	**560**	509.05	**9**	8.00



	FY 2020 Adopted		FY 2020 Amended		FY 2020 Amended Over (Under) FY 2020 Adopted		FY 2021 Budget		FY 2021 Budget Over (Under) FY 2020 Adopted	
	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*
General Government										
City Clerk	**2**	2.00	**2**	2.00	**-**	-	**2**	2.00	**-**	-
City Manager	**5**	5.00	**5**	5.00	**-**	-	**5**	5.00	**-**	-
City Attorney	**2**	2.00	**2**	2.00	**-**	-	**3**	3.00	**1**	1.00
Voter Registration	**7**	3.00	**7**	3.00	**-**	-	**7**	3.00	**-**	-
Treasurer	**7**	7.00	**7**	7.00	**-**	-	**7**	7.00	**-**	-
Commissioner of Revenue	**11**	11.00	**11**	11.00	**-**	-	**11**	11.00	**-**	-
Finance	**29**	27.55	**29**	27.55	**-**	-	**29**	27.55	**-**	-
Human Resources	**7**	7.00	**7**	7.00	**-**	-	**7**	7.00	**-**	-
Public Safety										
Police	**134**	130.25	**134**	130.25	**-**	-	**136**	131.75	**2**	1.50
Fire and Rescue	**66**	66.00	**66**	66.00	**-**	-	**66**	66.00	**-**	-
Health & Human Services										
Social Services	**41**	40.00	**41**	40.00	**-**	-	**43**	42.00	**2**	2.00
Public Works										
Engineering	**9**	9.00	**9**	9.00	**-**	-	**11**	11.00	**2**	2.00
Public Works	**55**	55.00	**55**	55.00	**-**	-	**57**	56.50	**2**	1.50
Community Enhancements & Development										
Community Development	**75**	35.25	**75**	35.25	**-**	-	**75**	35.25	**-**	-
Economic Development	**3**	3.00	**3**	3.00	**-**	-	**3**	3.00	**-**	-
Other										
Utilities	**91**	91.00	**91**	91.00	**-**	-	**90**	90.00	**(1)**	(1.00)
Airport	**7**	7.00	**7**	7.00	**-**	-	**8**	8.00	**1**	1.00
Total City of Manassas	**551**	501.05	**551**	501.05	**-**	-	**560**	509.05	**9**	8.00



Position	Department	#	FTE	FTE
FY 2020 Adopted Staffing Plan		**551**	**501.05**	
Animal Control Officer	Police	1	1.00	
Police Officer	Police	(1)	(1.00)	
Public Safety Communications Supervisor	Police	1	1.00	
Public Safety Communications Specialist	Police	(1)	(1.00)	**0.00**
Fire & Rescue Lieutenant	Fire and Rescue	3	3.00	
Firefighter/Technician	Fire and Rescue	45	45.00	
Firefighter Master Technician	Fire and Rescue	(9)	(9.00)	
Firefighter Medic	Fire and Rescue	(24)	(24.00)	
Firefighter EMT	Fire and Rescue	(15)	(15.00)	**0.00**
Site Inspector, Senior	Engineering	1	1.00	
Site Inspector	Engineering	(1)	(1.00)	**0.00**
Assistant Director, Public Works	Public Works - Admin	1	1.00	
Street Maintenance Manager	Public Works - Streets	(1)	(1.00)	
Equipment Operator	Public Works - Streets	2	2.00	
Crew Leader, Streets	Public Works - Streets	(2)	(2.00)	**0.00**
Family Services Specialist	Social Services	1	1.00	
Self Sufficiency Specialist	Social Services	1	0.50	
Benefit Program Specialist	Social Services	(2)	(1.50)	**0.00**
Community Development Director / Assistant to the City Manager	Community Development	1	1.00	
Community Development Director	Community Development	(1)	(1.00)	
Deputy Director / Director of Planning & Development	Community Development	1	1.00	
Planning & Zoning Manager	Community Development	(1)	(1.00)	
Building Development Manager	Community Development	1	1.00	
Development Services Manager	Community Development	(1)	(1.00)	
Land Development Manager	Community Development	1	1.00	
Development Services Coordinator	Community Development	(1)	(1.00)	**0.00**
Assistant Director, Economic Development	Economic Development	1	1.00	
Economic Development Coordinator	Economic Development	(1)	(1.00)	**0.00**

Position	Department	#	FTE	FTE
Utilities Project Coordinator	Utilities - Water/Sewer	1	1.00	
Crew Leader, Water & Sewer	Utilities - Water/Sewer	(1)	(1.00)	**0.00**
FY 2020 Amended Staffing Plan		**551**	**501.05**	**0.00**
Assistant City Attorney	City Attorney	1	1.00	**1.00**
GIS Manager	Finance	1	1.00	
GIS Coordinator	Finance	(1)	(1.00)	**0.00**
Police Officer - Red Light Photo Enforcement	Police	2	1.50	**1.50**
Stormwater Program Manager	Engineering - Stormwater	1	1.00	
Environmental Planner	Engineering - Stormwater	1	1.00	**2.00**
Building Maintenance Technician I	Public Works - Building Maint.	1	1.00	
Administrative Assistant I	Public Works - Solid Waste	1	0.50	**1.50**
Family Services Specialist	Social Services	1	1.00	
Self Sufficiency Specialist	Social Services	1	1.00	**2.00**
Utility Program Manager	Utilities - Electric	1	1.00	
Administrative Assistant II	Utilities - Electric	(1)	(1.00)	
Environmental Program Manager	Utilities - Water/Sewer	1	1.00	
Environmental Program Manager	Utilities - Stormwater	(1)	(1.00)	
Environmental Planner	Utilities - Stormwater	(1)	(1.00)	
Laboratory Analyst	Utilities - Water/Sewer	1	1.00	
Laboratory Analyst	Utilities - Stormwater	(1)	(1.00)	**(1.00)**
Airport Maintenance Worker	Airport	1	1.00	**1.00**
FY 2021 Staffing Plan		**560**	**509.05**	**8.00**

	FY 2020 Adopted		FY 2020 Amended		FY 2020 Amended Over (Under) FY 2020 Adopted		FY 2021 Budget		FY 2021 Budget Over (Under) FY 2020 Adopted	
	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*
CITY CLERK										
City Clerk	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Deputy City Clerk	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
DEPARTMENT TOTAL	**2**	*2.00*	**2**	*2.00*	**-**	-	**2**	*2.00*	**-**	-
CITY MANAGER										
Administration										
City Manager	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Deputy City Manager	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Executive Assistant	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Division Total	**3**	*3.00*	**3**	*3.00*	**-**	-	**3**	*3.00*	**-**	-
Communications										
Communications Manager	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Communications Coordinator	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Division Total	**2**	*2.00*	**2**	*2.00*	**-**	-	**2**	*2.00*	**-**	-
DEPARTMENT TOTAL	**5**	*5.00*	**5**	*5.00*	**-**	-	**5**	*5.00*	**-**	-
CITY ATTORNEY										
City Attorney	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Assistant City Attorney	**-**	-	**-**	-	**-**	-	**1**	*1.00*	**1**	*1.00*
Paralegal	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
DEPARTMENT TOTAL	**2**	*2.00*	**2**	*2.00*	**-**	-	**3**	*3.00*	**1**	*1.00*

	FY 2020 Adopted		FY 2020 Amended		FY 2020 Amended Over (Under) FY 2020 Adopted		FY 2021 Budget		FY 2021 Budget Over (Under) FY 2020 Adopted	
	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*
VOTER REGISTRATION & ELECTIONS										
General Registrar	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Deputy Registrar	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Assistant Registrar	**5**	*1.00*	**5**	*1.00*	**-**	-	**5**	*1.00*	**-**	-
DEPARTMENT TOTAL	**7**	*3.00*	**7**	*3.00*	**-**	-	**7**	*3.00*	**-**	-
TREASURER										
City Treasurer	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Chief Deputy City Treasurer	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Deputy Treasurer, Compliance	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Deputy Treasurer, Finance	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Revenue Specialist (I, II)	**3**	*3.00*	**3**	*3.00*	**-**	-	**3**	*3.00*	**-**	-
DEPARTMENT TOTAL	**7**	*7.00*	**7**	*7.00*	**-**	-	**7**	*7.00*	**-**	-
COMMISSIONER OF THE REVENUE										
Administration										
Commissioner of the Revenue	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Chief Deputy Commissioner of the Revenue	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Division Total	**2**	*2.00*	**2**	*2.00*	**-**	-	**2**	*2.00*	**-**	-
Real Estate										
Real Estate Appraiser II	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Real Estate Appraiser I	**2**	*2.00*	**2**	*2.00*	**-**	-	**2**	*2.00*	**-**	-
Real Estate Specialist	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Division Total	**4**	*4.00*	**4**	*4.00*	**-**	-	**4**	*4.00*	**-**	-
Tax Services										
Personal Property Tax Supervisor	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Tax Specialist	**2**	*2.00*	**2**	*2.00*	**-**	-	**2**	*2.00*	**-**	-
Division Total	**3**	*3.00*	**3**	*3.00*	**-**	-	**3**	*3.00*	**-**	-

	FY 2020 Adopted		FY 2020 Amended		FY 2020 Amended Over (Under) FY 2020 Adopted		FY 2021 Budget		FY 2021 Budget Over (Under) FY 2020 Adopted	
	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*
Compliance										
Business Tax Supervisor	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Business Tax Auditor	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Division Total	**2**	*2.00*	**2**	*2.00*	**-**	-	**2**	*2.00*	**-**	-
DEPARTMENT TOTAL	**11**	*11.00*	**11**	*11.00*	**-**	-	**11**	*11.00*	**-**	-
FINANCE										
Administration										
Finance Director	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Administrative Coordinator	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Division Total	**2**	*2.00*	**2**	*2.00*	**-**	-	**2**	*2.00*	**-**	-
Budget										
Budget Manager	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Budget Analyst	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Division Total	**2**	*2.00*	**2**	*2.00*	**-**	-	**2**	*2.00*	**-**	-
Accounting										
Accounting Manager	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Accountant, Senior	**2**	*1.50*	**2**	*1.50*	**-**	-	**2**	*1.50*	**-**	-
Accountant (I, II)	**2**	*2.00*	**2**	*2.00*	**-**	-	**2**	*2.00*	**-**	-
Accounting Technician (I, II)	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Division Total	**6**	*5.50*	**6**	*5.50*	**-**	-	**6**	*5.50*	**-**	-
Purchasing										
Procurement Manager	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Buyer, Senior	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Buyer	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Warehouse Technician II	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Warehouse Technician I	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Division Total	**5**	*5.00*	**5**	*5.00*	**-**	-	**5**	*5.00*	**-**	-

	FY 2020 Adopted		FY 2020 Amended		FY 2020 Amended Over (Under) FY 2020 Adopted		FY 2021 Budget		FY 2021 Budget Over (Under) FY 2020 Adopted	
	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*
Information Technology (IT)										
IT Manager	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
IT Telecommunications Administrator	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
IT Network Administrator	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
IT Specialist	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
IT Technician	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
IT ERP Administrator	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
ERP Analyst	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
IT Public Safety System Analyst	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
IT Public Safety Specialist	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Videographer (PEG)	**1**	*0.05*	**1**	*0.05*	**-**	-	**1**	*0.05*	**-**	-
Division Total	**10**	*9.05*	**10**	*9.05*	**-**	-	**10**	*9.05*	**-**	-
Geographic Information Systems (GIS)										
GIS Manager	**-**	-	**-**	-	**-**	-	**1**	*1.00*	**1**	*1.00*
GIS Coordinator	**1**	*1.00*	**1**	*1.00*	**-**	-	**-**	-	**(1)**	*(1.00)*
GIS Database Administrator	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
GIS Enterprise Application Specialist	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
GIS Analyst	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Division Total	**4**	*4.00*	**4**	*4.00*	**-**	-	**4**	*4.00*	**-**	-
DEPARTMENT TOTAL	**29**	*27.55*	**29**	*27.55*	**-**	-	**29**	*27.55*	**-**	-
HUMAN RESOURCES										
Human Resources Director	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Risk and Safety Analyst, Senior	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Risk and Safety Analyst	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Human Resources Analyst, Senio	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Human Resources Analyst	**2**	*2.00*	**2**	*2.00*	**-**	-	**2**	*2.00*	**-**	-
Administrative Coordinator	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
DEPARTMENT TOTAL	**7**	*7.00*	**7**	*7.00*	**-**	-	**7**	*7.00*	**-**	-

	FY 2020 Adopted		FY 2020 Amended		FY 2020 Amended Over (Under) FY 2020 Adopted		FY 2021 Budget		FY 2021 Budget Over (Under) FY 2020 Adopted	
	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*
POLICE										
Administration										
Police Chief	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Police Captain	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Police Lieutenant	**2**	*2.00*	**1**	*1.00*	**(1)**	*(1.00)*	**1**	*1.00*	**(1)**	*(1.00)*
Police Sergeant	**2**	*2.00*	**3**	*3.00*	**1**	*1.00*	**3**	*3.00*	**1**	*1.00*
Police Officer (recruit, I, II, III)	**2**	*2.00*	**4**	*4.00*	**2**	*2.00*	**4**	*4.00*	**2**	*2.00*
Crime Prevention Specialist	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Police Accreditation Coordinator	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Property & Evidence Technician	**2**	*1.50*	**2**	*1.50*	**-**	*-*	**2**	*1.50*	**-**	*-*
Police Records Specialist	**2**	*2.00*	**2**	*2.00*	**-**	*-*	**2**	*2.00*	**-**	*-*
Gang Task Force Executive Coordinator **Restricted/Grant**	**1**	*0.75*	**1**	*0.75*	**-**	*-*	**1**	*0.75*	**-**	*-*
Administrative Coordinator	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Administrative Assistant I	**1**	*0.75*	**1**	*0.75*	**-**	*-*	**1**	*0.75*	**-**	*-*
Fiscal Specialist, Public Safety	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Division Total	**18**	*17.00*	**20**	*19.00*	**2**	*2.00*	**20**	*19.00*	**2**	*2.00*
Patrol Services										
Police Captain	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Police Lieutenant	**7**	*7.00*	**8**	*8.00*	**1**	*1.00*	**8**	*8.00*	**1**	*1.00*
Police Sergeant	**7**	*7.00*	**7**	*7.00*	**-**	*-*	**7**	*7.00*	**-**	*-*
Police Officer (recruit, I, II, III)	**51**	*51.00*	**50**	*50.00*	**(1)**	*(1.00)*	**50**	*50.00*	**(1)**	*(1.00)*
Police Officer (recruit, I, II, III) School Resource Officer	**3**	*2.50*	**3**	*2.50*	**-**	*-*	**3**	*2.50*	**-**	*-*
Police Officer (recruit, I, II, III) Red Light Photo Enforcement	**-**	*-*	**-**	*-*	**-**	*-*	**2**	*1.50*	**2**	*1.50*
Parking Enforcement Officer	**6**	*5.25*	**6**	*5.25*	**-**	*-*	**6**	*5.25*	**-**	*-*
Division Total	**75**	*73.75*	**75**	*73.75*	**-**	*-*	**77**	*75.25*	**2**	*1.50*
Investigative Services										
Police Captain	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Police Lieutenant	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Police Sergeant	**3**	*3.00*	**2**	*2.00*	**(1)**	*(1.00)*	**2**	*2.00*	**(1)**	*(1.00)*
Police Officer (recruit, I, II, III)	**10**	*10.00*	**9**	*9.00*	**(1)**	*(1.00)*	**9**	*9.00*	**(1)**	*(1.00)*

	FY 2020 Adopted		FY 2020 Amended		FY 2020 Amended Over (Under) FY 2020 Adopted		FY 2021 Budget		FY 2021 Budget Over (Under) FY 2020 Adopted	
	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*
Police Officer (recruit, I, II, III) Internet Crimes Against Children	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Police Officer (recruit, I, II, III) Gang Task Force	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Crime Analyst	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Administrative Assistant II	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Division Total	**19**	*19.00*	**17**	*17.00*	**(2)**	*(2.00)*	**17**	*17.00*	**(2)**	*(2.00)*
Communications Center										
Public Safety Communications Manager	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Public Safety Communications Supervisor	**3**	*3.00*	**4**	*4.00*	**1**	*1.00*	**4**	*4.00*	**1**	*1.00*
Public Safety Communications Specialist (I, II)	**11**	*10.50*	**10**	*9.50*	**(1)**	*(1.00)*	**10**	*9.50*	**(1)**	*(1.00)*
Division Total	**15**	*14.50*	**15**	*14.50*	**-**	*-*	**15**	*14.50*	**-**	*-*
Animal Control										
Police Sergeant	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Police Officer (recruit, I, II, III)	**2**	*2.00*	**1**	*1.00*	**(1)**	*(1.00)*	**1**	*1.00*	**(1)**	*(1.00)*
Animal Control Officer	**-**	*-*	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*
Animal Shelter Supervisor	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Animal Caretaker	**3**	*2.00*	**3**	*2.00*	**-**	*-*	**3**	*2.00*	**-**	*-*
Division Total	**7**	*6.00*	**7**	*6.00*	**-**	*-*	**7**	*6.00*	**-**	*-*
DEPARTMENT TOTAL	**134**	*130.25*	**134**	*130.25*	**-**	*-*	**136**	*131.75*	**2**	*1.50*
FIRE AND RESCUE										
Administration										
Fire & Rescue Chief	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Fire & Rescue Deputy Chief	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Administrative Coordinator	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Fiscal Specialist, Public Safety	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Division Total	**4**	*4.00*	**4**	*4.00*	**-**	*-*	**4**	*4.00*	**-**	*-*

	FY 2020 Adopted		FY 2020 Amended		FY 2020 Amended Over (Under) FY 2020 Adopted		FY 2021 Budget		FY 2021 Budget Over (Under) FY 2020 Adopted	
	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*
Operations										
Fire & Rescue Battalion Chief	**3**	*3.00*	**3**	*3.00*	**-**	*-*	**3**	*3.00*	**-**	*-*
Fire & Rescue Captain	**5**	*5.00*	**5**	*5.00*	**-**	*-*	**5**	*5.00*	**-**	*-*
Fire & Rescue Lieutenant	**3**	*3.00*	**6**	*6.00*	**3**	*3.00*	**6**	*6.00*	**3**	*3.00*
Firefighter/Technician	**-**	*-*	**45**	*45.00*	**45**	*45.00*	**45**	*45.00*	**45**	*45.00*
Firefighter Master Technician	**9**	*9.00*	**-**	*-*	**(9)**	*(9.00)*	**-**	*-*	**(9)**	*(9.00)*
Firefighter Medic (recruit)	**24**	*24.00*	**-**	*-*	**(24)**	*(24.00)*	**-**	*-*	**(24)**	*(24.00)*
Firefighter EMT (recruit)	**15**	*15.00*	**-**	*-*	**(15)**	*(15.00)*	**-**	*-*	**(15)**	*(15.00)*
Division Total	**59**	*59.00*	**59**	*59.00*	**-**	*-*	**59**	*59.00*	**-**	*-*
Prevention & Preparedness										
Fire Marshal	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Deputy Fire Marshal	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Emergency Management Planner **Restricted/Grant**	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Division Total	**3**	*3.00*	**3**	*3.00*	**-**	*-*	**3**	*3.00*	**-**	*-*
DEPARTMENT TOTAL	**66**	*66.00*	**66**	*66.00*	**-**	*-*	**66**	*66.00*	**-**	*-*
ENGINEERING										
Administration										
City Engineer	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Engineer, Senior	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Engineer, Senior (PW)	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Engineer	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Environmental Engineer	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Associate Engineer	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Site Inspector, Senior	**-**	*-*	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*
Site Inspector	**2**	*2.00*	**1**	*1.00*	**(1)**	*(1.00)*	**1**	*1.00*	**(1)**	*(1.00)*
Engineering Technician	**1**	*1.00*	**1**	*1.00*	**-**	*-*	**1**	*1.00*	**-**	*-*
Division Total	**9**	*9.00*	**9**	*9.00*	**-**	*-*	**9**	*9.00*	**-**	*-*

	FY 2020 Adopted		FY 2020 Amended		FY 2020 Amended Over (Under) FY 2020 Adopted		FY 2021 Budget		FY 2021 Budget Over (Under) FY 2020 Adopted	
	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*
Stormwater Fund										
Stormwater Program Manager	-	-	-	-	-	-	1	*1.00*	1	*1.00*
Environmental Planner	-	-	-	-	-	-	1	*1.00*	1	*1.00*
Division Total	-	-	-	-	-	-	2	*2.00*	2	*2.00*
DEPARTMENT TOTAL	9	*9.00*	9	*9.00*	-	-	11	*11.00*	2	*2.00*
PUBLIC WORKS										
Public Works Administration										
Public Works Director	1	*1.00*	1	*1.00*	-	-	1	*1.00*	-	-
Assistant Director, Public Works	-	-	1	*1.00*	1	*1.00*	1	*1.00*	1	*1.00*
Administrative Coordinator	1	*1.00*	1	*1.00*	-	-	1	*1.00*	-	-
Division Total	2	*2.00*	3	*3.00*	1	*1.00*	3	*3.00*	1	*1.00*
Streets										
Street Maintenance Manager	1	*1.00*	-	-	(1)	*(1.00)*	-	-	(1)	*(1.00)*
Street Maintenance Superintende	1	*1.00*	1	*1.00*	-	-	1	*1.00*	-	-
Crew Leader, Streets	3	*3.00*	1	*1.00*	(2)	*(2.00)*	1	*1.00*	(2)	*(2.00)*
Equipment Operator (I, II, III)	13	*13.00*	15	*15.00*	2	*2.00*	15	*15.00*	2	*2.00*
Public Works Maintenance Worke	4	*4.00*	4	*4.00*	-	-	4	*4.00*	-	-
Division Total	22	*22.00*	21	*21.00*	(1)	*(1.00)*	21	*21.00*	(1)	*(1.00)*
Traffic Control										
Traffic Control Supervisor	1	*1.00*	1	*1.00*	-	-	1	*1.00*	-	-
Traffic Control Technician (apprentice, II)	3	*3.00*	3	*3.00*	-	-	3	*3.00*	-	-
Division Total	4	*4.00*	4	*4.00*	-	-	4	*4.00*	-	-
Buildings & Grounds										
GROUNDS										
Buildings & Grounds Manager	1	*1.00*	1	*1.00*	-	-	1	*1.00*	-	-
Grounds Maintenance Supervisor	1	*1.00*	1	*1.00*	-	-	1	*1.00*	-	-
Grounds Technician	1	*1.00*	1	*1.00*	-	-	1	*1.00*	-	-
Public Works Maintenance Worke	6	*6.00*	6	*6.00*	-	-	6	*6.00*	-	-

	FY 2020 Adopted		FY 2020 Amended		FY 2020 Amended Over (Under) FY 2020 Adopted		FY 2021 Budget		FY 2021 Budget Over (Under) FY 2020 Adopted	
	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*
BEAUTIFICATION					-	-				
Arborist	**1**	*1.00*	**1**	*1.00*	-	-	**1**	*1.00*	-	-
Horticultural Technician	**1**	*1.00*	**1**	*1.00*	-	-	**1**	*1.00*	-	-
Public Works Maintenance Worke	**3**	*3.00*	**3**	*3.00*	-	-	**3**	*3.00*	-	-
BUILDING MAINTENANCE FUND					-	-				
Building Maintenance Supervisor	**1**	*1.00*	**1**	*1.00*	-	-	**1**	*1.00*	-	-
Building Maintenance Technician, Senior	**1**	*1.00*	**1**	*1.00*	-	-	**1**	*1.00*	-	-
Building Maintenance Technician	**1**	*1.00*	**1**	*1.00*	-	-	**2**	*2.00*	**1**	*1.00*
Building Maintenance Worker	**1**	*1.00*	**1**	*1.00*	-	-	**1**	*1.00*	-	-
Division Total	**18**	*18.00*	**18**	*18.00*	-	-	**19**	*19.00*	**1**	*1.00*
Vehicle Maintenance										
Fleet Services Manager	**1**	*1.00*	**1**	*1.00*	-	-	**1**	*1.00*	-	-
Automotive/Equipment Technician (I, II, III, senior)	**6**	*6.00*	**6**	*6.00*	-	-	**6**	*6.00*	-	-
Administrative Assistant II	**1**	*1.00*	**1**	*1.00*	-	-	**1**	*1.00*	-	-
Division Total	**8**	*8.00*	**8**	*8.00*	-	-	**8**	*8.00*	-	-
Refuse & Recycling										
Refuse-Recycling Coordinator	**1**	*1.00*	**1**	*1.00*	-	-	**1**	*1.00*	-	-
Administrative Assistant I	-	-	-	-	-	-	**1**	*0.50*	**1**	*0.50*
Division Total	**1**	*1.00*	**1**	*1.00*	-	-	**2**	*1.50*	**1**	*0.50*
DEPARTMENT TOTAL	**55**	*55.00*	**55**	*55.00*	-	-	**57**	*56.50*	**2**	*1.50*

	FY 2020 Adopted		FY 2020 Amended		FY 2020 Amended Over (Under) FY 2020 Adopted		FY 2021 Budget		FY 2021 Budget Over (Under) FY 2020 Adopted	
	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*
SOCIAL SERVICES										
Joint Program										
Social Services Director	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Family Services Manager	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Family Services Specialist (I, II, III, IV)	**7**	*7.00*	**8**	*8.00*	**1**	*1.00*	**9**	*9.00*	**2**	*2.00*
Benefit Programs Manager	**2**	*2.00*	**2**	*2.00*	**-**	-	**2**	*2.00*	**-**	-
Benefit Programs Specialist (I, II, III)	**16**	*15.50*	**14**	*14.00*	**(2)**	*(1.50)*	**14**	*14.00*	**(2)**	*(1.50)*
Human Services Supervisor	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Human Services Assistant	**4**	*4.00*	**4**	*4.00*	**-**	-	**4**	*4.00*	**-**	-
Self Sufficiency Specialist	**1**	*1.00*	**2**	*1.50*	**1**	*0.50*	**3**	*2.50*	**2**	*1.50*
CSA Coordinator	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Social Services Finance Manager	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Fiscal Specialist	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Administrative Coordinator	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Division Total	**37**	*36.50*	**37**	*36.50*	**-**	-	**39**	*38.50*	**2**	*2.00*
VHDA Housing Program										
Housing Program Supervisor	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Housing Program Agent (I, II)	**2**	*1.50*	**2**	*1.50*	**-**	-	**2**	*1.50*	**-**	-
Division Total	**3**	*2.50*	**3**	*2.50*	**-**	-	**3**	*2.50*	**-**	-
VJCCCA										
Family Services Specialist (I, II, III, IV)	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Division Total	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
DEPARTMENT TOTAL	**41**	*40.00*	**41**	*40.00*	**-**	-	**43**	*42.00*	**2**	*2.00*

	FY 2020 Adopted		FY 2020 Amended		FY 2020 Amended Over (Under) FY 2020 Adopted		FY 2021 Budget		FY 2021 Budget Over (Under) FY 2020 Adopted	
	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*
COMMUNITY DEVELOPMENT										
Administration										
Community Development Director	**1**	*1.00*	**-**	-	**(1)**	*(1.00)*	**-**	-	**(1)**	*(1.00)*
Community Development Director / Assistant to the City Manager	**-**	-	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*
Communications Coordinator	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Division Total	**2**	*2.00*	**2**	*2.00*	**-**	-	**2**	*2.00*	**-**	-
Planning & Zoning										
Deputy Director / Director of Planning & Development	**-**	-	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*
Planning & Zoning Manager	**1**	*1.00*	**-**	-	**(1)**	*(1.00)*	**-**	-	**(1)**	*(1.00)*
Planner, Senior	**2**	*2.00*	**2**	*2.00*	**-**	-	**2**	*2.00*	**-**	-
Administrative Assistant II	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Division Total	**4**	*4.00*	**4**	*4.00*	**-**	-	**4**	*4.00*	**-**	-
Development Services										
Building Development Manager	**-**	-	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*
Development Services Manager	**1**	*1.00*	**-**	-	**(1)**	*(1.00)*	**-**	-	**(1)**	*(1.00)*
Land Development Manager	**-**	-	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*
Development Services Coordinatc	**1**	*1.00*	**-**	-	**(1)**	*(1.00)*	**-**	-	**(1)**	*(1.00)*
Construction Plans Examiner	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Combination Plan Reviewer / Inspector	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Planner I	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Combination Inspector III	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Permit Technician	**2**	*2.00*	**2**	*2.00*	**-**	-	**2**	*2.00*	**-**	-
Division Total	**8**	*8.00*	**8**	*8.00*	**-**	-	**8**	*8.00*	**-**	-
Property Code Enforcement										
Property Code Inspection Supervisor	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Property Code Inspector	**3**	*3.00*	**3**	*3.00*	**-**	-	**3**	*3.00*	**-**	-
Division Total	**4**	*4.00*	**4**	*4.00*	**-**	-	**4**	*4.00*	**-**	-

	FY 2020 Adopted		FY 2020 Amended		FY 2020 Amended Over (Under) FY 2020 Adopted		FY 2021 Budget		FY 2021 Budget Over (Under) FY 2020 Adopted	
	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*
Parks, Culture, & Recreation										
Culture and Recreation Services Manager	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Operations and Maintenance Recreation Supervisor	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Recreation Supervisor	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Programs and Events Coordinator	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Museum Curator	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Business Services Manager	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Visitor Services Aide	**4**	*2.00*	**4**	*2.00*	**-**	-	**4**	*2.00*	**-**	-
Administrative Assistant II	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Historic Living Interpreter **(Seasonal)**	**4**	*1.00*	**4**	*1.00*	**-**	-	**4**	*1.00*	**-**	-
Pool Staff **(Seasonal)**	**42**	*7.25*	**42**	*7.25*	**-**	-	**42**	*7.25*	**-**	-
Division Total	**57**	*17.25*	**57**	*17.25*	**-**	-	**57**	*17.25*	**-**	-
DEPARTMENT TOTAL	**75**	*35.25*	**75**	*35.25*	**-**	-	**75**	*35.25*	**-**	-
ECONOMIC DEVELOPMENT										
Economic Development Director	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Assistant Director, Economic Development	**-**	-	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*
Economic Development Coordinator	**1**	*1.00*	**-**	-	**(1)**	*(1.00)*	**-**	-	**(1)**	*(1.00)*
Administrative Assistant I	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
DEPARTMENT TOTAL	**3**	*3.00*	**3**	*3.00*	**-**	-	**3**	*3.00*	**-**	-

	FY 2020 Adopted		FY 2020 Amended		FY 2020 Amended Over (Under) FY 2020 Adopted		FY 2021 Budget		FY 2021 Budget Over (Under) FY 2020 Adopted	
	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*
UTILITIES										
Utility Administration										
Utilities Director	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Utilities Finance Manager	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Administrative Coordinator	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Utility Billing Coordinator	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Division Total	**4**	*4.00*	**4**	*4.00*	**-**	-	**4**	*4.00*	**-**	-
Utility Services										
UTILITY BILLING										
Utility Billing Coordinator	**2**	*2.00*	**2**	*2.00*	**-**	-	**2**	*2.00*	**-**	-
CUSTOMER SERVICE										
Utilities Customer Service Manager	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Customer Service Supervisor	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Customer Service Representative II	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Customer Service Representative I	**5**	*5.00*	**5**	*5.00*	**-**	-	**5**	*5.00*	**-**	-
METER SERVICES										
Meter Services Supervisor	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Meter Technician II	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Meter Technician I	**2**	*2.00*	**2**	*2.00*	**-**	-	**2**	*2.00*	**-**	-
Division Total	**14**	*14.00*	**14**	*14.00*	**-**	-	**14**	*14.00*	**-**	-
Electric Utility										
DISTRIBUTION ADMINISTRATION										
Assistant Director, Electric	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Electric Utility Designer, Senior	**2**	*2.00*	**2**	*2.00*	**-**	-	**2**	*2.00*	**-**	-
Engineering Technician	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Utility Program Manager	**-**	-	**-**	-	**-**	-	**1**	*1.00*	**1**	*1.00*
Administrative Assistant II	**1**	*1.00*	**1**	*1.00*	**-**	-	**-**	-	**(1)**	*(1.00)*

	FY 2020 Adopted		FY 2020 Amended		FY 2020 Amended Over (Under) FY 2020 Adopted		FY 2021 Budget		FY 2021 Budget Over (Under) FY 2020 Adopted	
	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*
OPERATIONS CENTER										
Systems Operations & Generation Manager	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Systems Operator, Senior	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Systems Operator (I, II)	**4**	*4.00*	**4**	*4.00*	**-**	-	**4**	*4.00*	**-**	-
Utilities Locator	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
DISTRIBUTION										
Electric Distribution Supervisor	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Electric Line Technician, Senior	**2**	*2.00*	**2**	*2.00*	**-**	-	**2**	*2.00*	**-**	-
Electric Line Technician (apprentice, 1, 2, 3 class)	**8**	*8.00*	**8**	*8.00*	**-**	-	**8**	*8.00*	**-**	-
SUBSTATIONS										
Electric Substation Supervisor	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Electric Substation Electrician (apprentice, senior)	**2**	*2.00*	**2**	*2.00*	**-**	-	**2**	*2.00*	**-**	-
GENERATION										
Electric Generation Maintenance Supervisor	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Electric Generation Mechanic	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
COMMUNICATIONS & CONTROLS										
Electronics Systems Supervisor	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Electronics Systems Technician (I, II, senior)	**6**	*6.00*	**6**	*6.00*	**-**	-	**6**	*6.00*	**-**	-
Division Total	**35**	*35.00*	**35**	*35.00*	**-**	-	**35**	*35.00*	**-**	-
Water & Sewer Utility										
WATER/SEWER ADMINISTRATION										
Assistant Director, Water & Sewer	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Distribution & Collection Manager	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Administrative Assistant II	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
SEWER - COLLECTION, TRANSMISSION & TREATMENT										
Inflow & Infiltration Coordinator	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Crew Leader, Water & Sewer	**2**	*2.00*	**2**	*2.00*	**-**	-	**2**	*2.00*	**-**	-
Water & Sewer Utility Tech (worker, I, II, III)	**7**	*7.00*	**7**	*7.00*	**-**	-	**7**	*7.00*	**-**	-

	FY 2020 Adopted		FY 2020 Amended		FY 2020 Amended Over (Under) FY 2020 Adopted		FY 2021 Budget		FY 2021 Budget Over (Under) FY 2020 Adopted	
	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*
WATER - TRANSMISSION & DISTRIBUTION										
Distribution & Collection Supervisor	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Utility Project Coordinator	**-**	-	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*
Crew Leader, Water & Sewer	**1**	*1.00*	**-**	-	**(1)**	*(1.00)*	**-**	-	**(1)**	*(1.00)*
Backflow/Cross Connection Program Inspector	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Water & Sewer Utility Tech (worker, I, II, III)	**6**	*6.00*	**6**	*6.00*	**-**	-	**6**	*6.00*	**-**	-
WATER PLANT										
Water Plant Manager	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Environmental Program Manager	**-**	-	**-**	-	**-**	-	**1**	*1.00*	**1**	*1.00*
Water Plant Lead Operator	**4**	*4.00*	**4**	*4.00*	**-**	-	**4**	*4.00*	**-**	-
Water Plant Maintenance Supervisor	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Water Plant Operator (trainee, I, II, III)	**5**	*5.00*	**5**	*5.00*	**-**	-	**5**	*5.00*	**-**	-
Plant Maintenance Mechanic	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Laboratory Analyst	**1**	*1.00*	**1**	*1.00*	**-**	-	**2**	*2.00*	**1**	*1.00*
Division Total	**35**	*35.00*	**35**	*35.00*	**-**	-	**37**	*37.00*	**2**	*2.00*
Stormwater Utility										
Environmental Program Manager	**1**	*1.00*	**1**	*1.00*	**-**	-	**-**	-	**(1)**	*(1.00)*
Environmental Planner	**1**	*1.00*	**1**	*1.00*	**-**	-	**-**	-	**(1)**	*(1.00)*
Laboratory Analyst	**1**	*1.00*	**1**	*1.00*	**-**	-	**-**	-	**(1)**	*(1.00)*
Division Total	**3**	*3.00*	**3**	*3.00*	**-**	-	**-**	-	**(3)**	*(3.00)*
DEPARTMENT TOTAL	**91**	*91.00*	**91**	*91.00*	**-**	-	**90**	*90.00*	**(1)**	*(1.00)*

	FY 2020 Adopted		FY 2020 Amended		FY 2020 Amended Over (Under) FY 2020 Adopted		FY 2021 Budget		FY 2021 Budget Over (Under) FY 2020 Adopted	
	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*	#	*FTE*
AIRPORT										
Airport Director	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Airport Operations Officer, Senior	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Airport Operations Officer	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Airport Maintenance Supervisor	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
Airport Maintenance Worker	**2**	*2.00*	**2**	*2.00*	**-**	-	**3**	*3.00*	**1**	*1.00*
Administrative Coordinator	**1**	*1.00*	**1**	*1.00*	**-**	-	**1**	*1.00*	**-**	-
DEPARTMENT TOTAL	**7**	*7.00*	**7**	*7.00*	**-**	-	**8**	*8.00*	**1**	*1.00*
TOTAL CITY OF MANASSAS	**551**	**501.05**	**551**	**501.05**	**-**	**-**	**560**	**509.05**	**9**	**8.00**

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

	Total Project Budget	FY 2020 and Prior Years	Five-Year CIP FY 2021-25	FY 2026 and Future Years
Program Area:				
General Government Projects	24,620	2,847	1,910	19,863
Culture & Recreation Projects	33,430	3,195	7,535	22,700
Public Safety Projects	89,451	42,351	22,500	24,600
Transportation Projects	80,414	39,776	19,273	21,365
Sewer Projects	5,475	3,475	2,000	-
Water Projects	49,460	31,660	16,700	1,100
Electric Projects	3,530	1,180	2,350	-
Stormwater Projects	32,027	10	12,157	19,860
Airport Projects	49,788	5,708	15,080	29,000
School Projects	93,973	-	17,747	76,226
Total	**462,168**	**130,202**	**117,252**	**214,714**
Funding Source:				
General Fund	9,056	6,611	1,945	500
Sewer Fund	7,067	4,202	1,885	980
Water Fund	18,618	13,913	1,915	2,790
Electric Fund	8,445	4,445	2,950	1,050
Stormwater Fund	827	10	817	-
Airport Fund	1,988	353	619	1,016
School Fund	15,639	33	15,606	-
Bonds	290,863	62,108	58,581	170,174
State	21,979	12,942	6,408	2,629
Federal	56,519	12,974	23,125	20,420
NVTA 30%	11,432	5,722	2,220	3,490
Other Source	19,735	6,889	1,181	11,665
Project Cost Total:	**462,168**	**130,202**	**117,252**	**214,714**

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

	Total Project Budget	FY 2020 and Prior Years	Five-Year CIP FY 2021-25	FY 2026 and Future Years
General Government Projects				
City Hall Improvements/Renovations	10,481	1,137	1,910	7,434
Public Works & Utilities Facility Improvements	8,060	1,460	-	6,600
Manassas Customer Service	250	250	-	-
Social Services Facility	5,829	-	-	5,829
Program Total	**24,620**	**2,847**	**1,910**	**19,863**
Culture & Recreation Projects				
Manassas Museum	3,889	389	3,500	-
Dean Park	2,664	264	2,400	-
E.G. Smith Baseball Complex	7,976	376	1,600	6,000
Annaburg Manor	6,816	1,816	-	5,000
Jennie Dean Memorial	350	350	-	-
Manassas Library	11,200	-	-	11,200
Cedar Crest Park	535	-	35	500
Program Total	**33,430**	**3,195**	**7,535**	**22,700**
Public Safety Projects				
Public Safety Facility	49,185	26,685	22,500	-
Fire/Rescue Station 21	15,666	15,666	-	-
Fire/Rescue Station 1	24,600	-	-	24,600
Program Total	**89,451**	**42,351**	**22,500**	**24,600**
Transportation Projects				
Sudley Road Third Lane	6,960	6,960	-	-
Land Acquisition (Downtown Parking Lot)	1,200	-	-	1,200
Grant Ave (Lee Ave to Wellington Rd)	11,137	7,941	3,196	-
Dean Drive Extended	3,894	3,654	240	-
Dean Drive (Animal Shelter to Wellington Rd)	8,300	-	-	8,300
Route 28 / Nokesville Rd Widening	18,222	12,031	6,191	-
Liberia Avenue Improvements	4,165	-	500	3,665
Stonewall Park Trail Extension	2,000	-	625	1,375
Godwin Drive Bike Trail	1,703	1,703	-	-
Commercial Corridor Streetscapes	1,001	147	854	-
Centreville Road Improvements	803	803	-	-
Fairview Avenue / Tudor Lane Signal	1,145	1,130	15	-
North Side Downtown Parking Garage	6,825	-	-	6,825

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

	Total Project Budget	FY 2020 and Prior Years	Five-Year CIP FY 2021-25	FY 2026 and Future Years
Traffic Signal Span Wire to Mast Arms	750	-	750	-
Wakeman Drive Bike Lane	500	500	-	-
Gateway Boulevard Sidewalk/Trail	490	340	150	-
Roundabout Sudley/Centreville	3,825	3,825	-	-
Mathis Avenue Improvements	5,658	-	5,658	-
Quarry Streetscape	992	742	250	
Wellington Road Shared-Use Path Gap	844	-	844	
Program Total	**80,414**	**39,776**	**19,273**	**21,365**
Sewer Projects				
Upper Flat Branch Interceptor Replacement	3,665	3,230	435	-
Buckner Road Sewer Main Replacement	1,225	60	1,165	-
Ellicott Lane Sewer Main Replacement	585	185	400	-
Program Total	**5,475**	**3,475**	**2,000**	**-**
Water Projects				
24" Transmission Main Replacement	32,960	16,260	16,700	-
Finished Water Capacity Increases	3,000	3,000	-	-
Clear-Well Addition and Roof Renovation	2,400	2,400	-	-
Nokesville Road Upgrade	1,100	-	-	1,100
Dean Storage Tank	10,000	10,000	-	-
Program Total	**49,460**	**31,660**	**16,700**	**1,100**
Electric Projects				
New Fiber Optic Loop/Ring	505	355	150	-
LED Streetlight Replacement	750	350	400	-
Manassas Airport Distribution Improvements	1,775	175	1,600	-
Point of Woods Substation Circuit Tie-Point	500	300	200	-
Program Total	**3,530**	**1,180**	**2,350**	**-**

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

	Total Project Budget	FY 2020 and Prior Years	Five-Year CIP FY 2021-25	FY 2026 and Future Years
Stormwater Projects				
Stream Restoration	25,830	-	5,970	19,860
Stormwater Pond Retrofit	5,380	10	5,370	-
Alternative Stormwater BMPs	567	-	567	-
Public Works & Utilities Facility Retrofit	250	-	250	-
Program Total	**32,027**	**10**	**12,157**	**19,860**
Airport Projects				
Air Traffic Control Tower	8,600	-	-	8,600
Realignment of Wakeman Dr & Observation Rd	3,850	-	-	3,850
Land Acquisition Southwest Side of Airport	3,000	-	-	3,000
Fuel Farm Update	550	-	-	550
Taxiway A Rehabilitation	2,500	250	2,250	-
Runway 16R/34L Rehabilitation	399	399	-	-
North East Apron Expansion	1,300	-	-	1,300
Rehabilitate and Widen Taxiway B	4,900	-	4,900	-
Terminal Parking Lot Expansion	1,100	-	-	1,100
Upgrade Taxiway A Lighting System	300	-	300	-
Installation of Backup Generators	550	-	250	300
Taxiway G and Taxilane Y Construction	4,059	4,059	-	-
West Corporate Development Site / Drainage	2,400	1,000	1,400	-
Rehabilitation of Runway 16L/34R	4,380		4,380	-
Upgrade and Replace 16L/34R Lighting System	550		550	-
East Apron Rehabilitiation	6,000		500	5,500
Runway 16R/34L Extension	4,800		-	4,800
Taxiway B Lighting System Upgrade	550		550	-
Program Total	**49,788**	**5,708**	**15,080**	**29,000**
School Projects				
District Wide - Classroom Trailers	900	-	900	-
District Wide - Technology Upgrades	1,050	-	1,050	-
District Wide - School Bus Replacements	2,486	-	2,486	-
District Wide - School Bus Additions	496	-	496	-
District Wide - Fire Alarm Replacement	769	-	769	-
Central Office - Replacement	5,834	-	5,834	-
Central Office - Architectural & Engineering	500		500	
Osbourn - Parking Lot Improvements	250	-	250	-

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

	Total Project Budget	FY 2020 and Prior Years	Five-Year CIP FY 2021-25	FY 2026 and Future Years
Osbourn - Hallway Floor Replacement	250	-	250	-
Osbourn - Cooling Tower & Chiller Replacement	2,000	-	2,000	-
Osbourn - Restroom Refurbishment	300	-	300	-
Metz - Classroom Flooring Replacement	275	-	275	-
Mayfield - Roof Replacement	2,000	-	2,000	-
Haydon - Parking Lot Improvements	100	-	100	-
Round - Parking Lot Replacement	350	-	350	-
Weems - Parking Lot Improvements	40	-	40	-
Weems - Partial Maintenance Roof	84	-	84	-
Weems - Interior Paint	63	-	63	-
New Dean - Building Replacement	76,226	-	-	76,226
Program Total	**93,973**	**-**	**17,747**	**76,226**
TOTAL	**462,168**	**130,202**	**117,252**	**214,714**

FY 2021 Five-Year CIP by Program

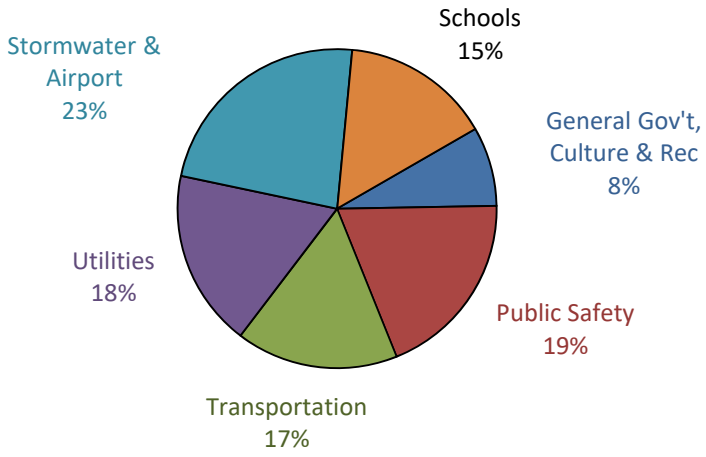


Table of Contents

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

DEBT SERVICE

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

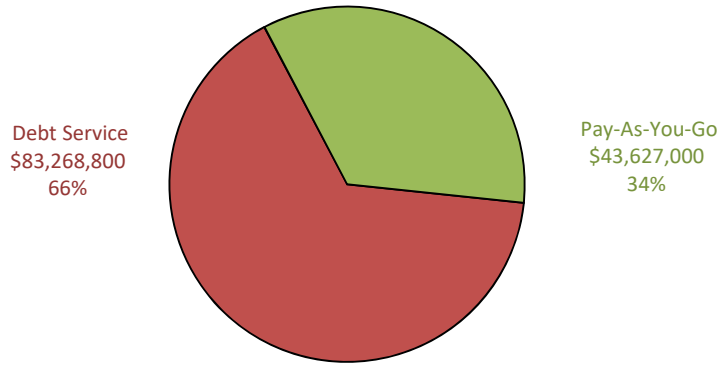
PAYGO

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

OPERATING BUDGET IMPACTS

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

Impact of Five-Year CIP on Operating Budget



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

Supporting Fund / Project	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Debt Service					
General Fund		2,000,000	2,416,000	2,416,000	2,416,000
Fire and Rescue Fund	-	-	-	-	-
Sewer Fund	-	-	-	-	-
Water Fund	-	312,000	1,192,000	1,192,000	1,192,000
Electric Fund	-	-	-	-	-
Stormwater Fund	-	368,000	368,000	907,200	907,200
Airport Fund	-	-	-	-	-
School Fund	-	-	171,280	171,280	171,280
Debt Service	-	2,680,000	4,147,280	4,686,480	4,686,480
PAYGO					
General Fund	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Fire and Rescue Fund	-	-	-	-	-
Sewer Fund	1,325,000	1,200,000	450,000	450,000	450,000
Water Fund	765,000	715,000	2,400,000	600,000	600,000
Electric Fund	2,825,000	1,935,000	2,280,000	2,210,000	1,550,000
Stormwater Fund	574,000	585,000	447,000	263,000	263,000
Airport Fund	446,000	249,000	139,000	30,000	90,000
School Fund	3,617,000	3,049,000	3,060,000	3,000,000	3,060,000
PAYGO	10,552,000	8,733,000	9,776,000	7,553,000	7,013,000
Other Operating Costs (Savings)					
General Fund	293,000	293,000	293,000	281,000	281,000
Fire and Rescue Fund	-	-	-	-	-
Sewer Fund	-	-	-	-	-
Water Fund	-	-	-	-	-
Electric Fund	-	-	-	-	-
Stormwater Fund	-	-	-	-	-
Airport Fund	(1,000)	(1,000)	(2,000)	-	(1,000)
School Fund	-	-	-	-	-
Other Operating Costs (Savings)	292,000	292,000	291,000	281,000	280,000
Total Operating Impacts	**10,844,000**	**11,705,000**	**14,214,280**	**12,520,480**	**11,979,480**

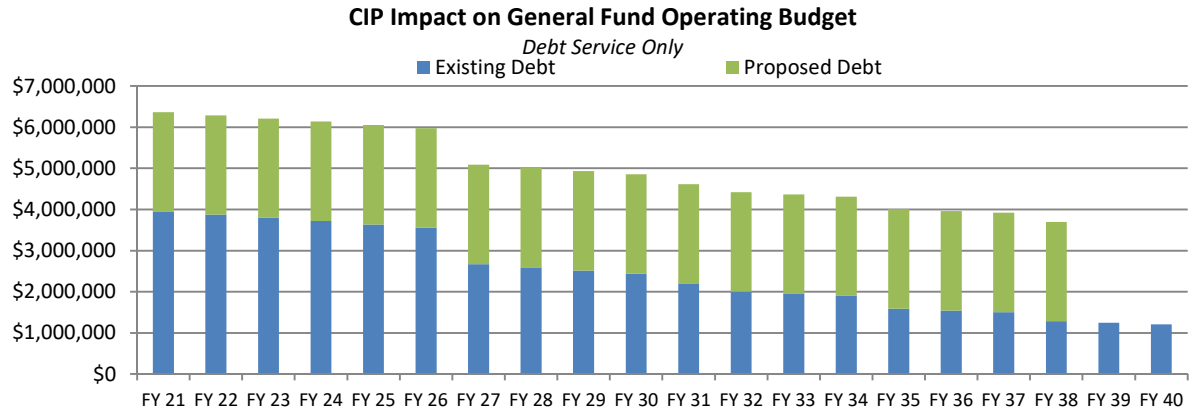
Five Year Capital Improvement Program - Impact on General Fund Operating Budget

Supporting Fund / Project		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
General Fund						
Debt Service						
P-015	Public Safety Facility	-	1,800,000	1,800,000	1,800,000	1,800,000
C-006	Manassas Museum	-	200,000	200,000	200,000	200,000
C-017	Dean Park	-	192,000	192,000	192,000	192,000
C-037	E.G. Smith Baseball Complex	-	128,000	128,000	128,000	128,000
T-086	Mathis Avenue	-	96,000	96,000	96,000	96,000
C-037	E.G. Smith Baseball Complex	-	-	-	-	-
	Proposed Debt	-	2,416,000	2,416,000	2,416,000	2,416,000
	PAYGO (Capital & Maint.)	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
	Other Operating Costs (Savings)	293,000	293,000	293,000	281,000	281,000
	Total Operating Impacts	**$ 1,293,000**	**$ 3,709,000**	**$ 3,709,000**	**$ 3,697,000**	**$ 3,697,000**

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

Proposed bond issues in the Five-Year CIP include $22.5 million for the public safety facility and $1.2 million for transportation improvements in FY 2021; $2.4 million for Dean Park and $1.6 million for E.G. Smith Baseball Complex in FY 2021; and $2.5 million for the Manassas Museum in FY 2021. The estimated annual debt service is shown above.

The proposed public safety facility would replace the current Police Headquarters.

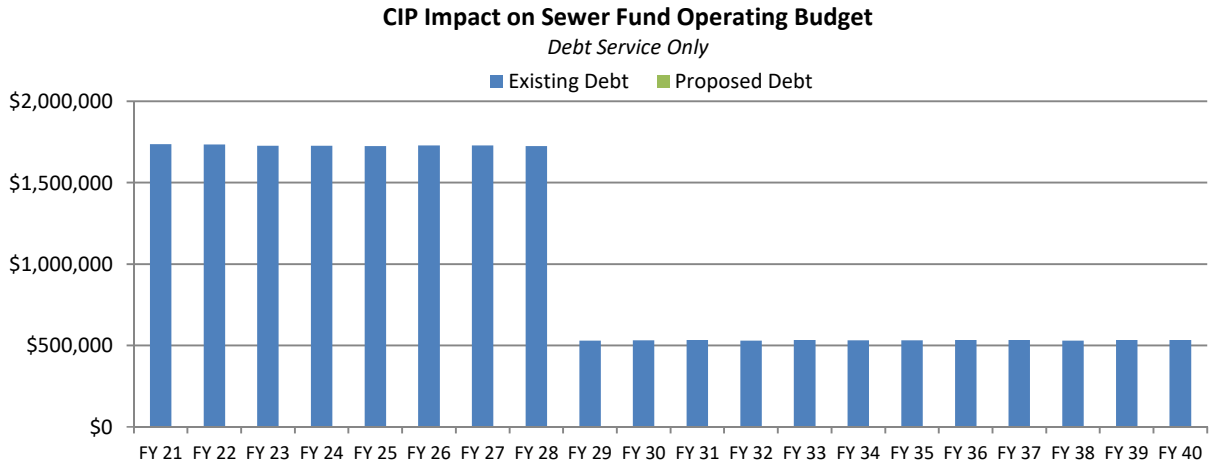


Five Year Capital Improvement Program - Impact on Sewer Fund Operating Budget

Supporting Fund / Project	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Sewer Fund					
Debt Service					
n/a No Bond Projects	-	-	-	-	-
Proposed Debt	-	-	-	-	-
PAYGO (Capital & Maint.)	1,325,000	1,200,000	450,000	450,000	450,000
Other Operating Costs (Savings)	-	-	-	-	-
Total Operating Impacts	**$ 1,325,000**	**$ 1,200,000**	**$ 450,000**	**$ 450,000**	**$ 450,000**

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

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

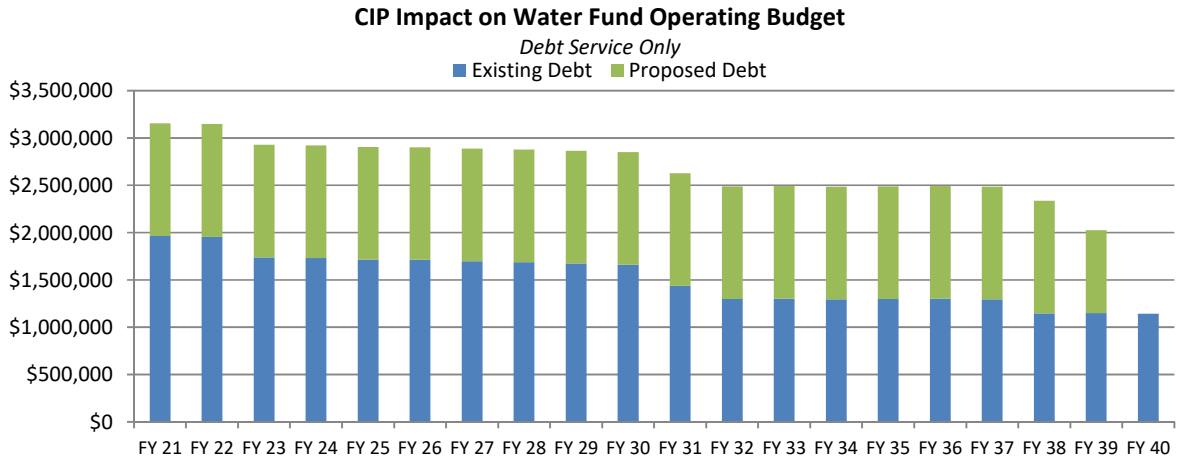


Five Year Capital Improvement Program - Impact on Water Fund Operating Budget

Supporting Fund / Project	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Water Fund					
Debt Service					
W-042 24" Transmission Main Replace	-	312,000	1,192,000	1,192,000	1,192,000
Proposed Debt	-	312,000	1,192,000	1,192,000	1,192,000
PAYGO (Capital & Maint.)	765,000	715,000	2,400,000	600,000	600,000
Other Operating Costs (Savings)	-	-	-	-	-
Total Operating Impacts	**$ 765,000**	**$ 1,027,000**	**$ 3,592,000**	**$ 1,792,000**	**$ 1,792,000**

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

Proposed bond issues in the Five-Year CIP include $14.9 million for the 24" Transmission Main Replacement Project ($3.9 million in FY 2021, and $11 million in FY 2023). The estimated debt service associated with these bond issues is shown above.

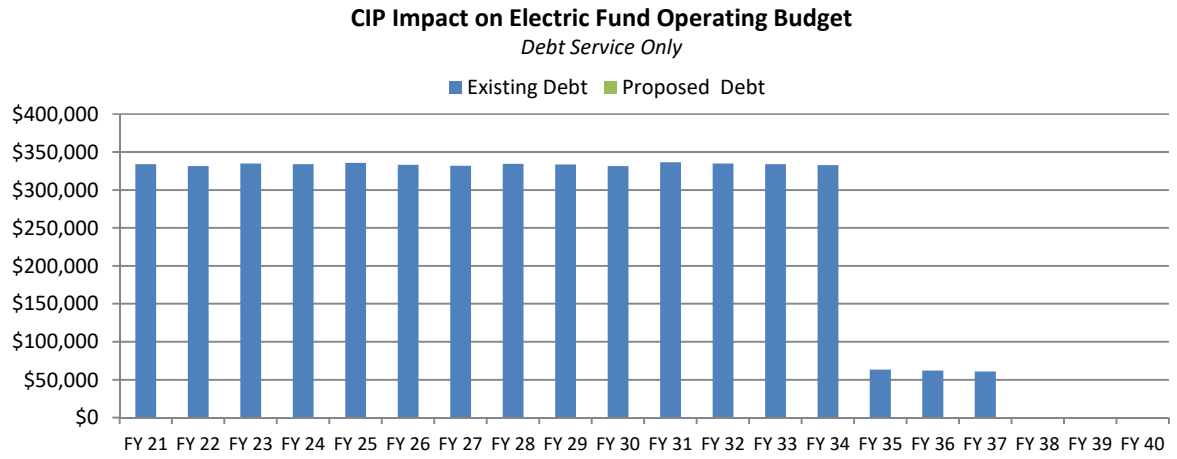


Five Year Capital Improvement Program - Impact on Electric Fund Operating Budget

Supporting Fund / Project	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Electric Fund					
n/a No Bond Projects	-	-	-	-	-
Proposed Debt	-	-	-	-	-
PAYGO (Capital & Maint.)	2,825,000	1,935,000	2,280,000	2,210,000	1,550,000
Other Operating Costs (Savings)	-	-	-	-	-
Total Operating Impacts	**$ 2,825,000**	**$ 1,935,000**	**$ 2,280,000**	**$ 2,210,000**	**$ 1,550,000**

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

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

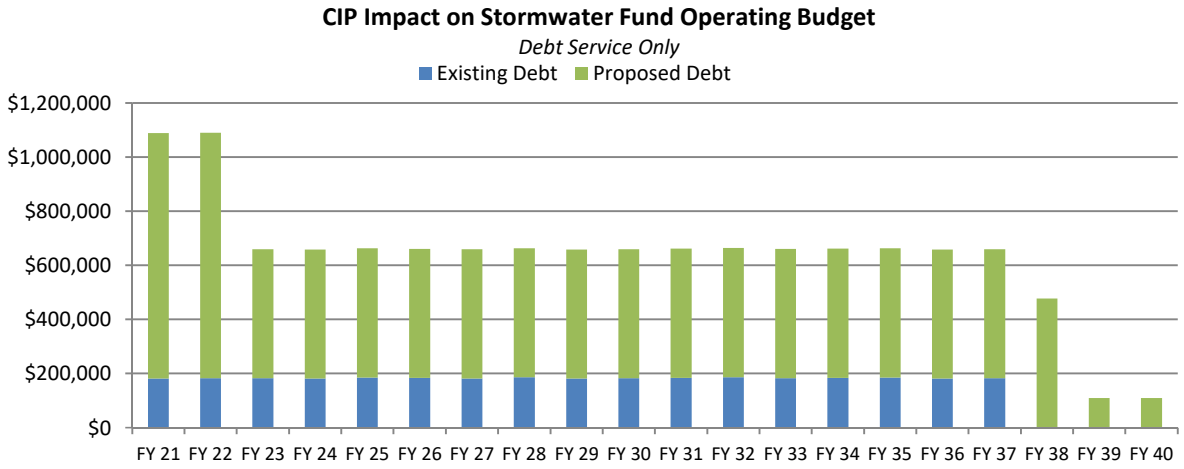


Five Year Capital Improvement Program - Impact on Stormwater Fund Operating Budget

Supporting Fund / Project		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Stormwater Fund						
D-031	Stream Restoration	-	256,000	256,000	477,600	477,600
D-032	Stormwater Pond Retrofits		112,000	112,000	429,600	429,600
	Proposed Debt	-	368,000	368,000	907,200	907,200
	PAYGO (Capital & Maint.)	574,000	585,000	447,000	263,000	263,000
	Other Operating Costs (Savings)	-	-	-	-	-
	Total Operating Impacts	**$ 574,000**	**$ 953,000**	**$ 815,000**	**$ 1,170,200**	**$ 1,170,200**

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

Proposed bond issues in the Five-Year CIP include $5.9 million for Stream Restoration ($3.2 million in FY 2021 and $2.7 million in FY 2023) and $5.3 million for Stormwater Pond Retrofits ($1.4 million in FY 2021 and $3.9 million in FY 2023). The estimated debt service associated with these bond issues is shown above.

