



Fire and Rescue Station 21

Adopted
FY 2022 BUDGET



CITY OF MANASSAS
VIRGINIA



Jennie Dean Memorial



tru by Hilton Hotel





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Manassas
Virginia**

For the Fiscal Year Beginning

July 1, 2020

Christopher P. Morill

Executive Director

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July 1, 2021

Mayor and City Council:

I am pleased to present the FY 2022 Budget as adopted by City Council on May 10, 2021. 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 \$1.429 which is three cents lower than the prior year real estate tax rate. This document is available for public review at City Hall and on the City website at www.manassascity.org/budget.

The total adopted FY 2022 Budget for all funds is \$406,502,724 of which \$135,314,144 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 \$75,454,000, 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



March 8, 2021

Mayor Davis-Younger and Members of the City Council:

Last year when we presented the proposed FY21 budget, COVID-19 had not yet been labeled as a global pandemic, our local economy was showing significant growth, our unemployment level was at historic lows and we had no idea that we would be responsible for administering the Federal CARES Act legislation to deal with the massive societal impacts of the COVID-19 pandemic. Now a year later, even as we continue to deal with the impacts of the pandemic, we can also recognize the impacts that our prior financial decisions had on allowing the City to work through this pandemic without major local government service impacts to our community.

I hope that you are as proud as I am of the many accomplishments that were made in the last year that continue into the next year with this proposed budget. We have added \$98 million in new private development construction (in addition to the \$133 million from the prior year) attributable largely to Council decisions resulting in the Gateway development and Micron expansion in the City. Fire Station #21 and the Annaburg Manor stabilization projects are nearing completion while the Public Safety Facility and the Gateway Customer Service Facility renovations are both underway. Several major utility and transportation infrastructure projects are ongoing or completed along with significant parks, culture and recreation projects like the Jennie Dean Memorial. The Police Department once again received the CALEA Accreditation with Excellence Award and the Council appointed an Equity and Inclusion Task Force to engage every segment of our community in an open, honest, discussion of race, racism and diversity. Departments pivoted to change how local services are delivered and provided economic relief programs to businesses and individuals suffering due to the pandemic. Even with the significant turmoil being faced, the 2020 community satisfaction survey showed the City exceeding national averages for satisfaction in over 80% of service areas.

We are still facing several significant unknowns as we complete the current fiscal year and adopt an FY22 budget. We do not know how long the short-term economic impacts of the pandemic will last nor do we know what the long-term impacts will be for our community and our organization. Real estate, personal property and sales tax collections are currently trending well while meals tax, development fees and usage fees are showing declines. The Federal Government is considering additional grant programs which will not be included in the budget until they are adopted and we understand the federal requirements for these programs. The General Assembly continues to adopt legislation that reduces local authority and creates locally funded mandates like the recently enacted judicial, public safety and election costs.

Department heads have highlighted key projects and performance benchmarks to you in their annual reports over the past several Council meetings. During the Council retreat we discussed our financial condition, revenue projections, the strategic plan and priorities noted in the recent citizen satisfaction survey. Over the next several weeks we will be discussing how this budget supports existing services, debt service for community enhancements and our contractual obligation for shared services. This budget represents a balanced approach to maintaining sustainable services while meeting Council goals.

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 set clear long-term goals and strategies for promoting 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 highlighted by the Grant Avenue streetscape project, the Public Safety Center and the Prince William Street improvements have already resulted in a development proposal for the Holmes Height area. Federal plans for an infrastructure bill places new emphasis on finalization of the Sudley Roundabout/Mathis Avenue corridor redevelopment plans for grant submission. This project will also provide design guidelines that can be used for entryway improvements along other corridors in the City.

The Parks, Culture and Recreation Division continues 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 and the Jennie Dean Memorial Site, repairs at the E.G. Smith Athletic Complex and master planning for Annaburg Manor Park. The Manassas Museum will be closed during the second half of FY22 for renovations in preparation for the City's 150th anniversary in 2023.

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.

The pandemic required a complete pivot on economic development activities of the City to focus on protecting small businesses and restaurants. This meant changes to allow for expanded outdoor dining areas and programs to assist with advertising for small businesses and workforce development including the Elevate Program. We financially assisted 235 businesses in the community that were impacted by the pandemic.

Our assessments have been significantly enhanced by the \$3 billion ongoing investment by Micron that is expanding their semiconductor manufacturing facility in the City of Manassas. This expansion, the largest in the history of the Commonwealth of Virginia, has been fast tracked by our development team and is making an impact on our technology corridor. Likewise, the \$250 million Landing at Cannon Branch project in this same corridor has a completed hotel, office building and is nearing completion of the residential section.

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. In our Historic Downtown, we continue to develop partnerships that promote tourism and local business development resulting in limited vacant commercial space, a vibrant retail and restaurant environment, a thriving arts program and opportunities to resume community gatherings in the post-pandemic environment.

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.

Improvements to the Route 28 corridor have been completed at Liberia Ave. and are underway along Nokesville Rd. General revenues to supplement gas tax funds of \$320,000 is set aside in this budget to maintain PRTC and VRE services. These funds will also be used to provide matching funds for the NVTA 30% transportation allocation. We continue to place an emphasis on street maintenance using the latest pavement condition survey to determine 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. To that end we have created a significant partnership with Skillsource and the Northern Virginia Community College system for workforce training and educational advancement.

As a part of the Joint-CIP process between the City and MCPS, over the past several years Council has funded and issued bonds for the construction of Baldwin Intermediate and Elementary School and completion of the new athletic fields at Osbourn High School. This budget continues these efforts by providing a funding stream for Dean School and Park. The CIP also includes the renovation of the current police facility as a School Administrative Building.

A total of \$61.3 million of local funding is included in the budget to support Manassas City Public Schools (MCPS). This includes \$55,341,610 in local contributions for operational support which restores the \$1 million held in FY21 and then provides an additional 2.3% increase over the FY21 budget. This budget also includes \$6,020,000 for school debt service, which when paired with the proposed set aside of reserve funds, will fund the replacement of Dean School.

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 to provide a safe community. The relocation of Station #21, which will enhance our response time throughout the City, is almost complete. The Public Safety Center addressing police facility needs identified in the CALEA accreditation report, along with Fire Administration, Emergency Management and IT space needs, is under construction. 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. Another medic unit is budgeted for replacement this year and planning will begin for a second rescue engine.

The Fire and Rescue budget also contains the three new positions discussed by Council at the retreat, along with funding to support the fleet and equipment plan and the building costs related to new facilities. Public Safety staffing and retention are addressed with public safety career ladders and a public safety pay plan

based on market-based pay criteria. 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 will continue to pay dividends as we enter the bond market this year. 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 provides debt service contributions that will fund all currently planned city and school projects shown in the CIP.

Budget and Financial Issues

Real Estate Tax Rates

The Commissioner of the Revenue's Office has determined that real estate assessments for the 2021 tax year have grown from \$5.403 billion to \$5.680 billion. This equates to a 5.14% overall increase, including \$98,101,300 in new construction. The average residential assessment increase without new construction is 6.34% and the average non-residential assessment decreases by (2.36%) for an average growth of 3.33%. Including new construction, the non-residential overall growth is 1.35% and residential is 7.15% resulting in the overall growth shown of 5.14%.

The FY21 Budget, as adopted, reduced the General Fund tax rate by two-cents to \$1.263 and maintained the Fire and Rescue Tax Rate of \$0.197 for a combined rate of \$1.46. The FY22 budget as presented is balanced with a 4.2 cent reduction in the General Fund tax rate to \$1.221 and a one cent increase in the Fire and Rescue tax rate to \$0.207 for a combined tax rate of \$1.428. This is an overall 3.2 cent rate decrease from the FY21 tax rate. This results in an overall increase of 1.99% in property tax revenues and meets the Council directive to limit the residential increase to under 4%. This rate will result in real estate tax revenue growth of \$1.2 million in the General Fund.

We will need to set a not to exceed real estate tax rate by the March 17th budget work session for advertisement. Council may wish to consider advertising a rate higher than the combined rate of \$1.428 shown so you can seek community input as to the desirability of enhancing services or funding community investments not included in the proposed budget. The \$1.428 tax rate supports a budget within the revenue parameters discussed at the retreat including increases in debt service contributions for future school capital needs, additional fire and rescue and social service positions, support for the increasing number of broadcast public meetings and efforts to meet the Chesapeake Bay stormwater mandates.

Enterprise Charges

The Utility Commission, has endorsed a 5% increase in water rates and a 3.5% 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 \$1.20 per month increase for the typical residential customer. No increases are recommended for electric rates.

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 \$1.50 per month for single family, \$0.96 for townhomes and \$0.75 for apartment/condos in the current year with additional adjustments likely in future years.

These recommended rates would result in an average \$2.70 monthly increase on a typical single-family residential utility consumer's bill.

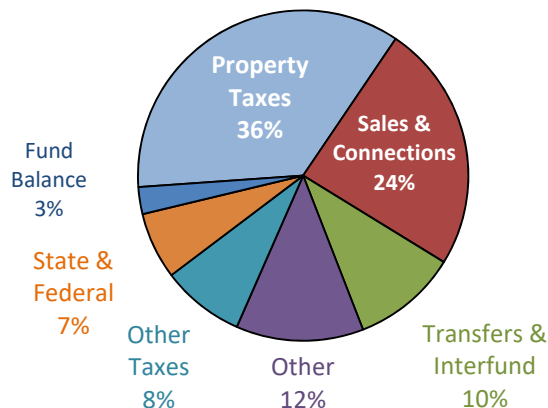
Total Expenditures by Fund

Total expenditures for the proposed FY22 City Budget for all funds are \$271 million, which includes substantial one-time capital funds, resulting in an overall 7.1% increase over the FY21 Budget of \$253 million, excluding the non-local MCPS funds. The MCPS Board will provide their budget to you before a joint budget work session meeting on April 7, 2021. The table below summarizes the funds in the Budget excluding the MCPS funds.

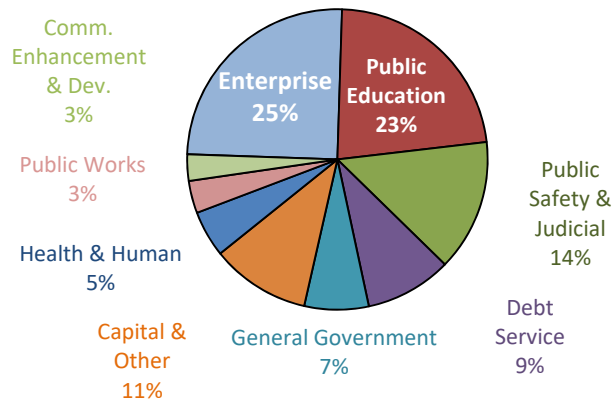
ALL FUNDS SUMMARY (not including MCPS Funds)

Fund	FY 2021 Adopted	FY 2022 Budget	\$ Increase (Decrease)	% Increase (Decrease)
General Fund	123,053,830	127,143,240	4,089,410	3.3%
Social Services Fund	6,981,790	7,521,630	539,840	7.7%
Fire and Rescue Fund	11,730,000	13,150,690	1,420,690	12.1%
Owens Brooke Service District Fund	340,200	40,200	(300,000)	-88.2%
PEG Fund	150,000	150,000	-	0.0%
Debt Service Fund	11,132,360	11,491,710	359,350	3.2%
Sewer Fund	17,712,240	21,017,280	3,305,040	18.7%
Water Fund	14,961,620	26,859,530	11,897,910	79.5%
Electric Fund	43,488,290	41,921,280	(1,567,010)	-3.6%
Stormwater Fund	6,798,000	3,071,000	(3,727,000)	-54.8%
Airport Fund	3,555,560	4,970,100	1,414,540	39.8%
Solid Waste Fund	3,586,550	3,693,350	106,800	3.0%
Building Maintenance Fund	1,591,120	1,641,120	50,000	3.1%
Vehicle Maintenance Fund	4,137,550	4,227,320	89,770	2.2%
Information Technology Fund	3,816,880	4,102,750	285,870	7.5%
Cemetery Trust Fund	32,800	32,800	-	0.0%
ALL FUNDS TOTAL:	\$ 253,068,790	\$ 271,034,000	\$ 17,965,210	7.1%

**FY 2022 Budget
All Funds Revenue by Source**



**FY 2022 Budget
All Funds Expenditures by Function**



Utilities account for \$13.6 million of the overall increase in the proposed budget due to capital projects requiring bond funds in the Sewer and Water Funds along with normal operating costs and regulatory requirements, which are partially offset by a \$1.5 million decrease in electric purchased power costs. The Stormwater Fund shows a decrease due to \$4.6 million in bonds from 2021 and the Owens Brooke Fund completed resurfacing last year. The Airport fund includes \$1.4 million to support the West Corporate Development capital project. The Fire and Rescue Fund is also increasing by \$1.4 million to support the addition of three firefighters, one medic unit and increased internal service fees to support the GMVRS facility and new Fire Station #21. General Fund increases support \$1.25 million for public education operations; \$1.0 million for city operations, \$0.6 million for shared services; \$0.5 million for stormwater projects and increased debt service to support capital projects. The Social Services Fund is also increasing by \$0.5 million to support mandates and workload increases.

Total Expenditures by Function

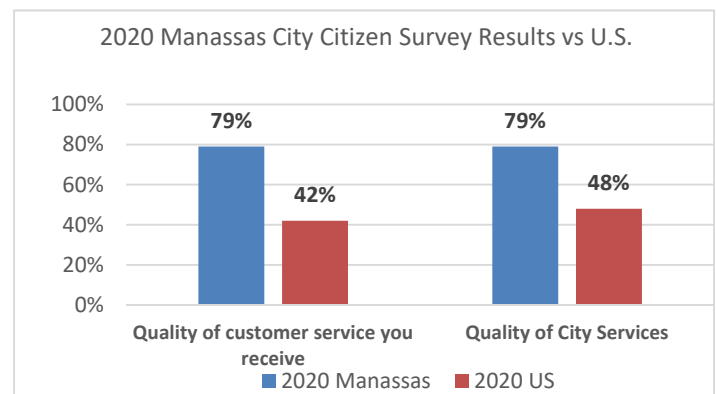
Another way to compare total expenditures is by functional area. The chart below shows changes in the total budget by functional category from the FY21 Budget. Enterprise or utility funding remains the largest expenditure area and is supported by utility revenue. Increases in debt service and capital are also primarily due to utility projects and the planned bond issue in FY22. Education is the largest non-utility expenditure, showing the restoration of the \$1 million set aside during the pandemic, \$1.2 million in increased operating support and \$6 million in debt service for the MCPS. Public Safety increases are related to Fire and Rescue costs and the Health & Human Services are related to Social Services and Shared Services. The large increase in capital funding, primarily due to bonds budgeted for utility infrastructure in FY22, shows our commitment to maintaining community infrastructure.

ALL FUNDS SUMMARY BY FUNCTION

Function	FY 2021 Budget	FY 2022 Budget	Increase (Decrease)
Enterprise	66,931,470	67,611,990	680,520
Public Education	58,850,210	61,361,610	2,511,400
Public Safety & Judicial	36,290,830	38,413,290	2,122,460
Debt Service	23,738,670	25,268,170	1,529,500
General Government	19,309,150	18,751,130	(558,020)
Capital & Other	18,203,600	28,955,800	10,752,200
Health & Human Services	12,767,400	13,507,460	740,060
Public Works	9,308,440	9,470,060	161,620
Com. Enhancement & Dev.	7,669,020	7,694,490	25,470
ALL FUNDS TOTAL:	\$253,068,790	\$271,034,000	\$17,965,210

City Workforce

As witnessed by the 2020 citizen survey, the community appreciates the dedicated staff that make up the City's workforce. Satisfaction of "Quality of customer service from City employees" is almost twice as high as the national average. Satisfaction with the "Quality of city services" was also rated almost 70% higher than the national averages.



Customer service remains a pillar in our core values and performance management rating system, as well as the Code of Ethics signed by each employee. To that end, continuing an employee compensation system that provides internal and external equity with a market-based pay philosophy is a key priority. Performance adjustment increases averaging 3% are included in the budget along with funding for a step increase on the public safety pay plan. These performance pay adjustments are based on merit and do not include cost-of-living adjustments.

There are six and a half new positions included in the Proposed FY22 budget. These include: three full-time Firefighters to address staffing of Engine 501; two and a half positions in Social Services to address mandates and increased demands for service including one full-time Administrative Assistant; one full-time Intensive Care Coordinator; and the upgrade of a part-time Benefits Program Specialist to full-time; and one full-time IT Security Administrator to support cybersecurity mandates like those in Elections among other issues to be supported initially with grant funds. A variety of other unfunded position requests and service expansions requested by departments can be detailed during the budget work sessions.

Budget Review Process

Multiple work sessions are included on your adopted calendar for Council to review the FY22 capital and operating budget and the major issues that could impact this budget. A public hearing on the budget is scheduled for April 26 and we will need to set a not to exceed tax rate by March 17 to meet our advertising deadlines for this public hearing. Copies of the proposed FY22 Budget will be available for public review at www.manassascity.org/budget.

Finally, I would be remiss in not thanking our City staff for their efforts to provide exceptional customer service while maintaining the delivery of all services during a pandemic even as they have needed, in many cases, to change how those services are delivered. They have faced each new challenge as an opportunity to improve program and service delivery within the framework of our organizational vision and values. I would also like to specifically recognize Diane Bergeron, Amanda Hamm, Kerri Malin and Sandra Mitchell for their diligent work in getting this budget produced under very challenging deadlines.

City staff is committed to providing the community with high quality services and programs that meet the needs of our residents. We recognize the need to balance service demands and revenue growth to maintain a sustainable operational and financial position that adheres to our strategic priorities, organizational policies and maintains our fiscal health.

We have witnessed the importance of being prepared for the inevitable economic cycles that will shape our future and this budget continues to meet the goal of having a sustainable financial plan supporting vital community services.

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,

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

William Patrick Pate
City Manager

CHANGES FROM PROPOSED

<u>FUND</u>	<u>AMOUNT</u>
FY 2022 PROPOSED BUDGET ALL FUNDS	\$ 271,034,000
<u>GENERAL FUND PROPOSED BUDGET</u>	<u>\$ 127,143,240</u>
Tax Revenue Increase	54,580
GENERAL FUND ADOPTED BUDGET	<u>\$ 127,197,820</u>
<u>SOCIAL SERVICES FUND PROPOSED BUDGET</u>	<u>\$ 7,521,630</u>
Addition of one full-time Social Services position	100,000
SOCIAL SERVICES FUND ADOPTED BUDGET	<u>\$ 7,621,630</u>
 <u>MANASSAS CITY SCHOOL BOARD ADOPTED BUDGET</u>	
School Board Adopted Budget <i>(Not included in Proposed)</i>	135,314,144
SCHOOLS ADOPTED BUDGET	<u>\$ 135,314,144</u>
 FY 2022 ADOPTED BUDGET	 <u><u>\$ 406,502,724</u></u>

BUDGET IN BRIEF

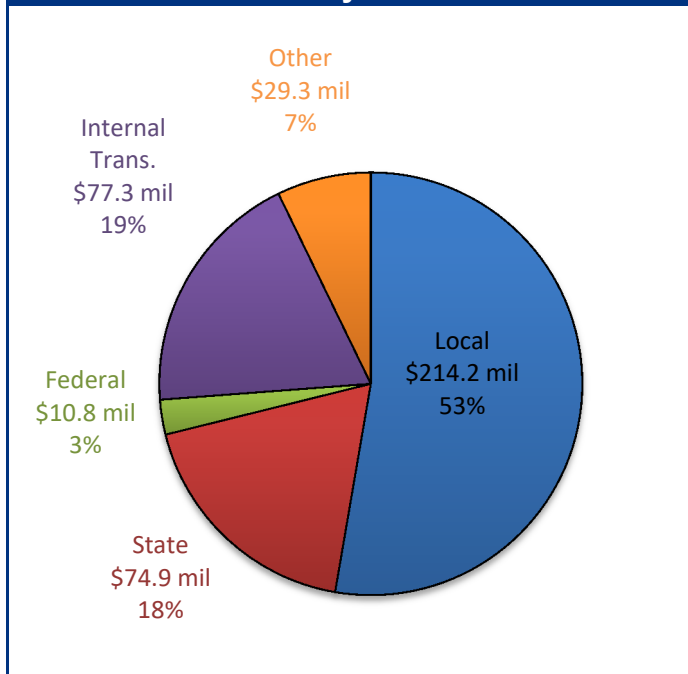
FY 2022 Budget by Fund

Fund	Amount	% Inc (Dec)
General Fund	\$ 127,197,820	3.4%
Social Services	7,621,630	9.2%
Fire and Rescue	13,150,690	12.1
Debt Service	11,491,710	3.2%
Sewer	21,017,280	18.7%
Water	26,859,530	79.5%
Electric	41,921,280	(3.6%)
Stormwater	3,071,000	(54.8%)
Airport	4,970,100	39.8%
Solid Waste	3,693,350	3.0%
Internal Services	9,971,190	4.5%
Other Funds	223,000	(88.2%)
School Funds	135,314,144	8.9%
TOTAL	\$ 406,502,724	7.7%

FY 2022 Capital Expenditures

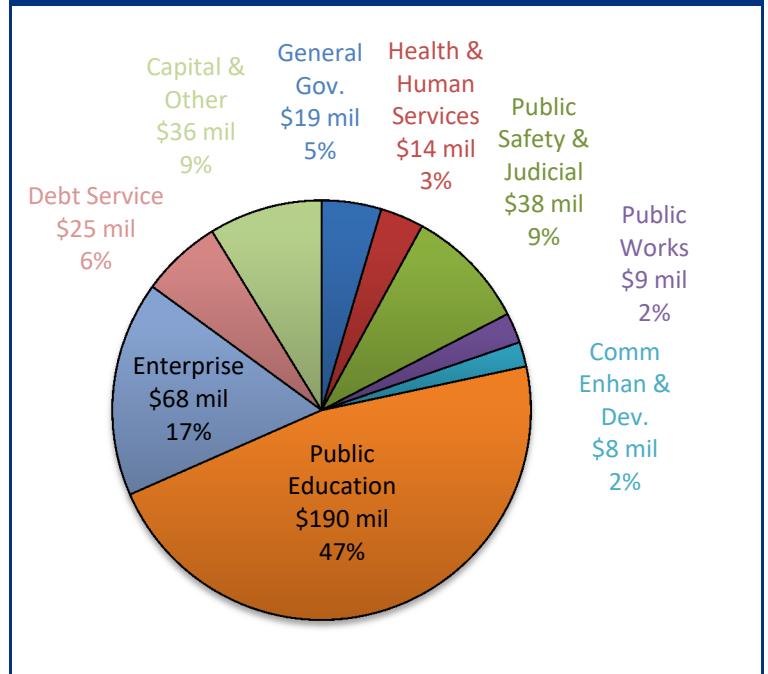
Program	FY 2022	Five-Year CIP
General Government	\$ -	\$ 374,000
Culture & Recreation	675,000	1,360,000
Public Safety	-	-
Transportation	4,018,000	16,068,000
Water/Sewer/Electric	60,925,000	65,575,000
Stormwater	696,000	5,500,000
Airport	3,950,000	15,245,000
Schools	5,190,000	77,187,000
Maintenance Capital	5,216,000	N/A
Street Paving	1,300,000	N/A
Vehicles/FR Apparatus	1,780,000	N/A
Equipment	887,800	N/A
Virginia Railway Exp	320,000	N/A
TOTAL	\$ 84,957,800	\$ 181,309,000

Where the Money Comes From...



General Property Taxes	\$ 96,472,890
Other Taxes	\$ 22,025,000
Other Local Revenue	\$ 95,741,850

Where the Money Goes...



The General Fund includes \$61,361,610 for Public Education which is a 4% or \$2,511,400 increase over the prior year.

General Tax & Fee Changes

Rate/Fee	FY 2021	FY 2022	Rate/Fee	FY 2021	FY 2022
Owens Brooke Service District	\$0.109	\$0.101	Personal Property		
			Tangible	\$3.600	\$3.600
			Business	\$3.600	\$3.600
			Machinery & Tool	\$2.100	\$2.100
			M & T Semiconductor	\$0.905	\$0.891
Stormwater			Utility Rates & Monthly Utility Bill		
Single Fam. Detach	\$6.35/month	\$7.85/month	Sewer.....3.5%	Water.....5.0%	Electric.....0.0%
Townhome/Mobile	\$4.06/month	\$5.02/month	Sewer.....\$0.80	Water	\$1.23
Condo/Apartment	\$3.18/month	\$3.93/month	Electric PCA.....\$2.90	Stormwater	\$1.50
Non-Residential (per 2,480 sq. ft)	\$6.35/month	\$7.85/month			

BUDGET IN BRIEF

Real Estate Taxes and Assessments

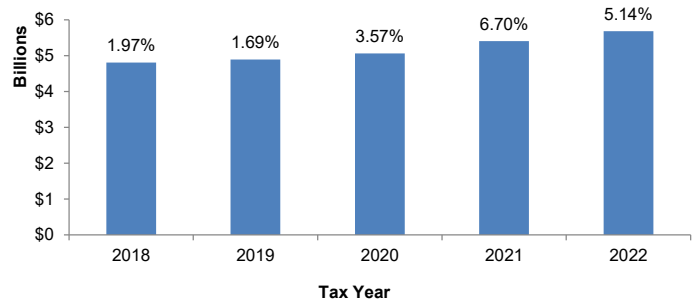
Residential assessments increased 7.15% and non-residential assessments increased 1.35%.

The average commercial tax bill for 2022 is \$21,878, a decrease of 0.81%.

The average residential assessment is \$324,778.

	Tax Rate	Avg. Res. Bill	% Change from 2021
General	\$ 1.222	\$ 3,969	2.73%
Fire & Rescue	\$ 0.207	\$ 672	11.57%
Combined	\$ 1.429	\$ 4,641	3.92%
1 Cent of the Tax Rate ≈ \$550,000			

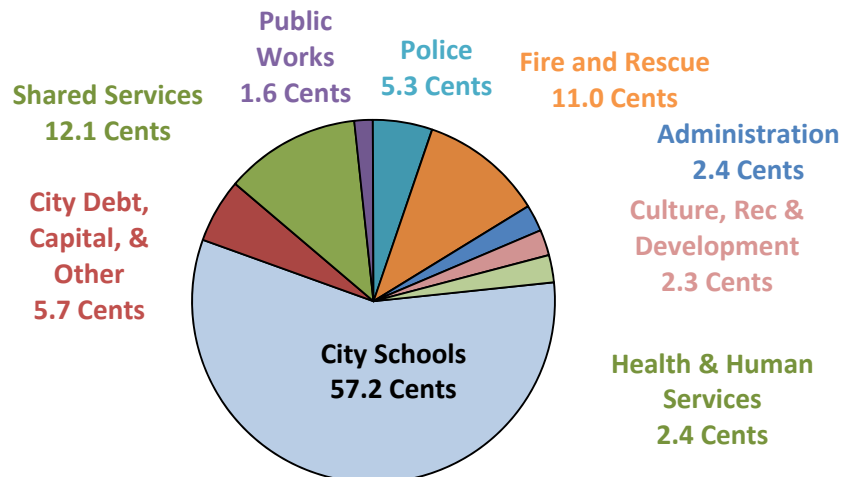
Total Taxable Assessed Value



New Construction - \$98,101,300

Without new construction, residential assessments increased 6.34% and non-residential assessments decreased 2.36%.

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



Linking the Budget to the City Council Strategic Plan

COUNCIL'S VISION

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



- Completion of Dean Park Master Plan
- South Grant Streetscape Project
- Pandemic-related Financial Assistance for Local Businesses
- Infrastructure for MICRON Expansion
- The Landing at Cannon Branch Project
- Completion of Route 28 Corridor Improvements at Liberia Ave
- Continued Maintenance and Improvements of Roads and Trails
- \$61,361,610 in Funding for MCPS
- Completion of Fire & Rescue Station #21
- Construction of Public Safety Facility
- Achievement and Maintenance of AAA Bond Rating

City of Manassas Strategic Plan



Vision and Values

Strategic Platform:

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

Vision:

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

Values:



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



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



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



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



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



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

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

City of Manassas Strategic Plan



Priorities



Community Vitality

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



Economic Prosperity

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



Transformative Mobility

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



Educational Attainment

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



Sustaining Excellence

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

City of Manassas Strategic Plan



Goals



Goal 1: Increase the supply of quality housing options.

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

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

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

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



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

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

Goal 3: Pursue transformative development and redevelopment.



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

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

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

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



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

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

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



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

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

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

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

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

ASSESSED VALUES AND TAX BILLS

ASSESSED VALUE CHANGES

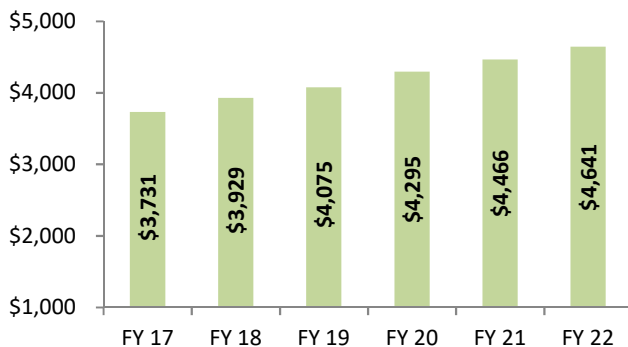
Class	FY 2021		FY 2022		% Change in Value
	Units	Value	Units	Value	
TOWNHOUSE	3,766	936,425,700	3,851	1,029,205,400	9.91%
CONDOS	2,221	467,036,500	2,239	501,596,100	7.40%
SINGLE FAMILY	5,558	2,127,901,960	5,561	2,253,188,900	5.89%
TOTAL RESIDENTIAL	11,545	3,531,364,160	11,651	3,783,990,400	7.15%
TOTAL NON-RESIDENTIAL	1,239	1,871,721,080	1,239	1,896,918,600	1.35%
TOTAL ALL CLASSES	12,784	\$5,403,085,240	12,890	\$5,680,909,000	5.14%

AVERAGE REAL ESTATE TAX BILLS - TOTAL TAX RATE

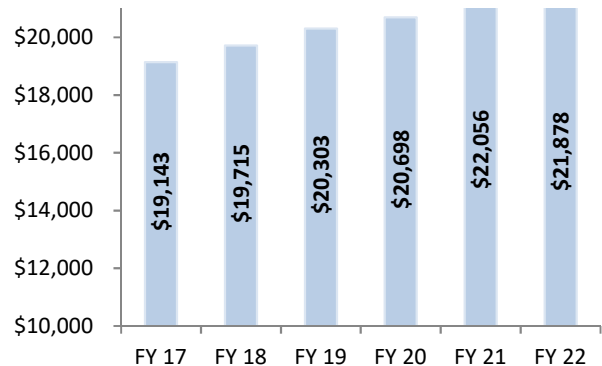
FY 2021	\$1.460
FY 2022	\$1.429
Inc/(Dec)	(\$0.031)

Class	FY 2021		FY 2022		\$ Change in Bill	% Change in Bill
	Average Assessment	Average Tax Bill	Average Assessment	Average Tax Bill		
TOWNHOUSE	248,653	\$3,630	267,257	\$3,819	\$189	5.20%
CONDOS	210,282	\$3,070	224,027	\$3,201	\$131	4.27%
SINGLE FAMILY	382,854	\$5,590	405,177	\$5,790	\$200	3.58%
TOTAL RESIDENTIAL	305,878	\$4,466	324,778	\$4,641	\$175	3.92%
TOTAL NON-RESIDENTIAL	1,510,671	\$22,056	1,531,008	\$21,878	(\$178)	-0.81%
TOTAL ALL CLASSES	\$422,644	\$6,171	\$440,722	\$6,298	\$127	2.06%

Average Residential Tax Bill

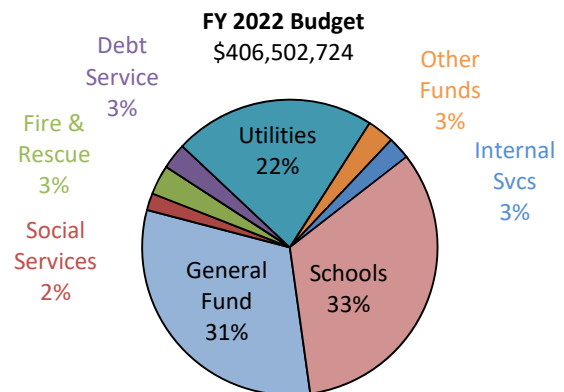
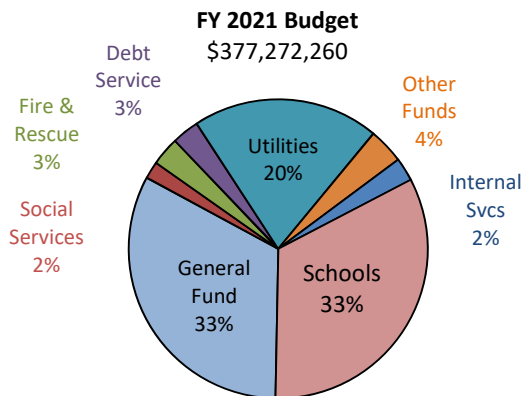


Average Non-Residential Tax Bill



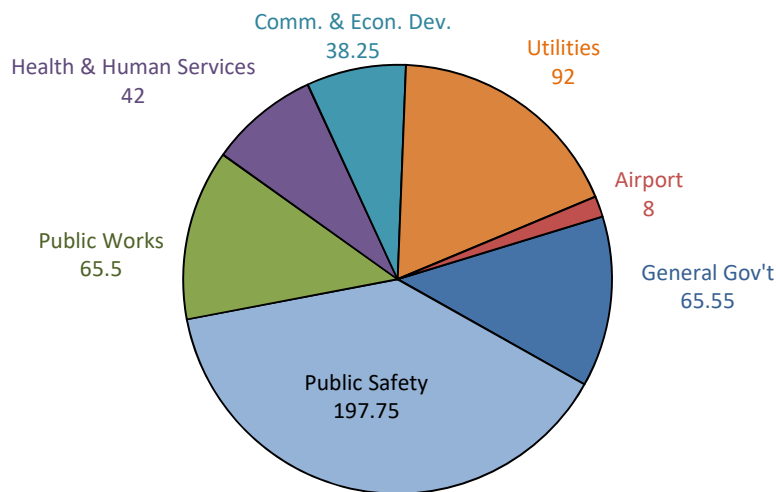
ALL FUNDS SUMMARY

Fund	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
General Fund	118,639,634	123,053,830	139,126,103	127,197,820	4,143,990
Social Services Fund	5,771,606	6,981,790	7,019,337	7,621,630	639,840
Fire and Rescue Fund	12,691,330	11,730,000	12,117,976	13,150,690	1,420,690
Owens Brooke Service District Fund	3,658	340,200	340,200	40,200	(300,000)
Merchant Trust Fund	-	-	1,000,000	-	-
PEG Fund	8,205	150,000	150,000	150,000	-
Speiden Carper House Fund	13,677	-	370,000	-	-
Debt Service Fund	8,738,428	11,132,360	11,132,360	11,491,710	359,350
Sewer Fund	24,478,993	17,712,240	19,795,588	21,017,280	3,305,040
Water Fund	10,540,263	14,961,620	15,762,777	26,859,530	11,897,910
Electric Fund	40,081,283	43,488,290	44,010,545	41,921,280	(1,567,010)
Stormwater Fund	1,011,677	6,798,000	6,860,146	3,071,000	(3,727,000)
Airport Fund	2,379,358	3,555,560	3,658,905	4,970,100	1,414,540
Solid Waste Fund	3,179,344	3,586,550	3,642,294	3,693,350	106,800
Building Maintenance Fund	1,224,517	1,591,120	1,963,282	1,641,120	50,000
Vehicle Maintenance Fund	3,663,247	4,137,550	4,710,362	4,227,320	89,770
Information Technology Fund	3,228,508	3,816,880	4,321,410	4,102,750	285,870
Cemetery Trust Fund	18,528	32,800	32,800	32,800	-
School Operating Fund	97,167,576	106,922,088	108,174,164	118,477,032	11,554,944
School Food Service Fund	3,608,684	4,147,095	4,335,045	4,186,043	38,948
School Capital Projects Fund	4,318,454	3,000,000	5,627,241	5,190,000	2,190,000
School Grants/Projects Fund	3,818,879	4,007,300	20,510,604	3,915,741	(91,559)
School Debt Service Fund	6,201,462	6,126,987	6,126,987	3,545,328	(2,581,659)
ALL FUNDS TOTAL:	350,787,311	377,272,260	420,788,126	406,502,724	29,230,464