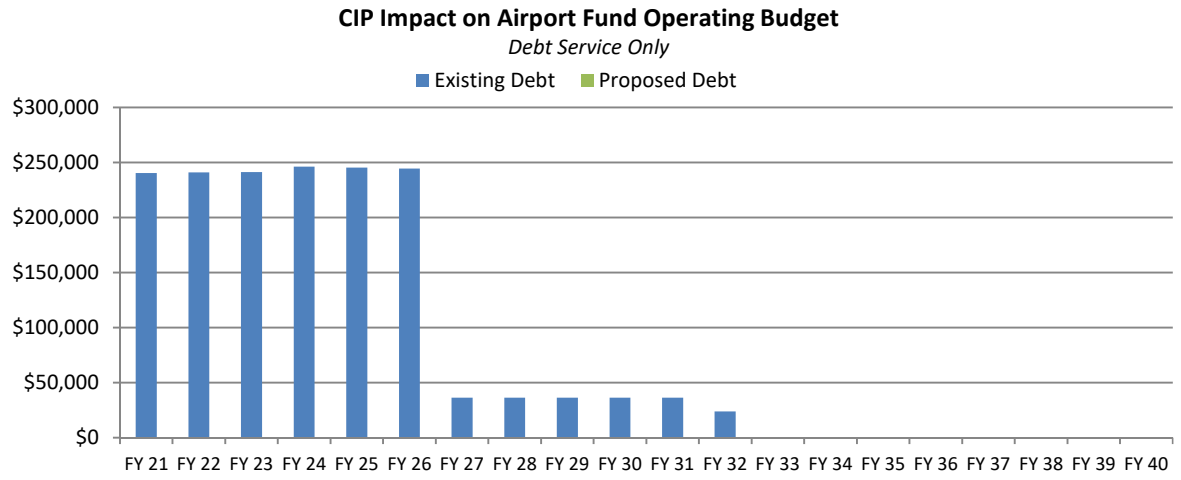


Five Year Capital Improvement Program - Impact on Airport Fund Operating Budget

Supporting Fund / Project	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Airport Fund					
Debt Service					
n/a No Bond Projects	-	-	-	-	-
Proposed Debt	-	-	-	-	-
PAYGO (Capital & Maint.)	446,000	249,000	139,000	30,000	90,000
Other Operating Costs (Savings)	(1,000)	(1,000)	(2,000)	-	(1,000)
Total Operating Impacts	**$ 445,000**	**$ 248,000**	**$ 137,000**	**$ 30,000**	**$ 89,000**

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

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



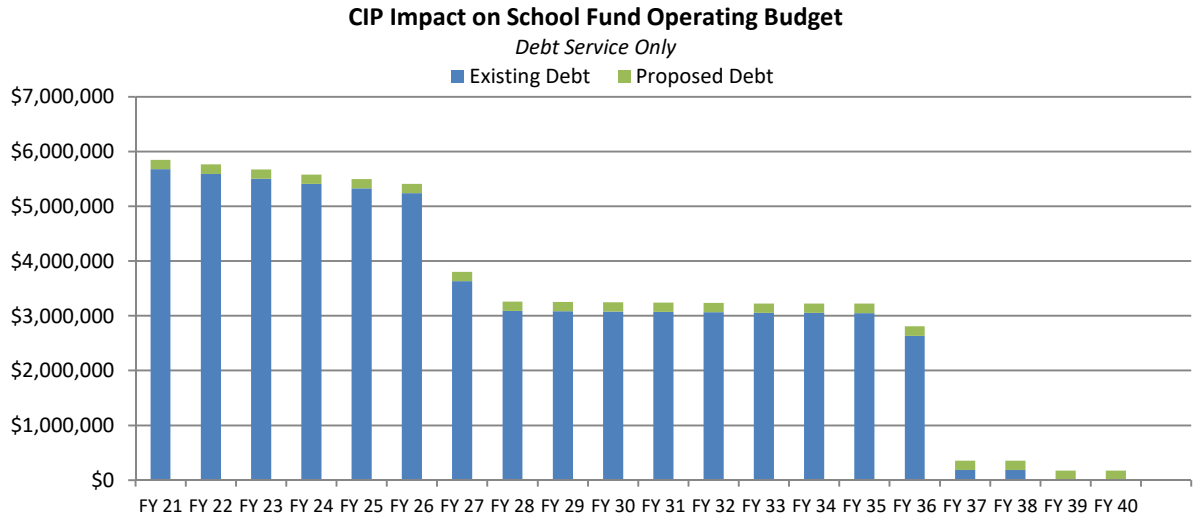
Five Year Capital Improvement Program - Impact on School Fund Operating Budget

Supporting Fund / Project	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
School Funds					
0201 Central Office Replacement	-	-	171,280	171,280	171,280
Proposed Debt	-	-	171,280	171,280	171,280
PAYGO (Capital & Maint.)	3,617,000	3,049,000	3,060,000	3,000,000	3,060,000
Other Operating Costs (Savings)	-	-	-	-	-
Total Operating Impacts	**$ 3,617,000**	**$ 3,049,000**	**$ 3,231,280**	**$ 3,171,280**	**$ 3,231,280**

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

Proposed bond issues in the Five-Year CIP includes $2.14 million in FY 2022 for Central Office Replacement. The estimated debt service associated with this bond issue is shown above.

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



FY 2021 Capital Projects (Dollars in Thousands)

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

	Proj. #	FY 2021
General Government		
City Hall	G-016	270
		270
Culture & Recreation		
Manassas Museum	C-006	3,500
Dean Park	C-017	2,400
E.G. Smith Baseball Complex	C-037	1,600
		7,500
Public Safety		
Public Safety Facility	P-015	22,500
		22,500
Transportation		
Grant Avenue (Lee Avenue to Wellington Road)	T-021	3,046
Dean Drive Extended (Existing Cul-de-sac to Animal Shelter)	T-030	240
Route 28/Nokesville Road Widening	T-042	6,191
Commercial Corridor Streetscapes	T-070	450
Gateway Boulevard Sidewalk/Trail	T-083	150
Mathis Avenue	T-086	5,658
Quarry Streetscape	T-087	250
Wellington Road Shared-Use Path Gap	T-088	844
		16,829
Sewer		
Upper Flat Branch Interceptor Replacement	S-016	435
Buckner Road Sewer Main Replacement	S-020	520
Ellicott Lane Sewer Main Replacement	S-021	400
		1,355
Water		
24" Transmission Main Replacement	W-042	3,900
		3,900

FY 2021 Capital Projects (Dollars in Thousands)

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

	Proj. #	FY 2021
Electric		
New Fiber Optic Loop/Ring	E-032	150
LED Streetlight Replacement	E-034	100
Manassas Airport Distribution Improvements	E-035	400
Point of Woods Substation Circuit Tie-Point	E-036	200
		850
Stormwater		
Stream Restoration	D-031	3,200
Stormwater Pond Retrofits	D-032	1,400
Alternative Stormwater BMPs	D-033	61
Public Works & Utilities Facility Retrofit	D-034	250
		4,911
Airport		
Rehabilitate and Widen Taxiway B	A-074	400
West Corporate Development Site/Drainage Improvements	A-087	1,400
Taxiway B Lighting System Upgrades	A-095	50
		1,850
Schools		
District Wide - Classroom Trailers	0101	200
District Wide - Technology Upgrades	0102	250
District Wide - School Bus Replacements	0103	486
District Wide - School Bus Additions	0105	121
Central Office - Architectural & Engineering	0202	500
Mayfield - Roof Replacement	0603	2,000
		3,557
	TOTAL	**63,522**

FY 2021 Capital Projects (Dollars in Thousands)

		FY 2021
Funding Sources		
General Fund		270
Sewer Fund		1,285
Water Fund		70
Electric Fund		1,300
Stormwater Fund		311
Airport Fund		309
School Fund		3,557
Bonds		38,700
State		5,020
Federal		10,218
NVTA		1,301
Other Sources		1,181
	TOTAL	**63,522**

G-016 City Hall

Year Introduced: 2014
Change: Expanded Scope
Associated Proj: G-022
Program Area: General Government
Managing Dept: Public Works
Manager: S. Horan
Plan Conformance:
Comprehensive Plan 7.11

Est. Start: 7/1/2015
Est. Complete:

Description:

Improvements to City Hall will include a phased modernization of the facility through multiple projects over the next 12 years including the renovation of each floor and basement, replacement of all building critical systems including electrical, lighting, fire alarm, some areas of plumbing (bathrooms), mechanical (hot water heater, HVAC, building automation), phone, audio visual, interior finishes, windows, ceiling w/ceiling grid, door, hardware, emergency generator, and roof system. All upgrades will meet ADA requirements.

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	1,137	270	-	605	465	570	7,434	10,481
Total Cost	**1,137**	**270**	**-**	**605**	**465**	**570**	**7,434**	**10,481**
Funding Sources: ($ in 1,000s)								
General Fund	517	270	-	605	465	570	-	2,427
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	280	-	-	-	-	-	-	280
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	340	-	-	-	-	-	7,434	7,774
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**1,137**	**270**	**-**	**605**	**465**	**570**	**7,434**	**10,481**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	(11,894)	(11,894)
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**(11,894)**	**(11,894)**

C-006 Manassas Museum

Year Introduced: 2001
Change: No change
Associated Proj: C-008
Program Area: Culture & Recreation
Managing Dept: Community Development
Manager: L. Via-Gossman
Plan Conformance:
Comprehensive Plan 9.1

Est. Start: 2/11/2008
Est. Complete: 6/30/2023

Description:

Construct a small addition onto the rear of the museum for a multi-purpose space for 135 people (seated), special exhibits, and events. The addition would not impact the front lawn. The project will also add visible artifact storage/exhibit prep areas enabling the museum to cease renting off-site public storage for artifacts. The project will also include renovation of the existing exhibit areas in anticipation of the 150th anniversary celebration of the incorporation of Manassas in April 2023.

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	389	-	-	-	-	-	-	389
Land	-	-	-	-	-	-	-	-
Construction	-	3,500	-	-	-	-	-	3,500
Total Cost	**389**	**3,500**	**-**	**-**	**-**	**-**	**-**	**3,889**
Funding Sources: ($ in 1,000s)								
General Fund	389	-	-	-	-	-	-	389
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	2,500	-	-	-	-	-	2,500
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	1,000	-	-	-	-	-	1,000
Total Funding	**389**	**3,500**	**-**	**-**	**-**	**-**	**-**	**3,889**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	12	12	-	24
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	(200)	(200)	(200)	(200)	(3,200)	(4,000)
Net Revenue	**-**	**-**	**(200)**	**(200)**	**(188)**	**(188)**	**(3,200)**	**(3,976)**

C-017 Dean Park

Year Introduced: 2016
Change: Decreased Estimate
Associated Proj: 1301
Program Area: Culture & Recreation
Managing Dept: Community Development
Manager: L. Via-Gossman
Plan Conformance:
Comprehensive Plan 9.1

Est. Start: 7/1/2016
Est. Complete: 6/30/2024

Description:

Enhance park facilities with additional sports fields, sports courts, and trails per the master plan and in conjunction with Dean School replacement. Prior year efforts include master planning, site plans, and cost estimates (FY19-20) and construction of a dog park (FY20).

Status: Design
Estimated Construction Start: 2021

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	264	-	-	-	-	-	-	264
Land	-	-	-	-	-	-	-	-
Construction	-	2,400	-	-	-	-	-	2,400
Total Cost	**264**	**2,400**	**-**	**-**	**-**	**-**	**-**	**2,664**
Funding Sources: ($ in 1,000s)								
General Fund	264	-	-	-	-	-	-	264
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	2,400	-	-	-	-	-	2,400
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**264**	**2,400**	**-**	**-**	**-**	**-**	**-**	**2,664**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	(192)	(192)	(192)	(192)	(3,072)	(3,840)
Net Revenue	**-**	**-**	**(192)**	**(192)**	**(192)**	**(192)**	**(3,072)**	**(3,840)**

C-037 E.G. Smith Baseball Complex

Year Introduced: 2018
Change: No change
Associated Proj: N/A
Program Area: Culture & Recreation
Managing Dept: Community Development
Manager: L. Via-Gossman
Plan Conformance:
Comprehensive Plan 9.1

Est. Start: 7/1/2018
Est. Complete: 6/30/2024

Description:

Phase 1: Make functional and safety repairs including improving drainage and safety at some of the fields, renovating or replacing certain press boxes and bleachers, replacing perimeter fencing and signage, and making parking lot improvements. A future Phase 2 project would fully renovate the ballfields and add enhanced amenities.

Status: Design
Estimated Construction Start: 2021

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	376	1,600	-	-	-	-	6,000	7,976
Total Cost	**376**	**1,600**	**-**	**-**	**-**	**-**	**6,000**	**7,976**
Funding Sources: ($ in 1,000s)								
General Fund	255	-	-	-	-	-	-	255
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	1,600	-	-	-	-	3,000	4,600
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	121	-	-	-	-	-	3,000	3,121
Total Funding	**376**	**1,600**	**-**	**-**	**-**	**-**	**6,000**	**7,976**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	(128)	(128)	(128)	(128)	(6,848)	(7,360)
Net Revenue	**-**	**-**	**(128)**	**(128)**	**(128)**	**(128)**	**(6,848)**	**(7,360)**

P-015 Public Safety Facility

Year Introduced: 2013
Change: No change
Associated Proj: T-021
Program Area: Public Safety
Managing Dept: Police
Manager: S. Horan
Plan Conformance:
Comprehensive Plan 7.3

Est. Start: 12/11/2012
Est. Complete: 6/30/2021

Description:

Construct a new facility (approx. 68,000 sq. ft.) at 9608 Grant Avenue consisting of Police Headquarters, consolidated Public Safety logistics, 911 Center, Emergency Operations Center, Fire & Rescue Administration, and the IT Department.

Status: Design
Estimated Construction Start: Summer 2020

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	1,066	-	-	-	-	-	-	1,066
Land	3,200	-	-	-	-	-	-	3,200
Construction	22,419	22,500	-	-	-	-	-	44,919
Total Cost	**26,685**	**22,500**	**-**	**-**	**-**	**-**	**-**	**49,185**
Funding Sources: ($ in 1,000s)								
General Fund	165	-	-	-	-	-	-	165
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	26,000	22,500	-	-	-	-	-	48,500
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	520	-	-	-	-	-	-	520
Total Funding	**26,685**	**22,500**	**-**	**-**	**-**	**-**	**-**	**49,185**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	(293)	(293)	(293)	(293)	(293)	(1,465)
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	(1,800)	(1,800)	(1,800)	(1,800)	(28,800)	(36,000)
Net Revenue	**-**	**-**	**(2,093)**	**(2,093)**	**(2,093)**	**(2,093)**	**(29,093)**	**(37,465)**

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

Year Introduced: 2000
Change: Expanded Scope
Associated Proj: P-015
Program Area: Transportation
Managing Dept: Engineering
Manager: B. Foster
Plan Conformance:
Comprehensive Plan 6.2
Old Town Sector Plan

Est. Start: 12/1/2015
Est. Complete: 6/30/2022

Description:

Reconstruct Grant Avenue between Prince William Street and Wellington Road as a two lane facility with dedicated turn lanes and median control. The project will add utility, pedestrian, and streetscape improvements and a shared use path from Wellington Road to Prince William Street. A state revenue sharing application was submitted in FY20 to leverage local funds and fund the second phase of the project from Lee Avenue to Prince William Street.

Status: Design
Estimated Construction Start: Fall 2020

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	750		-	-	-	-	-	
Land	-	506	-	-	-	-	-	506
Construction	7,191	2,540	150	-	-	-	-	9,881
Total Cost	**7,941**	**3,046**	**150**	**-**	**-**	**-**	**-**	**11,137**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	680	-	-	-	-	-	-	680
Water Fund	1,535	-	-	-	-	-	-	1,535
Electric Fund	700	250	150	-	-	-	-	1,100
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	4,000	-	-	-	-	-	-	4,000
State	-	2,796	-	-	-	-	-	2,796
Federal	-	-	-	-	-	-	-	-
NVTA	900	-	-	-	-	-	-	900
Other Sources	126	-	-	-	-	-	-	126
Total Funding	**7,941**	**3,046**	**150**	**-**	**-**	**-**	**-**	**11,137**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

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

Year Introduced: 2001
Change: Increased Estimate
Associated Proj: W-050
Program Area: Transportation
Managing Dept: Engineering
Manager: B. Foster
Plan Conformance:
Comprehensive Plan 6.3
Comprehensive Plan 7.7

Est. Start: 9/1/2015
Est. Complete: 6/30/2021

Description:

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

Status: Construction
Estimated Construction Start: Summer 2020

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	450	-	-	-	-	-	-	450
Land	110	40	-	-	-	-	-	150
Construction	3,094	200	-	-	-	-	-	3,294
Total Cost	**3,654**	**240**	**-**	**-**	**-**	**-**	**-**	**3,894**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	20	-	-	-	-	-	-	20
Water Fund	80	-	-	-	-	-	-	80
Electric Fund	135	-	-	-	-	-	-	135
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	1,231	-	-	-	-	-	-	1,231
Federal	-	-	-	-	-	-	-	-
NVTA	1,993	240	-	-	-	-	-	2,233
Other Sources	195	-	-	-	-	-	-	195
Total Funding	**3,654**	**240**	**-**	**-**	**-**	**-**	**-**	**3,894**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Table of Contents

T-042 Route 28 / Nokesville Road Widening

Year Introduced: 2004
Change: Increased Estimate
Associated Proj: W-042
Program Area: Transportation
Managing Dept: Engineering
Manager: B. Foster
Plan Conformance:
Comprehensive Plan 6.1

Est. Start: 3/1/2013
Est. Complete: 12/31/2021

Description:

Widen Route 28/Nokesville Road to 6 lanes and install a dual left turn lane from northbound Route 28 onto Godwin Drive. The project will also install streetlights on Route 28 from the 234 Bypass to the southern City limits and a shared use path along the north side of Route 28.

Status: Construction
Estimated Construction Start: Summer 2020

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	1,865	-	-	-	-	-	-	1,865
Land	832	-	-	-	-	-	-	832
Construction	9,334	6,191	-	-	-	-	-	15,525
Total Cost	**12,031**	**6,191**	**-**	**-**	**-**	**-**	**-**	**18,222**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	350	-	-	-	-	-	-	350
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	358	-	-	-	-	-	-	358
State	2,638	1,088	-	-	-	-	-	3,726
Federal	5,391	5,080	-	-	-	-	-	10,471
NVTA	-	23	-	-	-	-	-	23
Other Sources	3,294	-	-	-	-	-	-	3,294
Total Funding	**12,031**	**6,191**	**-**	**-**	**-**	**-**	**-**	**18,222**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

T-070 Commercial Corridor Streetscapes

Year Introduced: 2019
Change: Decreased Estimate
Associated Proj: T-086
Program Area: Transportation
Managing Dept: Community Development
Manager: L. Via-Gossman
Plan Conformance:
Mathis Avenue Sector Plan
Old Town Sector Plan

Est. Start: 7/1/2018
Est. Complete: 6/30/2022

Description:

Commercial Corridor Streetscape Enhancements. Plan, design, and construct streetscape enhancements within the Route 28, Mathis Avenue (T-086), and Sudley Road commercial corridors as well as within the Historic Downtown.

FY21 and FY22 projects include funding for potential streetscape improvements to West Street, the sidewalk between City Hall and Main Street, and pedestrian improvements at the intersection of Liberia Avenue and Centreville Road (T-074).

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	147	100	100	-	-	-	-	347
Land	-	-	-	-	-	-	-	-
Construction	-	350	304	-	-	-	-	654
Total Cost	**147**	**450**	**404**	**-**	**-**	**-**	**-**	**1,001**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	147	450	404	-	-	-	-	1,001
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**147**	**450**	**404**	**-**	**-**	**-**	**-**	**1,001**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

T-083 Gateway Boulevard Sidewalk/Trail

Year Introduced: 2018
Change: Increased Estimate
Associated Proj: T-081
Program Area: Transportation
Managing Dept: Engineering
Manager: B. Foster
Plan Conformance:
Comprehensive Plan 6.2
Comprehensive Plan 9.1

Est. Start: 7/1/2017
Est. Complete: 12/31/2021

Description:

Install a new 10 foot shared use path and upgrade portions of the existing sidewalk with a 10 foot asphalt shared use path along Gateway Boulevard (north side) from Wakeman Ct. to Godwin Drive. Upgrade portions of the existing sidewalk along Gateway Boulevard (south side).

Status: Design
Estimated Construction Start: Summer 2020

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	-	60	-	-	-	-	-	60
Land	-	40	-	-	-	-	-	40
Construction	340	50	-	-	-	-	-	390
Total Cost	**340**	**150**	**-**	**-**	**-**	**-**	**-**	**490**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	340	150	-	-	-	-	-	490
Total Funding	**340**	**150**	**-**	**-**	**-**	**-**	**-**	**490**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

T-086 Mathis Avenue

Year Introduced: 2019
Change: Increased Estimate
Associated Proj: T-070
Program Area: Transportation
Managing Dept: Econ Dev
Manager: N. Smith
Plan Conformance:
Mathis Avenue Sector Plan
Comprehensive Plan 6.3

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

Description:

Reconstruct Mathis Avenue from Sudley Road to Liberia Avenue as a two lane facility with a planted median and dedicated turn lanes within the existing right-of-way. This project includes streetscape and pedestrian improvements. Local funding is avaialble to advance full design and construction of a demonstration project. Federal funds are being sought to fully fund the project.

Status: Planning

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	-	658	-	-	-	-	-	658
Land	-	211	-	-	-	-	-	211
Construction	-	4,789	-	-	-	-	-	4,789
Total Cost	**-**	**5,658**	**-**	**-**	**-**	**-**	**-**	**5,658**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	1,200	-	-	-	-	-	1,200
State	-	-	-	-	-	-	-	-
Federal	-	4,058	-	-	-	-	-	4,058
NVTA	-	400	-	-	-	-	-	400
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**-**	**5,658**	**-**	**-**	**-**	**-**	**-**	**5,658**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	(96)	(96)	(96)	(96)	(1,536)	(1,920)
Net Revenue	**-**	**-**	**(96)**	**(96)**	**(96)**	**(96)**	**(1,536)**	**(1,920)**

T-087 Quarry Streetscape

Year Introduced: 2020
Change: Increased Estimate
Associated Proj: T-058
Program Area: Transportation
Managing Dept: Engineering
Manager: B. Foster
Plan Conformance:
Comprehensive Plan 6.2

Est. Start: 7/1/2015
Est. Complete: 12/31/2021

Description:
Construct sidewalk, curb, and gutter and underground utilities on Quarry Street from the Messenger Place development to Main Street.

Status: Design

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	742	250	-	-	-	-	-	992
Total Cost	**742**	**250**	**-**	**-**	**-**	**-**	**-**	**992**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	200	200	-	-	-	-	-	400
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	188	-	-	-	-	-	-	188
Federal	-	-	-	-	-	-	-	-
NVTA	354	50	-	-	-	-	-	404
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**742**	**250**	**-**	**-**	**-**	**-**	**-**	**992**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

T-088 Wellington Road Shared-Use Path Gap

Year Introduced: 2021
Change: New Project
Associated Proj: N/A
Program Area: Transportation
Managing Dept: Community Development
Manager: L. Via-Gossman
Plan Conformance:
Comprehensive Plan 6.2
Comprehensive Plan 9.1
Bike & Ped. Master Plan

Est. Start: 11/15/2019
Est. Complete: 6/30/2022

Description:

Complete construction of the shared use path along Wellington Road Drive from Nokesville Road to Prince William Street. Conceptual design has been funded through a TLC grant from the Metropolitan Washington Council of Governments. Survey has been funded by VDOT. A Transportation Alternatives (TA) grant application was submitted to fully fund this project.

Status: Planning

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	-	32	-	-	-	-	-	32
Land	-	-	-	-	-	-	-	-
Construction	-	812	-	-	-	-	-	812
Total Cost	**-**	**844**	**-**	**-**	**-**	**-**	**-**	**844**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	675		-	-	-	-	
NVTA	-	138	-	-	-	-	-	138
Other Sources	-	31	-	-	-	-	-	31
Total Funding	**-**	**844**	**-**	**-**	**-**	**-**	**-**	**844**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

S-016 Upper Flat Branch Interceptor Replacement

Year Introduced: 2009
Change: No change
Associated Proj: D-021
Program Area: Sewer
Managing Dept: Utilities
Manager: T. Dawood
Plan Conformance:
Comprehensive Plan 7.7

Est. Start: 7/1/2010
Est. Complete: 6/30/2023

Description:
Replace sections of gravity sewer main along the Upper Flat Branch Interceptor which is currently deficient in capacity. Undersized sanitary sewer will be upsized to meet current standards, future growth, and preclude overflows.

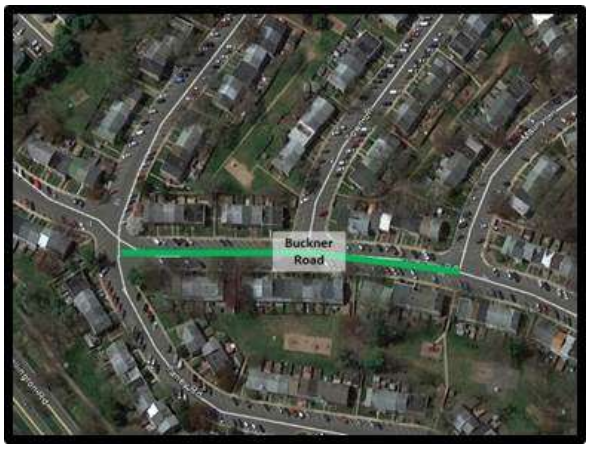
Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	342	-	-	-	-	-	-	342
Land	-	-	-	-	-	-	-	-
Construction	2,888	435	-	-	-	-	-	3,323
Total Cost	**3,230**	**435**	**-**	**-**	**-**	**-**	**-**	**3,665**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	2,985	435	-	-	-	-	-	3,420
Water Fund	210	-	-	-	-	-	-	210
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	35	-	-	-	-	-	-	35
Total Funding	**3,230**	**435**	**-**	**-**	**-**	**-**	**-**	**3,665**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Table of Contents

S-020 Buckner Road Sewer Main Replacement

Year Introduced: 2016
Change: No change
Associated Proj: N/A
Program Area: Sewer
Managing Dept: Utilities
Manager: T. Dawood
Plan Conformance:
Comprehensive Plan 7.7

Est. Start: 7/1/2020
Est. Complete: 6/30/2022



Description:

Install, repair, or replace the sewer and water main along Buckner Road from Maury Lane to Taney Road. This project will require the replacement of approximately 625 feet of sewer main and 50 laterals, which will increase reliability of service by reducing blockages and defects. Pipe material has outlasted its recommended life span.

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	60	-	-	-	-	-	-	60
Land	-	-	-	-	-	-	-	-
Construction	-	520	645	-	-	-	-	1,165
Total Cost	**60**	**520**	**645**	**-**	**-**	**-**	**-**	**1,225**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	50	450	600	-	-	-	-	1,100
Water Fund	10	70	45	-	-	-	-	125
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**60**	**520**	**645**	**-**	**-**	**-**	**-**	**1,225**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

S-021 Ellicott Lane Sewer Main Replacement

Year Introduced: 2016
Change: No change
Associated Proj: N/A
Program Area: Sewer
Managing Dept: Utilities
Manager: T. Dawood
Plan Conformance:
Comprehensive Plan 7.7

Est. Start: 7/1/2019
Est. Complete: 6/30/2021

Description:
Install, repair, or rehabilitate the sewer main in Ellicott Lane from Wesley Avenue to Wellington Road. This project will require the replacement of approximately 770 feet from 6" to 8" of sewer main and 13 laterals, which will increase reliability of service by reducing blockages and defects. Pipe material has outlasted its recommended life span.

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	85	-	-	-	-	-	-	85
Land	-	-	-	-	-	-	-	-
Construction	100	400	-	-	-	-	-	500
Total Cost	**185**	**400**	**-**	**-**	**-**	**-**	**-**	**585**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	185	400	-	-	-	-	-	585
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**185**	**400**	**-**	**-**	**-**	**-**	**-**	**585**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

W-042 24" Transmission Main Replacement

Year Introduced: 2007
Change: Decreased Estimate
Associated Proj: T-042
Program Area: Water
Managing Dept: Utilities
Manager: T. Dawood
Plan Conformance:
Comprehensive Plan 7.7

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

Description:

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

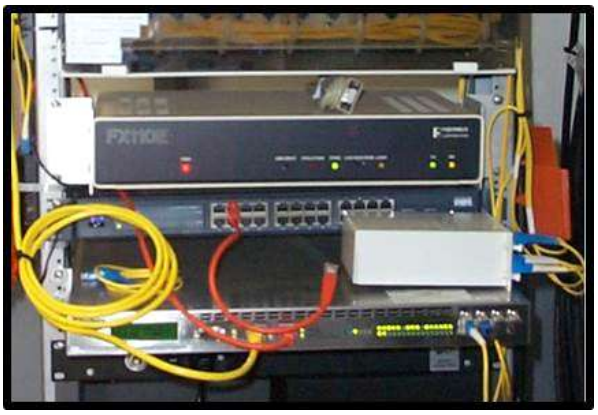
Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	1,225	-	-	-	-	-	-	1,225
Land	-	-	-	-	-	-	-	-
Construction	15,035	3,900	-	12,800	-	-	-	31,735
Total Cost	**16,260**	**3,900**	**-**	**12,800**	**-**	**-**	**-**	**32,960**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	8,760	-	-	1,800	-	-	-	10,560
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	7,500	3,900	-	11,000	-	-	-	22,400
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**16,260**	**3,900**	**-**	**12,800**	**-**	**-**	**-**	**32,960**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	(312)	(312)	(1,192)	(1,192)	(20,832)	(23,840)
Net Revenue	**-**	**-**	**(312)**	**(312)**	**(1,192)**	**(1,192)**	**(20,832)**	**(23,840)**

Table of Contents

E-032 New Fiber Optic Loop/Ring

Year Introduced: 2015
Change: Increased Estimate
Associated Proj: E-032
Program Area: Electric
Managing Dept: Utilities
Manager: T. Dawood
Plan Conformance:
Comprehensive Plan 7.7

Est. Start: 7/1/2016
Est. Complete: 6/30/2021



Description:

Identify needs of self-healing rings/loops using fiber optic paths for priority services. Install new fiber optic cabling to provide priority services to the necessary redundancy loops/rings. This will improve reliability of critical infrastructure networks and public safety services.
FY20: VMEA to Quarry Road (28,000') and Ball Field to Micron (1,200');
FY21: Prince William Street to Buckner Road (12,100')

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	355	150	-	-	-	-	-	505
Total Cost	**355**	**150**	**-**	**-**	**-**	**-**	**-**	**505**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	355	150	-	-	-	-	-	505
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**355**	**150**	**-**	**-**	**-**	**-**	**-**	**505**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Table of Contents

E-034 LED Streetlight Replacement

Year Introduced: 2017
Change: No change
Associated Proj: E-034
Program Area: Electric
Managing Dept: Utilities
Manager: T. Dawood
Plan Conformance:
Comprehensive Plan 8.3

Est. Start: 7/1/2016
Est. Complete: 6/30/2024

Description:

Upgrade all Manassas City streetlights (approx. 2,800) to LED over seven years. First year activities include planning, design, and specifications of fixtures including public input and investigation of other local municipalities that have changed to LED.

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	50	-	-	-	-	-	-	50
Land	-	-	-	-	-	-	-	-
Construction	300	100	100	100	100	-	-	700
Total Cost	**350**	**100**	**100**	**100**	**100**	**-**	**-**	**750**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	350	100	100	100	100	-	-	750
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**350**	**100**	**100**	**100**	**100**	**-**	**-**	**750**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

E-035 Manassas Airport Distribution Improvements

Year Introduced: 2020
Change: Increased Estimate
Associated Proj: E-035
Program Area: Electric
Managing Dept: Utilities
Manager: T. Dawood
Plan Conformance:
Comprehensive Plan 7.7.9

Est. Start: 7/1/2019
Est. Complete: 6/30/2024

Description:

The electrical distribution system at Manassas Regional Airport has been installed over time without a coordinated plan for redundancy and reliability. This project will study the new loads planned at the Airport and develop a replacement and upgrade plan for the electrical infrastructure. This will include adding switching options for redundancy and a review and upgrade of the backup generation. The design will also include adding renewable energy utility-level battery storage and a study of solar options to tie to the battery system (2023-2024).

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	75	-	-	-	-	-	-	75
Land	-	-	-	-	-	-	-	-
Construction	100	400	300	450	450	-	-	1,700
Total Cost	**175**	**400**	**300**	**450**	**450**	**-**	**-**	**1,775**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	175	400	300	450	450	-	-	1,775
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**175**	**400**	**300**	**450**	**450**	**-**	**-**	**1,775**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

E-036 Point of Woods Substation Circuit Tie-Point

Year Introduced: 2020
Change: No change
Associated Proj: E-036
Program Area: Electric
Managing Dept: Utilities
Manager: T. Dawood
Plan Conformance:
Comprehensive Plan 7.7.9

Est. Start: 7/1/2019
Est. Complete: 6/30/2021

Description:

The Point of Woods substation has no alternate feed for Circuit 203 to enable offloading the substation for maintenance. Currently, three feeders must be daisy-chained together in order to perform major maintenance at the substation. This project will design and build an alternate tie to the Airport Substation Circuit 306 to increase operational flexibility and allow maintenance at the substation without lowering reliability for customers.

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	50	-	-	-	-	-	-	50
Land	-	-	-	-	-	-	-	-
Construction	250	200	-	-	-	-	-	450
Total Cost	**300**	**200**	**-**	**-**	**-**	**-**	**-**	**500**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	300	200	-	-	-	-	-	500
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**300**	**200**	**-**	**-**	**-**	**-**	**-**	**500**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

D-031 Stream Restoration

Year Introduced: 2021
Change: New Project
Associated Proj: N/A
Program Area: Stormwater
Managing Dept: Utilities
Manager: L. Kilby
Plan Conformance:
Comprehensive Plan 7.7

Est. Start: 7/1/2021
Est. Complete: 6/30/2028

Description:

Restore degraded streams in the City of Manassas and within the greater watershed, per DEQ stream restoration requirements, to build TMDL pollution reduction credits required for MS4 permit compliance by 2023 and 2028 permit cycle deadlines.

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	-	530	-	-	-	-	-	530
Land	-	-	-	-	-	-	-	-
Construction	-	2,670	-	2,770	-	-	19,860	25,300
Total Cost	**-**	**3,200**	**-**	**2,770**	**-**	**-**	**19,860**	**25,830**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	3,200	-	2,770	-	-	19,860	25,830
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**-**	**3,200**	**-**	**2,770**	**-**	**-**	**19,860**	**25,830**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	(256)	(256)	(478)	(478)	(28,457)	(29,925)
Net Revenue	**-**	**-**	**(256)**	**(256)**	**(478)**	**(478)**	**(28,457)**	**(29,925)**

D-032 Stormwater Pond Retrofits

Year Introduced: 2021
Change: New Project
Associated Proj: N/A
Program Area: Stormwater
Managing Dept: Utilities
Manager: L. Kilby
Plan Conformance:
Comprehensive Plan 7.7

Est. Start: 7/1/2021
Est. Complete: 6/30/2028

Description:
Retrofit of existing City stormwater management (SWM) ponds, per DEQ wet pond requirements, to build TMDL pollution reduction credits required for MS4 permit compliance by 2023 and 2028 permit cycle deadlines.

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	-	350	-	-	-	-	-	350
Land	-	-	-	-	-	-	-	-
Construction	10	1,050	-	3,970	-	-	-	5,030
Total Cost	**10**	**1,400**	**-**	**3,970**	**-**	**-**	**-**	**5,380**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	10	-	-	-	-	-	-	10
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	1,400	-	3,970	-	-	-	5,370
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**10**	**1,400**	**-**	**3,970**	**-**	**-**	**-**	**5,380**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	(112)	(112)	(430)	(430)	(7,509)	(8,593)
Net Revenue	**-**	**-**	**(112)**	**(112)**	**(430)**	**(430)**	**(7,509)**	**(8,593)**

Table of Contents

D-033 Alternative Stormwater BMPs

Year Introduced: 2021
Change: New Project
Associated Proj: N/A
Program Area: Stormwater
Managing Dept: Utilities
Manager: L. Kilby
Plan Conformance:
Comprehensive Plan 7.7

Est. Start: 7/1/2021
Est. Complete: 6/30/2028

Description:
Retrofit existing City SWM best management practice (BMP) facilities or construct new BMPs, per DEQ requirements, to build TMDL pollution reduction credits required for MS4 permit compliance by 2023 and 2028 permit cycle deadlines.

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	-	15	81	84	-	-	-	180
Land	-	-	-	-	-	-	-	-
Construction	-	46	241	100	-	-	-	387
Total Cost	**-**	**61**	**322**	**184**	**-**	**-**	**-**	**567**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	61	322	184	-	-	-	567
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**-**	**61**	**322**	**184**	**-**	**-**	**-**	**567**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

D-034 Public Works & Utilities Facility Retrofit

Year Introduced: 2021
Change: New Project
Associated Proj: N/A
Program Area: Stormwater
Managing Dept: Utilities
Manager: L. Kilby
Plan Conformance:
Comprehensive Plan 7.7

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

Description:

Comprehensive retrofit to address a number of outstanding pollution prevention issues related to operations in the yard, to bring the facility up to industry standards, and ensure compliance with the facility's individual VPDES permit for discharge of industrial stormwater (DEQ permit #VAR050995).

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	-	50	-	-	-	-	-	50
Land	-	-	-	-	-	-	-	-
Construction	-	200	-	-	-	-	-	200
Total Cost	**-**	**250**	**-**	**-**	**-**	**-**	**-**	**250**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	250	-	-	-	-	-	250
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**-**	**250**	**-**	**-**	**-**	**-**	**-**	**250**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

A-074 Rehabilitate and Widen Taxiway B

Year Introduced: 2017
Change: Increased Estimate
Associated Proj: A-074
Program Area: Airport
Managing Dept: Airport
Manager: J. Rivera
Plan Conformance:
Comprehensive Plan 6.1.4
Airport Master Plan
Airport Strategic Plan

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

Description:

Taxiway B is showing signs of stress and wear and tear. The pavement has been crack sealed to extend its useful life, but it needs to be milled and overlaid. This project also includes widening the taxiway to 50 feet to accommodate the Boeing Business Jet (BBJ) and other aircraft that have outboard engines that hang over the grass when taxiing.

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	-	400		-	-	-	-	
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	4,500	-	-	-	4,500
Total Cost	**-**	**400**	**-**	**4,500**	**-**	**-**	**-**	**4,900**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	8	-	90	-	-	-	98
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	32	-	360	-	-	-	392
Federal	-	360	-	4,050	-	-	-	4,410
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**-**	**400**	**-**	**4,500**	**-**	**-**	**-**	**4,900**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Table of Contents

A-087 West Corporate Development Site / Drainage Improvements

Year Introduced: 2020
Change: Increased Estimate
Associated Proj: A-087
Program Area: Airport
Managing Dept: Airport
Manager: J. Rivera
Plan Conformance:

Comprehensive Plan 6.1.4
Airport Master Plan
Airport Strategic Plan

Est. Start: 9/1/2019
Est. Complete: 8/30/2022

Description:

This project would include the demolition of hangars and building facilities, draining, stormwater and grading improvements on 10 acres located on the North West side of the Airport for future development of corporate hangar facilities.

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	300	-	-	-	-	-	-	300
Land	-	-	-	-	-	-	-	-
Construction	700	1,400	-	-	-	-	-	2,100
Total Cost	**1,000**	**1,400**	**-**	**-**	**-**	**-**	**-**	**2,400**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	200	300	-	-	-	-	-	500
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	800	1,100	-	-	-	-	-	1,900
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**1,000**	**1,400**	**-**	**-**	**-**	**-**	**-**	**2,400**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Table of Contents

A-095 Taxiway B Lighting System Upgrades

Year Introduced: 2021
Change: New Project
Associated Proj: A-074
Program Area: Airport
Managing Dept: Airport
Manager: J. Rivera
Plan Conformance:
Comprehensive Plan 6.1.4
Airport Master Plan
Airport Strategic Plan

Est. Start: 10/1/2021
Est. Complete: 12/30/2023

Description:
The lighting system for Taxiway B is over twenty years old. The system has reached its useful life and needs to be replaced. This project entails replacing the taxiway edge lights, cabling and signs with LEDs. This would include changing the transformers. This project will be done in conjunction with the Taxiway B Rehabilitation.

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	-	50	-	-	-	-	-	50
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	500	-	-	-	500
Total Cost	**-**	**50**	**-**	**500**	**-**	**-**	**-**	**550**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	1	-	10	-	-	-	11
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	4	-	40	-	-	-	44
Federal	-	45	-	450	-	-	-	495
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**-**	**50**	**-**	**500**	**-**	**-**	**-**	**550**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	1	-	1	-	-	-	2
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**1**	**-**	**1**	**-**	**-**	**-**	**2**

0101 District Wide - Classroom Trailers

Year Introduced: 2020
Change: No change
Associated Proj: N/A
Program Area: Schools
Managing Dept: Schools
Manager: Schools
Plan Conformance:
Comprehensive Plan 7.1

Est. Start: 7/1/2020
Est. Complete: 6/30/2025

Description:

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	200	250	250	-	200	-	900
Total Cost	**-**	**200**	**250**	**250**	**-**	**200**	**-**	**900**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	200	250	250	-	200	-	900
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**-**	**200**	**250**	**250**	**-**	**200**	**-**	**900**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

0102 District Wide - Technology Upgrades

Year Introduced: 2013
Change: No change
Associated Proj: N/A
Program Area: Schools
Managing Dept: Schools
Manager: Schools
Plan Conformance:
Comprehensive Plan 7.1

Est. Start: 7/1/2015
Est. Complete: 6/30/2025

Description:

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

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	250	200	200	200	200	-	1,050
Total Cost	**-**	**250**	**200**	**200**	**200**	**200**	**-**	**1,050**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	250	200	200	200	200	-	1,050
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**-**	**250**	**200**	**200**	**200**	**200**	**-**	**1,050**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

0103 District Wide - School Bus Replacements

Year Introduced: 2013
Change: No change
Associated Proj: N/A
Program Area: Schools
Managing Dept: Schools
Manager: Schools
Plan Conformance:
Comprehensive Plan 7.1

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

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

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	486	500	500	500	500	-	2,486
Total Cost	**-**	**486**	**500**	**500**	**500**	**500**	**-**	**2,486**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	486	500	500	500	500	-	2,486
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**-**	**486**	**500**	**500**	**500**	**500**	**-**	**2,486**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

0105 District Wide - School Bus Additions

Year Introduced: 2017
Change: No change
Associated Proj: N/A
Program Area: Schools
Managing Dept: Schools
Manager: Schools
Plan Conformance:
Comprehensive Plan 7.1

Est. Start: 7/1/2017
Est. Complete: 6/30/2025

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

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	121	-	125	125	125	-	496
Total Cost	**-**	**121**	**-**	**125**	**125**	**125**	**-**	**496**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	121	-	125	125	125	-	496
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**-**	**121**	**-**	**125**	**125**	**125**	**-**	**496**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Table of Contents

0202 Central Office - Architectural & Engineering

Year Introduced: 2021
Change: New Project
Associated Proj: N/A
Program Area: Schools
Managing Dept: Schools
Manager: Schools
Plan Conformance:
Comprehensive Plan 7.1

Est. Start: 7/1/2020
Est. Complete: 6/30/2021

Description:

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	-	500	-	-	-	-	-	500
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Total Cost	**-**	**500**	**-**	**-**	**-**	**-**	**-**	**500**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	500	-	-	-	-	-	500
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**-**	**500**	**-**	**-**	**-**	**-**	**-**	**500**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

0603 Mayfield - Roof Replacement

Year Introduced: 2018
Change: No change
Associated Proj: N/A
Program Area: Schools
Managing Dept: Schools
Manager: Schools
Plan Conformance:
Comprehensive Plan 7.1

Est. Start: 7/1/2020
Est. Complete: 6/30/2021

Description:
Replace roof at Mayfield Intermediate School.

Cost Estimate: ($ in 1,000s)	Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	2,000	-	-	-	-	-	2,000
Total Cost	**-**	**2,000**	**-**	**-**	**-**	**-**	**-**	**2,000**
Funding Sources: ($ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	2,000	-	-	-	-	-	2,000
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	**-**	**2,000**	**-**	**-**	**-**	**-**	**-**	**2,000**
Operating Impacts: ($ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Table of Contents

FY 2021 Maintenance Capital Projects (Dollars in Thousands)

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

	Proj. #	FY 2021
Culture & Recreation		
School Playground Equipment Replacement	C-007	120
Harris Pavilion Improvements	C-044	100
Stonewall Pool Improvements	C-046	35
		255
Public Safety		
911 Calling System	P-026	235
		235
Transportation		
Sidewalk & Bicycle Infill	T-058	811
Traffic Signal Coordination & Upgrades	T-064	100
Supplemental Street Paving	T-066	300
Wayfinding	T-089	100
		1,311
Sewer		
Sewer Main Replacement	S-023	40
		40
Water		
Main Replacement/ Looping	W-050	495
Water Plant Improvements	W-070	200
		695
Electric		
Electric T&D Maintenance and Improvements	E-030	400
Alternative Generation Initiatives	E-031	300
Place Overhead Lines Underground (Non-Transportation)	E-033	500
Substation Capacity and Reliability Improvements	E-037	325
		1,525
Stormwater		
Stormwater/Drainage Maintenance Program	D-029	35
Floodplain Mapping Update Program	D-030	65
Drainage Maintenance & Construction	D-035	163
		263

FY 2021 Maintenance Capital Projects (Dollars in Thousands)

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

	Proj. #	FY 2021
Airport		
Airport Paving Program (Outside Airfield)	A-058	117
Master Plan Study	A-059	600
Airfield Paving Program	A-084	35
Air Traffic Control Tower Repairs	A-088	50
Terminal Elevator Pump Control Replacement	A-089	150
		952
	TOTAL	**5,276**

FY 2021 Maintenance Capital Projects (Dollars in Thousands)

		FY 2021
Funding Sources		
General Fund		730
Sewer Fund		40
Water Fund		695
Electric Fund		1,525
Stormwater Fund		263
Airport Fund		137
School Fund		60
Bonds		-
State		663
Federal		540
NVTA		600
Other Sources		23
	TOTAL	**5,276**

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

Fund / Project	CIP #	Amount
General Fund		
City Hall	G-016	270,000
Total General Fund		**270,000**
Sewer Fund		
Upper Flat Branch Interceptor Replacement	S-016	435,000
Buckner Road Sewer Main Replacement	S-020	450,000
Ellicott Lane Sewer Main Replacement	S-021	400,000
Total Sewer Fund		**1,285,000**
Water Fund		
Buckner Road Sewer Main Replacement	S-020	70,000
Total Water Fund		**70,000**
Electric Fund		
Grant Avenue (Lee Avenue to Wellington Road)	T-021	250,000
Quarry Streetscape	T-087	200,000
New Fiber Optic Loop/Ring	E-032	150,000
LED Streetlight Replacement	E-034	100,000
Manassas Airport Distribution Improvements	E-035	400,000
Point of Woods Substation Circuit Tie-Point	E-036	200,000
Total Electric Fund		**1,300,000**
Stormwater Fund		
Alternative Stormwater BMPs	D-033	61,000
Public Works & Utilities Facility Retrofit	D-034	250,000
Total Stormwater Fund		**311,000**
Airport Fund		
Rehabilitate and Widen Taxiway B	A-074	8,000
West Corporate Development Site/Drainage Improvements	A-087	300,000
Taxiway B Lighting System Upgrades	A-095	1,000
Total Airport Fund		**309,000**

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

Fund / Project	CIP #	Amount
School Funds		
District Wide Trailers	0101	200,000
Division Wide - Technology Upgrades	0102	250,000
District Wide - School Bus Replacements	0103	486,000
Division Wide - School Bus Additions	0105	121,000
Central Office Architectural & Engineering	0202	500,000
Mayfield Roof Replacement	0603	2,000,000
Total School Funds		**3,557,000**
Total Local Share - FY 2021 Capital Projects Pay-Go		**7,102,000**

FY 2021 Maintenance Capital Projects Pay-Go

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

Fund / Project	CIP #	Amount
General Fund		
School Playground Equipment Replacement	C-007	60,000
Harris Pavilion Improvements	C-044	100,000
Stonewall Pool Improvements	C-046	35,000
911 Calling System	P-026	235,000
Supplemental Street Paving	T-066	300,000
Total General Fund		**730,000**
Sewer Fund		
Sewer Main Replacement	S-023	40,000
Total Sewer Fund		**40,000**
Water Fund		
Main Replacement/Looping	W-050	495,000
Water Plant Improvements	W-070	200,000
Total Water Fund		**695,000**
Electric Fund		
Underground Cable and Termination Replacement	E-030	400,000
Alternative Generation Initiatives	E-031	300,000
Place Overhead Lines Underground (Non-Transportation)	E-033	500,000
Substation Capacity and Reliability Improvements	E-037	325,000
Total Electric Fund		**1,525,000**
Stormwater Fund		
Stormwater/Drainage Maintenance Program	D-029	35,000
Floodplain Mapping Update Program	D-030	65,000
Drainage Maintenance & Construction	D-035	163,000
Total Stormwater Fund		**263,000**

FY 2021 Maintenance Capital Projects Pay-Go

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

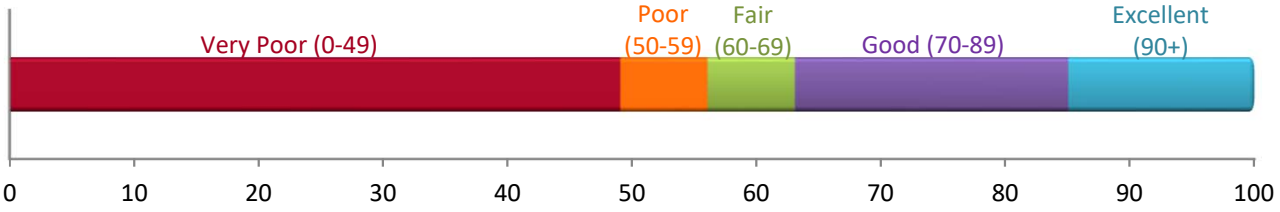
Fund / Project	CIP #	Amount
Airport Fund		
Airport Paving Program (Outside Airfield)	A-058	23,000
Master Plan Study	A-059	12,000
Airfield Paving Program	A-084	7,000
Air Traffic Control Tower Repairs	A-088	50,000
Terminal Elevator Pump Control Replacement	A-089	45,000
Total Airport Fund		**137,000**
School Fund		
School Playground Equipment Replacement	C-007	60,000
		60,000
Total Local Share - FY 2021 Maintenance Capital Projects Pay-Go		**3,450,000**

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

Street Name and Section	Rating	Sq. Yards	Amount
Wellington Road (Dean Drive to Amaryllis Avenue)	15	11,556	139,799
Wellington Road (Berkshire Street to Dean Drive)	15	11,556	139,799
Wellington Road (Turn Lanes)	NA	3,467	41,940
Rolling Road (Sudley Road to Country Lane)	20	7,822	94,633
Rolling Road (Country Lane to Ashton Avenue)	20	10,267	124,206
Godwin Drive (Nokesville Road to Wellington Road)	21	18,778	271,790
Godwin Drive (Wellington Road to Sudley Road)	21	18,800	272,111
Godwin Drive (Turn Lanes)	NA	6,013	87,037
Concrete (associated with paving above streets)	NA	NA	128,685
Total Local Share - FY 2021 Street Paving Program			**1,300,000**

The City has $1.3 million in funding for street paving/resurfacing including $1 million in the Public Works General Fund operating budget and $300,000 in the Supplemental Street Paving maintenance capital project.

VDOT PAVEMENT RATINGS - CCI INDEX



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

Description (Vehicle #)	Quantity	Unit Cost	Amount
Police Sedan (PD26)	1	35,000	35,000
Police Utility (PD 30, 32, 62, 63, 68)	5	50,000	250,000
Police F250 4X4 Ext Cab (PD 10)	1	35,000	35,000
Police Chevy Spark (PD 24, 25, 71, 72)	4	15,000	60,000
Public Works Ford Ranger Crew Cab (A6)	1	30,000	30,000
Buildings F250 Ext Cab Utility (A12)	1	45,000	45,000
Parks Tractor (R9)	1	38,000	38,000
Streets Dump Truck/Plow/Spreader (S11)	1	155,000	155,000
Streets F450 4X4 Dump Truck/Plow/Spreader (S59)	1	65,600	65,600
Total Vehicle Maintenance Fund	**16**		**713,600**
Water Dosan Light Tower (W40)	1	9,000	9,000
Water F150 4X4 Reg Cab (W36)	1	28,000	28,000
Water F150 2WD Reg Cab (W42)	1	25,000	25,000
Electric F250 4X4 Ext Cab Plow (E45)	1	38,000	38,000
Electric 2WD Ranger (E33)	1	27,000	27,000
Electric F250 4X4 Ext Cab Long Bed Utility (E31)	1	49,000	49,000
Electric Derrik Digger Truck (E7)	1	300,000	300,000
Total Utility Funds	**7**		**476,000**
Total Local Share - FY 2021 Vehicles	**23**		**1,189,600**

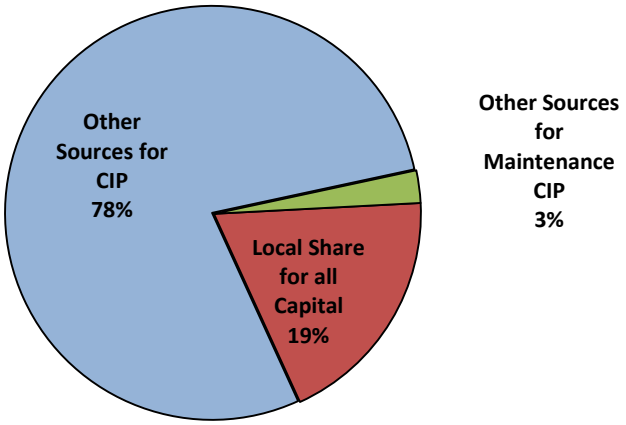
The City identifies a capital asset as a tangible or intangible asset that has an initial useful life of more than one year and has an initial cost of $5,000 or more. The cost of a capital asset includes all necessary charges incurred to acquire or construct an asset. In the case of computers, these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

Fund / Equipment Description	Amount
Fire and Rescue Fund	
EMS Equipment Replacement	30,000
Total Fire and Rescue Fund	**30,000**
PEG Fund	
PEG Channel Broadcasting Equipment	150,000
Total PEG Fund	**150,000**
Water Fund	
Source Water Protection Sampling Equipment	40,000
Total Water Fund	**40,000**
Electric Fund	
Vehicle Charging Station Upgrades (2)	15,000
Prince William Water Tower Generator Replacement	50,000
Smoke Stacks Replacement (2 per year)	40,000
SQL Server Replacement	12,000
Total Electric Fund	**117,000**
Airport Fund	
Lighted X for Runway and Taxiway Closures	25,000
Total Airport Fund	**25,000**
Solid Waste Fund	
Leaf Box Replacement	7,000
Total Solid Waste Fund	**7,000**
Building Maintenance Fund	
City Hall Mechanical Room HVAC Replacement	40,000
City Hall Exterior Lighting Replacement (LED)	25,000
PW&UT Exterior Lighting Replacement (LED)	25,000
Harris Pavilion Exterior Lighting Replacement (LED)	10,000
Total Building Maintenance Fund	**100,000**

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

Fund / Equipment Description	Amount
Vehicle Maintenance Fund	
Bay 4 Vehicle Lift Replacement	20,000
Total Vehicle Maintenance Fund	**20,000**
Information Technology Fund	
Servers	30,000
Anticipated Mid-Year Purchase Requests	50,000
Utility Billing Upgrade	40,000
Total Information Technology Fund	**120,000**
Total Local Share - FY 2021 Capital Equipment (Purchases)	**609,000**

FY 2021 Capital Program Expenditure Summary	
Capital Projects Pay-Go	7,102,000
Maintenance Capital Projects Pay-Go	3,150,000
Street Paving	1,300,000
Vehicles	1,189,600
Equipment Purchases	609,000
Total Local Share	**13,350,600**
Other Sources for Capital Projects	56,420,000
Other Sources for Maintenance Capital Projects	1,826,000
Virginia Railway Express	320,000
Total Other Sources	**58,566,000**
TOTAL	**71,916,600**



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

The ratings were affirmed in April 2019. Remarks from the ratings include:

- Strong economy, with access to a broad and diverse metropolitan statistical area
- Very strong management, with strong financial policies and practices
- Strong budgetary performance, with operating surpluses in the general fund and at the total governmental fund level in fiscal 2018
- Very strong budgetary flexibility, with an available fund balance in fiscal 2018 of 29% of operating expenditures
- Very strong liquidity, with total government available cash at 96.5% of total governmental fund expenditures and 12.4% governmental debt service, and access to external liquidity considered strong
- Very strong institutional framework score
- Ongoing economic expansion driving moderate growth in taxable values
- Improving financial position supported by formal fiscal policies and improved revenue growth trends

Moody's Investor Services Rating Scales

Aaa	• Obligations rated Aaa are judged to be of the highest quality, subject to the lowest level of credit risk
Aa	• Obligations rated Aa are judged to be of high quality and are subject to very low credit risk
A	• Obligations rated A are judged to be upper-medium grade and are subject to low credit risk
Baa	• Obligations rated Baa are judged to be medium-grade and subject to moderate credit risk and as such may possess certain speculative characteristics
Ba	• Obligations rated Ba are judged to be speculative and are subject to substantial credit risk
B	• Obligations rated B are considered speculative and are subject to high credit risk
Caa	• Obligations rated Caa are judged to be speculative of poor standing and are subject to very high credit risk
Ca	• Obligations rated Ca are highly speculative and are likely in, or very near, default, with some prospect of recovery of principal and interest
C	• Obligations rated C are the lowest rated and are typically in default, with little prospect for recovery of principal or interest

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

City's S&P Rating AAA

City's Moody's Rating Aa1

Standard & Poor's Rating Scale

AAA	• Extremely strong capacity to meet financial commitments. Highest Rating
AA	• Very strong capacity to meet financial commitments
A	• Strong capacity to meet financial commitments, but somewhat susceptible to adverse economic conditions and changes in circumstance
BBB	• Adequate capacity to meet financial commitments, but more subject to adverse economic conditions
BB	• Less vulnerable in the near-term but faces major ongoing uncertainties to adverse business, financial and economic conditions
CCC	• Currently vulnerable and dependent on favorable business, financial and economic conditions to meet financial commitments
CC	• Highly vulnerable; default has not yet occurred, but it is expected to be a virtual certainty
C	• Currently highly vulnerable to non-payment, and ultimate recovery is expected to be lower than that of higher rates obligations

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

STATE DEBT LIMITS

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

Legal Debt Margin Calculation for June 30, 2020

Assessed value of taxable real property as of January 1, 2019	$	5,063,746,000
Debt Limit - 10% of assessed valuation		506,374,600
Direct Debt outstanding chargeable to debt limit at June 30, 2020		138,146,971
Legal Debt Margin Remaining	$	368,227,629

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

2013	2014	2015	2016	2017	2018	2019	2020
18.51%	19.19%	24.26%	21.54%	23.97%	21.60%	21.60%	27.28%

CITY DEBT LIMITS (PER POLICY)

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

• Net debt as a percentage of estimated market value of taxable 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.

As of August 31, 2016, this ratio was 1.90%, which is within the policy limit.

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

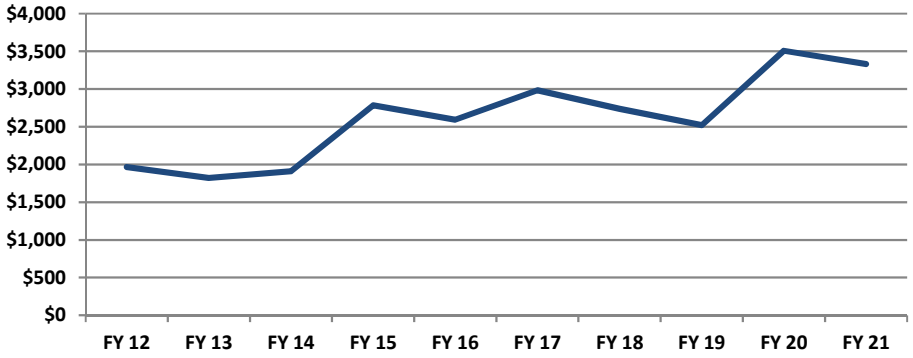
As of August 31, 2016, this ratio was 7.0%, which is within the policy limit.

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

As of August 31, 2016, the 10-year payout ratio was 62.1%, which is within the policy limit.

OUTSTANDING DEBT SUPPORTED BY TAXPAYERS PER CAPITA

Year Begin.	Amount
FY 12	$ 1,967
FY 13	$ 1,821
FY 14	$ 1,909
FY 15	$ 2,783
FY 16	$ 2,595
FY 17	$ 2,986
FY 18	$ 2,736
FY 19	$ 2,523
FY 20	$ 3,509
FY 21	$ 3,332



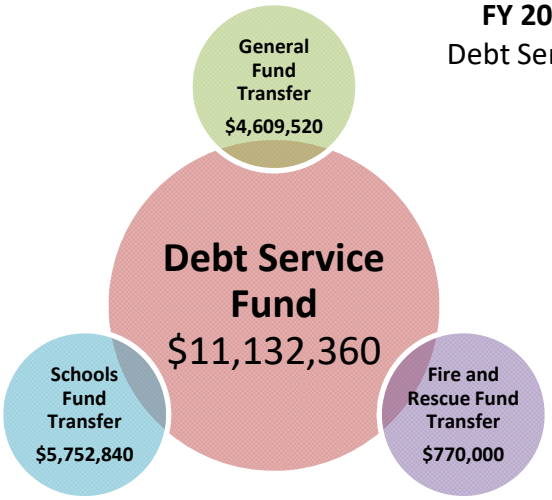
Source: 2019 Comprehensive Annual Financial Report (FY12-18)
Estimated by Budget Office (FY19-21)

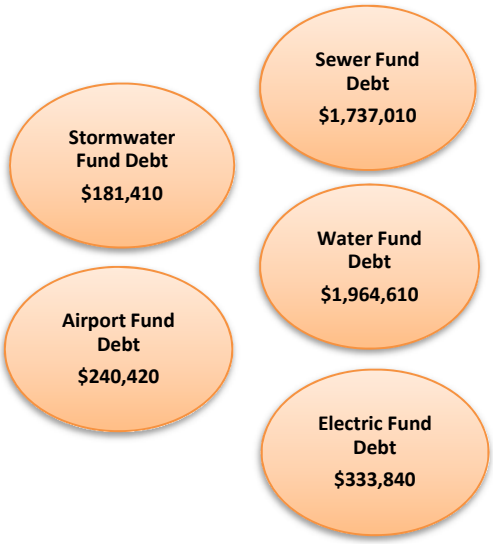
Debt per capita above reflects all general obligation bonds, both tax-supported and enterprise fund supported in accordance with the reporting requirements of the Comprehensive Annual Financial Report (CAFR).

DEBT OVERVIEW

The City will have $138,146,971 (principal only) of outstanding bonded debt as of June 30, 2020. The Enterprise Funds (Sewer, Water, Electric, Airport, and Stormwater) pay the debt service on the bonds related to their function. Of the total debt principal, $45,193,931, or 33%, is enterprise debt. The remaining debt principal of $92,953,040 is supported by the taxpayers via the General Fund, Fire and Rescue Fund and School Funds. This tax-supported debt is paid out of the Debt Service Fund through transfers from the respective governmental funds and enterprise debt is paid directly from the appropriate enterprise funds. The per capita outstanding bond principal supported by taxpayers as of June 30, 2020 will be $3,332 - of this only $2,242 is related to the tax-supported debt of governmental funds.

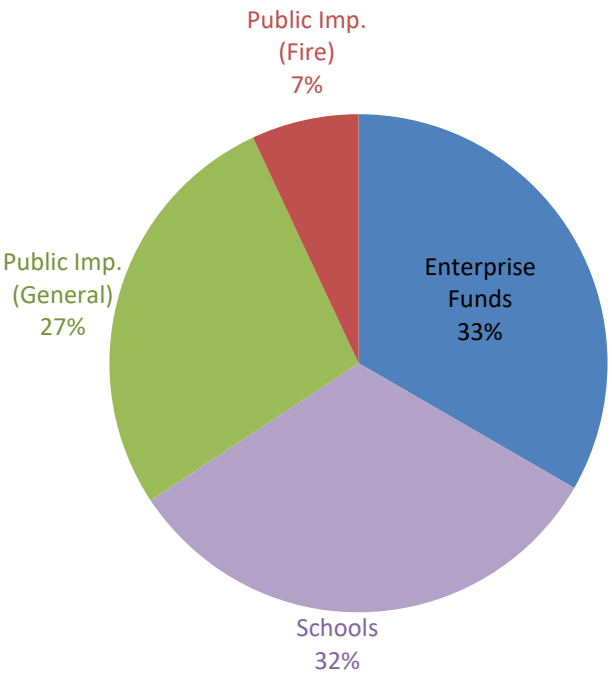
FY 2021 Budget
Debt Service by Fund





OUTSTANDING DEBT

	Principal	Interest	Total
FY 2021	9,260,558	5,509,641	14,770,199
FY 2022	9,481,029	5,100,958	14,581,987
FY 2023	9,546,507	4,634,146	14,180,653
FY 2024	9,851,992	4,158,270	14,010,262
FY 2025	10,157,485	3,662,352	13,819,837
FY 2026	8,922,985	3,203,310	12,126,295
FY 2027	7,653,493	2,803,601	10,457,094
FY 2028	7,924,009	2,438,367	10,362,376
FY 2029	6,944,533	2,113,476	9,058,009
FY 2030	7,125,065	1,826,384	8,951,449
FY 2031	6,955,605	1,536,386	8,491,991
FY 2032	6,843,710	1,278,582	8,122,292
FY 2033	7,000,000	1,042,328	8,042,328
FY 2034	7,165,000	810,031	7,975,031
FY 2035	6,395,000	583,925	6,978,925
FY 2036	4,040,000	438,463	4,478,463
FY 2037	4,100,000	327,537	4,427,537
FY 2038	2,875,000	227,657	3,102,657
FY 2039	2,930,000	138,750	3,068,750
FY 2040	2,975,000	46,484	3,021,484
	$138,146,971	**$41,880,649**	**$180,027,620**



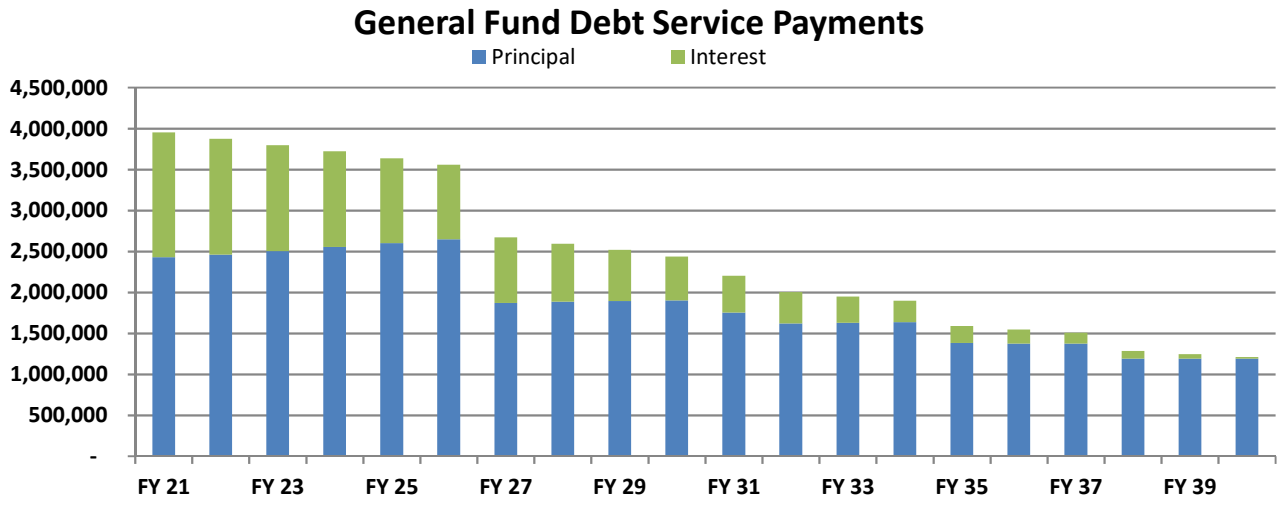
Public Improvement Bonds - General Fund Debt Service

The General Fund Debt Service for FY 2021 will be $3,950,535 reflecting an increase of $1,487,895 or 60.4% from prior year debt service. This increase is due to this being the first full year of payments on the May, 2019 Series 2019 bond issue. General Fund debt service is tax-supported debt. The General Fund will transfer $4,609,520 to the Debt Service Fund in FY 2021, approximately $600K above current debt service to build future debt capacity.

FY 2021 General Fund debt issue payments are as follows:

	Amount	Pay Off Year
Series 2010 D	$ 174,930	FY 2025
Series 2016 Refunding	$ 812,520	FY 2026
Series 2010 VML/VACO	$ 187,828	FY 2030
Series 2014 C Refunding	$ 41,049	FY 2031
Series 2014 A	$ 268,564	FY 2034
Series 2016	$ 285,131	FY 2037
Series 2019	$ 2,180,513	FY 2040

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2021	2,429,860	1,520,675	3,950,535	FY 2031	1,750,720	450,713	2,201,433
FY 2022	2,458,250	1,413,581	3,871,831	FY 2032	1,617,520	383,005	2,000,525
FY 2023	2,504,010	1,290,908	3,794,918	FY 2033	1,625,980	323,404	1,949,384
FY 2024	2,554,180	1,165,910	3,720,090	FY 2034	1,634,440	263,287	1,897,727
FY 2025	2,599,940	1,036,561	3,636,501	FY 2035	1,380,000	208,319	1,588,319
FY 2026	2,648,880	908,706	3,557,586	FY 2036	1,375,000	169,125	1,544,125
FY 2027	1,871,230	798,439	2,669,669	FY 2037	1,375,000	130,006	1,505,006
FY 2028	1,883,320	709,270	2,592,590	FY 2038	1,190,000	92,225	1,282,225
FY 2029	1,894,670	622,099	2,516,769	FY 2039	1,190,000	55,781	1,245,781
FY 2030	1,900,160	536,214	2,436,374	FY 2040	1,190,000	18,594	1,208,594
	22,744,500	**10,002,363**	**32,746,863**		**14,328,660**	**2,094,458**	**16,423,118**
				Total	**$ 37,073,160**	**$ 12,096,821**	**$ 49,169,981**



Public Improvement Bonds - Fire and Rescue Fund Debt Service

The Fire and Rescue Fund Debt Service for FY 2021 will be $768,744, reflecting an increase of $173,931 or 22.6% from prior year debt service. This increase is due to this being the first full year of payments on the May, 2019 Series 2019 bond issue. Fire and Rescue Fund debt service is tax-supported debt.

FY 2021 Fire and Rescue Fund debt issue payments are as follows:

		Amount	Pay Off Year
Series 2016	$	522,200	FY 2037
Series 2019	$	246,544	FY 2040

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2021	440,000	328,744	768,744	FY 2031	585,000	112,394	697,394
FY 2022	450,000	311,069	761,069	FY 2032	595,000	97,219	692,219
FY 2023	465,000	288,194	753,194	FY 2033	605,000	82,225	687,225
FY 2024	480,000	264,569	744,569	FY 2034	615,000	66,431	681,431
FY 2025	500,000	240,069	740,069	FY 2035	625,000	50,794	675,794
FY 2026	520,000	214,569	734,569	FY 2036	635,000	35,691	670,691
FY 2027	535,000	188,194	723,194	FY 2037	650,000	20,306	670,306
FY 2028	555,000	165,144	720,144	FY 2038	135,000	10,463	145,463
FY 2029	565,000	145,644	710,644	FY 2039	135,000	6,328	141,328
FY 2030	575,000	128,044	703,044	FY 2040	135,000	2,109	137,109
	5,085,000	**2,274,240**	**7,359,240**		**4,715,000**	**483,960**	**5,198,960**
				Total	**$ 9,800,000**	**$ 2,758,200**	**$ 12,558,200**

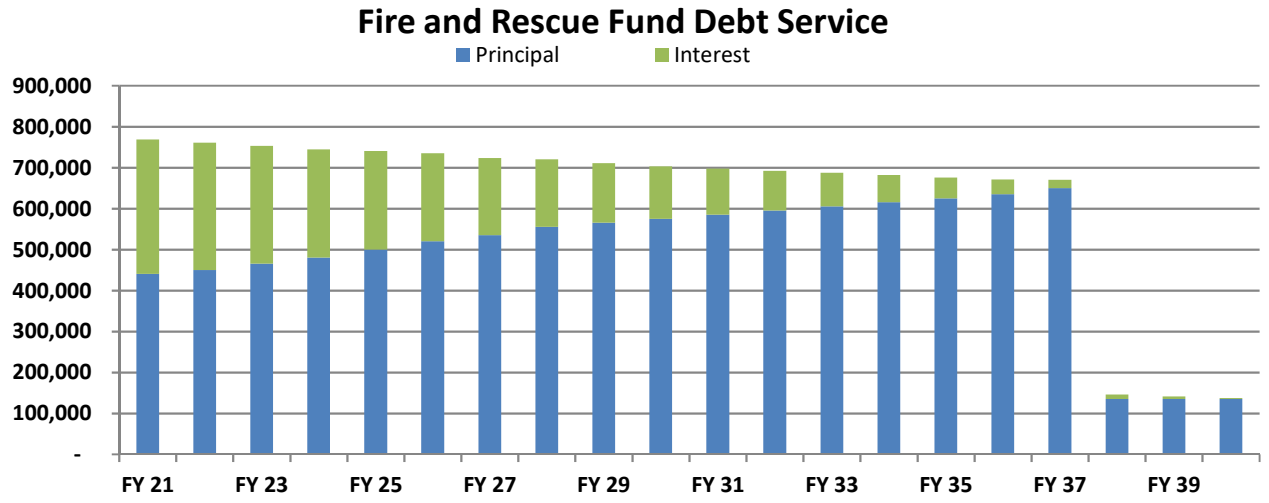


Table of Contents

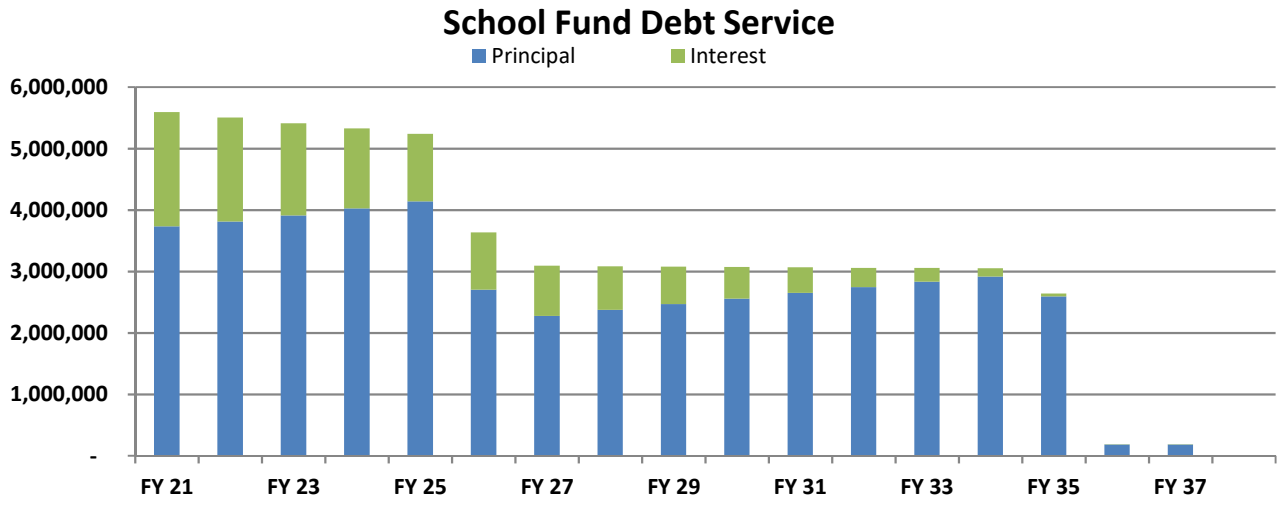
School Bonds - Schools Funds

The Schools Debt Service for FY 2021 will be $5,593,671, reflecting a decrease of $86,138 or 1.5% from prior year debt service. This decrease is due annual roll-off. Schools debt service is tax-supported debt. The Schools will transfer $5,752,840 to the Debt Service Fund in FY 2021, approximately $159K above current debt service to build future debt capacity.

FY 2021 Schools debt issue payments are as follows:

		Amount	Pay Off Year
Series 2010 D - Refunding	$	1,910,250	FY 2025
Series 2016 - Refunding	$	284,475	FY 2026
Series 2014 A	$	410,466	FY 2034
Series 2014 C	$	2,446,800	FY 2035
Series 2016	$	541,680	FY 2037

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2021	3,732,980	1,860,691	5,593,671	FY 2030	2,556,955	513,948	3,070,903
FY 2022	3,810,600	1,693,761	5,504,361	FY 2031	2,649,885	416,805	3,066,690
FY 2023	3,910,530	1,501,056	5,411,586	FY 2032	2,740,660	315,559	3,056,219
FY 2024	4,024,615	1,303,055	5,327,670	FY 2033	2,833,590	221,487	3,055,077
FY 2025	4,139,545	1,099,274	5,238,819	FY 2034	2,916,520	135,453	3,051,973
FY 2026	2,699,165	934,513	3,633,678	FY 2035	2,590,000	46,275	2,636,275
FY 2027	2,273,940	816,618	3,090,558	FY 2036	180,000	6,075	186,075
FY 2028	2,372,560	708,900	3,081,460	FY 2037	180,000	2,025	182,025
FY 2029	2,468,335	608,123	3,076,458				
	29,432,270	**10,525,991**	**39,958,261**		**16,647,610**	**1,657,627**	**18,305,237**
				Total	**$ 46,079,880**	**$ 12,183,618**	**$ 58,263,498**



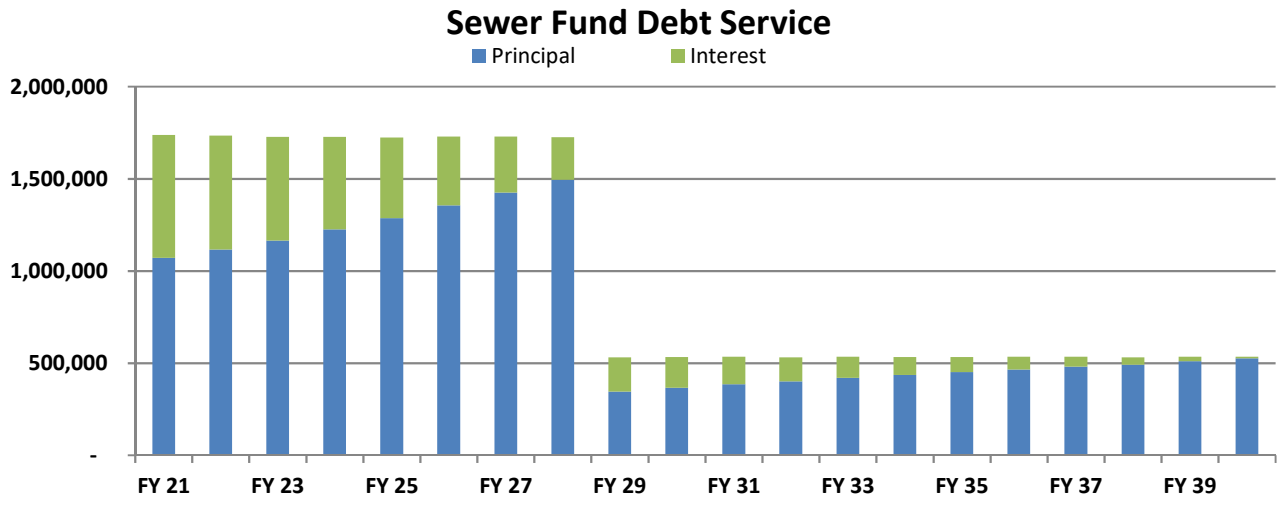
Sewer Bonds - Sewer Fund Debt Service

The Sewer Fund Debt Service for FY 2021 will be $1,737,000, reflecting an increase of $332,096 or 23.6% from prior year debt service. This increase is due to this being the first full year of payments on the May, 2019 Series 2019 bond issue. Sewer Fund debt service is supported by sewer utility rates. The debt service schedule for the Sewer Fund does not include UOSA Debt.

FY 2021 Sewer Fund debt issue payments are as follows:

	Amount	Pay Off Year
Series 2014 C - Refunding	$ 1,202,863	FY 2028
Series 2019	$ 534,138	FY 2040

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2021	1,070,000	667,000	1,737,000	FY 2031	385,000	148,138	533,138
FY 2022	1,115,000	618,638	1,733,638	FY 2032	400,000	130,513	530,513
FY 2023	1,165,000	561,638	1,726,638	FY 2033	420,000	114,113	534,113
FY 2024	1,225,000	501,888	1,726,888	FY 2034	435,000	97,013	532,013
FY 2025	1,285,000	439,138	1,724,138	FY 2035	450,000	81,563	531,563
FY 2026	1,355,000	373,138	1,728,138	FY 2036	465,000	68,128	533,128
FY 2027	1,425,000	303,638	1,728,638	FY 2037	480,000	54,244	534,244
FY 2028	1,495,000	230,638	1,725,638	FY 2038	490,000	39,694	529,694
FY 2029	345,000	184,638	529,638	FY 2039	510,000	24,375	534,375
FY 2030	365,000	166,888	531,888	FY 2040	525,000	8,203	533,203
	10,845,000	**4,047,238**	**14,892,238**		**4,560,000**	**765,981**	**5,325,981**
				Total	**$ 15,405,000**	**$ 4,813,219**	**$ 20,218,219**



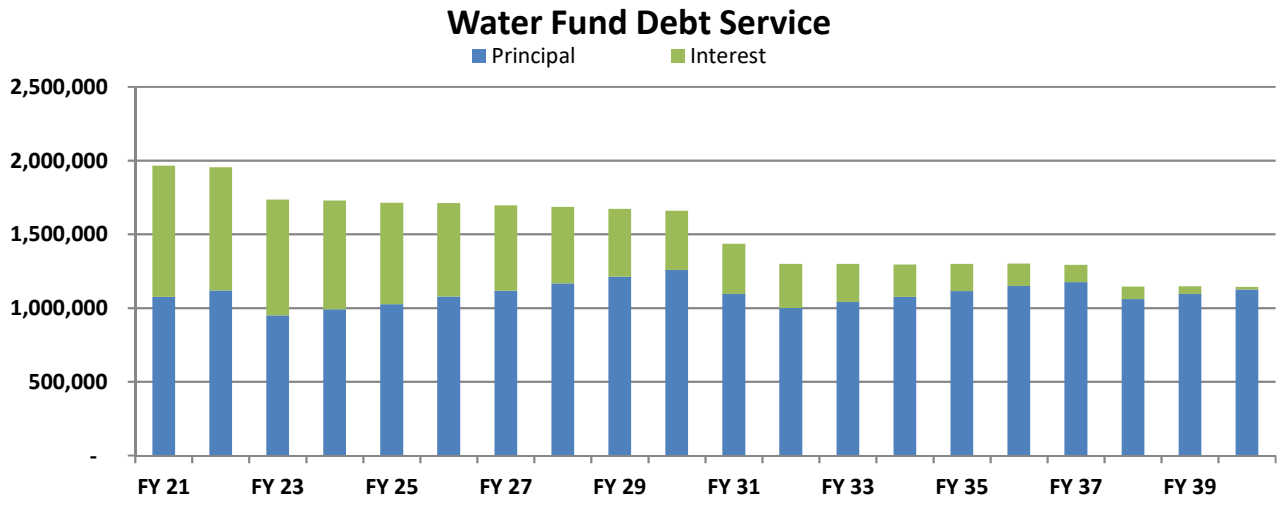
Water Bonds - Water Fund Debt Service

The Water Fund Debt Service for FY 2021 will be $1,964,600, reflecting an increase of $692,655 or 54.5% from prior year debt service. This increase is due to this being the first full year of payments on the May, 2019 Series 2019 bond issue. Water Fund debt service is supported by water utility rates.

FY 2021 Water Fund debt issue payments are as follows:

		Amount	Pay Off Year
Series 2009 VRA - Refunding	$	210,759	FY 2022
Series 2010 D	$	168,070	FY 2025
Series 2010 VML/VACO	$	248,981	FY 2030
Series 2014 C - Refunding	$	39,439	FY 2031
Series 2016	$	153,675	FY 2037
Series 2019	$	1,143,675	FY 2040

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2021	1,075,700	888,900	1,964,600	FY 2031	1,094,750	341,320	1,436,070
FY 2022	1,118,950	836,651	1,955,601	FY 2032	1,000,000	298,000	1,298,000
FY 2023	949,650	786,358	1,736,008	FY 2033	1,040,000	259,863	1,299,863
FY 2024	990,350	739,462	1,729,812	FY 2034	1,075,000	220,100	1,295,100
FY 2025	1,026,050	688,114	1,714,164	FY 2035	1,115,000	183,644	1,298,644
FY 2026	1,076,750	634,623	1,711,373	FY 2036	1,150,000	151,400	1,301,400
FY 2027	1,117,450	577,815	1,695,265	FY 2037	1,175,000	118,256	1,293,256
FY 2028	1,166,000	520,030	1,686,030	FY 2038	1,060,000	85,275	1,145,275
FY 2029	1,211,700	461,655	1,673,355	FY 2039	1,095,000	52,266	1,147,266
FY 2030	1,256,850	402,314	1,659,164	FY 2040	1,125,000	17,578	1,142,578
	10,989,450	**6,535,920**	**17,525,370**		**10,929,750**	**1,727,701**	**12,657,451**
				Total	**$ 21,919,200**	**$ 8,263,622**	**$ 30,182,822**



Electric Bonds - Electric Fund Debt Service

The Electric Fund Debt Service for FY 2021 will be $333,833, reflecting a minor increase of $219 or 0.1% from the prior year debt service. Electric Fund debt service is supported by electric utility rates.

FY 2021 Electric Fund debt issue payments are as follows:

		Amount	Pay Off Year
Series 2014 A	$	273,326	FY 2034
Series 2016	$	60,506	FY 2037

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2021	201,460	132,373	333,833	FY 2030	281,035	50,357	331,392
FY 2022	207,200	124,489	331,689	FY 2031	294,645	42,087	336,732
FY 2023	220,810	114,004	334,814	FY 2032	301,820	33,199	335,019
FY 2024	230,855	102,964	333,819	FY 2033	310,430	23,734	334,164
FY 2025	244,465	91,296	335,761	FY 2034	319,040	13,910	332,950
FY 2026	250,205	83,062	333,267	FY 2035	60,000	3,375	63,375
FY 2027	257,380	74,656	332,036	FY 2036	60,000	2,025	62,025
FY 2028	268,120	66,409	334,529	FY 2037	60,000	675	60,675
FY 2029	275,295	58,366	333,661				
	2,155,790	**847,619**	**3,003,409**		**1,686,970**	**169,362**	**1,856,332**
				Total	**$ 3,842,760**	**$ 1,016,981**	**$ 4,859,741**

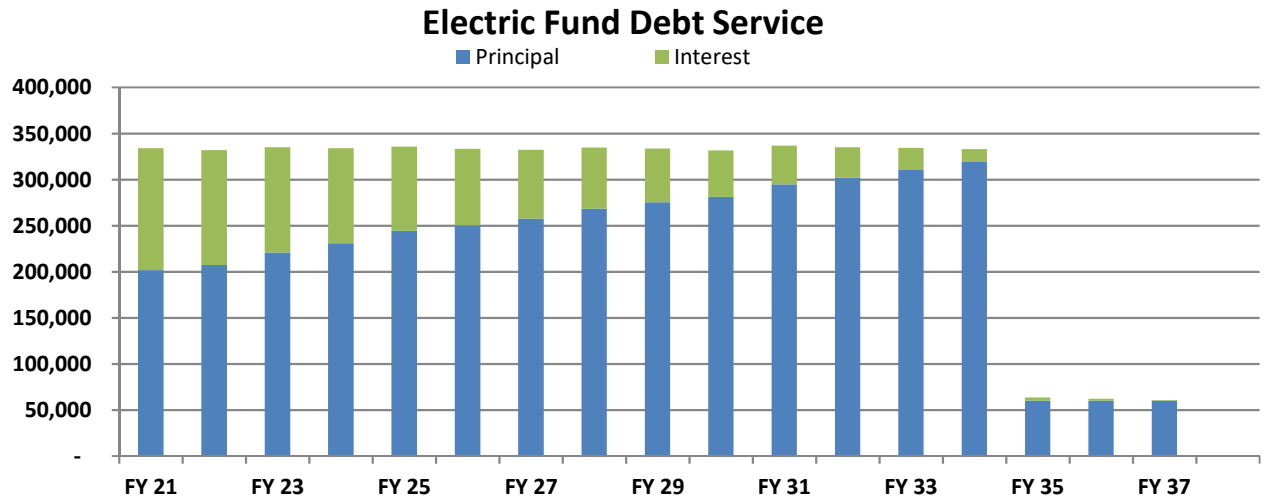


Table of Contents

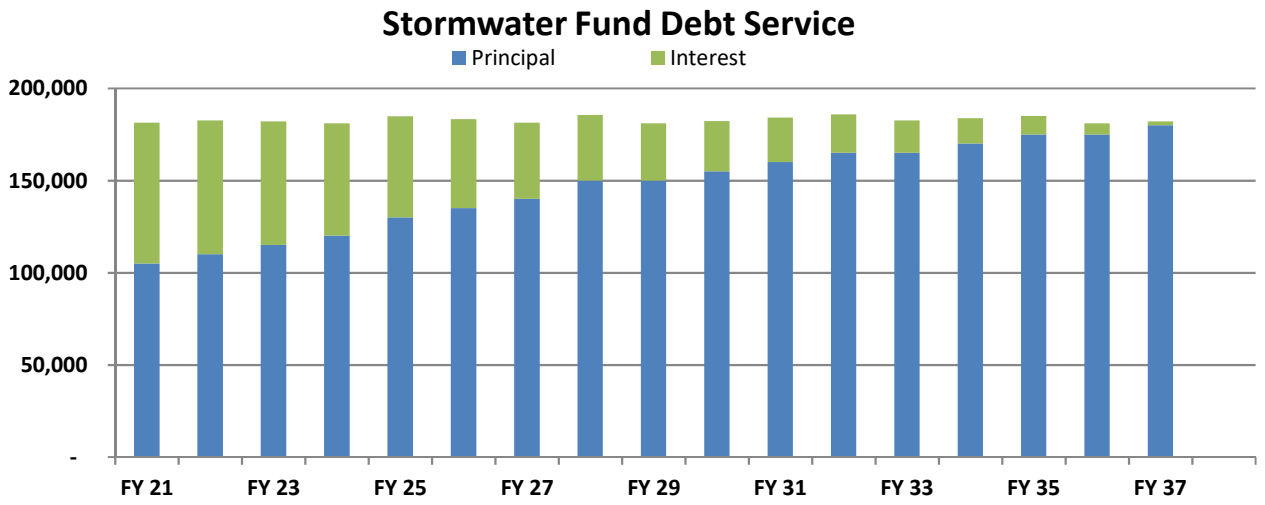
Stormwater Bonds - Stormwater Fund Debt Service

The Stormwater Fund Debt Service for FY 2021 will be $181,406, reflecting an a minor decrease of $2,100 or 1.1% from prior year debt service. Stormwater Fund debt service is supported by stormwater utility fees.

FY 2021 Stormwater Fund debt issue payments are as follows:

	Amount	Pay Off Year
Series 2016	$ 181,406	FY 2037

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2021	105,000	76,406	181,406	FY 2030	155,000	27,306	182,306
FY 2022	110,000	72,606	182,606	FY 2031	160,000	24,156	184,156
FY 2023	115,000	66,981	181,981	FY 2032	165,000	20,906	185,906
FY 2024	120,000	61,106	181,106	FY 2033	165,000	17,503	182,503
FY 2025	130,000	54,856	184,856	FY 2034	170,000	13,838	183,838
FY 2026	135,000	48,231	183,231	FY 2035	175,000	9,956	184,956
FY 2027	140,000	41,356	181,356	FY 2036	175,000	6,019	181,019
FY 2028	150,000	35,606	185,606	FY 2037	180,000	2,025	182,025
FY 2029	150,000	31,106	181,106				
	1,155,000	**488,254**	**1,643,254**		**1,345,000**	**121,709**	**1,466,709**
				Total	**$ 2,500,000**	**$ 609,963**	**$ 3,109,963**



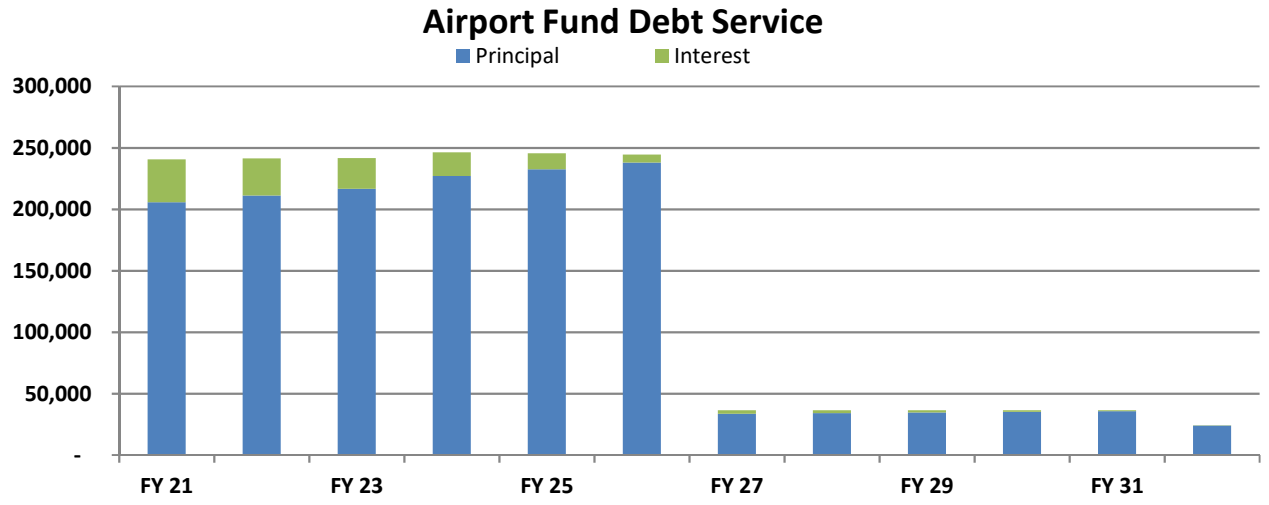
Airport Bonds - Airport Fund Debt Service

The Airport Fund Debt Service for FY 2021 will be $240,411, reflecting a minor increase of $1,331 or 0.6% from the prior year debt service. Airport Fund debt services is supported by Airport rentals and leases.

FY 2021 Airport Fund debt issue payments are as follows:

		Amount	Pay Off Year
Series 2014 D - Refunding	$	204,033	FY 2026
Series 2016 VRA	$	36,379	FY 2032

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2021	205,558	34,853	240,411	FY 2027	33,493	2,886	36,379
FY 2022	211,029	30,164	241,193	FY 2028	34,009	2,370	36,379
FY 2023	216,507	25,008	241,515	FY 2029	34,533	1,846	36,379
FY 2024	226,992	19,316	246,308	FY 2030	35,065	1,314	36,379
FY 2025	232,485	13,044	245,529	FY 2031	35,605	774	36,379
FY 2026	237,985	6,469	244,454	FY 2032	23,710	182	23,892
	1,330,556	**128,854**	**1,459,410**		**196,415**	**9,372**	**205,787**
				Total	**$ 1,526,971**	**$ 138,226**	**$ 1,665,197**



BOND SERIES 2009 VRA REFUNDING - RATE: 4.13 – 5.13%; ISSUED: $1,850,000

General Obligation Bonds - the proceeds were issued to refund the Bond Series 2002 VRA obligations of the City.

BOND SERIES 2010 VML/VACO - RATE: 2.00 – 6.067%; ISSUED: $5,115,000

General Obligation Recovery Zone Economic Development Bonds - the proceeds were issued to finance transportation projects including the VRE Parking Garage and Wellington Road; General Obligation Build America Bonds - the proceeds were issued to finance improvements to the Water Treatment Plant; General Obligation Bonds - the proceeds were issued to finance improvements to the Water Treatment Plant.

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

General Obligation Bonds – the proceeds were issued to finance improvements of roads, public safety, and the City's Water System and to refund the Bond Series 2004 obligations of the City.

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

General Obligation Bonds – the proceeds were issued to finance capital improvements for the City including transportation and drainage projects, School capital improvements, and Electric capital improvements including expansion of the Airport substation.

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

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

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

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

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

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

BOND SERIES 2016 VRA - RATE: 1.5344%; ISSUED: $2,010,000

General Obligation Bonds – the proceeds were issued to finance improvements at the City's Airport.

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

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

Page intentionally blank.

EXPENDITURE DESCRIPTIONS

UTILITIES
Stormwater Fund

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

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

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2020 Budget	Increase (Decrease)
Salaries / Benefits	317,059	398,060	398,060	500,950	102,890
Purchased Services	351,920	80,000	236,990	185,000	105,000
Internal Services	267,676	344,680	344,680	376,710	32,030
Other Charges	9,685	20,070	20,070	18,770	(1,300)
Supplies	35,465	17,500	17,500	17,750	250
Capital	2,605	-	-	-	-
Debt / Other Uses	183,864	187,800	187,800	185,310	(2,490)
Transfers / Contingencies	30,000	194,230	194,230	306,450	112,220
Expenditure Category Total:	**$ 1,198,274**	**$ 1,242,340**	**$ 1,399,330**	**$ 1,590,940**	**$ 348,600**

Expenditures are classified by the following categories:

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

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

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

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

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

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

Debt: Obligation or something owed to someone else.

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

Transfers: Movement of money between Funds.

Contingencies: Budgetary account for emergencies or unforeseen expenditures.

MISSION STATEMENT

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

PRIOR YEAR ACCOMPLISHMENTS

- Completed purchase of the Historic Annaburg Manor property to protect the historic property and enhance the City's park inventory
- Broke ground on Fire and Rescue Station 521 to enhance the City's ability to respond to the public safety needs of its citizens and businesses
- Amended Article 1 of Chapter 60 of the Manassas City Code, reorganizing the City's Fire and Rescue services to better serve the citizens while respecting the contributions of the volunteer associations
- Instituted a change to the City Code allowing the consumption of alcoholic beverages on certain city streets in certain circumstances to promote a vibrant downtown
- Instituted a change to the City Code allowing red light cameras at certain intersections in the City in an effort to increase pedestrian and vehicular safety
- Adopted a term limits policy for Board, Committees and Commissions to ensure that all City residents have an opportunity to serve the City

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	167,133	159,000	159,000	163,330	4,330
Purchased Services	87,677	91,500	91,500	95,210	3,710
Internal Services	30,820	29,760	29,760	30,440	680
Other Charges	105,188	110,900	110,900	121,130	10,230
Supplies	4,376	5,000	5,000	2,000	(3,000)
Expenditure Category Total:	**395,194**	**$ 396,160**	**$ 396,160**	**$ 412,110**	**$ 15,950**

Division Summary					
Memberships	74,214	80,400	80,400	83,130	2,730
City Council	245,080	237,760	237,760	246,980	9,220
External Audits	75,900	78,000	78,000	82,000	4,000
Division Summary Total:	**$ 395,194**	**$ 396,160**	**$ 396,160**	**$ 412,110**	**$ 15,950**

BUDGET HIGHLIGHTS

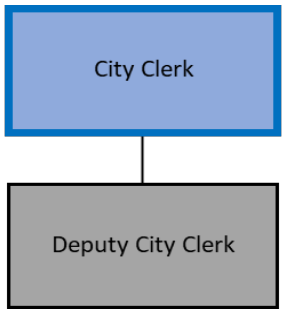
Changes include standard adjustments to salaries, benefits and internal service charges.

Department Information

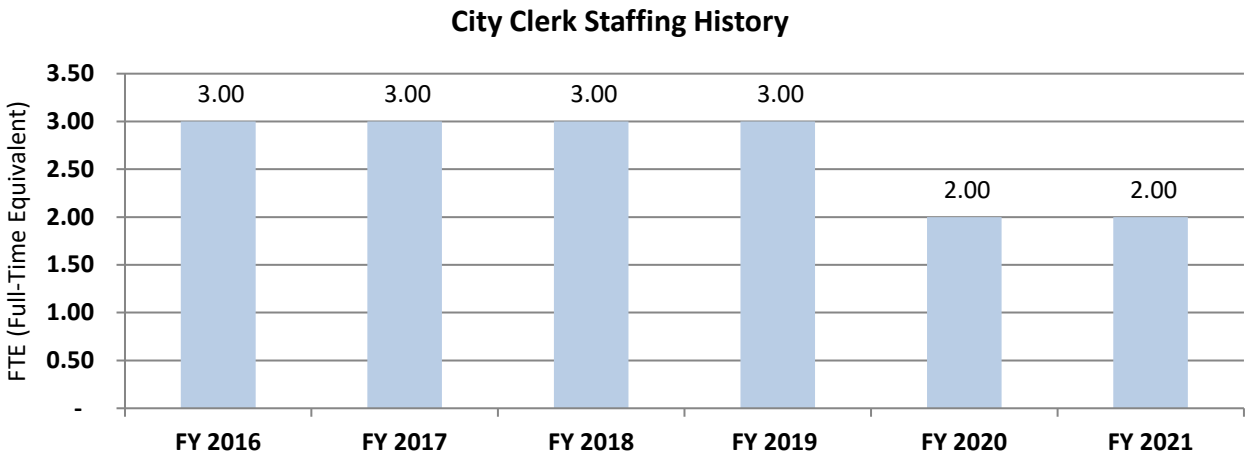
Lee Ann Henderson, City Clerk

(703) 257-8280

www.manassascity.org/cityclerk



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
CITY CLERK								
City Clerk	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Deputy City Clerk	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
DEPARTMENT TOTAL	**2**	*2.00*	**2**	*2.00*	**2**	*2.00*	**-**	-



MISSION STATEMENT

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

PRIOR YEAR ACCOMPLISHMENTS

- Achieved 100% certification by the International Institute of Municipal Clerks for all Clerk's office staff
- Ensured the use of best practices available for record management and retrieval and compliance with all applicable regulations on local, state and federal levels
- Assisted the City Attorney and other staff members with the drafting of ordinances, resolutions, proclamations, commendations, agenda statements and other documentation considered by City Council
- Planned and coordinated the City's Annual Legislative Breakfast with members of the City's State Legislative Delegation, the Manassas City School Board, and the City Council to communicate the City's important legislative priorities for the coming year

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	202,331	215,000	215,000	228,000	13,000
Purchased Services	394	11,330	11,330	11,330	-
Internal Services	59,180	51,400	51,400	47,800	(3,600)
Other Charges	9,250	10,930	10,930	10,930	-
Supplies	1,995	1,830	1,830	1,830	-
Expenditure Category Total:	**273,150**	**$ 290,490**	**$ 290,490**	**$ 299,890**	**$ 9,400**

Division Summary					
City Clerk	273,150	290,490	290,490	299,890	9,400
Division Summary Total:	**$ 273,150**	**$ 290,490**	**$ 290,490**	**$ 299,890**	**$ 9,400**

BUDGET HIGHLIGHTS

Changes include standard adjustments to salaries, benefits and internal service charges.

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

	City Council Priority & Goal	
● Maintain high customer service satisfaction rating with both internal and external customers of the Clerk's office	Sustaining Excellence	SE-2
● Promote transparency in City government by compliance to the legal requirements associated with public meetings 100% of the time and ensure access to legislative actions	Sustaining Excellence	SE-1
● Provide oversight of the City's records management program in compliance with the Library of Virginia and promote innovative solutions for improved storage and retrieval	Sustaining Excellence	SE-1

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Efficiency (Workload) Number of City Council meetings supported annually	40	56	45	50	47
Outcome (Effectiveness) # of City Council meeting minutes prepared for approval within five days of original meeting date / # of required changes	N/A	N/A	N/A	N/A	47 / 0
Output (Actions Taken) # of applications for Board, Committee, and Commissions positions processed / # of appointments made	47 / 45	57 / 54	55 / 55	57 / 55	65 / 65
Output (Actions Taken) External Rating: Citizen Satisfaction Survey Results % / National Average Satisfaction Results %	72% / 45%	72% / 45%	75% / 45%	75% / 45%	75% / 45%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	202,331	215,000	215,000	228,000	13,000
Purchased Services	394	11,330	11,330	11,330	-
Internal Services	59,180	51,400	51,400	47,800	(3,600)
Other Charges	9,250	10,930	10,930	10,930	-
Supplies	1,995	1,830	1,830	1,830	-
Expenditure Category Total:	**$ 273,150**	**$ 290,490**	**$ 290,490**	**$ 299,890**	**$ 9,400**

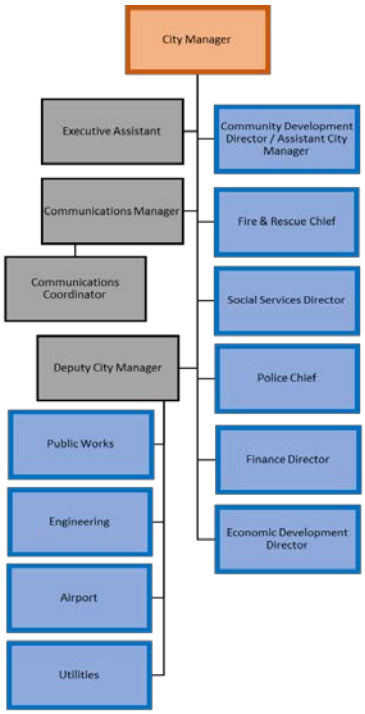
Page intentionally blank.

Department Information

Pat Pate, City Manager

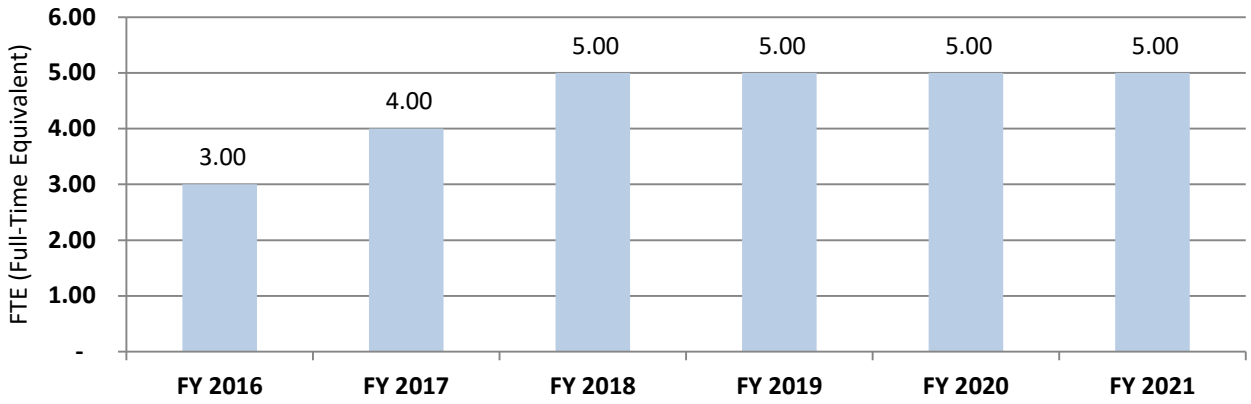
(703) 257-8212

www.manassascity.org/citymanager



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
CITY MANAGER								
City Manager	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Deputy City Manager	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Executive Assistant	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Communications							-	-
Communications Manager	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Communications Coordinator	1	*1.00*	1	*1.00*	1	*1.00*	-	-
DEPARTMENT TOTAL	**5**	**5.00**	**5**	**5.00**	**5**	**5.00**	**-**	**-**

City Manager Staffing History



MISSION STATEMENT

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

PRIOR YEAR ACCOMPLISHMENTS

- Provided catalyst for significant economic development in the City including construction on expansion of Micron, the largest economic development projects ever undertaken in the Commonwealth of Virginia, at the Landings at Cannon Branch off Gateway and the Aurora Flight Sciences/Boeing project
- Sold bonds at an extremely favorable rate while maintaining the highest available bond rating of AAA from Standard and Poor's
- Finalized purchase of park land with the historic Annaburg Manor Structure with Novant UVA Health Systems
- Produced a Recommended FY2020 Budget, addressing Council priorities with lower than projected operating costs and tax rate, and the 2019-2023 Capital Improvement Program with emphasis on public safety, culture and recreation, transportation and utilities adopted by City Council in May 2019
- Completed an MOU for Shared Services and Shared Capital Project Planning between the City and the MCPS and provided a 3% increase in education funding to the MCPS
- Awarded bid for construction of Fire and Rescue Station #21 on Dumfries Road with groundbreaking on November 15, 2019
- Completed acquisition, lease terminations, demolition of existing structure and design for the new public safety center on 9608 Grant Avenue
- Completed purchase of .5 MGD of sewer capacity from Fairfax County to expand capacity for the City of Manassas in the UOSA plant
- Completed the 2018 Citizen Satisfaction Survey, Council Planning Retreat, an employee satisfaction survey and "Community Conversations" process to gather input for the revision of the strategic plan and long range comprehensive plan update
- Completed negotiations for the retention of the Depot Parking Lot and for the return of property along Redoubt Road to the City from Prince William County
- One of the first localities to obtain and implement new permit from the Virginia Alcoholic Beverage Control Authority to allow for alcoholic beverages to be carried outside a restaurant in the designated downtown area for 12 events a year

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	841,160	925,300	925,300	950,300	25,000
Purchased Services	53,926	101,000	101,000	101,900	900
Internal Services	77,665	81,130	81,130	91,960	10,830
Other Charges	26,611	32,930	32,930	35,150	2,220
Supplies	5,474	9,500	9,500	8,600	(900)
Expenditure Category Total:	**1,004,836**	**$ 1,149,860**	**$ 1,149,860**	**$ 1,187,910**	**$ 38,050**
Division Summary					
Administration	738,926	841,120	841,120	870,350	29,230
Communications	262,058	304,610	304,610	313,610	9,000
Memberships/Dues	3,852	4,130	4,130	3,950	(180)
Division Summary Total:	**$ 1,004,836**	**$ 1,149,860**	**$ 1,149,860**	**$ 1,187,910**	**$ 38,050**

BUDGET HIGHLIGHTS

Changes include standard adjustments to salaries, benefits and internal service charges.

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

	City Council Priority & Goal	
● Provide expertise and knowledge to the Mayor and Council for the development and implementation of City policies and strategic plans for the operational and financial performance of all city departments and functions	Sustaining Excellence	SE-3
● Maintain or improve community satisfaction with services and programs provided by the City	Sustaining Excellence	SE-2
● Improve perception of Manassas as a place to live, visit & work	Economic Prosperity	EP-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) % of Citizens that feel safe in the community	89%	89%	89%	89%	90%
Outcome (Effectiveness) % Satisfied with the Overall Quality of (a) Customer Services in Manassas / (b) Quality of City services	(a) 75% (b) 74%	(a) 72% (b) 73%	(a) 72% (b) 73%	(a) 72% (b) 73%	(a) 75% (b) 75%
Outcome (Effectiveness) % Average overall satisfaction with City services by major category	70%	68%	68%	68%	70%
Outcome (Effectiveness) % of services surveyed that received an overall satisfaction rating above national average	67%	77%	77%	77%	75%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	615,047	669,690	669,690	682,690	13,000
Purchased Services	29,484	65,100	65,100	70,500	5,400
Internal Services	77,410	81,130	81,130	91,960	10,830
Other Charges	15,969	21,800	21,800	22,700	900
Supplies	1,016	3,400	3,400	2,500	(900)
Expenditure Category Total:	**$ 738,926**	**$ 841,120**	**$ 841,120**	**$ 870,350**	**$ 29,230**

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

	City Council Priority & Goal	
● Promote City of Manassas events through the use of the Visual Message Boards, social media, manassascity.org and other media tools	Sustaining Excellence	SE-2
● Effectively communicate City of Manassas public information by being both timely and accurate	Sustaining Excellence	SE-2
● Promote the City of Manassas as a business and tourist destination through web based and traditional media	Sustaining Excellence	CV-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Efficiency (Workload) # Articles written	N/A	308	310	310	315
Efficiency (Workload) # SeeClickFix issues resolved	N/A	884	890	890	900
Outcome (Effectiveness) # Social Media interactions	N/A	5,851	5,900	5,900	6,000
Outcome (Effectiveness) # Publications featured	N/A	580	585	585	590

DIVISION EXPENDITURE OVERVIEW

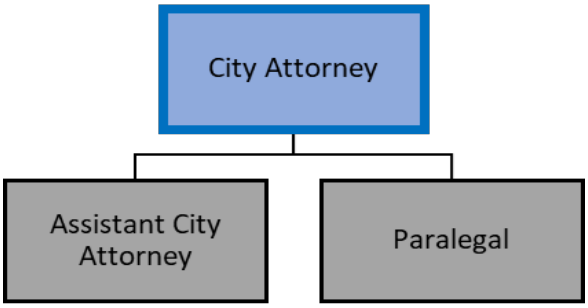
Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	226,113	255,610	255,610	267,610	12,000
Purchased Services	24,442	35,900	35,900	31,400	(4,500)
Internal Services	255	-	-	-	-
Other Charges	6,790	7,000	7,000	8,500	1,500
Supplies	4,458	6,100	6,100	6,100	-
Expenditure Category Total:	**$ 262,058**	**$ 304,610**	**$ 304,610**	**$ 313,610**	**$ 9,000**

Department Information

Craig Brown, City Attorney

(703) 257-8208

www.manassascity.org/cityattorney



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
CITY ATTORNEY								
City Attorney	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Assistant City Attorney	-	-	-	-	1	*1.00*	1	*1.00*
Paralegal	1	*1.00*	1	*1.00*	1	*1.00*	-	-
DEPARTMENT TOTAL	2	*2.00*	2	*2.00*	3	*3.00*	1	*1.00*

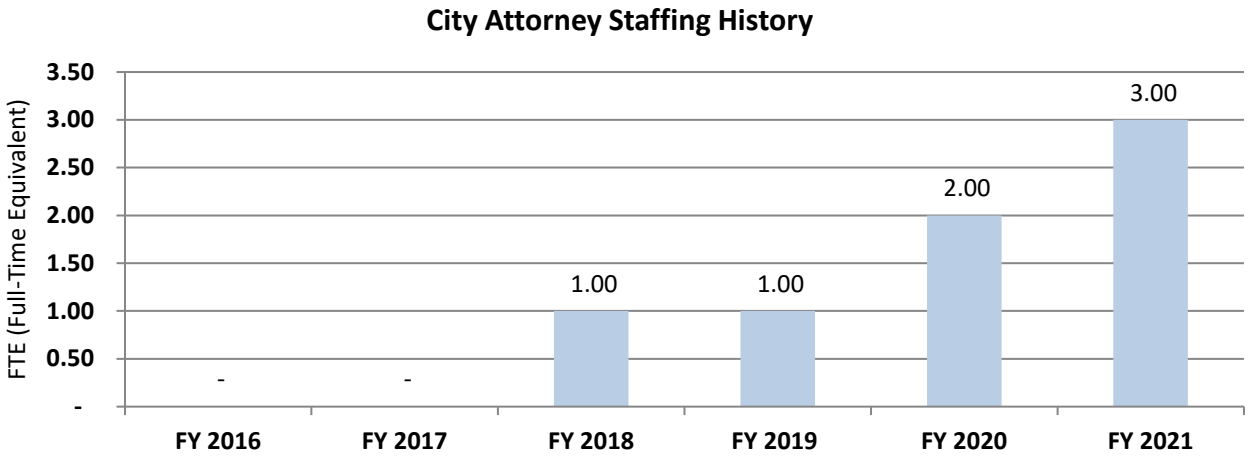


Table of Contents

MISSION STATEMENT

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

PRIOR YEAR ACCOMPLISHMENTS

- Hired a Paralegal position for the City Attorney's office
- Developed an internal department tracking system for incoming projects from various departments
- Preparation of Code Enforcement demand letters was removed from the list of responsibilities for outside legal counsel and brought in-house
- Coordinated with the Manassas City Police Department to settle the Capital City Pups case in Prince William County General District Court
- Filed and obtained a Writ of Special Election from the Prince William County Circuit Court to fill a vacancy on City Council
- Assisted with the Acquisition of the Annaburg Manor property for public park purposes
- Assisted with the completion of the TD Banking Services Contract
- Assisted on numerous land acquisition projects for the Route 28 Project
- Assisted with the utility agreements necessary for the Micron Expansion Project

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	255,033	358,000	358,000	374,000	16,000
Purchased Services	43,714	74,000	74,000	74,000	-
Internal Services	-	1,820	1,820	12,230	10,410
Other Charges	2,005	10,000	10,000	10,000	-
Supplies	4,462	3,500	3,500	5,500	2,000
Expenditure Category Total:	**305,214**	**$ 447,320**	**$ 447,320**	**$ 475,730**	**$ 28,410**

Division Summary					
City Attorney	305,214	447,320	447,320	475,730	28,410
Division Summary Total:	**$ 305,214**	**$ 447,320**	**$ 447,320**	**$ 475,730**	**$ 28,410**

BUDGET HIGHLIGHTS

Changes include the addition of an Assistant City Attorney position to address legal work in the Social Services Department currently being handled by a third party firm. The costs of the position will be offset by a reduction in the legal services contract; other changes also include standard adjustments to salaries, benefits and internal service charges.

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

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

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Efficiency (Workload) Number of times written legal advice, both solicited and unsolicited, is provided to City departments	N/A	60	30	50	50
Efficiency (Workload) Number of City Council ordinances and resolutions drafted or reviewed	N/A	24	30	15	15
Efficiency (Workload) Number of legal documents drafted, negotiated or reviewed (contracts, franchises, MOUs, deeds, plats, performance/erosion bonds, demand letters, etc)	N/A	100	40	100	100
Input (Resources Utilized) Number of legal matters referred to outside counsel, other than for social services, collections and code enforcement	N/A	1	10	0	5

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	255,033	358,000	358,000	374,000	16,000
Purchased Services	43,714	74,000	74,000	74,000	-
Internal Services	-	1,820	1,820	12,230	10,410
Other Charges	2,005	10,000	10,000	10,000	-
Supplies	4,462	3,500	3,500	5,500	2,000
Expenditure Category Total:	**$ 305,214**	**$ 447,320**	**$ 447,320**	**$ 475,730**	**$ 28,410**

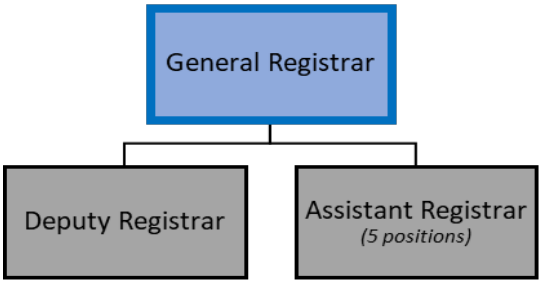
Page intentionally blank.

Department Information

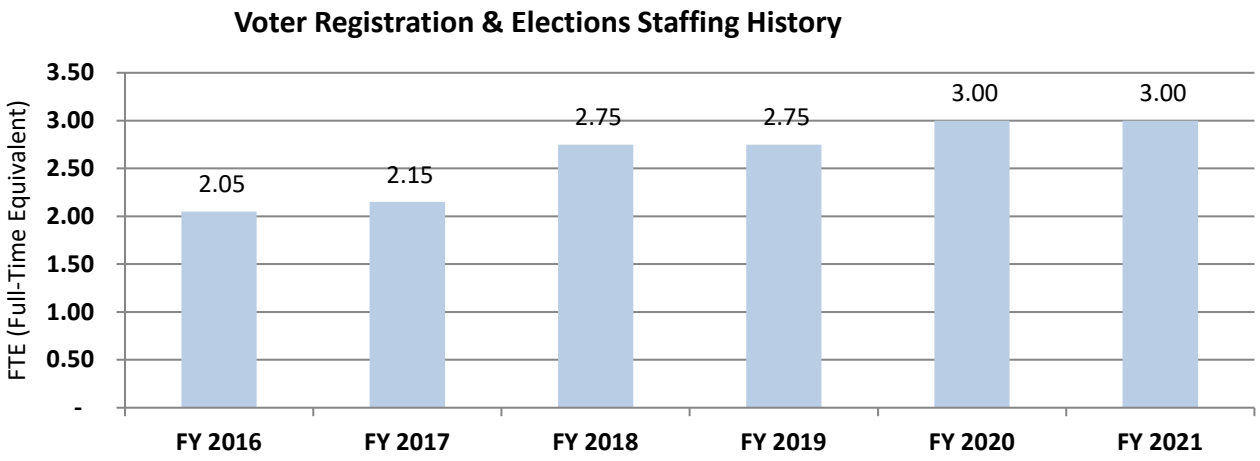
Susan Reed, General Registrar

(703) 257-8462

www.manassascity.org/vote



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
VOTER REGISTRATION & ELECTIONS								
General Registrar	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Deputy Registrar	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Assistant Registrar	5	*1.00*	5	*1.00*	5	*1.00*	-	-
DEPARTMENT TOTAL	**7**	**3.00**	**7**	**3.00**	**7**	**3.00**	**-**	**-**



MISSION STATEMENT

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

PRIOR YEAR ACCOMPLISHMENTS

- Our office conducted 3 elections in FY2020
- Voter interest is very high and voter turnout reflects this
- Registration is up with voters registering through DMV electronically
- The Voter Registration Office celebrated National Registration Day at Osbourn High School and helped register eligible students for the upcoming elections

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	233,883	250,000	250,000	268,000	18,000
Purchased Services	18,843	22,600	22,600	22,600	-
Internal Services	41,829	45,640	45,640	49,830	4,190
Other Charges	10,014	13,200	13,200	13,200	-
Supplies	5,338	5,600	5,600	5,600	-
Capital	-	19,310	19,310	-	(19,310)
Expenditure Category Total:	**309,907**	**$ 356,350**	**$ 356,350**	**$ 359,230**	**$ 2,880**
Division Summary					
Voter Registration & Elections	309,907	356,350	356,350	359,230	2,880
Division Summary Total:	**$ 309,907**	**$ 356,350**	**$ 356,350**	**$ 359,230**	**$ 2,880**

BUDGET HIGHLIGHTS

Changes include standard adjustments to salaries, benefits and internal service charges.

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

	City Council Priority & Goal	
● Oversee fair and efficient elections for local, state, and federal offices that enable registered voters to effectively exercise their rights	Sustaining Excellence	SE-1
● Increase voter participation and registration and maintain accurate records for City voters	Sustaining Excellence	SE-1
● Recruit and train qualified election officials who will support and properly instruct voters on election day	Sustaining Excellence	SE-2

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Efficiency (Workload) # of elections held (federal / state / local)	1 / 0 / 1	1 / 0 / 1	1 / 1 / 1	1 / 1 / 1	1 / 0 / 1
Outcome (Effectiveness) # of Eligible Voters / # of Registered Voters / % Average Voter Turnout	32,000 / 21,487 / 44%	32,500 / 21,910 / 32.65%	33,000 / 23,400 / 38%	33,000 / 23,000 / 38%	33,100 / 23,000 / 51%
Outcome (Effectiveness) Recruit and maintain at least 80 qualified Election Officials in six precincts	110	115	120	120	125
Efficiency (Workload) # of candidates / issues maintained on file	34 / 1	28 / 2	34 / 0	25 / 5	34 / 1

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	233,883	250,000	250,000	268,000	18,000
Purchased Services	18,843	22,600	22,600	22,600	-
Internal Services	41,829	45,640	45,640	49,830	4,190
Other Charges	10,014	13,200	13,200	13,200	-
Supplies	5,338	5,600	5,600	5,600	-
Capital	-	19,310	19,310	-	(19,310)
Expenditure Category Total:	**$ 309,907**	**$ 356,350**	**$ 356,350**	**$ 359,230**	**$ 2,880**

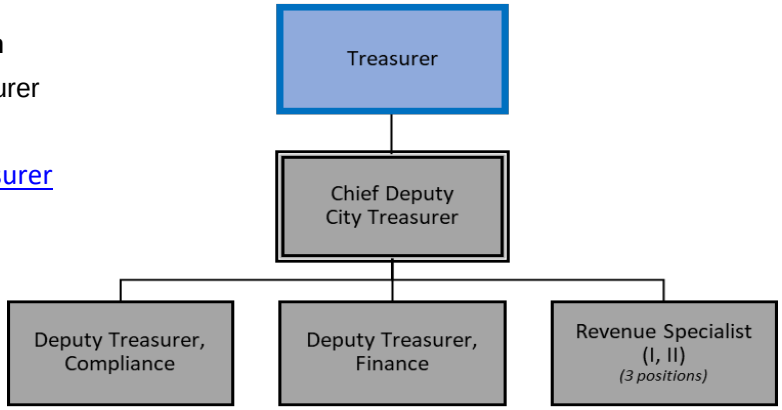
Page intentionally blank.

Department Information

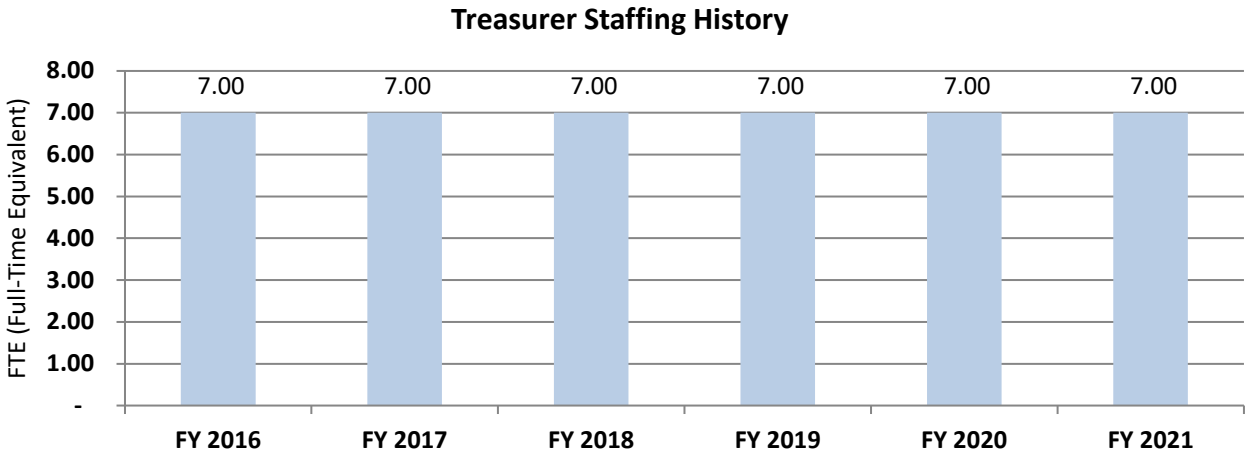
Patricia Richie-Folks, Treasurer

(703) 257-8246

www.manassascity.org/treasurer



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
TREASURER								
City Treasurer	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Chief Deputy City Treasurer	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Deputy Treasurer, Compliance	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Deputy Treasurer, Finance	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Revenue Specialist (I, II)	3	*3.00*	3	*3.00*	3	*3.00*	-	-
DEPARTMENT TOTAL	**7**	**7.00**	**7**	**7.00**	**7**	**7.00**	**-**	**-**



MISSION STATEMENT

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

PRIOR YEAR ACCOMPLISHMENTS

- Started the RFP process and chose a bank that is more beneficial to the City
- Partnered with TASC to assist with collection of delinquent taxes
- Treasurer was nominated and chosen to serve another year on Legislative Committee for TAV

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	618,376	673,500	673,500	694,500	21,000
Purchased Services	56,043	66,320	66,457	66,320	-
Internal Services	124,104	102,950	102,950	97,830	(5,120)
Other Charges	18,072	26,400	26,400	26,400	-
Supplies	7,234	5,000	5,000	5,000	-
Expenditure Category Total:	**823,829**	**$ 874,170**	**$ 874,307**	**$ 890,050**	**$ 15,880**

Division Summary					
Treasurer	823,829	874,170	874,307	890,050	15,880
Division Summary Total:	**$ 823,829**	**$ 874,170**	**$ 874,307**	**$ 890,050**	**$ 15,880**

BUDGET HIGHLIGHTS

Changes include standard adjustments to salaries, benefits and internal service charges.

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

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

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Efficiency (Workload) % of total tax collection to tax levy / % of delinquent taxes to tax levy	98.11% / 2.19%	98.15% / 2.54%	99.00% / 2.50%	99.00% / 2.50%	99.00% / 2.50%
Input (Workload) # of payments processed / % of processed payments that are taxes	121,685 / 68.20%	111,281 / 65.00%	142,000 / 72.00%	142,000 / 72.00%	142,000 / 72.00%
Efficiency (Workload) # of Citizen Self Service payments processed	8,461	19,218	9,000	19,250	19,250
Outcome (Effectiveness) Freedom Bank CDARS / Freedom Bank CD / VIP Liquidity Fund	N/A	2.60% / 1.36% / 2.41%	2.60% / 1.36% / 2.41%	2.60% / 1.36% / 2.41%	2.60% / 1.36% / 2.41%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	618,376	673,500	673,500	694,500	21,000
Purchased Services	56,043	66,320	66,457	66,320	-
Internal Services	124,104	102,950	102,950	97,830	(5,120)
Other Charges	18,072	26,400	26,400	26,400	-
Supplies	7,234	5,000	5,000	5,000	-
Expenditure Category Total:	**$ 823,829**	**$ 874,170**	**$ 874,307**	**$ 890,050**	**$ 15,880**

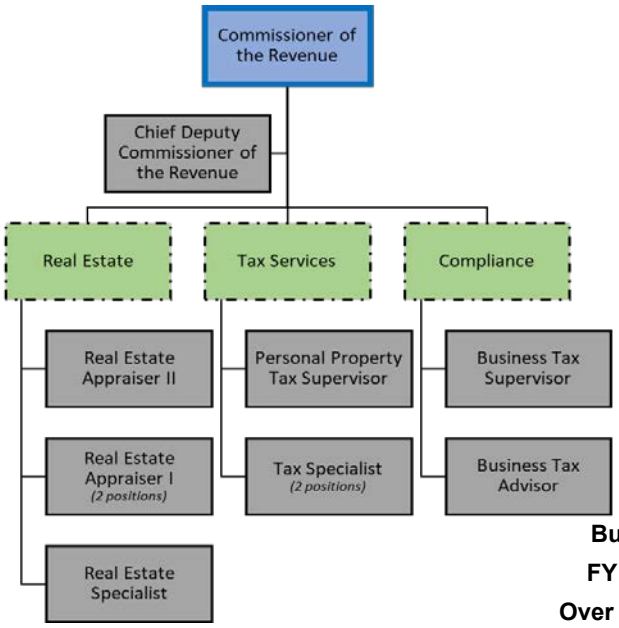
Page intentionally blank.