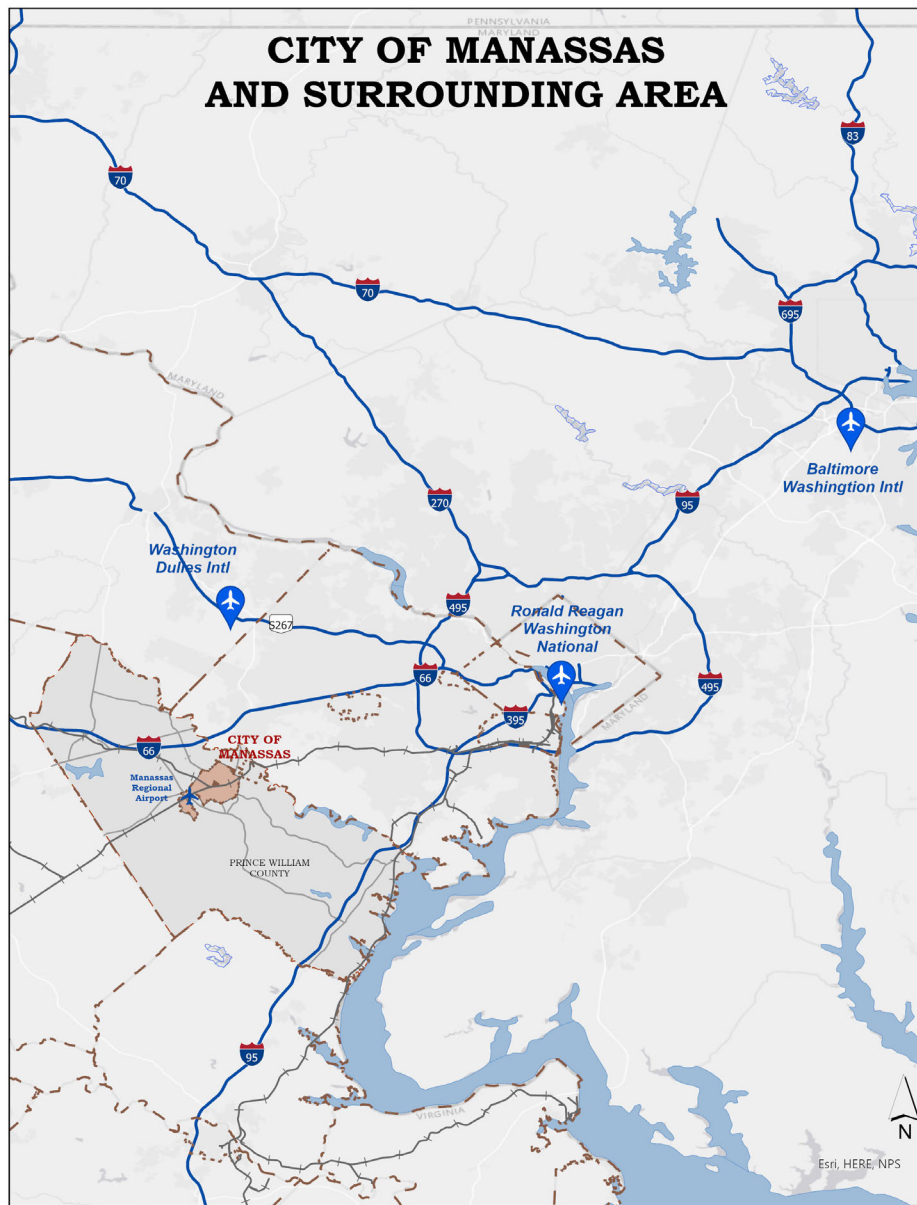
STAFFING SUMMARY

	FY 2021 Adopted		FY 2021 Amended		FY 2021 Amended Over (Under) FY 2021 Adopted		FY 2022 Budget		FY 2022 Budget Over (Under) FY 2021 Adopted	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
<u>General Government</u>										
City Clerk	2	2.00	2	2.00	-	-	2	2.00	-	-
City Manager	5	5.00	5	5.00	-	-	5	5.00	-	-
City Attorney	3	3.00	3	3.00	-	-	3	3.00	-	-
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	30	28.55	1	1.00	31	29.55	2	2.00
Human Resources	7	7.00	7	7.00	-	-	7	7.00	-	-
<u>Public Safety</u>										
Police	136	131.75	139	134.75	3	3.00	141	136.75	5	5.00
Fire and Rescue	66	66.00	66	66.00	-	-	69	69.00	3	3.00
<u>Health & Human Services</u>										
Social Services	43	42.00	43	42.00	-	-	46	45.50	3	3.50
<u>Public Works</u>										
Engineering	11	11.00	10	10.00	(1)	(1.00)	10	10.00	(1)	(1.00)
Public Works	57	56.50	57	56.50	-	-	57	56.50	-	-
<u>Community Enhancements & Development</u>										
Community Development	75	35.25	75	35.25	-	-	75	35.25	-	-
Economic Development	3	3.00	3	3.00	-	-	3	3.00	-	-
<u>Other</u>										
Utilities	90	90.00	90	90.00	-	-	90	90.00	-	-
Airport	8	8.00	8	8.00	-	-	8	8.00	-	-
Total City of Manassas	560	509.05	563	512.05	3	3.00	572	521.55	12	12.50



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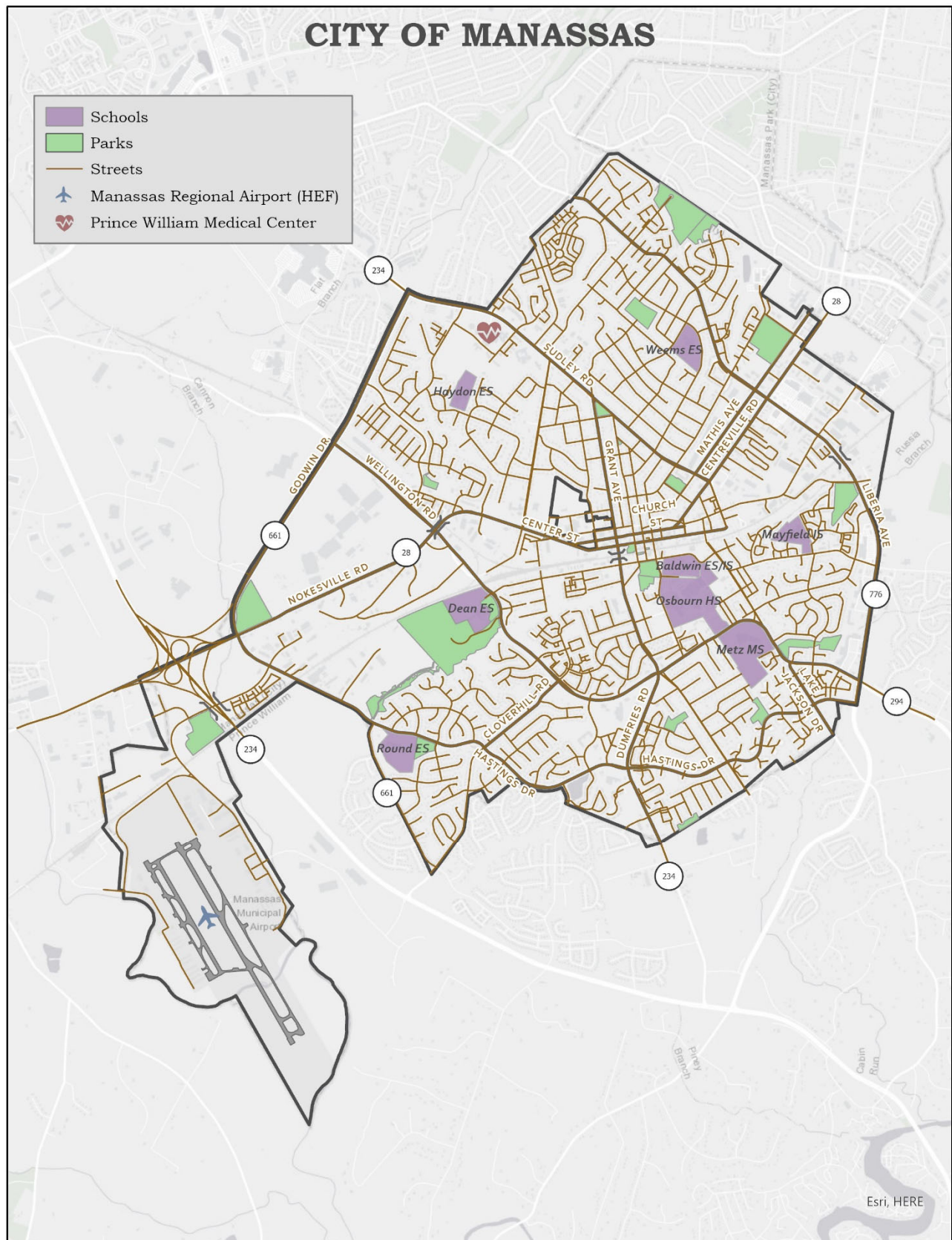




The City of Manassas, a community of approximately 41,174* people, is located in Northern Virginia within the Washington, DC Metropolitan Statistical Area (MSA). Surrounded by Prince William County, the City is thirty miles southwest of the Nation's Capital and encompasses ten square miles.

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 2020)*



MANASSAS: A HISTORY

The Civil War

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



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

The Evolution of Manassas

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



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

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

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

COMMUNITY PROFILE

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



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

LOCAL GOVERNMENT

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



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

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

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

TRANSPORTATION SERVICES

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

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



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



TOURISM AND MAJOR EVENTS

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

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



2015 Banner
Art Winner –
Kelly Willis

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



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



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

MANASSAS CITY POLICE

Sworn Police Officers 100; K-9 Officers 2;
Police Vehicles 45; Motorcycles 5

64,000+ calls for service

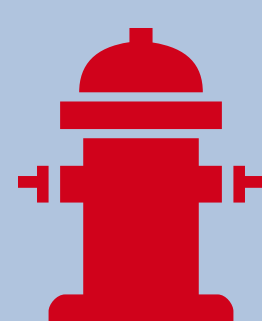
100



MANASSAS CITY FIRE & RESCUE

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

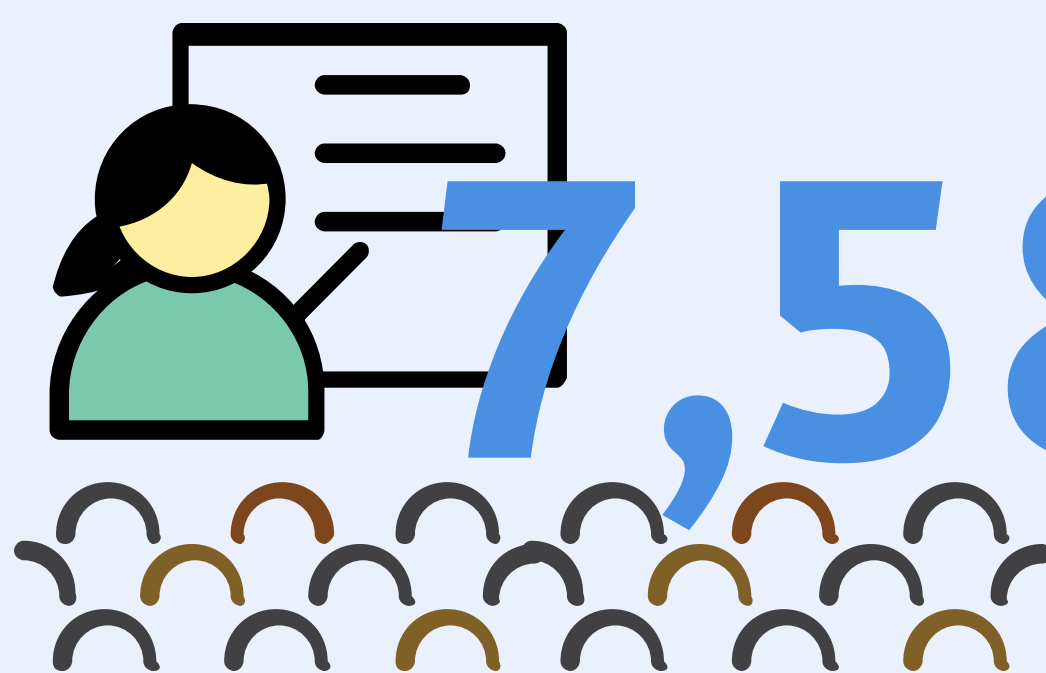
66



FUN FACT — 1,443 Fire Hydrants

9 SCHOOLS

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



7,587

STUDENTS

Elementary: 3,055
Intermediate: 1,146
Middle: 1,183
High School: 2,203

PARKS & RECREATION

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



18

UTILITIES

Drinking Water produced: 4.48B gal
Electric used: 397,219 MW hours
Wastewater processed: 2.258B gal
Sewer overflow rate per 100 miles: 1.0
Utility Bills generated: 216,550



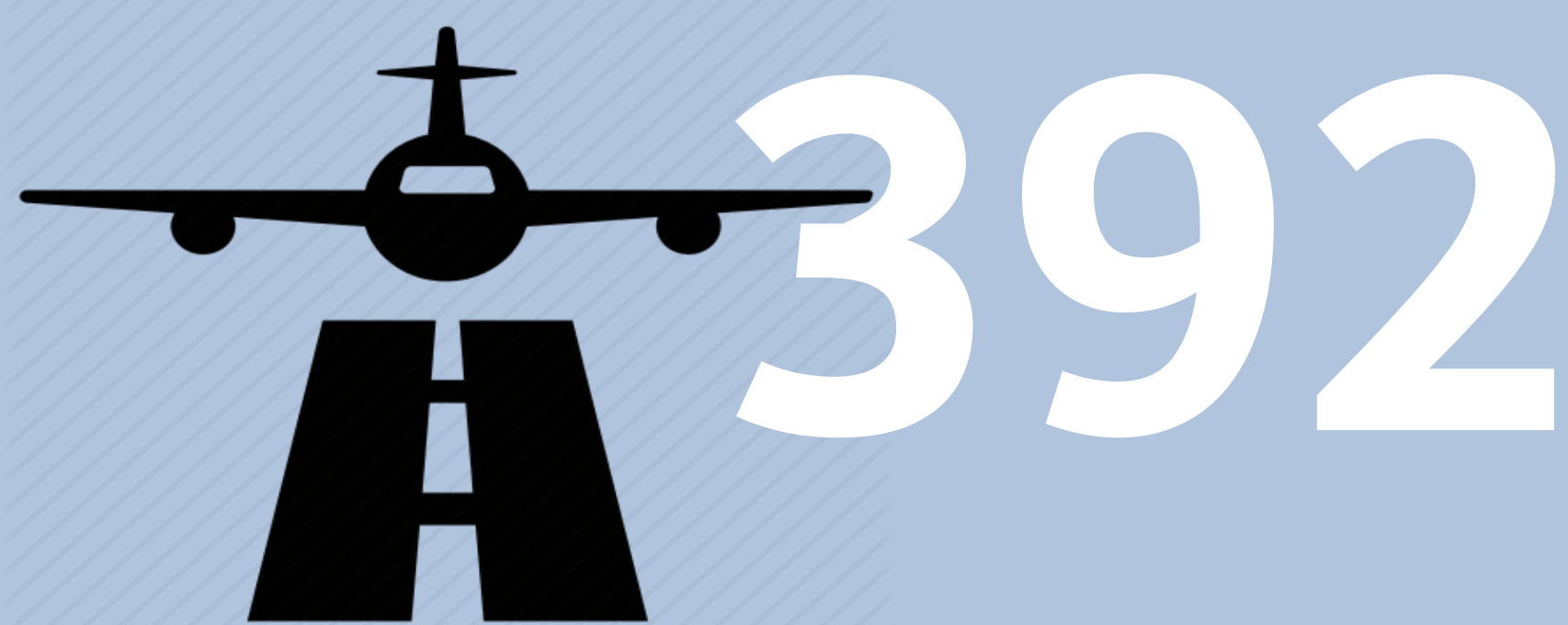
PUBLIC WORKS

264 Acres of Public Parks and
Open Space
255 Lane Miles Maintained
63 Traffic Signals
13,326 Tons of Trash
4,294 Tons of Recycling

MANASSAS
REGIONAL AIRPORT

Hosts 392 based aircraft and 2 runways

COOL FACT — 75,316 Take-Offs & Landings



392

COMMUNITY PROFILE

Utility Service Providers

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

Real Estate Taxes

Real Estate Tax Rate

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

FY 2021: \$1.243 per \$100 Assessed Value

Fire Rescue Levy

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

FY 2021: \$0.197 per \$100 Assessed Value

Owens Brooke Special Tax District

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

FY 2021: \$0.109 per \$100 Assessed Value

Personal Property Taxes

Tangible Personal Property Tax Rate

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

FY 2021: \$3.60 per \$100 Assessed Value

Business Personal Property Tax Rate

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

FY 2021: \$3.60 per \$100 Assessed Value

Average Home Values

Condominium	\$223,168
Townhouse	\$267,274
Single-Family Home	\$405,365
Average Residential	\$325,269

City Finances – Bond Ratings

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

Ten Largest Employers

Micron	1,511
Novant Prince William Health System	1,297
Manassas City Public Schools	1,181
Lockheed Martin	1,061
City of Manassas	493
American Disposal Services	444
Aurora Flight Services	415
BAE Systems	370
S.W.I.F.T.	318
ARS (American Residential Services)	197

Population

2019 Census Population Estimate	41,174
2017 American Comm. Survey	41,501
2010 U.S. Census	37,821
2000 U.S. Census	35,135

Age (2019 American Community Survey)

Age 0-19.....	29.2%
Age 20-34.....	22.0%
Age 35-64.....	39.1%
Age 65+.....	9.7%

Race and Ethnicity (2019 ACS)

White.....	66.3%
Black/African American.....	13.9%
Asian.....	5.5%
American Indian/Alaska Native.....	0.7%
Other/Two or More Races.....	13.6%
Hispanic/Latino (Any Race).....	36.6%

Unemployment

	<u>May '19</u>	<u>May '20</u>
City of Manassas	2.1%	9.5%
Virginia	3.4%	13.0%
United States	3.7%	13.3%

RATE SCHEDULE

Real Estate Tax Rates (Authorized by Ordinance O-2021-16)

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	\$1.222
Fire and Rescue Levy	\$0.207
Owens Brooke Service District	\$0.101

Personal Property Tax Rates (Authorized by Ordinance O-2021-17)

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	\$0.891
Programmable Computer Equipment & Peripherals Employed in a Trade or Business	\$1.250

Utility Fees (Authorized by Ordinance O-2021-18)

Sewer Rates:	
RSS - Residential Sewer Service (per month)	\$8.95
Flow Charge per 1,000 Gallons Metered Water (First 5,000 Gallons)	\$2.88
Flow Charge per 1,000 Gallons Metered Water (Over 5,000 Gallons)	\$4.16
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	\$4.16
UOSA Cost Recovery	varies
GSS – Non-Residential Sewer Service (per month)	
Commercial – Meter Size 3/4" and under (per month)	\$12.32
Commercial – Meter Size 1" (per month)	\$24.64
Commercial – Meter Size 1.5" (per month)	\$36.95
Commercial – Meter Size 2" (per month)	\$48.13
Commercial – Meter Size 3" (per month)	\$59.30
Commercial – Meter Size 4" (per month)	\$83.95
Commercial – Meter Size 6" (per month)	\$132.17
Commercial – Meter Size 8" (per month)	\$213.21
Commercial – Meter Size 10" (per month)	\$331.20
Multi-Family Residential Apartments per Unit	\$7.40
Per 1,000 gallons metered water	\$3.87
UOSA Cost Recovery	Varies
Water Rates:	
RWS - Residential Water Service (per month)	\$10.00
First 5,000 gallons metered water, per 1,000 gallons	\$3.21
Over 5,000-12,000 gallons metered water, per 1,000 gallons	\$3.39
12,001+ gallons metered water, per 1,000 gallons (Nov. – April)	\$3.39
12,001+ gallons metered water, per 1,000 gallons (May – Oct.)	\$3.71

RATE SCHEDULE

Utility Fees (Authorized by Ordinance O-2021-18) (Continued)

Surcharge per 1,000 gallons ALL over 14,000 gallons				\$2.00
CWS - Commercial & Industrial Water Service (per month)				
Meter size 3/4" and under				\$14.23
1" Meter				\$19.11
1.5" Meter				\$25.47
2" Meter				\$33.08
3" Meter				\$58.70
4" Meter				\$82.27
6" Meter				\$158.55
8" Meter				\$252.00
10" Meter				\$367.00
Or for Multi-Family Residential Apartments per unit				\$8.22
Flow Charge per 1,000 gallons metered (First 1 million Gallons)				\$3.63
Flow Charge per 1,000 gallons metered (Over 1 million Gallons)				\$3.16
LUWS - Large User Water Rates (per month)				\$367.00
Flow Charge per 1,000 gallons metered (First 25,000 Gallons)				\$3.63
Flow Charge per 1,000 gallons metered (Over 25,000 Gallons)				\$2.96
HMS - Hydrant Meters (per month)				\$41.50
Per 1,000 gallons				\$5.49
LWS - Lake Water Service (per month)				\$75.35
All usage per 1,000 gallons				\$1.31
Electric Rates				
<i>Service</i>	<i>Per Month</i>	<i>Per KWH</i>	<i>Per KW</i>	<i>Minimum KW Charge</i>
Residential Service	\$13.59	\$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

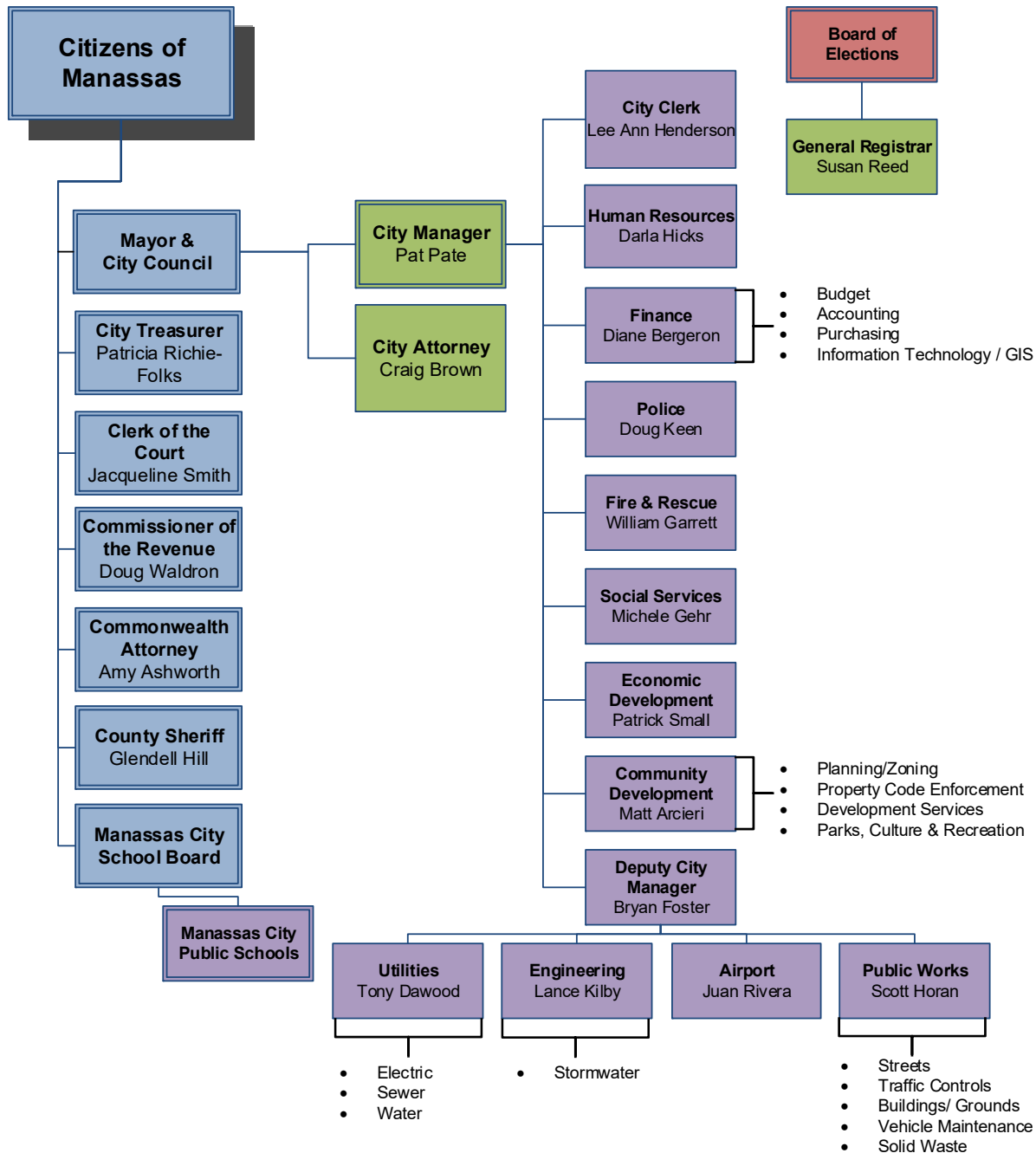
Solid Waste Fees (Authorized by Ordinance O-2020-24)

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-2021-19)

Monthly Service Fee (Single-Family Detached / Townhome & Mobile Home)	\$7.85 / \$5.02
Developed Condominium/Apartment Residential (per month)	\$3.93

CITY ORGANIZATIONAL CHART



CITY OF MANASSAS MAYOR AND CITY COUNCIL



**Michelle Davis-Younger
Mayor**

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(571) 330-5514



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CITY CONTACTS



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

CITY ADMINISTRATIVE OFFICES

<u>Department</u>	<u>Phone</u>	<u>Fax</u>	<u>Physical Address</u>
City Manager	703-257-8212	703-335-0042	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

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

BUDGET PROCESS

The budget is the annual plan for the City's revenues and expenditures. It is also a document that summarizes the programs provided by City departments. The budget presented in this book is the FY 2022 Budget for the period of July 1, 2021 to June 30, 2022.

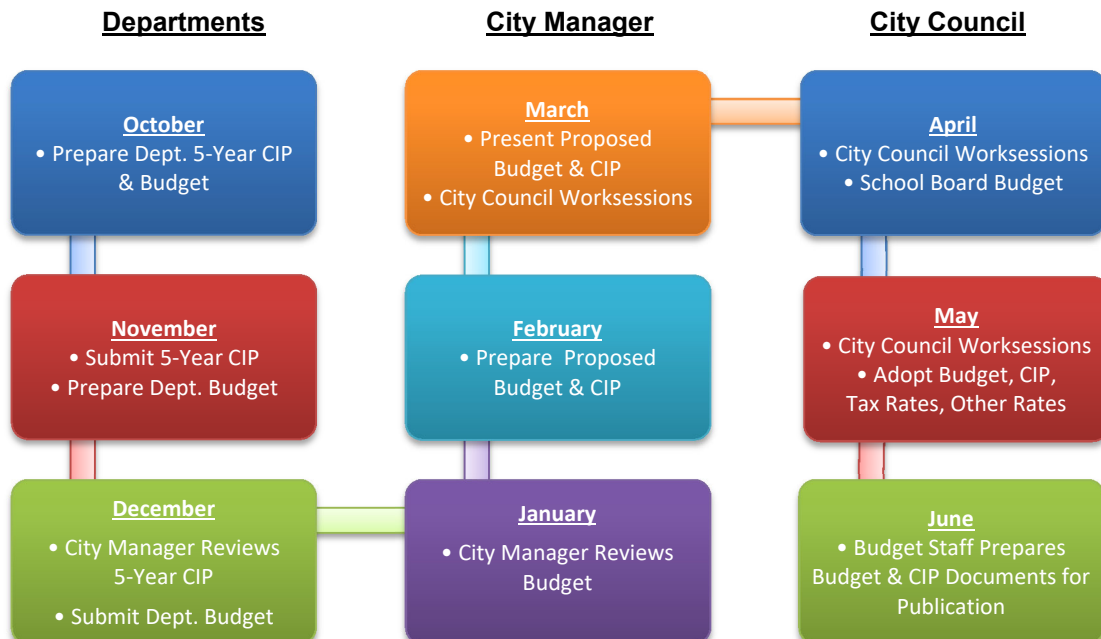
STATE BUDGET LAW

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

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

FORMULATION OF THE BUDGET

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



BUDGET IMPLEMENTATION / ADMINISTRATION

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

CAPITAL IMPROVEMENT PLAN

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

BUDGET AMENDMENTS

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

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

Budget Transfer Matrix

A. Transfers within Fund and Department

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

B. Transfers within Fund between Departments

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

C. Transfers Between Funds

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

D. Transfers To and From Contingencies or Reserves

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

BUDGET CALENDAR

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

September 28, 2020	Monday	Departments: Access to System Available
November 6, 2020	Friday	Departments: Recommended CIP Due
December 14-18, 2020	Mon-Fri	City Manager: Meets with Departments
January 20, 2021	Wednesday	Planning Commission: CIP Review
February 3, 2021	Wednesday	Planning Commission: Action Taken
February 5, 2021	Friday	Planning Commission: Recommendations to City Manager
March 23, 2021	Tuesday	School Board: Adopts CIP for Manassas City Public Schools

OPERATING BUDGET

September 28, 2020	Monday	Departments: Access to System Available
December 4, 2020	Friday	Departments: Recommended Budget Due
January 11-15, 2021	Mon-Fri	City Manager: Meets with Departments
February 1, 2021	Monday	Utility and Airport Commissions: Changes Due
February 5, 2021	Friday	Departments: Fee Schedule Ordinances Due
March 23, 2021	Tuesday	School Board: Adopts Budget for Manassas City Public Schools

CITY COUNCIL WORKSESSIONS

March 8, 2021	Monday	City Manager: Presents Proposed Budget & CIP
March 9, 2021	Tuesday	City Council: Budget Worksession <i>Tax Supported Funds Operating & CIP</i>
March 10, 2021	Wednesday	City Council: Budget Worksession <i>Tax Supported Funds Operating & CIP</i>
March 17, 2021	Wednesday	City Council: Budget Worksession <i>Determine Advertised Tax Rate</i> <i>Advertised At Least 30 Days Prior to Public Hearing</i>
March 24, 2021	Wednesday	City Council: Budget Worksession <i>Non Tax Supported Funds Operating & CIP</i>
April 7, 2021	Wednesday	City Council & School Board: Joint Budget Worksession
April 14, 2021	Wednesday	City Council: Budget Worksession
April 26, 2021	Monday	City Council: Public Hearing Updated Budget/CIP/Revenue Rates <i>Advertised At Least 7 Days Prior</i>
April 28, 2021	Wednesday	City Council: Budget Worksession (if needed)
May 10, 2021	Monday	City Council: Budget & CIP Adoption, 1st Reading of Rate/Fee ORDs <i>No Sooner than 7 Days After Public Hearing</i>
May 24, 2021	Monday	City Council: 2nd Reading of Rate/Fee ORDs

BUDGET CALENDAR

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

DECEMBER 2020							JANUARY 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

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

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

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

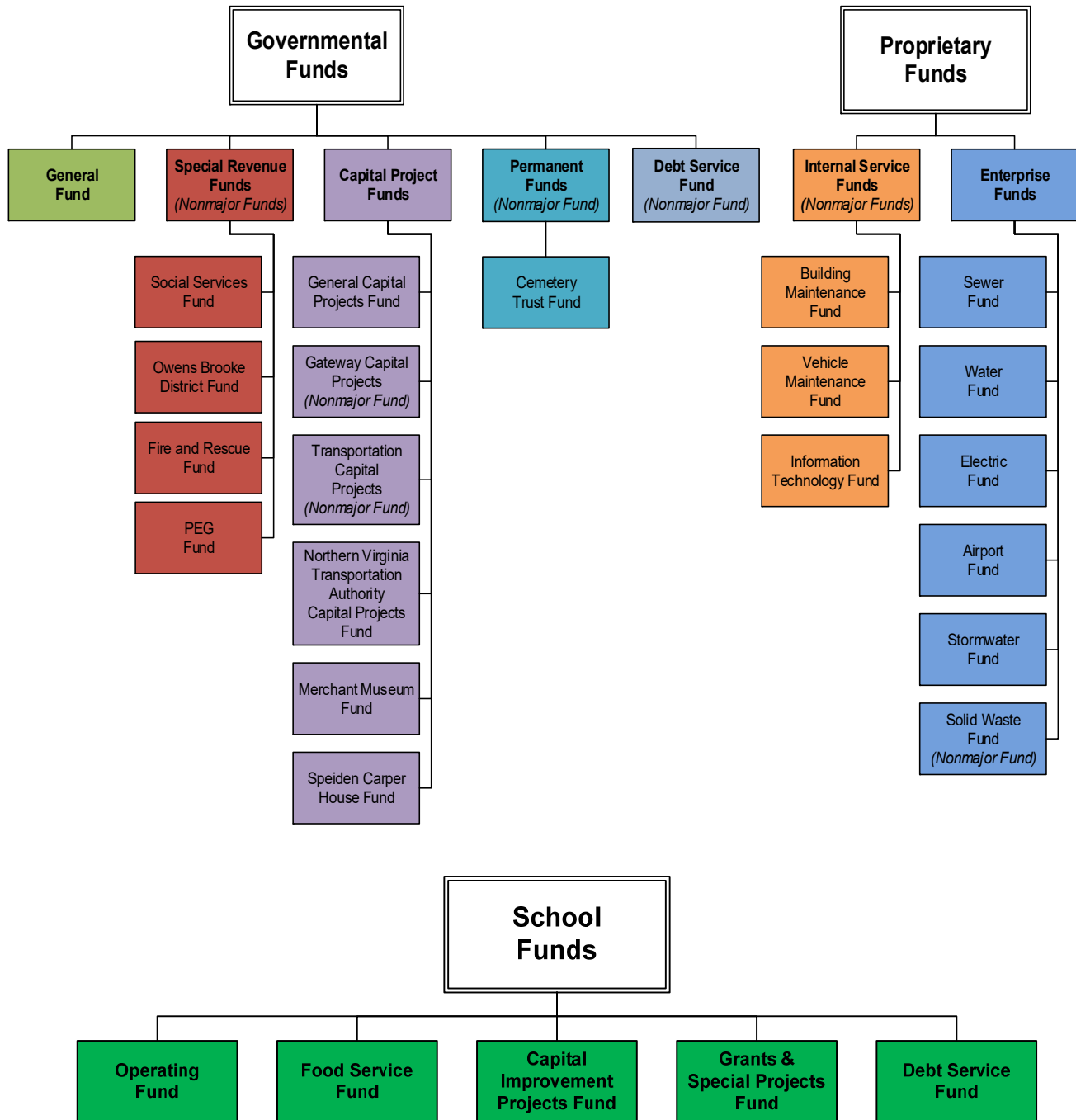
FIDUCIARY FUNDS

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.