Department Information

Doug Waldron, Commissioner of the Revenue

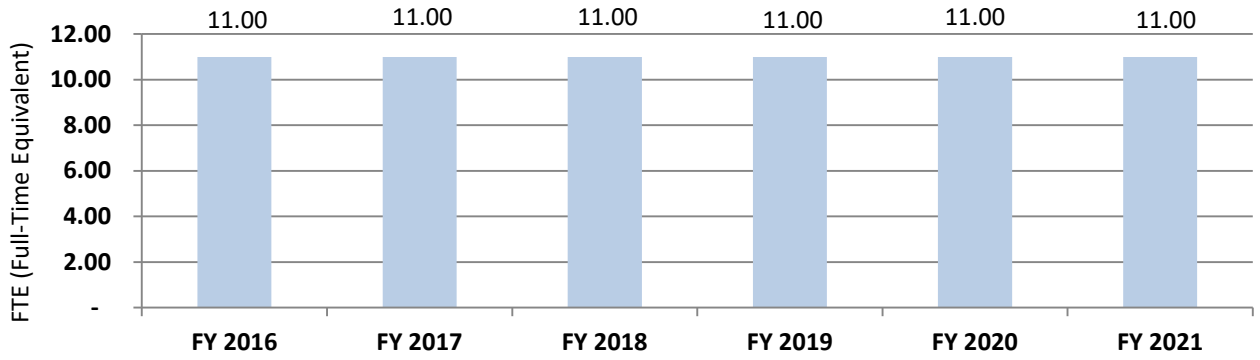
(703) 257-8220

www.manassascity.org/cor



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
COMMISSIONER OF THE REVENUE								
Commissioner of the Revenue	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Chief Deputy Commissioner of the Revenue	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Real Estate Appraiser II	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Real Estate Appraiser I	2	*2.00*	2	*2.00*	2	*2.00*	-	-
Real Estate Specialist	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Personal Property Tax Supervisor	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Tax Specialist	2	*2.00*	2	*2.00*	2	*2.00*	-	-
Business Tax Supervisor	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Business Tax Auditor	1	*1.00*	1	*1.00*	1	*1.00*	-	-
DEPARTMENT TOTAL	**11**	**11.00**	**11**	**11.00**	**11**	**11.00**	**-**	**-**

Commissioner of the Revenue Staffing History



MISSION STATEMENT

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

PRIOR YEAR ACCOMPLISHMENTS

- The Commissioner of Revenue completed all requirements and received his Master COR recertification
- The Chief Deputy Commissioner of the Revenue completed all requirements and received her Master DCOR recertification
- The Business Tax Supervisor and Personal Property Supervisor completed and passed courses toward their Master Deputy Certification
- Completed the Real Estate reassessment and mailed assessment notices to property owners by March 1
- Completed assessment and billed Personal Property and Machinery and Tools prior to deadline
- Met all deadlines established for the renewal/issuance of annual Business Licenses and the renewal of monthly Meals, Lodging and Transient Occupancy Taxes
- IRS-trained staff prepared and filed over 200 low-income, minority, disabled and senior citizen income tax returns
- Processed over 500 applications submitted for Real Estate and Personal Property Tax Relief for the Elderly and Disabled
- Became one of the first localities in the Commonwealth to achieve Office Accreditation, meeting the highest standards of professionalism through the Commissioners of the Revenue Association of Virginia

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	1,093,428	1,147,300	1,147,300	1,184,300	37,000
Purchased Services	4,345	7,485	7,348	7,485	-
Internal Services	282,370	222,010	234,048	260,600	38,590
Other Charges	15,111	20,325	20,325	20,325	-
Supplies	6,421	12,600	12,600	12,600	-
Expenditure Category Total:	**1,401,675**	**$ 1,409,720**	**$ 1,421,621**	**$ 1,485,310**	**$ 75,590**
Division Summary					
Administration	576,333	557,470	569,371	607,060	49,590
Real Estate	352,413	401,650	401,650	407,650	6,000
Tax Services	274,079	255,950	255,950	267,950	12,000
Compliance	198,354	192,350	192,350	200,350	8,000
Board of Equalization	496	2,300	2,300	2,300	-
Division Summary Total:	**$ 1,401,675**	**$ 1,409,720**	**$ 1,421,621**	**$ 1,485,310**	**$ 75,590**

BUDGET HIGHLIGHTS

Changes include standard adjustments to salaries, benefits and internal service charges.

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

	City Council Priority & Goal	
● Reappraise over 12,500 taxable properties by February 15 and provide property owners notice of value by March 1	Sustaining Excellence	SE-6
● Assess individual and business property returns by September 1 and business license renewals by March 31	Sustaining Excellence	SE-6
● Complete 75 desk audits representing 10% of home-based businesses	Sustaining Excellence	SE-6

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) Average assessment to market level validated by a state ratio study	97%	89%	97%	94%	94%
Outcome (Effectiveness) # of real estate assessment appeals / % of time the Board of Equalization upheld the assessment	6 / 34%	5 / 80%	20 / 50%	1 / 100%	5 / 85%
Output (Actions Taken) # of business licenses issued	2,401	2,443	2,500	2,450	2,500
Output (Actions Taken) # of field audits / # of desk audits	42 / 147	39 / 183	50 / 150	45 / 150	45 / 150

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	279,244	320,000	320,000	331,000	11,000
Purchased Services	3,826	1,985	1,848	1,985	-
Internal Services	281,779	222,010	234,048	260,600	38,590
Other Charges	10,526	11,675	11,675	11,675	-
Supplies	958	1,800	1,800	1,800	-
Expenditure Category Total:	**$ 576,333**	**$ 557,470**	**$ 569,371**	**$ 607,060**	**$ 49,590**

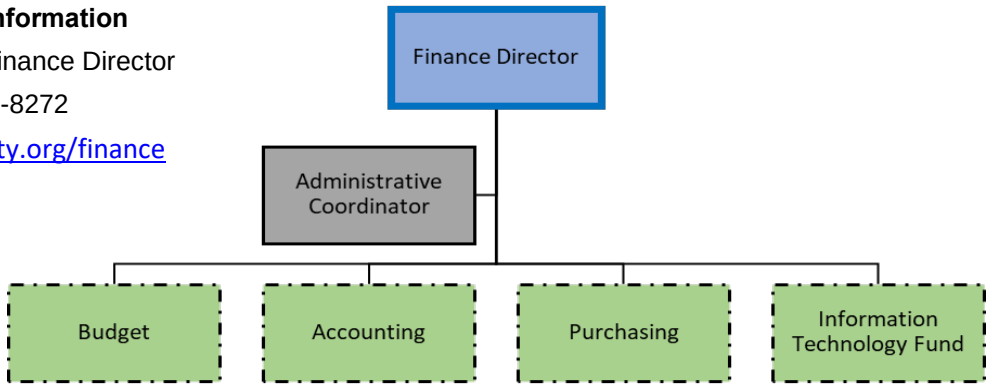
Page intentionally blank.

Department Information

Diane Bergeron, Finance Director

(703) 257-8272

www.manassascity.org/finance



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
FINANCE								
Finance Director	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Administrative Coordinator	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Budget	**2**	*2.00*	**2**	*2.00*	**2**	*2.00*	**-**	-
Accounting	**6**	*5.50*	**6**	*5.50*	**6**	*5.50*	**-**	-
Purchasing	**5**	*5.00*	**5**	*5.00*	**5**	*5.00*	**-**	-
Information Technology Fund	**14**	*13.05*	**14**	*13.05*	**14**	*13.05*	**-**	-
DEPARTMENT TOTAL	**29**	**27.55**	**29**	**27.55**	**29**	**27.55**	**-**	**-**

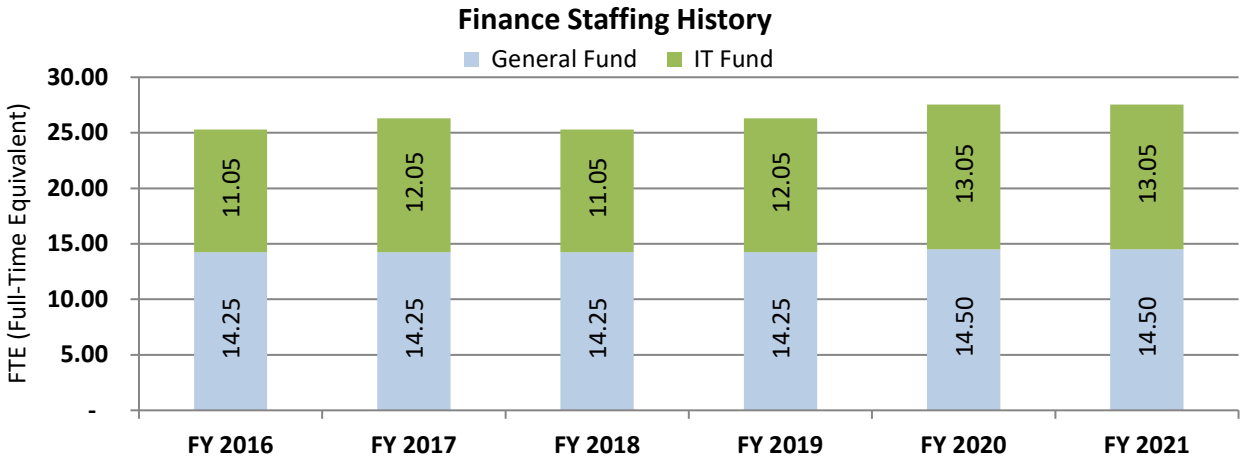


Table of Contents

MISSION STATEMENT

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

PRIOR YEAR ACCOMPLISHMENTS

- Issued $50 M in Debt through Competitive Bond Sale for Public Safety Facility Construction, Fire Station Construction, Water Tank Construction, Water Main Replacement and Sewer Capacity Purchase
- Received GFOA Distinguished Budget Presentation Award for FY 2019 Budget Document
- Received Clean Audit Opinion for FY 2019 Audit
- Met City Fund Balance Policy of 15% of General Fund Revenues for FY 2019
- Received GFOA Certificate of Achievement for Excellence in Financial Reporting for FY 2018 Comprehensive Annual Financial Report
- Facilitated Issuance of Banking Services Contract with TD Bank
- Facilitated Issuance of Fire Station 21 Construction Contract
- Completed Address Data Submittal for 2020 Census
- Deployed Public WiFi in Stonewall Park/Pool and Museum/Baldwin Park
- Implemented Several Cyber Security Enhancements
- Created a Formal Cyber Security Incident Response Plan
- Maintained 99% of available uptime for main IT systems
- Supported 1,369 devices City-Wide

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	1,479,546	1,701,300	1,689,262	1,753,300	52,000
Purchased Services	15,610	22,640	22,640	26,400	3,760
Internal Services	281,188	230,020	430,020	231,840	1,820
Other Charges	23,294	37,670	37,790	38,000	330
Supplies	10,775	13,390	13,390	13,000	(390)
Expenditure Category Total:	**1,810,413**	**$ 2,005,020**	**$ 2,193,102**	**$ 2,062,540**	**$ 57,520**

Division Summary					
Administration	288,707	328,010	528,010	357,250	29,240
Budget	260,982	310,920	298,882	304,560	(6,360)
Accounting	694,806	746,810	746,810	767,860	21,050
Purchasing	565,918	619,280	619,400	632,870	13,590
Division Summary Total:	**$ 1,810,413**	**$ 2,005,020**	**$ 2,193,102**	**$ 2,062,540**	**$ 57,520**

BUDGET HIGHLIGHTS

Changes include standard adjustments to salaries, benefits and internal service charges.

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

	City Council Priority & Goal	
● Ensure City's compliance with state and administrative requirements	Sustaining Excellence	SE-3
● Maintain or improve City's bond rating	Sustaining Excellence	SE-3
● Maintain City's fund balance according to policy (15% of revenues)	Sustaining Excellence	SE-3

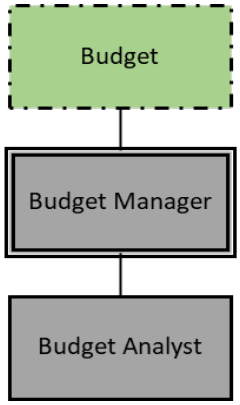
SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) Clean Audit / # of Findings	Yes / 5	Yes / 1	Yes / 4	Yes / 4	Yes / 0
Outcome (Effectiveness) Bond Rating (Standard & Poors / Moody's)	AAA / Aa1	AAA / Aa1	AAA / Aa1	AAA / Aa1	AAA / Aa1
Efficiency (Workload) # of Bond Issues Managed / $ of Outstanding Bond Principal	15 / $113 M	12 / $103 M	12 / $145 M	12 / $145 M	12 / $138 M
Outcome (Effectiveness) $ of Fund Balance / % of Fund Balance (compared to 15% policy)	$17.2 M / 15%	$18.1 M / 15%	$18.2 M / 15%	$18.3 M / 15%	$18.5 M / 15%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	256,410	292,000	292,000	310,000	18,000
Purchased Services	8,770	14,400	14,400	23,300	8,900
Internal Services	16,820	13,720	213,720	15,250	1,530
Other Charges	4,445	6,200	6,200	6,200	-
Supplies	2,262	1,690	1,690	2,500	810
Expenditure Category Total:	**$ 288,707**	**$ 328,010**	**$ 528,010**	**$ 357,250**	**$ 29,240**

Page intentionally blank.



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Budget								
Budget Manager	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Budget Analyst	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Division Total	**2**	**2.00**	**2**	**2.00**	**2**	**2.00**	**-**	**-**

Table of Contents

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

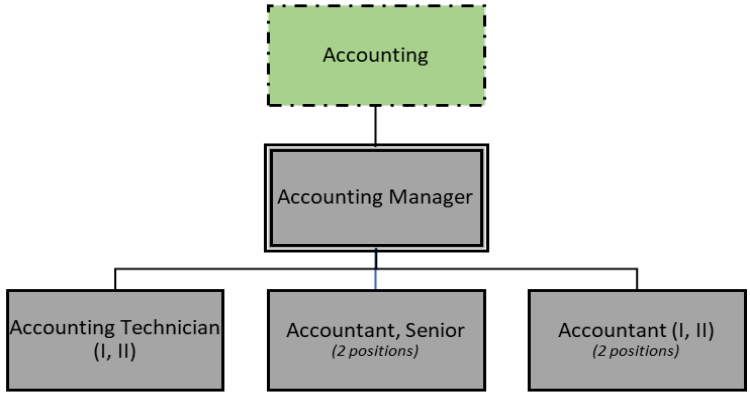
	City Council Priority & Goal	
● Produce Operating and Capital Improvement Program (CIP) budgets to ensure transparent use of public funds	Sustaining Excellence	SE-3
● Forecast and monitor expenditures and revenues to demonstrate the City's fiscal stewardship and accountability	Sustaining Excellence	SE-3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

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Efficiency (Workload) Total City Operating Budget requiring on-going forecasting / # of Programs monitored	$336 M / 106	$346 M / 106	$365 M / 106	$365 M / 106	$370 M / 106
Efficiency (Workload) # of Five Year CIP projects requiring budget support / Total Five Year CIP Budget	83 / $192 M	93 / $191 M	62 / $114 M	62 / $114 M	66 / $139 M
Outcome (Effectiveness) # of visits to the Budget page of the City website	1,525	1,850	2,067	2,067	3,000
Outcome (Effectiveness) Receive the GFOA Distinguished Budget Presentation Award / # of years receiving award	Yes / 13	Yes / 14	Yes / 15	Yes / 15	Yes / 16

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	195,746	249,000	236,962	245,000	(4,000)
Purchased Services	5,535	5,540	5,540	800	(4,740)
Internal Services	56,708	48,280	48,280	51,860	3,580
Other Charges	2,000	5,500	5,500	4,900	(600)
Supplies	993	2,600	2,600	2,000	(600)
Expenditure Category Total:	**$ 260,982**	**$ 310,920**	**$ 298,882**	**$ 304,560**	**$ (6,360)**



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Accounting								
Accounting Manager	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Accountant, Senior	2	*1.50*	2	*1.50*	2	*1.50*	-	-
Accountant (I, II)	2	*2.00*	2	*2.00*	2	*2.00*	-	-
Accounting Technician	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Division Total	**6**	**5.50**	**6**	**5.50**	**6**	**5.50**	**-**	**-**

Table of Contents

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

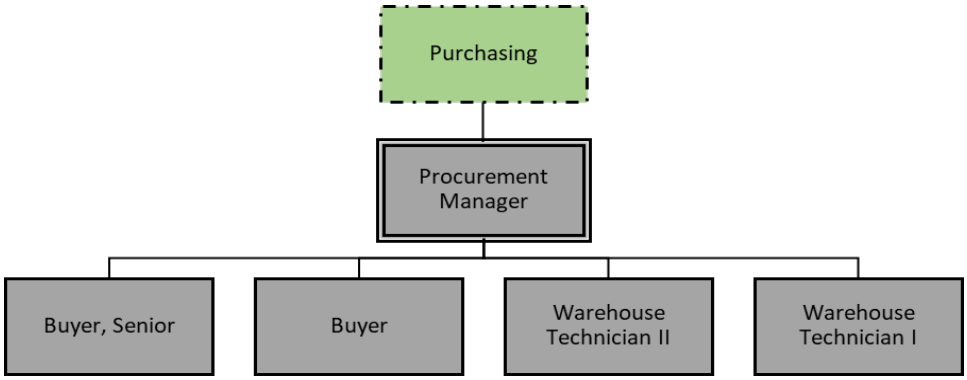
	City Council Priority & Goal	
● Process accurate and timely payrolls and payment of vendor/supplier invoices	Sustaining Excellence	SE-2
● Provide timely and relevant financial reporting information to City departments	Sustaining Excellence	SE-3
● Issue the CAFR, SEFA and APA Transmittal by November 30th and apply for the GFOA CAFR award by December 31st	Sustaining Excellence	SE-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) Average # of invoices processed per week / % paid within 30 days of invoice date	480 / 92%	486 / 93%	480 / 92%	490 / 93%	490 / 93%
Efficiency (Workload) Average # of employees paid biweekly / % paid without error	499 / 94%	498 / 99%	496 / 99%	501 / 99%	501 / 99%
Outcome (Effectiveness) # of mandated reports / % completed on time	25 / 100%	26 / 100%	25 / 100%	26 / 100%	26 / 100%
Efficiency (Workload) # of capital assets tracked / $ net book value (excludes water, sewer, electric infrastructure, tracked separately by Utility Dept)	1,384 / $303 M	1,412 / $301 M	1,426 / $315 M	1,426 / $381 M	1,438 / $421 M

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	577,938	638,500	638,500	664,500	26,000
Purchased Services	900	1,700	1,700	1,200	(500)
Internal Services	105,720	91,870	91,870	86,960	(4,910)
Other Charges	8,626	10,240	10,240	12,700	2,460
Supplies	1,622	4,500	4,500	2,500	(2,000)
Expenditure Category Total:	**$ 694,806**	**$ 746,810**	**$ 746,810**	**$ 767,860**	**$ 21,050**



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Purchasing								
Procurement Manager	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Buyer, Senior	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Buyer	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Warehouse Technician II	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Warehouse Technician I	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Division Total	**5**	**5.00**	**5**	**5.00**	**5**	**5.00**	**-**	**-**

Table of Contents

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

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

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Efficiency (Workload) # of processed requisitions / # of processed bids and proposals	680 / 35	706 / 24	700 / 35	695 / 31	710 / 30
Efficiency (Workload) # of processed purchase orders / total value	664 / $17.2 M	697 / $26.3 M	700 / $40.0 M	687 / $26.2 M	735 / $35.0 M
Outcome (Effectiveness) # of formal procurement protests received / # upheld against the City	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Input (Resources Utilized) Total value of inventoried items / # of unique items	$2.4 M / 1,239	$2.4 M / 1,291	$2.2 M / 1,220	$2.3 M / 1,250	$2.5 M / 1,250

DIVISION EXPENDITURE OVERVIEW

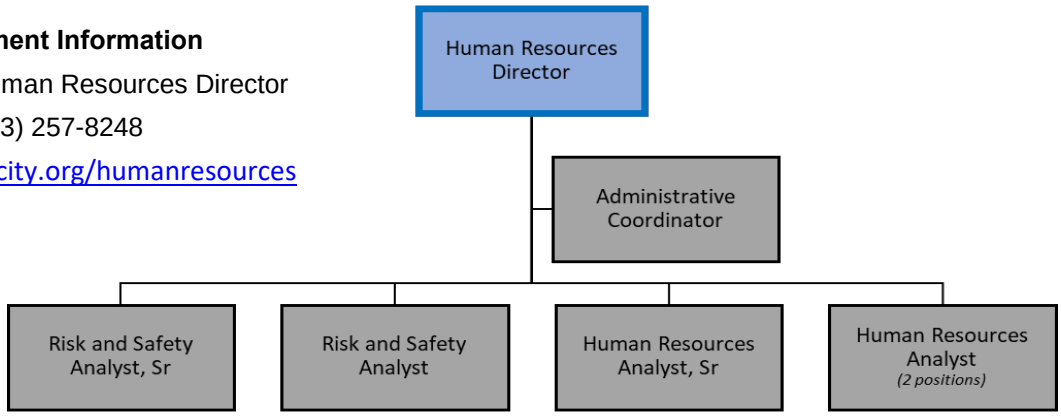
Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	449,452	521,800	521,800	533,800	12,000
Purchased Services	405	1,000	1,000	1,100	100
Internal Services	101,940	76,150	76,150	77,770	1,620
Other Charges	8,223	15,730	15,850	14,200	(1,530)
Supplies	5,898	4,600	4,600	6,000	1,400
Expenditure Category Total:	**$ 565,918**	**$ 619,280**	**$ 619,400**	**$ 632,870**	**$ 13,590**

Department Information

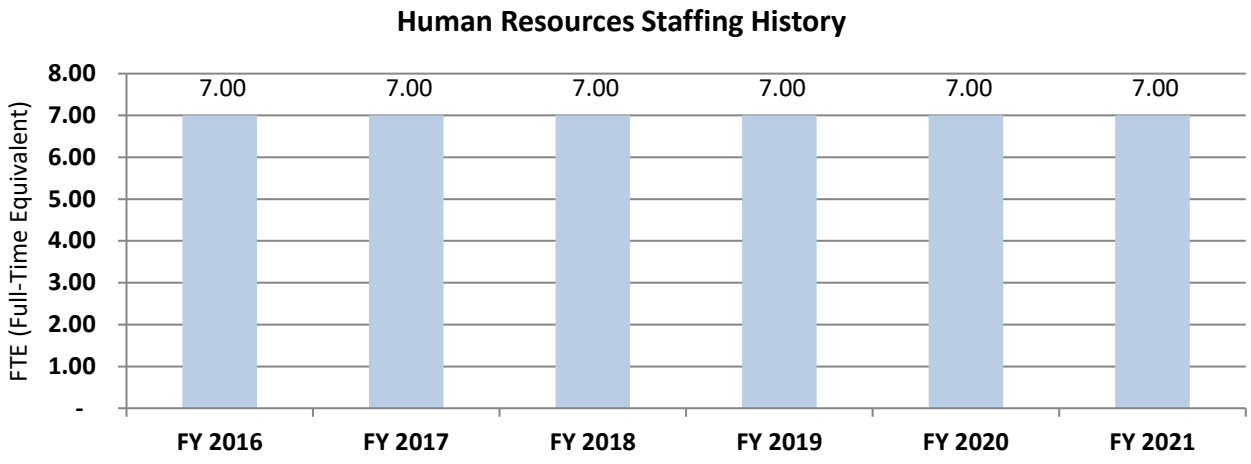
Darla Hicks, Human Resources Director

(703) 257-8248

www.manassascity.org/humanresources



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Human Resources Director	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Rick and Safety Analyst, Sr	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Rick and Safety Analyst	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Human Resources Analyst, Sr	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Human Resources Analyst	2	*2.00*	2	*2.00*	2	*2.00*	-	-
Administrative Coordinator	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Division Total	**7**	**7.00**	**7**	**7.00**	**7**	**7.00**	**-**	**-**



MISSION STATEMENT

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

PRIOR YEAR ACCOMPLISHMENTS

- Completed the Public Safety pay study, resulting in the establishment of a Public Safety Pay Scale for FY21 implementation.
- Revised quarterly drug screening protocols to include Fire & Rescue positions, thus encompassing all of our hazardous duty positions in periodic testing.
- Transitioned Retiree Health Insurance Premiums Billing to electronic billing through Munis software.
- Worked with multiple departments to create and/or redesign apprenticeship opportunities and succession planning opportunities for further employee development.

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	1,067,338	1,110,220	1,110,220	1,157,220	47,000
Purchased Services	130,950	131,730	531,730	128,000	(3,730)
Internal Services	99,822	88,010	88,010	76,800	(11,210)
Other Charges	503,384	563,900	638,900	567,630	3,730
Supplies	12,729	16,780	16,780	16,780	-
Expenditure Category Total:	**1,814,223**	**$ 1,910,640**	**$ 2,385,640**	**$ 1,946,430**	**$ 35,790**

Division Summary					
Administration	781,718	834,060	1,309,060	854,850	20,790
Mail Room & Reception	65,145	87,200	87,200	87,200	-
Risk Management	686,007	707,750	707,750	722,750	15,000
Benefits & Awards	281,353	281,630	281,630	281,630	-
Division Summary Total:	**$ 1,814,223**	**$ 1,910,640**	**$ 2,385,640**	**$ 1,946,430**	**$ 35,790**

BUDGET HIGHLIGHTS

Changes include standard adjustments to salaries, benefits and internal service charges.

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

	City Council Priority & Goal	
● Recruit a diverse workforce that seeks to deliver outstanding services, embraces our organizational values, and embodies our customer-focused culture	Sustaining Excellence	SE-2
● Create an environment of self development to promote a well-trained workforce and advance the City's culture into one that drives on a methodical and sustainable approach to leadership succession and supervisory development	Sustaining Excellence	SE-2
● Retain an engaged workforce that is accountable to standards consistent with organizational objectives and is rewarded for exceptional performance	Sustaining Excellence	SE-2

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) % of ethnic minority employees in City workforce / % of female employees in City workforce	23% / 39%	26% / 39%	25% / 40%	25% / 40%	25% / 40%
Outcome (Effectiveness) % of open positions filled by internal candidates / # of open positions	35% / 52	47% / 76	35% / 80	35% / 80	40% / 80
Outcome (Effectiveness) Employee turnover rates / National turnover rates	9.06% / 22%	10.01% / 22%	8% / 22%	8% / 22%	8% / 22%
Outcome (Effectiveness) % of employees without lost time due to accidents/ Injury Experience Modifier	95% / 1.11	75% / 1.12	87% / 1.11	87% / 1.11	90% / 1.11

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	569,096	606,000	606,000	638,000	32,000
Purchased Services	90,477	94,200	494,200	94,200	-
Internal Services	99,496	88,010	88,010	76,800	(11,210)
Other Charges	16,337	33,350	108,350	33,350	-
Supplies	6,312	12,500	12,500	12,500	-
Expenditure Category Total:	**$ 781,718**	**$ 834,060**	**$ 1,309,060**	**$ 854,850**	**$ 20,790**

Page intentionally blank.

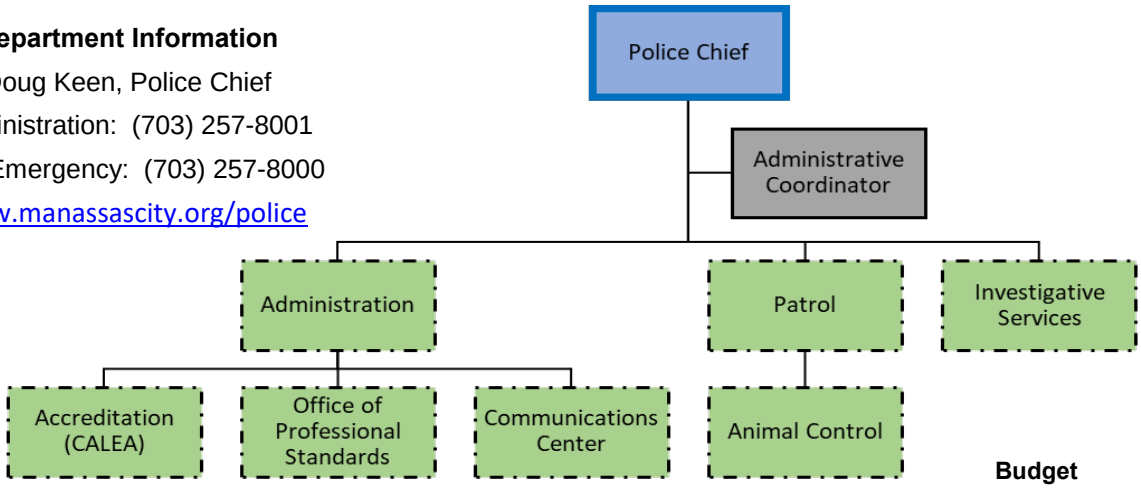
Department Information

Doug Keen, Police Chief

Administration: (703) 257-8001

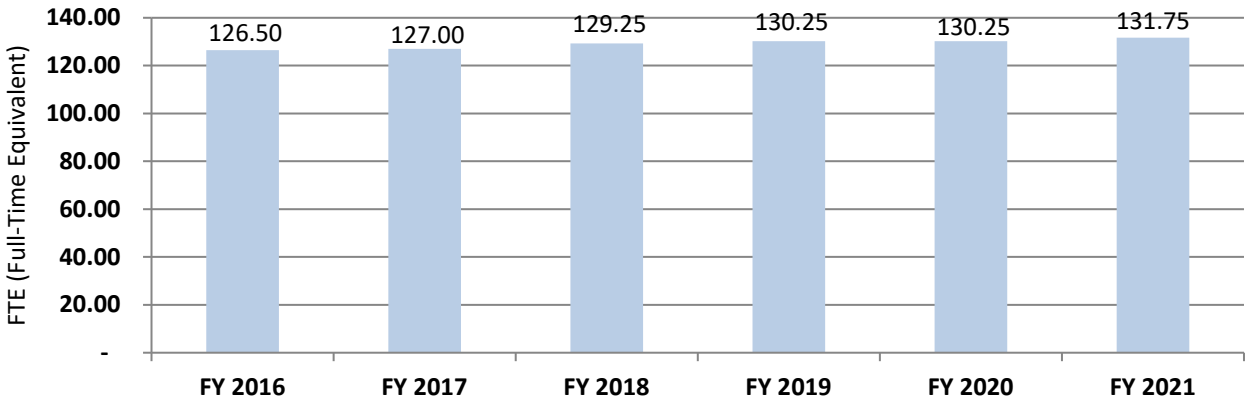
Non-Emergency: (703) 257-8000

www.manassascity.org/police



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
POLICE								
Administration	**18**	17.00	**20**	19.00	**20**	19.00	**2**	*2.00*
Patrol Services	**75**	73.75	**75**	73.75	**77**	75.25	**2**	*1.50*
Investigative Services	**19**	19.00	**17**	17.00	**17**	17.00	**(2)**	*(2.00)*
Communications Center	**15**	14.50	**15**	14.50	**15**	14.50	**-**	-
Animal Control	**7**	6.00	**7**	6.00	**7**	6.00	**-**	-
DEPARTMENT TOTAL	**134**	**130.25**	**134**	**130.25**	**136**	**131.75**	**2**	**1.50**

Police Staffing History



MISSION STATEMENT

The Mission of the Police Department is to commit its resources in partnership with the community; to promote public safety and maintain public order by eliminating crime and the fear of crime; to practice the values of integrity, respect, public service and professional standing; and to maintain a proactive relationship with the community and a positive working environment for Department members.

PRIOR YEAR ACCOMPLISHMENTS

- Received 100% compliance from CALEA review of files (October 2019)
- Installation of new tablet MDT's (Mobile Data Terminals)
- Implementation of NARCAN program (Naloxone: emergency treatment of opioid overdose)
- Six officers graduated NVCJA
- Five (5) Recruits scheduled to attend the academy in January 2020
- In alignment with the agency's wellness program plans, continue ongoing partnership with outside therapist and development of Peer Support Team
- Sergeant's position assigned to Records Section in order to provide more thorough oversight and to be more efficient and effective overseeing Records Section

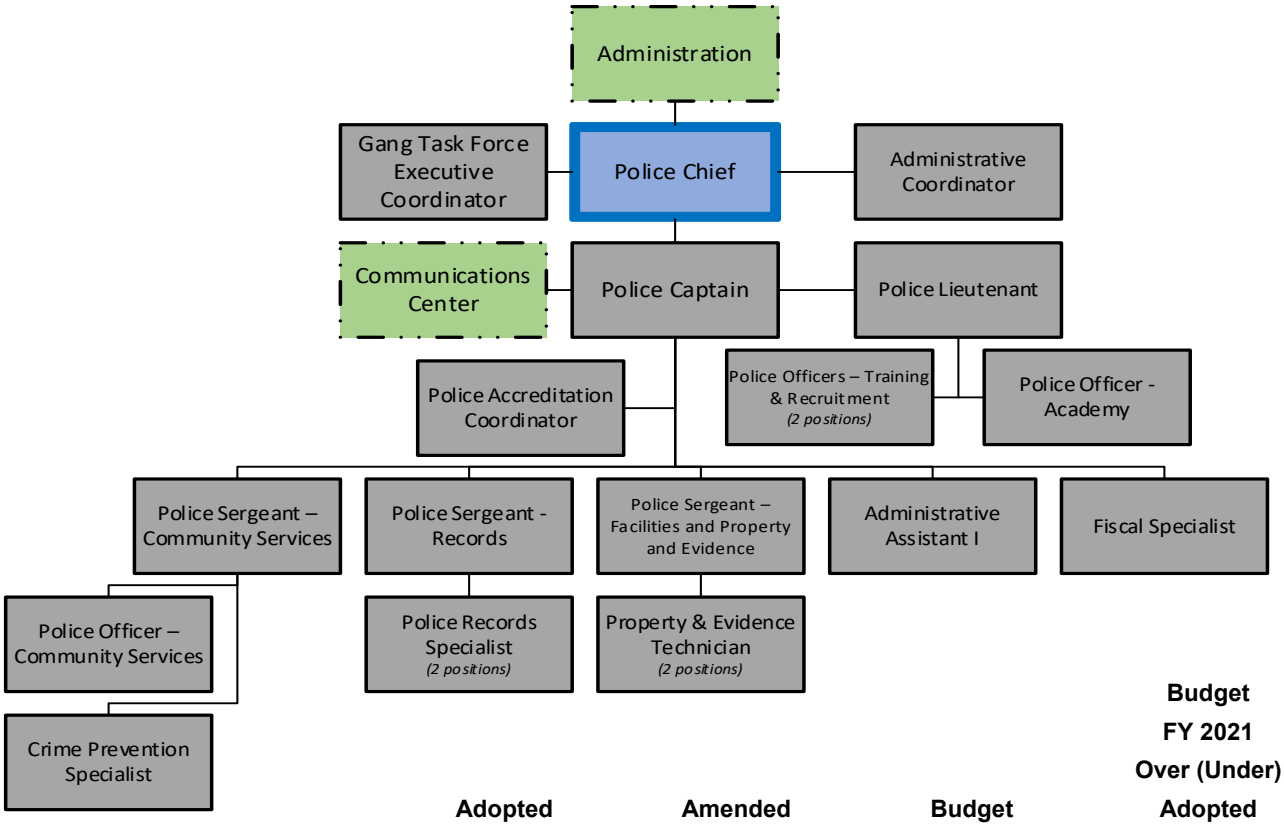
DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	12,566,048	13,137,085	13,174,747	13,521,490	384,405
Purchased Services	188,370	187,460	300,280	183,410	(4,050)
Internal Services	2,613,709	2,578,920	2,883,843	2,689,950	111,030
Other Charges	360,606	390,260	401,760	434,340	44,080
Supplies	304,809	285,120	379,454	281,140	(3,980)
Expenditure Category Total:	**16,033,542**	**$ 16,578,845**	**$ 17,140,084**	**$ 17,110,330**	**$ 531,485**

Division Summary					
Administration	5,059,483	5,192,240	5,331,641	5,357,680	165,440
Patrol Services	7,142,541	7,389,485	7,389,485	7,766,960	377,475
Investigative Services	1,607,302	1,659,270	1,661,410	1,561,980	(97,290)
Communications Center	1,188,716	1,307,790	1,307,790	1,300,990	(6,800)
Animal Control	583,212	658,240	658,240	657,900	(340)
E-Summons Effort	19,750	30,000	130,000	30,000	-
Gang Task Force	251,855	244,820	244,820	173,820	(71,000)
ICAC Task Force	43,748	97,000	122,000	101,000	4,000
Police Grants	136,935	-	294,698	160,000	160,000
Division Summary Total:	**$ 16,033,542**	**$ 16,578,845**	**$ 17,140,084**	**$ 17,110,330**	**$ 531,485**

BUDGET HIGHLIGHTS

Changes include the addition of one full-time officer and one part-time officer for the Red-Light Photo Enforcement Program; other changes include standard adjustments to salaries, benefits and internal service charges.



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Administration								
Police Chief	1	1.00	1	1.00	1	1.00	-	-
Police Captain	1	1.00	1	1.00	1	1.00	-	-
Police Lieutenant	2	2.00	1	1.00	1	1.00	(1)	(1.00)
Police Sergeant	2	2.00	3	3.00	3	3.00	1	1.00
Police Officer (I, II, III, recruit)	2	2.00	4	4.00	4	4.00	2	2.00
Crime Prevention Specialist	1	1.00	1	1.00	1	1.00	-	-
Administrative Coordinator	1	1.00	1	1.00	1	1.00	-	-
Fiscal Specialist, Public Safety	1	1.00	1	1.00	1	1.00	-	-
Police Accreditation Coordinator	1	1.00	1	1.00	1	1.00	-	-
Property & Evidence Technician	2	1.50	2	1.50	2	1.50	-	-
Police Records Specialist	2	2.00	2	2.00	2	2.00	-	-
Administrative Assistant I	1	0.75	1	0.75	1	0.75	-	-
Gang Task Force Executive Coordinator	1	0.75	1	0.75	1	0.75	-	-
Division Total	**18**	**17.00**	**20**	**19.00**	**20**	**19.00**	**2**	**2.00**

FUNCTIONS / ACTIVITIES

The Administrative Services Division handles Homeland Security and assists with Emergency Management and is involved in policy development; strategic planning; and department-wide administration, including fiscal oversight and budget preparation; recruiting, hiring, and training support; property, evidence, and technology support; records management; and national accreditation. The Administration division also manages the Public Safety Communications Center and the Internal Affairs function.

OBJECTIVES

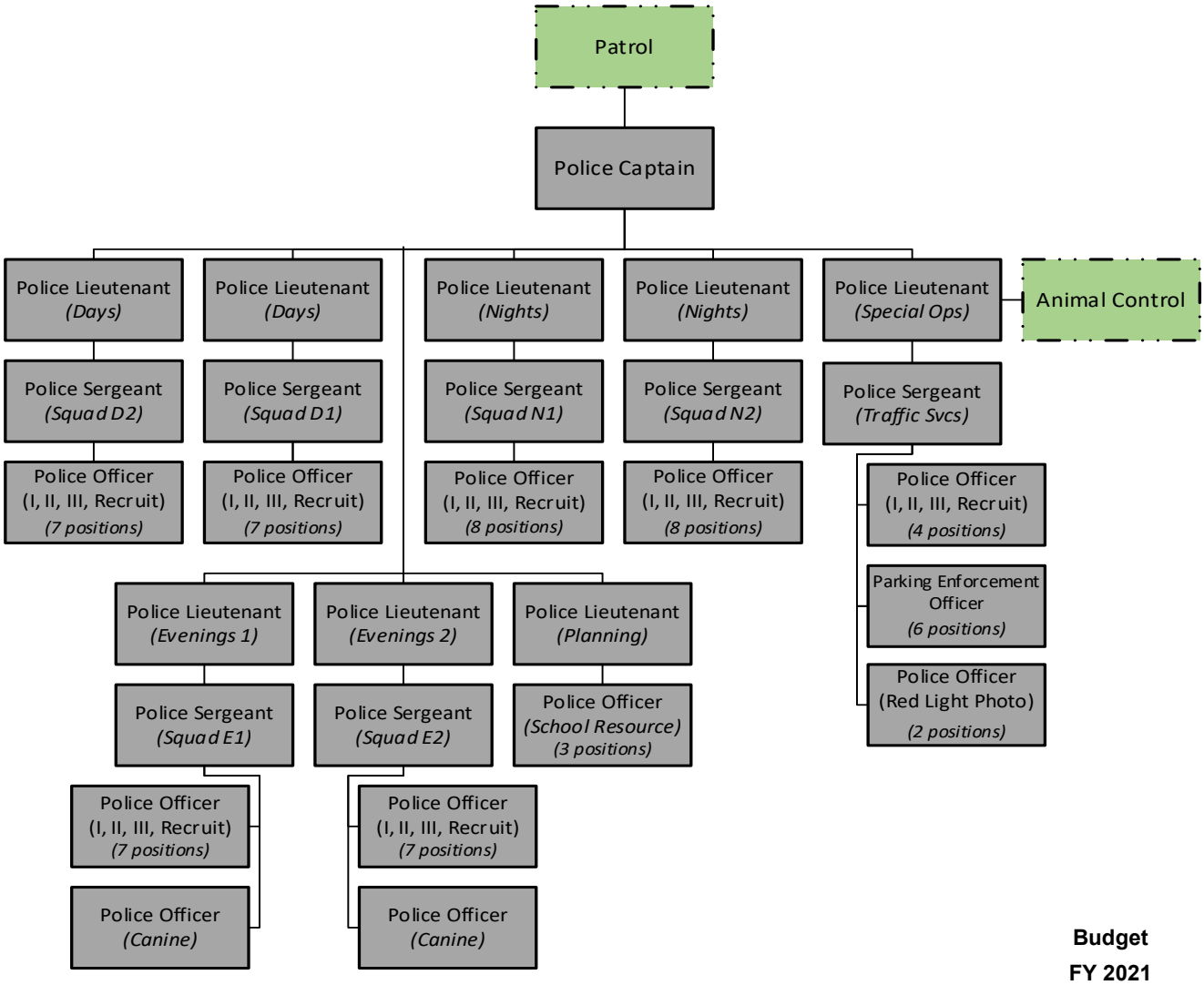
	City Council Priority & Goal	
● Maintain law enforcement certifications by remaining 100% compliant with all required training mandates including DCJS, CALEA , NIMS, Defensive Tactics, Firearms, ICS and VML	Sustaining Excellence	SE-4
● Proceed with plans for approved design development and construction bid approval for the new Public Safety building	Community Vitality	SE-3
● Expand and enhance recruitment and hiring measures to attract a variety of candidates for hiring that are a diverse, highly qualified pool that represents our community needs and enhances the City's sense of opportunity and aid in succession planning	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Output (Actions Taken) Minimum # of hours required per officer to meet basic training mandates / % of compliance	123 hrs / 100%	123 hrs / 100%	123 hrs / 100%	123 hrs / 100%	123 hrs / 100%
Output (Actions Taken) % of total completion of the new Public Safety building	N/A	40% / 100%	20% / 100%	55% / 100%	75% / 100%
Outcome (Effectiveness) # of highly qualified, diverse applicants that were offered a final interview with the Captains / # of total applicants / # hired	18 / 605 / 12	22 / 440 / 6	20 / 670 / 14	20 / 670 / 14	20 / 670 / 8
Outcome (Effectiveness) % of citizens satisfied with services (results from Citizen Satisfaction Survey) / % of citizens satisfied with services (U.S. avg) (biannual survey)	84% / 70%	84% / 70%	84% / 70%	84% / 70%	90% / 70%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	1,999,718	2,113,280	2,113,280	2,193,280	80,000
Purchased Services	110,377	122,960	222,960	118,250	(4,710)
Internal Services	2,502,439	2,483,470	2,500,420	2,545,840	62,370
Other Charges	251,892	253,810	253,810	289,160	35,350
Supplies	195,057	218,720	241,171	211,150	(7,570)
Expenditure Category Total:	**$ 5,059,483**	**$ 5,192,240**	**$ 5,331,641**	**$ 5,357,680**	**$ 165,440**



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Patrol Services								
Police Captain	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Police Lieutenant	7	*7.00*	8	*8.00*	8	*8.00*	1	*1.00*
Police Sergeant	7	*7.00*	7	*7.00*	7	*7.00*	-	-
Police Officer (I, II, III, recruit)	51	*51.00*	50	*50.00*	50	*50.00*	(1)	*(1.00)*
Police Officer (I, II, III, recruit) SRO	3	*2.50*	3	*2.50*	3	*2.50*	-	-
Police Officer (I, II, III, recruit) Red Light Photo Enforcement	-	-	-	-	2	*1.50*	2	*1.50*
Parking Enforcement Officer	6	*5.25*	6	*5.25*	6	*5.25*	-	-
Division Total	**75**	**73.75**	**75**	**73.75**	**77**	**75.25**	**2**	**1.50**

FUNCTIONS / ACTIVITIES

The Patrol Services Division provides timely responses to citizen calls for service on a 24 hours per day / 7 days per week basis. The division is also responsible for overall traffic and pedestrian safety, achieving compliance with criminal laws through education and enhanced enforcement efforts, and assisting residents with improving quality-of-life concerns. The Patrol Services Division provides first-level response and security for the City's Homeland Security and Counter Terrorism measures.

OBJECTIVES

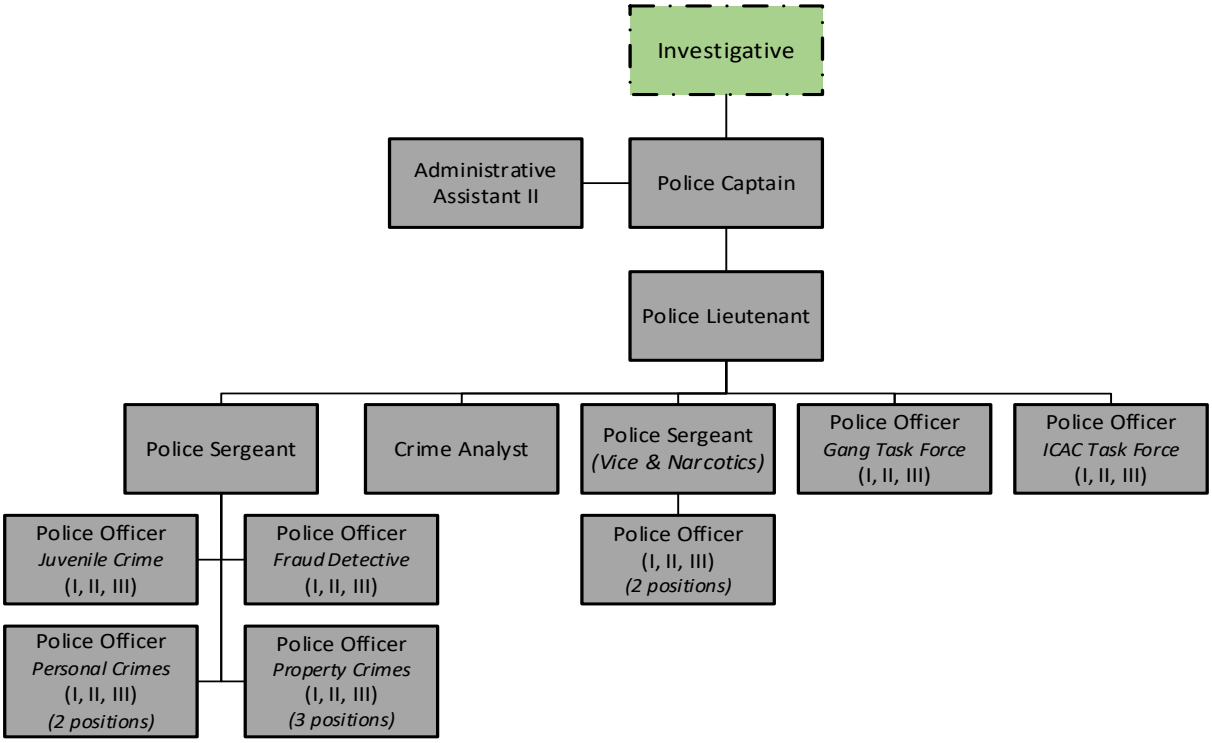
	City Council Priority & Goal	
● Maintain criminal and traffic enforcement and education efforts to enhance public safety	Sustaining Excellence	SE-4
● Continue to focus on Community Policing through collaborative problem solving with neighborhood teams, HOA's, and property managers	Sustaining Excellence	SE-4
● Enhance public safety through the thorough investigation of cases assigned to the Patrol Division	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Input (Workload) # of traffic details and community (traffic) related encounters / # of citations	667 / 5,166 citations	1,265 / 6,023 citations	1,278 / 6,083 citations	1,278 / 6,083 citations	1,290 / 6,144 citations
Input (Workload) # of criminal arrests (adults and juveniles) / # of Incident Based Reports	2,089 arrests / 4,900	2,296 arrests / 5,112	2,200 arrests / 5,000	2,300 arrests / 5,000	2,300 arrests / 5,000
Outcome (Effectiveness) Unit reaction times for priority 1: emergency and priority 2: serious (minutes:seconds)	1) 3:52 2) 4:45	1) 4:02 2) 7:30	1) 4:03 2) 5:10	1) 4:00 2) 6:00	1) 4:00 2) 6:00
Input (Workload) # of cases assigned to the Patrol Division that were closed, by arrest / # of cases	738 / 3,657	732 / 4,264	1,200 / 3,950	900 / 5,000	900 / 5,000

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	7,097,140	7,331,745	7,331,745	7,710,150	378,405
Purchased Services	11,408	12,800	12,800	11,800	(1,000)
Other Charges	11,359	12,640	12,640	14,460	1,820
Supplies	22,634	32,300	32,300	30,550	(1,750)
Expenditure Category Total:	**$ 7,142,541**	**$ 7,389,485**	**$ 7,389,485**	**$ 7,766,960**	**$ 377,475**



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Investigative Services								
Police Captain	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Police Lieutenant	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Police Sergeant	3	*3.00*	2	*2.00*	2	*2.00*	(1)	*(1.00)*
Police Officer (I, II, III, recruit)	10	*10.00*	9	*9.00*	9	*9.00*	(1)	*(1.00)*
Police Officer (I, II, III, recruit) Gang	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Police Officer (I, II, III, recruit) ICAC	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Crime Analyst	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Administrative Assistant II	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Division Total	**19**	**19.00**	**17**	**17.00**	**17**	**17.00**	**(2)**	**(2.00)**

FUNCTIONS / ACTIVITIES

The Investigative Services Division ensures the timely and thorough investigation of all referred criminal cases; disrupts and combats narcotic trafficking; identifies, interrupts, and prevents gang activity and provides a Community Services Section to improve community awareness through crime prevention.

OBJECTIVES

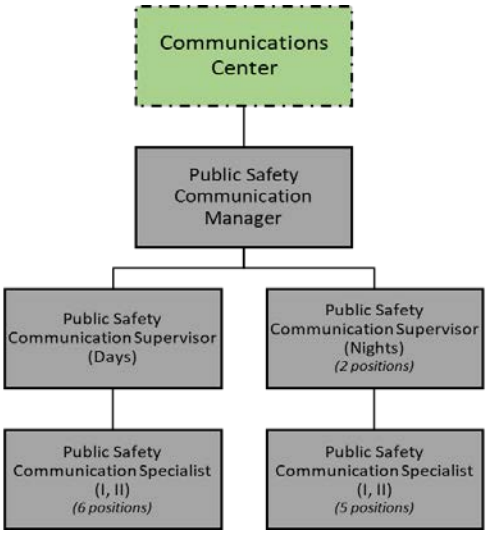
	City Council Priority & Goal	
● Enhance public safety through the thorough investigation of all crimes committed in the City	Sustaining Excellence	SE-4
● Enhance public safety through the thorough investigation of Part I and Part II (Homicide, Rape, Robbery, Aggravated Assualt) crimes while maintaining a closure rate of 40%, which is above the national average of 39.6%	Sustaining Excellence	SE-4
● Educate our community about gangs through community outreach while working with the Northern Virginia Gang Task Force to investigate all gang related crimes in the community	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Output (Actions Taken) # of cases assigned to Detectives that were closed / # of cases	188 / 492	194 / 462	190 / 515	180 / 455	190 / 500
Output (Actions Taken) # of case closures for major crimes such as rape, robbery, murder and aggravated assault / # of Part I and Part II cases/ compared to national average	52 / 83 / 63%	21 / 33 / 64%	25 / 60 / 42%	30 / 45 / 67%	35 / 50 / 70%
Input (Workload) # of City cases and community education programs assigned to the Vice & Narcotics Unit and the Gang Task Force / # of hours	73 / 862	78 / 2,542	92 / 3,008	92 / 3,008	110 / 3,408

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	1,566,897	1,620,760	1,620,760	1,527,760	(93,000)
Purchased Services	14,226	16,700	16,700	15,860	(840)
Other Charges	13,425	13,910	13,910	11,060	(2,850)
Supplies	12,754	7,900	10,040	7,300	(600)
Expenditure Category Total:	**$ 1,607,302**	**$ 1,659,270**	**$ 1,661,410**	**$ 1,561,980**	**$ (97,290)**



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Communications Center								
Public Safety Communications Manager	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Public Safety Communications Supervisor	**3**	*3.00*	**3**	*3.00*	**3**	*3.00*	**-**	-
Public Safety Communications Specialist (I, II)	**11**	*10.50*	**11**	*10.50*	**11**	*10.50*	**-**	-
Division Total	**15**	**14.50**	**15**	**14.50**	**15**	**14.50**	**-**	**-**

FUNCTIONS / ACTIVITIES

The Public Safety Communications Center Division serves as the communications link between the public and police, fire, and rescue services using a variety of telecommunications devices 24 hours per day / 7 days per week; is a source for assistance and emergency information; and is the communications support for all public safety services in the City and Mutual Aid responses regionally.

OBJECTIVES

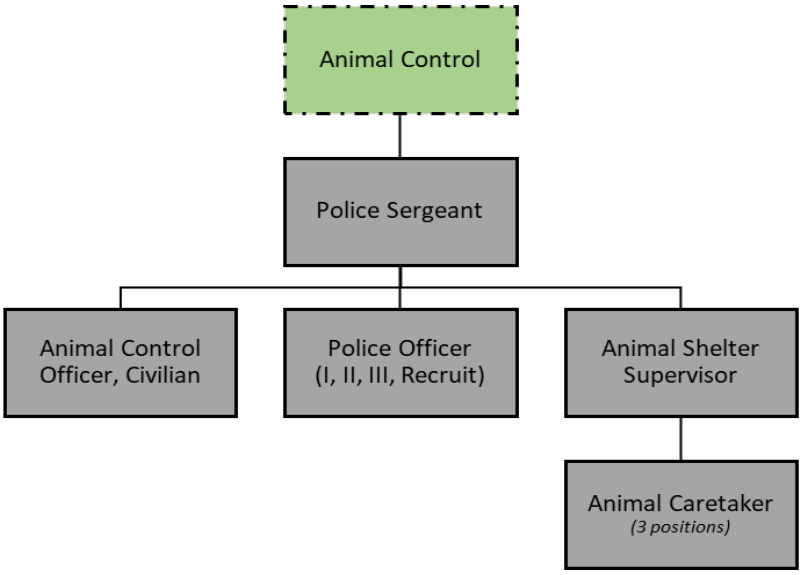
	City Council Priority & Goal	
● Conduct periodic audits of the Public Safety Communications Center to ensure efficient and timely responses to emergency calls for service / compared to the National Standard of 95% of all 911 calls to be answered within 20 seconds	Sustaining Excellence	SE-4
● Ensure staff accuracy levels and improve public safety by conducting periodic audits of the Computer Aided Dispatch (CAD) system	Sustaining Excellence	SE-4
● Ensure VCIN / NCIC entry accuracy as required by the Virginia State Police audit (completed every three years)	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) # of 911 calls answered within 20 seconds	6,966 / 100%	6,916 / 100%	8,500 / 100%	8,500 / 100%	8,500 / 100%
Input (Workload) # of total calls for service entered into CAD	49,022	56,371	62,000	68,000	68,000
Outcome (Effectiveness) Call creation times for Priority 1: Emergency and Priority 2: Serious (minutes:seconds) compared to National Averages of 1:15 to 2:30	1) 1:32 2) 3:06	1) 1:28 2) 1:48	1) 1:45 2) 3:01	1) 1:45 2) 3:00	1) 1:45 2) 3:00
Outcome (Effectiveness) % of compliance check of VCIN / NCIC entries required by Virginia State Police	N/A	88%	100%	100%	100%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	1,111,772	1,201,630	1,201,630	1,180,630	(21,000)
Purchased Services	5,118	5,000	5,000	5,500	500
Other Charges	67,192	95,850	95,850	110,160	14,310
Supplies	4,634	5,310	5,310	4,700	(610)
Expenditure Category Total:	**$ 1,188,716**	**$ 1,307,790**	**$ 1,307,790**	**$ 1,300,990**	**$ (6,800)**



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Animal Control								
Police Sergeant	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Police Officer (I, II, III, recruit)	2	*2.00*	1	*1.00*	1	*1.00*	(1)	*(1.00)*
Animal Control Officer, Civilian	-	-	1	*1.00*	1	*1.00*	1	*1.00*
Animal Shelter Supervisor	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Animal Caretaker	3	*2.00*	3	*2.00*	3	*2.00*	-	-
Division Total	**7**	**6.00**	**7**	**6.00**	**7**	**6.00**	**-**	**-**

FUNCTIONS / ACTIVITIES

The Animal Control Division maintains the health, safety, and welfare of the community through timely response to citizen calls for service and through proactive measures to control the spread of rabies; achieves compliance of the animal care and control ordinances through education and enhanced enforcement efforts; works to increase compliance of the number of dog licenses sold; and provides sheltering and adoption services for unwanted, stray, and homeless animals.

OBJECTIVES

	City Council Priority & Goal	
● Enhance public safety through enforcement and/or investigation of Animal Care and Control Laws	Sustaining Excellence	SE-4
● Enhance community awareness through education of Animal Care and Control Laws	Sustaining Excellence	SE-4
● Maintain sheltering service within Virginia state and DEA mandated guidelines to provide healthy adoptable animals through a customer friendly facility	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Input (Workload) # of calls for service / # of animals handled	1,853 / 673	1,699 / 1,127	2,000 / 800	1,800 / 900	1,800 / 900
Efficiency (Workload) # of animal bite complaints / % of suspect animals in compliance with licensing / % of follow up on compliance	58 / 32% / 96%	89 / 79% / 97%	65 / 50% / 100%	80 / 70% / 100%	80 / 70% / 100%
Output (Actions Taken) % of animals adopted (national average is 36%)	71%	87%	70%	80%	80%
Outcome (Effectiveness) How many items are inspected during State and DEA Inspections / % compliant	54 / 99%	N/A	54 / 100%	54 / 100%	54 / 100%

DIVISION EXPENDITURE OVERVIEW

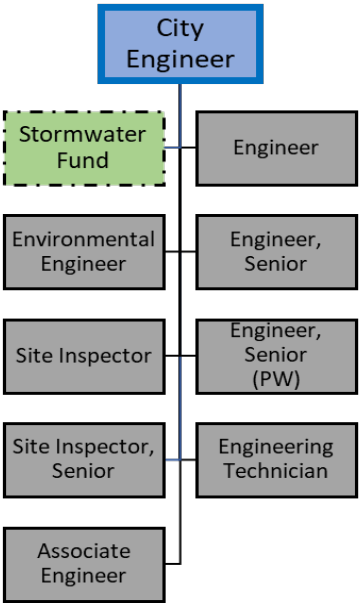
Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	473,684	563,050	563,050	565,050	2,000
Purchased Services	7,971	5,000	5,000	5,000	-
Internal Services	94,680	79,740	79,740	77,400	(2,340)
Other Charges	3,924	3,850	3,850	4,300	450
Supplies	2,953	6,600	6,600	6,150	(450)
Expenditure Category Total:	**$ 583,212**	**$ 658,240**	**$ 658,240**	**$ 657,900**	**$ (340)**

Department Information

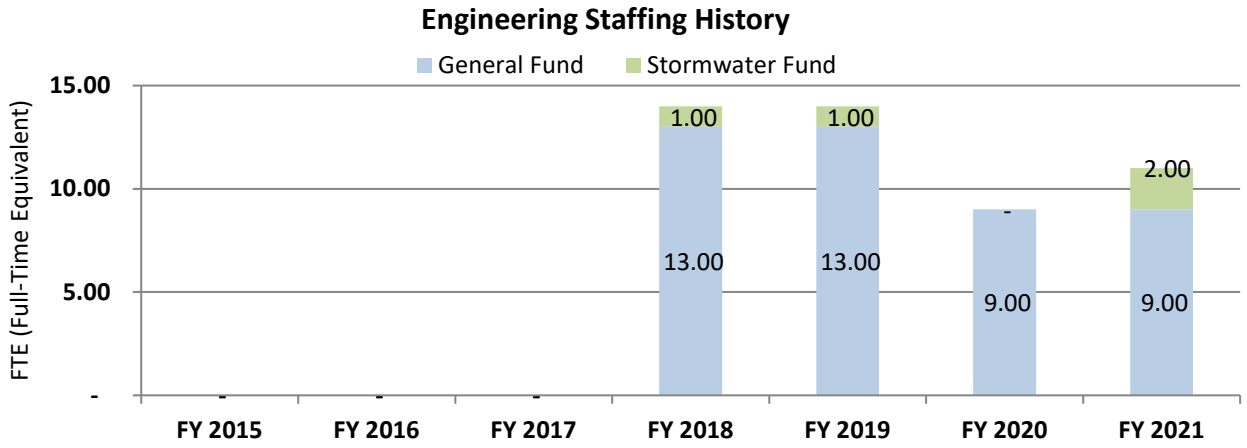
Lance Kilby, City Engineer

(703) 257-8251

www.manassascity.org/245/Engineering-Department



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
ENGINEERING								
City Engineer	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Engineer, Senior	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Engineer, Senior (PW)	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Engineer	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Environmental Engineer	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Associate Engineer	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Site Inspector, Senior	-	-	1	*1.00*	1	*1.00*	1	*1.00*
Site Inspector	2	*2.00*	1	*1.00*	1	*1.00*	(1)	*(1.00)*
Engineering Technician	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Stormwater	3	3.00	3	3.00	2	2.00	(1)	*(1.00)*
DEPARTMENT TOTAL	12	*12.00*	12	*12.00*	11	*11.00*	(1)	*(1.00)*



MISSION STATEMENT

The Mission of the Engineering Department is to provide quality engineering design, project management and construction management to ensure that projects included in the Capital Improvement Plan are well planned and constructed and that they serve the public and enhance the City's public and private infrastructure. The mission of the Department also includes providing quality and responsive engineering related assistance to other City Departments and Agencies and consistent review of private development plans and plats in a timely manner.

PRIOR YEAR ACCOMPLISHMENTS

- Sudley Road NB Third Lane (T-015) - federal environmental process underway; 60% design plans completed
- Grant Avenue (T-021) - 90% plans completed; right-of-way and easement acquisition
- Dean Drive Extended (T-030) - 90% completed; right-of-way and easement acquisition
- Route 28/Nokesville Road Widening (T-042) - contract awarded; construction started
- Dumfries Road Trail (T-058) - 90% design plans completed
- Quarry Street Sidewalk Infill (T-058) - 90% design plans completed
- Godwin Drive Bike Trail (T-059) - 100% design plans complete; project schedule for bidding
- Gateway Boulevard Sidewalk/Trail (T-083) - 90% design plans completed
- Prince William Street completed (T-019)

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	1,207,178	1,217,000	1,067,000	1,208,000	(9,000)
Purchased Services	41,418	15,600	165,600	15,600	-
Internal Services	115,231	112,310	112,310	96,410	(15,900)
Other Charges	18,117	32,630	32,630	32,830	200
Supplies	4,039	12,890	12,890	12,690	(200)
Expenditure Category Total:	**1,385,983**	**$ 1,390,430**	**$ 1,390,430**	**$ 1,365,530**	**$ (24,900)**

Division Summary					
Engineering	1,385,983	1,390,430	1,390,430	1,365,530	(24,900)
Division Summary Total:	**$ 1,385,983**	**$ 1,390,430**	**$ 1,390,430**	**$ 1,365,530**	**$ (24,900)**

BUDGET HIGHLIGHTS

Changes include the management and oversight of the Stormwater Fund and standard adjustments to salaries, benefits and internal service charges.

Stormwater Rate Increases: $1 per month per ERU

FUNCTIONS / ACTIVITIES

The Engineering Division is committed to providing quality engineering design, surveying, and project and construction management functions for the City's Capital Improvement Projects; performing site plan review within established time frames in accordance to the City's standards and goals; and providing engineering support services for City departments within accepted standards for the civil engineering profession and applicable regulatory requirements.

OBJECTIVES

	City Council Priority & Goal	
● Produce and deliver quality designs within industry established timeframes and perform project and construction management for City Capital Improvement Projects	Sustaining Excellence	SE-4
● Routinely provide inspections and oversight of major capital projects to protect investments on infrastructure and meet all erosion and sediment control, stormwater and transportation permitting requirements	Sustaining Excellence	SE-4
● Train Engineering team members annually on current policies & procedures and certifications for program compliance; expand technology knowledge within design software training at least every 5 years	Sustaining Excellence	SE-2

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Efficiency (Workload) # of CIP projects designed / # of CIP projects under design	1 / 4	N/A	5 / 3	4 / 5	4 / 3
Efficiency (Workload) # of site plans and subdivision plans reviewed / % of site plans reviewed within 15 working days	N/A	N/A	50 / 90%	35 / 50%	35 / 90%
Efficiency (Workload) # of technical support work orders completed	80	N/A	85	70	75

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	1,207,178	1,217,000	1,067,000	1,208,000	(9,000)
Purchased Services	41,418	15,600	165,600	15,600	-
Internal Services	115,231	112,310	112,310	96,410	(15,900)
Other Charges	18,117	32,630	32,630	32,830	200
Supplies	4,039	12,890	12,890	12,690	(200)
Expenditure Category Total:	**$ 1,385,983**	**$ 1,390,430**	**$ 1,390,430**	**$ 1,365,530**	**$ (24,900)**

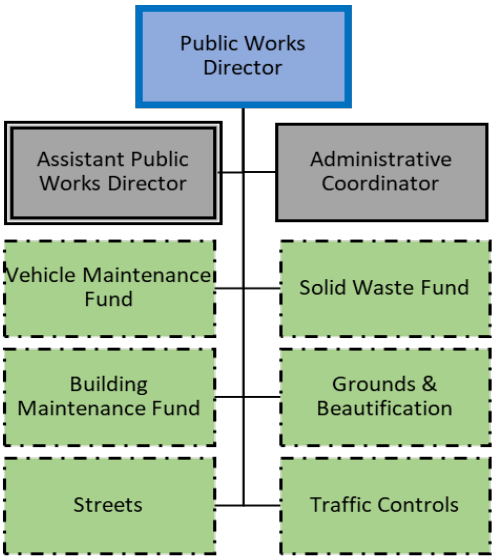
Page intentionally blank.

Department Information

Scott Horan, Public Works Director

703-257-8476

www.manassascity.org/publicworks



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
PUBLIC WORKS								
Public Works Director	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Assistant Public Works Director	-	-	1	*1.00*	1	*1.00*	1	*1.00*
Administrative Coordinator	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Streets	22	*22.00*	21	*21.00*	21	*21.00*	(1)	*(1.00)*
Traffic Controls	4	*4.00*	4	*4.00*	4	*4.00*	-	-
Grounds & Beautification	14	*14.00*	14	*14.00*	14	*14.00*	-	-
Building Maintenance Fund	4	*4.00*	4	*4.00*	5	*5.00*	1	*1.00*
Vehicle Maintenance Fund	8	*8.00*	8	*8.00*	8	*8.00*	-	-
Solid Waste Fund	1	*1.00*	1	*1.00*	2	*1.50*	1	*0.50*
DEPARTMENT TOTAL	**55**	**55.00**	**55**	**55.00**	**57**	**56.50**	**2**	**1.50**

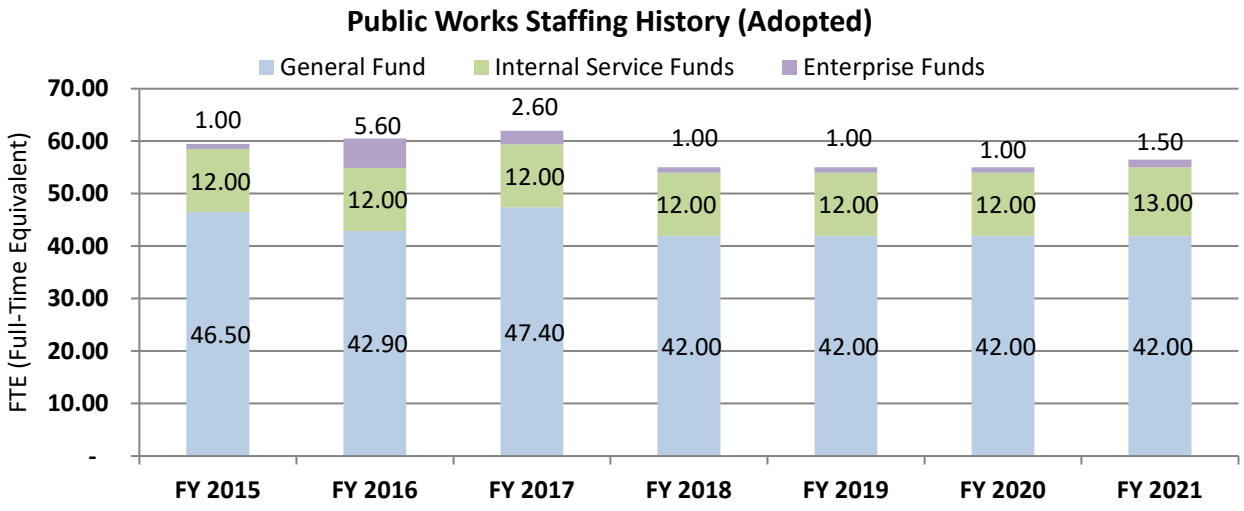


Table of Contents

MISSION STATEMENT

The mission of Public Works is to provide the essential services to sustain and enhance the quality of life to the citizens of Manassas in a prompt, professional, courteous, safe, efficient and cost-effective manner. We strive to plan, build, maintain, and operate public infrastructure in a manner that respects the environment, preserves these assets for future generations, and fulfills the goals established by our City Council. Public Works continually works to implement innovative technologies and processes to improve and maintain the City's streets and storm water drainage systems, traffic controls, open spaces, cemeteries, facilities, fleet resources and solid waste collection in order to provide reliable and superior service to the community.

PRIOR YEAR ACCOMPLISHMENTS

- Completed annual maintenance on all City's Storm Water BMP's
- Completed all three VDOT SGR projects along Sudley Road and Dumfries Road
- Completed full restoration of City Arterial Roadway striping
- Completed all Old Town crosswalk conversions
- Completed stream restoration of Winters Branch and Round Elementary School
- Completed Sudley Road westbound paving
- Completed Richmond Avenue, Clover Hill Road and Godwin Drive paving rehabilitation
- Completed Traffic Signal Optimization and Traffic Signal Controller Replacement/Upgrade project
- Restored traffic signal operations at the intersection of Liberia and Signal Hill within 8 hours following a motor vehicle accident
- Awarded construct Fire Station 21 Project
- Completed design and awarded the Construct Public Safety Facility Project and renovate the Customer Service Center (DMV) project
- Completed the design and awarded Replace Roofing Projects for City Hall, Old City Hall and Annaburg Manor
- City's Keep Manassas Beautiful Program received 2nd President's Circle Award
- 601 volunteers Adopt-A-Program performed 1,165 volunteer hours and collected 2,925 pounds of litter

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	2,692,250	3,414,180	3,414,180	3,613,180	199,000
Purchased Services	1,423,974	1,502,990	1,731,541	1,502,990	-
Internal Services	1,572,552	1,666,380	1,686,380	1,710,910	44,530
Other Charges	303,939	276,600	276,600	276,600	-
Supplies	562,463	488,730	488,730	488,730	-
Capital	-	-	35,000	-	-
Debt/Other Uses	-	(27,000)	(27,000)	(27,000)	-
Expenditure Category Total:	**6,555,176**	**$ 7,321,880**	**$ 7,605,431**	**$ 7,565,410**	**$ 243,530**

Division Summary					
Administration	345,807	523,080	523,080	681,390	158,310
Streets	3,609,677	3,900,130	4,100,130	3,919,450	19,320
Traffic Controls	862,972	899,470	924,470	945,000	45,530
Grounds	904,756	1,108,700	1,128,700	1,127,980	19,280
Beautification	444,790	451,360	489,911	463,730	12,370
City Buildings	387,174	439,140	439,140	427,860	(11,280)
Division Summary Total:	**$ 6,555,176**	**$ 7,321,880**	**$ 7,605,431**	**$ 7,565,410**	**$ 243,530**

BUDGET HIGHLIGHTS

Changes include the addition of one full-time Building Maintenance Technician to address increases in square footage for the new Fire Station 21 and Public Safety Facility; other changes include a part-time Administrative Assistant to assist in the Solid Waste Division; and standard adjustments to salaries, benefits and internal service charges.

FUNCTIONS / ACTIVITIES

The Administration Division provides professional supervision of divisions within Public Works to ensure quality services and well managed projects and oversees, plans, and coordinates all activities including Capital Improvement Program, administrative correspondence, reports, inquiries, complaints, and budget.

OBJECTIVES

	City Council Priority & Goal	
● Consistently retain full staffing of qualified competent staff	Sustaining Excellence	SE-2
● Provide improved outreach and communication through website, mailers, and public meetings	Sustaining Excellence	SE-4
● Maintain quality infrastructure safely and efficiently	Sustaining Excellence	SE-4

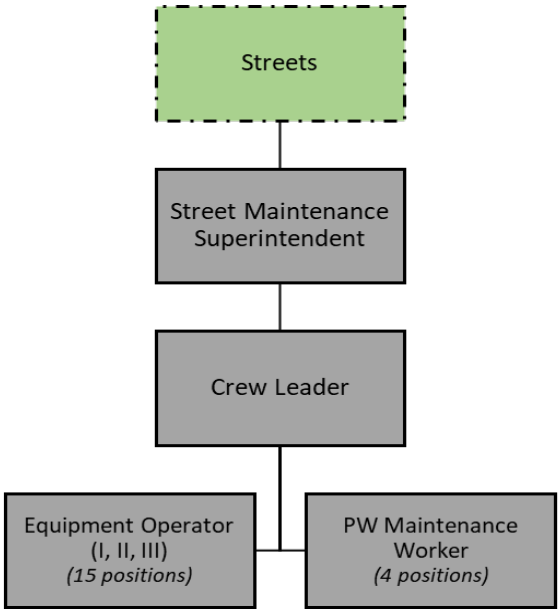
SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Output (Actions Taken) Citizens per Public Works employee	760	763	760	763	762
Outcome (Effectiveness) Employee turnover rate	11%	18%	10%	10%	8%
Outcome (Effectiveness) # of Public Works website visitors	5,473	6,048	5,500	6,500	6,500
Outcome (Effectiveness) # of accidents / injuries	5	11	3	5	3

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	67,485	285,000	285,000	430,380	145,380
Purchased Services	-	1,200	1,200	1,200	-
Internal Services	277,051	228,080	228,080	241,010	12,930
Other Charges	16	6,100	6,100	6,100	-
Supplies	1,255	2,700	2,700	2,700	-
Expenditure Category Total:	**$ 345,807**	**$ 523,080**	**$ 523,080**	**$ 681,390**	**$ 158,310**

Page intentionally blank.



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Streets								
Street Maintenance Manager	**1**	*1.00*	**-**	-	**-**	-	**(1)**	*(1.00)*
Street Maintenance Superintendent	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Crew Leader, Streets	**3**	*3.00*	**1**	*1.00*	**1**	*1.00*	**(2)**	*(2.00)*
Equipment Operator (I, II, III)	**13**	*13.00*	**15**	*15.00*	**15**	*15.00*	**2**	*2.00*
Public Works Maintenance Worker	**4**	*4.00*	**4**	*4.00*	**4**	*4.00*	**-**	-
Division Total	**22**	**22.00**	**21**	**21.00**	**21**	**21.00**	**(1)**	**(1.00)**

Staff in the Streets Division of Public Works may also be assigned to the Stormwater function and Solid Waste function (leaf collection) on an as needed basis. Hours worked performing such work are charged to the respective enterprise funds.

FUNCTIONS / ACTIVITIES

The Streets Division provides maintenance services on all public infrastructure including streets, curbs, gutters, sidewalks, parking lots, and storm sewer systems in accordance with City/State standards. Services provided include snow/ice control, leaf/street sweeping, courtesy truck, construction of in-house capital projects, and state highway maintenance reporting.

OBJECTIVES

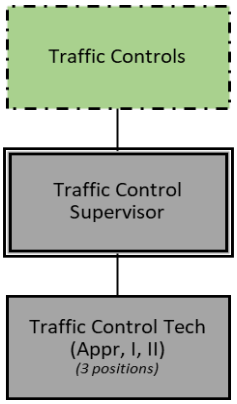
	City Council Priority & Goal	
● Maintain pavement/concrete budget to achieve City street rating of 60 or higher	Sustaining Excellence	SE-3
● Provide for snow plowing of roads in normal storms within 24 hours after snowfall has completed	Sustaining Excellence	SE-4
● Replace settled and damaged concrete sidewalk (tripping hazards)	Sustaining Excellence	SE-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) Average pavement condition rating roadways	61	57	62	59	60
Input (Workload) $ spent on snow removal / # tons of snow removal salt / # tons of snow removal sand	$250,079 / 739 / 192	$326,747 / 1,692 / 0	$350,000 / 1,000 / 500	$350,000 / 1,000 / 500	$350,000 / 1,000 / 500
Input (Resources Utilized) $ spent on replacing sidewalk, curb and gutter, handicap ramps, driveway aprons, etc.	$79,781	$117,657	$95,000	$95,000	$95,000
Outcome (Effectiveness) # of times residential streets are swept / # of lane miles swept per day	6.0 / 16.9	6.0 / 14.9	6.0 / 10.0	6.0 / 10.0	6.0 / 10.0

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	1,433,511	1,733,690	1,733,690	1,737,000	3,310
Purchased Services	1,105,961	1,156,530	1,346,530	1,156,530	-
Internal Services	606,640	632,390	632,390	648,400	16,010
Other Charges	113,724	80,750	80,750	80,750	-
Supplies	349,842	296,770	296,770	296,770	-
Capital	-	-	10,000	-	-
Debt/Other Uses	(1)	-	-	-	-
Expenditure Category Total:	**$ 3,609,677**	**$ 3,900,130**	**$ 4,100,130**	**$ 3,919,450**	**$ 19,320**



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Traffic Controls								
Traffic Control Supervisor	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Traffic Control Technician (I, II)	3	*3.00*	3	*3.00*	3	*3.00*	-	-
Division Total	**4**	**4.00**	**4**	**4.00**	**4**	**4.00**	**-**	**-**

FUNCTIONS / ACTIVITIES

The Traffic Controls Division is committed to providing and maintaining all traffic signals, signage, striping, road markings, and street lighting in accordance with all federal, state, and City standards to provide safe roadways for the traveling public.

OBJECTIVES

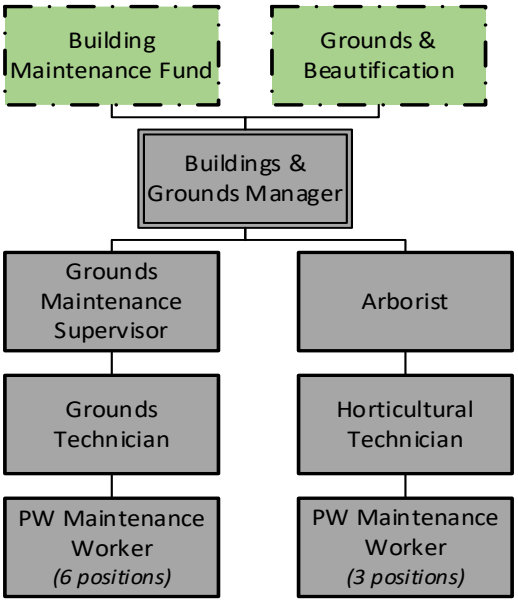
	City Council Priority & Goal	
● Provide clear pavement markings and signage to improve safety and traffic movement	Sustaining Excellence	SE-4
● Improve safety and efficiency of pedestrian and vehicular traffic flow	Sustaining Excellence	SE-4
● Improve street lighting at major intersections and arterials, convert to sodium vapor lighting (cost effectiveness)	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Efficiency (Workload) # of feet of thermo striping completed / # of feet of paint striping completed	50,307 / 9,845	69,501 / 200,017	85,000 / 2,500	70,000 / 200,000	85,000 / 2,500
Efficiency (Workload) # of traffic signals maintained / annual maintenance cost per signal	62 / $1,142	62 / $2,312	64 / $1,610	63 / $1,610	63 / $1,610
Outcome (Effectiveness) # of street lights / annual maintenance cost per street light	2,880 / $66.00	2,966 / $66.00	3,050 / $66.00	2,966 / $66.00	3,050 / $66.00
Efficiency (Workload) # of traffic counts performed	4	4	2	3	5

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	385,433	395,000	395,000	420,000	25,000
Purchased Services	11,998	43,990	43,990	43,990	-
Internal Services	176,817	192,880	192,880	213,410	20,530
Other Charges	155,408	162,400	162,400	162,400	-
Supplies	133,317	105,200	105,200	105,200	-
Capital	-	-	25,000	-	-
Debt/Other Uses	(1)	-	-	-	-
Expenditure Category Total:	**$ 862,972**	**$ 899,470**	**$ 924,470**	**$ 945,000**	**$ 45,530**



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
GROUNDS								
Buildings & Grounds Manager	1	1.00	1	1.00	1	1.00	-	-
Grounds Maintenance Supervisor	1	1.00	1	1.00	1	1.00	-	-
Grounds Technician	1	1.00	1	1.00	1	1.00	-	-
Public Works Maintenance Worker	6	6.00	6	6.00	6	6.00	-	-
BEAUTIFICATION								
Arborist	1	1.00	1	1.00	1	1.00	-	-
Horticultural Technician	1	1.00	1	1.00	1	1.00	-	-
Public Works Maintenance Worker	3	3.00	3	3.00	3	3.00	-	-
Division Total	**14**	**14.00**	**14**	**14.00**	**14**	**14.00**	**-**	**-**

FUNCTIONS / ACTIVITIES

The Grounds Division provides cost effective, quality maintenance to all City owned buildings, parks, schools, roadsides, cemeteries, building grounds, stormwater management ponds, and related infrastructure to improve the quality of life and ensure safety for all citizens.

OBJECTIVES

	City Council Priority & Goal	
● Improve overall maintenance and appearance to parks, ball fields, and City right-of-way	Community Vitality	SE-3
● Train/certify personnel in playground safety and pesticide application	Sustaining Excellence	SE-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Efficiency (Workload) # of man hours spent mowing / # of acres mowed	2,519 / 365	2,690 / 365	4,300 / 365	4,300 / 365	4,300 / 365
Efficiency (Workload) # of hours of park maintenance	3,521	4,406	5,000	5,000	5,000
Input (Workload) # of graffiti incidents hours on public property	42	88	150	150	150
Efficiency (Workload) Man hours snow removal (Grounds Staff Only)	116	370	600	600	600

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	498,625	680,490	680,490	693,800	13,310
Purchased Services	189,953	191,270	191,270	191,270	-
Internal Services	146,396	192,230	212,230	198,200	5,970
Other Charges	27,569	18,200	18,200	18,200	-
Supplies	42,213	53,510	53,510	53,510	-
Debt/Other Uses	-	(27,000)	(27,000)	(27,000)	-
Expenditure Category Total:	**$ 904,756**	**$ 1,108,700**	**$ 1,128,700**	**$ 1,127,980**	**$ 19,280**

FUNCTIONS / ACTIVITIES

The Beautification Division is committed to designing, installing, and maintaining all City owned landscapes for the purpose of enhancing and improving the overall appearance and quality of life in the City.

OBJECTIVES

	City Council Priority & Goal	
● Maintain City landscape at a level equal to or above industry standards	Community Vitality	SE-3
● Develop seasonal program for weed and pest control at all high visibility areas	Community Vitality	CV-5

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Efficiency (Workload) # of man hours tree work	5,603	3,518	3,200	3,200	3,200
Efficiency (Workload) # of man hours landscape beds	2,645	2,327	2,645	2,645	2,645
Efficiency (Workload) # of man hours hanging baskets / # of hanging baskets	335 / 100	360 / 100	350 / 100	360 / 100	360 / 100
Efficiency (Workload) # of man hours snow removal (Beautification Staff Only)	297	370	350	350	350

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	307,196	320,000	320,000	332,000	12,000
Purchased Services	89,671	84,500	123,051	84,500	-
Internal Services	8,035	13,160	13,160	13,530	370
Other Charges	4,052	3,150	3,150	3,150	-
Supplies	35,836	30,550	30,550	30,550	-
Debt/Other Uses	-	-	-	-	-
Expenditure Category Total:	**$ 444,790**	**$ 451,360**	**$ 489,911**	**$ 463,730**	**$ 12,370**

Page intentionally blank.

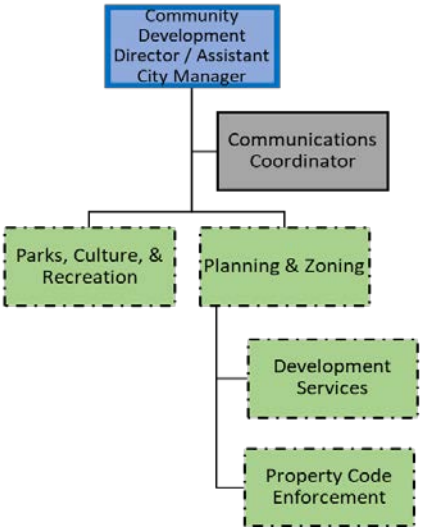
Department Information

Liz Via-Gossman

Community Development Director / Assistant to the City Manager

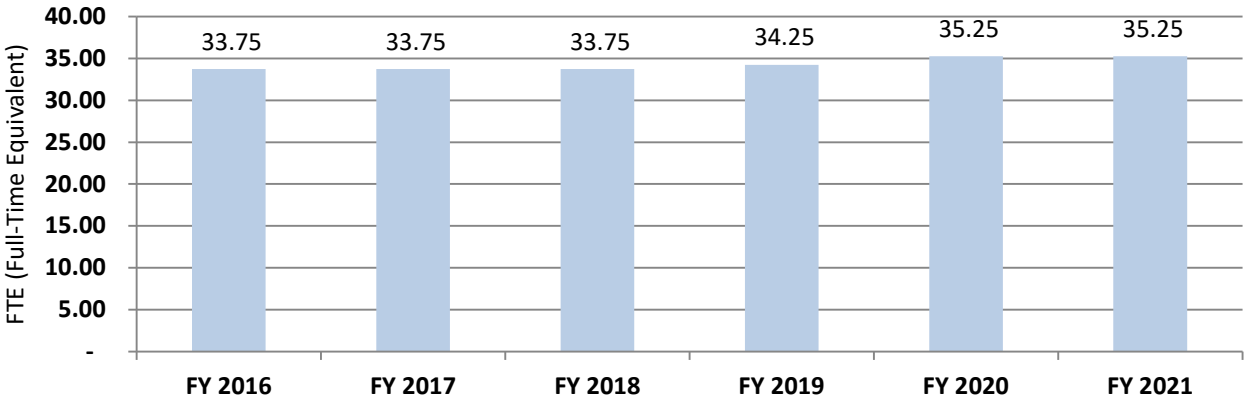
(703) 257-8224

www.manassascity.org/communitydevelopment



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
COMMUNITY DEVELOPMENT								
Community Development Director	**1**	*1.00*	**-**	-	**-**	-	**(1)**	*(1.00)*
Community Development Director / Assistant to the City Manager			**1**	*1.00*	**1**	*1.00*	**1**	*1.00*
Administrative Coordinator	**1**	*1.00*	**-**	-	**-**	-	**(1)**	*(1.00)*
Communications Coordinator	**-**	-	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*
Parks, Culture,& Recreation	**57**	17.25	**57**	17.25	**57**	17.25	**-**	-
Planning & Zoning	**4**	4.00	**4**	4.00	**4**	4.00	**-**	-
Property Code Enforcement	**4**	4.00	**4**	4.00	**4**	4.00	**-**	-
Development Services	**8**	8.00	**8**	8.00	**8**	8.00	**-**	-
DEPARTMENT TOTAL	**75**	**35.25**	**75**	**35.25**	**75**	**35.25**	**-**	**-**

Community Development Staffing History



MISSION STATEMENT

Community Development works to strengthen the local tax base and maintain a high quality of life for Manassas residents and businesses. Community Development does this through sound land use planning, proactive code enforcement, and by providing top quality cultural and recreational opportunities.

Community Development includes the divisions of Development Services, Planning & Zoning, Property Code Enforcement and Parks, Culture and Recreation which includes the Manassas Museum System and the Harris Pavilion. The department also supports other City departments with capital projects, graphics and community engagement.

PRIOR YEAR ACCOMPLISHMENTS

- Completed draft of the state-mandated Comprehensive Plan revision for public hearings in 2019-2020
- Completed the City's first Transportation Master Plan (TMP) and continue to seek funds for capital projects and implementation of the TMP
- Continued Property Code Enforcement (PCE) goal of abating violations within 45 business days (92% success rate)
- Awarded $1.2M in transportation dollars for capital improvements
- Permitted and inspected work at Micron, Messenger Place, and the Landings at Cannon Branch. Continued to remain available for homeowners, local businesses, schools and the airport for the various construction needs and questions
- Issued initial construction permits for Tru Hotel

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	2,545,069	3,022,530	3,022,530	3,136,820	114,290
Purchased Services	496,475	226,330	360,236	223,980	(2,350)
Internal Services	579,019	546,350	548,350	607,970	61,620
Other Charges	610,978	817,280	817,280	823,550	6,270
Supplies	143,391	142,620	144,583	138,700	(3,920)
Capital	-	-	500,000	-	-
Expenditure Category Total:	**4,374,932**	**$ 4,755,110**	**$ 5,392,979**	**$ 4,931,020**	**$ 175,910**

Division Summary					
Administration	397,318	375,640	877,844	474,140	98,500
Planning & Zoning	500,082	524,130	548,730	489,970	(34,160)
Development Services	933,311	962,320	999,548	996,640	34,320
Property Code Enforcement	332,384	409,530	409,530	432,440	22,910
Parks, Culture & Recreation	2,211,837	2,481,690	2,553,527	2,536,030	54,340
Board of Zoning Appeals	-	1,800	1,800	1,800	-
Division Summary Total:	**$ 4,374,932**	**$ 4,755,110**	**$ 5,390,979**	**$ 4,931,020**	**$ 175,910**

BUDGET HIGHLIGHTS

Changes include standard adjustments to salaries, benefits and internal service charges.

FUNCTIONS / ACTIVITIES

The Administration Division provides overall policy direction and management of the Community Development Department. The division maintains accounting functions, budgeting, file retention, and works to ensure that all employees of the department have a clear understanding of roles and responsibilities. The division tracks achievements, produces the department annual reports and budget documents, and manages communications including updating webpages, e-notify and social media. The division supports the City Council's land use committee.

OBJECTIVES

	City Council Priority & Goal	
● Manage services to meet department and City Council service and fiscal objectives	Sustaining Excellence	SE-3
● Develop and support an engaged and well qualified workforce to provide responsive services that meet the needs of the community	Sustaining Excellence	SE-2
● Provide effective communication to the public about meetings and initiatives through an increase in "Notify Me" messages, web pages and updates, social media messages, newsletter articles, flyers, and PEG channel postings	Sustaining Excellence	SE-2

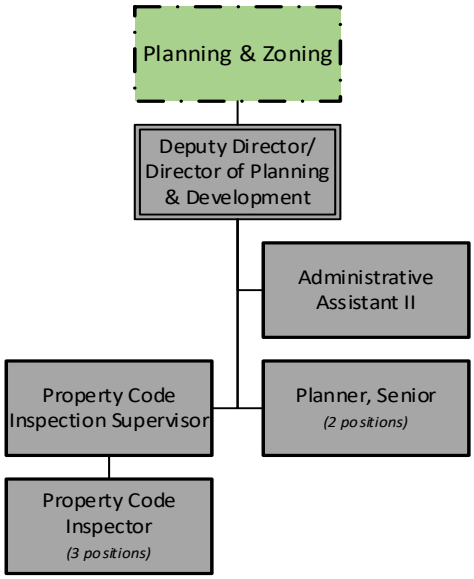
SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) % of employees with positive feedback regarding development and support within their department	53.7%	N/A	58.7%	58.7%	63.7%
Outcome (Effectiveness) Citizen Satisfaction - Manassas as a well-planned city	48%	48%	48%	48%	48%
Outcome (Effectiveness) % of citizens satisfied with the overall appearance of the city	71%	71%	71%	71%	71%
Outcome (Effectiveness) # of new sign-ups / total existing signed-up	222	72 / 294	75 / 369	75 / 369	75 / 444

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	315,444	338,620	338,620	431,620	93,000
Purchased Services	54,909	9,000	11,204	9,000	-
Internal Services	11,655	10,120	10,120	15,620	5,500
Other Charges	9,887	11,650	11,650	11,650	-
Supplies	5,423	6,250	6,250	6,250	-
Capital	-	-	500,000	-	-
Expenditure Category Total:	**$ 397,318**	**$ 375,640**	**$ 877,844**	**$ 474,140**	**$ 98,500**

Page intentionally blank.



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Planning & Zoning								
Planning & Zoning Manager	**1**	*1.00*	**-**	-	**-**	-	**(1)**	*(1.00)*
Deputy Director / Director of Planning & Development	**-**	-	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*
Planner, Senior	**2**	*2.00*	**2**	*2.00*	**2**	*2.00*	**-**	-
Administrative Assistant II	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Property Code Enforcement								
Property Code Inspection Supervisor	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Property Code Inspector	**3**	*3.00*	**3**	*3.00*	**3**	*3.00*	**-**	-
Division Total	**8**	**8.00**	**8**	**8.00**	**8**	**8.00**	**-**	**-**

FUNCTIONS / ACTIVITIES

The Planning and Zoning Division is responsible for articulating the community's long-range vision for land use and implementing that vision through policies and ordinances, planning studies, capital project planning, and development review. The division provides professional support to the Planning Commission, and other special committees; maintains and interprets the zoning ordinance; and facilitates the public hearing process for land use proposals to promote high quality development that embodies the community's vision.

OBJECTIVES

	City Council Priority & Goal	
● Provide reliable and consistent customer service that meets published review times and communicates code requirements clearly and simply	Economic Prosperity	EP-1
● Complete update of the 2040 Comprehensive Plan and begin preliminary implementation of the recommended strategies	Community Vitality	CV-3
● Coordinate transportation planning efforts with City departments and regional partners to improve mobility and ease of access to transportation options in the City	Transformative Mobility	TM-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) # of SUP/REZ cases accepted for review / % of cases to PC for review in 6 months	9 / 89%	8 / 89%	8 / 100%	6 / 100%	8 / 100%
Outcome (Effectiveness) Citizen satisfaction with ease of getting around the City	67%	65%	70%	65%	70%
Outcome (Effectiveness) Citizen satisfaction with overall quality of new development	60%	59%	60%	59%	60%
Outcome (Effectiveness) Citizen satisfaction with efforts to improve existing commercial corridors	38%	36%	50%	36%	50%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	404,407	440,000	440,000	398,000	(42,000)
Purchased Services	28,405	23,200	47,800	22,700	(500)
Internal Services	58,890	51,580	51,580	59,920	8,340
Other Charges	6,768	8,850	8,850	8,850	-
Supplies	1,612	500	500	500	-
Expenditure Category Total:	**$ 500,082**	**$ 524,130**	**$ 548,730**	**$ 489,970**	**$ (34,160)**

FUNCTIONS / ACTIVITIES

Property Code Enforcement (PCE) staff is responsible for enforcing the City's nuisance codes, including tall grass and trash ordinances, the Virginia Property Maintenance Code, the Building Code for work without permits, and the Zoning Ordinance. This type of complaint-based and proactive code enforcement is critical to our city's neighborhood preservation and revitalization efforts.

In FY20, PCE continued its focus on a goal of abating violations within 45-business days. In addition, staff focused additional emphasis on proactive enforcement and community priorities identified in the Citizen Survey. Overall, new cases and inspections increased due to a focus on proactive violations such as tall grass and zoning vehicle violations, such as parking on the grass. In FY21, PCE will continue these efforts and use tools such as weekend/evening inspections and proactive neighborhood “sweeps” based on community priorities such as tall grass, inoperable vehicles, and litter removal to better enforce residential property maintenance codes.

OBJECTIVES

	City Council Priority & Goal	
● Enhance code enforcement to improve community appearance	Community Vitality	CV-4
● Provide reliable, consistent customer service with timely follow-up on complaints and clear communication with citizens and property owners on the City's requirements to maintain their property	Community Vitality	CV-5

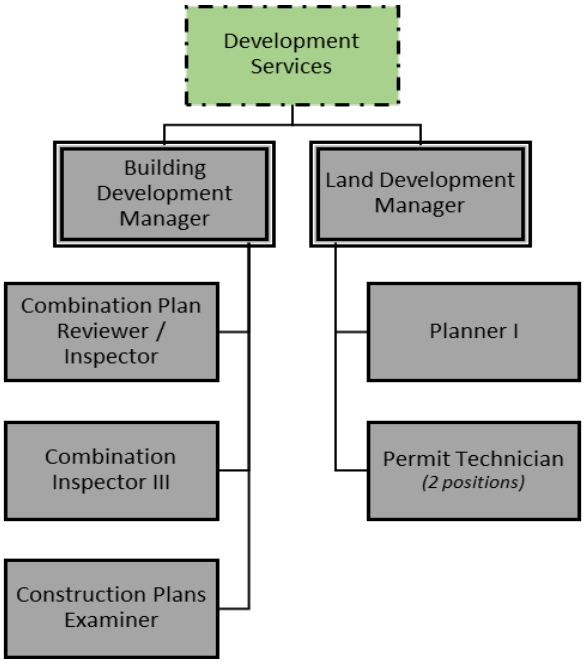
SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Efficiency (Workload) % of cases disposed of in 45 days (abated or transferred to City Attorney)	91%	96%	90%	92%	90%
Outcome (Effectiveness) Overall citizen satisfaction with the enforcement litter & debris cleanup	50%	47%	60%	47%	60%
Outcome (Effectiveness) Overall citizen satisfaction with the enforcement of mowing & cutting of weeds & grass	46%	48%	60%	48%	60%
Outcome (Effectiveness) Overall citizen satisfaction with the enforcement of residential property maintenance	47%	47%	60%	47%	60%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	327,872	360,000	360,000	378,000	18,000
Purchased Services	738	500	500	500	-
Internal Services	-	43,880	43,880	47,890	4,010
Other Charges	3,290	4,300	4,300	5,400	1,100
Supplies	484	850	850	650	(200)
Expenditure Category Total:	**$ 332,384**	**$ 409,530**	**$ 409,530**	**$ 432,440**	**$ 22,910**

Page intentionally blank.



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Development Services								
Development Services Manager	1	*1.00*	-	-	-	-	(1)	*(1.00)*
Building Development Manager	-	-	1	*1.00*	1	*1.00*	1	*1.00*
Development Services Coordinator	1	*1.00*	-	-	-	-	(1)	*(1.00)*
Land Development Manager	-	-	1	*1.00*	1	*1.00*	1	*1.00*
Construction Plans Examiner	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Combination Plan Reviewer / Inspector	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Planner I	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Combination Inspector III	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Permit Technician	2	*2.00*	2	*2.00*	2	*2.00*	-	-
Division Total	**8**	**8.00**	**8**	**8.00**	**8**	**8.00**	**-**	**-**

FUNCTIONS / ACTIVITIES

Development Services strives to provide thoughtful, knowledgeable, timely, and reliable plan review, permitting and inspections to the development community, property owners, other City departments, and other public agencies. They proactively monitor project progress and strive to resolve outstanding issues. Staff has increased cross-training and supports enforcement of Virginia Uniform Statewide Building Code, City of Manassas Design and Construction Standards, City Zoning Ordinance, and Virginia Erosion and Sediment Control. Staff is responsible for the Architectural Review Board. The division also promotes public awareness by updating web information and making presentations to stakeholder groups.

OBJECTIVES

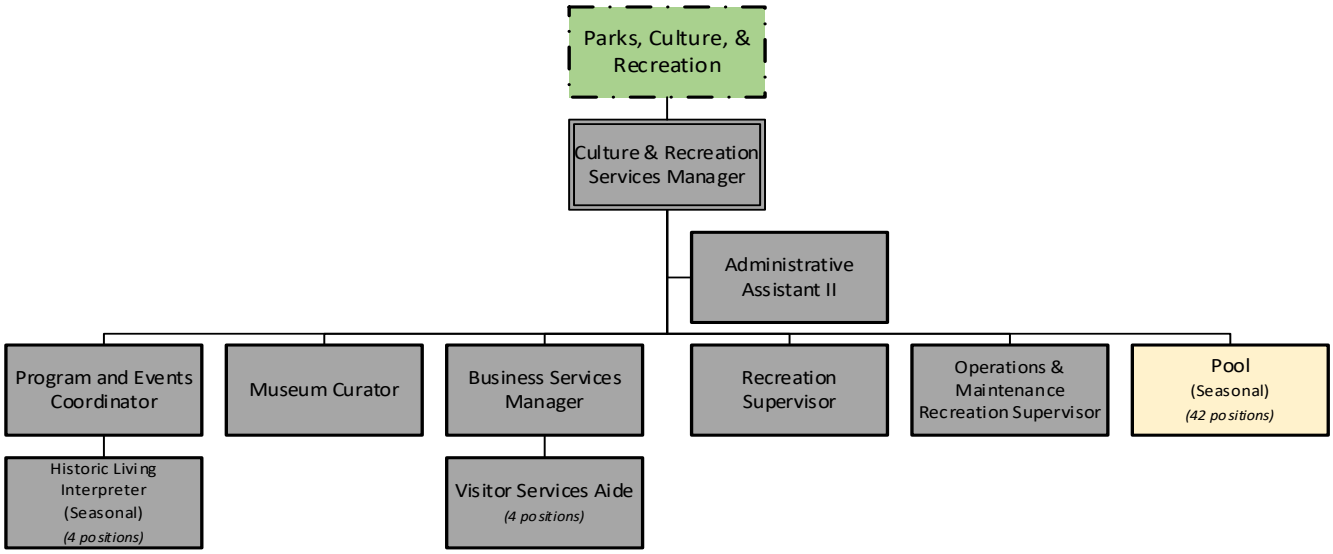
	City Council Priority & Goal	
● Provide reliable, consistent customer service that meets published review times and communicates code requirements clearly and simply	Economic Prosperity	EP-1
● Streamline the commercial development process to support and enhance the economic development program	Economic Prosperity	EP-1

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) # of site plans / % of site plans reviewed in 4 weeks	28 / N/A	41 / 51%	N/A	35 / 50%	35 / 85%
Outcome (Effectiveness) % of inspections performed on day requested	99%	94%	99%	99%	99%
Outcome (Effectiveness) % of first review of building plans completed in 2.5 weeks	94%	94%	96%	97%	96%
Outcome (Effectiveness) # of priority-processed Site and Building Plans	17	32	11	19	16

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	675,972	809,000	809,000	851,000	42,000
Purchased Services	67,841	7,300	44,528	6,800	(500)
Internal Services	171,513	130,270	130,270	122,990	(7,280)
Other Charges	9,337	9,500	9,500	10,200	700
Supplies	8,648	6,250	6,250	5,650	(600)
Expenditure Category Total:	**$ 933,311**	**$ 962,320**	**$ 999,548**	**$ 996,640**	**$ 34,320**



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Parks, Culture, & Recreation								
Culture and Recreation Services Manager	1	1.00	1	1.00	1	1.00	-	-
Operations & Maintenance Recreation Supervisor	1	1.00	1	1.00	1	1.00	-	-
Recreation Supervisor	1	1.00	1	1.00	1	1.00	-	-
Administrative Assistant II	1	1.00	1	1.00	1	1.00	-	-
Pool Staff	42	7.25	42	7.25	42	7.25	-	-
Museum Curator	1	1.00	1	1.00	1	1.00	-	-
Programs and Special Events Coordinator	1	1.00	1	1.00	1	1.00	-	-
Business Services Manager	1	1.00	1	1.00	1	1.00	-	-
Visitor Services Aide	4	2.00	4	2.00	4	2.00	-	-
Historic Living Interpreter **(Seasonal)**	4	1.00	4	1.00	4	1.00	-	-
Division Total	**57**	**17.25**	**57**	**17.25**	**57**	**17.25**	**-**	**-**

FUNCTIONS / ACTIVITIES

The Parks, Culture & Recreation Division educates and engages the community through diverse programs and exhibits. The division strives to enhance the quality of life through preservation of 17 clean and safe parks, historic sites, event venues and facilities.

OBJECTIVES

	City Council Priority & Goal	
● Enhance and maintain a high level of community engagement and customer service	Community Vitality	CV-3
● Attract new visitors by providing diverse cultural and recreational opportunities	Community Vitality	CV-3
● Strengthen the financial position of the division and increase revenues and sponsorships	Sustaining Excellence	SE-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) # and % increase of PCR volunteer hours	N/A	3,780 / N/A	4,000 / 5%	4,000 / 5%	4,200 / 5%
Outcome (Effectiveness) increased # of programs and events	N/A	N/A	N/A	10	20
Outcome (Effectiveness) Total revenues / % increase in PCR Revenues	$400,243 / N/A	$300,220 / -3%	$420,255 / 5%	$308,000/ 3%	$315,000/ 5%
Outcome (Effectiveness) % of sites inspected annually / # of issues identified	N/A	N/A	N/A	100% / N/A	100% / N/A

DIVISION EXPENDITURE OVERVIEW

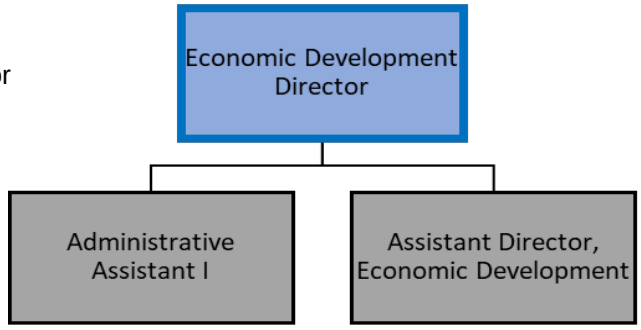
Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	821,374	1,073,910	1,073,910	1,077,200	3,290
Purchased Services	344,582	185,530	255,404	184,180	(1,350)
Internal Services	336,961	310,500	310,500	361,550	51,050
Other Charges	581,696	782,980	782,980	787,450	4,470
Supplies	127,224	128,770	130,733	125,650	(3,120)
Expenditure Category Total:	**$ 2,211,837**	**$ 2,481,690**	**$ 2,553,527**	**$ 2,536,030**	**$ 54,340**

Department Information

Patrick Small, Economic Development Director

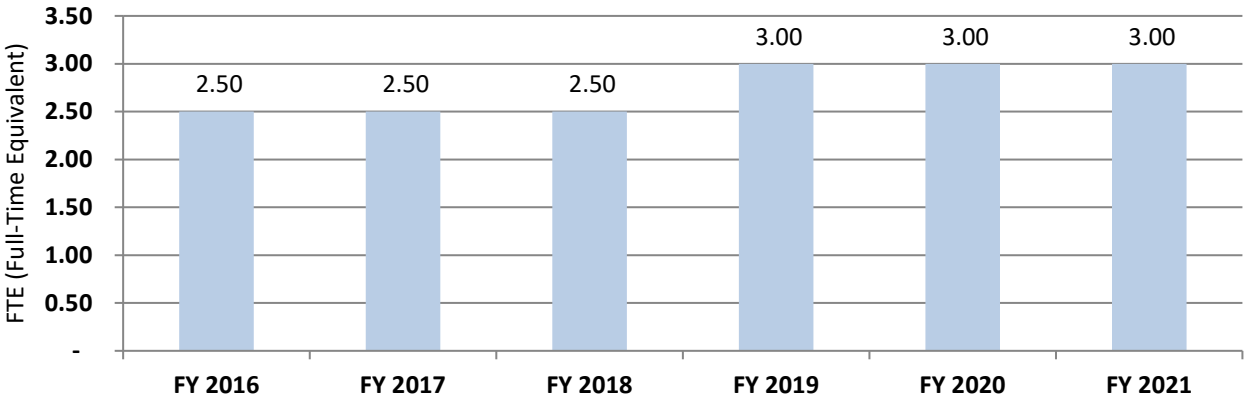
(703) 257-8881

www.manassascity.org/econdev



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
ECONOMIC DEVELOPMENT								
Economic Development Director	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Assistant Director, Economic Development	-	-	1	*1.00*	1	*1.00*	1	*1.00*
Economic Development Coordinator	1	*1.00*	-	-	-	-	(1)	*(1.00)*
Administrative Assistant I	1	*1.00*	1	*1.00*	1	*1.00*	-	-
DEPARTMENT TOTAL	**3**	**3.00**	**3**	**3.00**	**3**	**3.00**	**-**	**-**

Economic Development Staffing History



MISSION STATEMENT

Manassas is an economically thriving City where a combination of entrepreneurial spirit, an involved business community and a supportive City economic development presence result in growing businesses, a thriving active community, and a strong sense of place and identity.

PRIOR YEAR ACCOMPLISHMENTS

- Assisted High Purity Systems with an expansion that resulted in the company staying in Manassas, investing more than $6 million in repurposing an existing building to a higher and better use, and creating more than 100 new jobs with an average salary exceeding $100,000/yr
- Secured a jobs training grant from the Governor to assist HPS and an EOF grant from the EDA
- Construction began on Micron expansion; during the first year of construction Micron created 177 jobs and invested $310 million
- Aurora Flight Sciences completed construction of a new parking lot to facilitate construction of the new facility
- Completed sale of Phase II residential development property at the Landing resulting in $13 million in land sale proceeds to the City for both phases; more than $70 million in new residential property was added to the tax base at the Landing
- Closed on sale of land to Holladay Properties for the new Tru by Hilton and to Buchanan for its first 20,000 sf office/retail building at the Landing; land sales proceeds to the City exceeded $1.1 million and an additional $625,000 was repaid for the commercial infrastructure
- Secured TDFP incentive financing from the Commonwealth to facilitate the construction of a new hotel at the Landing
- Began construction on both the hotel and the office building at the Landing; more than $15 million in commercial capital investment will have been completed in FY20
- Worked with 56 prospective businesses of which 12 chose to locate in Manassas
- Assisted 52 existing businesses with resolving issues specific to each; of these, 13 resulted in business expansions
- Increased event participation by more than 50,000 attendees; annual event participation is approaching 500,000 people annually

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	375,780	417,620	417,620	437,620	20,000
Purchased Services	195,352	220,590	252,256	220,590	-
Internal Services	24,678	24,710	24,710	19,560	(5,150)
Other Charges	377,416	321,100	482,690	321,100	-
Supplies	3,769	8,000	8,000	8,000	-
Expenditure Category Total:	**976,995**	**$ 992,020**	**$ 1,185,276**	**$ 1,006,870**	**$ 14,850**

Division Summary					
Administration	976,995	992,020	1,185,276	1,006,870	14,850
Division Summary Total:	**$ 976,995**	**$ 992,020**	**$ 1,185,276**	**$ 1,006,870**	**$ 14,850**

BUDGET HIGHLIGHTS

Changes include standard adjustments to salaries, benefits and internal service charges.

FUNCTIONS / ACTIVITIES

The City of Manassas seeks to create an integrated, balanced economy that benefits all residents and businesses by strengthening our positive business climate, proactively planning our future and responding to economic opportunities. The City will foster economic development through collaborative partnerships, sustainable fiscal management and supportive city services. The Department of Economic Development is directly responsible for business attraction, retention, expansion and tourism initiatives in the City.

OBJECTIVES

	City Council Priority & Goal	
● Assist 20 new businesses in locating to Manassas and 10 existing businesses to expand	Economic Prosperity	EP-1
● Exceed 500,000 visitors to special events	Economic Prosperity	CV-5
● Attract additional commercial investment to the Landing and announce at least one new major tenant committing to invest more than $5 million	Economic Prosperity	CV-1

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) # of new businesses (prospects / new business conversions)	87 / 31	73 / 16	40 / 20	40 / 20	40 / 20
Output (Actions Taken) # of business expansions (businesses assisted / actual expansions)	44 / 23	32 / 14	20 / 10	20 / 10	20 / 10
Output (Actions Taken) Event participation / # of events	291,106 / 15	291,700 / 15	500,000 / 15	500,000 / 15	500,000 / 15
Output (Actions Taken) Develop Vacant Commercial Areas	35%	38%	38%	38%	40%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	375,780	417,620	417,620	437,620	20,000
Purchased Services	195,352	220,590	252,256	220,590	-
Internal Services	24,678	24,710	24,710	19,560	(5,150)
Other Charges	377,416	321,100	482,690	321,100	-
Supplies	3,769	8,000	8,000	8,000	-
Expenditure Category Total:	**$ 976,995**	**$ 992,020**	**$ 1,185,276**	**$ 1,006,870**	**$ 14,850**

Page intentionally blank.

MISSION STATEMENT

Through cost sharing with Prince William County, the City contributes funding for its portion of the Commonwealth Attorney, the Courts, the Sheriff's Office, the Area Agency on Aging, Public Health, Community Services, the Library, and Cooperative Extension Services. These shared services are shared on a per capita basis. Additionally, the City partners with Prince William County for Corrections services (both adult and juvenile), which are charged based on participation.

The City also partners with other agencies to provide shared services to the residents of Manassas including the Prince William Health Department, Legal Services Inc., Health Systems of Northern Virginia, PW Soil Conservation District, and Northern Virginia Community College.

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Purchased Services	24,726	20,000	20,000	20,000	-
Other Charges	10,600,050	11,755,050	11,838,911	12,343,800	588,750
Expenditure Category Total:	**$ 10,624,775**	**$ 11,775,050**	**$ 11,858,911**	**$ 12,363,800**	**$ 588,750**

Division Summary	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Corrections	5,001,044	5,352,000	5,435,861	5,575,000	223,000
Commonwealth Attorney	332,359	382,910	382,910	402,060	19,150
Courts	497,725	516,130	516,130	614,630	98,500
Sheriff's Office	771,065	846,490	846,490	888,810	42,320
Area Agency on Aging	298,043	334,550	334,550	351,290	16,740
Public Health	57,550	69,910	69,910	73,410	3,500
Community Services	2,131,562	2,457,020	2,457,020	2,579,870	122,850
Library	1,163,896	1,399,050	1,399,050	1,469,000	69,950
Cooperative Extension	71,836	103,170	103,170	95,310	(7,860)
Prince William Health Dept	186,791	195,000	195,000	195,000	-
Legal Services, Inc.	12,400	12,400	12,400	12,400	-
Health Systems of NOVA	3,700	3,700	3,700	3,700	-
PW Soil Conservation District	-	4,500	4,500	4,500	-
Northern VA Comm. College	96,804	98,220	98,220	98,820	600
Division Summary Total:	**$ 10,624,775**	**$ 11,775,050**	**$ 11,858,911**	**$ 12,363,800**	**$ 588,750**

BUDGET HIGHLIGHTS

Changes include a 6% increase ($365,750) in Prince William County Shared Services and 4% increase ($223,000) in Corrections due to the jail expansion.

FUNCTIONS / ACTIVITIES

The Corrections division includes correction services for both adults and juveniles with the purpose to protect the community by providing for the secure, safe, and healthful housing of prisoners admitted to the Adult Detention Center; to ensure the safety of the Detention Center staff; to conduct rehabilitative programs, which reduce the likelihood of recidivism among prisoners released from the Detention Center; and to do these things in as cost effective a manner as possible.

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Coroners Fees	240	-	-	-	-
Court Appointed Attorney Fees	10,855	20,000	20,000	20,000	-
Grant Writing Services	13,631	-	-	-	-
Outreach to Detention	156,811	135,000	135,000	160,000	25,000
Juvenile Care	606,785	672,000	672,000	650,000	(22,000)
Criminal Justice Office PSA Serv	191,123	175,000	175,000	175,000	-
Adult Detention Center (Jail)	4,021,600	4,350,000	4,433,861	4,570,000	220,000
Expenditure Category Total:	**$ 5,001,044**	**$ 5,352,000**	**$ 5,435,861**	**$ 5,575,000**	**$ 223,000**

FUNCTIONS / ACTIVITIES

Through cost sharing with Prince William County, the City contributes funding for its portion of the Commonwealth Attorney, the Courts, the Sheriff's Office, the Area Agency on Aging, Public Health, Community Services, the Library, and Cooperative Extension Services. These shared services are shared on a per capita basis.

Commonwealth Attorney: The Commonwealth's Attorney will prosecute all felony cases for Prince William County, the Cities of Manassas and Manassas Park, Towns of Dumfries, Haymarket, Quantico, and Occoquan and prosecute misdemeanor and traffic offenses for Prince William County and the City of Manassas. They will review criminal investigations and render legal opinion and advice, all within the guidelines established by the State Supreme Court. They will continue to provide services to the community by maintaining the victim witness program, which provides victims and witnesses of crimes with support, guidance, and information concerning the criminal justice system and to provide assistance with restitution and support services as needed.

Courts: The 31st Judicial Circuit Court has general trial court jurisdiction, including acting as an appelate court for the General District and Juvenile and Domestic Relations Courts, and is a separate but distinct branch of government. (Article I, Section 5, Constitution of Virginia).
The mission of the Clerk of the Circuit Court is to provide professional judicial and administrative services to the citiens of Prince William County, the Cities of Manassas and Manassas Park, and to the five Circuit Court Judges; to record and preserve legally signficant documents in an accurate and efficient manner; and to assist citizens with access to the judicial system to more expeditiously allow for the redress of their grievances and resolution of their disputes.
The purpose of the General District Court is to process criminal, traffic, and civil cases heard by District Court Judges and to hold preliminary hearings for felonies. General district courts have exclusive authority to hear civil cases with claims of $4,500 or less and share authority with the circuit courts to hear cases with claims between $4,500 and $25,000. All General District Court Personnel are state employees with the exception of one locally funded position.
The mission of the 31st Judicial District Juvenile & Domestic Relations District Court is to ensure that all disputes are resolved justly, promptly, and efficiently. The Court is truly the "court of the people," in that the Court's main province is to resolve disputes in keeping with the greatest traditions of the Commonwealth of Virginia: liberty, justice, and service.
The components necessary to discharge the Court's function require a system which is unified in its structure and administration, competent in its approach and has at its foundation honest judges and Court personnel, implementing uniform rules of pratice and procedure.

Sheriff's Office: The Sherriff's Office, in partnership with elected leaders, staff, and citizens as part of public safety will provide security at the Judicial Center, serve all court process, provide timely transport for prisoners and patients and continue to develop and enhance collaboration with all of our partners.

Area Agency on Aging: The Area Agency on Aging will empower independence and enhance the quality of life and enjoyment of ageing by offering a supportive network for older persons and their family caregivers through advocacy, education, coordination and implementation of programs and services in the tri-jurisdictional area (Prince William County and the Cities of Manassas and Manassas Park).

Public Health: The Public Health service is to enhance the quality of life in Prince William County by affording individuals and families the support, protection, and safety necessary to enable them to build self-reliant lives. Each year Prince William County enters into a Local Government Agreement with the Virginia Department of Health. Services rendered based on this agreement are provided by the Prince William Health District. State mandated services provided on behalf of Prince William County by Prince William Health District include childhood immunizations, pre-school physicals for school entry, rabies control, and vital records – death certificates.

FUNCTIONS / ACTIVITIES (CONTINUED)

Community Services: We are committed to improving the quality of life for people with or at risk of developing mental disabilities and substance abuse problems and to preventing the occurrences of these conditions. We do this through a system of caring that respects and promotes the dignity, rights, and full participation of individuals and their families. To the maximum extent possible, these sericves are provided within the community. The Community Services Board is administered by Prince William County.

Library: The Prince William Public Library System provides exceptional service and provides lifelong enrichment across both traditional and virtual environments. City residents can visit any library in Prince William County with the two closest branches to Manassas being Central Community Library and Bull Run Regional Library, both outside the City limits.

Extension Services: Prince William Cooperative Extension enables people to improve their lives through the delivery of educational programs that use research based knowledge focused on individual, family, and community issues.

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Commonwealth Attorney	332,359	382,910	382,910	402,060	19,150
Courts	497,725	516,130	516,130	614,630	98,500
Sheriff's Office	771,065	846,490	846,490	888,810	42,320
Area Agency on Aging	298,043	334,550	334,550	351,290	16,740
Public Health	57,550	69,910	69,910	73,410	3,500
Community Services	2,131,562	2,457,020	2,457,020	2,579,870	122,850
Library	1,163,896	1,399,050	1,399,050	1,469,000	69,950
Cooperative Extension	71,836	103,170	103,170	95,310	(7,860)
Expenditure Category Total:	**$ 5,324,036**	**$ 6,109,230**	**$ 6,109,230**	**$ 6,474,380**	**$ 365,150**

MISSION STATEMENT

Non-departmental consists of Transfers, Contingencies, Contributions/Donations. Transfers include the transfers to the Schools, debt service fund, capital funds, and social services fund. The transfer to the debt service fund is only for City debt service. The transfer to the NVTA fund for VRE is to supplement Gas Tax expenditures.

The City is a partner with many agencies through funding or providing in-kind or matching funds to support grant funded efforts. A list of the approved non-profit contributions is included.

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure by Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Debt Service					
Transfer to City Debt Service Fund	4,701,722	4,519,140	4,519,140	4,609,520	90,380
Category Total:	**4,701,722**	**4,519,140**	**4,519,140**	**4,609,520**	**90,380**
School Support					
MCPS Annual Support	57,077,160	58,789,475	58,789,475	58,850,210	60,735
Bonds & Proffers	1,135,410	-	-	-	-
Category Total:	**58,212,570**	**58,789,475**	**58,789,475**	**58,850,210**	**60,735**
Transfers to Other Funds					
To Social Services Fund	2,134,928	2,501,440	2,501,440	2,501,440	-
To CIP Funds	4,741,102	1,320,000	2,959,777	1,320,000	-
To Other Funds	2,000	-	-	-	-
Category Total:	**6,878,030**	**3,821,440**	**5,461,217**	**3,821,440**	**-**
Other					
Contributions/Donations	136,000	136,500	136,500	136,500	-
Anticipated Grants/Donations	383,038	500,000	452,985	500,000	-
Miscellaneous Contingency	-	300,000	300,000	1,300,000	1,000,000
Community Investments	-	374,000	1,240,000	374,000	-
Category Total:	**519,038**	**1,310,500**	**2,129,485**	**2,310,500**	**1,000,000**
EXPENDITURE TOTAL:	**$ 70,311,359**	**$ 68,440,555**	**$ 70,899,317**	**$ 69,591,670**	**$ 1,151,115**

BUDGET HIGHLIGHTS

Major changes include a $1,060,735 increase in annual support for MCPS of which $1 million is being held back in the Miscellaneous Contingency account to address potential shortfalls related to the pandemic. The possible distribution of these funds will be reviewed quarterly during the year. The transfer for City debt service has increased by 2% ($90,380) to build capacity for upcoming bond funded projects.

DIVISION EXPENDITURE OVERVIEW

Agency	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
ACTS - Combined	-	-	-	36,000	6,000
ARC of Greater Prince William	2,000	2,000	2,000	2,000	-
B.E.A.C.O.N.	1,000	1,000	1,000	1,000	-
Habitat for Humanity	7,000	7,000	7,000	-	(7,000)
Independence Empowerment	1,000	1,000	1,000	-	(1,000)
NVFS-Healthy Families	15,000	15,000	15,000	15,000	-
NVFS-Serve Food Pantry*	10,000	10,000	10,000	10,000	-
Project Mend-A-House	-	-	-	-	-
Volunteer Prince William	3,000	3,000	3,000	3,000	-
Youth Apostles-Don Bosco Cntr.	-	-	-	-	-
CASA	1,500	1,500	1,500	1,500	-
Center for the Arts-Operations*	30,000	30,000	30,000	30,000	-
Hylton Perf. Arts Cntr.-Veterans*	5,000	5,000	5,000	5,000	-
Manassas Ballet	23,000	23,000	23,000	25,000	2,000
Manassas Community Chorale	3,000	3,000	3,000	3,000	-
Manassas Symphony	3,000	3,000	3,000	3,000	-
Prince William Little Theatre	2,000	2,000	2,000	2,000	-
EXPENDITURE TOTAL:	**$ 136,500**	**$ 136,500**	**$ 136,500**	**$ 136,500**	**$ -**

*These agencies receive additional funding from the City outside of the non-profit application process.