FUND STRUCTURE



Key:

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

FUND STRUCTURE

FUND – DEPARTMENT RELATIONSHIP

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

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

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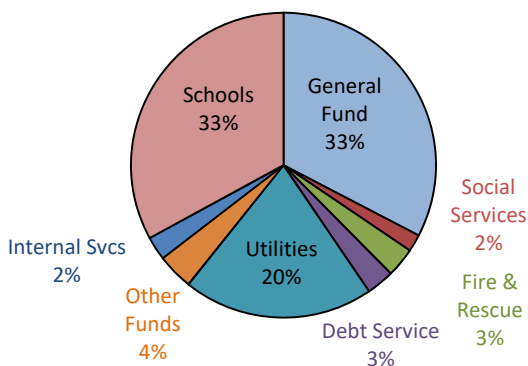


REVENUE OVERVIEW

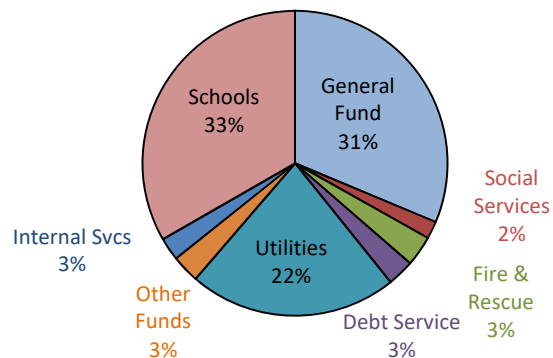
All Funds - by Fund

Fund	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
General Fund	133,733,040	123,053,830	139,126,103	127,197,820	4,143,990
Social Services Fund	5,771,607	6,981,790	7,019,337	7,621,630	639,840
Fire and Rescue Fund	11,632,324	11,730,000	12,117,976	13,150,690	1,420,690
Owens Brooke Service District Fund	42,259	340,200	340,200	40,200	(300,000)
Merchant Trust Fund	20,188	-	1,000,000	-	-
PEG Fund	155,107	150,000	150,000	150,000	-
Speiden Carper House Fund	2,336	-	370,000	-	-
Debt Service Fund	10,818,225	11,132,360	11,132,360	11,491,710	359,350
Sewer Fund	18,002,890	17,712,240	19,795,588	21,017,280	3,305,040
Water Fund	11,482,795	14,961,620	15,762,777	26,859,530	11,897,910
Electric Fund	41,039,502	43,488,290	44,010,545	41,921,280	(1,567,010)
Stormwater Fund	1,832,219	6,798,000	6,860,146	3,071,000	(3,727,000)
Airport Fund	3,615,364	3,555,560	3,658,905	4,970,100	1,414,540
Solid Waste Fund	3,603,800	3,586,550	3,642,294	3,693,350	106,800
Building Maintenance Fund	1,425,634	1,591,120	1,963,282	1,641,120	50,000
Vehicle Maintenance Fund	3,696,620	4,137,550	4,710,362	4,227,320	89,770
Information Technology Fund	3,588,660	3,816,880	4,321,410	4,102,750	285,870
Cemetery Trust Fund	79,266	32,800	32,800	32,800	-
School Operating Fund	102,807,352	106,922,088	108,174,164	118,477,032	11,554,944
School Food Service Fund	3,397,154	4,147,095	4,335,045	4,186,043	38,948
School Capital Projects Fund	3,732,093	3,000,000	5,627,241	5,190,000	2,190,000
School Grants/Projects Fund	3,818,879	4,007,300	20,510,604	3,915,741	(91,559)
School Debt Service Fund	7,040,394	6,126,987	6,126,987	3,545,328	(2,581,659)
ALL FUNDS TOTAL:	371,337,708	377,272,260	420,788,126	406,502,724	29,230,464

FY 2021 Budget
\$377,272,260



FY 2022 Budget
\$406,502,724



REVENUE OVERVIEW

All Funds - by Fund Type

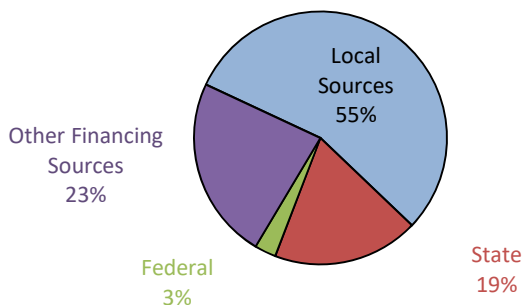
FUND TYPE / Fund	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
GENERAL FUND					
General Fund	133,733,040	123,053,830	139,126,103	127,197,820	4,143,990
Fund Type Total:	133,733,040	123,053,830	139,126,103	127,197,820	4,143,990
SPECIAL REVENUE FUNDS					
Social Services Fund	5,771,607	6,981,790	7,019,337	7,621,630	639,840
Fire and Rescue Fund	11,632,324	11,730,000	12,117,976	13,150,690	1,420,690
Owens Brooke Service District Fund	42,259	340,200	340,200	40,200	(300,000)
Merchant Trust Fund	20,188	-	1,000,000	-	-
PEG Fund	155,107	150,000	150,000	150,000	-
Speiden Carper House Fund	2,336	-	370,000	-	-
Fund Type Total:	17,623,821	19,201,990	20,997,513	20,962,520	1,760,530
DEBT SERVICE FUND					
Debt Service Fund	10,818,225	11,132,360	11,132,360	11,491,710	359,350
Fund Type Total:	10,818,225	11,132,360	11,132,360	11,491,710	359,350
ENTERPRISE FUNDS					
Sewer Fund	18,002,890	17,712,240	19,795,588	21,017,280	3,305,040
Water Fund	11,482,795	14,961,620	15,762,777	26,859,530	11,897,910
Electric Fund	41,039,502	43,488,290	44,010,545	41,921,280	(1,567,010)
Stormwater Fund	1,832,219	6,798,000	6,860,146	3,071,000	(3,727,000)
Airport Fund	3,615,364	3,555,560	3,658,905	4,970,100	1,414,540
Solid Waste Fund	3,603,800	3,586,550	3,642,294	3,693,350	106,800
Fund Type Total:	79,576,570	90,102,260	93,730,255	101,532,540	11,430,280
INTERNAL SERVICE FUNDS					
Building Maintenance Fund	1,425,634	1,591,120	1,963,282	1,641,120	50,000
Vehicle Maintenance Fund	3,696,620	4,137,550	4,710,362	4,227,320	89,770
Information Technology Fund	3,588,660	3,816,880	4,321,410	4,102,750	285,870
Fund Type Total:	8,710,914	9,545,550	10,995,054	9,971,190	425,640
PERMANENT FUND					
Cemetery Trust Fund	79,266	32,800	32,800	32,800	-
Fund Type Total:	79,266	32,800	32,800	32,800	-
SCHOOL FUNDS					
School Operating Fund	102,807,352	106,922,088	108,174,164	118,477,032	11,554,944
School Food Service Fund	3,397,154	4,147,095	4,335,045	4,186,043	38,948
School Capital Projects Fund	3,732,093	3,000,000	5,627,241	5,190,000	2,190,000
School Grants/Projects Fund	3,818,879	4,007,300	20,510,604	3,915,741	(91,559)
School Debt Service Fund	7,040,394	6,126,987	6,126,987	3,545,328	(2,581,659)
Fund Type Total:	120,795,872	124,203,470	144,774,041	135,314,144	11,110,674
ALL FUNDS TOTAL:	371,337,708	377,272,260	420,788,126	406,502,724	29,230,464

REVENUE OVERVIEW

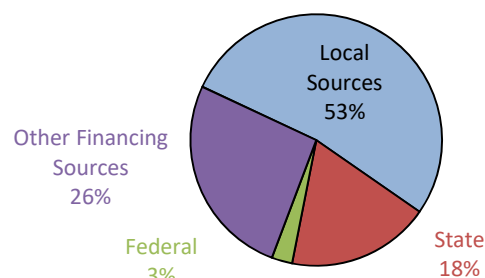
All Funds - by Source

Source / Type	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
LOCAL SOURCES					
General Property Taxes	91,739,863	92,427,200	94,427,200	96,472,890	4,045,690
Other Local Taxes	23,885,186	21,141,000	22,641,000	22,025,000	884,000
Permits, Fees, & Licenses	812,021	565,000	565,000	565,000	-
Fines & Forfeitures	928,580	810,000	810,000	810,000	-
Interest & Use of Property	7,412,043	3,948,510	3,948,510	4,146,430	197,920
Charges for Services	7,482,020	7,916,000	7,916,000	8,406,250	490,250
Sales & Connections	64,036,917	66,150,070	66,150,070	65,870,190	(279,880)
Other Local Revenue	8,122,972	4,565,650	6,347,645	4,631,780	66,130
Interfund Revenue	9,777,704	10,661,690	10,661,690	11,312,200	650,510
Source Total:	214,197,306	208,185,120	213,467,115	214,239,740	6,054,620
STATE OF VIRGINIA					
Noncategorical	7,874,044	7,607,000	7,607,000	7,461,000	(146,000)
Shared Expenses	320,244	281,000	281,000	296,000	15,000
Categorical Aid	58,942,862	62,650,071	62,904,835	67,160,340	4,510,269
Source Total:	67,137,150	70,538,071	70,792,835	74,917,340	4,379,269
FEDERAL GOVERNMENT					
Noncategorical	114,817	51,280	51,280	51,280	-
Federal Pass Through	6,487,721	2,889,310	6,905,153	3,356,310	467,000
Categorical	6,893,538	7,422,300	8,743,259	7,420,741	(1,559)
Source Total:	13,496,076	10,362,890	15,699,692	10,828,331	465,441
OTHER FINANCING SOURCES					
Payment in Lieu of Taxes	1,909,290	1,994,210	1,994,210	2,104,070	109,860
Debt Issuance	-	8,500,000	8,500,000	16,600,000	8,100,000
Transfers from Other Funds	72,847,624	72,992,810	73,535,485	75,160,120	2,167,310
Use of Fund Balance	-	3,749,159	35,848,787	9,603,123	5,853,964
Tap Fees	1,750,262	950,000	950,000	3,050,000	2,100,000
Source Total:	76,507,176	88,186,179	120,828,482	106,517,313	18,331,134
ALL SOURCES TOTAL:	371,337,708	377,272,260	420,788,126	406,502,724	29,230,464

FY 2021 Budget



FY 2022 Budget



REVENUE OVERVIEW

All Funds - by Fund and Source

Fund / Source / Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
GENERAL FUND					
Local Sources					
General Property Taxes	81,633,714	81,787,000	83,787,000	84,737,000	2,950,000
Other Local Taxes	23,885,186	21,141,000	22,641,000	22,025,000	884,000
Permits, Fees, Licenses	719,533	500,000	500,000	500,000	-
Fines & Forfeitures	783,836	810,000	810,000	810,000	-
Interest & Use of Property	3,654,731	473,000	473,000	577,000	104,000
Charges for Services	535,298	600,000	600,000	500,000	(100,000)
Other Local Revenue	4,560,242	3,436,390	3,682,025	3,432,450	(3,940)
Source Total:	115,772,540	108,747,390	112,493,025	112,581,450	3,834,060
State of Virginia					
Noncategorical	7,823,947	7,572,000	7,572,000	7,426,000	(146,000)
Shared Expenses	320,244	281,000	281,000	296,000	15,000
Categorical Aid	4,066,447	3,916,430	4,126,532	4,072,500	156,070
Source Total:	12,210,638	11,769,430	11,979,532	11,794,500	25,070
Federal Government					
Noncategorical	11,500	10,000	10,000	10,000	-
Federal Pass Through	3,642,026	-	3,983,871	-	-
Categorical	168,518	500,000	428,114	500,000	-
Source Total:	3,822,044	510,000	4,421,985	510,000	-
Other Financing Sources					
Payment in Lieu of Taxes	1,909,290	1,994,210	1,994,210	2,104,070	109,860
Transfers	18,528	32,800	32,800	207,800	175,000
Use of Fund Balance	-	-	8,204,550	-	-
Source Total:	1,927,818	2,027,010	10,231,560	2,311,870	284,860
FUND TOTAL:	133,733,040	123,053,830	139,126,102	127,197,820	4,143,990
SOCIAL SERVICES FUND					
Local Sources					
Other Local Revenue	-	-	36,360	-	-
Source Total:	-	-	36,360	-	-
State of Virginia					
Categorical Aid	1,331,732	1,991,040	1,991,040	2,063,320	72,280
Source Total:	1,331,732	1,991,040	1,991,040	2,063,320	72,280
Federal Government					
Federal Pass Through	2,385,041	2,489,310	2,489,310	2,956,310	467,000
Source Total:	2,385,041	2,489,310	2,489,310	2,956,310	467,000
Other Financing Sources					
Transfers	2,054,834	2,501,440	2,501,440	2,602,000	100,560
Use of Fund Balance	-	-	1,187	-	-
Source Total:	2,054,834	2,501,440	2,502,627	2,602,000	100,560
FUND TOTAL:	5,771,607	6,981,790	7,019,337	7,621,630	639,840

REVENUE OVERVIEW

All Funds - by Fund and Source

Fund / Source / Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
FIRE AND RESCUE FUND					
Local Sources					
General Property Taxes	10,065,899	10,600,000	10,600,000	11,695,690	1,095,690
Permits, Fees, Licenses	92,488	65,000	65,000	65,000	-
Interest & Use of Property	5,913	15,000	15,000	15,000	-
Charges for Services	790,805	650,000	650,000	675,000	25,000
Other Local Revenue	45,566	-	-	-	-
Source Total:	11,000,671	11,330,000	11,330,000	12,450,690	1,120,690
State of Virginia					
Categorical Aid	149,789	-	44,662	-	-
Source Total:	149,789	-	44,662	-	-
Federal Government					
Federal Pass Through	460,654	400,000	431,972	400,000	-
Categorical	21,210	-	-	-	-
Source Total:	481,864	400,000	431,972	400,000	-
Other Financing Sources					
Use of Fund Balance	-	-	311,342	300,000	300,000
Source Total:	-	-	311,342	300,000	300,000
FUND TOTAL:	11,632,324	11,730,000	12,117,976	13,150,690	1,420,690
OWENS BROOKE SERVICE DISTRICT FUND					
Local Sources					
General Property Taxes	40,250	40,200	40,200	40,200	-
Interest & Use of Property	2,009	-	-	-	-
Source Total:	42,259	40,200	40,200	40,200	-
Other Financing Sources					
Use of Fund Balance	-	300,000	300,000	-	(300,000)
Source Total:	-	300,000	300,000	-	(300,000)
FUND TOTAL:	42,259	340,200	340,200	40,200	(300,000)
MERCHANT TRUST FUND					
Local Sources					
Interest & Use of Property	6,833	-	-	-	-
Other Local Revenue	13,355	-	-	-	-
Source Total:	20,188	-	-	-	-
Other Financing Sources					
Use of Fund Balance	-	-	1,000,000	-	-
Source Total:	-	-	1,000,000	-	-
FUND TOTAL:	20,188	-	1,000,000	-	-

REVENUE OVERVIEW

All Funds - by Fund and Source

Fund / Source / Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
PEG FUND					
Local Sources					
Interest & Use of Property	5,259	-	-	-	-
Other Local Revenue	149,848	150,000	150,000	150,000	-
Source Total:	155,107	150,000	150,000	150,000	-
FUND TOTAL:	155,107	150,000	150,000	150,000	-
SPEIDEN CARPER HOUSE FUND					
Local Sources					
Interest & Use of Property	2,336	-	-	-	-
Source Total:	2,336	-	-	-	-
Other Financing Sources					
Use of Fund Balance	-	-	370,000	-	-
Source Total:	-	-	370,000	-	-
FUND TOTAL:	2,336	-	370,000	-	-
DEBT SERVICE FUND					
Federal Government					
Noncategorical	24,464	-	-	-	-
Source Total:	24,464	-	-	-	-
Other Financing Sources					
Transfers	10,793,761	11,132,360	11,132,360	11,491,710	359,350
Source Total:	10,793,761	11,132,360	11,132,360	11,491,710	359,350
FUND TOTAL:	10,818,225	11,132,360	11,132,360	11,491,710	359,350
SEWER FUND					
Local Sources					
Interest & Use of Property	222,104	175,000	175,000	150,000	(25,000)
Sales & Connections	15,033,222	15,646,240	15,646,240	16,505,280	859,040
Other Local Revenue	1,539,715	16,000	1,516,000	12,000	(4,000)
Source Total:	16,795,041	15,837,240	17,337,240	16,667,280	830,040
Other Financing Sources					
Debt Issuance	-	-	-	3,800,000	3,800,000
Use of Fund Balance	-	1,325,000	1,908,348	-	(1,325,000)
Tap Fees	1,207,849	550,000	550,000	550,000	-
Source Total:	1,207,849	1,875,000	2,458,348	4,350,000	2,475,000
FUND TOTAL:	18,002,890	17,712,240	19,795,588	21,017,280	3,305,040

REVENUE OVERVIEW

All Funds - by Fund and Source

Fund / Source / Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
WATER FUND					
Local Sources					
Interest & Use of Property	200,551	150,000	150,000	135,000	(15,000)
Sales & Connections	10,448,723	10,184,120	10,184,120	10,769,880	585,760
Other Local Revenue	258,679	225,500	225,500	221,500	(4,000)
Source Total:	10,907,953	10,559,620	10,559,620	11,126,380	566,760
Federal Government					
Noncategorical	32,429	-	-	-	-
Source Total:	32,429	-	-	-	-
Other Financing Sources					
Debt Issuance	-	3,900,000	3,900,000	12,800,000	8,900,000
Use of Fund Balance	-	102,000	903,158	433,150	331,150
Tap Fees	542,413	400,000	400,000	2,500,000	2,100,000
Source Total:	542,413	4,402,000	5,203,158	15,733,150	11,331,150
FUND TOTAL:	11,482,795	14,961,620	15,762,778	26,859,530	11,897,910
ELECTRIC FUND					
Local Sources					
Interest & Use of Property	154,801	23,000	23,000	110,000	87,000
Sales & Connections	38,175,486	39,942,240	39,942,240	38,248,640	(1,693,600)
Other Local Revenue	1,159,076	715,900	715,900	774,320	58,420
Interfund Revenue	1,550,139	1,619,650	1,619,650	1,695,670	76,020
Source Total:	41,039,502	42,300,790	42,300,790	40,828,630	(1,472,160)
Other Financing Sources					
Use of Fund Balance	-	1,187,500	1,709,754	1,092,650	(94,850)
Source Total:	-	1,187,500	1,709,754	1,092,650	(94,850)
FUND TOTAL:	41,039,502	43,488,290	44,010,544	41,921,280	(1,567,010)
STORMWATER FUND					
Local Sources					
Interest & Use of Property	9,140	3,000	3,000	3,000	-
Charges for Services	1,579,246	1,884,000	1,884,000	2,372,000	488,000
Other Local Revenue	243,833	-	-	-	-
Source Total:	1,832,219	1,887,000	1,887,000	2,375,000	488,000
Other Financing Sources					
Debt Issuance	-	4,600,000	4,600,000	-	(4,600,000)
Use of Fund Balance	-	311,000	373,147	696,000	385,000
Source Total:	-	4,911,000	4,973,147	696,000	(4,215,000)
FUND TOTAL:	1,832,219	6,798,000	6,860,147	3,071,000	(3,727,000)

REVENUE OVERVIEW

All Funds - by Fund and Source

Fund / Source / Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
AIRPORT FUND					
Local Sources					
Interest & Use of Property	2,964,316	3,092,010	3,092,010	3,138,130	46,120
Sales & Connections	379,486	377,470	377,470	346,390	(31,080)
Other Local Revenue	18,041	9,800	9,800	9,300	(500)
Source Total:	3,361,843	3,479,280	3,479,280	3,493,820	14,540
State of Virginia					
Noncategorical	50,097	35,000	35,000	35,000	-
Source Total:	50,097	35,000	35,000	35,000	-
Federal Government					
Noncategorical	46,424	41,280	41,280	41,280	-
Categorical	157,000	-	57,000	-	-
Source Total:	203,424	41,280	98,280	41,280	-
Other Financing Sources					
Use of Fund Balance	-	-	46,344	1,400,000	1,400,000
Source Total:	-	-	46,344	1,400,000	1,400,000
FUND TOTAL:	3,615,364	3,555,560	3,658,904	4,970,100	1,414,540
SOLID WASTE FUND					
Local Sources					
Interest & Use of Property	12,758	2,000	2,000	2,800	800
Charges for Services	3,575,018	3,470,000	3,470,000	3,531,500	61,500
Other Local Revenue	1,020	50	50	20,050	20,000
Source Total:	3,588,796	3,472,050	3,472,050	3,554,350	82,300
State of Virginia					
Categorical Aid	15,004	7,500	7,500	7,000	(500)
Source Total:	15,004	7,500	7,500	7,000	(500)
Other Financing Sources					
Use of Fund Balance	-	107,000	162,745	132,000	25,000
Source Total:	-	107,000	162,745	132,000	25,000
FUND TOTAL:	3,603,800	3,586,550	3,642,295	3,693,350	106,800
BUILDING MAINTENANCE FUND					
Local Sources					
Interest & Use of Property	6,564	3,000	3,000	3,000	-
Interfund Revenue	1,419,070	1,588,120	1,588,120	1,638,120	50,000
Source Total:	1,425,634	1,591,120	1,591,120	1,641,120	50,000
Other Financing Sources					
Use of Fund Balance	-	-	372,161	-	-
Source Total:	-	-	372,161	-	-
FUND TOTAL:	1,425,634	1,591,120	1,963,281	1,641,120	50,000

REVENUE OVERVIEW

All Funds - by Fund and Source

Fund / Source / Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
VEHICLE MAINTENANCE FUND					
Local Sources					
Interest & Use of Property	7,316	2,500	2,500	2,500	-
Other Local Revenue	121,694	-	-	-	-
Interfund Revenue	3,243,464	3,659,050	3,659,050	3,897,820	238,770
Source Total:	3,372,474	3,661,550	3,661,550	3,900,320	238,770
Other Financing Sources					
Transfers	324,146	476,000	1,018,675	327,000	(149,000)
Use of Fund Balance	-	-	30,137	-	-
Source Total:	324,146	476,000	1,048,812	327,000	(149,000)
FUND TOTAL:	3,696,620	4,137,550	4,710,362	4,227,320	89,770
INFORMATION TECHNOLOGY FUND					
Local Sources					
Interest & Use of Property	11,726	10,000	10,000	10,000	-
Other Local Revenue	11,903	12,010	12,010	12,160	150
Interfund Revenue	3,565,031	3,794,870	3,794,870	4,080,590	285,720
Source Total:	3,588,660	3,816,880	3,816,880	4,102,750	285,870
Other Financing Sources					
Use of Fund Balance	-	-	504,529	-	-
Source Total:	-	-	504,529	-	-
FUND TOTAL:	3,588,660	3,816,880	4,321,409	4,102,750	285,870
CEMETERY TRUST FUND					
Local Sources					
Interest & Use of Property	1,716	-	-	-	-
Charges for Services	77,550	-	-	-	-
Source Total:	79,266	-	-	-	-
Other Financing Sources					
Use of Fund Balance	-	32,800	32,800	32,800	-
Source Total:	-	32,800	32,800	32,800	-
FUND TOTAL:	79,266	32,800	32,800	32,800	-

REVENUE OVERVIEW

All Funds - by Fund and Source

Fund / Source / Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
SCHOOL OPERATING FUND					
Local Sources					
Fines & Forfeitures	144,744	-	-	-	-
Interest & Use of Property	135,863	-	-	-	-
Charges for Services	362,113	555,500	555,500	588,750	33,250
Source Total:	642,720	555,500	555,500	588,750	33,250
State of Virginia					
Categorical Aid	53,272,657	56,643,365	56,643,365	60,902,000	4,258,635
Source Total:	53,272,657	56,643,365	56,643,365	60,902,000	4,258,635
Other Financing Sources					
Transfers	48,891,975	49,723,223	49,723,223	51,796,282	2,073,059
Use of Fund Balance	-	-	1,252,076	5,190,000	5,190,000
Source Total:	48,891,975	49,723,223	50,975,299	56,986,282	7,263,059
FUND TOTAL:	102,807,352	106,922,088	108,174,164	118,477,032	11,554,944
SCHOOL GRANTS/PROJECTS FUND					
Federal Government					
Categorical	3,818,879	4,007,300	5,343,145	3,915,741	(91,559)
Source Total:	3,818,879	4,007,300	5,343,145	3,915,741	(91,559)
Other Financing Sources					
Use of Fund Balance	-	-	15,167,459	-	-
Source Total:	-	-	15,167,459	-	-
FUND TOTAL:	3,818,879	4,007,300	20,510,604	3,915,741	(91,559)
SCHOOL DEBT SERVICE FUND					
Other Financing Sources					
Transfers	7,040,394	6,126,987	6,126,987	3,545,328	(2,581,659)
Source Total:	7,040,394	6,126,987	6,126,987	3,545,328	(2,581,659)
FUND TOTAL:	7,040,394	6,126,987	6,126,987	3,545,328	(2,581,659)

REVENUE OVERVIEW

All Funds - by Fund and Source

Fund / Source / Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
SCHOOL FOOD SERVICE FUND					
Local Sources					
Charges for Services	561,990	756,500	756,500	739,000	(17,500)
Source Total:	561,990	756,500	756,500	739,000	(17,500)
State of Virginia					
Categorical Aid	107,233	91,736	91,736	115,520	23,784
Source Total:	107,233	91,736	91,736	115,520	23,784
Federal Government					
Categorical	2,727,931	2,915,000	2,915,000	3,005,000	90,000
Source Total:	2,727,931	2,915,000	2,915,000	3,005,000	90,000
Other Financing Sources					
Use of Fund Balance	-	383,859	571,809	326,523	(57,336)
Source Total:	-	383,859	571,809	326,523	(57,336)
FUND TOTAL:	3,397,154	4,147,095	4,335,045	4,186,043	38,948
SCHOOL CAPITAL PROJECTS					
Local Sources					
Interest & Use of Property	8,107	-	-	-	-
Source Total:	8,107	-	-	-	-
Other Financing Sources					
Transfers	3,723,986	3,000,000	3,000,000	5,190,000	2,190,000
Use of Fund Balance	-	-	2,627,241	-	-
Source Total:	3,723,986	3,000,000	5,627,241	5,190,000	2,190,000
FUND TOTAL:	3,732,093	3,000,000	5,627,241	5,190,000	2,190,000
ALL FUNDS TOTAL:	\$ 371,337,708	\$ 377,272,260	\$ 420,788,124	\$ 406,502,724	\$ 29,230,464

REVENUE OVERVIEW

Major Revenue Source Analysis

MAJOR REVENUE SOURCES

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

Local Revenues:

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

Revenues from Other Government:

- Revenue from the State
- Revenue from the Federal Government

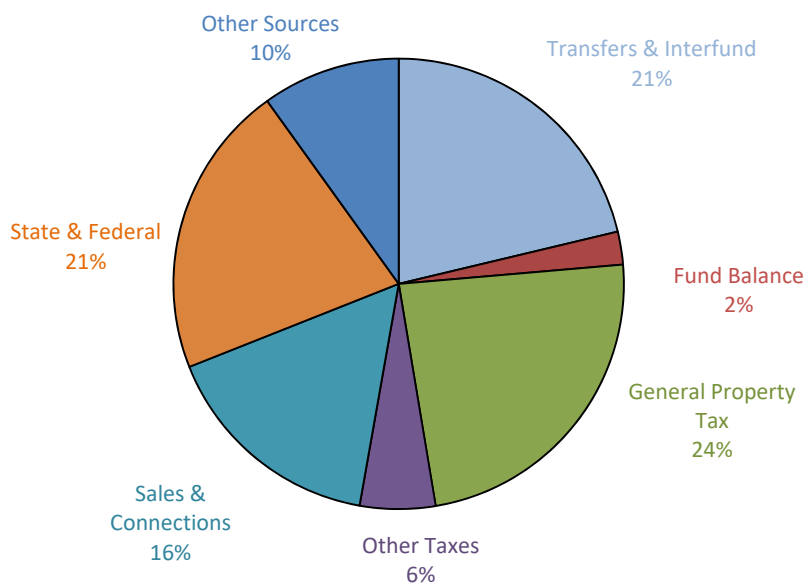
Non-revenue Sources:

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

In the FY 2022 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 16% of the total revenue and Revenue from the State and Federal Governments make up 21%. Transfers and Interfund revenue make up 21%. These six classifications account for 88% 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 2022 Budget (all funds) by funding source.



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

REVENUE OVERVIEW

Major Revenue Source Analysis

GENERAL PROPERTY TAXES

General Property Taxes are levied on the assessed value of real and personal property. These taxes include real property taxes and personal property taxes. The tax year for real property taxes is July 1 – June 30; the tax year for personal property taxes is January 1 – December 31. These taxes represent 24% (\$96 million) of the City's total resources.

Real Property Taxes

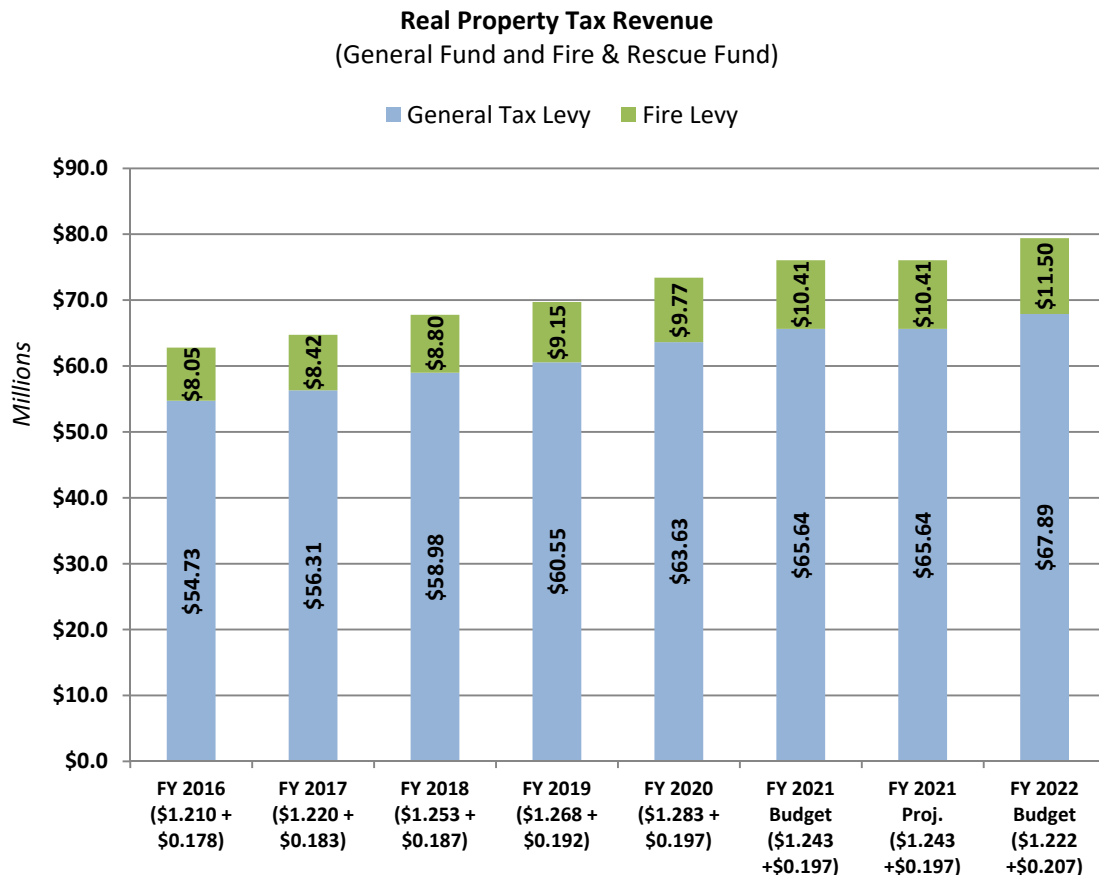
(§58.1-3201 for General, §27-23.1 for Fire, §15.2-2403 for Special Taxing Districts)

The Real Property Tax Rate decreased from \$1.263 to \$1.222 and the Fire and Rescue Levy increased from \$0.197 to \$0.207. The Owens Brooke Service District Tax Rate decreased from \$0.109 to \$0.101. Assessments on residential properties have increased since January 1, 2019 an average of 7.15%. Non-residential property assessments have increased an average of 1.35%. The average residential tax payer will see a 3.92% or \$175 increase to their tax bill. The average non-residential tax payer will see a -0.81% or \$178 decrease to their tax bill. The average tax bill for all classes will increase 2.06% or \$127. Virginia localities are prohibited from levying separate tax rates on commercial and residential properties.

Real Estate Tax Base

- Total real estate assessments - \$5,680 billion in tax year 2022; an increase of 5.14% from the prior year
- New construction accounts for \$98 million of the real estate assessments (1.73%)
- Each penny on the rate generates approximately \$550,000 in real estate revenue in FY 2022
- The City provided \$1,382,311 in Tax Relief for the Elderly and Disabled 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.