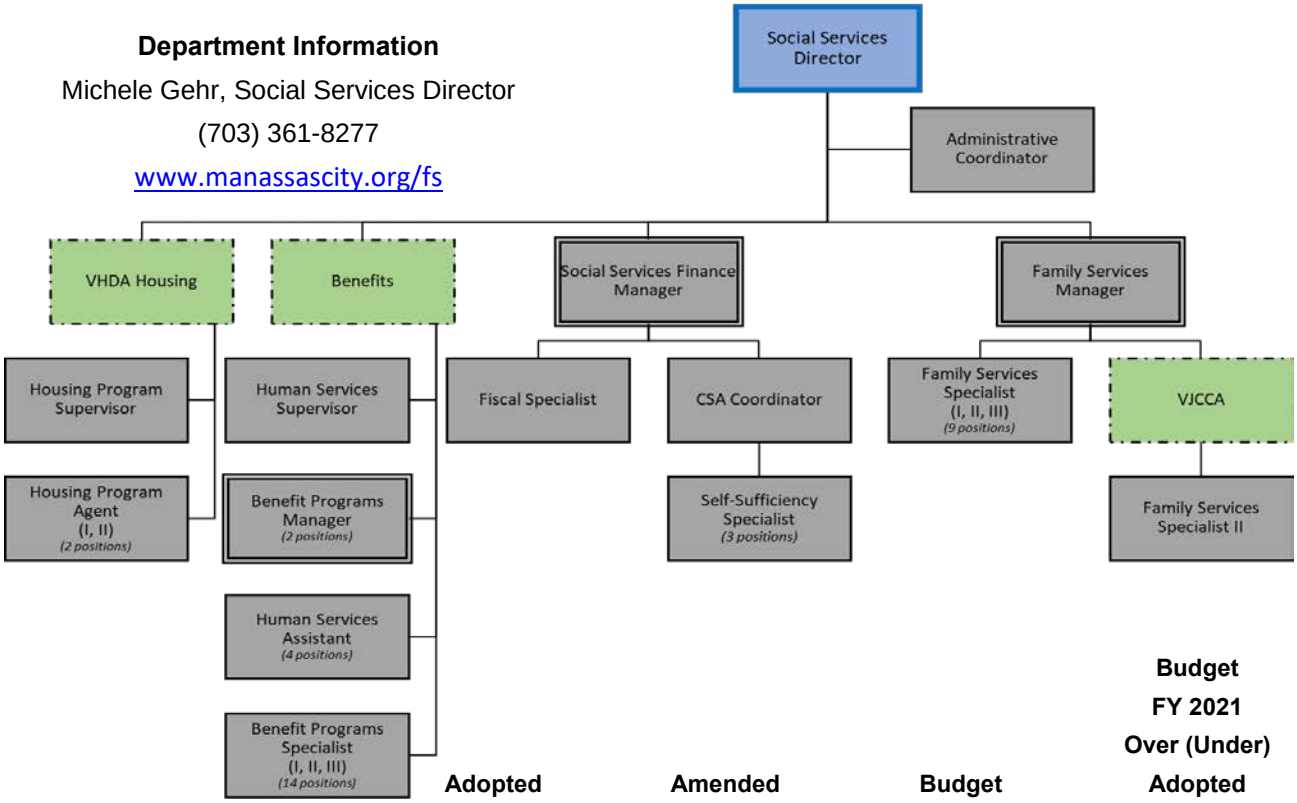
- SERVE - $100,00 (Social Services Fund)
- Center for the Arts - $40,500 (Culture & Recreation)
- Hylton Performing Arts Center - $312,410 (Culture & Recreation)

Department Information

Michele Gehr, Social Services Director

(703) 361-8277

www.manassascity.org/fs



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
SOCIAL SERVICES								
Social Services Director	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Family Services Manager	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Social Services Finance Manager	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Fiscal Specialist	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Benefit Programs Manager	**2**	*2.00*	**2**	*2.00*	**2**	*2.00*	**-**	-
CSA Coordinator	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Family Services Specialist I, II, III, IV	**7**	*7.00*	**8**	*8.00*	**9**	*9.00*	**2**	*2.00*
Human Services Supervisor	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Benefit Programs Specialist I, II, III	**16**	*15.50*	**14**	*14.00*	**14**	*14.00*	**(2)**	*(1.50)*
Self Sufficiency Specialist	**1**	*1.00*	**2**	*1.50*	**3**	*2.50*	**2**	*1.50*
Administrative Coordinator	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Human Services Assistant	**4**	*4.00*	**4**	*4.00*	**4**	*4.00*	**-**	-

	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
VHDA Housing Program							-	-
Housing Program Supervisor	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Housing Program Agent	2	*1.50*	2	*1.50*	2	*1.50*	-	-
VJCCCA							-	-
Family Services Specialist I, II, III, IV	1	*1.00*	1	*1.00*	1	*1.00*	-	-
DEPARTMENT TOTAL	**41**	**40.00**	**41**	**40.00**	**43**	**42.00**	**2**	**2.00**

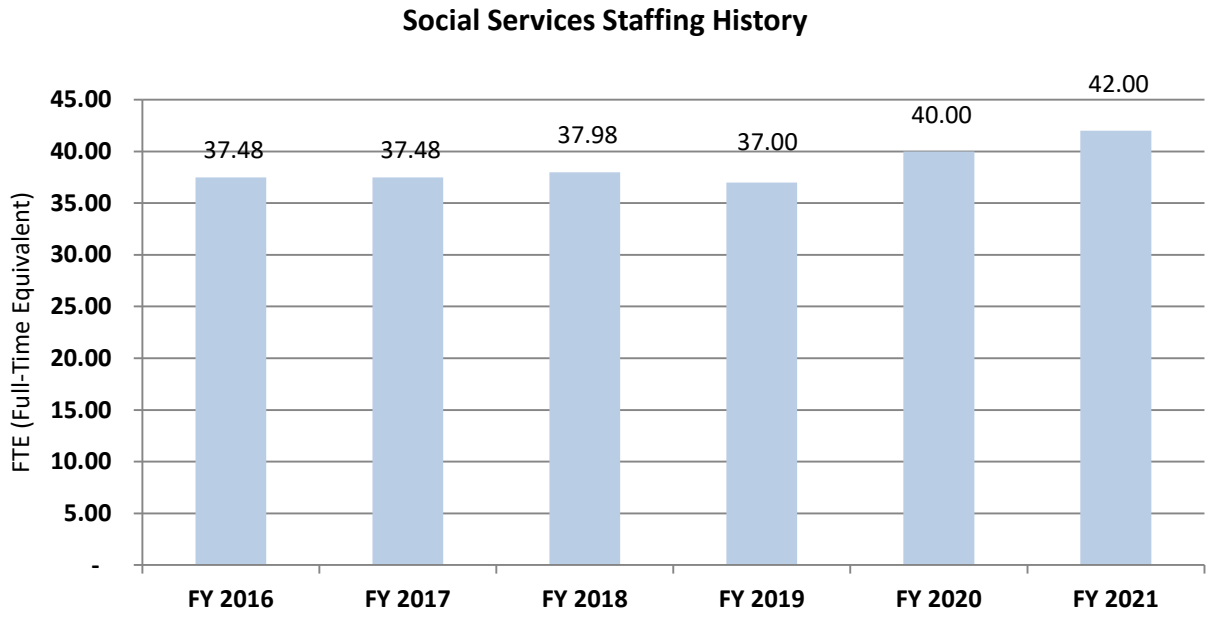


Table of Contents

MISSION STATEMENT

The City of Manassas Department of Social Services will strive to provide opportunities which promote the stability, self- sufficiency, and well-being of residents of the City by assisting with basic needs, protecting children and vulnerable adults, and effectively utilizing community based resources. The Department enhances its delivery of benefits and services by building collaborative and cooperative relationships with not-for-profit, private, and other public community partners.

PRIOR YEAR ACCOMPLISHMENTS

- Manassas City Department of Social Services served 15,216 Manassas residents through such programs as: Medicaid; Temporary Assistance to Needy Families (TANF); Supplemental Nutrition Assistance Program (SNAP); Adult Protective Services/Adult Services; Virginia Initiative for Employment not Welfare program (VIEW); Foster Care; Child Protective Services; Virginia Juvenile Community Crime Act (VJCCA); Energy Assistance Programs; Child Care Subsidy Programs; Children's Services Act (CSA) and our Prevention Program.
- 172 Manassas families received Energy Assistance totaling $51,980 and paid to Manassas City Utilities.
- 134 Manassas families (249 children) received Child Care Assistance resulting in $1,824,967 paid to local childcare vendors.
- 9,025 Manassas residents received medical assistance resulting in $36,919,214 paid to local doctors, hospitals and medical facilities.
- 3662 Manassas residents received Supplemental Nutrition Assistance Program (SNAP) resulting in $4,325,102 paid to local grocery vendors.
- 326 Manassas residents received Temporary Assistance to Needy Families (TANF) resulting $271,235 paid to local landlords and vendors.

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	3,441,460	3,596,000	3,596,000	3,957,000	361,000
Purchased Services	160,827	131,500	131,500	169,240	37,740
Internal Services	129,774	121,860	121,860	128,280	6,420
Other Charges	2,142,810	2,675,960	2,675,960	2,688,220	12,260
Supplies	38,175	37,050	37,050	39,050	2,000
Expenditure Category Total:	**5,913,046**	**$ 6,562,370**	**$ 6,562,370**	**$ 6,981,790**	**$ 419,420**
Division Summary					
Joint Program	3,744,263	3,833,120	3,833,120	4,358,840	525,720
Benefit Program	448,595	570,840	570,840	561,680	(9,160)
Service Program	84,911	139,400	139,400	103,400	(36,000)
VIEW Program	13,092	75,000	75,000	55,000	(20,000)
Local Shares / Contributions	97,500	100,000	100,000	100,000	-
VHDA Housing Program	225,265	260,500	260,500	275,500	15,000
VJCCCA	113,467	121,000	121,000	64,870	(56,130)
Children's Services Act (CSA)	1,185,953	1,462,510	1,462,510	1,462,500	(10)
Division Summary Total:	**$ 5,913,046**	**$ 6,562,370**	**$ 6,562,370**	**$ 6,981,790**	**$ 419,420**

BUDGET HIGHLIGHTS

Changes include the addition of one full-time Family Services Specialist and one-full-time Self-Sufficiency Specialist; other changes include standard adjustments to salaries, benefits and internal service charges.

FUNCTIONS / ACTIVITIES

The Joint Program Division provides administrative oversight for policies and programs and furnishes leadership, management, fiscal, and administrative support to departmental staff that are necessary for the operation of the department. It also administers other human service programs such as the Children's Services Act, as directed by City Council.

OBJECTIVES

	City Council Priority & Goal	
● Provide fiscal processing of vendor invoices within 30 days of receipt from vendor	Sustaining Excellence	SE-3
● Provide responsiveness and courteous service to customers, visitors and vendors	Sustaining Excellence	SE-1
● Increase Agency visibility within the City of Manassas	Sustaining Excellence	SE-5

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Efficiency (Workload) # of invoices processed / % processed within 30 days of receipt	1,716 / 90%	1,488 / 90%	1,500 / 95%	1,550 / 95%	1,550 / 95%
Outcome (Effectiveness) Number of walk-in clients served / number of client's (households) found eligible for services	9,349 / 6,735	13,360 / 15,216	12,149 / 9,535	14,031 / 15,225	16,696 / 15,150
Input (Resources Utilized) # of events attended / # of community contacts established	N/A	N/A	N/A	N/A	25 / 200
Output (Actions Taken) # of clients receiving food bags from food pantry	N/A	N/A	N/A	N/A	150

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	3,104,545	3,216,000	3,216,000	3,677,000	461,000
Purchased Services	160,818	131,500	131,500	169,240	37,740
Internal Services	129,774	121,860	121,860	128,280	6,420
Other Charges	311,513	326,710	326,710	345,270	18,560
Supplies	37,613	37,050	37,050	39,050	2,000
Expenditure Category Total:	**$ 3,744,263**	**$ 3,833,120**	**$ 3,833,120**	**$ 4,358,840**	**$ 525,720**

FUNCTIONS / ACTIVITIES

The Benefit Program Division improves the health and welfare of city residents by providing Medicaid, Supplemental Nutrition Assistance Program (SNAP), Energy Assistance, Temporary Assistance to Needy Families (TANF), and other related programs. These programs are administered according to Federal and State laws for timely and accurate benefits to residents.

OBJECTIVES

	City Council Priority & Goal	
● Provide financial and medical services to City residents for all department programs	Sustaining Excellence	SE-4
● Provide Supplemental Nutrition Assistance Program to reduce hunger & increase food security to low-income households	Sustaining Excellence	SE-6
● Provide Temporary Assistance for Needy Families with financial services to families with children	Sustaining Excellence	SE-6

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) # of households that requested Medicaid / # of people approved for medical & health related assistance	4,672 / 9,272	5,172 / 9,772	4,800 / 9,300	5,500 / 10,000	5,500 / 10,000
Outcome (Effectiveness) # of City households that requested SNAP / # people assisted with food purchasing power	1,966 / 4,964	1,956 / 4,901	1,800 / 4,600	1,950 / 4,700	1,900 / 4,650
Outcome (Effectiveness) # household requesting TANF / # people receiving financial assistance so children can be cared for in their own homes	140 / 388	125 / 353	250 / 130	120 / 325	115 / 300
Outcome (Effectiveness) # households that requested Energy Assistance / # households assisted with home energy needs	290 / 208	289 / 190	300 / 215	290 / 200	290 / 200

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Other Charges	448,595	570,840	570,840	561,680	(9,160)
Expenditure Category Total:	**$ 448,595**	**$ 570,840**	**$ 570,840**	**$ 561,680**	**$ (9,160)**

FUNCTIONS / ACTIVITIES

The Service Program Division provides for the safety of children and vulnerable adults as well as the delivery of supportive services to families. This is done through Child Protective Services (CPS), Adult Protective Services (APS), Foster Care (FC), and other related programs according to the law and Virginia Department of Social Services policies.

OBJECTIVES

	City Council Priority & Goal	
● Respond and provide supportive services for vulnerable City residents	Sustaining Excellence	SE-4
● Provide services to children and vulnerable adults to increase safety factors	Sustaining Excellence	SE-4
● Reduce recidivism of abuse and neglect to children and vulnerable adults	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) # of CPS referrals / % of cases without a reoccurrence of serious child abuse within one year	767 / 100%	620 / 63%	800 / 100%	800 / 70%	800 / 75%
Outcome (Effectiveness) # of families that applied for low income working child care funds / # of families that received child care services	152 / 90	155 / 100	160 / 90	160 / 90	160 / 90
Outcome (Effectiveness) # of referrals for APS / % of cases without a reoccurrence of serious adult abuse within a year	56 / 100%	59 / 98%	60 / 100%	65 / 95%	65 / 95%
Outcome (Effectiveness) # of children entering FC / # of children returned home or custody transferred to a relative	9 / 8	14 / 1	10 / 8	20 / 9	20 / 9

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Purchased Services	9	-	-	-	-
Other Charges	84,902	139,400	139,400	103,400	(36,000)
Expenditure Category Total:	**$ 84,911**	**$ 139,400**	**$ 139,400**	**$ 103,400**	**$ (36,000)**

FUNCTIONS / ACTIVITIES

The Local Share/Contributions Division represents the City's support to the local shelter as well as a Emergency Utility Assistance and a Emergency Food Distribution Center for eligible residents.

OBJECTIVES

	City Council Priority & Goal	
● Provide services for Manassas families in emergency need of food	Community Vitality	CV-6
● Partner with SERVE to provide services for Manassas homeless population	Sustaining Excellence	SE-4
● Provide service for Manassas families in Emergency need of Utility Assistance	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) # of unduplicated City households served by Emergency Food Distribution Center / # of children ages 0-20 provided emergency food assistance	1,342 / 2,361	1,625 / 604	1,600 / 600	1,600 / 600	1,600 / 600
Outcome (Effectiveness) # of households provided temporary emergency shelter (this includes single and family households) / # of children ages 0-20 provided emergency shelter	331 / 285	183 / 39	300 / 250	180 / 40	180 / 40
Outcome (Effectiveness) # of unduplicated households received financial assistance for utilities, rent, rent arrears, and security deposit	400	37	200	200	200
Outcome (Effectiveness) % of household exits from homelessness to permanent housing	67%	51%	68%	60%	60%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Other Charges	97,500	100,000	100,000	100,000	-
Expenditure Category Total:	**$ 97,500**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ -**

FUNCTIONS / ACTIVITIES

The Virginia Housing Development Authority (VHDA) Housing Voucher Program provides HUD (Housing and Urban Development) regulated rental and purchase housing assistance to qualified City of Manassas and City of Manassas Park residents in need of subsidized housing according to law, policy, and procedure.

OBJECTIVES

	City Council Priority & Goal	
● Provide decent and safe housing for eligible City residents	Sustaining Excellence	CV-1
● Increase landlord participation in the Housing Choice Voucher Program (HCVP) Section 8 Housing Program	Sustaining Excellence	CV-1
● Maintain quality HCVP Section 8 rental housing stock	Sustaining Excellence	CV-1

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) # of Housing and Urban Development approved vouchers available / # of approved vouchers leased	322 / 326	310 / 326	326 / 326	310 / 326	310 / 326
Outcome (Effectiveness) # of landlords / % change	150 / 1%	154 / 1%	150 / 1%	150 / 1%	150 / 1%
Outcome (Effectiveness) # of inspections conducted annually / % passing inspections	450 / 76%	450 / 85%	450 / 76%	450 / 80%	450 / 80%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	224,327	260,000	260,000	275,000	15,000
Other Charges	563	500	500	500	-
Supplies	375	-	-	-	-
Expenditure Category Total:	**$ 225,265**	**$ 260,500**	**$ 260,500**	**$ 275,500**	**$ 15,000**

FUNCTIONS / ACTIVITIES

The Virginia Juvenile Justice Community Crime Control Act Division funds are provided to create community-based alternatives to incarceration for court involved youth.

OBJECTIVES

	City Council Priority & Goal	
● Promote and maintain educational placement of youth enrolled in the Intensive Supervision Program	Community Vitality	SE-4
● Maintain youth in the community that are enrolled in the intensive case management program	Community Vitality	SE-4
● Reduce recidivism of convictions of the youth enrolled in the intensive case management program	Community Vitality	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) # of Diversion Pathways Youth completing program / % of youth who met educational requirements	N/A	31 / 87%	50 / 85%	50 / 85%	45 / 85%
Outcome (Effectiveness) # of Diversion Pathways Youth completing program / % not accruing new juvenile petitions within 12 months	N/A	31 / 80%	50 / 80%	50 / 80%	45 / 80%
Outcome (Effectiveness) # of Diversion Pathways Youth completing program / % successfully diverted from court	N/A	31 / 71%	50 / 85%	50 / 85%	45 / 85%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	112,588	120,000	120,000	5,000	(115,000)
Other Charges	692	1,000	1,000	59,870	58,870
Supplies	187	-	-	-	-
Expenditure Category Total:	**$ 113,467**	**$ 121,000**	**$ 121,000**	**$ 64,870**	**$ (56,130)**

FUNCTIONS / ACTIVITIES

The Children's Services Act (CSA) Division coordinates the expenditure of pooled funds under the CSA. The division works in collaboration with Manassas City Public Schools, Prince William Health District, Prince William Community Services Board, Manassas City Department of Social Services, and the 31st District Juvenile Court Services Unit to provide child-centered, family-focused, cost-effective services in the least restrictive environment to eligible children and youth.

OBJECTIVES

	City Council Priority & Goal	
● Fund appropriate services that support program-eligible children and youth	Sustaining Excellence	SE-3
● Maximize use of alternative funding sources to pay for services	Sustaining Excellence	SE-3
● Maximize use of available community-based services to decrease residential placements	Sustaining Excellence	SE-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) # of cases assessed by Family Assessment & Services Team (FAST) / % of cases not CSA-funded	77 / 9%	102 / 4%	90 / 10%	100 / 5%	110 / 10%
Outcome (Effectiveness) # of CSA-funded cases / % of residential placements	47 / 34%	37 / 16%	45 / 15%	47 / 20%	50 / 25%
Outcome (Effectiveness) # of private day school cases / % of CSA funding used for private school placements	14 / 61%	9 / 47%	11 / 60%	11 / 50%	11 / 50%
Outcome (Effectiveness) # of foster care cases / % eligible for federal IV-E funding	24 / 33%	23 / 43%	30 / 40%	30 / 50%	30 / 50%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Other Charges	1,185,953	1,462,510	1,462,510	1,462,500	(10)
Expenditure Category Total:	**$ 1,185,953**	**$ 1,462,510**	**$ 1,462,510**	**$ 1,462,500**	**$ (10)**

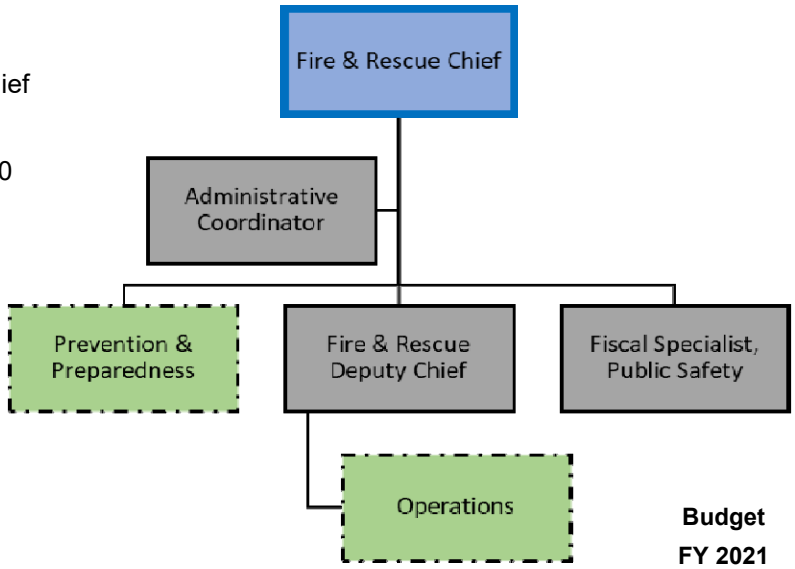
Department Information

William Garrett, Fire & Rescue Chief

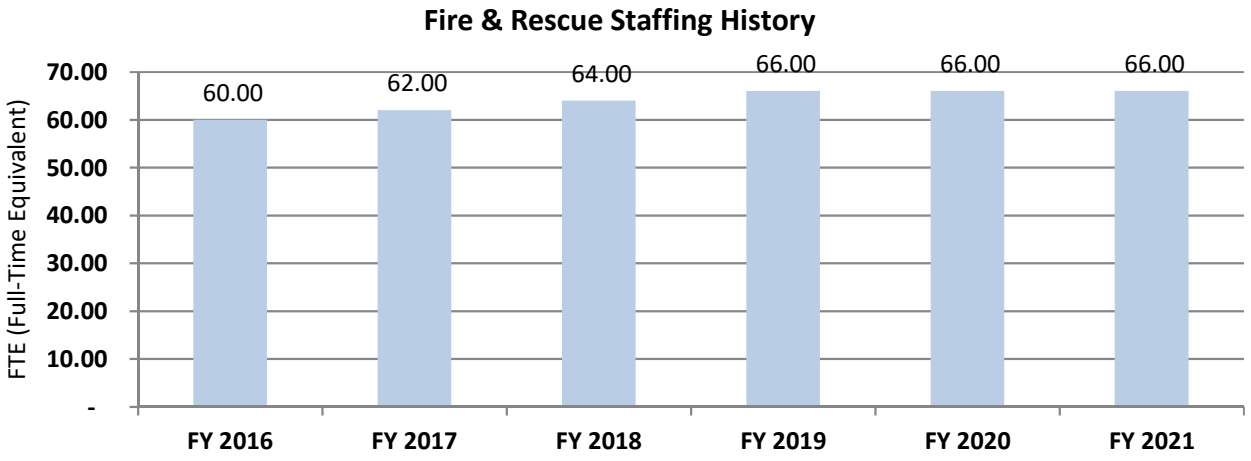
Administration: (703) 257-8458

Non-Emergency: (703) 792-6500

www.manassascity.org/fire



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
FIRE & RESCUE								
Fire & Rescue Chief	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Fire & Rescue Deputy Chief	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Administrative Coordinator	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Fiscal Specialist, Public Safety	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Operations	59	*59.00*	59	*59.00*	59	*59.00*	-	-
Prevention & Preparedness	3	*3.00*	3	*3.00*	3	*3.00*	-	-
DEPARTMENT TOTAL	**66**	**66.00**	**66**	**66.00**	**66**	**66.00**	**-**	**-**



MISSION STATEMENT

The Mission of the Fire and Rescue Department is to protect the lives and property of the residents of the City of Manassas, its visitors, and the surrounding communities by delivering quality emergency medical care, fire prevention, fire suppression, public education and disaster management.

PRIOR YEAR ACCOMPLISHMENTS

- Fire and Rescue Ordinance revised and new system Chief established
- New Station 521 contractor chosen and construction begun
- The foundational components of the System Behavioral Health program continue to be established
- Pay classification pay study completed and Public Safety Pay Scale implemented
- Reorganization of the career department to proactively implement future staffing of an engine at MVFC
- Continuation and adjustments of overtime control measures
- Medic Unit has been ordered in accordance with the fleet plan
- Tower Ladder has been ordered
- Received $332,500 Assistance to Firefighters Grant (AFG) for purchase and implementation of new Self-Contained Breathing Apparatus (SCBA)
- Strategic Plan updated for 2020-2025 to reflect System Ordinance change

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	7,175,680	7,551,500	7,743,397	7,650,410	98,910
Purchased Services	362,647	412,450	392,160	390,900	(21,550)
Internal Services	858,546	1,064,870	1,067,970	1,235,120	170,250
Other Charges	799,556	884,270	890,370	875,020	(9,250)
Supplies	394,046	932,750	450,250	573,550	(359,200)
Capital	25,696	1,775,000	2,441,874	30,000	(1,745,000)
Transfers/Contingencies	519,050	1,026,050	838,954	975,000	(51,050)
Expenditure Category Total:	**10,135,221**	**$ 13,646,890**	**$ 13,824,975**	**$ 11,730,000**	**$ (1,916,890)**

Division Summary					
Administration	1,810,408	2,590,920	2,396,324	2,562,130	(28,790)
Operations	6,345,204	6,770,950	6,770,950	6,852,760	81,810
Prevention & Preparedness	255,548	273,000	273,000	296,177	23,177
Volunteer Fire	180,000	180,000	180,000	180,000	-
Volunteer Rescue	169,000	169,000	169,000	169,000	-
Consolidated Budget	921,618	2,830,120	2,853,731	1,190,303	(1,639,817)
Emergency Operations Center	96,440	82,900	82,900	79,630	(3,270)
Reimburseable Events	(3,252)	-	-	-	-
Fire & Rescue Grants	360,255	750,000	1,099,070	400,000	(350,000)
Division Summary Total:	**$ 10,135,221**	**$ 13,646,890**	**$ 13,824,975**	**$ 11,730,000**	**$ (1,916,890)**

BUDGET HIGHLIGHTS

Changes include the anticipated purchase of Emergency Medical Services Equipment in addition to full-year funding for building maintenance costs of Fire Station 21; other changes include standard adjustments to salaries, benefits and internal service charges.

FUNCTIONS / ACTIVITIES

The Administration Division is responsible for policy development, strategic planning, and system-wide administration, including Emergency Management. Fiscal oversight, budget preparation, recruiting, hiring, training support, and records management are also managed from this division. A primary goal of the Division is the health and safety of career and volunteer personnel, and the citizens and visitors of the community.

OBJECTIVES

	City Council Priority & Goal	
● Protect the community by managing/coordinating fire suppression and emergency medical services staffing and activities within the community	Sustaining Excellence	SE-4
● Integrate and maintain records management system	Sustaining Excellence	SE-3
● Promote effective and efficient human resources management for both career and volunteer members in compliance with standards	Sustaining Excellence	SE-2

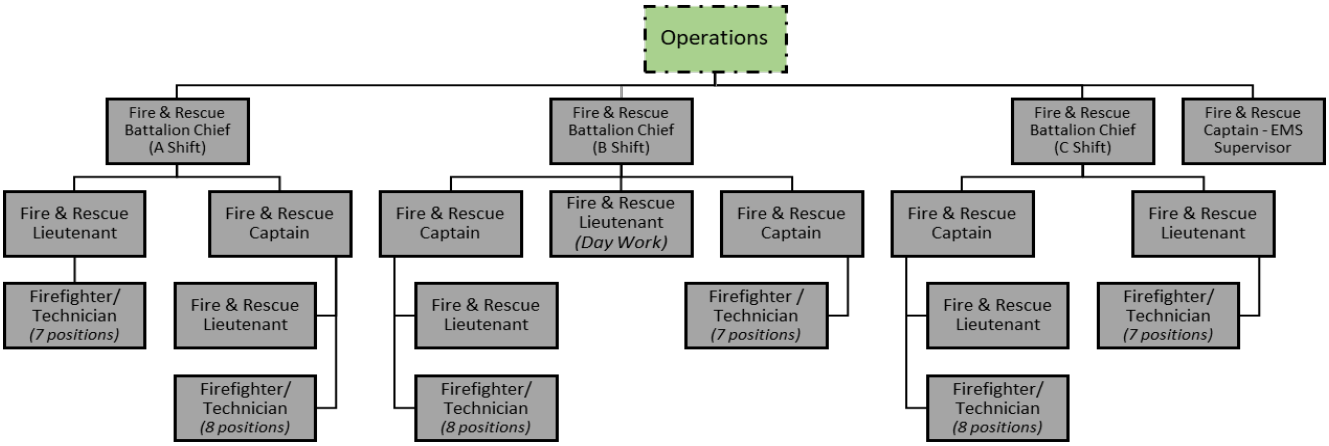
SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Input (Resources Utilized) Total call volume / % of EMS calls	7,332 / 72%	6,472 / 73%	7,400 / 75%	6,500/ 75%	6,500 / 75%
Outcome (Effectiveness) # of patients transported	2,481	2,554	2,600	2,600	2,600
Outcome (Effectiveness) # of emergency vehicle responses	12,746	12,348	13,000	12,500	12,500
Outcome (Effectiveness) % of time fully staffed	N/A	N/A	N/A	N/A	95%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	561,774	602,000	594,500	609,000	7,000
Purchased Services	2,348	11,500	11,500	4,500	(7,000)
Internal Services	573,598	804,370	804,370	809,020	4,650
Other Charges	130,374	140,500	140,500	146,010	5,510
Supplies	23,264	6,500	6,500	18,600	12,100
Transfers/Contingencies	519,050	1,026,050	838,954	975,000	(51,050)
Expenditure Category Total:	**$ 1,810,408**	**$ 2,590,920**	**$ 2,396,324**	**$ 2,562,130**	**$ (28,790)**

Page intentionally blank.



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Operations								
Fire & Rescue Battalion Chief	**3**	*3.00*	**3**	*3.00*	**3**	*3.00*	**-**	-
Fire & Rescue Captain	**5**	*5.00*	**5**	*5.00*	**5**	*5.00*	**-**	-
Fire & Rescue Lieutenant	**3**	*3.00*	**6**	*6.00*	**6**	*6.00*	**3**	*3.00*
Firefighter Master Technician	**9**	*9.00*	**-**	-	**-**	-	**(9)**	*(9.00)*
Firefighter Medic (FF/Medic Recruit)	**24**	*24.00*	**-**	-	**-**	-	**(24)**	*(24.00)*
Firefighter EMT (FF/EMT Recruit)	**15**	*15.00*	**-**	-	**-**	-	**(15)**	*(15.00)*
Firefighter/Technician	**-**	-	**45**	*45.00*	**45**	*45.00*	**45**	*45.00*
Division Total	**59**	**59.00**	**59**	**59.00**	**59**	**59.00**	**-**	**-**

FUNCTIONS / ACTIVITIES

The Operations Division provides emergency response to, and mitigation of, fire and hazardous material incidents. The Division is responsible for providing emergency treatment and transportation for patients with injuries and illnesses resulting from accidents or disease. Emergency Medical Technicians/Paramedics satisfy minimum staffing requirements for emergency medical response vehicles and provide medical treatment capability to firefighting response vehicles in this Division on a regular basis.

OBJECTIVES

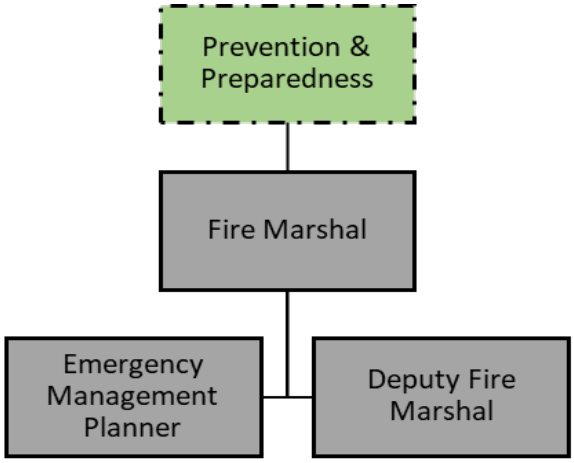
	City Council Priority & Goal	
● Maintain and enhance knowledge, skills, and abilities of fire and rescue personnel that are required to mitigate all hazardous incidents	Sustaining Excellence	SE-2
● Ensure timely patient care delivery through appropriate service delivery	Sustaining Excellence	SE-4
● Respond within the national recognized standards for emergency incidents and Advanced Life Support incidents	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Output (Actions Taken) % of first unit arrival within 4 minutes or less of dispatch	71.8%	69.4%	70%	70%	70%
Output (Actions Taken) % of Advanced Life Support response arrival within 8 minutes or less of dispatch	96.6%	96.7%	95%	97%	95%
Output (Actions Taken) # of hours of Fire Training Conducted	1,315	1,500	2,000	2,500	3,000
Output (Actions Taken) # of hours of EMS Training conducted	N/A	N/A	500	600	1,000

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	6,265,300	6,684,000	6,684,000	6,759,410	75,410
Purchased Services	4,607	-	-	4,700	4,700
Other Charges	37,120	44,550	44,550	51,250	6,700
Supplies	38,177	42,400	42,400	37,400	(5,000)
Expenditure Category Total:	**$ 6,345,204**	**$ 6,770,950**	**$ 6,770,950**	**$ 6,852,760**	**$ 81,810**



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Prevention & Preparedness								
Fire Marshal	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Deputy Fire Marshal	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Emergency Management Planner **Restricted** (UASI Grant)	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Division Total	**3**	**3.00**	**3**	**3.00**	**3**	**3.00**	**-**	**-**

FUNCTIONS / ACTIVITIES

The Prevention and Preparedness Division is responsible for the Office of the Fire Marshal, the Office of Emergency Management, and serves as the Department's Public Information Officer. Its mandate is to prevent the loss of life and property through the enforcement of the Virginia Statewide Fire Prevention Code, portions of the Virginia Construction Code, and the arson and bombing laws of the Commonwealth of Virginia. This is accomplished through a comprehensive fire inspection program, plans review, the investigation of fires and environmental crimes, and the arrest and prosecution of those responsible for related criminal activity. The Division manages the City's Emergency Operations Center, coordinates the City's planning and support to citizens in the event of natural or man-made disaster, oversees the safety planning for annual and special events, and carries out the requirements of the Code of Virginia related to emergency management.

OBJECTIVES

	City Council Priority & Goal	
● Promote a safer and less vulnerable community through effective educational programs, emergency management practices and procedures, inspection, and enforcement of fire, building and life safety codes	Sustaining Excellence	SE-4
● Enhance public safety and welfare through the thorough investigation of fire incidents	Sustaining Excellence	SE-4
● Maintain criminal enforcement efforts for incendiary fires	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) Amount of fire loss / fire loss as percent of total property valuation	$824,200 / 0.015%	$377,600/ 0.006%	$1.5 M / 0.03%	$1.5 M / 0.03%	$1.5 M / 0.03%
Efficiency (Workload) # of annual fire inspections performed	1,148	1,347	1,000	1,000	1,000
Output (Actions Taken) # of investigations	64	111	50	75	60
Input (Resources Utilized) # of staff hours for public outreach events	1,002	1,190	1,150	1,300	1,350

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	249,384	265,500	265,500	282,000	16,500
Purchased Services	358	200	200	2,200	2,000
Other Charges	3,620	5,500	5,500	9,677	4,177
Supplies	2,186	1,800	1,800	2,300	500
Expenditure Category Total:	**$ 255,548**	**$ 273,000**	**$ 273,000**	**$ 296,177**	**$ 23,177**

FUNCTIONS / ACTIVITIES

The Owens Brooke Service District Fund, managed by the Public Works Department, accounts for the revenues and expenditures to provide additional services in the form of street maintenance, general upkeep, and other services for certain private streets and roads in the district, which will enhance the public use and enjoyment of and public safety, convenience, and public well-being within the district. Such services are funded by a special tax levy.

FUNDING OVERVIEW

Revenue by Source	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Local Sources					
General Property Taxes	40,501	40,200	40,200	40,200	-
Interest & Use of Property	3,321	-	-	-	-
Source Total:	**43,822**	**40,200**	**40,200**	**40,200**	**-**
Other Financing Sources					
Use of Fund Balance	-	-	-	300,000	300,000
Source Total:	**-**	**-**	**-**	**300,000**	**300,000**
REVENUE TOTAL:	**$ 43,822**	**$ 40,200**	**$ 40,200**	**$ 340,200**	**$ 300,000**

DIVISION EXPENDITURE OVERVIEW

Expenditure by Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Purchased Services	3,165	37,200	37,200	336,700	299,500
Other Charges	3,158	3,000	3,000	3,500	500
EXPENDITURE TOTAL:	**$ 6,323**	**$ 40,200**	**$ 40,200**	**$ 340,200**	**$ 300,000**

BUDGET HIGHLIGHTS

The tax rate for the Owens Brooke Service District is $0.109, which is a reduction from the FY 2020 rate of $0.115. The tax rate is adjusted annually to a rate that generates $40,200 in revenue. As of June 30, 2019, the fund balance in this fund is $303,762. In FY 2021, Fund Balance will be used to pave the roads in the Owens Brooke Service District.

FUNCTIONS / ACTIVITIES

The PEG Fund, managed by the Finance Department, accounts for revenues collected from cable franchise fees. By law, these fees must be used to equipment to support the City's Public Education Government Television Channel.

FUNDING OVERVIEW

Revenue by Source	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Local Sources					
Interest & Use of Property	8,461	-	-	-	-
Charges for Services	151,624	165,000	165,000	150,000	(15,000)
Source Total:	**160,086**	**165,000**	**165,000**	**150,000**	**(15,000)**
REVENUE TOTAL:	**$ 160,086**	**$ 165,000**	**$ 165,000**	**$ 150,000**	**$ (15,000)**

DIVISION EXPENDITURE OVERVIEW

Expenditure by Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Purchased Services	1,790	-	-	-	-
Supplies	6,513	-	-	-	-
Capital	42,114	165,000	165,000	150,000	(15,000)
EXPENDITURE TOTAL:	**$ 50,417**	**$ 165,000**	**$ 165,000**	**$ 150,000**	**$ (15,000)**

BUDGET HIGHLIGHTS

Revenues appear to be trending slightly downward and the budget as been adjusted accordingly. As of June 30, 2019, the fund balance in this fund is $756,894.

FUNCTIONS / ACTIVITIES

The Debt Service Fund, managed by the Finance Department, accounts for the principal, interest, and fiscal agent/financial planning/legal fees for the City's general obligation bonds for public improvements and school improvements. This includes debt service for the General Fund, Fire and Rescue Fund, and School Funds. It does not include debt service for enterprise funds.

FUNDING OVERVIEW

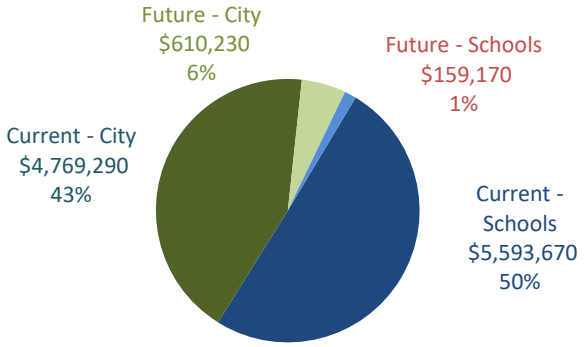
Revenue by Source	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Federal Government					
Noncategorical	24,373	-	-	-	-
Source Total:	**24,373**	**-**	**-**	**-**	**-**
Other Financing Sources					
Transfers - General Fund	4,701,722	4,519,140	4,519,140	4,609,520	90,380
Transfers - Fire and Rescue	519,050	770,000	770,000	770,000	-
Transfers - Schools	5,752,841	5,679,810	5,679,810	5,752,840	73,030
Source Total:	**10,973,612**	**10,968,950**	**10,968,950**	**11,132,360**	**163,410**
REVENUE TOTAL:	**$ 10,997,985**	**$ 10,968,950**	**$ 10,968,950**	**$ 11,132,360**	**$ 163,410**

DIVISION EXPENDITURE OVERVIEW

Expenditure by Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
City Debt Service	2,306,915	3,057,460	3,057,460	4,719,290	1,661,830
City Debt Capacity	-	2,181,680	2,181,680	610,230	(1,571,450)
Fiscal Agent, Planning, Legal	1,917	50,000	50,000	50,000	-
School Debt Service	5,752,840	5,679,810	5,679,810	5,593,670	(86,140)
School Debt Capacity	-	-	-	159,170	159,170
EXPENDITURE TOTAL:	**$ 8,061,673**	**$ 10,968,950**	**$ 10,968,950**	**$ 11,132,360**	**$ 163,410**

BUDGET HIGHLIGHTS

Major changes include an increase in City Debt Service for the May 2019 bond issue payments, a $86,140 School debt roll-off, a $249,550 (5%) increase in the City contribution to future City Debt Service, and a $159,170 increase in the School contribution to future School Debt Service. As of June 30, 2019, the fund balance in this fund is $6,091,342.



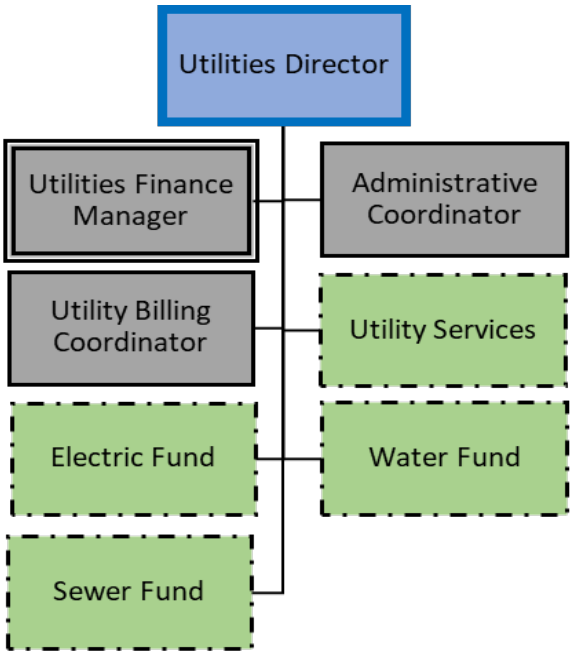
Page intentionally blank.

Department Information

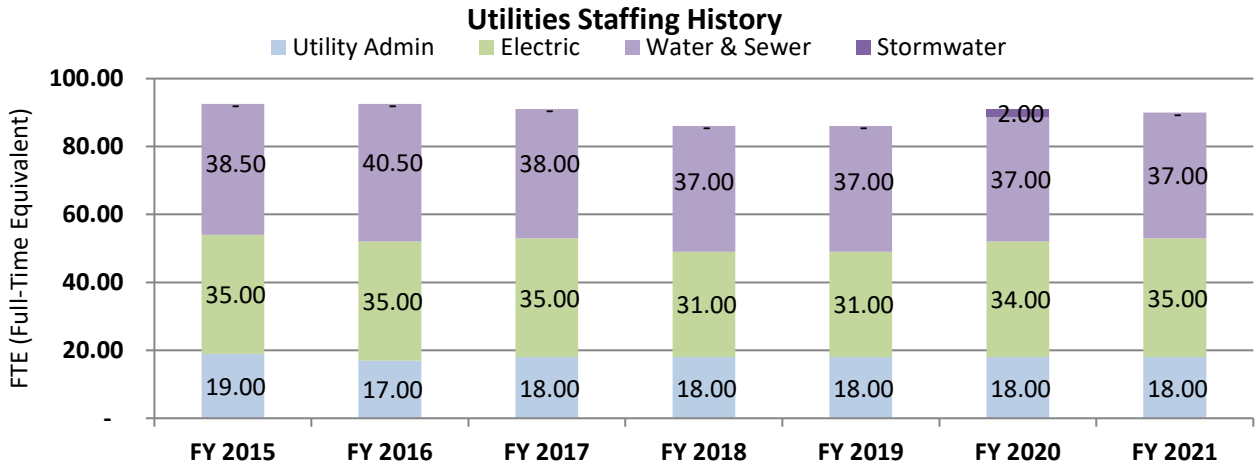
Tony Dawood, Utilities Director

(703) 257-8382

http://www.manassascity.org/utilities



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
UTILITIES								
Utilities Director	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Utilities Finance Manager	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Administrative Coordinator	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Utility Billing Coordinator	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Utility Services	**14**	14.00	**14**	14.00	**14**	14.00	**-**	-
Electric	**35**	35.00	**35**	35.00	**35**	35.00	**-**	-
Water & Sewer	**35**	35.00	**35**	35.00	**37**	37.00	**2**	*2.00*
DEPARTMENT TOTAL	**88**	**88.00**	**88**	**88.00**	**90**	**90.00**	**2**	**2.00**



Utility Administration includes administration and utility services and is paid out of the Electric Fund. Water and Sewer staffing is split at varying percentages between the two funds.

MISSION STATEMENT

The City of Manassas Utilities exists to ensure the availability of safe, adequate, and reliable water, sewer, and electric utilities at an affordable cost to the citizens of Manassas and to support telecommunications services. We will accomplish this by ensuring that safety and environmental concerns will always be our first priority.

PRIOR YEAR ACCOMPLISHMENTS

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Sewer Fund					
Salaries & Benefits	951,262.00	1,282,730	1,282,730	1,262,890	(19,840)
Purchased Services	6,676,538.00	7,181,500	9,243,285	7,339,800	158,300
Internal Services	961,335.00	959,390	959,390	993,010	33,620
Other Charges	33,251.00	35,300	35,300	34,830	(470)
Supplies	146,096.00	118,170	118,246	118,670	500
Capital	26,679.00	0	8,433,300	496,000	496,000
Debt/Other Uses	4,461,928.00	5,144,270	5,144,270	5,592,040	447,770
Transfers/Contingencies	1,065,000.00	2,943,600	2,943,600	1,875,000	(1,068,600)
Fund Total:	**14,322,089.00**	**17,664,960**	**28,160,121**	**17,712,240**	**47,280**
Water Fund					
Salaries & Benefits	2,338,087.00	2,911,870	2,911,870	3,000,750	88,880
Purchased Services	644,075.00	493,100	1,107,808	420,830	(72,270)
Internal Services	1,299,679.00	1,375,630	1,375,630	1,404,710	29,080
Other Charges	518,268.00	551,250	551,250	551,080	(170)
Supplies	1,250,269.00	1,672,660	1,675,008	1,748,710	76,050
Capital	86,626.00	5,000	81,800	40,000	35,000
Debt/Other Uses	1,469,677.00	1,919,290	1,919,290	2,668,540	749,250
Transfers/Contingencies	1,798,796.00	3,150,200	3,150,200	5,127,000	1,976,800
Fund Total:	**9,405,477.00**	**12,079,000**	**12,772,856**	**14,961,620**	**2,882,620**
Electric Fund					
Salaries & Benefits	5,004,901.00	5,975,060	5,975,060	6,167,120	192,060
Purchased Services	1,118,259.00	1,252,400	1,423,578	1,236,630	(15,770)
Internal Services	1,800,473.00	1,610,790	1,610,790	1,651,560	40,770
Other Charges	361,178.00	495,600	495,600	493,860	(1,740)
Supplies	28,717,283.00	31,772,870	31,839,447	29,099,530	(2,673,340)
Capital	192,651.00	133,000	173,958	117,000	(16,000)
Debt/Other Uses	1,192,699.00	1,294,790	1,294,790	1,308,590	13,800
Transfers/Contingencies	2,817,485.00	3,030,000	3,030,000	3,414,000	384,000
Fund Total:	**41,204,929.00**	**45,564,510**	**45,843,223**	**43,488,290**	**(2,076,220)**
Expenditure Category Total:	**$ 64,932,495**	**$ 75,308,470**	**$ 86,776,200**	**$ 76,162,150**	**$ 853,680**

BUDGET HIGHLIGHTS

The three enterprises of the Utilities Department each rely completely on their rates and revenue to fund operations and capital improvements. Each is also responsible for maintaining an adequate working capital reserve necessary to cover routine costs, emergency repairs, and replacement of assets, debt service, and future capital improvements. Revenue from sales and connections in the Water Fund and Sewer Fund is driven by projections of new residential, commercial, and large industrial users and planned new building connections as projected by developers.

Rate Changes:

Sewer: 3.0%
Water: 5.0%
Electric: No Increase
Stormwater: $1.00 per month increase

Stormwater Fund: Changes include the transition of the Stormwater Fund from the Utilities Department to the Engineering Department.

FUNCTIONS / ACTIVITIES

The Utility Administration Division manages electric, water, and sewer utilities to operate within approved budget and according to established City policy. It also explores communication and utility system electronic monitoring opportunities.

OBJECTIVES

	City Council Priority & Goal	
● Manage utilities to function within approved operating budget	Sustaining Excellence	SE-3
● Provide a safe work environment for all utility employees	Sustaining Excellence	SE-2
● Protect the environment by complying with all state and federal regulations	Community Vitality	CV-5

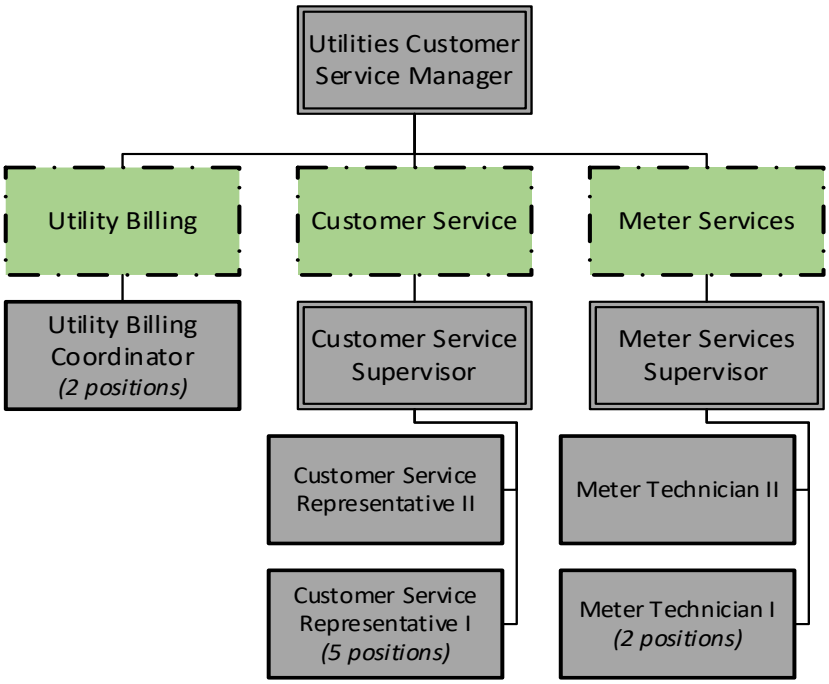
SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Efficiency (Workload) Working Capital Ratios (the ability of each fund to pay for its current liabilities with current assets) Electric / Water / Sewer	7.00 / 15.06 / 14.25	7.87 / 27.99 / 20.57	6.00 / 10.00 / 12.50	7.00 / 15.00 / 15.00	6.00 / 10.00 / 14.00
Efficiency (Workload) # of days lost from work related injuries as reported by the City Safety Officer	198	0	0	0	0
Efficiency (Workload) # of environmental violation citations from any state or federal regulatory	0	1	0	0	0

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	579,561	459,480	459,480	518,900	59,420
Purchased Services	36,278	214,790	384,790	230,000	15,210
Internal Services	2,006	3,190	3,190	24,970	21,780
Other Charges	44,479	75,790	75,790	76,300	510
Supplies	4,902	5,800	5,800	6,400	600
Expenditure Category Total:	**$ 667,226**	**$ 759,050**	**$ 929,050**	**$ 856,570**	**$ 97,520**

Page intentionally blank.



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
UTILITY BILLING								
Utility Billing Coordinator	2	2.00	2	2.00	2	2.00	-	-
CUSTOMER SERVICE								
Utilities Customer Service Manager	1	1.00	1	1.00	1	1.00	-	-
Customer Service Supervisor	1	1.00	1	1.00	1	1.00	-	-
Customer Service Representative II	1	1.00	1	1.00	1	1.00	-	-
Customer Service Representative I	5	5.00	5	5.00	5	5.00	-	-
METER SERVICES								
Meter Services Supervisor	1	1.00	1	1.00	1	1.00	-	-
Meter Technician II	1	1.00	1	1.00	1	1.00	-	-
Meter Technician I	2	2.00	2	2.00	2	2.00	-	-
Division Total	**14**	**14.00**	**14**	**14.00**	**14**	**14.00**	**-**	**-**

FUNCTIONS / ACTIVITIES

The Utility Customer Service Division provides the Manassas community with a positive utility experience by providing accessible and accurate information, timely meter readings, and responsive service relative to their accounts.

OBJECTIVES

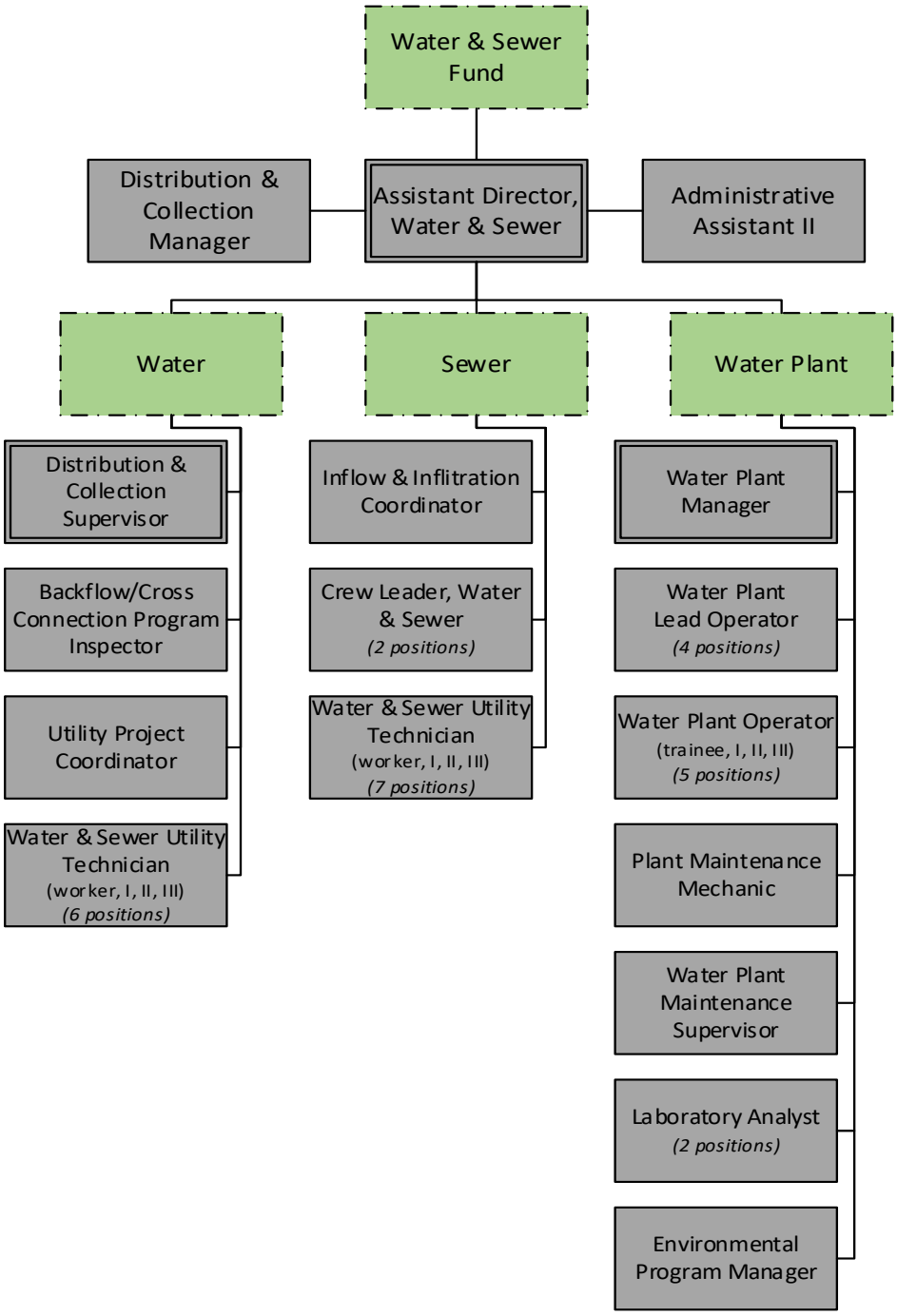
	City Council Priority & Goal	
● Increase online transactions and decrease walk-in & mail transactions	Sustaining Excellence	SE-3
● Minimize lost revenue by disconnecting accounts for non-payment	Sustaining Excellence	SE-3
● Answer phone inquiries by contact with a customer service representative efficiently.	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Efficiency (Workload) % of revenue paid by type: online / mail / in person	43.69% 37.73% 18.50%	44.71% 38.19% 17.10%	45.00% 36.00% 19.00%	46.30% 38.00% 15.70%	46.00% 38.00% 16.00%
Outcome (Effectiveness) # of accounts disconnected due to non-pay yearly	3,109	3,225	3,150	3,120	3,150
Efficiency (Workload) # of phone calls answered by customer service representatives	59,101	59,210	59,100	59,201	59,200
Outcome (Effectiveness) # of service calls received annually / Average time from service call received to complete restoration of service	2,051 / 105 min	2,055 / 86 min	2,100 / 100 min	2,085 / 90 min	2,100 / 90 min

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	653,198	692,760	692,760	702,000	9,240
Purchased Services	55,086	83,400	83,400	85,870	2,470
Internal Services	-	-	-	114,930	114,930
Other Charges	4,062	15,100	15,100	15,100	-
Supplies	3,473	10,100	10,100	10,100	-
Expenditure Category Total:	**$ 715,819**	**$ 801,360**	**$ 801,360**	**$ 928,000**	**$ 126,640**


Water & Sewer Fund
Distribution & Collection Manager
Assistant Director, Water & Sewer
Administrative Assistant II
Water
Sewer
Water Plant
Distribution & Collection Supervisor
Backflow/Cross Connection Program Inspector
Utility Project Coordinator
Water & Sewer Utility Technician (worker, I, II, III) (6 positions)
Inflow & Inflitration Coordinator
Crew Leader, Water & Sewer (2 positions)
Water & Sewer Utility Technician (worker, I, II, III) (7 positions)
Water Plant Manager
Water Plant Lead Operator (4 positions)
Water Plant Operator (trainee, I, II, III) (5 positions)
Plant Maintenance Mechanic
Water Plant Maintenance Supervisor
Laboratory Analyst (2 positions)
Environmental Program Manager

	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Water & Sewer Utility								
WATER & SEWER ADMINISTRAITON								
Assistant Director, Water & Sewer	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Distribution & Collection Manager	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Administrative Assistant II	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
SEWER - COLLECTION, TRANSMISSION, TREATMENT								
Inflow & Infiltration Coordinator	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Crew Leader, Water & Sewer	**2**	*2.00*	**2**	*2.00*	**2**	*2.00*	**-**	-
Water & Sewer Utility Tech. (worker, I, II, III)	**7**	*7.00*	**7**	*7.00*	**7**	*7.00*	**-**	-
WATER - TRANSMISSION & DISTRIBUTION								
Distribution & Collection Supervisor	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Utility Project Coordinator	**-**	-	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*
Backflow/Cross Connection Program Inspector	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Crew Leader, Water & Sewer	**1**	*1.00*	**-**	-	**-**	-	**(1)**	*(1.00)*
Water & Sewer Utility Tech. (worker, I, II, III)	**6**	*6.00*	**6**	*6.00*	**6**	*6.00*	**-**	-
WATER PLANT								
Water Plant Manager	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Environmental Program Manager	**-**	-	**-**	-	**1**	*1.00*	**1**	*1.00*
Water Plant Lead Operator	**4**	*4.00*	**4**	*4.00*	**4**	*4.00*	**-**	-
Water Plant Maintenance Supervisor	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Water Plant Operator (trainee,I, II, III)	**5**	*5.00*	**5**	*5.00*	**5**	*5.00*	**-**	-
Plant Maintenance Mechanic	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Laboratory Analyst	**1**	*1.00*	**1**	*1.00*	**2**	*2.00*	**1**	*1.00*
Subtotal (Water & Sewer)	**35**	35.00	**35**	35.00	**37**	37.00	**2**	2.00

FUNCTIONS / ACTIVITIES

The Sewer Utility adequately and reliably collects and transports to treatment all domestic, industrial, and commercial wastewater for the consumers of the City of Manassas in an environmentally safe manner and at the lowest cost practical. The utility continually inspects, cleans, maintains, and improves the sewage collection, pumping, and delivery systems. Management will attract and retain a quality maintenance workforce, participate in regional planning and economic development strategies, and implement maintenance and capital improvement projects on time and within budget while ensuring public and environmental safety. The Sewer Utility has established and will maintain adequate financial reserves for emergencies and growth.

OBJECTIVES

	City Council Priority & Goal	
● Provide and maintain adequate and reliable sewer collection system and pump stations	Sustaining Excellence	SE-3
● Respond to system failures efficiently and expeditiously restore service to normal	Sustaining Excellence	SE-4
● Maintain competitive sewer user rates to be competitive with surrounding jurisdictions	Sustaining Excellence	SE-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) % of annual wastewater peak flow to total capacity	93.60%	95.43%	90.00%	90.24%	90.40%
Efficiency (Workload) Residential Sewer Bill (5,000 gal/mo) / Draper Aden Index	$52.96 / $44.70	$53.95 / $45.41	$54.90 / $46.31	$54.90 / $46.31	$55.55 / $47.25
Outcome (Effectiveness) % of gallons of infiltration and inflow	11.00%	23.46%	11.00%	15.00%	15.00%
Outcome (Effectiveness) Sewer Over Flow Rate (occurance/100 miles of pipe)	1.00	2.00	0.00	0.00	0.00

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	196,354	264,310	264,310	280,000	15,690
Purchased Services	55,225	8,500	33,056	8,500	-
Other Charges	3,753	6,200	6,200	6,330	130
Supplies	952	1,720	1,720	1,720	-
Expenditure Category Total:	**$ 256,284**	**$ 280,730**	**$ 305,286**	**$ 296,550**	**$ 15,820**

FUNCTIONS / ACTIVITIES

The Water Utility produces and distributes an adequate and reliable supply of safe and desirable drinking water for the consumers of the City of Manassas at a competitive price while protecting the supply for future generations and always considering public safety and environmental impact. The Water Utility manages and protects Lake Manassas and ensures adequate treatment and storage capacity and a reliable distribution system. Management will attract and retain quality operations and maintenance personnel, participate in regional planning and economic development strategies, and implement maintenance and capital improvement projects on time and within budget, while ensuring public and environmental safety. The Water Utility has established and will maintain adequate financial reserves for emergencies and growth.