REVENUE OVERVIEW

Major Revenue Source Analysis

Personal Property Taxes

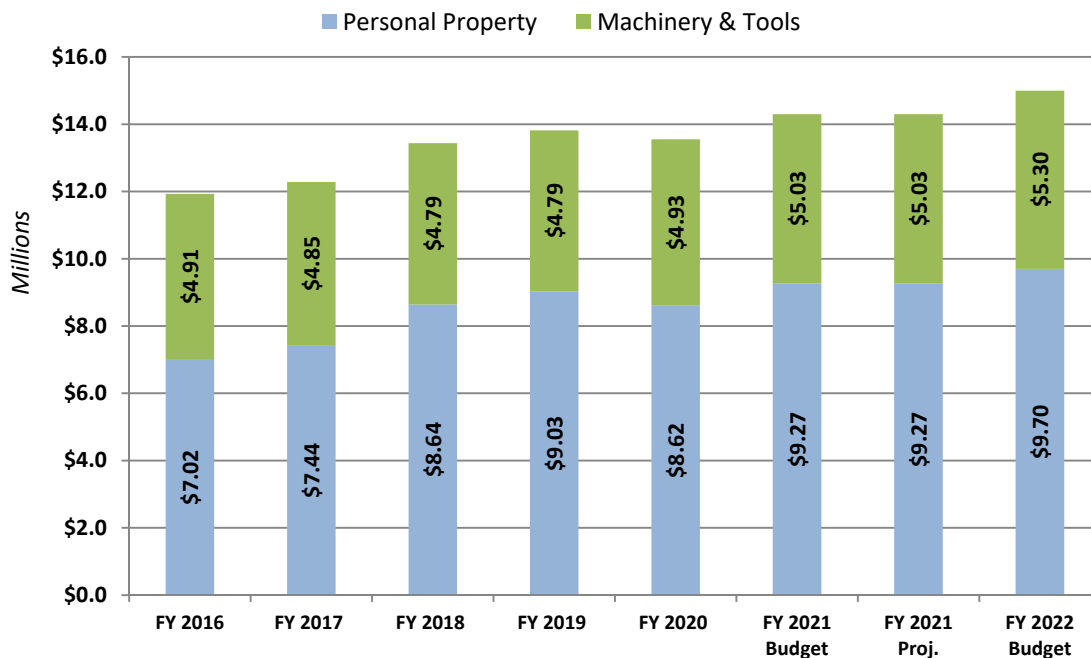
(§58.1-3500)

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

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

- Machinery & Tools - \$2.10
- Machinery & Tools Used in Semiconductor Manufacturing – \$0.891
- 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

Personal Property Tax Revenue (General Fund)



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 2016	FY 2017	FY 2018	FY 2019	FY 2020
Motor Vehicles	\$ 9,861,440	10,335,241	10,681,391	11,012,973	11,605,178
Boats & Motors	9,187	10,558	8,072	12,185	13,472
Business Personal Property	1,898,050	2,018,117	2,037,314	2,444,646	2,592,996
Business Computer Equipment	102,896	109,650	131,229	121,593	112,397
PPTRA (State Revenue)	(3,786,634)	(3,786,634)	(3,786,634)	(3,786,634)	(3,786,634)
Total Billed per COR	8,084,939	8,686,932	9,071,372	9,804,763	10,537,409

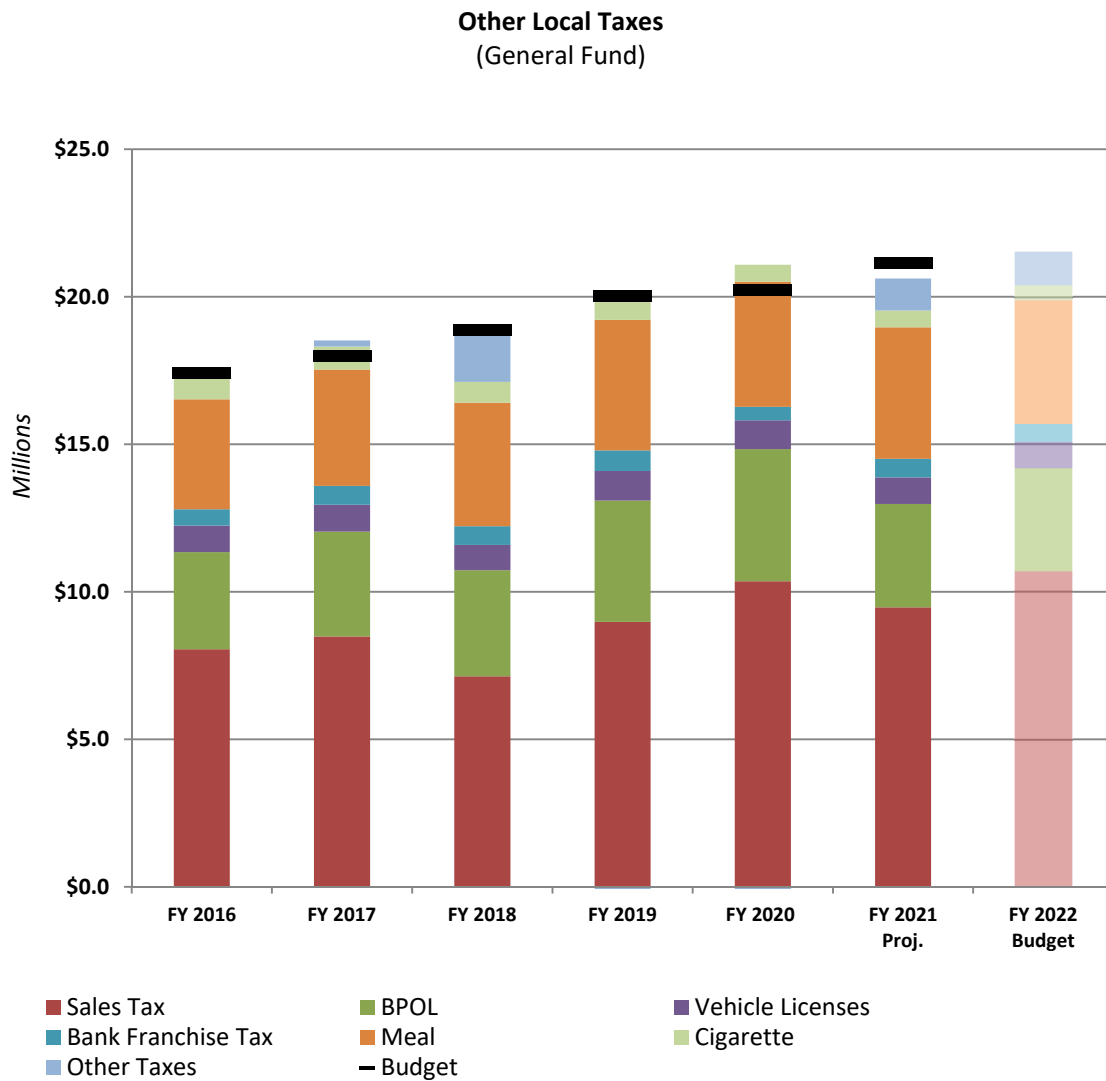
REVENUE OVERVIEW

Major Revenue Source Analysis

OTHER LOCAL TAXES

Other Local Taxes are comprised of consumer and business-based taxes including Sales Tax, BPOL tax, Vehicle License Tax, Bank Franchise Tax, Meal Tax, and Cigarette Tax. Other local taxes make up \$22.025 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.



REVENUE OVERVIEW

Major Revenue Source Analysis

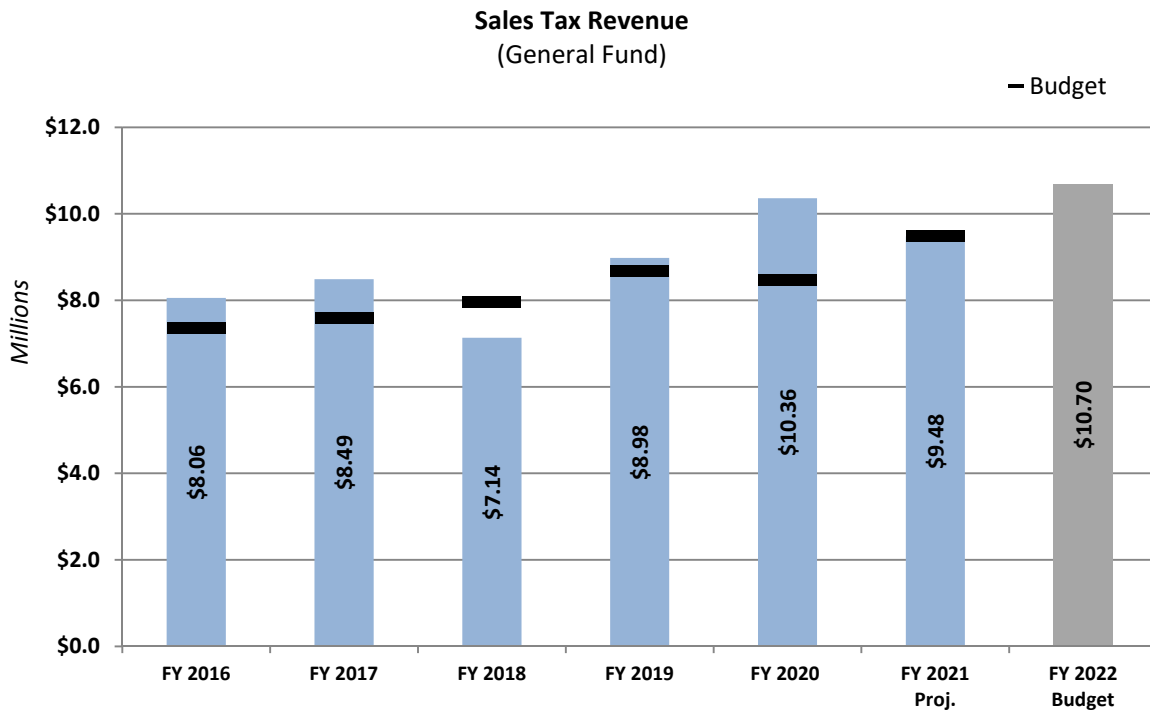
Sales Tax

(§58.1-603)

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

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

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



REVENUE OVERVIEW

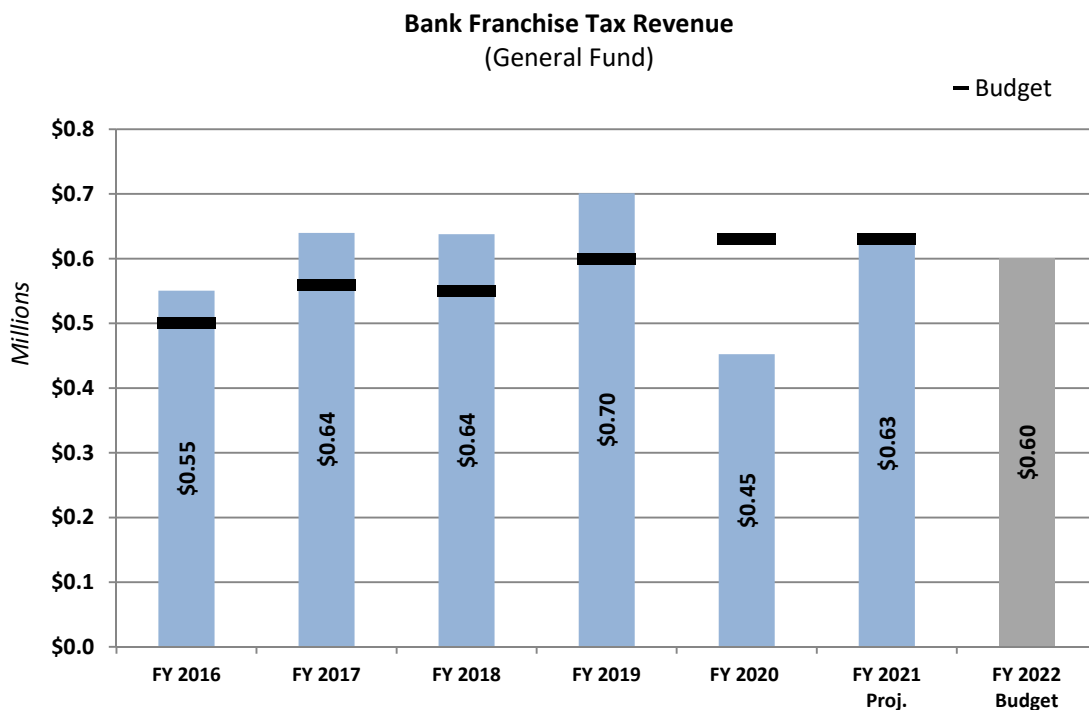
Major Revenue Source Analysis

Bank Franchise Tax

(§58.1-1204)

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

The decline in revenue for FY 2020 is due to the refunding of an overpayment of bank franchise taxes in the amount of \$164,151 for FY 2012-2014 tax years. This refund was the result of a ruling by the State Tax Commissioner.



REVENUE OVERVIEW

Major Revenue Source Analysis

Business, Professional, and Occupational License Tax (BPOL)

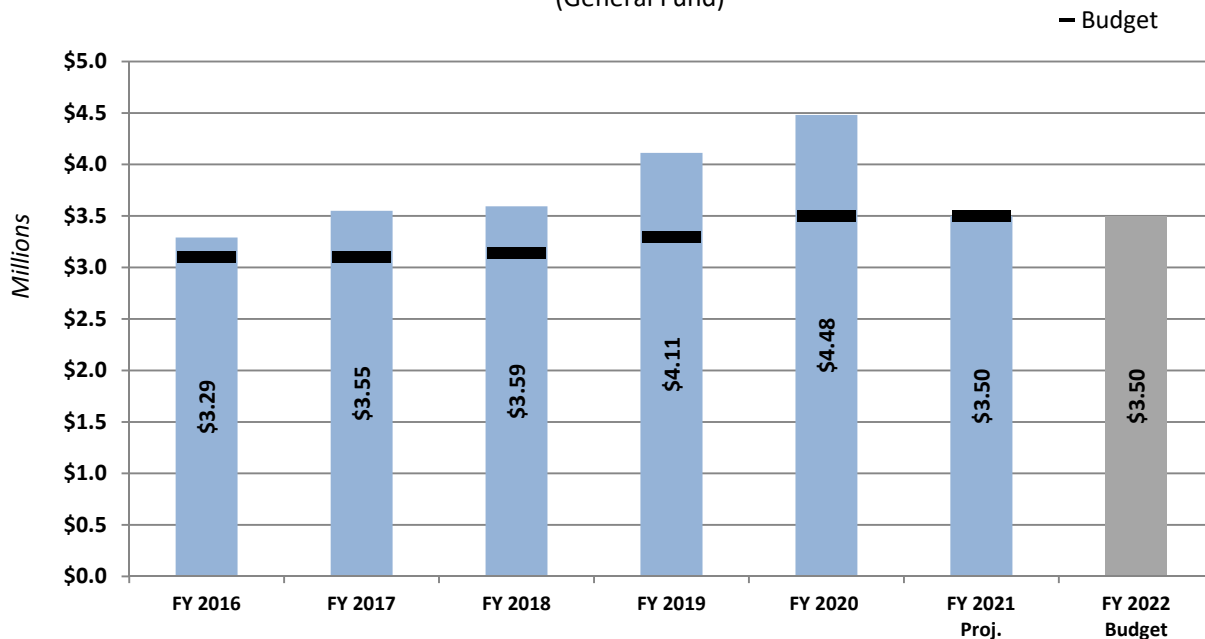
(§58.1-3703)

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

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

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

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



	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Retail Merchants	1,058,926	1,186,346	1,279,424	1,233,492	1,252,193
Pers. Services	935,640	1,091,432	1,156,510	1,170,375	1,427,606
Professional	726,688	751,688	758,422	763,943	822,555
Contractors	238,833	209,886	275,652	253,598	645,423
Wholesale Merchants	67,138	74,665	87,972	84,420	99,637
All Other	107,315	196,694	187,560	243,763	239,255
	\$ 3,134,540	\$3,510,711	\$4,348,315	\$3,749,591	4,486,669
% Change from Prior	2.8%	12.0%	23.85%	-13.61%	19.66%

*Source – Commissioner of the Revenue

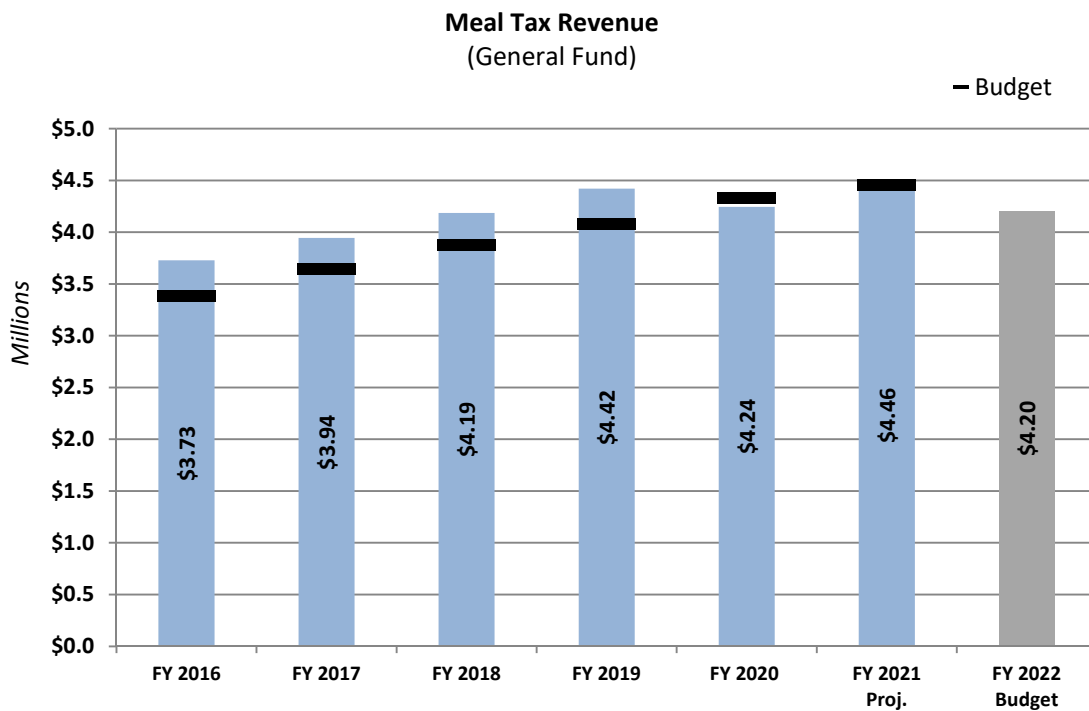
REVENUE OVERVIEW

Major Revenue Source Analysis

Meal Tax

(§58.1-2652)

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



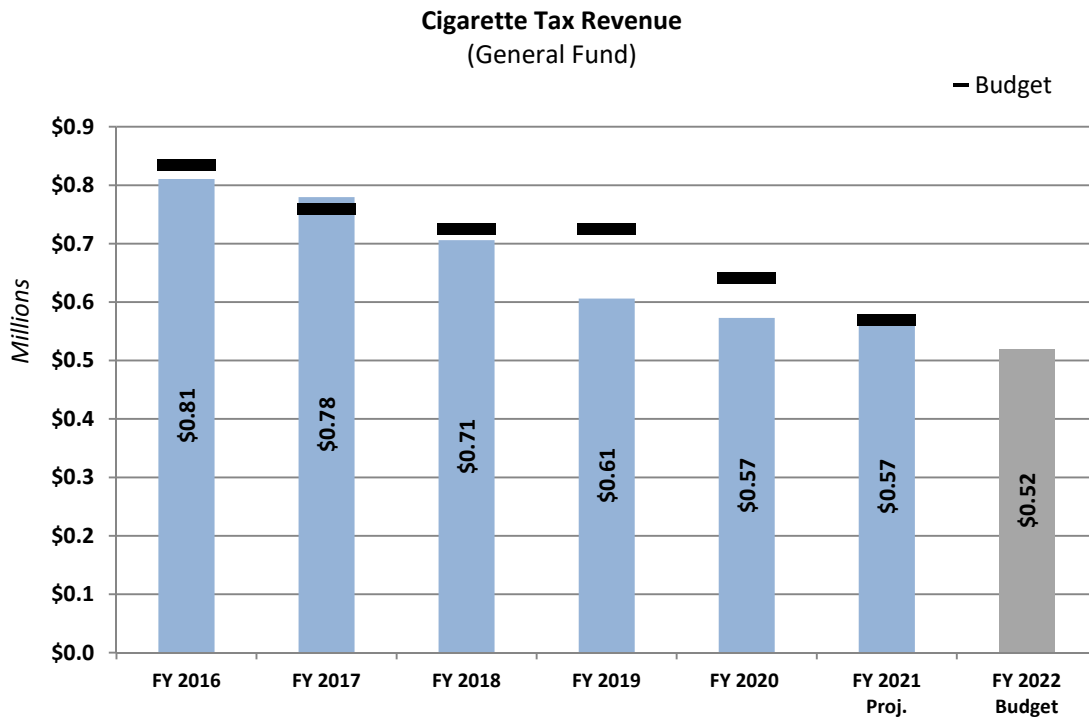
REVENUE OVERVIEW

Major Revenue Source Analysis

Cigarette Tax (§58.1-3840)

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

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

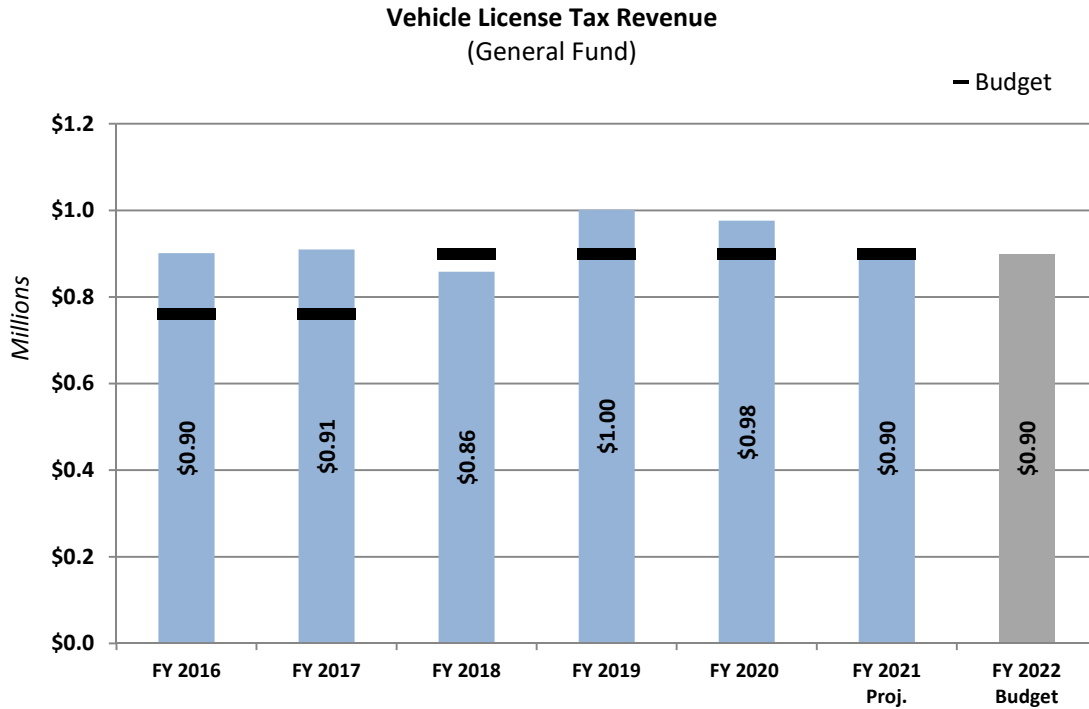


REVENUE OVERVIEW

Major Revenue Source Analysis

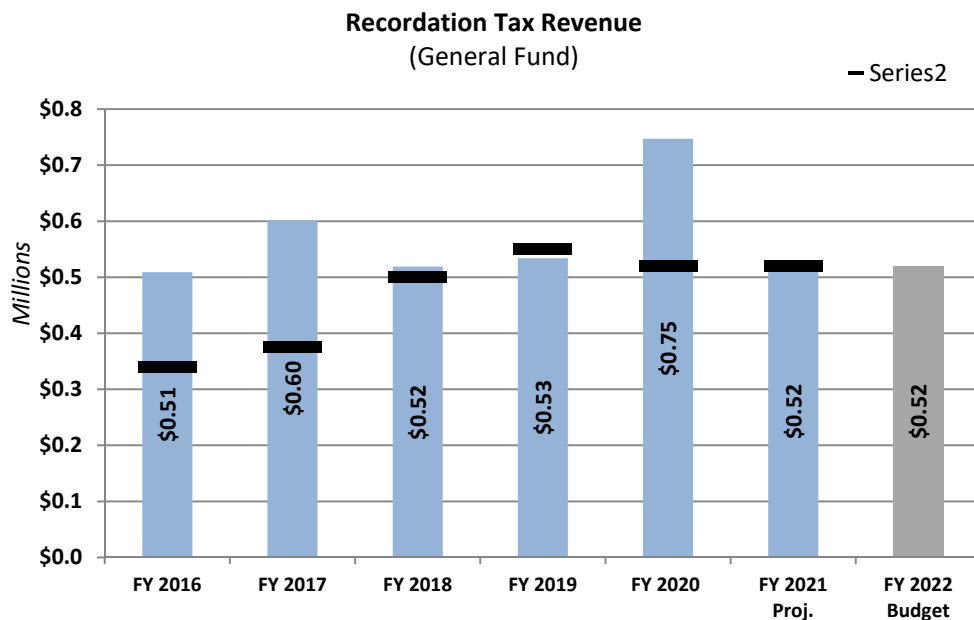
Vehicle License Tax (\$46.2-752)

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.

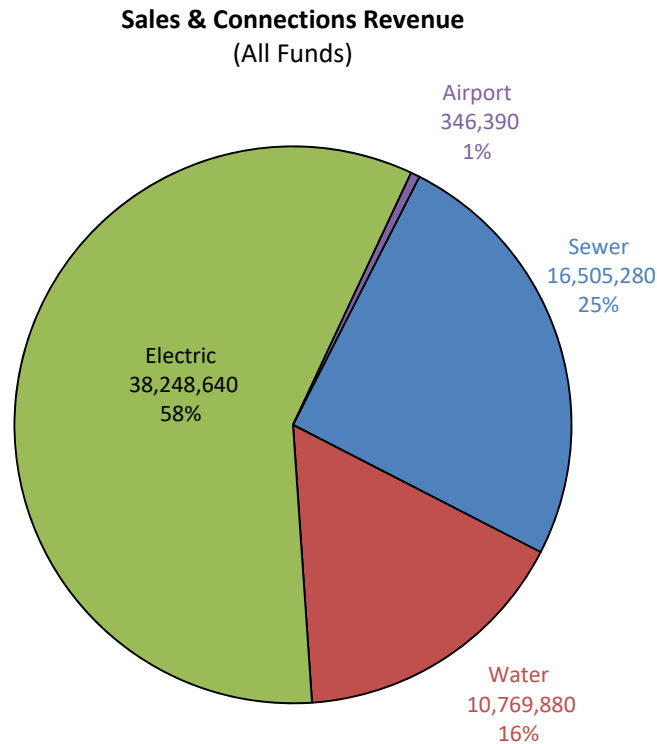


REVENUE OVERVIEW

Major Revenue Source Analysis

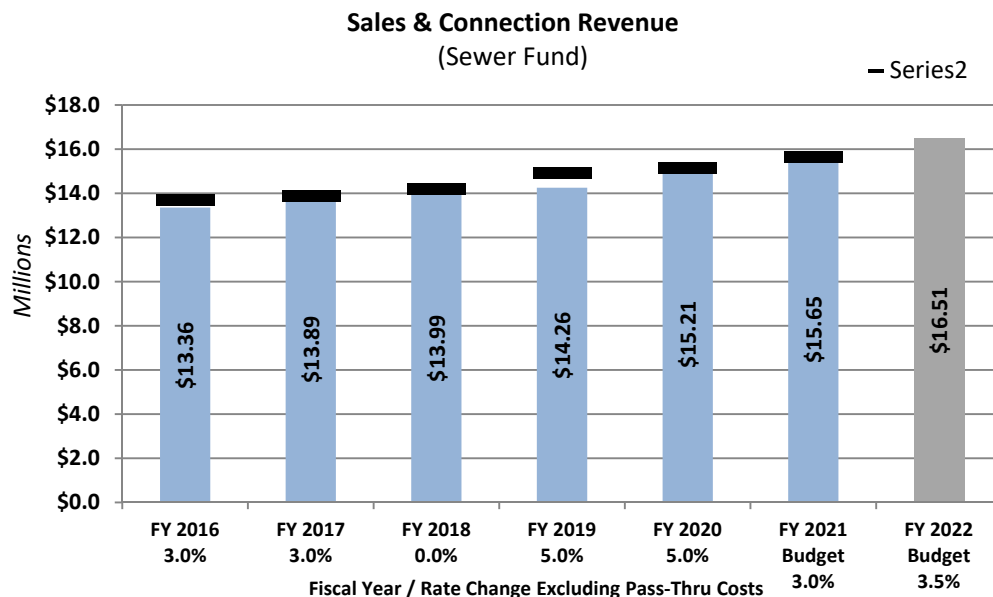
SALES & CONNECTIONS

Sales & Connections revenue makes up 16% or \$65.8 million of the City's total budget. This revenue can be found in the Sewer, Water, Electric, and Airport funds.



Sewer Fund

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

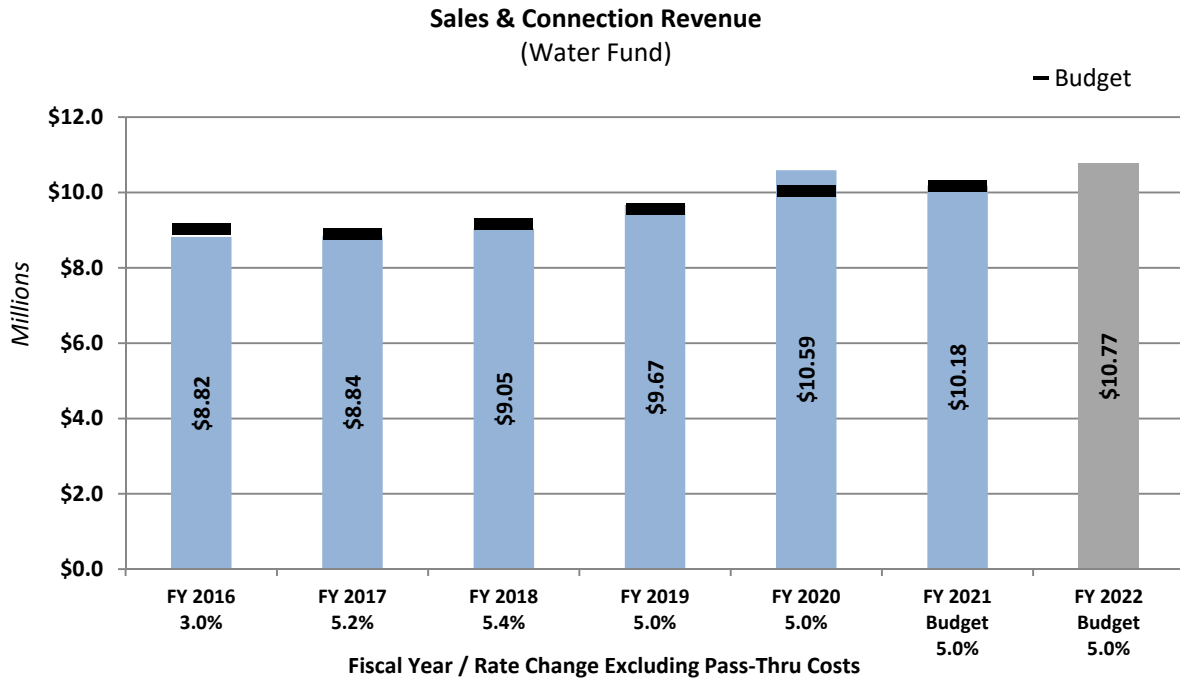


REVENUE OVERVIEW

Major Revenue Source Analysis

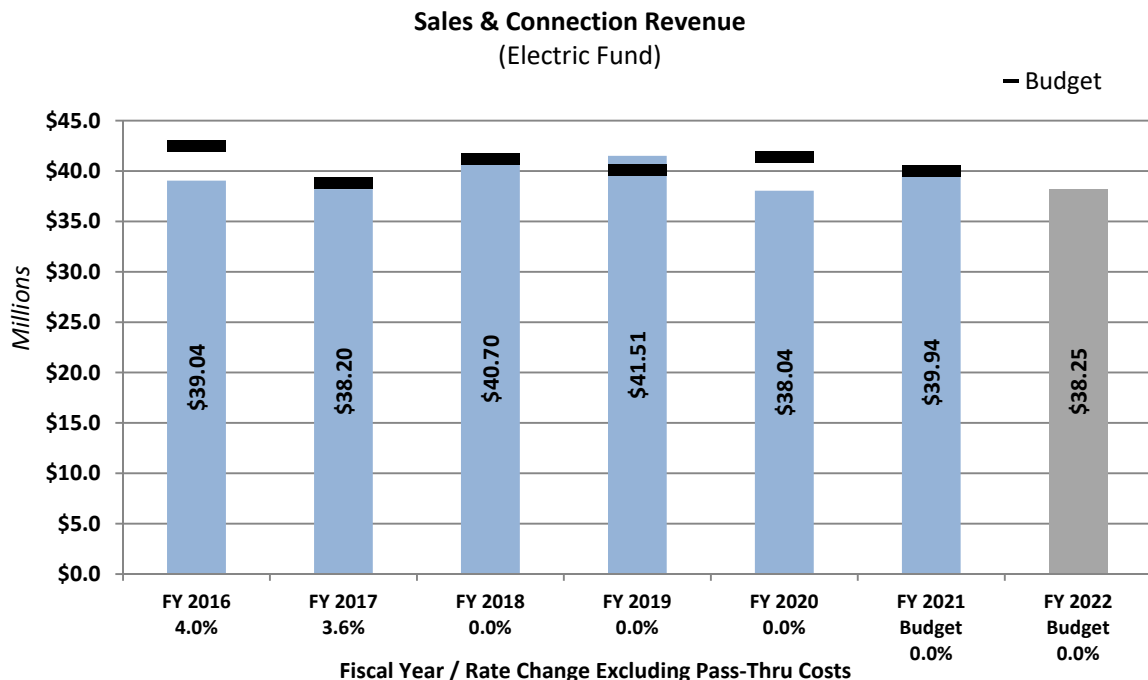
Water Fund

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



Electric Fund

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

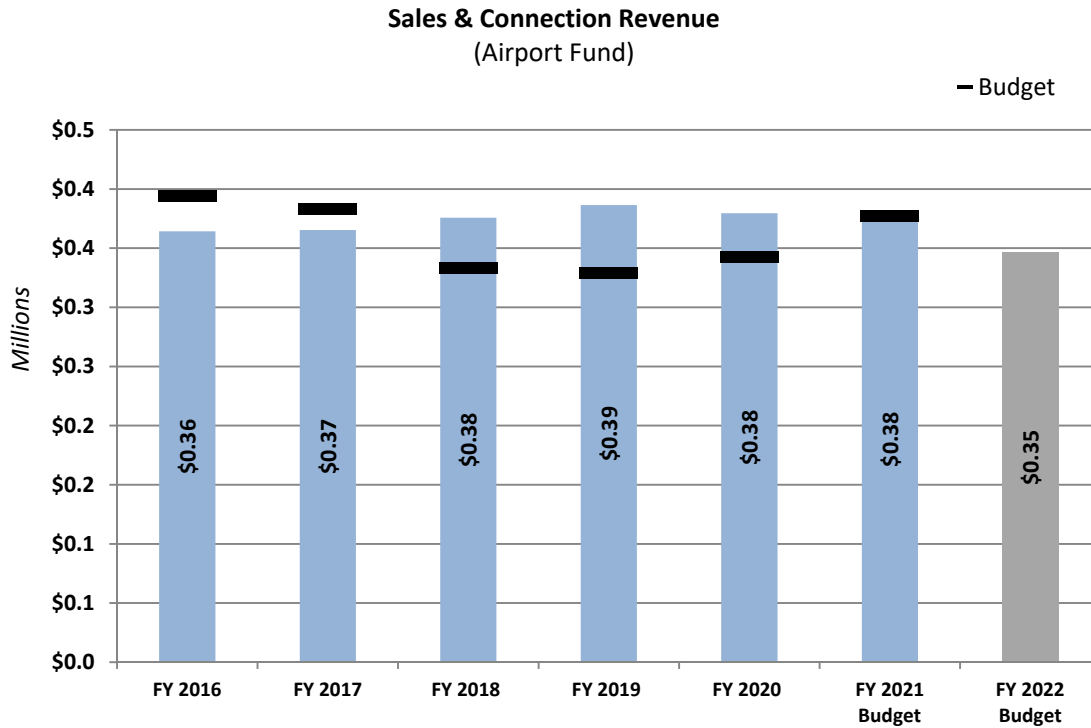


REVENUE OVERVIEW

Major Revenue Source Analysis

Airport Fund

The chart below shows a history of Sales & Connections charges in the Airport Fund. This revenue is fairly stable and reliable. 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 OVERVIEW

Major Revenue Source Analysis

REVENUE FROM THE STATE

The Commonwealth of Virginia supports the City through Non-Categorical Aid, Shared Expenses, and Categorical Aid. The State provides 6% of the revenue.

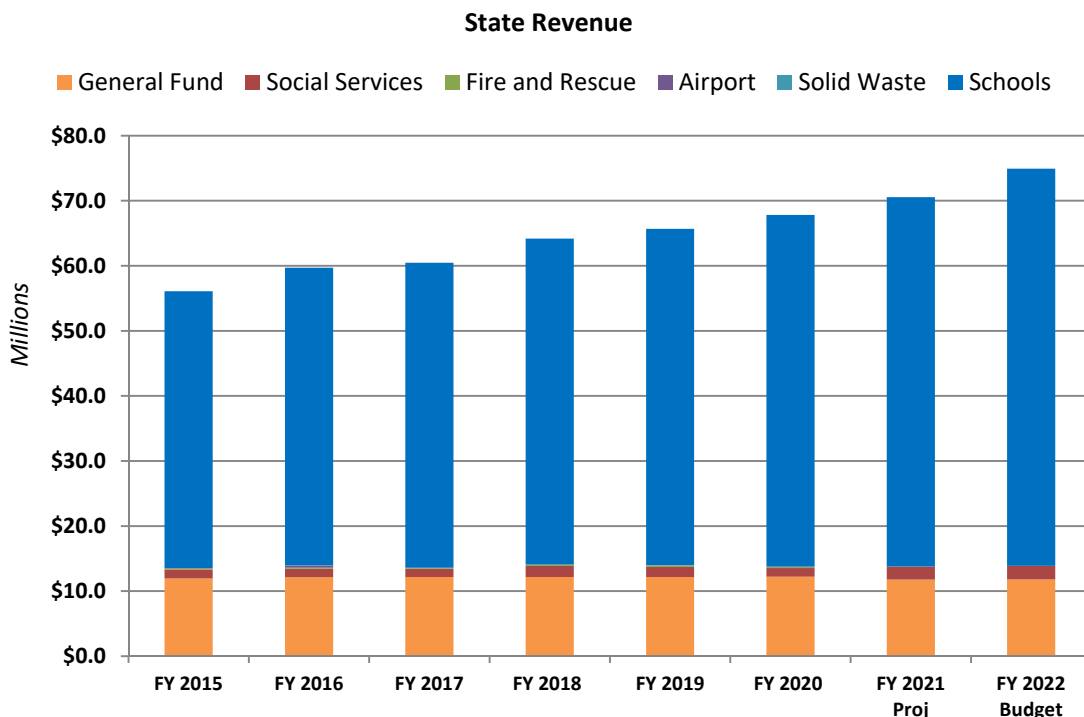
Non-Categorical Aid is revenue to the City without restriction as to use. This includes taxes on communications services, railroad equipment, car rentals, and deeds. Also included are HB 599 funds in accordance with House Bill 599 that was enacted in 1981 to provide aid to localities for law enforcement. 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 16% mostly for Personal Property Tax Relief (PPTRA), Highway Maintenance, and Communications Tax; the Social Services Fund receives 3% primarily for eligibility service and Children's Services Act (CSA). Together the other funds make up less than 1 % of State revenue. State revenue in these funds generally consists of grants.

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



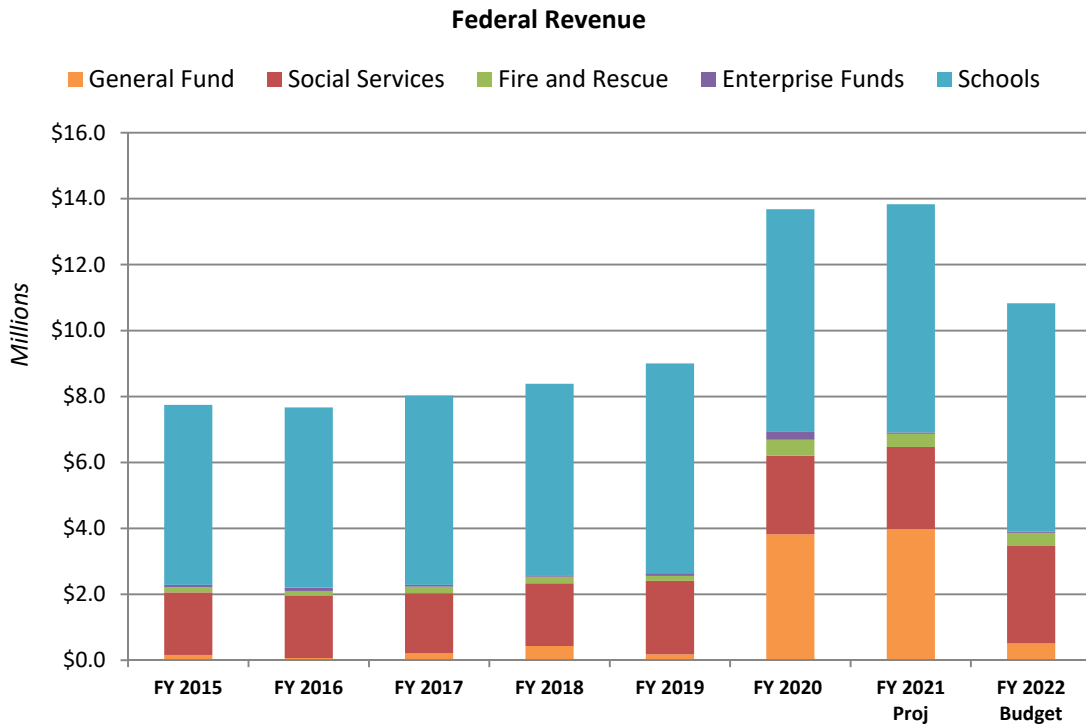
REVENUE OVERVIEW

Major Revenue Source Analysis

REVENUE FROM FEDERAL GOVERNMENT

As with Revenue from the State, the funds the City receives from the Federal Government may be Categorical Aid or Non-Categorical Aid. The Federal Government provides 1% of the total budget. Majority of federal revenue in the City is for Education purposes. The Social Services Fund receives 27% of the City's federal revenue, the General Fund and Fire and Rescue Fund comprise a total of 9% (mostly in the form of grants), and the Airport receives less than 1% of the Federal Revenue.

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



REVENUE OVERVIEW

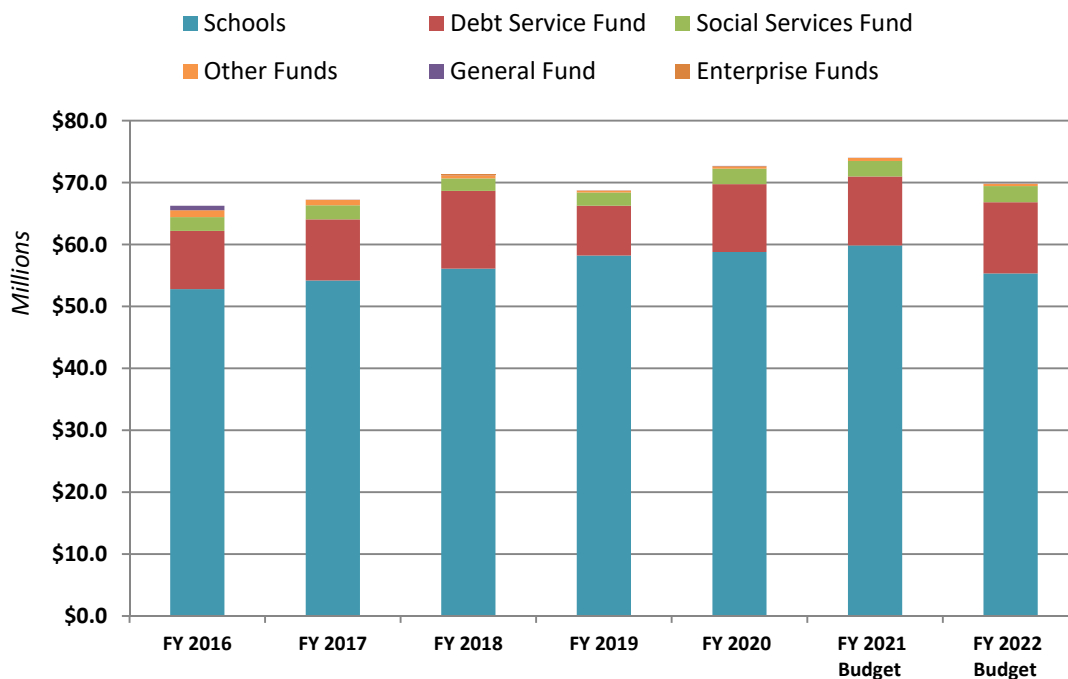
Major Revenue Source Analysis

TRANSFERS

There are several operating transfers between funds in the budget. Transfers make up 18% of the budget or \$69.7 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	2,602,000
Debt Service Fund	General Fund	Debt service & future capacity	4,701,710
	General Fund - Schools	Debt service & future capacity	6,020,000
	Fire and Rescue Fund	Current debt service	770,000
			11,491,710
Vehicle Maintenance	Sewer Fund	Vehicle Replacement	187,000
	Water Fund	Vehicle Replacement	60,000
	Electric Fund	Vehicle Replacement	80,000
			327,000
School Funds	General Fund		55,341,610
Total Transfers			\$ 69,795,120

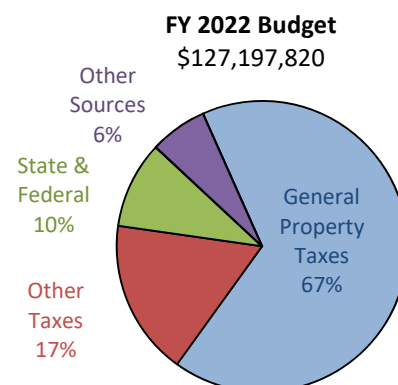
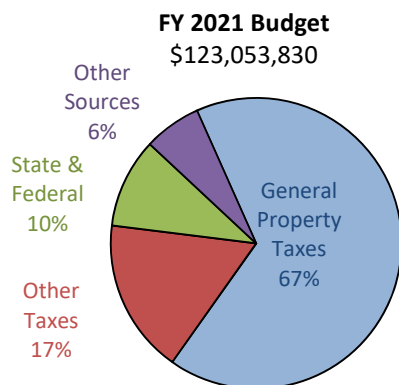
Transfer Revenue



REVENUE OVERVIEW

General Fund - by Source

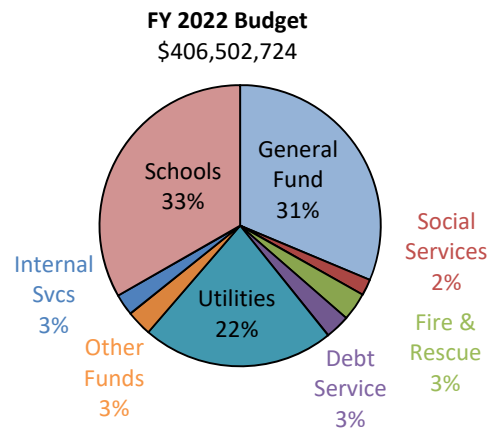
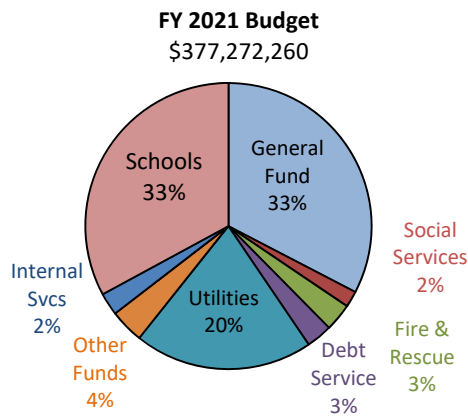
Source / Type	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
LOCAL SOURCES					
General Property Taxes	81,633,714	81,787,000	83,787,000	84,737,000	2,950,000
Other Local Taxes	23,885,186	21,141,000	22,641,000	22,025,000	884,000
Permits, Fees, & Licenses	719,533	500,000	500,000	500,000	-
Fines & Forfeitures	783,836	810,000	810,000	810,000	-
Interest & Use of Property	3,654,731	473,000	473,000	577,000	104,000
Charges for Services	535,298	600,000	600,000	500,000	(100,000)
Other Local Revenue	4,560,242	3,436,390	3,682,025	3,432,450	(3,940)
Source Total:	115,772,540	108,747,390	112,493,025	112,581,450	3,834,060
STATE OF VIRGINIA					
Noncategorical	7,823,947	7,572,000	7,572,000	7,426,000	(146,000)
Shared Expenses	320,244	281,000	281,000	296,000	15,000
Categorical Aid	4,066,447	3,916,430	4,126,532	4,072,500	156,070
Source Total:	12,210,638	11,769,430	11,979,532	11,794,500	25,070
FEDERAL GOVERNMENT					
Noncategorical	11,500	10,000	10,000	10,000	-
Federal Pass Through	3,642,026	-	3,983,871	-	-
Categorical	168,518	500,000	428,114	500,000	-
Source Total:	3,822,044	510,000	4,421,985	510,000	-
OTHER FINANCING SOURCES					
Payment in Lieu of Taxes	1,909,290	1,994,210	1,994,210	2,104,070	109,860
Transfers from Other Funds	18,528	32,800	32,800	207,800	175,000
Use of Fund Balance	-	-	8,204,550	-	-
Source Total:	1,927,818	2,027,010	10,231,560	2,311,870	284,860
ALL SOURCES TOTAL:	133,733,040	123,053,830	139,126,103	127,197,820	4,143,990



EXPENDITURE OVERVIEW

All Funds - by Fund

Fund	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
General Fund	118,639,634	123,053,830	139,126,103	127,197,820	4,143,990
Social Services Fund	5,771,606	6,981,790	7,019,337	7,621,630	639,840
Fire and Rescue Fund	12,691,330	11,730,000	12,117,976	13,150,690	1,420,690
Owens Brooke Service District Fund	3,658	340,200	340,200	40,200	(300,000)
Merchant Trust Fund	-	-	1,000,000	-	-
PEG Fund	8,205	150,000	150,000	150,000	-
Speiden Carper House Fund	13,677	-	370,000	-	-
Debt Service Fund	8,738,428	11,132,360	11,132,360	11,491,710	359,350
Sewer Fund	24,478,993	17,712,240	19,795,588	21,017,280	3,305,040
Water Fund	10,540,263	14,961,620	15,762,777	26,859,530	11,897,910
Electric Fund	40,081,283	43,488,290	44,010,545	41,921,280	(1,567,010)
Stormwater Fund	1,011,677	6,798,000	6,860,146	3,071,000	(3,727,000)
Airport Fund	2,379,358	3,555,560	3,658,905	4,970,100	1,414,540
Solid Waste Fund	3,179,344	3,586,550	3,642,294	3,693,350	106,800
Building Maintenance Fund	1,224,517	1,591,120	1,963,282	1,641,120	50,000
Vehicle Maintenance Fund	3,663,247	4,137,550	4,710,362	4,227,320	89,770
Information Technology Fund	3,228,508	3,816,880	4,321,410	4,102,750	285,870
Cemetery Trust Fund	18,528	32,800	32,800	32,800	-
School Operating Fund	97,167,576	106,922,088	108,174,164	118,477,032	11,554,944
School Food Service Fund	3,608,684	4,147,095	4,335,045	4,186,043	38,948
School Capital Projects Fund	4,318,454	3,000,000	5,627,241	5,190,000	2,190,000
School Grants/Projects Fund	3,818,879	4,007,300	20,510,604	3,915,741	(91,559)
School Debt Service Fund	6,201,462	6,126,987	6,126,987	3,545,328	(2,581,659)
ALL FUNDS TOTAL:	350,787,311	377,272,260	420,788,126	406,502,724	29,230,464



EXPENDITURE OVERVIEW

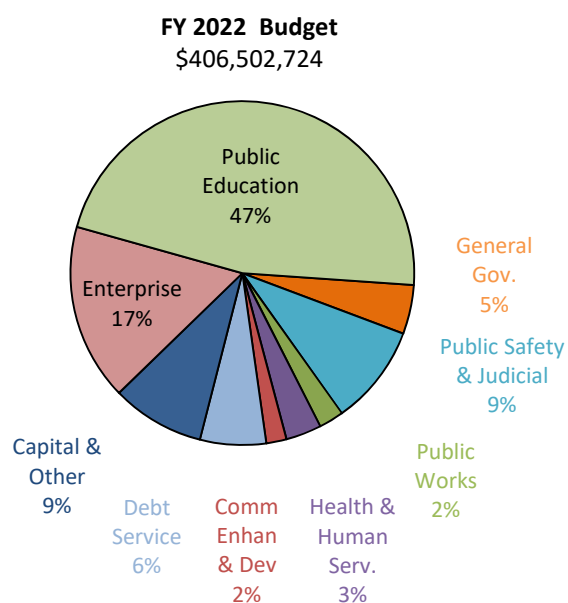
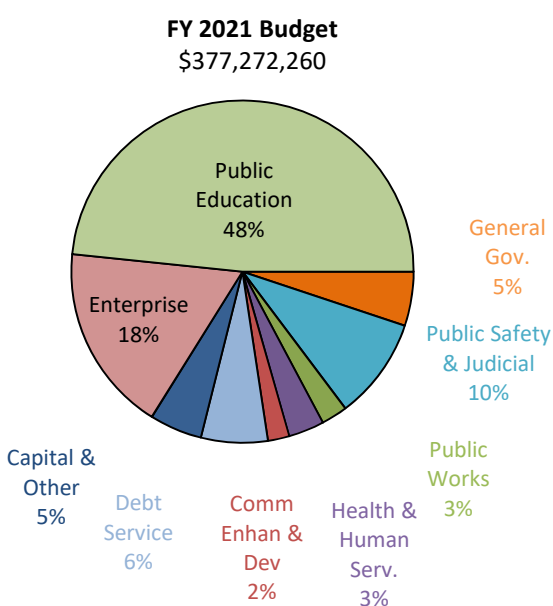
All Funds - by Fund Type

FUND TYPE / Fund	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
GENERAL FUND					
General Fund	118,639,634	123,053,830	139,126,103	127,197,820	4,143,990
Fund Type Total:	118,639,634	123,053,830	139,126,103	127,197,820	4,143,990
SPECIAL REVENUE FUNDS					
Social Services Fund	5,771,606	6,981,790	7,019,337	7,621,630	639,840
Fire and Rescue Fund	12,691,330	11,730,000	12,117,976	13,150,690	1,420,690
Owens Brooke Service District F	3,658	340,200	340,200	40,200	(300,000)
Merchant Trust Fund	-	-	1,000,000	-	-
PEG Fund	8,205	150,000	150,000	150,000	-
Speiden Carper House Fund	13,677	-	370,000	-	-
Fund Type Total:	18,488,476	19,201,990	20,997,513	20,962,520	1,760,530
DEBT SERVICE FUND					
Debt Service Fund	8,738,428	11,132,360	11,132,360	11,491,710	359,350
Fund Type Total:	8,738,428	11,132,360	11,132,360	11,491,710	359,350
ENTERPRISE FUNDS					
Sewer Fund	24,478,993	17,712,240	19,795,588	21,017,280	3,305,040
Water Fund	10,540,263	14,961,620	15,762,777	26,859,530	11,897,910
Electric Fund	40,081,283	43,488,290	44,010,545	41,921,280	(1,567,010)
Stormwater Fund	1,011,677	6,798,000	6,860,146	3,071,000	(3,727,000)
Airport Fund	2,379,358	3,555,560	3,658,905	4,970,100	1,414,540
Solid Waste Fund	3,179,344	3,586,550	3,642,294	3,693,350	106,800
Fund Type Total:	81,670,918	90,102,260	93,730,255	101,532,540	11,430,280
INTERNAL SERVICE FUNDS					
Building Maintenance Fund	1,224,517	1,591,120	1,963,282	1,641,120	50,000
Vehicle Maintenance Fund	3,663,247	4,137,550	4,710,362	4,227,320	89,770
Information Technology Fund	3,228,508	3,816,880	4,321,410	4,102,750	285,870
Fund Type Total:	8,116,272	9,545,550	10,995,054	9,971,190	425,640
PERMANENT FUND					
Cemetery Trust Fund	18,528	32,800	32,800	32,800	-
Fund Type Total:	18,528	32,800	32,800	32,800	-
SCHOOL FUNDS					
School Operating Fund	97,167,576	106,922,088	108,174,164	118,477,032	11,554,944
School Food Service Fund	3,608,684	4,147,095	4,335,045	4,186,043	38,948
School Capital Projects Fund	4,318,454	3,000,000	5,627,241	5,190,000	2,190,000
School Grants/Projects Fund	3,818,879	4,007,300	20,510,604	3,915,741	(91,559)
School Debt Service Fund	6,201,462	6,126,987	6,126,987	3,545,328	(2,581,659)
Fund Type Total:	115,115,055	124,203,470	144,774,041	135,314,144	11,110,674
ALL FUNDS TOTAL:	350,787,311	377,272,260	420,788,126	406,502,724	29,230,464

EXPENDITURE OVERVIEW

All Funds - by Function

Function	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
General Government	14,679,543	19,309,150	28,573,662	18,737,150	(572,000)
Public Safety & Judicial	33,920,402	36,290,830	37,767,483	38,413,290	2,122,460
Public Works	8,265,535	9,308,440	10,192,865	9,487,060	178,620
Health & Human Services	10,968,660	12,767,400	12,804,947	13,659,020	891,620
Comm. Enhancement & Dev.	6,782,720	7,669,020	8,247,008	7,694,490	25,470
Debt Service	20,024,658	23,738,670	23,738,670	25,268,170	1,529,500
Capital & Other	21,550,326	18,736,916	26,167,576	35,621,128	16,884,212
Enterprise	60,345,700	66,931,470	70,204,977	67,511,990	580,520
Public Education	174,249,756	182,520,364	203,090,935	190,110,426	7,590,062
ALL FUNDS TOTAL:	350,787,311	377,272,260	420,788,126	406,502,724	29,230,464



EXPENDITURE OVERVIEW

All Funds - by Fund and Department

Fund / Department	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
GENERAL FUND					
Non-Departmental	9,960,756	10,741,460	22,549,266	16,455,210	5,713,750
Shared Services	11,530,060	12,363,800	12,838,800	12,981,990	618,190
City Council	361,323	412,110	412,110	434,480	22,370
City Clerk	273,944	299,890	299,890	311,570	11,680
City Manager	1,033,969	1,187,910	1,187,910	1,213,570	25,660
City Attorney	350,516	475,730	475,730	493,550	17,820
Voter Registration & Elections	334,922	359,230	474,639	371,500	12,270
Treasurer	863,685	890,050	890,187	906,840	16,790
Commissioner of the Revenue	1,374,618	1,485,310	1,485,573	1,535,390	50,080
Finance	1,657,916	2,062,540	2,572,676	2,076,110	13,570
Human Resources	1,497,648	1,946,430	2,547,020	2,008,950	62,520
Police	16,381,134	17,110,330	18,040,849	17,465,900	355,570
Engineering	927,267	1,365,530	1,411,018	1,319,800	(45,730)
Public Works	7,332,890	7,565,410	8,444,346	8,089,760	524,350
Community Development	4,163,237	4,931,020	5,533,629	5,131,510	200,490
Economic Development	939,394	1,006,870	1,112,250	1,060,080	53,210
Schools Transfer (Operating)	59,656,355	58,850,210	58,850,210	55,341,610	(3,508,600)
FUND TOTAL:	118,639,634	123,053,830	139,126,103	127,197,820	4,143,990
SOCIAL SERVICES FUND					
Social Services	5,771,606	6,981,790	7,019,337	7,621,630	639,840
FUND TOTAL:	5,771,606	6,981,790	7,019,337	7,621,630	639,840
FIRE AND RESCUE FUND					
Fire and Rescue	12,691,330	11,730,000	12,117,976	13,150,690	1,420,690
FUND TOTAL:	12,691,330	11,730,000	12,117,976	13,150,690	1,420,690
OWENS BROOKE SERVICE DISTRICT FUND					
Public Works	3,658	340,200	340,200	40,200	(300,000)
FUND TOTAL:	3,658	340,200	340,200	40,200	(300,000)
MERCHANT TRUST FUND					
Non-Departmental	-	-	1,000,000	-	-
FUND TOTAL:	-	-	1,000,000	-	-
PEG FUND					
Finance	8,205	150,000	150,000	150,000	-
FUND TOTAL:	8,205	150,000	150,000	150,000	-
SPEIDEN CARPER HOUSE FUND					
Community Development	13,677	-	370,000	-	-
FUND TOTAL:	13,677	-	370,000	-	-

EXPENDITURE OVERVIEW

All Funds - by Fund and Department

Fund / Department	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
DEBT SERVICE FUND					
Non-Departmental	8,738,428	11,132,360	11,132,360	11,491,710	359,350
FUND TOTAL:	8,738,428	11,132,360	11,132,360	11,491,710	359,350
SEWER FUND					
Utilities	24,478,993	17,712,240	19,795,588	21,017,280	3,305,040
FUND TOTAL:	24,478,993	17,712,240	19,795,588	21,017,280	3,305,040
WATER FUND					
Utilities	10,540,263	14,961,620	15,762,777	26,859,530	11,897,910
FUND TOTAL:	10,540,263	14,961,620	15,762,777	26,859,530	11,897,910
ELECTRIC FUND					
Utilities	40,081,283	43,488,290	44,010,545	41,921,280	(1,567,010)
FUND TOTAL:	40,081,283	43,488,290	44,010,545	41,921,280	(1,567,010)
STORMWATER FUND					
Engineering	1,011,677	6,798,000	6,860,146	3,071,000	(3,727,000)
FUND TOTAL:	1,011,677	6,798,000	6,860,146	3,071,000	(3,727,000)
AIRPORT FUND					
Airport	2,379,358	3,555,560	3,658,905	4,970,100	1,414,540
FUND TOTAL:	2,379,358	3,555,560	3,658,905	4,970,100	1,414,540
SOLID WASTE FUND					
Public Works	3,179,344	3,586,550	3,642,294	3,693,350	106,800
FUND TOTAL:	3,179,344	3,586,550	3,642,294	3,693,350	106,800
BUILDING MAINTENANCE FUND					
Public Works	1,224,517	1,591,120	1,963,282	1,641,120	50,000
FUND TOTAL:	1,224,517	1,591,120	1,963,282	1,641,120	50,000
VEHICLE MAINTENANCE FUND					
Public Works	3,663,247	4,137,550	4,710,362	4,227,320	89,770
FUND TOTAL:	3,663,247	4,137,550	4,710,362	4,227,320	89,770
INFORMATION TECHNOLOGY FUND					
Finance	3,228,508	3,816,880	4,321,410	4,102,750	285,870
FUND TOTAL:	3,228,508	3,816,880	4,321,410	4,102,750	285,870
CEMETERY TRUST FUND					
Public Works	18,528	32,800	32,800	32,800	-
FUND TOTAL:	18,528	32,800	32,800	32,800	-

EXPENDITURE OVERVIEW

All Funds - by Fund and Department

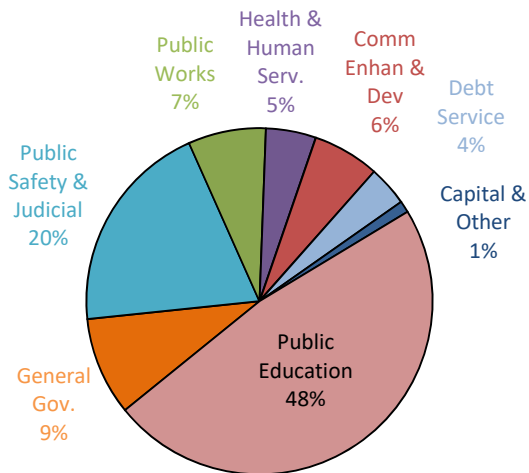
Fund / Department	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
SCHOOL OPERATING FUND					
Manassas City Public Schools	97,167,576	106,922,088	108,174,164	118,477,032	11,554,944
FUND TOTAL:	97,167,576	106,922,088	108,174,164	118,477,032	11,554,944
SCHOOL GRANTS/PROJECTS FUND					
Manassas City Public Schools	3,818,879	4,007,300	20,510,604	3,915,741	(91,559)
FUND TOTAL:	3,818,879	4,007,300	20,510,604	3,915,741	(91,559)
SCHOOL DEBT SERVICE FUND					
Manassas City Public Schools	6,201,462	6,126,987	6,126,987	3,545,328	(2,581,659)
FUND TOTAL:	6,201,462	6,126,987	6,126,987	3,545,328	(2,581,659)
SCHOOL FOOD SERVICE FUND					
Manassas City Public Schools	3,608,684	4,147,095	4,335,045	4,186,043	38,948
FUND TOTAL:	3,608,684	4,147,095	4,335,045	4,186,043	38,948
SCHOOL CAPITAL PROJECTS					
Manassas City Public Schools	4,318,454	3,000,000	5,627,241	5,190,000	2,190,000
FUND TOTAL:	4,318,454	3,000,000	5,627,241	5,190,000	2,190,000
ALL FUNDS TOTAL:	\$ 350,787,311	\$ 377,272,260	\$ 420,788,126	406,502,724	29,230,46

EXPENDITURE OVERVIEW

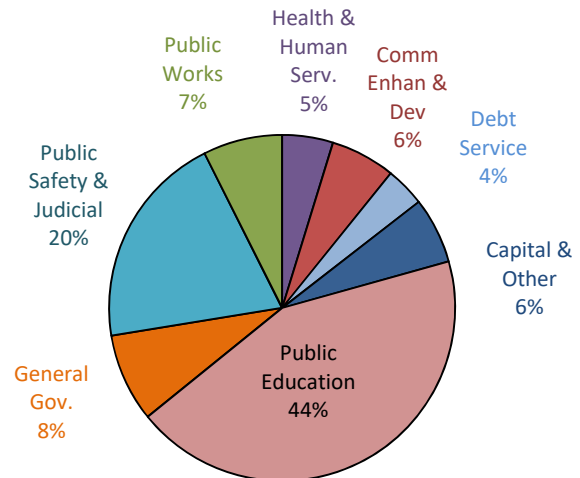
General Fund - by Function

Function	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
General Government	8,074,044	11,293,200	19,851,540	10,525,960	(767,240)
Public Safety & Judicial	23,239,052	24,590,830	25,990,849	25,642,600	1,051,770
Public Works	8,260,154	8,935,440	9,819,865	9,414,060	478,620
Health & Human Services	5,197,055	5,785,610	5,785,610	6,037,390	251,780
Comm. Enhancement & Dev.	6,769,043	7,669,020	7,877,008	7,694,490	25,470
Debt Service	4,519,140	4,609,520	4,609,520	4,701,710	92,190
Capital & Other	2,924,777	1,320,000	6,341,500	7,840,000	6,520,000
Public Education	59,656,355	58,850,210	58,850,210	55,341,610	(3,508,600)
ALL FUNDS TOTAL:	118,639,634	123,053,830	139,126,103	127,197,820	4,143,990

FY 2021 Budget
\$123,053,830



FY 2022 Budget
\$127,197,820

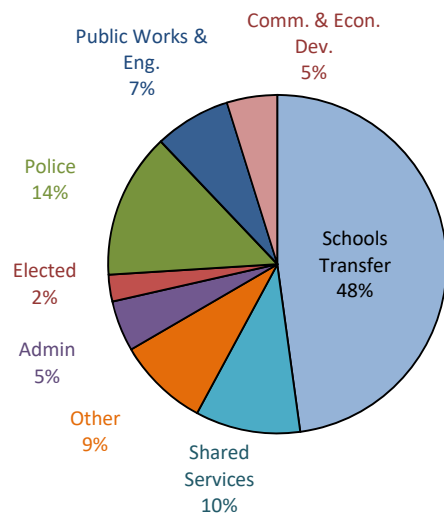


EXPENDITURE OVERVIEW

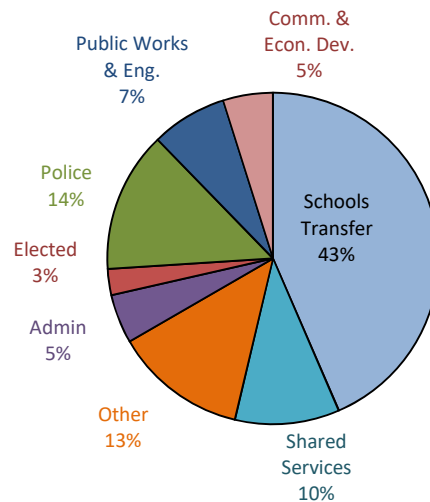
General Fund - by Department

Department	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
City Council	361,323	412,110	412,110	434,480	22,370
City Clerk	273,944	299,890	299,890	311,570	11,680
City Manager	1,033,969	1,187,910	1,187,910	1,213,570	25,660
City Attorney	350,516	475,730	475,730	493,550	17,820
Voter Registration & Elections	334,922	359,230	474,639	371,500	12,270
Treasurer	863,685	890,050	890,187	906,840	16,790
Commissioner of the Revenue	1,374,618	1,485,310	1,485,573	1,535,390	50,080
Finance	1,657,916	2,062,540	2,572,676	2,076,110	13,570
Human Resources	1,497,648	1,946,430	2,547,020	2,008,950	62,520
Shared Services	11,530,060	12,363,800	12,838,800	12,981,990	618,190
Police	16,381,134	17,110,330	18,040,849	17,465,900	355,570
Engineering	927,267	1,365,530	1,411,018	1,319,800	(45,730)
Public Works	7,332,890	7,565,410	8,444,346	8,089,760	524,350
Community Development	4,163,237	4,931,020	5,533,629	5,131,510	200,490
Economic Development	939,394	1,006,870	1,112,250	1,060,080	53,210
Schools Transfer (Operating)	59,656,355	58,850,210	58,850,210	55,341,610	(3,508,600)
Non-Departmental	9,960,756	10,741,460	22,549,266	16,455,210	5,713,750
ALL FUNDS TOTAL:	118,639,634	123,053,830	139,126,103	127,197,820	4,143,990

FY 2021 Budget
\$123,053,830



FY 2022 Budget
\$127,197,820



FINANCIAL OVERVIEW

Five-Year Forecast

GENERAL FUND

	FY 2022 Budget	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
Property Taxes	84,737,000	87,073,760	89,477,623	91,950,541	94,494,527
Other Local Taxes	22,025,000	22,297,000	22,576,260	22,862,834	23,156,782
State and Federal	12,304,500	12,304,500	12,304,500	12,304,500	12,304,500
Fees, Fines, Interest, etc.	5,819,450	5,819,450	5,819,450	5,819,450	5,819,450
Transfers, Reserves, etc.	2,311,870	2,311,870	2,311,870	2,311,870	2,311,870
TOTAL REVENUE:	127,197,820	129,806,580	132,489,703	135,249,195	138,087,129
<i>Increase (Decrease)</i>		2,608,760 2.1%	2,683,123 2.1%	2,759,492 2.1%	2,837,934 2.1%
Shared Services	12,981,990	13,631,090	14,312,644	15,028,277	15,779,691
School Operating Transfer	55,341,610	56,282,418	57,239,219	58,212,285	59,201,894
School Debt Service	6,020,000	6,140,400	6,263,208	6,388,472	6,516,242
Stormwater	500,000	500,000	500,000	500,000	500,000
City Operating	47,652,509	48,462,602	49,286,466	50,124,336	50,976,450
City Debt Service	4,701,710	4,795,744	4,891,659	4,989,492	5,089,282
TOTAL EXPENDITURES:	127,197,820	129,812,254	132,493,196	135,242,863	138,063,558
<i>Increase (Decrease)</i>		2,614,434	2,680,943	2,749,666	2,820,696
SUMMARY:					
Revenue	127,197,820	129,806,580	132,489,703	135,249,195	138,087,129
Expenditures	127,197,820	129,812,254	132,493,196	135,242,863	138,063,558
Excess (Deficit)	-	(5,674)	(3,493)	6,333	23,571
ESTIMATED UNASSIGNED FUND BALANCE:					
Beginning of the Year	24,966,274	24,966,274	25,487,698	26,023,985	26,575,537
(Use of) Contribution To	-	521,424	536,287	551,552	567,228
End of Year	24,966,274	25,487,698	26,023,985	26,575,537	27,142,765
<i>As % of General Revenue</i>	20%	20%	20%	20%	20%

Revenue Assumptions:

Property Taxes includes Real Estate which is projected with approximately a 3% annual increase and Business and Personal Property which is projected with approximately a 1.8% annual increase. Other Local Taxes are projected to increase approximately 1.2% annually. All other revenues are projected flat.