OBJECTIVES

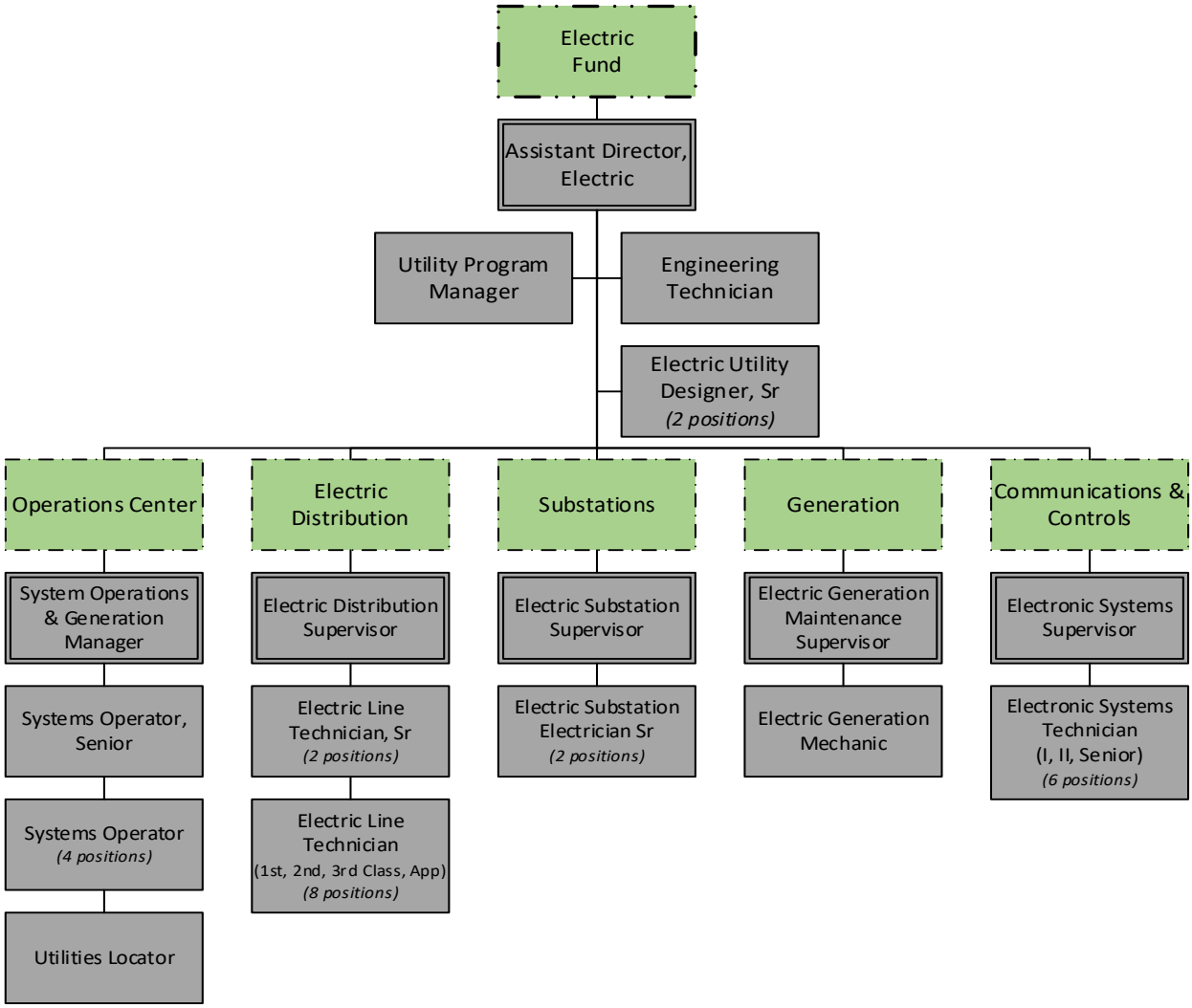
	City Council Priority & Goal	
● Provide and maintain adequate and reliable water system	Sustaining Excellence	SE-3
● Provide a continuous supply of safe drinking water	Sustaining Excellence	SE-4
● Meet all US EPA and VDH water quality standards for drinking water	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) Regulatory Compliance (% days in compliance) / # in house & outsource testing per year	100% / 73,920	100% / 73,931	100% / 73,980	100% / 73,980	100% / 73,931
Efficiency (Workload) Residential Water Bill (5,000 gal/mo) / Draper Aden Index	$21.44 / $33.07	$22.51 / $34.73	$23.62 / $36.46	$23.62 / $36.46	$24.82 / $37.90
Outcome (Effectiveness) # of billions of gallons of safe drinking water produced	4.26	4.01	5.04	5.04	5.20
Efficiency (Workload) Pipe renewal and replacement (% of pipe by footage)	0.26%	0.30%	0.46%	0.46%	0.45%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	195,492	280,660	280,660	255,290	(25,370)
Purchased Services	-	5,000	5,000	5,000	-
Internal Services	-	-	-	13,390	13,390
Other Charges	3,773	6,620	6,620	6,620	-
Supplies	980	1,680	1,680	1,680	-
Expenditure Category Total:	**$ 200,245**	**$ 293,960**	**$ 293,960**	**$ 281,980**	**$ (11,980)**


Electric Fund
Assistant Director, Electric
Utility Program Manager
Engineering Technician
Electric Utility Designer, Sr (2 positions)
Operations Center
Electric Distribution
Substations
Generation
Communications & Controls
System Operations & Generation Manager
Systems Operator, Senior
Systems Operator (4 positions)
Utilities Locator
Electric Distribution Supervisor
Electric Line Technician, Sr (2 positions)
Electric Line Technician (1st, 2nd, 3rd Class, App) (8 positions)
Electric Substation Supervisor
Electric Substation Electrician Sr (2 positions)
Electric Generation Maintenance Supervisor
Electric Generation Mechanic
Electronic Systems Supervisor
Electronic Systems Technician (I, II, Senior) (6 positions)

	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Electric Utility								
DISTRIBUTION ADMINISTRATION								
Assistant Director, Electric	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Electric Utility Designer, Sr	**2**	*2.00*	**2**	*2.00*	**2**	*2.00*	**-**	-
Engineering Technician	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Utility Program Manager	**-**	-	**-**	-	**1**	*1.00*	**1**	*1.00*
Administrative Assistant II	**1**	*1.00*	**1**	*1.00*	**-**	-	**(1)**	*(1.00)*
OPERATIONS CENTER								
Systems Operations & Generation Manager	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Systems Operator, Senior	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Systems Operator	**4**	*4.00*	**4**	*4.00*	**4**	*4.00*	**-**	-
Utilities Locator	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
ELECTRIC DISTRIBUTION								
Electric Distribution Supervisor	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Electric Line Technician, Senior	**2**	*2.00*	**2**	*2.00*	**2**	*2.00*	**-**	-
Electric Line Technician (1st, 2nd, 3rd Class, Apprentice)	**8**	*8.00*	**8**	*8.00*	**8**	*8.00*	**-**	-
SUBSTATIONS								
Electric Substation Supervisor	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Electric Substation Electrician (Sr.)	**2**	*2.00*	**2**	*2.00*	**2**	*2.00*	**-**	-
GENERATION								
Electric Generation Maintenance Supervisor	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Electric Generation Mechanic	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
COMMUNICATIONS & CONTROLS								
Electronics Systems Supervisor	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Electronics Systems Technician, (I, II, Senior)	**6**	*6.00*	**6**	*6.00*	**6**	*6.00*	**-**	-
Subtotal (Electric Utility)	**35**	35.00	**35**	35.00	**35**	35.00	**-**	-

FUNCTIONS / ACTIVITIES

The Electric Utility exists to engineer, construct, operate, maintain, and monitor the overhead and underground electric distribution and street light systems in an efficient manner in order to provide safe, reliable, cost effective service to the citizens of Manassas. Communications and Controls installs, maintains, and operates the City's communications networks including: radio, fiber, the Supervisory Control and Data Acquisition System (SCADA), and protective relaying.

OBJECTIVES

	City Council Priority & Goal	
• Ensure 99.99% of the time all electric customers have electric service	Sustaining Excellence	SE-4
• Support public safety and maintain an average response time to repair non-working streetlights of less than two business days	Sustaining Excellence	SE-4
• Minimize cable dig-ins and ensure public safety by maintaining 100% compliance with the Miss Utility System	Sustaining Excellence	SE-4

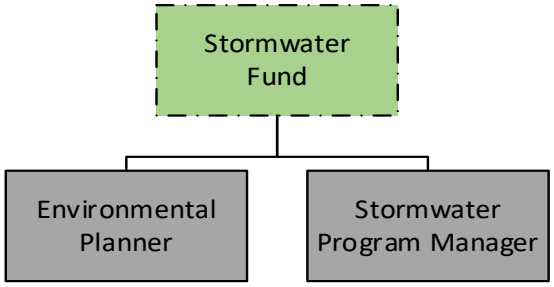
SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) % of time that customers have electric power / # minutes outage per customer (ASAI) annually	99.99% / 47.5	99.99% / 67.2	99.99% / 52	99.99% / 60	99.99% / 52
Outcome (Effectiveness) Respond to all calls for streetlight repairs within 2 business days / # streetlights repaired	100% / 235	99% / 267	100% / 250	99% / 230	100% / 250
Efficiency (Workload) Respond to all Miss Utility tickets and close within 48 hours & # of tickets per year located	100% / 8,953	100% / 9,147	100% / 8,500	100% / 9,400	100% / 9,700
Outcome (Effectiveness) # of power interruptions due to equipment failure	67	35	50	50	50

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	222,223	629,870	629,870	636,000	6,130
Purchased Services	13,500	36,000	36,000	36,000	-
Internal Services	3,085	7,210	7,210	6,500	(710)
Other Charges	7,495	14,500	14,500	14,500	-
Supplies	856	4,000	4,000	3,500	(500)
Expenditure Category Total:	**$ 247,159**	**$ 691,580**	**$ 691,580**	**$ 696,500**	**$ 4,920**

Page intentionally blank.



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Stormwater Fund								
Stormwater Program Manager	-	-	-	-	1	*1.00*	1	*1.00*
Environmental Program Manager	1	*1.00*	1	*1.00*	-	-	(1)	*(1.00)*
Environmental Planner	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Laboratory Analyst	1	*1.00*	1	*1.00*	-	-	(1)	*(1.00)*
Division Total	**3**	**3.00**	**3**	**3.00**	**2**	**2.00**	**(1)**	**(1.00)**

FUNCTIONS / ACTIVITIES

The Stormwater Fund, managed by the Engineering department, provides funds to administer the City's stormwater program to minimize adverse impacts from localized flooding, improve the general health, safety and welfare of the residents of the City and ensures compliance with federal and state regulatory requirements for reduction of pollutants in waterways that impair local streams that ultimately flow into the Chesapeake Bay including but not limited to the City's Municipal Separate Storm Sewer System (MS4) Permit.

OBJECTIVES

	City Council Priority & Goal	
● Comply with state and federal stormwater management requirements as well as the City's MS4Permit	Sustaining Excellence	SE-4
● Maintain Stormwater Management Facilities to function as designed	Sustaining Excellence	SE-4
● Deliver stormwater management projects within established timeframes and budget	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Output (Actions Taken) # of City owned stormwater management facility inspected / % corrective actions completed within fiscal year	21 / 100%	23 / 100%	24 / 100%	24 / 100%	24 / 100%
Output (Actions Taken) # of storm drainage inlets inspected and cleaned / % corrective actions completed within two weeks	1,395 / 100%	766 / 100%	1,500 / 100%	1,500 / 100%	1,500 / 100%
Output (Actions Taken) # of lanes miles street sweeping / % of lane miles required for MS-4 Action Plan Compliance	2,755 / N/A	3,867 / N/A	2,500 / N/A	2,500 / N/A	2,500 / N/A
Output (Actions Taken) # of inspections for illicit discharge % / % of MS-4 Permit Requirement	49 / 98%	65 / 100%	50 / 100%	50 / 100%	50 / 100%

DIVISION EXPENDITURE OVERVIEW

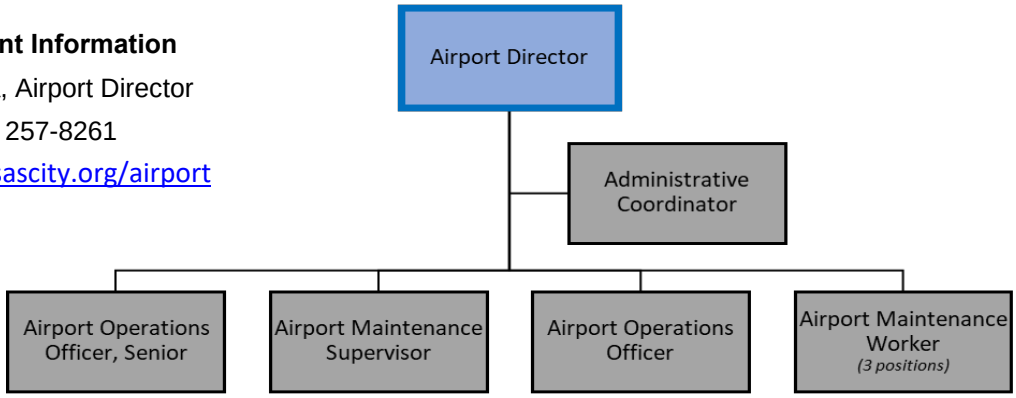
Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	294,430	500,950	500,950	493,000	(7,950)
Purchased Services	115,691	185,000	215,985	210,000	25,000
Internal Services	317,680	376,710	376,710	471,250	94,540
Other Charges	40,972	18,770	18,770	20,090	1,320
Supplies	53,433	17,750	17,750	35,750	18,000
Debt/Other Uses	185,606	183,510	183,510	183,910	400
Transfers/Contingencies	150,000	306,450	306,450	5,384,000	5,077,550
Expenditure Category Total:	**$ 1,157,812**	**$ 1,589,140**	**$ 1,620,125**	**$ 6,798,000**	**$ 5,208,860**

Department Information

Juan Rivera, Airport Director

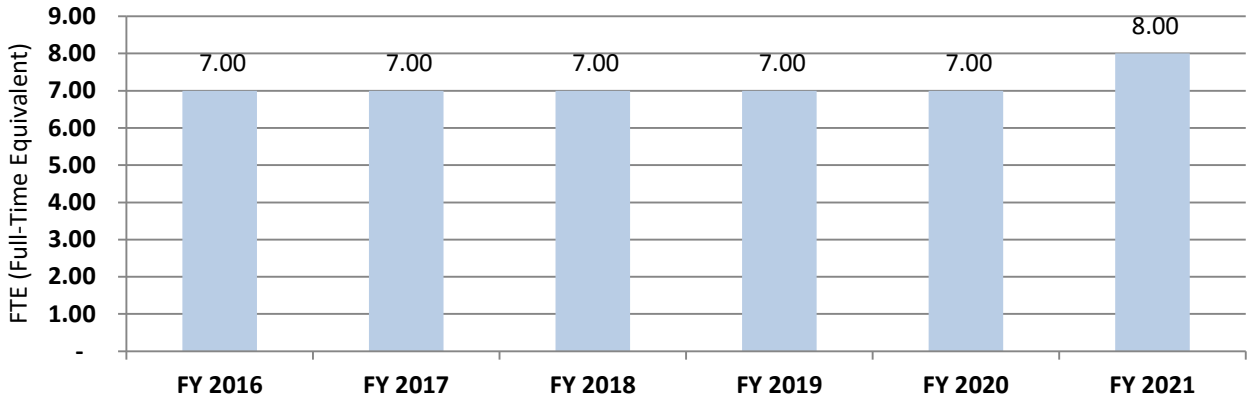
(703) 257-8261

www.manassascity.org/airport



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
AIRPORT								
Airport Director	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Airport Operations Officer, Senior	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Airport Operations Officer	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Airport Maintenance Supervisor	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Administrative Coordinator	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Airport Maintenance Worker	2	*2.00*	2	*2.00*	3	*3.00*	1	*1.00*
DEPARTMENT TOTAL	**7**	**7.00**	**7**	**7.00**	**8**	**8.00**	**1**	**1.00**

Airport Staffing History



MISSION STATEMENT

The Manassas Regional Airport provides modern facilities and excellent services for business and general aviation in Northern Virginia and the Washington, D.C. area. As a catalyst for our community's economic vitality, Manassas Regional Airport Achieves the highest levels of safety, customer satisfaction, and fiscal responsibility.

PRIOR YEAR ACCOMPLISHMENTS

- West Apron Rehab - November 18
- West Corporate Redevelopment Study
- AR77 Truck in Service - July 19
- Kilo Drainage Project - September 19
- G/y Design
- Chantilly Air Groundbreaking
- DAI East Franchise Awarded
- Piston 2 Jets - New Business
- 4 new camera installs
- Fiber install throughout airport
- Completed 139 FAA Inspection - July
- Installed security planters in front of terminal
- Conference room upgrade
- Re-carpeted terminal

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	654,597	852,020	852,020	903,030	51,010
Purchased Services	449,529	471,820	505,828	553,200	81,380
Internal Services	376,617	303,480	303,480	318,600	15,120
Other Charges	219,342	237,850	237,850	231,650	(6,200)
Supplies	106,129	287,300	353,356	274,500	(12,800)
Capital	17,073	85,000	85,000	25,000	(60,000)
Debt/Other Uses	2,200,652	239,100	239,100	240,420	1,320
Transfers/Contingencies	111,878	899,690	899,690	1,009,160	109,470
Expenditure Category Total:	**$ 4,135,817**	**$ 3,376,260**	**$ 3,476,324**	**$ 3,555,560**	**$ 179,300**

Division Summary					
Administration	2,312,530	1,213,790	1,213,790	1,324,580	110,790
Operations	1,420,357	1,544,550	1,597,031	1,612,780	68,230
Maintenance	346,827	574,000	621,583	530,200	(43,800)
FAA Tower Nonreimbursable	15,035	13,000	13,000	23,500	10,500
FAA Tower Reimbursable	26,017	25,700	25,700	31,500	5,800
Special Projects	15,051	5,220	5,220	33,000	27,780
Division Summary Total:	**$ 4,135,817**	**$ 3,376,260**	**$ 3,476,324**	**$ 3,555,560**	**$ 179,300**

BUDGET HIGHLIGHTS

Changes include the addition of one full-time Maintenance Worker; other changes include standard adjustments to salaries, benefits and internal service charges.

FUNCTIONS / ACTIVITIES

The Administration Division oversees development, operations, maintenance, and all other functions regarding the Manassas Regional Airport, the busiest General Aviation airport in Virginia. It also ensures compliance with all federal and state aviation regulations; initiates and manages Airport improvement projects totaling $32.9 million that are funded by federal and/or state grants as dictated by the Airport Master Plan and State Six-Year Plan; and negotiates, drafts, and monitors performance of twelve franchises, leases and contracts.

OBJECTIVES

	City Council Priority & Goal	
● Continue to provide a safe and secure airport environment for aircraft operations	Sustaining Excellence	SE-4
● Manage the Airport resources and expenditures to maintain a totally self-supporting budget that does not rely on the General Fund	Sustaining Excellence	SE-3
● Maintain the highest quality of facilities and service levels to the aviation community	Sustaining Excellence	SE-3

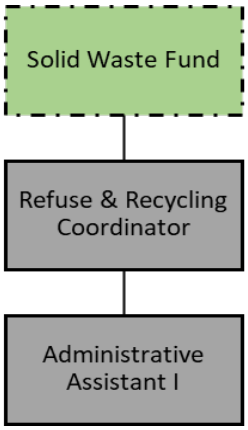
SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Efficiency (Workload) # of incidents / accidents	3 / 0	1 / 0	4 / 0	4 / 0	3 / 0
Efficiency (Workload) # of noise complaints / # of operations	18 / 80,174	10 / 83,130	25 / 84,000	25 / 85,000	15 / 86,000
Input (Workload) # of total operations / # of based aircraft	80,174 / 389	83,130 / 395	84,000 / 400	85,000 / 400	86,000 / 405
Efficiency (Workload) % of airport expenditures covered by airport revenues	139%	127%	100%	100%	100%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Supplies	-	75,000	75,000	75,000	-
Debt/Other Uses	2,200,652	239,100	239,100	240,420	1,320
Transfers/Contingencies	111,878	899,690	899,690	1,009,160	109,470
Expenditure Category Total:	**$ 2,312,530**	**$ 1,213,790**	**$ 1,213,790**	**$ 1,324,580**	**$ 110,790**

Page intentionally blank.



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Solid Waste Fund								
Refuse-Recycling Coordinator	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Administrative Assistant I	**-**	-	**-**	-	**1**	*0.50*	**1**	*0.50*
Division Total	**1**	**1.00**	**1**	**1.00**	**2**	**1.50**	**-**	**-**

Changes include the addition of a Part-Time Administrative Assistant to assist in the Solid Waste Division.

FUNCTIONS / ACTIVITIES

The Solid Waste division provides low cost refuse and recycling services with minimum service disruptions, uses standardized solid waste management practices, provides once a week refuse collection for single family homes and twice a week for townhomes, provides recycling and yard waste once a week for all residents, promotes litter prevention, and reports business recycling.

OBJECTIVES

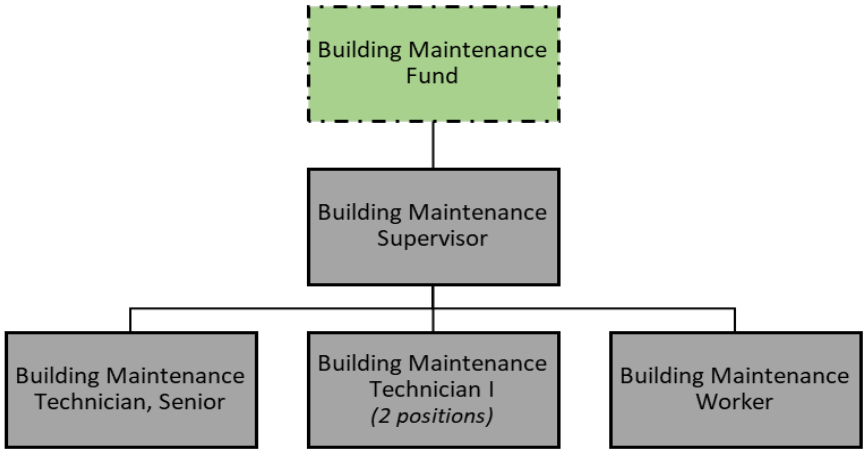
	City Council Priority & Goal	
● Provide efficient, cost effective contracted curbside trash and single stream recycling collection services	Sustaining Excellence	SE-4
● Ensure adequate facilities for the transfer and disposal of solid waste and mixed recycling are available within reasonable proximity to the City (minimize travel/disposal costs and support local businesses)	Sustaining Excellence	SE-4
● Reduce costs, reduce recycling contamination, and continue to achieve recycling rates of at least 25% (minimum DEQ requirement) through active education and outreach programs	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) Monthly User Fee (Single-Family / Townhome)	$26.59 / $27.88	$26.59 / $27.88	$26.59 / $27.88	$26.59 / $27.88	$26.59 / $27.88
Outcome (Effectiveness) Cost per ton Refuse / Recycling / Yardwaste	$123.00 / $107.00 / $97.00	$132.00 / $135.00 / $85.00	$122.00 / $193.00 / $123.00	$124.00 / $178.00 / $84.00	$126.00 / $211.00 / $85.00
Efficiency (Workload) # of refuse tons curbside / # of recycle tons curbside	12,616 / 5,987	12,772 / 4,884	12,883 / 6,177	13,970 / 5,000	13,991 / 5,003
Outcome (Effectiveness) # of HHW, electronics and shredding tons drop off events	155	165	158	167	167

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	180,482	207,000	207,000	241,000	34,000
Purchased Services	2,677,846	2,806,730	2,817,185	3,065,910	259,180
Internal Services	188,263	186,450	186,450	246,240	59,790
Other Charges	6,164	9,700	9,700	9,480	(220)
Supplies	9,212	8,700	8,700	8,920	220
Capital	56,659	7,000	7,000	7,000	-
Debt/Other Uses	-	-	-	8,000	8,000
Transfers/Contingencies	-	266,650	266,650	-	(266,650)
Expenditure Category Total:	**$ 3,118,626**	**$ 3,492,230**	**$ 3,502,685**	**$ 3,586,550**	**$ 94,320**



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
BUILDING MAINTENANCE								
Building Maintenance Supervisor	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Building Maintenance Technician, Senior	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Building Maintenance Technician I	1	*1.00*	1	*1.00*	2	*2.00*	1	*1.00*
Building Maintenance Worker	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Division Total	**4**	**4.00**	**4**	**4.00**	**5**	**5.00**	**1**	**1.00**

The Building Maintenance Fund also supports 50% of the Buildings & Grounds Manager position in the General Fund. Changes include the addition of one full-time Building Maintenance Technician to address increases in square footage for the new Fire Station 21 and Public Safety Facility.

FUNCTIONS / ACTIVITIES

The Building Maintenance Fund, managed by the Public Works department, works to respond in a timely manner to all building maintenance issues and requests and keeps City buildings in a good state of repair to provide a positive image to the public and preserve the public infrastructure.

OBJECTIVES

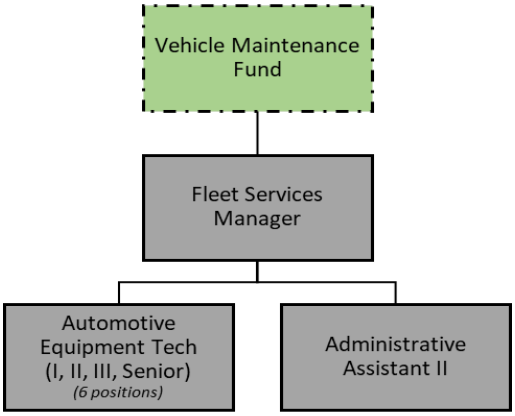
	City Council Priority & Goal	
● Accomplish building maintenance activities in a quality and timely manner including preventative and predictive maintenance	Sustaining Excellence	SE-3
● Maintain an overall positive customer satisfaction rating from city staff and conduct annual surveys to measure performance	Sustaining Excellence	SE-3
● ADA Accessibility in all City buildings	Sustaining Excellence	SE-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Efficiency (Workload) # of work orders completed	584	642	725	725	800
Input (Workload) # of square feet maintained / # of buildings	201,454 / 19	201,454 / 21	201,654 / 21	201,454 / 21	244,902 / 23
Output (Actions Taken) # of City buildings / % of City buildings meeting ADA Compliance	19 / 100%	21 / 95%	21 / 95%	21 / 95%	23 / 95%
Outcome (Effectiveness) Maintenance cost per actual square foot / cleaning cost per actual square foot	$6.52 / $0.71	$7.28 / $0.72	$7.64 / $0.72	$7.64 / $0.72	$7.64 / $0.72

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	358,605	496,470	496,470	498,000	1,530
Purchased Services	328,381	344,900	383,861	492,900	148,000
Internal Services	186,880	31,900	31,900	28,430	(3,470)
Other Charges	376,988	367,300	367,300	387,300	20,000
Supplies	57,188	81,500	81,500	81,500	-
Capital	-	100,000	100,000	100,000	-
Transfers/Contingencies	-	-	-	2,990	2,990
Expenditure Category Total:	**$ 1,308,042**	**$ 1,422,070**	**$ 1,461,031**	**$ 1,591,120**	**$ 169,050**



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Vehicle Maintenance Fund								
Fleet Services Manager	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Automotive/Equipment Technician (I, II, III, Senior)	**6**	*6.00*	**6**	*6.00*	**6**	*6.00*	**-**	-
Administrative Assistant II	**1**	*1.00*	**1**	*1.00*	**1**	*1.00*	**-**	-
Division Total	**8**	**8.00**	**8**	**8.00**	**8**	**8.00**	**-**	**-**

FUNCTIONS / ACTIVITIES

The Vehicle Maintenance Fund, managed by the Public Works department, is committed to providing quality fleet maintenance services with highly trained technicians to the entire City that results in a cost effective, functional, and safe program that presents a positive and professional image to the public.

OBJECTIVES

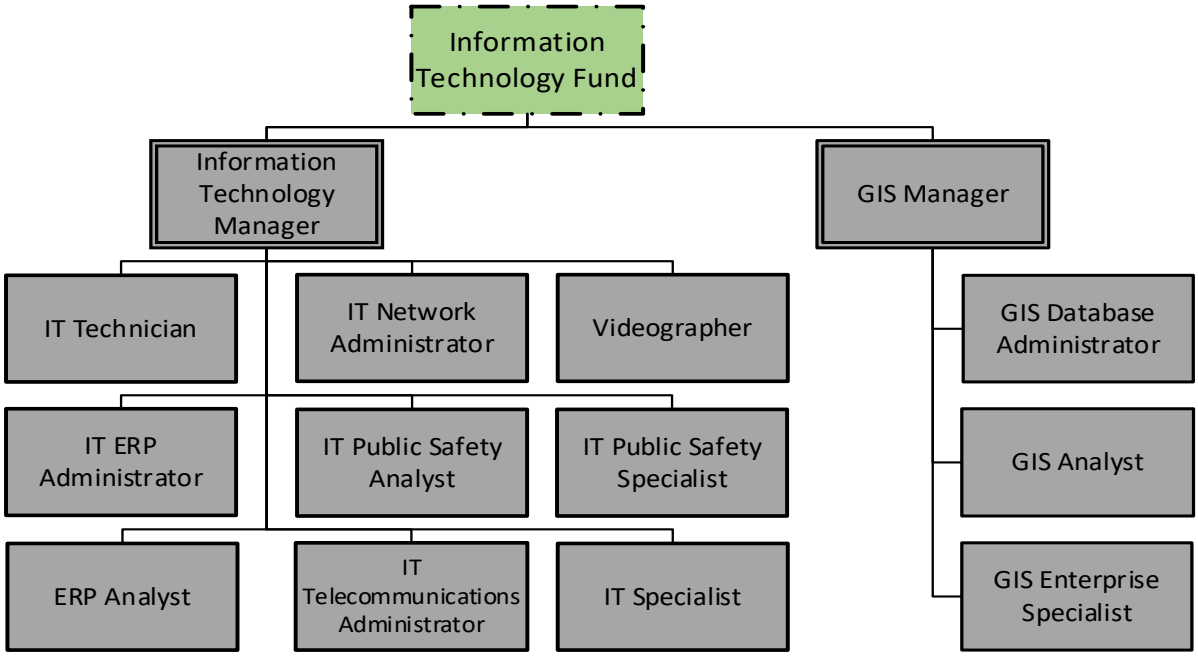
	City Council Priority & Goal	
● Provide a cost effective and quality assurance vehicle maintenance program	Sustaining Excellence	SE-3
● Maintain an adequate fund balance for annual replacement of vehicles	Sustaining Excellence	SE-3
● Develop highly trained technicians through the Career Incentive Program	Sustaining Excellence	SE-2

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Outcome (Effectiveness) City Shop Labor Rate / Comparable Labor Rate	$55	$70 / $123-$151	$70 / $123-$143	$70 / $123-$151	$70 / $123-$151
Efficiency (Workload) # of maintenance orders processed	3,163	3,037	3,100	3,152	3,100
Outcome (Effectiveness) # of pieces of equipment per mechanic / City Fleet/Industry Standard	75 / 55-60	77 / 55-60	76 / 55-60	77 / 55-60	77 / 55-60
Efficiency (Workload) % of vehicles replaced / average age of fleet	4% / 9yrs	5% / 9yrs	4% / 9yrs	5% / 9yrs	5% / 9yrs

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	787,371	870,000	870,000	895,000	25,000
Purchased Services	183,645	165,000	165,000	195,000	30,000
Internal Services	545,014	277,050	277,050	269,220	(7,830)
Other Charges	188,024	206,900	206,900	217,700	10,800
Supplies	939,898	1,094,650	1,094,650	1,206,650	112,000
Capital	1,052,084	1,219,500	1,349,096	1,309,600	90,100
Transfers/Contingencies	-	10,820	10,820	44,380	33,560
Expenditure Category Total:	**$ 3,696,036**	**$ 3,843,920**	**$ 3,973,516**	**$ 4,137,550**	**$ 293,630**



	Adopted FY 2020		Amended FY 2020		Budget FY 2021		Budget FY 2021 Over (Under) Adopted FY 2020	
	#	FTE	#	FTE	#	FTE	#	FTE
Information Technology Fund								
Information Technology Manager	1	*1.00*	1	*1.00*	1	*1.00*	-	-
IT Network Administrator	1	*1.00*	1	*1.00*	1	*1.00*	-	-
IT Telecommunications Administrator	1	*1.00*	1	*1.00*	1	*1.00*	-	-
IT ERP Administrator	1	1.00	1	1.00	1	1.00	-	-
IT Public Safety Specialist	1	*1.00*	1	*1.00*	1	*1.00*	-	-
IT Public Safety System Analyst	1	*1.00*	1	*1.00*	1	*1.00*	-	-
IT Specialist	1	*1.00*	1	*1.00*	1	*1.00*	-	-
IT Technician	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Videographer (PEG)	1	*0.05*	1	*0.05*	1	*0.05*	-	-
ERP Analyst	1	*1.00*	1	*1.00*	1	*1.00*	-	-
GIS								
GIS Manager	-	-	-	-	1	*1.00*	1	*1.00*
GIS Coordinator	1	*1.00*	1	*1.00*	-	-	(1)	*(1.00)*
GIS Analyst	1	*1.00*	1	*1.00*	1	*1.00*	-	-
GIS Database Administrator	1	*1.00*	1	*1.00*	1	*1.00*	-	-
GIS Enterprise Application Specialist	1	*1.00*	1	*1.00*	1	*1.00*	-	-
Division Total	**14**	**13.05**	**14**	**13.05**	**14**	**13.05**	**-**	**-**

Table of Contents

FUNCTIONS / ACTIVITIES

Information Technology (IT) Fund, managed by the Finance & Administration department, is responsible for providing support services for all computer, phone, voicemail, and iSeries systems and supporting the City's Internet and Intranet presence.

OBJECTIVES

	City Council Priority & Goal	
● Security - Ensure user data, system accounts, computers, network devices, and applications are protected, securely configured, and patched. This includes security remediation of processes and systems from annual security audit	Sustaining Excellence	SE-3
● Technology Projects – Complete Major IT Projects for Enterprise Applications, GIS, Infrastructure (Email and Windows 10 refresh), PD (NG911 and ESInet) and Security	Sustaining Excellence	SE-3
● Help Desk - Provide IT help desk services during regular business hours. Respond to mission critical (high priority) tickets within one day	Sustaining Excellence	SE-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Efficiency (Workload) # of Major IT Applications/GIS/Infrastructure/ PD/Security projects completed	22	24	25	25	25
Efficiency (Workload) # of normal priority Help Desk calls / # high priority calls / % of high priority calls resolved same day	2,286 / 670 / 62.59%	4,069/ 1,132 / 79.00%	5,000 / 1,200 / 75.00%	4,762 / 1,200 / 75.00%	5,000 / 1,200 / 75.00%
Efficiency (Workload) # of GIS web apps / # web maps created and supported in-house	30 / 58	28 / 53	35 / 85	33 / 110	35 / 85
Outcome (Effectiveness) # of page views / # of unique visitors for GIS website	7,598 / 3,450	7,598 / 3,450	8,000 / 3,500	9,593 / 8,416	8,000 / 3,500

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Salaries & Benefits	1,454,200	1,671,000	1,671,000	1,741,000	70,000
Purchased Services	973,018	1,089,940	1,473,040	1,220,630	130,690
Internal Services	434,997	98,810	98,810	93,010	(5,800)
Other Charges	126,194	174,210	174,210	177,940	3,730
Supplies	480,516	340,000	431,461	344,300	4,300
Capital	313,757	350,000	520,150	120,000	(230,000)
Transfers/Contingencies	-	120,000	120,000	120,000	-
Expenditure Category Total:	**$ 3,782,682**	**$ 3,843,960**	**$ 4,488,671**	**$ 3,816,880**	**$ (27,080)**

FUNCTIONS / ACTIVITIES

The Cemetery Trust Fund, managed by the Public Works Department, accounts for the revenues of the two City owned cemeteries, Manassas Cemetery (2,000 plots) and Rose Hill Cemetery (1,000 plots). The maintenance of these grounds are in the General Fund and supported by a transfer from the Cemetery Trust Fund. The Cemetery Trust Fund is a permanent fund meaning that only the earnings from the cemetery, not the principal, can be used for cemetery maintenance.

FUNDING OVERVIEW

Revenue by Source	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Local Sources					
Interest & Use of Property	3,101	-	-	-	-
Charges for Services	22,500	-	-	-	-
Source Total:	**25,601**	**-**	**-**	**-**	**-**
Other Financing Sources					
Use of Fund Balance	-	32,800	32,800	32,800	-
Source Total:	**-**	**32,800**	**32,800**	**32,800**	**-**
REVENUE TOTAL:	**$ 25,601**	**$ 32,800**	**$ 32,800**	**$ 32,800**	**$ -**

DIVISION EXPENDITURE OVERVIEW

Expenditure by Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Transfers/Contingencies	17,366	32,800	32,800	32,800	-
EXPENDITURE TOTAL:	**$ 17,366**	**$ 32,800**	**$ 32,800**	**$ 32,800**	**$ -**

BUDGET HIGHLIGHTS

There are no changes. As of June 30, 2019, the fund balance in this fund is $252,492.

MISSION STATEMENT

The Manassas City Public Schools (MCPS), in partnership with the community, will provide an innovative, engaging, inspiring, and challenging learning environment for all students. The school division embraces the challenge and opportunity to serve the 21st century learner in safe, healthy, and supportive school environment focusing on innovative learning that integrates the use of technologies, inquiry, problem-solving, and higher order thinking skills.

REVENUE OVERVIEW

Revenue by Source	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Local Sources					
Interest	137,245	-	-	-	-
Charges for Services	1,239,335	1,356,650	1,356,650	1,312,000	(44,650)
Source Total:	**1,376,580**	**1,356,650**	**1,356,650**	**1,312,000**	**(44,650)**
Intergovernmental					
State of Virginia	51,138,612	54,065,970	54,065,970	56,735,101	2,669,131
Federal Government	6,605,506	6,754,872	6,754,872	6,922,300	167,428
Source Total:	**57,744,118**	**60,820,842**	**60,820,842**	**63,657,401**	**2,836,559**
Other Financing Sources					
Transfer from General Fund	57,077,160	58,789,475	58,789,475	58,850,210	60,735
Bonds from General Fund	-	-	-	-	-
Proffers from General Fund	1,135,410	100,000	100,000	-	(100,000)
Use of Fund Balance	-	250,942	4,172,353	383,859	132,917
Source Total:	**58,212,570**	**59,140,417**	**63,061,828**	**59,234,069**	**93,652**
REVENUE TOTAL:	**$117,333,268**	**$121,317,909**	**$125,239,320**	**$124,203,470**	**$ 2,885,561**

EXPENDITURE OVERVIEW

Expenditure by Fund	FY 2019 Actual	FY 2020 Adopted	FY 2020 Amended	FY 2021 Budget	Increase (Decrease)
Operating Fund	96,783,716	104,080,040	104,759,349	106,922,088	2,842,048
Food Service Fund	3,644,925	4,169,583	4,198,083	4,147,095	(22,488)
CIP Fund	8,170,640	3,000,000	6,213,602	3,000,000	-
Grants/Special Proj. Fund	3,626,827	3,794,772	4,845,723	4,007,300	212,528
Debt Service Fund	6,786,715	6,273,514	6,273,514	6,126,987	(146,527)
EXPENDITURE TOTAL:	**$119,012,823**	**$121,317,909**	**$126,290,271**	**$124,203,470**	**$ 2,885,561**

BUDGET HIGHLIGHTS

The Adopted Budget for the Manassas City Public Schools is $124,203,470, reflecting an increase of 2% from FY 2020.

Page intentionally blank.

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.

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.

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.

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.

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.

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.

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.

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-2020-16

First Reading:	May 11, 2020
Second Reading	May 18, 2020
Reconsideration	June 1, 2020
Enacted	June 1, 2020
Effective	June 1, 2020

AN UNCODIFIED ORDINANCE SETTING THE REAL ESTATE TAX RATES FOR TAX YEAR 2021

1. **BE IT ORDAINED** that by the City Council of the City of Manassas, Virginia, meeting in regular session this 1st day of June, 2020, that there shall be levied upon real estate within the City of Manassas the following taxes for tax year 2021:

(a) The real estate tax year in the City of Manassas is July 1st to June 30th.

(b) Real Estate in the City of Manassas: One Dollar and Twenty-Six and Three Tenths Cents ($1.263) per one hundred dollars ($100.00) of assessed valuation.

(c) Real Estate in the Manassas Fire and Rescue District: Nineteen and Seven Tenths Cents ($0.197) per one hundred dollars ($100.00) of assessed valuation.

(d) Real Estate in the Owens Brooke Special Taxing District: Ten and Nine Tenths Cents ($0.109) per one hundred dollars ($100.00) of assessed valuation.

2. This ordinance shall take effect upon its passage on second reading.

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

ATTEST:

Lee Ann Henderson City Clerk

MOTION: **WOLFE**
SECOND: **SMITH**
ACTION: **APPROVED (4-2)**

Votes:
Ayes: Davis-Younger, Sebesky, Smith, and Wolfe
Nays: Ellis and Lovejoy
Absent from Vote: None
Absent from Meeting: None

Table of Contents

ORDINANCE # O-2020-17

First Reading:	May 11, 2020
Second Reading	May 18, 2020
Enacted	May 18, 2020
Effective	May 18, 2020

AN UNCODIFIED ORDINANCE SETTING THE PERSONAL PROPERTY TAX RATES FOR TAX YEAR 2020

1. **BE IT ORDAINED** that by the City Council of the City of Manassas, Virginia, meeting in regular session this 18th day of May, 2020, that there shall be levied upon personal property within the City of Manassas the following taxes for tax year 2020:

   (a) The personal property tax year in the City of Manassas is January 1st to December 31st.

   (b) Machinery and Tools: Two Dollars and Ten Cents ($2.10) per one hundred dollars ($100.00) of assessed valuation.

   (c) Machinery and Tools Used in Semiconductor Manufacturing as defined by Section 58.1-3508.1 of the Code of Virginia (1950), as amended: Ninety and Five Tenths Cents ($0.905) 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.

Table of Contents

(h) One motor vehicle owned by certain elderly and handicapped persons as provided for by Section 58.1-3506.1 of the Code of Virginia (1950), as amended: One Thousandth of One Cent ($0.00001) per one hundred dollars ($100.00) of assessed valuation.

(i) One motor vehicle which is owned by each volunteer rescue squad member or volunteer fire department member, or leased by each volunteer rescue squad member or volunteer fire department member as defined by Section 58.1-3506(A)(13) of the Code of Virginia (1950), as amended: One Thousandth of One Cent ($0.00001) per one hundred dollars ($100.00) of assessed valuation.

(j) One motor vehicle which is owned by persons who have been appointed to serve as auxiliary police officers pursuant to Section 53.1-3503(A)(17) of the Code of Virginia (1950), as amended: One Thousandth of One Cent ($0.00001) per one hundred dollars ($100.00) of assessed valuation.

(k) One motor vehicle which is owned by persons who serve as auxiliary, reserve or special deputy sheriffs or leased by persons who serve as auxiliary, reserve or special deputy sheriffs as defined by Section 58.1-3506(A)(30) of the Code of Virginia (1950), as amended: One Thousandth of One Cent ($0.00001) per one hundred dollars ($100.00) of assessed valuation.

(l) One motor vehicle which is owned by persons who serve as auxiliary firefighter or rescue personnel or leased by persons who serve as auxiliary firefighter or rescue personnel as defined by Section 58.1-3506(A)(14) of the Code of Virginia (1950), as amended: One Thousandth of One Cent ($0.00001) per one hundred dollars ($100.00) of assessed valuation.

(m) Vehicles without motive power, used or designed to be used as manufactured homes as defined in § 36-85.3: One Dollar and Twenty-Four and Three Tenths Cents ($1.243) 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.

2. This ordinance shall take effect upon its passage on second reading.

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

ATTEST:

Lee Ann Henderson City Clerk

MOTION: **LOVEJOY**
SECOND: **SEBESKY**
RE: **ORDINANCE #O-2020-17**
ACTION: **APPROVED**

Votes:
Ayes: Davis-Younger, Ellis, Lovejoy, Sebesky, Smith, Wolfe
Nays: None
Absent from Vote: None
Absent from Meeting: None

MOTION: **LOVEJOY** **June 8, 2020**
Regular Meeting

SECOND: **ELLIS** **Res No. R-2020-37**

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, 2020, AND ENDING JUNE 30, 2021**

WHEREAS, the Council of the City of Manassas has held five (5) work sessions to consider the City Manager's and School Board's recommendations for the FY 2021 budget; and

WHEREAS, the budget was advertised on April 15, 2020, and a public hearing was held on April 27, 2020, in accordance with Section 15.2-2506 of the Code of Virginia; and

WHEREAS, the School Board of the Manassas City Public Schools adopted their FY 2021 Operating Budget and Capital Improvement Program on March 26, 2020, in the amount of $126,870,956 and subsequently adopted a revised version on May 19, 2020, in the amount of $124,203,470, a reduction of $2,667,486; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Manassas, Virginia, meeting in regular session this 8th day of June, 2020, that Resolution #R-2020-33 be repealed and superseded by Resolution #R-2020-37:

Section 1. The budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021 is hereby adopted and appropriated from the revenues of the City as follows:

General Fund	123,053,830
Social Services Fund	6,981,790
Fire and Rescue Fund	11,730,000
Owens Brooke Special District Fund	340,200
PEG Fund	150,000
Debt Service Fund	11,132,360
Sewer Fund	17,712,240
Water Fund	14,961,620
Electric Fund	43,488,290
Stormwater Fund	6,798,000
Airport Fund	3,555,560
Solid Waste Fund	3,586,550
Building Maintenance Fund	1,591,120
Vehicle Maintenance Fund	4,137,550
Information Technology Fund	3,816,880
Cemetery Trust Fund	32,800
Manassas City Public Schools	124,203,470
Total	**$377,272,260**

Section 2. The appropriation to the Manassas City Public Schools shall be legally controlled at the total appropriation level. Appropriations to all other funds shall be legally controlled at the fund level. Amendments to the budget and appropriations may be made in accordance with the City's Financial Policies (#P-2016-01) and in accordance with this Resolution (#R-2020-37).

Section 3. The budget for the first year (FY 2021) of the Five-Year Capital Improvement Program is hereby adopted and appropriated in the amount of $63,522,000 for capital projects and $5,276,000 in maintenance capital projects and will remain in effect until completion of the projects. The use of capital project fund balance is authorized to be used as the local contribution instead of transferring local funds from the respective operating fund, when available. The schools proffers are authorized to be appropriated and transferred to the schools, as applicable. To account for anticipated bond issues related to the Five Year Capital Improvement Program, an amount of $500,000 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 $75,000 for the City's share of the NVTA Annual Operating Budget, an amount of $320,000 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, 2020, are hereby reappropriated to the FY 2021 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, 2020 are hereby reappropriated to the FY 2021 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 2021 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 2021 Adopted Budget.

Section 8. This Resolution 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

Votes:
Ayes: Davis-Younger, Ellis, Lovejoy, Sebesky, Smith, Wolfe
Nays: None
Absent from Vote: None
Absent from Meeting: None

Statement of Net Position (as of June 30, 2019)

	Governmental Activities	Business Type Activities	Total Primary Government	Component Unit Manassas City Public Schools	Economic Development Authority
Assets					
Cash and investments	85,294,708	63,445,073	148,739,781	21,785,963	850,790
Cash and investments, restricted	36,408,445	25,482,982	61,891,427	1,104,005	-
Receivables; net:					
Taxes, including penalties	3,993,829	-	3,993,829	-	-
Accounts	142,518	11,156,042	11,298,560	1,688,133	-
Notes	-	-	-	-	2,130,000
Due from other governments	5,257,542	424,101	5,681,643	2,959,340	-
Due from component unit	2,480,000	-	2,480,000	-	-
Prepaids	275,651	-	275,651	-	-
Inventories		2,371,169	2,371,169	-	-
Capital assets:					
Nondepreciable	126,183,272	20,685,072	146,868,344	2,748,269	-
Depreciable, net	117,621,902	113,259,592	230,881,494	77,518,242	-
Total assets	**377,657,867**	**236,824,031**	**614,481,898**	**107,803,952**	**2,980,790**
Deferred outflows of resources					
Deferred charge on refunding	967,693	781,712	1,749,405	-	-
OPEB related deferred outflows	1,029,658	127,387	1,157,045	1,323,337	-
Pension related deferred outflows	4,617,249	1,254,504	5,871,753	10,506,846	-
Total deferred outflows of resources	**6,614,600**	**2,163,603**	**8,778,203**	**11,830,183**	**-**
Liabilities					
liabilities	5,126,332	2,845,704	7,972,036	13,345,020	7,859
Deposits	2,106,281	1,300,585	3,406,866	-	-
Due to other governments	521,972	-	521,972	-	-
Due to primary government	-	-	-	-	2,480,000
Accrued interest	1,517,410	567,946	2,085,356	-	-
Unearned revenue	705,420	183,215	888,635	-	-
Noncurrent liabilities:					
Net OPEB liability	12,934,675	2,440,074	15,374,749	15,091,408	-
Net pension liability	17,378,369	5,252,056	22,630,425	77,497,051	-
Due within one year	6,465,325	2,310,444	8,775,769	674,627	-
Due in more than one year	104,998,570	50,278,334	155,276,904	7,042,435	-
Total liabilities	**151,754,354**	**65,178,358**	**216,932,712**	**113,650,541**	**2,487,859**
Deferred inflows of resources					
OPEB related deferred inflows	827,455	102,007	929,462	1,636,259	-
Pension related deferred inflows	2,818,887	858,968	3,677,855	15,517,814	-
Total deferred inflows of resources	**3,646,342**	**960,975**	**4,607,317**	**17,154,073**	**-**
Net position					
Net investment in capital assets	224,763,548	107,578,521	332,342,069	74,572,858	-
Restricted for:					
Nonexpendable Cemetery principal	100,000		100,000	-	-
Expendable Cemetery funds	152,492	-	152,492		-
Future capital projects	-	820,295	820,295	1,104,005	-
Unrestricted	3,855,731	64,449,485	68,305,216	(86,847,342)	492,931
Total net position	**$ 228,871,771**	**$ 172,848,301**	**$ 401,720,072**	**$ (11,170,479)**	**$ 492,931**

Table of Contents

Statement of Activities (as of June 30, 2019)

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions
Primary government:				
Governmental activities:				
General government	9,436,777	145,676	285,757	-
Public safety	31,294,979	1,852,043	627,046	-
Public works	12,544,115	1,531,692	3,995,490	3,554,832
Health and human	8,504,736	-	3,778,403	-
Culture, rec, and comm dev	7,335,760	1,310,200	88,210	108,761
Education	58,212,570	-	-	-
Interest on long term debt	2,637,240	-	-	-
Bond issuance costs	181,966	-	-	-
Total governmental activities	**130,148,143**	**4,839,611**	**8,774,906**	**3,663,593**
Business-type activities:				
Electric	38,196,702	43,560,183	-	-
Water	7,800,929	10,451,828	-	887,107
Sewer	13,125,506	15,153,685	-	363,100
Airport	4,240,422	3,198,829	83,382	991,471
Solid Waste	1,603,506	1,421,254	-	-
Stormwater	3,072,480	3,533,728	11,381	-
Total business-type activities	**68,039,545**	**77,319,507**	**94,763**	**2,241,678**
Total primary government	**$ 198,187,688**	**$ 82,159,118**	**$ 8,869,669**	**$ 5,905,271**
Component unit:				
Manassas City Public Schools	112,377,896	1,239,334	57,744,118	-
Economic Development Authority	6,484,381	6,472	-	272,151

General Revenues:	
Property taxes	
Sales taxes	
Business license taxes	
Meals taxes	
Other taxes	
Unrestricted grants	
Unrestricted investment earnings	
Other unrestricted revenues	
Gain (loss) on sale of capital assets	
Insurance Recoveries	
Payment from component unit	
Payment from City	
Transfers	
Total general revenues and transfers	
Change in net position	
Net position - beginning, as restated	
Net position - ending	

Net (Expense) Revenue and Changes in Net Position					
Primary Government			Component Unit	Economic	Total
Governmental Activities	Business-type Activities	Total	Manassas City Public Schools	Development Authority	Primary, Public Schools and EDA
(9,005,344)	-	(9,005,344)	-	-	(9,005,344)
(28,815,890)	-	(28,815,890)	-	-	(28,815,890)
(3,462,101)	-	(3,462,101)	-	-	(3,462,101)
(4,726,333)	-	(4,726,333)	-	-	(4,726,333)
(5,828,589)	-	(5,828,589)	-	-	(5,828,589)
(58,212,570)	-	(58,212,570)	-	-	(58,212,570)
(2,637,240)	-	(2,637,240)	-	-	(2,637,240)
(181,966)		(181,966)			
(112,870,033)	**-**	**(112,870,033)**	**-**	**-**	**(112,688,067)**
-	5,363,481	5,363,481	-	-	5,363,481
-	3,538,006	3,538,006	-	-	3,538,006
-	2,391,279	2,391,279	-	-	2,391,279
-	33,260	33,260	-	-	33,260
-	(182,252)	(182,252)	-	-	(182,252)
-	472,629	472,629	-	-	472,629
-	**11,616,403**	**11,616,403**	**-**	**-**	**11,616,403**
$ (112,870,033)	**$ 11,616,403**	**$ (101,253,630)**	**$ -**	**$ -**	**$ (101,071,664)**
-	-	-	(53,394,444)	-	(53,394,444)
-	-	-	-	(6,205,758)	(6,205,758)
86,061,837	-	86,061,837	-	-	86,061,837
8,981,503	-	8,981,503	-	-	8,981,503
4,222,934	-	4,222,934	-	-	4,222,934
4,427,055	-	4,427,055	-	-	4,427,055
4,059,881	-	4,059,881	-	-	4,059,881
7,837,841	-	7,837,841	-	-	7,837,841
2,222,861	937,942	3,160,803	137,245	1,967	3,300,015
4,450,061	57,619	4,507,680	132,114	750	4,640,544
6,459,365	-	6,459,365	-	6,164,067	6,459,365
70,683	-	70,683	-	-	70,683
5,752,841	-	5,752,841	-	-	5,752,841
-	-	-	58,212,570	-	58,212,570
2,914,558	(2,914,558)	-	-	-	-
137,461,420	**(1,918,997)**	**135,542,423**	**58,481,929**	**6,166,784**	**194,027,069**
24,591,387	9,697,406	34,288,793	5,087,485	(38,974)	39,337,304
204,280,384	163,150,895	367,431,279	(16,257,964)	531,905	351,705,220
$ 228,871,771	**$ 172,848,301**	**$ 401,720,072**	**$ (11,170,479)**	**$ 492,931**	**$ 391,042,524**

Assessed Value and Actual Value of Taxable Real Property

Tax Year	Residential	Commercial	Tax Exempt	Total Assessed and Actual Value	Less Tax Exempt	Total Taxable Assessed and Actual Value
2010	2,083,619,700	1,508,162,900	771,507,200	4,363,289,800	771,507,200	3,591,782,600
2011	2,249,477,700	1,547,273,200	795,895,200	4,592,646,100	795,895,200	3,796,750,900
2012	2,328,941,100	1,583,564,200	764,169,200	4,676,674,500	764,169,200	3,912,505,300
2013	2,491,207,000	1,613,906,800	678,874,300	4,783,988,100	678,874,300	4,105,113,800
2014	2,653,025,300	1,533,191,100	680,361,100	4,866,577,500	680,361,100	4,186,216,400
2015	2,774,454,700	1,653,210,000	707,811,100	5,135,475,800	707,811,100	4,427,664,700
2016	2,915,314,100	1,698,553,200	750,641,100	5,364,508,400	750,641,100	4,613,867,300
2017	3,000,312,000	1,714,687,700	752,803,800	5,467,803,500	752,803,800	4,714,999,700
2018	3,074,547,700	1,733,207,300	801,341,500	5,609,096,500	801,341,500	4,807,755,000
2019	3,174,398,300	1,714,622,100	798,982,200	5,688,002,600	798,982,200	4,889,020,400

Source: FY 2019 Comprehensive Annual Financial Report (CAFR)
Notes: Property is assessed at actual value. Property is reassessed each year. Tax rates are per $100 of assessed value.

Property Tax Rates

Tax Year	General	Fire Rescue Levy	Total Direct Real Property	Personal Property	Machinery and Tools	Aircraft
2010	1.318	0.154	1.472	3.250	2.100	0.00001
2011	0.659	0.077	0.736	3.250	2.100	0.00001
2012	1.226	0.169	1.395	3.250	2.100	0.00001
2013	1.192	0.174	1.366	3.250	2.100	0.00001
2014	1.211	0.182	1.393	3.250	2.100	0.00001
2015	1.190	0.178	1.368	3.250	2.100	0.00001
2016	1.210	0.178	1.388	3.250	2.100	0.00001
2017	1.220	0.183	1.403	3.250	2.100	0.00001
2018	1.253	0.187	1.440	3.600	2.100	0.00001
2019	1.268	0.192	1.460	3.600	2.100	0.00001

Source: FY 2019 Comprehensive Annual Financial Report (CAFR)
Effective January 1, 2011, the City changed the tax year to the fiscal year ending June 30. Therefore, tax year 2011 is a six-month tax year and the tax rate for tax year 2011 is about 1/2 the amount of previous and subsequent rates.

Real Property Tax Levies and Collections

Fiscal Year	Total Tax Levy for Fiscal Year	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2010	53,907,095	51,987,471	96.44%	1,917,515	53,904,986	100.00%
2011	52,139,297	50,353,653	96.58%	1,785,596	52,139,249	100.00%
2012	52,254,647	50,861,085	97.33%	1,393,471	52,254,556	100.00%
2013	52,668,751	51,440,592	97.67%	1,225,740	52,666,332	100.00%
2014	56,428,143	55,060,273	97.58%	995,842	56,056,115	99.34%
2015	59,630,272	58,540,515	98.17%	989,466	59,529,981	99.83%
2016	62,924,270	61,837,236	98.27%	939,366	62,776,602	99.77%
2017	64,894,082	63,227,350	97.43%	1,361,668	64,589,018	99.53%
2018	69,576,985	68,393,375	98.30%	-	68,393,375	98.30%
2019	71,545,244	70,483,643	98.52%	-	70,483,643	98.52%

Source: FY 2019 Comprehensive Annual Financial Report (CAFR)

Principal Real Property Taxpayers

Taxpayer	2019 Taxable Real Assessed Value	2019 Rank	2019 Percentage of Total Taxable Real Assessed Value	2010 Taxable Real Assessed Value	2010 Rank	2010 Percentage of Total Taxable Real Assessed Value
Lockheed Martin	100,543,400	1	2.1%	88,734,000	1	2.5%
Micron Technology	98,066,200	2	2.0%	84,979,200	2	2.4%
UDR Wellington Place	58,697,100	3	1.2%			
Battery Heights Associates	48,352,400	4	1.0%	41,089,700	4	1.1%
Davis Ford Crossing LLC	37,317,800	5	0.8%	25,154,100	7	0.7%
Prince William Hospital Corp	32,653,700	6	0.7%	27,783,400	6	0.8%
Wellington Station Owner LLC	32,505,700	7	0.7%			
Hastings Marketplace Owner LLC	31,939,000	8	0.7%			
WT/CAP Manassas Courts Apt	26,225,600	9	0.5%			
Fairfield Village Square	25,318,600	10	0.5%			
Wellington Place, LLC				49,271,900	3	1.4%
Verizon				32,189,613	5	0.9%
Wellington/Hastings				22,432,600	8	0.6%
SA Hastings, LLC				22,218,100	9	0.6%
Liberia Development Corp				21,985,500	10	0.6%
Total	**491,619,500**		**10.1%**	**415,838,113**		**11.6%**
Total Taxable Real Assessed Value	**4,889,020,400**			**3,591,782,600**		

Source: FY 2019 Comprehensive Annual Financial Report (CAFR)

Principal Employers

Employer	2018 Employees	2018 Rank	2018 Percentage of total City Employment	2009 Employees	2009 Rank	2009 Percentage of total City Employment
Micron Technology	1,336	1	6.1%	1,200	2	7.5%
Novant Prince William Health System	1,304	2	6.0%	1,300	3	6.5%
Manassas City Public Schools (FTE)	1,055	3	4.8%	983	4	4.9%
Lockheed Martin	972	4	4.4%	1,761	1	8.8%
City of Manassas (FTE)	483	5	2.2%	485	5	2.4%
American Disposal Service	430	6	2.0%	-		
Aurora Flight Sciences	352	9	1.6%	145	11	0.5%
BAE Systems	325	7	1.5%	390	6	2.0%
S.W.I.F.T.	285	8	1.3%	350		
ARS (American Residential Svcs)	193	10	0.9%			
Didlake, Inc				165	7	0.8%
Colgan Air				1,400	8	0.8%
High Purity System				114	9	0.6%
Payne Publishers, Inc				100	10	0.5%
CGI (Oberon Assoc)				65	12	0.3%
Total	**6,735**		**30.83%**	**8,458**		**35.60%**
Total City Employment	**21,846**					

Source: FY 2019 Comprehensive Annual Financial Report (CAFR)
Notes: Calendar year 2018 is the most current year available.
FTE = full-time equivalents

Operating Indicators by Function

Function	2014	2015	2016	2017	2018	2019
General Government						
Business licenses issued	2,600	2,600	2,775	2,750	2,407	2,449
Property returns processed	35,000	34,000	37,081	37,343	39,676	36,776
Public Safety						
Traffic citations	8,500	8,400	6,000	7,000	7,000	6,340
Criminal arrests	2,775	3,000	2,000	2,100	2,150	2,310
Police calls for service	61,000	63,000	55,000	58,000	57,000	56,371
Engineering						
Site plans reviewed	40	55	64	67	70	96
Public Works						
Building permits issued	500	570	476	537	1,288	567
Acres mowed	365	365	365	365	365	370
Health and Human Services						
Family services						
Customers served	96,100	121,837	111,941	97,115	41,422	34,984
Section 8 vouchers used	306	288	295	290	294	303
Sewer Utility						
Wastewater processed per year - billions of gallons	2.5	2.4	2.4	2.2	2.2	2.5
Water Utility						
Drinking water produced per year - billions of gallons	4.7	4.7	4.7	4.7	4.4	4.2
Electric Utility						
Load management savings	$7.3K	$8.73K	$1.2 M	$1.8 M	$2.3 M	$2.6 M
Airport						
Total operations (take-offs/landings)	79,616	79,550	83,815	89,654	80,714	83,130
Based aircraft	418	418	410	410	389	395
Information Technology						
Devices supported	1,340	1,340	1,330	1,461	1,461	1,461
Visitors to city website	1,000,000	1,200,000	1,200,000	1,121,558	927,146	1,002,647

Source: FY 2019 Comprehensive Annual Financial Report (CAFR)

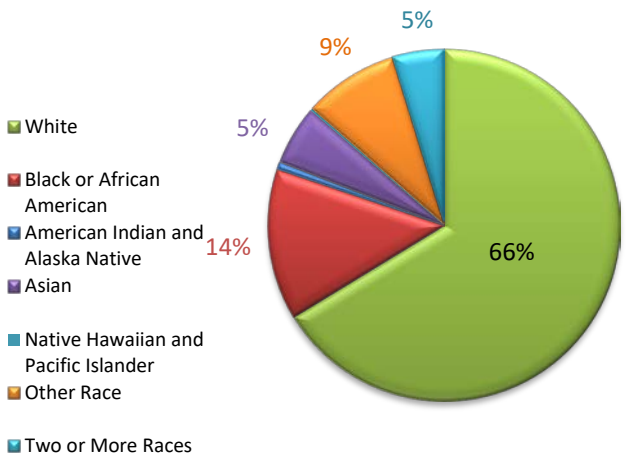
Capital Asset Statistics by Function

Function	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
General Government										
City Hall	1	1	1	1	1	1	1	1	1	1
Town Hall	1	1	1	1	1	1	1	1	1	1
Parking Lot Spaces	827	827	827	827	827	827	827	827	827	825
Vehicles in fleet	440	441	452	447	446	448	449	457	463	462
Public Safety										
Police stations	1	1	1	1	1	1	1	1	1	1
Fire stations	1	1	1	1	1	1	1	1	1	1
Rescue stations	1	1	1	1	1	1	1	1	1	1
Public Works										
Streets (miles)	243	243	244	244	244	245	249	249	249	249
Street lights	2,918	2,952	2,979	2,979	3,062	2,719	3,045	3,045	3,065	2,901
Traffic signals	55	60	58	61	61	62	67	67	67	63
Culture, Rec, Devel										
Museums	1	1	1	1	1	1	1	1	1	1
Restored historic buildgs:										
Railroad Depot	1	1	1	1	1	1	1	1	1	1
Candy Factory	1	1	1	1	1	1	1	1	1	1
Parks	12	12	12	12	12	12	12	17	17	17
Park acreage	194	194	194	194	194	194	194	234	234	271
Swimming pools	1	1	1	1	1	1	1	1	1	1
Tennis courts	22	22	22	22	22	22	22	22	22	22
Skate parks	1	1	1	1	1	1	1	1	1	1
Outdoor pavilion	1	1	1	1	1	1	1	1	1	1
Sewer Utility										
Sewer main (mi)	125	125	125	115	115	115	142	142	142	142
Storm sewers (mi)	72	72	72	72	72	72	72	72	72	72
Treat cap (MGD)	9	9	9	9	9	9	8.69	8.69	8.69	8.69
Water Utility										
Water connect	10,763	10,911	10,918	10,997	11,104	11,178	11,200	11,242	11,272	11,385
Water mains (mi)	152	152	152	152	152	152	170	170	170	170
Plant cap (MGD)	14	14	14	14	14	14	14	14	14	14
Electric Utility										
Distrib stations	6	6	6	6	6	6	6	6	6	6
Peak generators	19	19	19	19	20	20	20	20	20	17
Electric cap (MW)	41	41	41	41	40	40	40	40	40	34
Airport										
Airport acreage	904	904	904	904	904	897	897	891	891	891
Number of runways	2	2	2	2	2	2	2	2	2	2

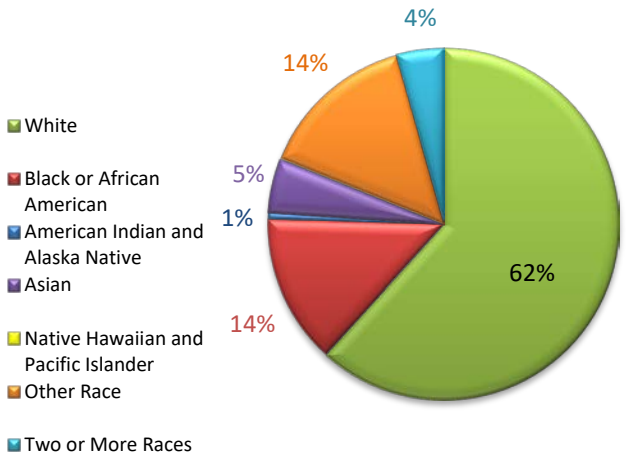
Source: FY 2019 Comprehensive Annual Financial Report (CAFR)
Notes: MGD = millions of gallons per day
MW = Megawatts

Population by Race						
	2018 ACS		2010 Census		2000 Census	
Race						
White	27,484	66.3%	23,336	61.7%	25,316	72.1%
Black or African American	5,758	13.9%	5,188	13.7%	4,535	12.9%
American Indian and Alaska Native	283	0.7%	229	0.6%	128	0.4%
Asian	2,265	5.5%	1,884	5.0%	1,206	3.4%
Native Hawaiian and Pacific Islander	84	0.2%	52	0.1%	31	0.1%
Other Race	3,626	8.7%	5,503	14.6%	2,773	7.9%
Two or More Races	1,957	4.7%	1,629	4.3%	1,146	3.2%
TOTAL	**41,457**	**100.0%**	**37,821**	**100.0%**	**35,135**	**100.0%**