Expenditure Assumptions:

Shared Services costs are estimated to increase 5% annually. City and School Debt Service contributions are estimated to increase 2% annually. City operating expenditures and the funding for School operations are estimated to increase 1.7% annually.

Fund Balance Assumptions:

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

FINANCIAL OVERVIEW

Estimated Changes in Fund Balance / Net Position

	Estimated Beginning Fund Balance	Revenue & Other Financing Sources	Expenditure & Other Financing Uses	Estimated Ending Fund Balance	Change \$ Amount	%
General Fund	45,464,964	127,197,820	127,197,820	45,464,964	-	0%
SPECIAL REVENUE FUNDS:						
Social Services	-	7,621,630	7,621,630	-	-	0%
Fire and Rescue	2,213,574	-	-	2,213,574	-	0% *
Owens Brooke Dist.	(257,637)	40,200	40,200	(257,637)	-	0% *
PEG	903,796	150,000	150,000	903,796	-	0% *
Speiden Carper	(11,409)	-	-	(11,409)	-	0%
ENTERPRISE FUNDS:						
Sewer	26,131,367	17,217,280	20,870,350	22,478,297	(3,653,070)	-14%
Water	38,679,351	13,626,380	26,459,530	25,846,201	(12,833,150)	-33%
Electric	41,748,978	40,828,630	41,821,280	40,756,328	(992,650)	-2%
Stormwater	11,631,561	2,375,000	2,561,000	11,445,561	(186,000)	-2%
Airport	43,557,407	3,570,100	4,513,640	42,613,867	(943,540)	-2%
Solid Waste	1,939,593	3,561,350	3,685,350	1,815,593	(124,000)	-6%
INTERNAL SERVICE FUNDS:						
Building Maint.	716,223	1,641,120	1,628,490	728,853	12,630	2% *
Vehicle Maint.	5,221,108	4,227,320	4,223,900	5,224,528	3,420	0% *
Information Tech.	2,720,210	4,102,750	4,102,750	2,720,210	-	0% *
OTHER FUNDS:						
Debt Service	9,709,939	11,491,710	10,887,260	10,314,389	604,450	6% *
Cemetery Trust	247,630	-	32,800	214,830	(32,800)	-13% *
Schools (ALL)	13,987,302	124,607,621	135,314,144	3,280,779	(10,706,523)	-77%

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

Notes:

Debt Service Fund - 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.

FINANCIAL OVERVIEW

Revenues & Expenditures - All Funds

	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget
Revenue:				
Local Sources	214,177,119	208,185,120	213,467,115	214,239,740
State	67,137,150	70,538,071	70,792,835	74,917,340
Federal Government	13,496,077	10,362,890	29,816,200	10,828,331
Subtotal	294,810,346	289,086,081	314,076,150	299,985,411
Other Financing Sources	76,507,176	75,937,020	76,479,695	75,124,190
TOTAL REVENUES	371,317,522	365,023,101	390,555,845	375,109,601
Expenditure:				
Personnel Services	36,237,726	39,501,350	40,747,378	40,714,870
Employee Benefits	13,692,187	15,943,910	16,046,311	16,791,160
Purchased Services	17,080,734	18,750,255	27,746,863	19,897,565
Internal Services	12,360,482	12,863,560	13,583,314	13,424,040
Other Services and Charges	18,727,425	20,915,715	22,895,245	21,755,245
Supplies	31,969,009	35,040,040	36,300,516	33,839,310
Capital	2,243,744	2,394,600	5,775,495	2,667,800
Debt Service, Depreciation, & Other	21,393,968	25,695,980	28,695,980	33,520,290
Manassas City Public Schools	174,771,409	183,053,680	203,624,251	190,655,754
Subtotal	328,476,685	354,159,090	395,415,352	373,266,034
Other Financing Uses	6,622,286	20,789,240	21,949,166	30,494,800
TOTAL EXPENDITURES	335,098,971	374,948,330	417,364,518	403,760,834
Excess (Deficit)	36,218,552	(9,925,229)	(26,808,673)	(28,651,233)
Est. Beginning Fund Balance/Net Position	245,118,125	281,336,675	271,411,446	244,603,958
Change in Fund Balance/Net Position	36,218,550	(9,925,229)	(26,807,488)	(28,651,233)
Est. Ending Fund Balance/Net Position	281,336,675	271,411,446	244,603,958	215,952,725

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

FINANCIAL OVERVIEW

Revenues & Expenditures - General Fund

	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget
Revenue:				
Local Sources	115,772,540	108,747,390	112,493,025	112,581,450
State	12,210,638	11,769,430	11,979,532	11,794,500
Federal Government	3,822,044	510,000	4,421,985	510,000
Subtotal	131,805,222	121,026,820	128,894,542	124,885,950
Other Financing Sources	1,927,818	2,027,010	2,027,010	2,311,870
TOTAL REVENUES	133,733,040	123,053,830	130,921,552	127,197,820
Expenditure:				
Personnel Services	18,540,238	20,301,070	21,349,506	20,815,070
Employee Benefits	7,049,238	8,334,990	8,437,391	8,485,350
Purchased Services	2,742,242	3,078,515	8,416,792	3,275,785
Internal Services	5,967,559	6,024,130	6,740,784	6,349,900
Other Services and Charges	14,022,526	15,225,045	17,155,956	15,865,275
Supplies	1,105,907	1,508,910	2,839,056	1,621,120
Capital	16,806	-	1,979,735	-
Debt Service, Depreciation, & Other	4,519,140	4,609,520	7,609,520	10,721,710
Manassas City Public Schools	59,656,355	58,850,210	58,850,210	55,341,610
Subtotal	113,620,010	117,932,390	133,378,950	122,475,820
Other Financing Uses	5,019,611	5,121,440	6,247,152	4,722,000
TOTAL EXPENDITURES	118,639,621	123,053,830	139,626,103	127,197,820
Excess (Deficit)	15,093,419	-	(8,704,551)	-
Estimated Beginning Fund Balance	39,076,096	54,169,515	54,169,515	45,464,964
Change in Fund Balance	15,093,419	-	(8,704,551)	-
Estimated Ending Fund Balance	54,169,515	54,169,515	45,464,964	45,464,964

FINANCIAL OVERVIEW

Revenues & Expenditures - Social Services Fund

	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget
Revenue:				
Local Sources	-	-	36,360	-
State	1,331,732	1,991,040	1,991,040	2,063,320
Federal Government	2,385,041	2,489,310	2,489,310	2,956,310
Subtotal	3,716,773	4,480,350	4,516,710	5,019,630
Other Financing Sources	2,054,834	2,501,440	2,501,440	2,602,000
TOTAL REVENUES	5,771,607	6,981,790	7,018,150	7,621,630
Expenditure:				
Personnel Services	2,496,625	2,728,000	2,728,000	3,142,000
Employee Benefits	1,009,034	1,229,000	1,229,000	1,346,390
Purchased Services	106,964	169,240	169,240	179,000
Internal Services	121,860	128,280	128,280	118,530
Other Services and Charges	2,004,890	2,688,220	2,725,767	2,797,510
Supplies	32,232	39,050	39,050	38,200
Capital	-	-	-	-
Debt Service, Depreciation, & Other	-	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	5,771,605	6,981,790	7,019,337	7,621,630
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	5,771,605	6,981,790	7,019,337	7,621,630
Excess (Deficit)	-	-	-	-
Estimated Beginning Fund Balance	-	-	-	-
Change in Fund Balance	-	-	-	-
Estimated Ending Fund Balance	-	-	-	-

FINANCIAL OVERVIEW

Revenues & Expenditures - Fire and Rescue Fund

	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget
Revenue:				
Local Sources	11,000,671	11,330,000	11,330,000	12,450,690
State	149,789	-	44,662	-
Federal Government	481,864	400,000	431,972	400,000
Subtotal	11,632,324	11,730,000	11,806,634	12,850,690
Other Financing Sources	-	-	-	-
TOTAL REVENUES	11,632,324	11,730,000	11,806,634	12,850,690
Expenditure:				
Personnel Services	5,369,058	5,500,410	5,698,002	5,778,650
Employee Benefits	2,127,250	2,150,000	2,150,000	2,485,000
Purchased Services	431,525	390,900	442,204	395,900
Internal Services	1,069,502	1,235,120	1,238,220	1,372,570
Other Services and Charges	853,092	875,020	881,120	878,960
Supplies	236,112	573,550	392,088	589,610
Capital	2,009,980	30,000	341,342	380,000
Debt Service, Depreciation, & Other	594,813	770,000	770,000	770,000
Manassas City Public Schools	-	-	-	-
Subtotal	12,691,329	11,525,000	11,912,976	12,650,690
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	12,691,329	11,525,000	11,912,976	12,650,690
Excess (Deficit)	(1,059,005)	205,000	(106,342)	200,000
Estimated Beginning Fund Balance	3,173,922	2,114,917	2,319,917	2,213,574
Change in Fund Balance	(1,059,005)	205,000	(106,342)	200,000
Estimated Ending Fund Balance	2,114,917	2,319,917	2,213,574	2,413,574

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

FINANCIAL OVERVIEW

Revenues & Expenditures - Owens Brooke Tax District Fund

	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget
Revenue:				
Local Sources	42,259	40,200	40,200	40,200
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	42,259	40,200	40,200	40,200
Other Financing Sources	-	-	-	-
TOTAL REVENUES	42,259	40,200	40,200	40,200
Expenditure:				
Personnel Services	-	-	-	-
Employee Benefits	-	-	-	-
Purchased Services	500	336,700	336,700	36,700
Internal Services	-	-	-	-
Other Services and Charges	3,158	3,500	3,500	3,500
Supplies	-	-	-	-
Capital	-	-	-	-
Debt Service, Depreciation, & Other	-	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	3,658	340,200	340,200	40,200
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	3,658	340,200	340,200	40,200
Excess (Deficit)	38,601	(300,000)	(300,000)	-
Estimated Beginning Fund Balance	303,762	342,363	42,363	(257,637)
Change in Fund Balance	38,601	(300,000)	(300,000)	-
Estimated Ending Fund Balance	342,363	42,363	(257,637)	(257,637)

FINANCIAL OVERVIEW

Revenues & Expenditures - PEG Fund

	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget
Revenue:				
Local Sources	155,107	150,000	150,000	150,000
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	155,107	150,000	150,000	150,000
Other Financing Sources	-	-	-	-
TOTAL REVENUES	155,107	150,000	150,000	150,000
Expenditure:				
Personnel Services	-	-	-	-
Employee Benefits	-	-	-	-
Purchased Services	-	-	-	-
Internal Services	-	-	-	-
Other Services and Charges	-	-	-	-
Supplies	8,205	-	-	-
Capital	-	150,000	150,000	150,000
Debt Service, Depreciation, & Other	-	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	8,205	150,000	150,000	150,000
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	8,205	150,000	150,000	150,000
Excess (Deficit)	146,902	-	-	-
Estimated Beginning Fund Balance	756,894	903,796	903,796	903,796
Change in Fund Balance	146,902	-	-	-
Estimated Ending Fund Balance	903,796	903,796	903,796	903,796

The use of Fund Balance is for equipment replacement.

FINANCIAL OVERVIEW

Revenues & Expenditures - Speiden Carper House Fund

	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget
Revenue:				
Local Sources	2,336	-	-	-
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	2,336	-	-	-
Other Financing Sources	-	-	-	-
TOTAL REVENUES	2,336	-	-	-
Expenditure:				
Personnel Services	-	-	-	-
Employee Benefits	-	-	-	-
Purchased Services	8,514	-	370,000	-
Internal Services	-	-	-	-
Other Services and Charges	5,163	-	-	-
Supplies	-	-	-	-
Capital	-	-	-	-
Debt Service, Depreciation, & Other	-	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	13,677	-	370,000	-
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	13,677	-	370,000	-
Excess (Deficit)	(11,341)	-	(370,000)	-
Estimated Beginning Fund Balance	369,932	358,591	358,591	(11,409)
Change in Fund Balance	(11,341)	-	(370,000)	-
Estimated Ending Fund Balance	358,591	358,591	(11,409)	(11,409)

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

FINANCIAL OVERVIEW

Revenues & Expenditures - Sewer Fund

	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget
Revenue:				
Local Sources	16,795,041	15,837,240	17,337,240	16,667,280
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	16,795,041	15,837,240	17,337,240	16,667,280
Other Financing Sources	1,207,849	550,000	550,000	550,000
TOTAL REVENUES	18,002,890	16,387,240	17,887,240	17,217,280
Expenditure:				
Personnel Services	736,854	897,000	897,000	911,790
Employee Benefits	294,785	365,890	365,890	365,890
Purchased Services	7,401,532	7,339,800	8,735,385	7,639,000
Internal Services	960,556	993,010	993,010	1,037,080
Other Services and Charges	35,872	34,830	34,830	37,430
Supplies	136,469	118,670	118,757	123,760
Capital	-	496,000	641,000	-
Debt Service, Depreciation, & Other	4,238,938	5,592,040	5,592,040	6,218,400
Manassas City Public Schools	-	-	-	-
Subtotal	13,805,006	15,837,240	17,377,913	16,333,350
Other Financing Uses	1,296,688	1,875,000	1,875,000	4,537,000
TOTAL EXPENDITURES	15,101,694	17,712,240	19,252,913	20,870,350
Excess (Deficit)	2,901,196	(1,325,000)	(1,365,673)	(3,653,070)
Estimated Beginning Net Position	25,920,844	28,822,040	27,497,040	26,131,367
Change in Net Position	2,901,196	(1,325,000)	(1,365,673)	(3,653,070)
Estimated Ending Net Position	28,822,040	27,497,040	26,131,367	22,478,297

The use of Fund Balance is for capital projects.

FINANCIAL OVERVIEW

Revenues & Expenditures - Water Fund

	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget
Revenue:				
Local Sources	10,907,955	10,559,620	10,559,620	11,126,380
State	-	-	-	-
Federal Government	32,429	-	-	-
Subtotal	10,940,384	10,559,620	10,559,620	11,126,380
Other Financing Sources	542,413	400,000	400,000	2,500,000
TOTAL REVENUES	11,482,797	10,959,620	10,959,620	13,626,380
Expenditure:				
Personnel Services	1,867,926	2,130,750	2,130,750	2,134,150
Employee Benefits	695,026	870,000	870,000	943,500
Purchased Services	538,166	420,830	1,076,740	874,420
Internal Services	1,373,962	1,404,710	1,404,710	1,439,380
Other Services and Charges	506,197	551,080	551,080	572,200
Supplies	1,249,234	1,748,710	1,825,657	1,792,180
Capital	69,770	40,000	108,300	-
Debt Service, Depreciation, & Other	1,919,570	2,668,540	2,668,540	3,128,700
Manassas City Public Schools	-	-	-	-
Subtotal	8,219,850	9,834,620	10,635,778	10,884,530
Other Financing Uses	35,413	4,727,000	4,727,000	15,575,000
TOTAL EXPENDITURES	8,255,264	14,561,620	15,362,778	26,459,530
Excess (Deficit)	3,227,533	(3,602,000)	(4,403,158)	(12,833,150)
Estimated Beginning Net Position	43,456,976	46,684,509	43,082,509	38,679,351
Change in Net Position	3,227,533	(3,602,000)	(4,403,158)	(12,833,150)
Estimated Ending Net Position	46,684,509	43,082,509	38,679,351	25,846,201

The use of Fund Balance is for capital projects.

FINANCIAL OVERVIEW

Revenues & Expenditures - Electric Fund

	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget
Revenue:				
Local Sources	41,039,502	42,300,790	42,300,790	40,828,630
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	41,039,502	42,300,790	42,300,790	40,828,630
Other Financing Sources		-	-	-
TOTAL REVENUES	41,039,502	42,300,790	42,300,790	40,828,630
Expenditure:				
Personnel Services	4,145,598	4,495,120	4,495,120	4,620,910
Employee Benefits	1,515,970	1,672,000	1,672,000	1,837,500
Purchased Services	1,064,920	1,236,630	1,567,194	1,274,330
Internal Services	1,616,515	1,651,560	1,651,560	1,644,580
Other Services and Charges	381,121	493,860	497,225	469,760
Supplies	27,931,819	29,099,530	29,128,454	27,831,490
Capital	12,054	117,000	250,188	264,800
Debt Service, Depreciation, & Other	1,011,236	1,308,590	1,308,590	1,297,910
Manassas City Public Schools	-	-	-	-
Subtotal	37,679,233	40,074,290	40,570,330	39,241,280
Other Financing Uses	252,045	3,239,000	3,265,214	2,580,000
TOTAL EXPENDITURES	37,931,277	43,313,290	43,835,544	41,821,280
Excess (Deficit)	3,108,225	(1,012,500)	(1,534,754)	(992,650)
Estimated Beginning Net Position	41,188,008	44,296,233	43,283,733	41,748,978
Change in Net Position	3,108,225	(1,012,500)	(1,534,754)	(992,650)
Estimated Ending Net Position	44,296,233	43,283,733	41,748,978	40,756,328

FINANCIAL OVERVIEW

Revenues & Expenditures - Stormwater Fund

	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget
Revenue:				
Local Sources	1,832,219	1,887,000	1,887,000	2,375,000
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	1,832,219	1,887,000	1,887,000	2,375,000
Other Financing Sources	-	-	-	-
TOTAL REVENUES	1,832,219	1,887,000	1,887,000	2,375,000
Expenditure:				
Personnel Services	113,568	353,000	353,000	191,500
Employee Benefits	27,153	140,000	140,000	80,000
Purchased Services	176,780	210,000	272,147	263,930
Internal Services	351,305	471,250	471,250	483,590
Other Services and Charges	26,377	20,090	20,090	33,870
Supplies	22,988	35,750	35,750	42,000
Capital	-	-	-	-
Debt Service, Depreciation, & Other	183,506	183,910	183,910	295,110
Manassas City Public Schools	-	-	-	-
Subtotal	901,677	1,414,000	1,476,147	1,390,000
Other Financing Uses	-	5,174,000	5,174,000	1,171,000
TOTAL EXPENDITURES	901,677	6,588,000	6,650,147	2,561,000
Excess (Deficit)	930,542	(4,701,000)	(4,763,147)	(186,000)
Estimated Beginning Net Position	20,165,165	21,095,707	16,394,707	11,631,561
Change in Net Position	930,542	(4,701,000)	(4,763,147)	(186,000)
Estimated Ending Net Position	21,095,707	16,394,707	11,631,561	11,445,561

FINANCIAL OVERVIEW

Revenues & Expenditures - Airport Fund

	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget
Revenue:				
Local Sources	3,361,843	3,479,280	3,479,280	3,493,820
State	50,097	35,000	35,000	35,000
Federal Government	203,424	41,280	98,280	41,280
Subtotal	3,615,364	3,555,560	3,612,560	3,570,100
Other Financing Sources	-	-	-	-
TOTAL REVENUES	3,615,364	3,555,560	3,612,560	3,570,100
Expenditure:				
Personnel Services	539,979	657,000	657,000	669,800
Employee Benefits	180,406	246,030	246,030	272,530
Purchased Services	287,016	553,200	589,936	626,200
Internal Services	303,568	318,600	318,600	318,910
Other Services and Charges	220,474	231,650	233,257	288,500
Supplies	167,310	274,500	274,500	308,500
Capital	83,451	25,000	25,000	106,000
Debt Service, Depreciation, & Other	239,080	240,420	240,420	241,200
Manassas City Public Schools	-	-	-	-
Subtotal	2,021,285	2,546,400	2,584,744	2,831,640
Other Financing Uses	-	500,000	508,000	1,682,000
TOTAL EXPENDITURES	2,021,285	3,046,400	3,092,744	4,513,640
Excess (Deficit)	1,594,079	509,160	519,816	(943,540)
Estimated Beginning Net Position	40,934,352	42,528,431	43,037,591	43,557,407
Change in Net Position	1,594,079	509,160	519,816	(943,540)
Estimated Ending Net Position	42,528,431	43,037,591	43,557,407	42,613,867

FINANCIAL OVERVIEW

Revenues & Expenditures - Solid Waste Fund

	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget
Revenue:				
Local Sources	3,588,796	3,472,050	3,472,050	3,554,350
State	15,004	7,500	7,500	7,000
Federal Government	-	-	-	-
Subtotal	3,603,800	3,479,550	3,479,550	3,561,350
Other Financing Sources	-	-	-	-
TOTAL REVENUES	3,603,800	3,479,550	3,479,550	3,561,350
Expenditure:				
Personnel Services	142,585	181,000	181,000	110,000
Employee Benefits	50,219	60,000	60,000	40,000
Purchased Services	2,805,578	3,065,910	3,121,655	3,174,450
Internal Services	186,250	246,240	246,240	260,700
Other Services and Charges	4,213	9,480	9,480	9,700
Supplies	3,985	8,920	8,920	8,500
Capital	-	7,000	7,000	7,000
Debt Service, Depreciation, & Other	-	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	3,192,830	3,578,550	3,634,295	3,610,350
Other Financing Uses	-	-	-	75,000
TOTAL EXPENDITURES	3,192,830	3,578,550	3,634,295	3,685,350
Excess (Deficit)	410,970	(99,000)	(154,745)	(124,000)
Estimated Beginning Net Position	1,782,368	2,193,338	2,094,338	1,939,593
Change in Net Position	410,970	(99,000)	(154,745)	(124,000)
Estimated Ending Net Position	2,193,338	2,094,338	1,939,593	1,815,593

FINANCIAL OVERVIEW

Revenues & Expenditures - Building Maintenance Fund

	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget
Revenue:				
Local Sources	1,425,634	1,591,120	1,591,120	1,641,120
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	1,425,634	1,591,120	1,591,120	1,641,120
Other Financing Sources	-	-	-	-
TOTAL REVENUES	1,425,634	1,591,120	1,591,120	1,641,120
Expenditure:				
Personnel Services	283,369	348,000	348,000	337,000
Employee Benefits	95,304	150,000	150,000	150,000
Purchased Services	335,998	492,900	865,061	542,900
Internal Services	33,547	28,430	28,430	29,790
Other Services and Charges	357,766	387,300	387,300	387,300
Supplies	52,597	81,500	81,500	81,500
Capital	-	100,000	100,000	100,000
Debt Service, Depreciation, & Other	-	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	1,158,582	1,588,130	1,960,291	1,628,490
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	1,158,582	1,588,130	1,960,291	1,628,490
Excess (Deficit)	267,052	2,990	(369,171)	12,630
Estimated Beginning Net Position	815,352	1,082,404	1,085,394	716,223
Change in Net Position	267,052	2,990	(369,171)	12,630
Estimated Ending Net Position	1,082,404	1,085,394	716,223	728,853

FINANCIAL OVERVIEW

Revenues & Expenditures - Vehicle Maintenance Fund

	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget
Revenue:				
Local Sources	3,372,474	3,661,550	3,661,550	3,900,320
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	3,372,474	3,661,550	3,661,550	3,900,320
Other Financing Sources	324,146	476,000	1,018,675	327,000
TOTAL REVENUES	3,696,620	4,137,550	4,680,225	4,227,320
Expenditure:				
Personnel Services	640,983	650,000	650,000	650,000
Employee Benefits	216,241	245,000	245,000	245,000
Purchased Services	195,072	195,000	195,324	195,000
Internal Services	277,050	269,220	269,220	272,050
Other Services and Charges	179,682	217,700	217,700	223,700
Supplies	736,694	1,206,650	1,206,650	1,058,150
Capital	51,684	1,309,600	1,882,088	1,580,000
Debt Service, Depreciation, & Other	(50,561)			
Manassas City Public Schools	-	-	-	-
Subtotal	2,246,844	4,093,170	4,665,982	4,223,900
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	2,246,844	4,093,170	4,665,982	4,223,900
Excess (Deficit)	1,449,776	44,380	14,243	3,420
Estimated Beginning Net Position	3,712,709	5,162,485	5,206,865	5,221,108
Change in Net Position	1,449,776	44,380	14,243	3,420
Estimated Ending Net Position	5,162,485	5,206,865	5,221,108	5,224,528

FINANCIAL OVERVIEW

Revenues & Expenditures - Information Technology Fund

	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget
Revenue:				
Local Sources	3,588,660	3,816,880	3,816,880	4,102,750
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	3,588,660	3,816,880	3,816,880	4,102,750
Other Financing Sources	-	-	-	-
TOTAL REVENUES	3,588,660	3,816,880	3,816,880	4,102,750
Expenditure:				
Personnel Services	1,360,941	1,260,000	1,260,000	1,354,000
Employee Benefits	431,562	481,000	481,000	540,000
Purchased Services	985,746	1,220,630	1,548,484	1,379,950
Internal Services	98,810	93,010	93,010	96,960
Other Services and Charges	126,895	177,940	177,940	187,540
Supplies	285,457	344,300	350,133	344,300
Capital	-	120,000	290,842	80,000
Debt Service, Depreciation, & Other	-	-	-	-
Manassas City Public Schools	-	-	-	-
Subtotal	3,289,411	3,696,880	4,201,409	3,982,750
Other Financing Uses	-	120,000	120,000	120,000
TOTAL EXPENDITURES	3,289,411	3,816,880	4,321,409	4,102,750
Excess (Deficit)	299,249	-	(504,529)	-
Estimated Beginning Net Position	2,925,490	3,224,739	3,224,739	2,720,210
Change in Net Position	299,249	-	(504,529)	-
Estimated Ending Net Position	3,224,739	3,224,739	2,720,210	2,720,210

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

FINANCIAL OVERVIEW

Revenues & Expenditures - Debt Service Fund

	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget
Revenue:				
Local Sources	-	-	-	-
State	-	-	-	-
Federal Government	24,464	-	-	-
Subtotal	24,464	-	-	-
Other Financing Sources	10,793,761	11,132,360	11,132,360	11,491,710
TOTAL REVENUES	10,818,226	11,132,360	11,132,360	11,491,710
Expenditure:				
Personnel Services	-	-	-	-
Employee Benefits	-	-	-	-
Purchased Services	182	40,000	40,000	40,000
Internal Services	-	-	-	-
Other Services and Charges	-	-	-	-
Supplies	-	-	-	-
Capital	-	-	-	-
Debt Service, Depreciation, & Other	8,738,246	10,322,960	10,322,960	10,847,260
Manassas City Public Schools	-	-	-	-
Subtotal	8,738,428	10,362,960	10,362,960	10,887,260
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	8,738,428	10,362,960	10,362,960	10,887,260
Excess (Deficit)	2,079,797	769,400	769,400	604,450
Estimated Beginning Fund Balance	6,091,342	8,171,139	8,940,539	9,709,939
Change in Fund Balance	2,079,797	769,400	769,400	604,450
Estimated Ending Fund Balance	8,171,139	8,940,539	9,709,939	10,314,389

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

FINANCIAL OVERVIEW

Revenues & Expenditures - Cemetery Trust Fund

	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget
Revenue:				
Local Sources	79,266	-	-	-
State	-	-	-	-
Federal Government	-	-	-	-
Subtotal	79,266	-	-	-
Other Financing Sources	-	-	-	-
TOTAL REVENUES	79,266	-	-	-
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	18,528	32,800	32,800	32,800
TOTAL EXPENDITURES	18,528	32,800	32,800	32,800
Excess (Deficit)	60,738	(32,800)	(32,800)	(32,800)
Estimated Beginning Fund Balance	252,492	313,230	280,430	247,630
Change in Fund Balance	60,738	(32,800)	(32,800)	(32,800)
Estimated Ending Fund Balance	313,230	280,430	247,630	214,830

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

FINANCIAL OVERVIEW

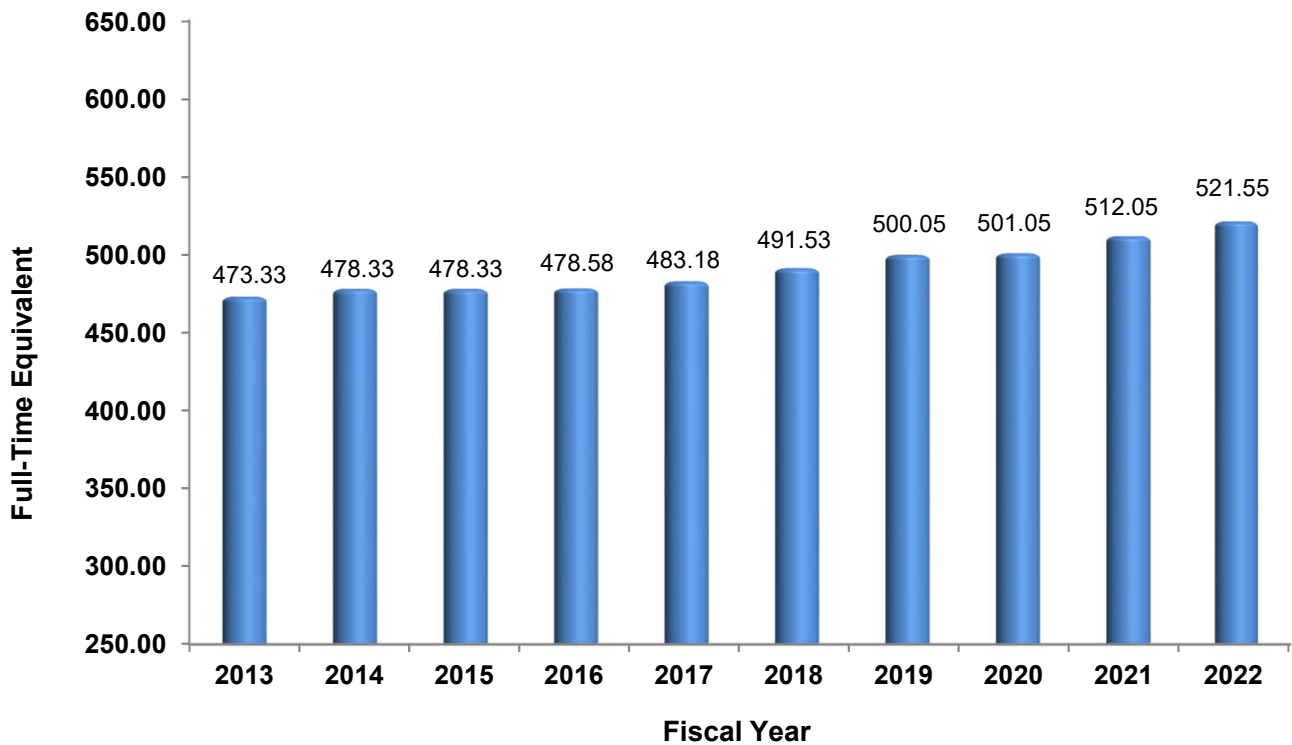
Revenues & Expenditures - School Funds

	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget
Revenue:				
Local Sources	1,212,816	1,312,000	1,312,000	1,327,750
State	53,379,890	56,735,101	56,735,101	61,017,520
Federal Government	6,546,811	6,922,300	22,374,653	6,920,741
Subtotal	61,139,517	64,969,401	80,421,754	69,266,011
Other Financing Sources	59,656,355	58,850,210	58,850,210	55,341,610
TOTAL REVENUES	120,795,872	123,819,611	139,271,964	124,607,621
Expenditure:				
School Operating	97,167,575	106,922,088	108,174,164	118,477,032
School Food Service	3,608,684	4,147,095	4,335,045	4,186,043
School Capital Improvement	4,318,454	3,000,000	5,627,241	5,190,000
School Grants/Special Projects	3,818,879	4,007,300	20,510,604	3,915,741
School Debt Service	6,201,462	6,126,987	6,126,987	3,545,328
Subtotal	115,115,054	124,203,470	144,774,041	135,314,144
Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	115,115,054	124,203,470	144,774,041	135,314,144
Excess (Deficit)	5,680,817	(383,859)	(5,502,077)	(10,706,523)
Estimated Beginning Fund Balance	14,192,421	19,873,238	19,489,379	13,987,302
Change in Fund Balance	5,680,817	(383,859)	(5,502,077)	(10,706,523)
Estimated Ending Fund Balance	19,873,238	19,489,379	13,987,302	3,280,779

The use of Fund Balance is for capital projects.

STAFFING OVERVIEW

Ten-Year Staffing History



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, Police COPS Grant and State Mandated Social Services

FY22 - Additional Staffing for Social Services, Fire and Rescue, State Mandated Election Cyber Security and State Mandated Police Mental Health/Domestic Response

STAFFING OVERVIEW

Ten-Year Staffing History

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Function										
General Government										
City Clerk	3.00	3.00	3.00	3.00	3.00	3.00	2.00	2.00	2.00	2.00
City Manager	8.00	8.00	10.00	10.00	11.00	5.00	5.00	5.00	5.00	5.00
City Attorney	0.00	0.00	0.00	0.00	0.00	1.00	2.00	2.00	3.00	3.00
Voter Registration	2.05	2.05	2.05	2.05	2.15	2.75	3.00	3.00	3.00	3.00
Treasurer	6.00	7.00	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	27.05	27.30	25.30	25.30	26.30	25.30	26.55	27.55	28.55	29.55
Human Resources	0.00	0.00	0.00	0.00	0.00	7.00	7.00	7.00	7.00	7.00
Public Safety										
Police	127.00	127.25	127.25	126.50	127.00	129.25	130.25	130.25	134.75	136.75
Fire & Rescue	60.00	60.00	60.00	60.00	62.00	64.00	66.00	66.00	66.00	69.00
Public Works										
Public Works	58.50	59.50	59.50	60.50	62.00	55.00	55.00	55.00	56.50	56.50
Engineering	0.00	0.00	0.00	0.00	0.00	14.00	10.00	9.00	8.00	8.00
Community Enhancements & Development										
Community Development	33.75	33.75	33.75	33.75	33.75	33.75	35.25	35.25	35.25	35.25
Economic Development	0.00	2.50	2.50	2.50	2.50	2.50	3.00	3.00	3.00	3.00
Health & Human Services	37.48	37.48	37.48	37.48	37.48	37.98	40.00	40.00	42.00	45.50
Utilities (Wtr, Swr, Elc, Strm)	92.50	92.50	92.50	92.50	91.00	86.00	90.00	91.00	92.00	92.00
Airport	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	8.00	8.00
Total	473.33	478.33	478.33	478.58	483.18	491.53	500.05	501.05	512.05	521.55

Explanation of Significant Staffing Level Changes by Function:

FY14 - Creation of Economic Development Department

FY18 - Reorganization to create Engineering Department (staff moved from Public Works & Utilities), Human Resources

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

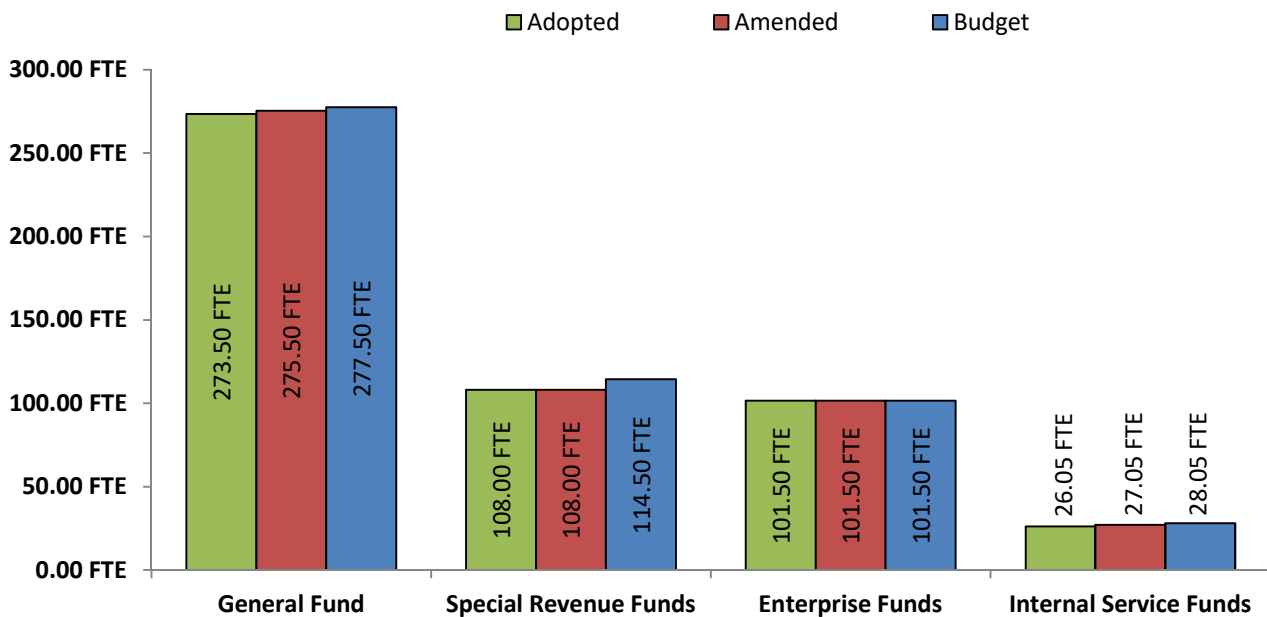
FY21 - Brought additional Legal Services in house, Staffing for Police Red Light Photo Program and COPS Grant, State Mandated Social Services staffing, Additional staffing for Public Works, Stormwater Program and Airport

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

STAFFING OVERVIEW

Staffing by Fund

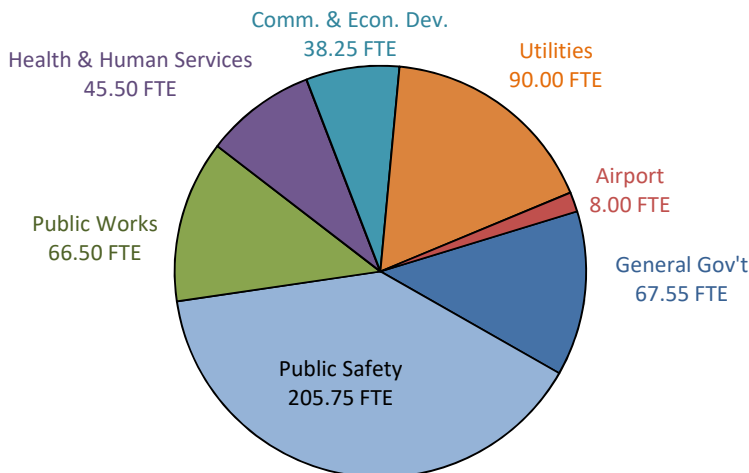
	FY 2021 Adopted		FY 2021 Amended		FY 2022 Budget		FY 2022 Budget Over (Under) FY 2021 Adopted	
	#	FTE	#	FTE	#	FTE	#	FTE
General Fund	322	273.50	324	275.50	326	277.50	4	4.00
Special Revenue Funds								
Social Services Fund	43	42.00	43	42.00	46	45.50	3	3.50
Fire and Rescue Fund	66	66.00	66	66.00	69	69.00	3	3.00
Enterprise Funds								
Water & Sewer Funds	37	37.00	37	37.00	37	37.00	-	-
Electric Fund	53	53.00	53	53.00	53	53.00	-	-
Stormwater Fund	2	2.00	2	2.00	2	2.00	-	-
Airport Fund	8	8.00	8	8.00	8	8.00	-	-
Solid Waste Fund	2	1.50	2	1.50	2	1.50	-	-
Internal Service Funds								
Building Maintenance Fund	5	5.00	5	5.00	5	5.00	-	-
Vehicle Maintenance Fund	8	8.00	8	8.00	8	8.00	-	-
Information Technology Fund	14	13.05	15	14.05	16	15.05	2	2.00
Total City of Manassas	560	509.05	563	512.05	572	521.55	12	12.50



STAFFING OVERVIEW

Staffing by Function & Department

	FY 2021 Adopted		FY 2021 Amended		FY 2021 Amended Over (Under) FY 2021 Adopted		FY 2022 Budget		FY 2022 Budget Over (Under) FY 2021 Adopted	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
<u>General Government</u>										
City Clerk	2	2.00	2	2.00	-	-	2	2.00	-	-
City Manager	5	5.00	5	5.00	-	-	5	5.00	-	-
City Attorney	3	3.00	3	3.00	-	-	3	3.00	-	-
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	30	28.55	1	1.00	31	29.55	2	2.00
Human Resources	7	7.00	7	7.00	-	-	7	7.00	-	-
<u>Public Safety</u>										
Police	136	131.75	139	134.75	3	3.00	141	136.75	5	5.00
Fire and Rescue	66	66.00	66	66.00	-	-	69	69.00	3	3.00
<u>Health & Human Services</u>										
Social Services	43	42.00	43	42.00	-	-	46	45.50	3	3.50
<u>Public Works</u>										
Engineering	11	11.00	10	10.00	(1)	(1.00)	10	10.00	(1)	(1.00)
Public Works	57	56.50	57	56.50	-	-	57	56.50	-	-
<u>Community Enhancements & Development</u>										
Community Development	75	35.25	75	35.25	-	-	75	35.25	-	-
Economic Development	3	3.00	3	3.00	-	-	3	3.00	-	-
<u>Other</u>										
Utilities	90	90.00	90	90.00	-	-	90	90.00	-	-
Airport	8	8.00	8	8.00	-	-	8	8.00	-	-
Total City of Manassas	560	509.05	563	512.05	3	3.00	572	521.55	12	12.50



STAFFING OVERVIEW

Staffing Changes

Position	Department	#	FTE	FTE
FY 2021 Adopted Staffing Plan		560	509.05	
GIS Analyst	Finance - GIS	1	1.00	1.00
Police Officer - COPS Grant	Police	2	2.00	
Police Officer - School Resource Officer	Police	1	1.00	
Police Lieutenant	Police - Admin	1	1.00	
Police Lieutenant	Police - Patrol Services	(1)	(1.00)	3.00
Engineer, Senior	Engineering	1	1.00	
Environmental Engineer	Engineering	(1)	(1.00)	
Associate Engineer	Engineering	(1)	(1.00)	(1.00)
Traffic Control Technician	Public Works - Traffic Controls	1	1.00	
Public Works Maintenance Worker	Public Works - Streets	(1)	(1.00)	0.00
Benefit Programs Specialist	Social Services	1	1.00	
Benefit Programs Manager	Social Services	(1)	(1.00)	0.00
Administrative Coordinator	Community Development	1	1.00	
Administrative Assistant II	Community Development	(1)	(1.00)	0.00
FY 2021 Amended Staffing Plan		563	512.05	3.00
IT Security Administrator	Finance - IT	1	1.00	1.00
Police Officer - Mental Health/Domestic Response	Police	1	1.00	
Mental Health/Domestic Case Coordinator	Police	1	1.00	2.00
Firefighter/Technician	Fire and Rescue	3	3.00	3.00
Benefit Programs Specialist	Social Services	1	1.00	
Social Services Position	Social Services	1	1.00	
Self Sufficiency Specialist	Social Services	(1)	(0.50)	
Intensive Care Coordinator	Social Services	1	1.00	
Administrative Assistant II	Social Services	1	1.00	3.50
FY 2022 Staffing Plan		572	521.55	12.50

STAFFING

Staffing Plan

	FY 2021						FY 2022			
	Amended						Budget			
	Over (Under)						Over (Under)			
	FY 2021		FY 2021		FY 2021		FY 2022		FY 2021	
Adopted	Amended	Adopted	Budget	Adopted		Budget	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	-	-	1	1.00	-	-
Paralegal	1	1.00	1	1.00	-	-	1	1.00	-	-
DEPARTMENT TOTAL	3	3.00	3	3.00	-	-	3	3.00	-	-
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	-	-

STAFFING

Staffing Plan

	FY 2021				FY 2021				FY 2022			
					Amended				Budget			
					Over (Under)				Over (Under)			
	FY 2021		FY 2021		FY 2021		FY 2022		FY 2021		FY 2021	
	Adopted		Amended		Adopted		Budget		Adopted		Adopted	
	#	FTE	#	FTE	#	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	-	-	-	-
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	-	-	-	-
Compliance												
Business Tax Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-	-	-
Business Tax Auditor	1	1.00	1	1.00	-	-	1	1.00	-	-	-	-
Division Total	2	2.00	2	2.00	-	-	2	2.00	-	-	-	-
DEPARTMENT TOTAL	11	11.00	11	11.00	-	-	11	11.00	-	-	-	-

STAFFING

Staffing Plan

	FY 2021						FY 2022			
	FY 2021 Adopted		FY 2021 Amended		FY 2021 Amended Over (Under)		FY 2022 Budget		FY 2022 Budget Over (Under)	
					FY 2021 Adopted				FY 2021 Adopted	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
FINANCE										
Administration										
Finance Director	1	1.00	1	1.00	-	-	1	1.00	-	-
Administrative Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	2	2.00	2	2.00	-	-	2	2.00	-	-
Budget										
Budget Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Budget Analyst	1	1.00	1	1.00	-	-	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 (I, II, Senior)	4	3.50	4	3.50	-	-	4	3.50	-	-
Accounting Technician (I, II)	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	6	5.50	6	5.50	-	-	6	5.50	-	-
Purchasing										
Procurement Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Buyer, Senior	1	1.00	1	1.00	-	-	1	1.00	-	-
Buyer	1	1.00	1	1.00	-	-	1	1.00	-	-
Warehouse Technician 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	-	-

STAFFING

Staffing Plan

	FY 2021						FY 2022			
					Amended				Budget	
					Over (Under)				Over (Under)	
	FY 2021		FY 2021		FY 2021		FY 2022		FY 2021	
	Adopted		Amended		Adopted		Budget		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 Security Administrator	-	-	-	-	-	-	1	1.00	1	1.00
IT Specialist	1	1.00	1	1.00	-	-	1	1.00	-	-
IT Technician	1	1.00	1	1.00	-	-	1	1.00	-	-
IT ERP Administrator	1	1.00	1	1.00	-	-	1	1.00	-	-
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	-	-	11	10.05	1	1.00
Geographic Information Systems (GIS)										
GIS Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
GIS Database Administrator	1	1.00	1	1.00	-	-	1	1.00	-	-
GIS Enterprise Application Specialist	1	1.00	1	1.00	-	-	1	1.00	-	-
GIS Analyst (I, II, Senior)	1	1.00	2	2.00	1	1.00	2	2.00	1	1.00
Division Total	4	4.00	5	5.00	1	1.00	5	5.00	1	1.00
DEPARTMENT TOTAL	29	27.55	30	28.55	1	1.00	31	29.55	2	2.00
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, Senior	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	-	-

STAFFING

Staffing Plan

		FY 2021						FY 2022			
		Amended						Budget			
		Over (Under)						Over (Under)			
		FY 2021		FY 2021		FY 2021		FY 2022		FY 2021	
		Adopted		Amended		Adopted		Budget		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	1	1.00	2	2.00	1	1.00	2	2.00	1	1.00	
Police Sergeant	3	3.00	3	3.00	-	-	3	3.00	-	-	
Police Officer (recruit, I, II, III)	4	4.00	4	4.00	-	-	4	4.00	-	-	
Police Officer (recruit, I, II, III) School Resource Officer	3	2.50	4	3.50	1	1.00	4	3.50	1	1.00	
Police Officer (recruit, I, II, III) COPS Grant	-	-	2	2.00	2	2.00	2	2.00	2	2.00	
Police Officer (recruit, I, II, III) Mental Health/Domestic	-	-	-	-	-	-	1	1.00	1	1.00	
Mental Health/Domestic Case Coordinator	-	-	-	-	-	-	1	1.00	1	1.00	
Crime Prevention Specialist	1	1.00	1	1.00	-	-	1	1.00	-	-	
Police Accreditation Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-	
Property & Evidence Technician	2	1.50	2	1.50	-	-	2	1.50	-	-	
Police Records Specialist	2	2.00	2	2.00	-	-	2	2.00	-	-	
Gang Task Force Executive Coordinator Restricted/Grant	1	0.75	1	0.75	-	-	1	0.75	-	-	
Administrative Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-	
Administrative Assistant 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	23	21.50	27	25.50	4	4.00	29	27.50	6	6.00	
Patrol Services											
Police Captain	1	1.00	1	1.00	-	-	1	1.00	-	-	
Police Lieutenant	8	8.00	7	7.00	(1)	(1.00)	7	7.00	(1)	(1.00)	
Police Sergeant	7	7.00	7	7.00	-	-	7	7.00	-	-	
Police Officer (recruit, I, II, III)	50	50.00	50	50.00	-	-	50	50.00	-	-	
Police Officer (recruit, I, II, III) Red Light Photo Enforcement	2	1.50	2	1.50	-	-	2	1.50	-	-	
Parking Enforcement Officer	6	5.25	6	5.25	-	-	6	5.25	-	-	
Division Total	74	72.75	73	71.75	(1)	(1.00)	73	71.75	(1)	(1.00)	

STAFFING

Staffing Plan

	FY 2021						FY 2022			
	Amended						Budget			
	Over (Under)						Over (Under)			
	FY 2021		FY 2021		FY 2021		FY 2022		FY 2021	
Adopted	Amended	Adopted	Budget	Adopted				Adopted		
#	FTE	#	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	2	2.00	2	2.00	-	-	2	2.00	-	-
Police Officer (recruit, I, II, III)	9	9.00	9	9.00	-	-	9	9.00	-	-
Police Officer (recruit, I, II, III) Internet Crimes Against Children	1	1.00	1	1.00	-	-	1	1.00	-	-
Police Officer (recruit, I, II, III) Gang Task Force	1	1.00	1	1.00	-	-	1	1.00	-	-
Crime Analyst	1	1.00	1	1.00	-	-	1	1.00	-	-
Administrative Assistant II	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	17	17.00	17	17.00	-	-	17	17.00	-	-
Communications Center										
Public Safety Communications Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Public Safety Communications Supervisor	4	4.00	4	4.00	-	-	4	4.00	-	-
Public Safety Communications Specialist (I, II)	10	9.50	10	9.50	-	-	10	9.50	-	-
Division Total	15	14.50	15	14.50	-	-	15	14.50	-	-
Animal Control										
Police Sergeant	1	1.00	1	1.00	-	-	1	1.00	-	-
Police Officer (recruit, I, II, III)	1	1.00	1	1.00	-	-	1	1.00	-	-
Animal Control Officer	1	1.00	1	1.00	-	-	1	1.00	-	-
Animal Shelter Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Animal Caretaker	3	2.00	3	2.00	-	-	3	2.00	-	-
Division Total	7	6.00	7	6.00	-	-	7	6.00	-	-
DEPARTMENT TOTAL	136	131.75	139	134.75	3	3.00	141	136.75	5	5.00

STAFFING

Staffing Plan

	FY 2021						FY 2022			
	Amended						Budget			
	Over (Under)						Over (Under)			
	FY 2021		FY 2021		FY 2021		FY 2022		FY 2021	
	Adopted		Amended		Adopted		Budget		Adopted	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
FIRE AND RESCUE										
Administration										
Fire & Rescue Chief	1	1.00	1	1.00	-	-	1	1.00	-	-
Fire & Rescue Deputy Chief	1	1.00	1	1.00	-	-	1	1.00	-	-
Administrative Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-
Fiscal Specialist, Public Safety	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	4	4.00	4	4.00	-	-	4	4.00	-	-
Operations										
Fire & Rescue Battalion Chief	3	3.00	3	3.00	-	-	3	3.00	-	-
Fire & Rescue Captain	5	5.00	5	5.00	-	-	5	5.00	-	-
Fire & Rescue Lieutenant	6	6.00	6	6.00	-	-	6	6.00	-	-
Firefighter/Technician	45	45.00	45	45.00	-	-	48	48.00	3	3.00
Division Total	59	59.00	59	59.00	-	-	62	62.00	3	3.00
Prevention & Preparedness										
Fire Marshal	1	1.00	1	1.00	-	-	1	1.00	-	-
Deputy Fire Marshal	1	1.00	1	1.00	-	-	1	1.00	-	-
Emergency Management Planner	1	1.00	1	1.00	-	-	1	1.00	-	-
Restricted/Grant										
Division Total	3	3.00	3	3.00	-	-	3	3.00	-	-
DEPARTMENT TOTAL										
	66	66.00	66	66.00	-	-	69	69.00	3	3.00
ENGINEERING										
Administration										
City Engineer	1	1.00	1	1.00	-	-	1	1.00	-	-
Engineer, Senior	1	1.00	2	2.00	1	1.00	2	2.00	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	1	1.00	1	1.00	-	-	1	1.00	-	-

STAFFING

Staffing Plan

	FY 2021						FY 2022			
	Amended						Budget			
	Over (Under)						Over (Under)			
	FY 2021		FY 2021		FY 2021		FY 2022		FY 2021	
	Adopted		Amended		Adopted		Budget		Adopted	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
Engineering Technician	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	9	9.00	8	8.00	(1)	(1.00)	8	8.00	(1)	(1.00)
Stormwater Fund										
Stormwater Program Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Environmental Planner	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	2	2.00	2	2.00	-	-	2	2.00	-	-
DEPARTMENT TOTAL	11	11.00	10	10.00	(1)	(1.00)	10	10.00	(1)	(1.00)

PUBLIC WORKS

Public Works Administration

Public Works Director	1	1.00	1	1.00	-	-	1	1.00	-	-
Assistant Director, Public Works	1	1.00	1	1.00	-	-	1	1.00	-	-
Administrative Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	3	3.00	3	3.00	-	-	3	3.00	-	-

Streets

Street Maintenance Superintendent	1	1.00	1	1.00	-	-	1	1.00	-	-
Crew Leader, Streets	1	1.00	1	1.00	-	-	1	1.00	-	-
Equipment Operator (I, II, III)	15	15.00	15	15.00	-	-	15	15.00	-	-
Public Works Maintenance Worker	4	4.00	3	3.00	(1)	(1.00)	3	3.00	(1)	(1.00)
Division Total	21	21.00	20	20.00	(1)	(1.00)	20	20.00	(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	4	4.00	1	1.00	4	4.00	1	1.00
Division Total	4	4.00	5	5.00	1	1.00	5	5.00	1	1.00

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	-	-

STAFFING

Staffing Plan

	FY 2021						FY 2022			
	Amended						Budget			
	Over (Under)						Over (Under)			
	FY 2021		FY 2021		FY 2021		FY 2022		FY 2021	
	Adopted		Amended		Adopted		Budget		Adopted	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
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	-	-
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	2	2.00	2	2.00	-	-	2	2.00	-	-
Building Maintenance Worker	1	1.00	1	1.00	-	-	1	1.00	-	-
Division Total	19	19.00	19	19.00	-	-	19	19.00	-	-
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	-	-	1	0.50	-	-
Division Total	2	1.50	2	1.50	-	-	2	1.50	-	-
DEPARTMENT TOTAL	57	56.50	57	56.50	-	-	57	56.50	-	-

STAFFING

Staffing Plan

	FY 2021						FY 2022			
					Amended				Budget	
					Over (Under)				Over (Under)	
	FY 2021		FY 2021		FY 2021		FY 2022		FY 2021	
	Adopted		Amended		Adopted		Budget		Adopted	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
SOCIAL SERVICES										
Joint Program										
Social Services Director	1	1.00	1	1.00	-	-	1	1.00	-	-
Social Services Finance Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Administrative Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-
Fiscal Specialist	1	1.00	1	1.00	-	-	1	1.00	-	-
Administrative Assistant II	-	-	-	-	-	-	1	1.00	1	1.00
Family Services Manager	1	1.00	1	1.00	-	-	1	1.00	-	-
Family Services Specialist (I, II, III, IV)	9	9.00	9	9.00	-	-	9	9.00	-	-
Benefit Programs Manager	2	2.00	1	1.00	(1)	(1.00)	1	1.00	(1)	(1.00)
Benefit Programs Specialist (I, II, III)	14	14.00	15	15.00	1	1.00	16	16.00	2	2.00
Human Services Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Human Services Assistant	4	4.00	4	4.00	-	-	4	4.00	-	-
Self Sufficiency Specialist	3	2.50	3	2.50	-	-	2	2.00	(1)	(0.50)
CSA Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-
Intensive Care Coordinator	-	-	-	-	-	-	1	1.00	1	1.00
Social Services Position	-	-	-	-	-	-	1	1.00	1	1.00
Division Total	39	38.50	39	38.50	-	-	42	42.00	3	3.50
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	43	42.00	43	42.00	-	-	46	45.50	3	3.50

STAFFING

Staffing Plan

		FY 2021 Amended Over (Under)				FY 2022 Budget Over (Under)			
		FY 2021 Adopted		FY 2021 Amended		FY 2021 Adopted		FY 2022 Budget	
		#	FTE	#	FTE	#	FTE	#	FTE
COMMUNITY DEVELOPMENT									
Administration									
Planning & Community Development Director		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
Planner, Senior		2	2.00	2	2.00	-	-	2	2.00
Administrative Assistant II		1	1.00	-	-	(1)	(1.00)	-	-
Administrative Coordinator		-	-	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
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
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

STAFFING

Staffing Plan

	FY 2021						FY 2022			
	Amended						Budget			
	Over (Under)						Over (Under)			
	FY 2021		FY 2021		FY 2021		FY 2022		FY 2021	
Adopted	Amended	Adopted	Amended	Adopted	Amended	Budget	Adopted	Adopted	Amended	
#	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	-	-
Administrative Assistant I	1	1.00	1	1.00	-	-	1	1.00	-	-
DEPARTMENT TOTAL	3	3.00	3	3.00	-	-	3	3.00	-	-

STAFFING

Staffing Plan

	FY 2021				FY 2022			
	Amended				Budget			
	Over (Under)				Over (Under)			
	FY 2021		FY 2021		FY 2021		FY 2022	
	Adopted		Amended		Adopted		Budget	
	FY 2021		FY 2021		FY 2021		FY 2021	
	Adopted		Amended		Adopted		Adopted	
	#	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								
<u>UTILITY BILLING</u>								
Utility Billing Coordinator	2	2.00	2	2.00	-	-	2	2.00
<u>CUSTOMER SERVICE</u>								
Utilities Customer Service Manager	1	1.00	1	1.00	-	-	1	1.00
Customer Service Supervisor	1	1.00	1	1.00	-	-	1	1.00
Customer Service Representative II	1	1.00	1	1.00	-	-	1	1.00
Customer Service Representative I	5	5.00	5	5.00	-	-	5	5.00
<u>METER SERVICES</u>								
Meter Services Supervisor	1	1.00	1	1.00	-	-	1	1.00
Meter Technician II	1	1.00	1	1.00	-	-	1	1.00
Meter Technician I	2	2.00	2	2.00	-	-	2	2.00
Division Total	14	14.00	14	14.00	-	-	14	14.00
Electric Utility								
<u>DISTRIBUTION ADMINISTRATION</u>								
Assistant Director, Electric	1	1.00	1	1.00	-	-	1	1.00
Electric Utility Designer, Senior	2	2.00	2	2.00	-	-	2	2.00
Engineering Technician	1	1.00	1	1.00	-	-	1	1.00
Utility Program Manager	1	1.00	1	1.00	-	-	1	1.00
Administrative Assistant II	-	-	-	-	-	-	-	-

STAFFING

Staffing Plan

	FY 2021				FY 2021				FY 2022			
					Amended				Budget			
					Over (Under)				Over (Under)			
	FY 2021		FY 2021		FY 2021		FY 2022		FY 2021		FY 2021	
	Adopted		Amended		Adopted		Budget		Adopted		Adopted	
	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE	#	FTE
<u>OPERATIONS CENTER</u>												
Systems Operations & Generation Manager	1	1.00	1	1.00	-	-	1	1.00	-	-	-	-
Systems Operator, Senior	1	1.00	1	1.00	-	-	1	1.00	-	-	-	-
Systems Operator (I, II)	4	4.00	4	4.00	-	-	4	4.00	-	-	-	-
Utilities Locator	1	1.00	1	1.00	-	-	1	1.00	-	-	-	-
<u>DISTRIBUTION</u>												
Electric Distribution Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-	-	-
Electric Line Technician, Senior	2	2.00	2	2.00	-	-	2	2.00	-	-	-	-
Electric Line Technician (apprentice, 1, 2, 3 class)	8	8.00	8	8.00	-	-	8	8.00	-	-	-	-
<u>SUBSTATIONS</u>												
Electric Substation Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-	-	-
Electric Substation Electrician (apprentice, senior)	2	2.00	2	2.00	-	-	2	2.00	-	-	-	-
<u>GENERATION</u>												
Electric Generation Maintenance Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-	-	-
Electric Generation Mechanic	1	1.00	1	1.00	-	-	1	1.00	-	-	-	-
<u>COMMUNICATIONS & CONTROLS</u>												
Electronics Systems Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-	-	-
Electronics Systems Technician (I, II, senior)	6	6.00	6	6.00	-	-	6	6.00	-	-	-	-
Division Total	35	35.00	35	35.00	-	-	35	35.00	-	-	-	-

Water & Sewer Utility

<u>WATER/SEWER ADMINISTRATION</u>												
Assistant Director, Water & Sewer	1	1.00	1	1.00	-	-	1	1.00	-	-	-	-
Distribution & Collection Manager	1	1.00	1	1.00	-	-	1	1.00	-	-	-	-
Administrative Assistant II	1	1.00	1	1.00	-	-	1	1.00	-	-	-	-
<u>SEWER - COLLECTION, TRANSMISSION & TREATMENT</u>												
Inflow & Infiltration Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-	-	-
Crew Leader, Water & Sewer	2	2.00	2	2.00	-	-	2	2.00	-	-	-	-
Water & Sewer Utility Tech (worker, I, II, III)	7	7.00	7	7.00	-	-	7	7.00	-	-	-	-

STAFFING

Staffing Plan

	FY 2021 Amended Over (Under)						FY 2022 Budget Over (Under)			
	FY 2021 Adopted		FY 2021 Amended		FY 2021 Adopted		FY 2022 Budget		FY 2021 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	-	-
Crew Leader, Water & Sewer	-	-	-	-	-	-	-	-	-	-
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	-	-	1	1.00	-	-
Water Plant Lead Operator	4	4.00	4	4.00	-	-	4	4.00	-	-
Water Plant Maintenance Supervisor	1	1.00	1	1.00	-	-	1	1.00	-	-
Water Plant Operator (trainee, I, II, III)	5	5.00	5	5.00	-	-	5	5.00	-	-
Plant Maintenance Mechanic	1	1.00	1	1.00	-	-	1	1.00	-	-
Laboratory Analyst	2	2.00	2	2.00	-	-	2	2.00	-	-
Division Total	37	37.00	37	37.00	-	-	37	37.00	-	-
DEPARTMENT TOTAL	90	90.00	90	90.00	-	-	90	90.00	-	-
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	3	3.00	3	3.00	-	-	3	3.00	-	-
Administrative Coordinator	1	1.00	1	1.00	-	-	1	1.00	-	-
DEPARTMENT TOTAL	8	8.00	8	8.00	-	-	8	8.00	-	-
TOTAL CITY OF MANASSAS	560	509.05	563	512.05	3	3.00	572	521.55	12	12.50

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CAPITAL PROGRAM

2040 Comprehensive Plan

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

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

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

Transportation Master Plan

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

Housing Plan

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

Parks, Recreation, and Cultural Needs Assessment and Facilities Plan

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

Manassas City Public Schools Facility Plan 2020-2030

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

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

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



CAPITAL PROGRAM

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

	Total Project Budget	FY 2021 and Prior Years	Five-Year CIP FY 2022-26	FY 2027 and Future Years
Program Area:				
General Government Projects	21,779	9,835	374	11,570
Culture & Recreation Projects	35,315	10,695	1,360	23,260
Public Safety Projects	83,051	58,451	-	24,600
Transportation Projects	82,753	56,340	16,068	10,345
Sewer Projects	10,630	4,830	5,800	-
Water Projects	51,460	35,560	15,900	-
Electric Projects	45,405	1,530	43,875	-
Stormwater Projects	10,161	4,661	5,500	-
Airport Projects	50,820	1,150	15,245	34,425
School Projects	80,187	-	77,187	3,000
Total	471,561	183,052	181,309	107,200
Funding Source:				
General Fund	7,608	6,699	909	-
Sewer Fund	6,467	5,487	980	-
Water Fund	18,773	13,983	4,790	-
Electric Fund	8,620	5,245	3,375	-
Stormwater Fund	1,291	61	1,230	-
Airport Fund	3,395	513	1,712	1,170
School Fund	20,223	33	17,190	3,000
Bonds	247,370	100,808	82,867	63,695
State	16,066	10,344	2,479	3,243
Federal	65,978	25,581	16,985	23,412
NVTA 30%	10,027	6,220	2,627	1,180
Other Source	65,743	8,078	46,165	11,500
Project Cost Total:	471,561	183,052	181,309	107,200

CAPITAL PROGRAM

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

	Total Project Budget	FY 2021 and Prior Years	Five-Year CIP FY 2022-26	FY 2027 and Future Years
General Government Projects				
City Hall Improvements/Renovations	7,807	7,807	-	-
Public Works & Utilities Facility Improvements	7,799	1,460	-	6,339
Manassas Customer Service	568	568	-	-
Social Services Facility	5,231	-	-	5,231
Building Automation System	374	-	374	-
Program Total	21,779	9,835	374	11,570
Culture & Recreation Projects				
Manassas Museum	3,889	3,889	-	-
Dean Park	4,439	3,764	675	-
E.G. Smith Baseball Complex	6,876	876	-	6,000
Annaburg Manor	7,316	1,816	-	5,500
Jennie Dean Memorial	500	350	150	-
Manassas Library	11,760	-	-	11,760
Cedar Crest Park	535	-	535	-
Program Total	35,315	10,695	1,360	23,260
Public Safety Projects				
Public Safety Facility	42,785	42,785	-	-
Fire/Rescue Station 21	15,666	15,666	-	-
Fire/Rescue Station 1	24,600	-	-	24,600
Program Total	83,051	58,451	-	24,600
Transportation Projects				
Sudley Road Third Lane	7,990	7,990	-	-
Grant Ave (Lee Ave to Wellington Rd)	11,137	10,987	150	-
Dean Drive Extended	4,430	3,894	536	-
Dean Drive (Animal Shelter to Wellington Rd)	8,300	-	5,620	2,680
Route 28 / Nokesville Rd Widening	19,581	18,222	1,359	-
Liberia Avenue Improvements	4,165	-	4,165	-
Stonewall Park Trail Extension	2,000	-	1,500	500
Godwin Drive Bike Trail	1,703	1,703	-	-
Commercial Corridor Streetscapes	597	597	-	-
Fairview Avenue / Tudor Lane Signal	1,145	1,130	15	-
North Side Downtown Parking Garage	7,165	-	-	7,165
Traffic Signal Span Wire to Mast Arms	750	-	750	-

CAPITAL PROGRAM

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

	Total Project Budget	FY 2021 and Prior Years	Five-Year CIP FY 2022-26	FY 2027 and Future Years
Gateway Boulevard Sidewalk/Trail	740	490	250	-
Roundabout Sudley/Centreville	3,825	3,825	-	-
Mathis Avenue Improvements	7,227	5,658	1,569	-
Quarry Streetscape	1,000	1,000	-	-
Wellington Road Shared-Use Path Gap	998	844	154	-
Program Total	82,753	56,340	16,068	10,345

Sewer Projects

Upper Flat Branch Interceptor Replacement	5,665	3,665	2,000	-
Buckner Road Sewer Main Replacement	580	580	-	-
Ellicott Lane Sewer Main Replacement	585	585	-	-
Airport Infrastructure Improvements	3,800	-	3,800	-
Program Total	10,630	4,830	5,800	-

Water Projects

24" Transmission Main Replacement	32,960	20,160	12,800	-
Finished Water Capacity Increases	4,500	3,000	1,500	-
Clear-Well Addition and Roof Renovation	3,000	2,400	600	-
Nokesville Road Upgrade	1,000	-	1,000	-
Dean Storage Tank	3,812	3,812	-	-
Surge Tank Expansion	1,300	1,300	-	-
Floating Aeration for Lake Manassas	1,500	1,500	-	-
Enclosure Pulsator Basins	150	150	-	-
Conventional Filter Rehabilitation	488	488	-	-
Screw Press Decant	2,500	2,500	-	-
Floc Basin Paddle Replacement	250	250	-	-
Program Total	51,460	35,560	15,900	-

Electric Projects

New Fiber Optic Loop/Ring	505	505	-	-
LED Streetlight Replacement	925	450	475	-
Manassas Airport Distribution Improvements	1,775	575	1,200	-
Distribution Facility Relocations	500	-	500	-
New Electric Substation - Industrial Load #1	8,000	-	8,000	-
New Electric Substation - Industrial Load #2	33,700	-	33,700	-
Program Total	45,405	1,530	43,875	-

CAPITAL PROGRAM

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

	Total Project Budget	FY 2021 and Prior Years	Five-Year CIP FY 2022-26	FY 2027 and Future Years
Stormwater Projects				
Euclid/Sills Warehouse Pond Retrofit	699	125	574	-
Liberia Retrofit	2,470	2,470	-	-
Alternative Stormwater BMPs	717	61	656	-
Round Elementary Retrofit	1,625	125	1,500	-
Cannon Branch Stream Restoration	2,770	-	2,770	-
Lucasville Regional Pond Retrofit	1,880	1,880	-	-
Program Total	10,161	4,661	5,500	-

Airport Projects				
Air Traffic Control Tower	8,600	-	-	8,600
Realignment of Wakeman Dr & Observation Rd	3,850	-	-	3,850
Land Acquisition Southwest Side of Airport	3,000	-	-	3,000
Fuel Farm Update	550	-	-	550
Taxiway A Rehabilitation	2,800	250	2,550	-
North East Apron Expansion	2,200	-	-	2,200
Rehabilitate and Widen Taxiway B	5,245	400	4,845	-
Terminal Parking Lot Expansion	1,100	-	-	1,100
Installation of Backup Generators	550	-	-	550
West Corporate Development Site / Drainage	1,900	500	1,400	-
Rehabilitation of Runway 16L/34R	5,600	-	5,600	-
East Apron Rehabilitation	3,750	-	250	3,500
Runway 16R/34L Extension	3,775	-	-	3,775
South East Airport Complex Site Development	7,700	-	400	7,300
South West Hangar Redevelopment	200	-	200	-
Program Total	50,820	1,150	15,245	34,425