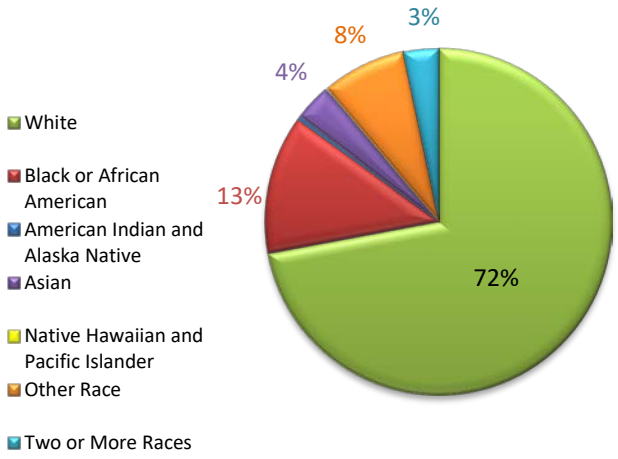
Population by Race - 2018 ACS



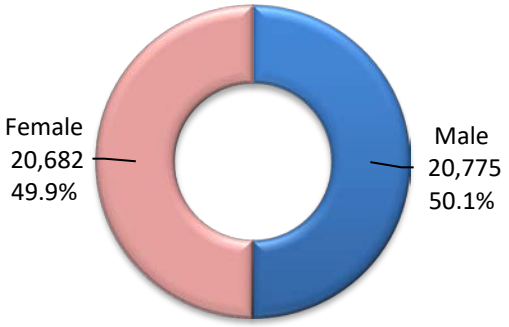
Population by Race - 2010 Census



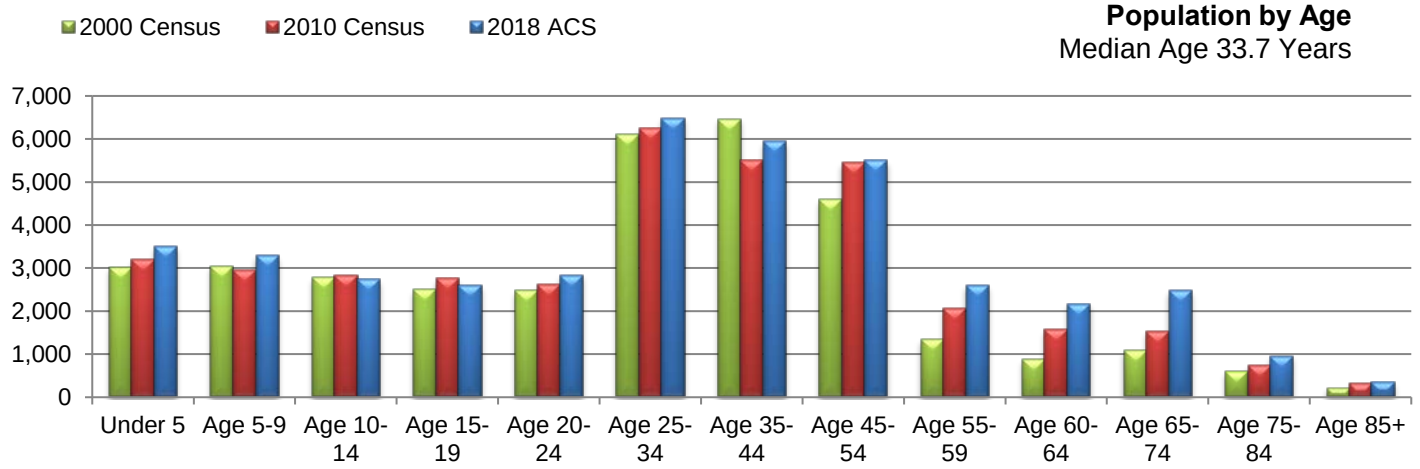
Population by Race - 2000 Census



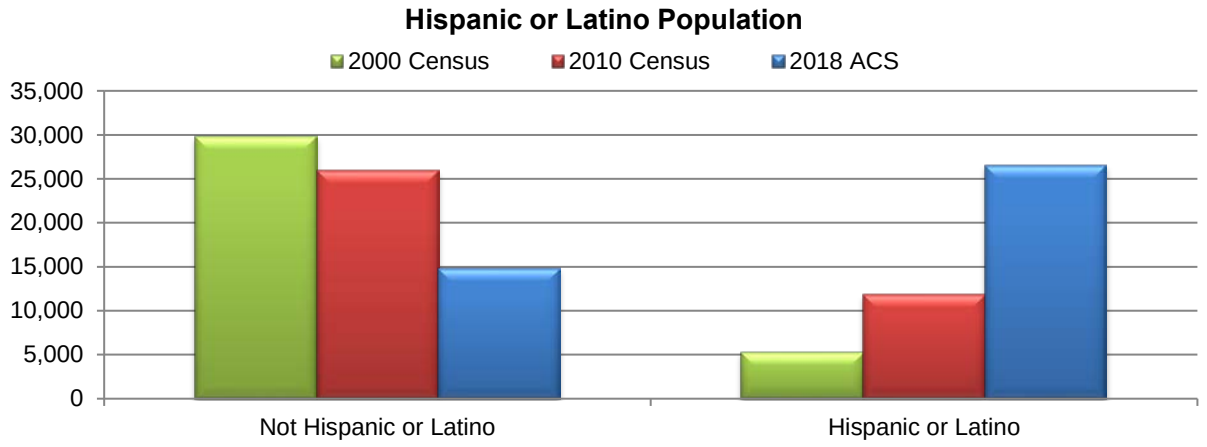
Population by Sex						
	2018 ACS		2010 Census		2000 Census	
Race						
Male	20,775	50.1%	18,967	50.1%	17,868	50.9%
Female	20,682	49.9%	18,854	49.9%	17,267	49.1%
TOTAL	**41,457**	**100.0%**	**37,821**	**100.0%**	**35,135**	**100.0%**



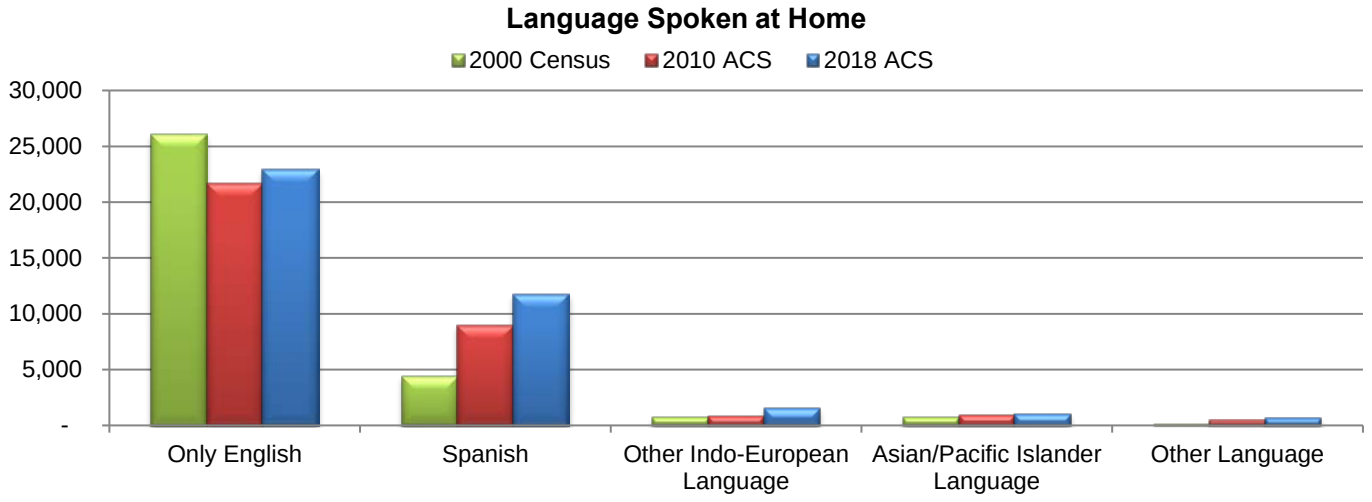
Population by Age						
	2018 ACS		2010 Census		2000 Census	
Age	**#**	**%**	**#**	**%**	**#**	**%**
Under 5	3,498	8.4%	3,194	8.4%	3,020	8.6%
Age 5-9	3,293	7.9%	2,942	7.8%	3,053	8.7%
Age 10-14	2,729	6.6%	2,847	7.5%	2,776	7.9%
Age 15-19	2,597	6.3%	2,765	7.3%	2,509	7.1%
Age 20-24	2,842	6.9%	2,628	6.9%	2,486	7.1%
Age 25-34	6,489	15.7%	6,244	16.5%	6,116	17.4%
Age 35-44	5,949	14.3%	5,500	14.5%	6,464	18.4%
Age 45-54	5,501	13.3%	5,446	14.4%	4,589	13.1%
Age 55-59	2,597	6.3%	2,071	5.5%	1,348	3.8%
Age 60-64	2,166	5.2%	1,577	4.2%	872	2.5%
Age 65-74	2,486	6.0%	1,536	4.1%	1,086	3.1%
Age 75-84	961	2.3%	744	2.0%	599	1.7%
Age 85+	349	0.8%	327	0.9%	217	0.6%
TOTAL	**41,457**	**100.0%**	**37,821**	**100.0%**	**35,135**	**100.0%**



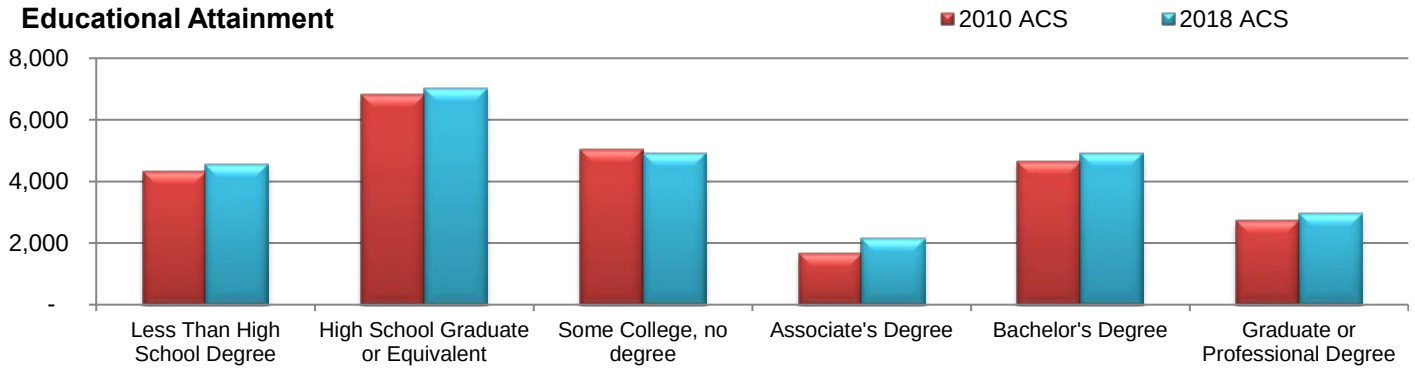
Population Hispanic or Latino						
	2018 ACS		2010 Census		2000 Census	
Race	#	%	#	%	#	%
Not Hispanic or Latino	14,863	35.9%	25,945	68.6%	29,819	84.9%
Hispanic or Latino	26,594	64.1%	11,876	31.4%	5,316	15.1%
TOTAL	**41,457**	**100.0%**	**37,821**	**100.0%**	**35,135**	**100.0%**



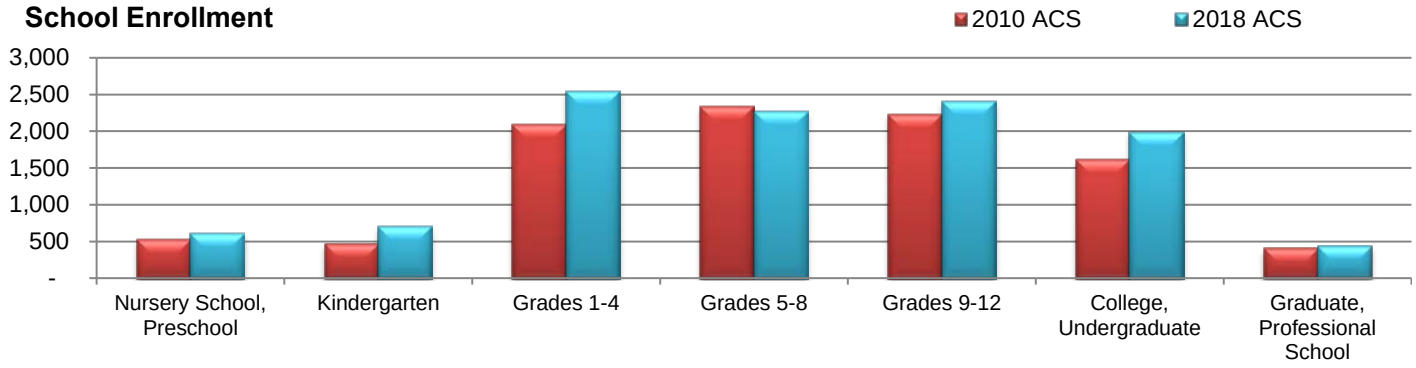
Population Age 5+ by Language Spoken at Home						
	2018 ACS		2010 ACS		2000 Census	
Language Spoken	#	%	#	%	#	%
Only English	22,930	60.4%	21,685	65.9%	26,106	81.5%
Spanish	11,794	31.1%	9,007	27.4%	4,410	13.8%
Other Indo-European Language	1,553	4.1%	852	2.6%	677	2.1%
Asian/Pacific Islander Language	1,038	2.7%	955	2.9%	681	2.1%
Other Language	644	1.7%	415	1.3%	147	0.5%
TOTAL	**37,959**	**100.0%**	**32,914**	**100.0%**	**32,021**	**100.0%**



Education for Population 25 Years or Older				
	2018 ACS		2010 ACS	
Education Attainment	**#**	**%**	**#**	**%**
Less Than High School Degree	4,543	17.1%	4,341	17.2%
High School Graduate or Equivalent	7,026	26.5%	6,815	27.0%
Some College, no degree	4,909	18.5%	5,048	20.0%
Associate's Degree	2,144	8.1%	1,666	6.6%
Bachelor's Degree	4,928	18.6%	4,644	18.4%
Graduate or Professional Degree	2,948	11.1%	2,726	10.8%
TOTAL	**26,498**	**100.0%**	**25,239**	**100.0%**

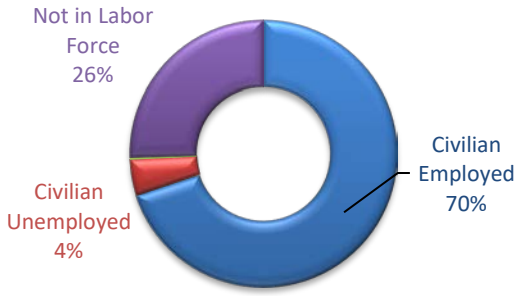


School Enrollment				
	2018 ACS		2010 ACS	
Level of Enrollment (Age 3+)	**#**	**%**	**#**	**%**
Nursery School, Preschool	609	5.6%	530	5.5%
Kindergarten	703	6.4%	469	4.8%
Grades 1-4	2,548	23.2%	2,090	21.6%
Grades 5-8	2,269	20.7%	2,339	24.2%
Grades 9-12	2,405	21.9%	2,225	23.0%
College, Undergraduate	1,991	18.2%	1,610	16.6%
Graduate, Professional School	438	4.0%	409	4.2%
TOTAL	**10,963**	**100.0%**	**9,672**	**100.0%**



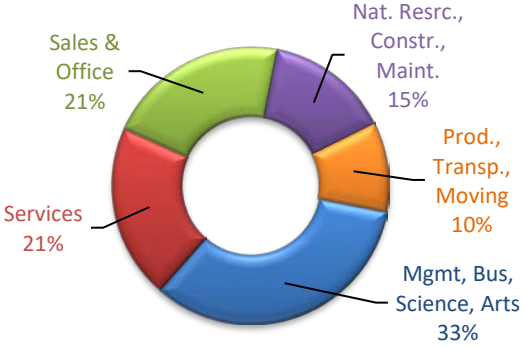
Labor Force Participation (Population 16+ Years)						
	2018 ACS		2010 ACS		2000 Census	
Employment Status	**#**	**%**	**#**	**%**	**#**	**%**
Civilian Employed	22,051	70.0%	19,015	70.6%	18,238	70.9%
Civilian Unemployed	1,343	4.3%	1,312	4.9%	710	2.8%
Armed Forces	98	0.3%	71	0.3%	170	0.7%
Not in Labor Force	8,014	25.4%	6,553	24.3%	6,601	25.7%
TOTAL	**31,506**	**100.0%**	**26,951**	**100.0%**	**25,719**	**100.0%**

Labor Force Participation 2018 ACS
(Population 16+ Years)



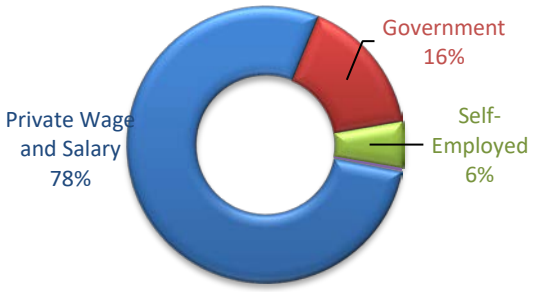
Occupation (Civilian Population 16+ Years)						
	2018 ACS		2010 ACS		2000 Census	
Occupation	**#**	**%**	**#**	**%**	**#**	**%**
Management, Business, Science, & Arts	7,356	33.4%	6,235	32.8%	7,019	38.5%
Service	4,493	20.4%	3,454	18.2%	2,532	13.9%
Sales and Office	4,696	21.3%	4,854	25.5%	4,949	27.1%
Natural Resources, Contstruct., Maint.	3,222	14.6%	2,856	15.0%	2,218	12.2%
Production, Transport., Material Moving	2,284	10.4%	1,616	8.5%	1,520	8.3%
TOTAL	**22,051**	**100.0%**	**19,015**	**100.0%**	**18,238**	**100.0%**

Occupation 2018 ACS
(Population 16+ Years)



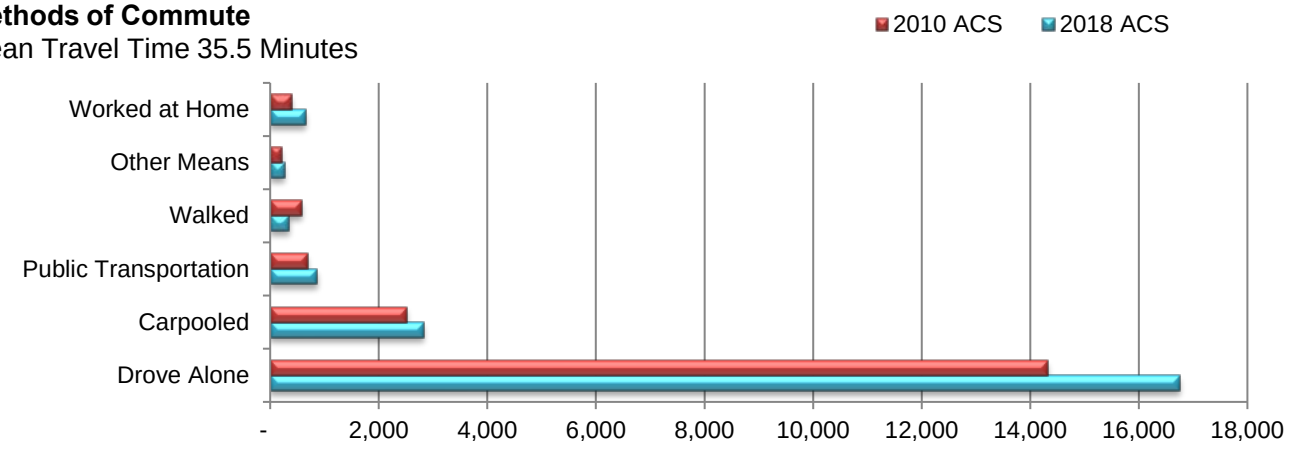
Class of Worker (Civilian Population 16+ Years)						
	2018 ACS		2010 ACS		2000 Census	
Occupation	**#**	**%**	**#**	**%**	**#**	**%**
Private Wage and Salary	17,239	78.2%	15,068	79.2%	14,166	77.7%
Government	3,536	16.0%	3,290	17.3%	3,262	17.9%
Self-Employed	1,199	5.4%	645	3.4%	793	4.3%
Unpaid Family Workers	77	0.3%	12	0.1%	17	0.1%
TOTAL	**22,051**	**100.0%**	**19,015**	**100.0%**	**18,238**	**100.0%**

Class of Worker 2018 ACS
(Civlian Population 16+ Years)



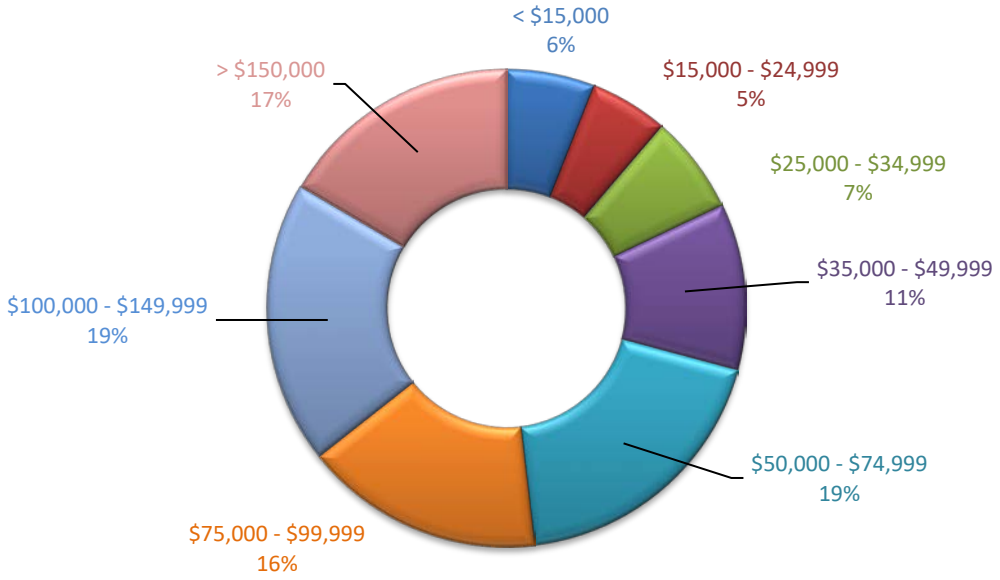
Commuting						
	2018 ACS		2010 ACS		2000 Census	
Mode	**#**	**%**	**#**	**%**	**#**	**%**
Drove Alone	16,752	77.1%	14,315	76.6%	13,634	75.1%
Carpooled	2,830	13.0%	2,519	13.5%	2,991	16.5%
Public Transportation	865	4.0%	687	3.7%	544	3.0%
Walked	347	1.6%	586	3.1%	308	1.7%
Other Means	262	1.2%	202	1.1%	237	1.3%
Worked at Home	659	3.0%	391	2.1%	431	2.4%
TOTAL	**21,715**	**100.0%**	**18,700**	**100.0%**	**18,145**	**100.0%**

Methods of Commute
Mean Travel Time 35.5 Minutes



Number of Households (Occupied Housing Units) by Income						
	2018 ACS		2010 ACS		2000 Census	
Income Range	#	%	#	%	#	%
< $15,000	765	6.0%	969	8.3%	728	6.2%
$15,000 - $24,999	674	5.3%	552	4.7%	818	6.9%
$25,000 - $34,999	844	6.6%	919	7.8%	1,115	9.5%
$35,000 - $49,999	1,439	11.3%	1,288	11.0%	1,922	16.3%
$50,000 - $74,999	2,415	18.9%	2,122	18.1%	2,861	24.3%
$75,000 - $99,999	2,063	16.2%	1,801	15.4%	2,041	17.3%
$100,000 - $149,999	2,446	19.2%	2,463	21.0%	1,637	13.9%
> $150,000	2,103	16.5%	1,618	13.8%	663	5.6%
TOTAL	**12,749**	**100.0%**	**11,732**	**100.0%**	**11,785**	**100.0%**

Household Income
2018 ACS



2018 ACS Median Household Income
$78,462

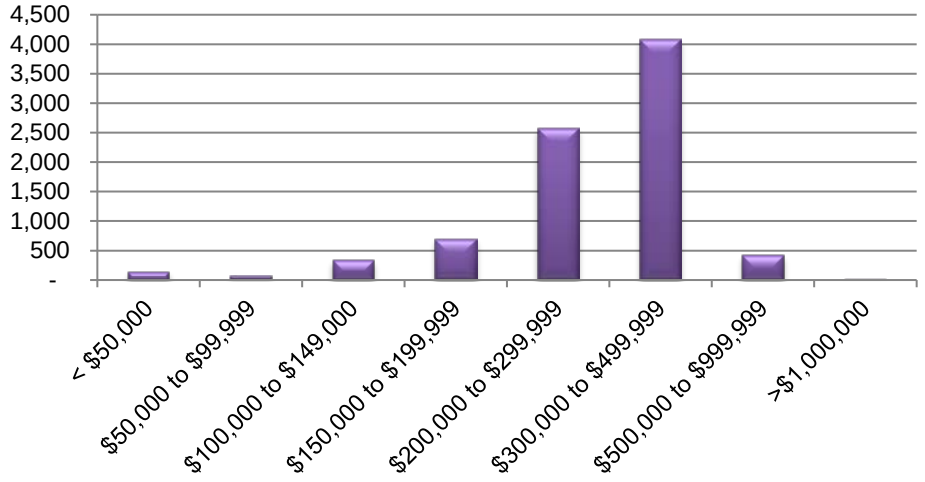
2018 ACS Per Capita Income
$31,638

Housing Tenure						
	2018 ACS		2010 Census		2000 Census	
	#	%	#	%	#	%
Owner Occupied	8,301	65.1%	8,043	64.2%	8,203	69.8%
Renter Occupied	4,448	34.9%	4,484	35.8%	3,554	30.2%
Total Units	**12,749**	**100.0%**	**12,527**	**100.0%**	**11,757**	**100.0%**

Owner-Occupied Units & Mortgage				
	2018 ACS		2010 ACS	
	#	%	#	%
With a mortgage	6,720	81.0%	6,707	83.8%
No mortgage	1,581	19.0%	1,296	16.2%
Total Units	**8,301**	**100.0%**	**8,003**	**100.0%**

Housing Value of Owner-Occupied Units				
	2018 ACS		2010 ACS	
Value	#	%		
< $50,000	137	1.7%	289	3.6%
$50,000 to $99,999	60	0.7%	148	1.8%
$100,000 to $149,000	333	4.0%	358	4.5%
$150,000 to $199,999	698	8.4%	853	10.7%
$200,000 to $299,999	2,569	30.9%	1,834	22.9%
$300,000 to $499,999	4,086	49.2%	3,335	41.7%
$500,000 to $999,999	413	5.0%	1,121	14.0%
>$1,000,000	5	0.1%	65	0.8%
Total Units	**8,301**	**100.0%**	**8,003**	**100.0%**

Housing Value of Owner-Occupied Units
Median Value $313,100



Housing Units by Year Built		
	2018 ACS	
Age	#	%
2014 or later	101	0.7%
2010 - 2013	477	3.6%
2000 - 2009	1,293	9.5%
1990 - 1999	2,370	17.4%
1980 - 1989	4,342	32.0%
1970 - 1979	2,510	18.5%
1960 - 1969	1,393	10.3%
1950 - 1959	343	2.5%
1940 - 1949	308	2.3%
1939 or earlier	446	3.3%
Total Units	**13,583**	**100.0%**

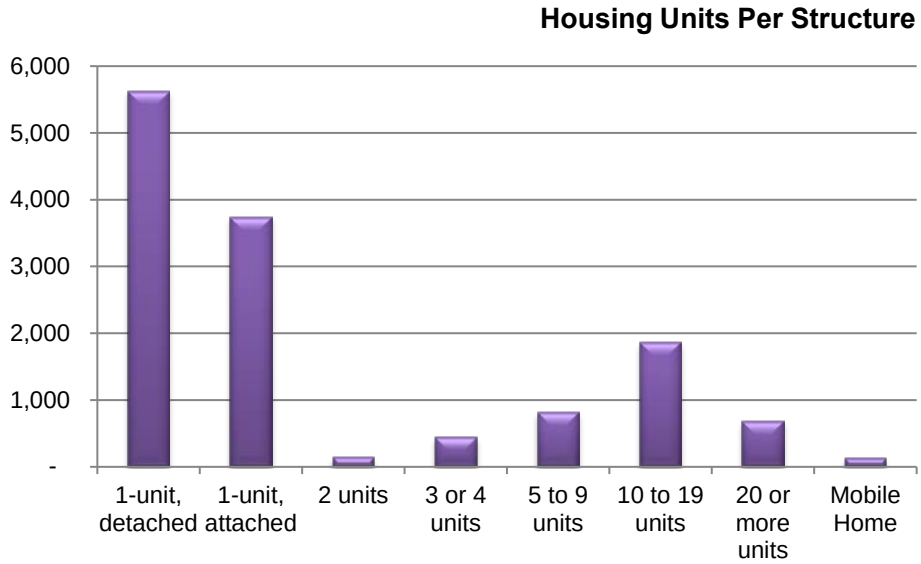
Vacancy Rate:

- Homeowner Vacancy – 2.1% (was 2.9%)
- Rental Vacancy – 4.0% (was 4.0%)

Average Household Size:

- Owner-Occupied Unit – 3.25 (was 3.23)
- Renter-Occupied Unit – 3.23 (was 3.41)

Housing Units Per Structure				
	2018 ACS		2010 ACS	
	#	%	#	%
1-unit, detached	5,750	42.3%	6,001	46.1%
1-unit, attached	3,715	27.4%	3,744	28.7%
2 units	230	1.7%	111	0.9%
3 or 4 units	442	3.3%	373	2.9%
5 to 9 units	829	6.1%	750	5.8%
10 to 19 units	1,727	12.7%	1,383	10.6%
20 or more units	752	5.5%	431	3.3%
Mobile Home	138	1.0%	231	1.8%
Boat, RV, Van, etc.	-	0.0%	-	0.0%
Total Units	**13,583**	**100.0%**	**13,024**	**100.0%**



457 Plan: Deferred Compensation Plan offered to City employees for retirement purposes.

Account: Basic component of a formal accounting system. Individual record of increases and decreases in a specific asset, liability, revenue, expenditure, or expense.

Accounting Basis: Timing of recognition for financial reporting purposes. The basis of accounting determines when revenues, expenses, expenditures, assets, and liabilities are recognized/recorded. Cash basis, accrual basis, and modified accrual basis are three accounting methods used by local governments.

Accrual Basis of Accounting: Revenue and expenses are recorded in the period in which they are earned or incurred regardless of whether cash is received or disbursed in that period. The enterprise and internal service funds use the accrual basis of accounting for external reporting purposes.

Activity: Specific and distinguishable service performed by one or more department/divisions of the City to accomplish a function for which the government is responsible (e.g. police is an activity within the public safety function).

Ad Valorem: In proportion to the value. Basis of property taxes, both real and personal, imposed by the City.

Adopted Budget: Version of the operating budget approved by the City Council through a formal process.

Agency Funds: Funds to account for resources held by a government in a custodial capacity.

Amended Budget: Version of the operating budget amended by resolutions and budget transfers following its adoption by the City Council.

Appraisal: Estimate of how much money something is worth.

Appropriation: Authorization of the City Council to incur obligations for specific purposes. Appropriations are limited to amount, purpose, and time. All appropriations of the City Council lapse at June 30th as provided in the Code of Virginia.

Approved Budget: See Adopted Budget.

Assess: Place a value on property for tax purposes.

Assessed Value (or Assessment): Dollar value placed upon real estate and personal property by the Commissioner of the Revenue as the basis for levying taxes. Real property is required to be assessed at full market value. Varying methodologies are used for assessment of defined classes of personal property to ensure uniformity and approximate fair market value.

Assessment Ratio: The ratio of the assessed value of a taxed item to the market value of that item. In the City, real estate is assessed at 100 percent of market value as of January 1st each year.

Assets: Resources owned by the City that have monetary value.

Audit: Examination of records or financial accounts to check their accuracy and validity.

Auditor of Public Accounts: State agency that oversees accounting, financial reporting, and audit requirements for units of local government in the Commonwealth of Virginia.

Bad Debt Expense: Incurred when the buyer of a good or service fails to pay for the item. Used primarily by enterprise funds.

Balanced Budget: Within a fund, total amount of revenues, including transfers from other funds and the use of fund balance equals the total amount of expenditures, including transfers to other funds and contribution to fund balance.

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

Benchmarking: Ongoing search for best practices and processes that produce superior performance when adopted and implemented in an organization.

Benchmarks: Measurements used to gauge the City's efforts, both as a community and as an organizational entity, in accomplishing predefined and measurable desired outcomes that have been developed with participation from decision-makers, management, staff, and customers.

Block Grant: Awarded primarily to general-purpose governments. Block grants are distributed according to formulas established in the law and can be used for any locally determined activities that fall within the functional purpose of the grant.

Bond Ratings: Rate given to a government by a third-party agency to signify the government's capacity and willingness to repay its debt. In rating municipalities for the issuance of general obligation debt, credit rating agencies (Standard & Poor's, Moody's, Fitch) consider factors that are considered especially relevant to a government's "capacity and willingness" to repay its debt: (1) the local economic base including local employment, taxes, and demographics (for example, age, education, income level, and skills of the local population); (2) financial performance and flexibility including accounting and reporting methods, revenue and expenditure structure and patterns, annual operating and budgetary performance, financial leverage and equity position, budget and financial planning, and contingency financial obligations such as pension liability funding; (3) debt burden; and (4) administration including local autonomy and discretion regarding financial affairs, background and experience of key administrative officials, and frequency of elections. Bond ratings impact the interest rate and the cost of debt service in the operating budget.

Bonding Power: Power of government to borrow money.

Bonds: Type of security sold to finance capital improvement projects.

Budget: Financial plan for a specified period of time (fiscal year) that matches all planned revenues and expenditures with various municipal services. The budget is the primary tool by which most of the financing, acquisition, spending, and service delivery activities of a government are planned and controlled.

Budget Adoption: Formal process through which a governing body approves a budget. The City adopts its budget via an ordinance following a public hearing.

Budget Message: General discussion of the budget presented in writing by the City Manager as a part of the budget document.

Budget Ordinance: Method used by the City to amend the budget if funds have not previously been budgeted and appropriated.

Budget Resolution: Method used by the City to move spending authority already budgeted and appropriated from one fund to another, from contingencies, or from budgetary fund balances.

Budget Review Process: Evaluation of a budget's content and purpose through a series of work sessions and a public hearing with citizen comment leading to the adoption of a budget by City Council.

Budget Transfer: Method used by the City to move spending authority already budgeted and appropriated between accounts, division, or departments.

Budgetary Basis: Method used to determine when revenues and expenditures are recognized for budgetary purposes. The City's budget is prepared using the modified accrual basis of accounting for all funds.

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

Capital Asset: See Fixed Asset.

Capital Outlay: See Capital.

Capital Project: Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. In order to be a capital project, a project must have a cost greater than $100,000 and a useful life of more than 10 years. If a project does not meet the criteria, it is considered to be a maintenance capital project.

Capital Projects Funds: Funds, defined by the State Auditor of Public Accounts, which account for the acquisition and/or construction of major capital facilities or capital improvements, including land and buildings. These funds can include maintenance and renovation of capital facilities.

Cash Basis of Accounting: Revenues are recorded when cash is received and expenditures are recorded when cash is disbursed.

Categorical Grant: Can only be used for a specific purpose and usually limited to narrowly defined projects or activities.

Code of Virginia: Laws of the Commonwealth of Virginia.

Component Unit: Legally separate organization for which the elected officials of the primary government are financially accountable. Manassas City Public Schools is a component unit of the City.

Constitutional Officers: Elected officials who head local offices as directed by the Constitution of Virginia. There are two constitutional officers in the City which are partially funded by the State - the Commissioner of Revenue and the City Treasurer. The City also shares the cost of three constitutional officers with Prince William County which are also partially funded by the State - the Clerk of the Circuit Court, the Commonwealth's Attorney, and the Sheriff.

Contingency: Budgetary account for emergencies or unforeseen expenditures.

Contract/COLA: Increases to base budgets resulting from increases associated with contracts for services or cost of living.

Customer: Internal or external recipient of a product or service provided by the City.

Debt: Obligation or something owed to someone else.

Debt Service: Annual payment of principal and interest on the City's bonds.

Debt Service Funds: Funds to account for the payment of principal and interest on debt.

Deferred Compensation Plan: Compensation that is being earned but not received for retirement purposes. A process that defers the taxes on the compensation until it is actually received at a later date.

Deficit: Government spends more money than it takes in. Either the excess of an entity's or fund's liabilities over its assets or the excess of expenditures or expenses over revenues during a single budget year.

Defined Benefit: Employer sponsored retirement plan where employee benefits are sorted out based on a formula using factors such as salary history and duration of employment.

Department: Organizational unit of the City that has responsibility for an operation or a group of related operations within a functional area. Departments are typically comprised of one or more divisions.

Depreciation: Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence. A portion of the cost of a capital asset is charged as an expense during a particular period for financial reporting purposes in enterprise funds. This expense is not budgeted.

Discretionary Grant: See Categorical Grant.

Division: Organizational unit of the City that represents an operation or group of related operations with specific responsibilities.

Division Objective: A goal statement by a division for the coming fiscal year containing up to three goals which support the City Council's Strategic Goals.

Effectiveness Measures: "Doing the right things." A measure of performance used to determine whether a department or division is achieving its objectives and/or desired outcomes. Sometimes used to describe the relationship between inputs and outcomes.

Efficiency Measures: "Doing things right." A measure of performance that relates the goods and services provided by a department or division to the amount of resources used to provide them. Sometimes used to describe the relationship between inputs and outputs.

Element (of expenditure): Type of goods or services attained rather than the purpose for which the good or service was attained (e.g. personal services, purchased services, supplies).

Efficiency: See SEM.

Encumbrance: Obligation against budgeted funds in the form of a purchase order or contract.

E-911 (Enhanced 911): Community citizen emergency communication system operated by the Communications Division of the Police Department.

Enterprise Funds: Funds to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the government's council is that the costs of providing goods or services to the general public on a continuing basis be recovered primarily through user charges.

Equalization: Annual reassessment of real estate to ensure that assessments accurately reflect current market values.

Equalization Revenue: Annual increase or decrease in revenue resulting from adjustments to the assessments of existing property in the City.

Expenditure: Cost of goods or services as recorded on a modified accrual basis of accounting.

Expenditure Category: Expenses are categorized by the following:

1. Salaries/Benefits
2. Purchased Services
3. Internal Services
4. Other Charges
5. Supplies
6. Capital
7. Debt/Other Uses
8. Transfers/Contingencies

Expense: Cost of goods or services as recorded on an accrual basis of accounting.

External Customer: Citizens, neighborhoods, community organizations, businesses, or other public entities that receive products or services provided by a City department.

Feasibility: Degree to which something can be achieved.

Fiduciary Funds: Funds used when a governmental unit acts in a trustee or agent capacity. **Financial Policy:** City's policy with respect to taxes, spending, and debt management as related to the provision of City services, programs, and capital investment.

Fixed Asset: Assets used in the operations of the City which have a value greater than or equal to $5,000 and a useful life of greater than one year (e.g., land, buildings, vehicles, machinery, easements, roads, etc.).

Footsteps2Brilliance: An early learning solution that helps all children become proficient readers by third grade.

Fringe Benefits: Employee benefits, in addition to salary, which may be paid in full or in part by the City or sponsored for employee participation at their individual expense. Some benefits such as Social Security and Medicare, unemployment insurance, and workers compensation are required by law. Other benefits such as health, dental, life insurance, retirement with the Virginia Retirement System, and tuition reimbursement are not mandated by law, but are offered to employees by the City.

Function: Group of related activities aimed at accomplishing a major service or regulatory program for which the City is responsible (e.g. police, fire, and rescue are all activities of the public safety function).

Fund: Independent fiscal and accounting entity with a self-balancing set of accounts recording its assets, liabilities, fund balance/net assets, revenues, and expenditures/expenses.

Fund Balance: Governmental fund assets less its liabilities. In the context of the City's budget discussions, fund balance generally refers to the undesignated General Fund Balance which is the accumulated total of all prior years' actual General Fund revenues in excess of expenditures (surplus) that has not been appropriated by City Council and that has not been designated or reserved for other uses. Maintaining a prudent level of undesignated General Fund Balance is critical to ensuring that the City is able to cope with financial emergencies and fluctuations in revenue cycles. General Fund Balance also provides working capital during temporary periods when expenditures exceed revenues.

Fund Classification: One of the three categories (governmental, proprietary, and fiduciary) used to classify fund types.

Fund Type: One of eleven classifications into which all individual funds can be categorized:

Governmental
1. General Fund
2. Special Revenue Funds
3. Debt Service Funds
4. Capital Projects Funds
5. Permanent Funds

Proprietary
6. Enterprise Funds
7. Internal Service Funds

Fiduciary
8. Pension Trust Funds
9. Investment Trust Funds
10. Private-Purpose Trust Funds
11. Agency Funds

Gateway Business Park: Commercial and industrial business park developed by the City located on the west side of City limits along State Route 28 near Manassas Regional Airport.

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

General Obligation Debt: Full faith and credit of the City, through its taxing authority, guarantees the principal and interest payments on debt.

Goal: Long-range desirable development attained by time phased objectives and designed to carry out a strategy.

Governmental Funds: Funds to account for operations other than those in the profit and loss funds.

Grant: Cash award given by a government to a public agency in a lower level of government or special recipient for a specified purpose.

Inflation: Rise in the general level of prices over time.

Input: See SEM.

Insurance: Contract to pay a premium in return for which the insurer will pay compensation in certain eventualities (e.g., fire, theft, motor accident).

Internal Customer: City departments that receive products or services provided by another City department.

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

Investment Trust Funds: Funds to produce income through investments.

Labor Vacancy Rate: A negative expenditure budgeted to account for anticipated vacancies. Beginning in FY 2017, the City will no longer budget a labor vacancy rate but rather will fund 100% of authorized positions.

Legal Debt Margin: Excess of the amount of debt legally authorized over the amount of debt outstanding. Code of Virginia 15.2-2634 defines the amount of debt the City is legally authorized to issue; “No municipality may issue any bonds or other interest-bearing obligations which, including existing indebtedness, at any time exceeds ten percent of the assessed valuation of real estate in the municipality subject to taxation, as shown by the last preceding assessment for taxes.”

Levy: Impose or collect.

Liability: Obligations resulting from past transactions that require the City to pay money or provide services.

Liability Insurance: Protection against risk of financial loss due to a civil wrong that results in property damage or bodily injury.

License and Permit Fees: Fees paid by citizens or businesses in exchange for legal permission to engage in specific activities (e.g. building permits, swimming pool licenses).

Line Item: Budgetary account representing a specific object of expenditure commonly referred to as the budget detail.

Local Option Sales Tax: Additional sales tax applied to the purchase of goods within the City limits for use by the City.

Maintenance: Keeping capital assets in good repair to achieve optimal life (e.g. preventative measures, normal periodic repairs, replacement of parts or structural components).

Major Fund: A fund that meets both of the following criteria:

(A) 10% Threshold – total assets plus deferred outflows, liabilities plus deferred inflows, revenues, or expenditures/expenses of the fund are ≥ 10% of the corresponding elemental (revenue, expenditure, etc.) for *all* funds that are considered governmental or enterprise funds; and

(B) 5% Threshold – the same element that met the 10% threshold is at least 5% of the corresponding element total for all governmental and enterprise funds combined.

Note that the General Fund is always a major fund. Major fund reporting requirements do not apply to internal service funds. If a government believes a fund is important, it may present a fund in a separate column even though the major fund criteria are not met. The criteria above are a *minimum* threshold only. Other financing sources/uses and extraordinary items should be excluded from the calculation.

Market Value: Amount expected from open market sale.

Meals Tax: Tax applied to the purchase of prepared meals within City limits in addition to the Sales Tax.

Measure: Size or extent of something.

Mission: Succinct description of the scope and purpose of a City department.

Modified Accrual Basis of Accounting: Revenues are recorded when measurable and available and expenditures are generally recorded when the related liability is incurred. However, expenditures for debt service, compensated absences, and claims and judgments are recorded when payment is due. The modified accrual basis of accounting is used for external reporting of the governmental funds. The City's budget is prepared using the modified accrual basis of accounting for all funds.

Net Assets: Assets less liabilities for funds or financial statements prepared using the accrual basis of accounting.

Network Infrastructure: Physical hardware used to interconnect computers and users including the transmission media (e.g. telephone lines, cable television lines, satellites, antennas), devices that control transmission paths (e.g. routers, aggregators, repeaters), and software used to send, receive, and manage the signals that are transmitted.

Object (of expenditure): See Element.

Objective: Describes something attached to a goal to be accomplished in specific well-defined and measurable terms and is achievable within a specific timeframe.

Operating Budget: See Budget.

Ordinance: Formal legislative enactment by the City Council that has the full force and effect of law within the boundaries of the City.

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

Output: See SEM.

Outcome: See SEM.

Part-Time Position: Position regularly scheduled for no more than 30 hours per week.

Pension Trust Funds: Funds used to hold pension benefits for employees.

Performance Benchmarks: Benchmarks that focus on how entities compare with each other in terms of products and services.

Permanent Funds: Funds to account for resources that are restricted in that only earnings may be used.

Personal Property: Classes of property, as defined by the Code of Virginia, which the City may assess for the purpose of levying a tax.

Personal Services: Compensation for direct labor and fringe benefits of persons in the employment of the City.

Position: Post of employment or job.

Prior Year Accomplishments: Description of achievements made by a department in the course of the fiscal year previous to the budgeted fiscal year.

Private Purpose Trust Funds: Funds to account for trust arrangements with other entities.

Process: Measurable transformation of inputs into outputs.

Process Benchmarks: Benchmarks that focus on how similar enterprises compare with each other through the identification and measurement of the most effective operating practices of those enterprises that perform similar work processes to your own.

Program: Groups of activities, operations, or organizational units directed to attain specific purposes or objectives.

Property Tax: Tax based on the value of a house or other property.

Proposed Budget: Version of the operating budget formally submitted by the City Manager to the City Council for its consideration.

Proprietary Funds: Funds to account for operations similar to those in the private sector. This includes the enterprise funds and internal service funds. The focus is on determination of net income, financial position, and changes in financial position.

Productivity: Method of evaluation where a ratio between inputs and outputs is established and measured against a predetermined standard.

Public Hearing: Meeting in which the City Council receives input from the citizens.

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

Purchase Order: Written authorization for a supplier to ship products at a specified price.

Query: Request for information.

Ratio: Proportional relationship.

Real Property: Real estate.

Resources: Factors of production or service in terms of information, people, materials, capital, facilities, and equipment.

Revenue: Yield from various sources of income such as taxes the City collects and receives into the treasury for public use.

Revenue Enhancement: Proposed increase in revenue due to increase in rate, establishment of a new revenue source, or other change to City policy.

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

Sales Tax: Tax assessed on the sale of all goods.

Service: Ongoing sequence of specific tasks and activities that represent a continuous and distinct benefit provided to internal and external customers.

Server: Computer program that provides services to other computer programs in the same or other computers.

Service Effort: Identified means by which a City department or division provides services to the residents or community as a whole.

Service Effort and Measure: Quantifiable evaluation of the amount of a specific service effort such as:

Efficiency – Measure of workload for a given division
Input – Measure of resources utilized by a department or division to provide services
Output – Measure of actions taken by a division in fulfillment of its assigned tasks
Outcome – Measure of satisfaction to which a division fulfills its responsibilities and assigned tasks

Service Quality: Manner or technique by which an activity was undertaken and the achievement of a desirable end result (e.g. when filling a pothole there should be a service quality standard for how long that pothole should stay filled).

Special Revenue Funds: Funds to account for the proceeds of specific revenue resources (other than expendable trusts or major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action.

Special Taxing District: Specific section of the City where additional taxes are levied to provide specific services.

Strategic Benchmarks: Targets that serve as a guide to address the short and long-term challenges of the community.

Strategic Planning: Continuous and systematic process whereby guiding members of the City make decisions about its future, develop the necessary procedures and operations to achieve the future, and determine how success will be measured.

Success: The attainment of a desired outcome.

Success Factors: All of the elements that contribute to the attainment of a desired outcome.

SunGard/HTE: Financial software based on AS/400 platform utilized by the City.

Supplemental Request: Proposed expenditure by a department that goes above current funding levels.

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

Surplus: Government takes in more than it spends. Either the excess of a fund's assets over its liabilities or the excess of revenues over expenditures or expenses during a single budget year.

Tax Base: All forms of wealth under the City's jurisdiction that are taxable.

Transfer: Movement of money between Funds.

Uniform Chart of Accounts: Organization of account codes by the Commonwealth of Virginia mandated upon cities and counties to provide consistency with interpreting government fiscal data.

Value: Three types of value are: 1) worth of a product or service related to the use to which it can be applied; 2) reflection of the cost of a program, project, or service measured in terms of resources absorbed; and, 3) present worth of future benefits that accrue from a program, project, or service.

Values: Underlying beliefs and attitudes that help determine the behavior that individuals within an organization will display.

Vision: Objective that lies outside the range of planning. It describes an organization's most desirable future state and declares what the enterprise needs to care about most in order to reach that future state.

Web-based: Anywhere, any-time instruction delivered over the Internet or Intranet to use.

Zoning: Land use regulation.

ABC (Alcoholic Beverage Commission): State agency that oversees licensing of alcoholic beverage retailers.

ADA (Americans with Disabilities Act): Federal law that prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation.

ADC (Adult Detention Center): Incarceration facility for individuals arrested by the Police Departments of Manassas, Manassas Park, and Prince William County. The ADC is managed by Prince William County.

AED (Automated External Defibrillator): Device designed to restore heartbeat following sudden cardiac arrest.

ALS (Advanced Life Support): Level of emergency medical service that involves the application of IV's, advanced airway management, medication administration, and cardiopulmonary resuscitation.

APS (Adult Protective Services): Social service agency responsible for investigating abuse, neglect, and exploitation of adults who are elderly or have disabilities.

ARB (Architectural Review Board): Serves in an important role to ensure the preservation and protection of the City's historic districts.

ASAI (Annual Service Availability Index): Percentage of time that customers have electric power.

BOE (Board of Equalization): Responsible for increasing, decreasing, or affirming any real estate property assessment in order to ensure the equitable distribution of the tax burden among all of the citizens of the City of Manassas.

BZA (Board of Zoning Appeals): A quasi-judicial body charged with a specific mission as defined under Section 15.2-2309 of the Code of Virginia, 1950, as amended.

CAFR (Comprehensive Annual Financial Report): Financial report that contains, at a minimum, three sections: 1.) Introductory, 2.) Financial, and 3.) Statistical. The financial section provides information on each individual fund and component unit.

CAD (Computer Aided Dispatch): Emergency communication dispatch system operated by the Communications Division of the Police Department.

CALEA (Commission on Accreditation for Law Enforcement Agencies): A credentialing authority created in 1979 to improve the delivery of public safety services, primarily by: maintaining a body of standards covering a wide range of up-to-date public safety initiatives; establishing and administering an accreditation process; and recognizing professional excellence.

CAMA (Computer Aided Mass Appraisal): Computer program used by the Commissioner of the Revenue's Office to assist in the appraisal of real property.

CCI: Critical Condition Index (In terms of pavement ratings)

CY (Calendar Year): Year beginning January 1st and ending December 31st.

C&I (Commercial & Industrial Tax): A tax assessed on commercial and industrial properties as defined in House Bill 2313 for transportation purposes.

CIP (Capital Improvement Program): List of capital projects that are anticipated and scheduled over a five-year period. The CIP includes the planned funding sources as well as the expenditures.

CMOM (Capacity, Management, Operation, and Maintenance): Water treatment quality standards.

COG (Council of Governments): Metropolitan Washington Council of Governments is a regional organization of Washington area local governments.

COLA (Cost of Living): Increases to base budgets resulting from increases associated with contracts for services or cost of living.
COPS (Community Oriented Policing Services): Federal grant program benefiting local police departments.

CPI (Consumer Price Index): Measure used by the National Bureau of Labor Statistics to indicate the relative rate of inflation as compared to a base standard of 100 in the average of 1982-84 dollar values.

CPS (Child Protective Services): Social service agency is responsible for identifying, assessing, and providing services to children and families in an effort to protect children, preserve families, whenever possible, and prevent further maltreatment.

CSA (Comprehensive Services Act): State law governing funding and provision of services to youth and families who require foster care or special education services or who are involved with the Juvenile and Domestic Relations Court.

CSB (Community Services Board): Agency serving Manassas, Manassas Park, and Prince William County that provides treatment and prevention services pertaining to mental disabilities and substance abuse.

CSS (Community Services Section): Section of the City of Manassas Police Department who coordinates community service advisement.

CVB (Convention and Visitors Bureau): Prince William County / Manassas Convention and Visitors Bureau.

DC (District of Columbia): Capital of the United States Government.

DCJS (Department of Criminal Justice Services): State law enforcement agency.

DCSM (Design Construction Standards Manual): Consolidated guidelines for erection or renovation of buildings or other structures within the City.

DEM (Department of Emergency Management): State agency that oversees emergency services and provides funding for local operations.

DEQ (Department of Environmental Quality): State agency that oversees environmental protection services.

DMV (Department of Motor Vehicles): State agency that oversees motor vehicle transportation.

DOJ (Department of Justice): Federal criminal investigation and enforcement agency.

DSB (Disability Services Board): Committee comprised of representatives from Manassas and Manassas Park that responds to the needs of disabled residents.

DSS (Department of Social Services): State agency that oversees administration of social welfare programs.

E-911 (Enhanced 911): Community citizen emergency communication system operated by the Communications Division of the Police Department.

ECS (Emergency Communications Specialist): City E-911 system dispatcher.

EMS (Emergency Medical Services): Services including dispatch, response, rescue, life support, emergency transport and interfacility transport.

EMT (Emergency Medical Technician): Individual that provides emergency medical services (fire or rescue).

EOC (Emergency Operations Center): Command center for emergency services.

EPA (Environmental Protection Agency): Federal agency to protect the natural environment.

ERP (Enterprise Resource Planning): Business process management software that allows an organization to use a system of integrated applications to manage the business and automate many back-office functions related to technology, services and human resources.

FAA (Federal Aviation Administration): Federal agency charged with regulating aircraft, airports, and all other aspects of air travel.

FC (Foster Care): Program for children for whom which the Department of Family Services has been granted legal custody by the court. The first goal of foster care is to return the child to his/her guardians.

FCC (Federal Communications Commission): Federal agency charged with regulating interstate and international communications by radio, television, wire, satellite, and cable.

FICA (Federal Insurance Contribution Act): 12.4% of annual income up to a limit of $106,800 per year must be paid into Social Security while 2.9% of annual income without a limit must be paid into Medicare. This contribution is split equally between employees and their employer.

FOIA (Freedom of Information Act): State law providing public access to various government records and information. City compliance is the responsibility of the City Clerk.

FSS (Family Self-Sufficiency): Program administered by social services promoting economic self-sufficiency.

FTE (Full-Time Equivalent): Amount of time a position has been budgeted to work in a year. A position that has been budgeted at 1 FTE is budgeted to work 2,080 hours per year. A position budgeted at .5 FTE is budgeted to work 1,040 hours per year (either 40 hours a week for six months or 20 hours a week for one year).

FY (Fiscal Year): A 12-month period to which the annual operating budget applies. The City's fiscal year is July 1st through June 30th.

GAAP (Generally Accepted Accounting Principles): Conventions, rules, and procedures that serves as the norm for the fair presentation of financial statements.

GASB (Governmental Accounting Standards Board): Ultimate authoritative accounting and financial reporting standard-setting body for state and local governments.

GFOA (Government Finance Officers Association): Association of public finance professionals. The GFOA has played a major role in the development and promotion of GAAP for state and local government.

GIS (Geographic Information System): Information technology used to view and analyze data from a geographic perspective. GIS links location to information (such as people to addresses, buildings to parcels, or streets within a network) and layers that information to give you a better understanding of how it all interrelates.

GMBL (Greater Manassas Baseball League):

GMU (George Mason University): State higher education institution providing 4-year and graduate degree programs serving much of the local region.

GMVRS (Greater Manassas Volunteer Rescue Squad): Organization of volunteers providing emergency rescue services.

HAVA (Help America Vote Act): Federal voter access legislation.

HAZMAT (Hazardous Materials): Items that pose environmental or health threats.

HCVP (Housing Choice Voucher Program): Benefit program that provides rent assistance to eligible families whose incomes fall beneath the poverty line. This program is also known as "Section 8".

HOA (Homeowners Association): Neighborhood-based organization of residents that agree to certain standards regarding the appearances and composition of their property within the neighborhood.

HMI (Historic Manassas, Inc.): A 501(c)(3) charitable, non-profit corporation funded by private donations and the City of Manassas promotes a positive image of Historic Downtown Manassas and works towards its revitalization.

HUD (Housing and Urban Development):

I&I (Inflow and Infiltration): Flow of storm drainage into the sewer collection system. A high I&I is not desirable because the storm drainage is sent to the sewer processing plant with the sewage and therefore drives up the cost of sewer treatment.

ICAC (Internet Crimes Against Children): Special investigative function within the Police Department.

ICMA (International City Management Association): Professional and educational organization for chief appointed managers, administrators, and assistants in cities, towns, counties, and regional entities throughout the world.

IS (Intensive Supervision): Youth social service program.

ISF (Internal Service Funds): Funds to account for the financing of goods and services provided by one department to other departments of the same government on a cost reimbursement basis.

IT (Information Technology): The development, installation, and implementation of computer systems and applications.

JDC (Juvenile Detention Center): Facility where individuals classified as juveniles who are arrested, charged, or convicted of criminal activity are incarcerated. There are two facilities administered by Prince William County for the juveniles of the City of Manassas, the City of Manassas Park, and Prince William County.

LAN (Local Area Network): Internal computer network.

LEAP (Local Energy Assistance Program): Benefit program designed to subsidize the cost of electricity and natural gas for impoverished residents.

MCPS (Manassas City Public Schools): City's public K – 12 education system.

MDB (Mobile Database): Computer program comprised of data that can be accessed by queries.

MDT (Mobile Data Terminal): Cruiser-based laptop computer that links field police officers with dispatch information, reporting, and computerized background checks.

MS-4 (Municipal Separate Storm Sewer System): Permit for municipal separate storm sewer systems which requires the MS4 owner/operator to implement a collective series of programs to reduce the discharge of pollutants from the given storm sewer system to the maximum extent practicable in a manner that protects the water quality of nearby streams, rivers, wetlands, and bays

MSA (Metropolitan Statistical Area): Computer program comprised of data that can be accessed by queries.

MOU (Memorandum of Understanding): An agreement between two or more parties.

MPA (Masters of Public Administration Degree): Government management-centered graduate degree program.

MRF (Modification Rate Factor): Workers compensation insurance safety performance indicator.

MS (Microsoft Corporation): Computer software provider.

MVFC (Manassas Volunteer Fire Company): Organization of volunteers providing emergency fire services.

NCIC (National Crime Information Center): Criminal database.

NFPA (National Fire Prevention Association): A global nonprofit organization devoted to eliminating death, injury, property and economic loss due to fire, electrical and related hazards.

NVCC (Northern Virginia Community College): State higher education institution providing 2-year programs that services much of the local region**.**

NVRC (Northern Virginia Regional Commission): Regional planning group comprised of local jurisdictions in Northern Virginia.

NVTA (Northern Virginia Transportation Authority): The authority encompassing the Counties of Arlington, Fairfax, Loudoun, and Prince William, and the Cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park whose mission is to prepare a regional transportation plan for Planning District Eight, to include, but not limited to transportation improvements of regional significance, and shall from time to time revise/amend the plan. http://thenovaauthority.org/mission.html

O&M (Operating and Maintenance): Ongoing department expenses and operations.

OMP (Operational Medical Director): A licensed physician holding endorsement as an EMS physician from the Office of EMS. Required for all EMS agencies per 12VAC5-31-590.

PC (Personal Computer): Individual computer workstation.

PC (Planning Commission): As it refers to community development, the Planning Commission serves in advisory capacity to the City Council as required by Section 15.2-2210 of the Code of Virginia. The Commission exists "…in order to promote the orderly development of such political subdivision and its environs." As part of the CIP process, the Planning Commission reviews the Department Recommended Five-Year CIP for conformance with the City's Comprehensive Plan.

PD (Police Department): The City's law enforcement agency.

PIO (Public Information Officer): Staff at the police department or other as designated who is responsible for disseminating information to the public.

PMD (Planned Mixed District): Zoning district that allows for and encourages mixed uses in various types, sizes, and densities of housing with an intermixing of supporting commercial/office development.

PRTC (Potomac Rappahannock Transit Commission): Joint venture with Prince William County, Stafford County, Manassas Park, Fredericksburg, and the City established to improve transportation systems composed of transit facilities, public highways, and other modes of transport. Created in fiscal year 1987 to account for a 2% fuel tax authorized by the Commonwealth of Virginia.

PWC (Prince William County): Jurisdiction that surrounds Manassas City.

R&N (Reasonable and Necessary): Category of social service expenses that qualify for reimbursement.

REZ (Rezoning): Change in zoning applied to a parcel of land.

RFP (Request for Proposal): A detailed specification of goods or services required by an organization, sent to potential contractors or suppliers.

RSI (Rapid Sequence Intubation): Simultaneous administration of drugs to facilitate endotracheal intubation in difficult, if not otherwise impossible, airway situations and to attenuate adverse hemodynamic effects of intubation (Virginia Office of Emergency Medical Services).

RTF (Rescue Task Force): Task Force consisting of Police and Fire/Rescue Departments to respond in the case of an active shooter event.

SAM (Safety Around Manassas): A fire prevention program in which the Fire and Rescue department distributes smoke alarms, offers fire safety inspections, and provides general fire prevention information to residents of the City of Manassas.

SCADA (Supervisory Control and Data Acquisition): Real-time utility monitoring system.

SEM (Service Effort and Measure): Quantifiable evaluation of the amount of a specific service effort such as:

Efficiency – Measure of workload for a given division
Input – Measure of resources utilized by a department or division to provide services
Output – Measure of actions taken by a division in fulfillment of its assigned tasks
Outcome – Measure of satisfaction to which a division fulfills its responsibilities and assigned tasks

SEMAP (Section Eight Management Assessment Plan): Subsidized housing choice program implementation.

SLH (State-Local Hospitalization): Inpatient and outpatient treatment for low-income individuals.

SNAP (Supplemental Nutrition Assistance Program): A federal program offering nutrition assistance to millions of eligible, low-income individuals and families, providing economic benefits to communities.

SOQ (Standards of Quality): Statutory framework that establishes the minimal requirements for educational programs in the Virginia public schools.

TANF (Temporary Assistance for Needy Families): Benefit program for impoverished families.

UOSA (Upper Occoquan Sewage Authority): Joint venture of Fairfax County, Prince William County, Manassas Park, and the City to be the single regional entity to construct, finance, and operate the regional sewage treatment facility.

VCIN (Virginia Criminal Information Network): Statewide criminal database.

VDOT (Virginia Department of Transportation): State agency responsible for building, maintaining, and operating the state roads, bridges, and tunnels. Through the Commonwealth Transportation Board, it also provides funding for airports, seaports, rail and public transportation.

VHDA (Virginia Housing Development Authority): State agency responsible for
VIEW (Virginia Initiative for Employment Not Welfare): State benefit and life transition program.

VJCCCA (Virginia Juvenile Justice Community Crime Control Act): Juvenile crime prevention legislation.

VML (Virginia Municipal League): Statewide, nonprofit, nonpartisan association of city, town, and county governments established to improve and assist local governments through legislative advocacy, research, education, and other services.

VRE (Virginia Railway Express): Regional public transportation system that provides commuter rail service to and from Washington and various locations in Northern Virginia, including Manassas.

VRS (Virginia Retirement System): Administers for City employees a defined benefit plan and a group life insurance plan.

WAN (Wide Area Network): External computer network.

CITY OF MANASSAS

9027 Center Street
Manassas, Virginia 20110
(703) 257-8272
www.manassascity.org