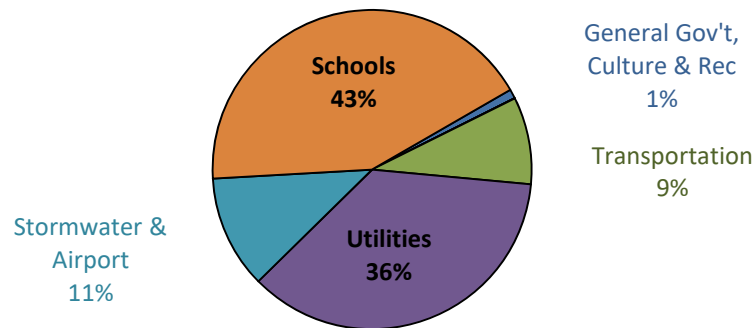
School Projects				
District Wide - Classroom Trailers	900	-	900	-
District Wide - Technology Upgrades	1,200	-	1,000	200
District Wide - School Bus Replacements	2,750	-	2,250	500
District Wide - School Bus Additions	625	-	500	125
District Wide - Fire Alarm Replacement	3,219	-	2,219	1,000
Central Office - Replacement	5,834	-	5,834	-
Osborn - Cooling Tower & Chiller Replacement	1,450	-	450	1,000
Osborn - Restroom Refurbishment	75	-	75	-
Osborn - Roof Replacement	1,600		1,600	-

CAPITAL PROGRAM

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

	Total Project Budget	FY 2021 and Prior Years	Five-Year CIP FY 2022-26	FY 2027 and Future Years
Metz - Restroom Refurbishment	175	-	-	175
Weems - Parking Lot Improvements	40	-	40	-
Weems - Partial Maintenance Roof	84	-	84	-
Weems - Interior Paint	63	-	63	-
New Dean - Building Replacement	62,172	-	62,172	-
Program Total	80,187	-	77,187	3,000
TOTAL	471,561	183,052	181,309	107,200

FY 2022 Five-Year CIP by Program



CAPITAL PROGRAM

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

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

DEBT SERVICE

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

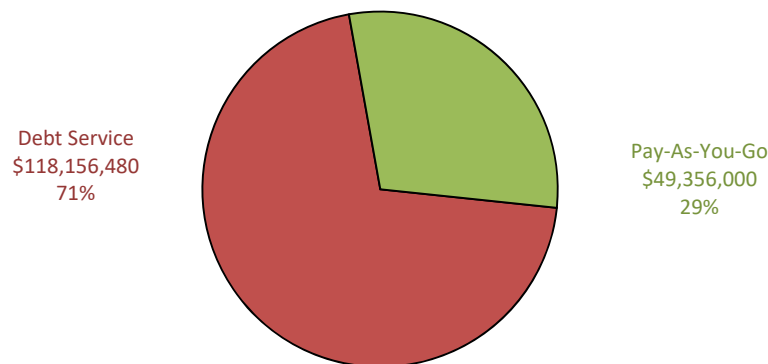
PAYGO

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

OPERATING BUDGET IMPACTS

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

Impact of Five-Year CIP on Operating Budget



CAPITAL PROGRAM

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

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

Supporting Fund / Project	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
<u>Debt Service</u>					
General Fund	-	-	-	-	-
Fire and Rescue Fund	-	-	-	-	-
Sewer Fund	-	304,000	304,000	304,000	464,000
Water Fund	-	1,024,000	1,024,000	1,024,000	1,024,000
Electric Fund	-	-	-	-	-
Stormwater Fund	-	-	341,600	341,600	341,600
Airport Fund	-	-	-	-	-
School Fund	-	-	-	-	-
Debt Service	-	1,328,000	1,669,600	1,669,600	1,829,600
<u>PAYGO</u>					
General Fund	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Fire and Rescue Fund	-	-	-	-	-
Sewer Fund	-	450,000	450,000	450,000	450,000
Water Fund	2,715,000	1,050,000	1,050,000	600,000	600,000
Electric Fund	2,500,000	2,400,000	2,885,000	1,850,000	1,860,000
Stormwater Fund	1,071,000	559,000	525,000	575,000	375,000
Airport Fund	1,582,000	173,000	100,000	203,000	73,000
School Fund	5,190,000	3,060,000	3,000,000	3,060,000	3,000,000
PAYGO	14,558,000	9,192,000	9,510,000	8,238,000	7,858,000
<u>Other Operating Costs (Savings)</u>					
General Fund	313,000	313,000	301,000	301,000	301,000
Fire and Rescue Fund	-	-	-	-	-
Sewer Fund	-	-	-	-	-
Water Fund	-	-	-	-	-
Electric Fund	-	-	-	-	-
Stormwater Fund	-	-	-	-	-
Airport Fund	-	-	-	-	-
School Fund	-	-	-	-	-
Other Operating Costs (Savings)	313,000	313,000	301,000	301,000	301,000
Total Operating Impacts	14,871,000	10,833,000	11,480,600	10,208,600	9,988,600

CAPITAL PROGRAM

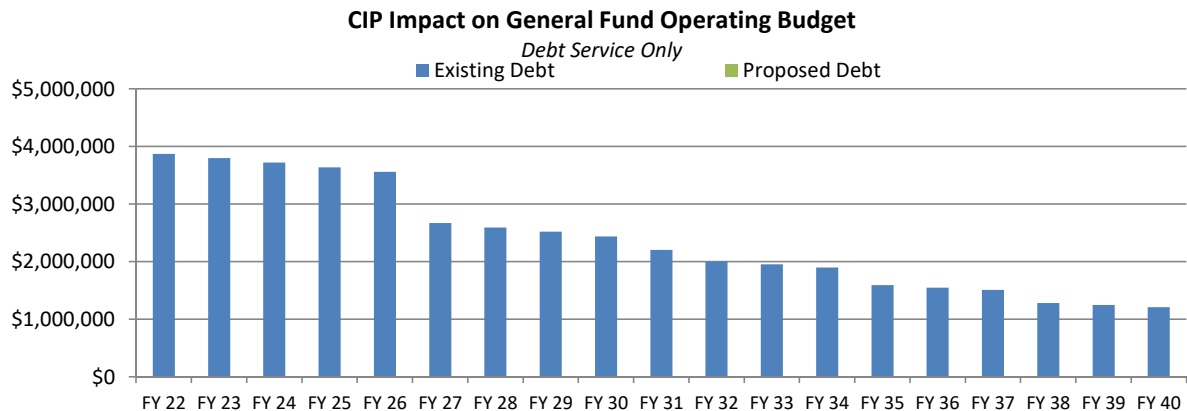
Five-Year Capital Improvement Program - Impact on the Operating Budget

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

Supporting Fund / Project	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
General Fund					
<u>Debt Service</u>					
P-015 Public Safety Facility	-	-	-	-	-
C-006 Manassas Museum	-	-	-	-	-
C-017 Dean Park	-	-	-	-	-
C-037 E.G. Smith Baseball Complex	-	-	-	-	-
T-086 Mathis Avenue	-	-	-	-	-
C-037 E.G. Smith Baseball Complex	-	-	-	-	-
Proposed Debt	-	-	-	-	-
PAYGO (Capital & Maint.)	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Other Operating Costs (Savings)	313,000	313,000	301,000	301,000	301,000
Total Operating Impacts	\$ 1,813,000	\$ 1,813,000	\$ 1,801,000	\$ 1,801,000	\$ 1,801,000

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

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



CAPITAL PROGRAM

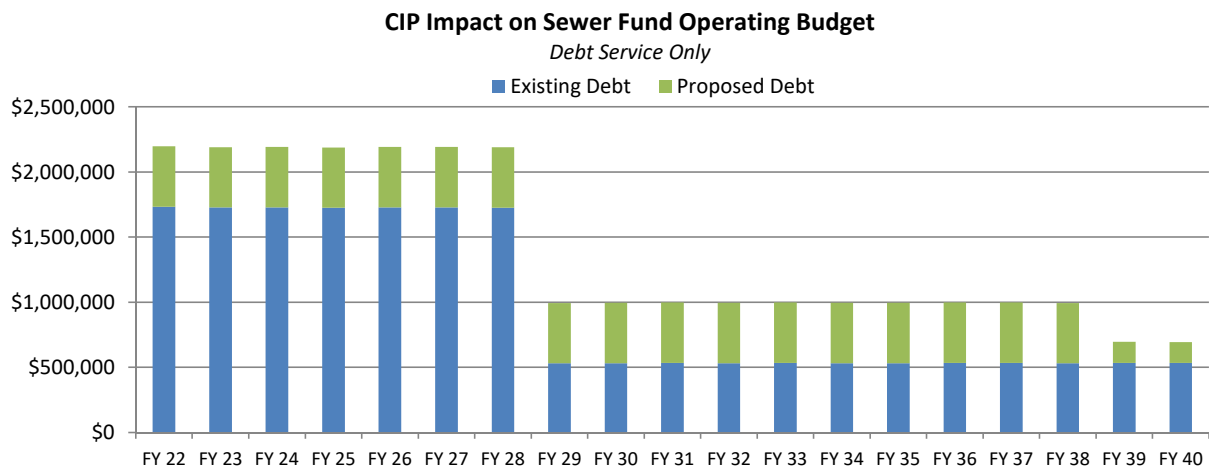
Five-Year Capital Improvement Program - Impact on the Operating Budget

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

Supporting Fund / Project	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Sewer Fund					
<u>Debt Service</u>					
S-016 Upper Flat Branch Interceptor	-	-	-	-	160,000
S-026 Airport Infrastructure Impv	-	304,000	304,000	304,000	304,000
Proposed Debt	-	304,000	304,000	304,000	464,000
PAYGO (Capital & Maint.)	-	450,000	450,000	450,000	450,000
Other Operating Costs (Savings)	-	-	-	-	-
Total Operating Impacts	\$ -	\$ 754,000	\$ 754,000	\$ 754,000	\$ 914,000

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

Proposed bond issues in the Five-Year CIP include \$3.8 million for sewer-related Airport Infrastructure Improvements in FY 2022 and \$2 million for the Upper Flat Branch Interceptor project in FY 2025. The estimated annual debt service is shown above.



CAPITAL PROGRAM

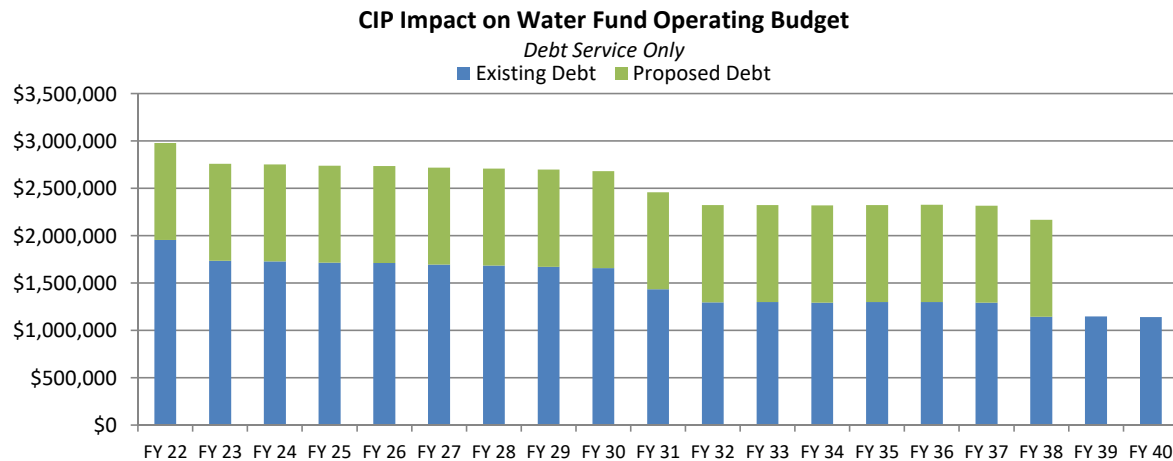
Five-Year Capital Improvement Program - Impact on the Operating Budget

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

Supporting Fund / Project	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Water Fund					
<u>Debt Service</u>					
W-042 24" Transmission Main Replace	-	1,024,000	1,024,000	1,024,000	1,024,000
Proposed Debt	-	1,024,000	1,024,000	1,024,000	1,024,000
PAYGO (Capital & Maint.)	2,715,000	1,050,000	1,050,000	600,000	600,000
Other Operating Costs (Savings)	-	-	-	-	-
Total Operating Impacts	\$ 2,715,000	\$ 2,074,000	\$ 2,074,000	\$ 1,624,000	\$ 1,624,000

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 \$12.8 million for the 24" Transmission Main Replacement Project in FY 2022. The estimated debt service is shown above.



CAPITAL PROGRAM

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

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

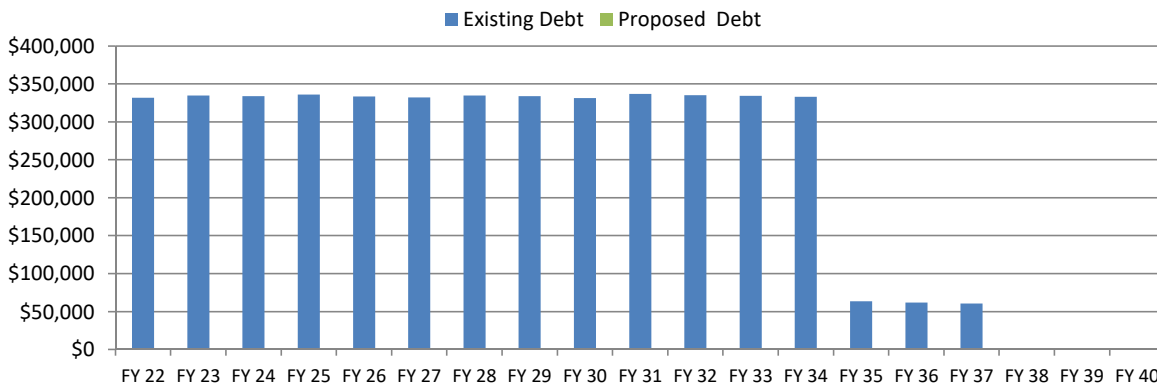
Supporting Fund / Project	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Electric Fund					
n/a No Bond Projects	-	-	-	-	-
Proposed Debt	-	-	-	-	-
PAYGO (Capital & Maint.)	2,500,000	2,400,000	2,885,000	1,850,000	1,860,000
Other Operating Costs (Savings)	-	-	-	-	-
Total Operating Impacts	\$ 2,500,000	\$ 2,400,000	\$ 2,885,000	\$ 1,850,000	\$ 1,860,000

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

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

CIP Impact on Electric Fund Operating Budget

Debt Service Only



CAPITAL PROGRAM

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

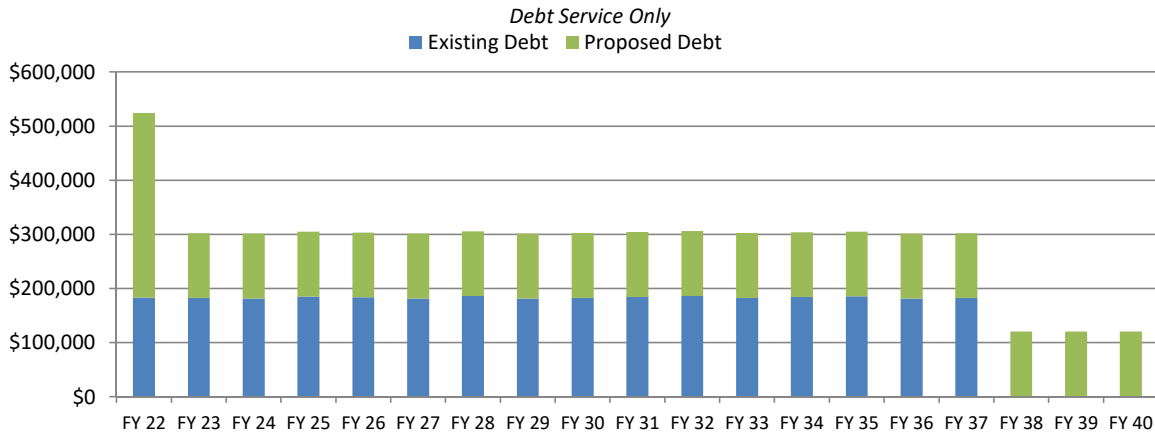
Five Year Capital Improvement Program - Impact on Stormwater Fund Operating Budget

Supporting Fund / Project	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Stormwater Fund					
D-036 Round Elementary Retrofit	-	-	120,000	120,000	120,000
D-037 Cannon Branch Stream Rest		-	221,600	221,600	221,600
Proposed Debt	-	-	341,600	341,600	341,600
PAYGO (Capital & Maint.)	1,071,000	559,000	525,000	575,000	375,000
Other Operating Costs (Savings)	-	-	-	-	-
Total Operating Impacts	\$ 1,071,000	\$ 559,000	\$ 866,600	\$ 916,600	\$ 716,600

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 \$1.5 million for Round Elementary Retrofit and \$2.7 million for Cannon Branch Stream Restoration in FY 2023. The estimated debt service is shown above.

CIP Impact on Stormwater Fund Operating Budget



CAPITAL PROGRAM

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

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

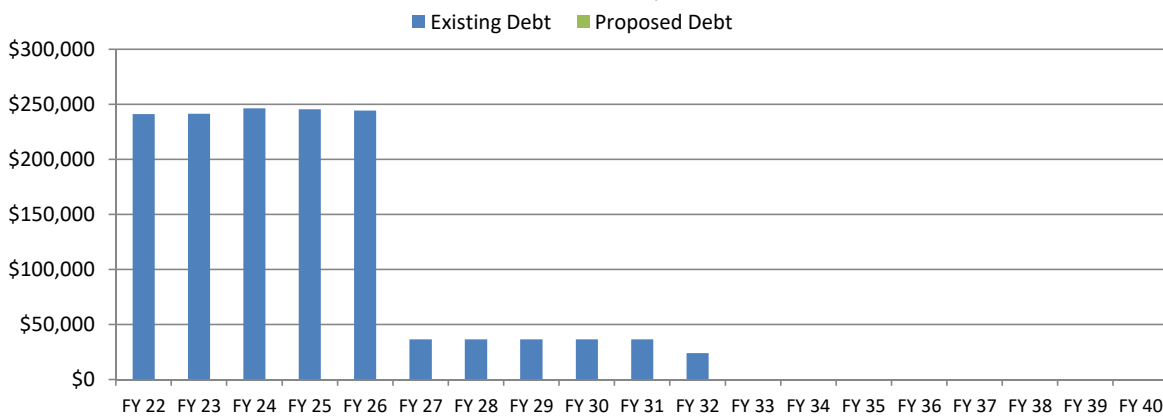
Supporting Fund / Project	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Airport Fund					
<u>Debt Service</u>					
n/a No Bond Projects	-	-	-	-	-
Proposed Debt	-	-	-	-	-
PAYGO (Capital & Maint.)	1,582,000	173,000	100,000	203,000	73,000
Other Operating Costs (Savings)	-	-	-	-	-
Total Operating Impacts	\$ 1,582,000	\$ 173,000	\$ 100,000	\$ 203,000	\$ 73,000

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

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

CIP Impact on Airport Fund Operating Budget

Debt Service Only



CAPITAL PROGRAM

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

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

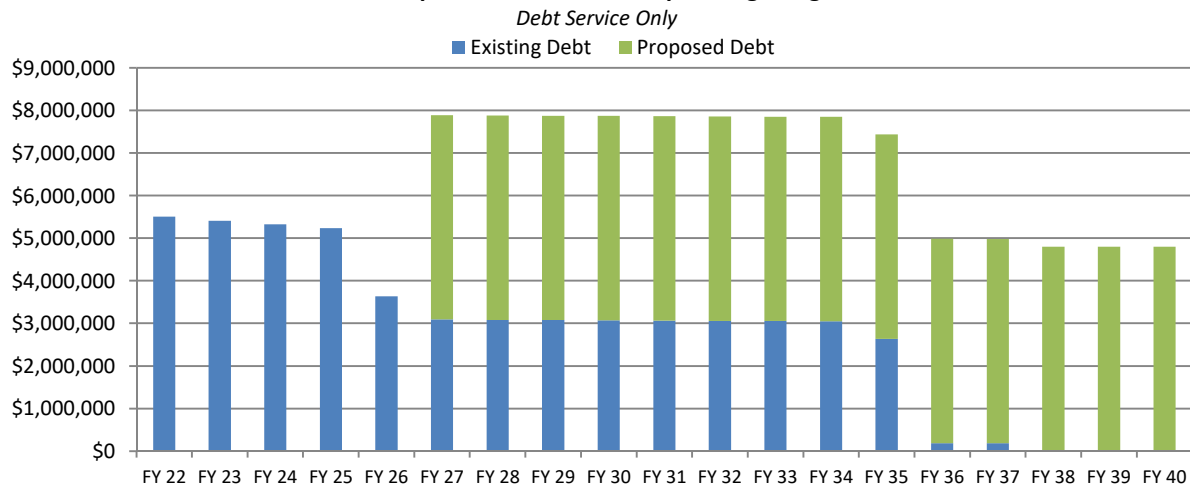
Supporting Fund / Project	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
School Funds					
1301 New Dean - Building Replacement	-	-	-	-	-
Proposed Debt	-	-	-	-	-
PAYGO (Capital & Maint.)	5,190,000	3,060,000	3,000,000	3,060,000	3,000,000
Other Operating Costs (Savings)	-	-	-	-	-
Total Operating Impacts	\$ 5,190,000	\$ 3,060,000	\$ 3,000,000	\$ 3,060,000	\$ 3,000,000

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

Proposed bond issues in the Five-Year CIP includes \$59.9 million in FY 2026 for the Building Replacement of Dean School. The estimated debt service associated with this bond issue will not impact the operating budget until FY 2027 so it is not shown above.

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

CIP Impact on School Fund Operating Budget



CAPITAL PROGRAM

FY 2022 Capital Projects (Dollars in Thousands)

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

	<u>Proj. #</u>	<u>FY 2022</u>
Culture & Recreation		
Dean Park	C-017	675
		675
Transportation		
Grant Avenue (Lee Avenue to Wellington Road)	T-021	150
Dean Drive Extended (Existing Cul-de-sac to Animal Shelter)	T-030	536
Route 28/Nokesville Road Widening	T-042	1,359
Gateway Boulevard Sidewalk/Trail	T-083	250
Mathis Avenue	T-086	1,569
Wellington Road Shared-Use Path Gap	T-088	154
		4,018
Sewer		
Airport Infrastructure Improvements	S-026	3,800
		3,800
Water		
24" Transmission Main Replacement	W-042	12,800
Finished Water Capacity Increases	W-047	1,500
Clear-Well Addition and Roof Renovation	W-065	600
Nokesville Road Water Main Upgrade	W-066	100
		15,000
Electric		
LED Streetlight Replacement	E-034	125
Manassas Airport Distribution Improvements	E-035	300
New Electric Substation - Industrial Customer Load 1	E-040	8,000
New Electric Substation - Industrial Customer Load 2	E-041	33,700
		42,125
Stormwater		
Euclid/Sills Warehouse SW Pond Retrofit	D-009	574
Alternative Stormwater BMPs	D-033	122
		696
Airport		
Taxiway A Rehabilitation with Lighting System Upgrades	A-069	2,550
West Corporate Development Site/Drainage Improvements	A-087	1,400

CAPITAL PROGRAM

FY 2022 Capital Projects (Dollars in Thousands)

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

	<u>Proj. #</u>	<u>FY 2022</u>
		<u>3,950</u>
Schools		
District Wide - Classroom Trailers	0101	250
District Wide - Technology Upgrades	0102	200
District Wide - School Bus Replacements	0103	250
District Wide - Fire Alarm System Replacement	0107	250
Central Office - Replacement	0201	4,240
		<u>5,190</u>
	TOTAL	<u><u>75,454</u></u>

CAPITAL PROGRAM

FY 2022 Capital Projects (Dollars in Thousands)

	<u>FY 2022</u>
Funding Sources	
General Fund	-
Sewer Fund	-
Water Fund	2,200
Electric Fund	575
Stormwater Fund	696
Airport Fund	1,451
School Fund	5,190
Bonds	16,600
State	901
Federal	4,874
NVTA	767
Other Sources	42,200
TOTAL	<u><u>75,454</u></u>

C-017 Dean Park

Year Introduced: 2016

Change: Increased Estimate

Associated Proj: 1301

Program Area: Culture & Recreation

Managing Dept: Community Development

Manager: L. Kilby

Plan Conformance:

PCR 9.1.2

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 (FY19-20) and construction of a dog park (FY20-21). Completion of site planning, engineering, and the beginning of construction is anticipated in FY22. Additional funding from park proffers and a state recreation access grant have been added in FY22.

Status: Design

Estimated Construction Start: 2022

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	264	-	-	-	-	-	-	264
Land	-	-	-	-	-	-	-	-
Construction	3,500	675	-	-	-	-	-	4,175
Total Cost	3,764	675	-	-	-	-	-	4,439

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

General Fund	264	-	-	-	-	-	-	264
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	3,500	-	-	-	-	-	-	3,500
State	-	425	-	-	-	-	-	425
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	250	-	-	-	-	-	250
Total Funding	3,764	675	-	-	-	-	-	4,439

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

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

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

Year Introduced: 2000

Change: Timeline

Associated Proj: P-015

Program Area: Transportation

Managing Dept: Engineering

Manager: L. Kilby

Plan Conformance:

MOB 6.2.1

Est. Start: 12/1/2015

Est. Complete: 6/30/2023



Description:

Reconstruct Grant Avenue between Prince William Street and Wellington Road as a two lane facility with dedicated turn lanes and median control. The project will add utility, pedestrian, and streetscape improvements and a shared use path. The second phase of this project from Prince William Street to Lee Avenue is not funded at this time.

Status: Construction

Estimated Construction Start: Fall 2021

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	750	-	-	-	-	-	-	750
Land	-	-	-	-	-	-	-	-
Construction	10,237	150	-	-	-	-	-	10,387
Total Cost	10,987	150	-	-	-	-	-	11,137

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

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	680	-	-	-	-	-	-	680
Water Fund	1,535	-	-	-	-	-	-	1,535
Electric Fund	950	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	10,987	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: L. Kilby

Plan Conformance:

ED 5.3.1

Est. Start: 9/1/2015

Est. Complete: 6/30/2022



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 2021

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	450	60	-	-	-	-	-	510
Land	110	-	-	-	-	-	-	110
Construction	3,334	476	-	-	-	-	-	3,810
Total Cost	3,894	536	-	-	-	-	-	4,430

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	2,233	536	-	-	-	-	-	2,769
Other Sources	195	-	-	-	-	-	-	195
Total Funding	3,894	536	-	-	-	-	-	4,430

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

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

T-042 Route 28 / Nokesville Road Widening

Year Introduced: 2004

Change: Increased Estimate

Associated Proj: W-042

Program Area: Transportation

Managing Dept: Engineering

Manager: S. Chung

Plan Conformance:

MOB 6.1.2

Est. Start: 3/1/2013

Est. Complete: 6/30/2022



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. Federal RSTP funding has been transferred from completed projects to cover the cost increase.

Status: Construction

Estimated Construction Start: Fall 2020

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	1,865	-	-	-	-	-	-	1,865
Land	832	-	-	-	-	-	-	832
Construction	15,525	1,359	-	-	-	-	-	16,884
Total Cost	18,222	1,359	-	-	-	-	-	19,581

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	3,726	272	-	-	-	-	-	3,998
Federal	10,471	1,087	-	-	-	-	-	11,558
NVTA	23	-	-	-	-	-	-	23
Other Sources	3,294	-	-	-	-	-	-	3,294
Total Funding	18,222	1,359	-	-	-	-	-	19,581

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: S. Chung

Plan Conformance:

MOB 6.3.5

PCR 9.5.1

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 Gateway Commercial development. Upgrade portions of the existing sidewalk along Gateway Boulevard (south side).

Status: Construction

Estimated Construction Start: Summer 2021

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	60	-	-	-	-	-	-	60
Land	40	-	-	-	-	-	-	40
Construction	390	250	-	-	-	-	-	640
Total Cost	490	250	-	-	-	-	-	740

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	490	250	-	-	-	-	-	740
Total Funding	490	250	-	-	-	-	-	740

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: Engineering

Manager: L. Kilby

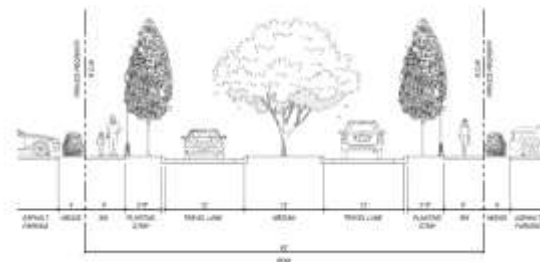
Plan Conformance:

ED 5.3.1

MOB 6.2.4

Est. Start: 7/1/2020

Est. Complete: 6/30/2023



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 available to advance full design and construction of a demonstration project. Federal funds are being sought to fully fund the project.

Status: Design

Estimated Construction Start: Spring 2022

[illegible]**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	1,492	-	-	-	-	-	5,550
NVTA	400	77	-	-	-	-	-	477
Other Sources	-	-	-	-	-	-	-	-
Total Funding	5,658	1,569	-	-	-	-	-	7,227

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: Increased Estimate

Associated Proj: N/A

Program Area: Transportation

Managing Dept: Engineering

Manager: L. Kilby

Plan Conformance:

MOB 6.3.5

PCR 9.5.1

Est. Start: 11/15/2019

Est. Complete: 6/30/2024



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 was awarded to fully fund this project.

Status: Design

Estimated Construction Start: Summer 2023

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	32	-	-	-	-	-	-	32
Land	-	-	-	-	-	-	-	-
Construction	812	154	-	-	-	-	-	966
Total Cost	844	154	-	-	-	-	-	998

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

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	675	-	-	-	-	-	-	675
NVTA	138	154	-	-	-	-	-	292
Other Sources	31	-	-	-	-	-	-	31
Total Funding	844	154	-	-	-	-	-	998

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

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

S-026 Airport Infrastructure Improvements

Year Introduced: 2022
Change: New Project
Associated Proj: W-050
Program Area: Sewer
Managing Dept: Utilities
Manager: M. Nicholson

Plan Conformance:
 CFI 7.4.3

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



Description:

Design, construction, and rehabilitation or replacement of existing sewer main facilities at the Airport. This project will include pressure sewer mains and lift stations to provide capacity for future development. This project will be coordinated with water upgrades.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	-	50	-	-	-	-	-	50
Land	-	-	-	-	-	-	-	-
Construction	-	3,750	-	-	-	-	-	3,750
Total Cost	-	3,800	-	-	-	-	-	3,800

Funding Sources: (\$ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	3,800	-	-	-	-	-	3,800
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	-	3,800	-	-	-	-	-	3,800

Operating Impacts: (\$ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	(304)	(304)	(304)	(304)	(4,864)	(6,080)
Net Revenue	-	-	(304)	(304)	(304)	(304)	(4,864)	(6,080)

W-042 24" Transmission Main Replacement

Year Introduced: 2007

Change: Funding to Earlier Year

Associated Proj: T-042

Program Area: Water

Managing Dept: Utilities

Manager: T. Dawood

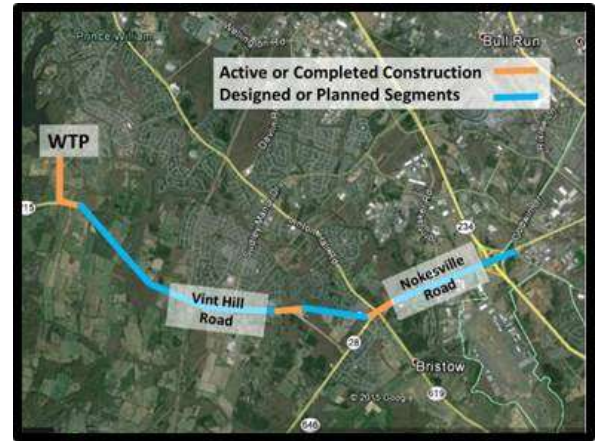
Plan Conformance:

CFI 7.4.3

CFI 7.4.11

Est. Start: 7/1/2012

Est. Complete: 6/30/2025



Description:

Replace the existing 45-year old water transmission main with a 36" water transmission main in order to increase reliability and water transmission capacity from the Water Treatment Plant to the City. The main is approaching the 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 County roadway improvements.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	1,225	-	-	-	-	-	-	1,225
Land	-	-	-	-	-	-	-	-
Construction	18,935	12,800	-	-	-	-	-	31,735
Total Cost	20,160	12,800	-	-	-	-	-	32,960

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

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	8,760	-	-	-	-	-	-	8,760
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	11,400	12,800	-	-	-	-	-	24,200
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	20,160	12,800	-	-	-	-	-	32,960

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

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	(1,024)	(1,024)	(1,024)	(1,024)	(16,384)	(20,480)
Net Revenue	-	-	(1,024)	(1,024)	(1,024)	(1,024)	(16,384)	(20,480)

W-047 Finished Water Capacity Increases

Year Introduced: 2009

Change: Increased Estimate

Associated Proj: W-065

Program Area: Water

Managing Dept: Utilities

Manager: T. Dawood

Plan Conformance:

CFI 7.4.1

CFI 7.4.3

Est. Start: 7/1/2013

Est. Complete: 6/30/2022



Description:

Due to growth in the City and increased water demands during the summer months, it is anticipated that additional capacity will be required in the future. The finished water capacity increase will increase to 18 mgd. The project will reduce reliance on Prince William County Service Authority interconnects.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	750	-	-	-	-	-	-	750
Land	-	-	-	-	-	-	-	-
Construction	2,250	1,500	-	-	-	-	-	3,750
Total Cost	3,000	1,500	-	-	-	-	-	4,500

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

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	750	1,500	-	-	-	-	-	2,250
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	2,250	-	-	-	-	-	-	2,250
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	3,000	1,500	-	-	-	-	-	4,500

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

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

W-065 Clear-Well Addition and Roof Renovation

Year Introduced: 2011

Change: Increased Estimate

Associated Proj: W-047

Program Area: Water

Managing Dept: Utilities

Manager: T. Dawood

Plan Conformance:

CFI 7.4.3

Est. Start: 7/1/2017

Est. Complete: 6/30/2022



Description:

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

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	200	-	-	-	-	-	-	200
Land	-	-	-	-	-	-	-	-
Construction	2,200	600	-	-	-	-	-	2,800
Total Cost	2,400	600	-	-	-	-	-	3,000

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

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	2,400	600	-	-	-	-	-	3,000
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	2,400	600	-	-	-	-	-	3,000

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

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

W-066 Nokesville Road Water Main Upgrade

Year Introduced: 2012

Change: Moved From Future

Associated Proj: N/A

Program Area: Water

Managing Dept: Utilities

Manager: T. Dawood

Plan Conformance:

CFI 7.4.3

Est. Start: 7/1/2022

Est. Complete: 6/30/2024



Description:

Upgrade 3,200 feet of 8" steel pipe to 16" pipe on Route 28 (Foster Drive to Technology Drive). The new pipe will connect to the existing 24" transmission main and extend 3,200 feet northward to connect with the 16" line installed with the Route 28 Overpass project. This project reduces the potential for breaks in an identified trouble area and is consistent with meeting the City's initiative to improve distribution system operations.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	-	100	-	-	-	-	-	100
Land	-	-	-	-	-	-	-	-
Construction	-	-	450	450	-	-	-	900
Total Cost	-	100	450	450	-	-	-	1,000

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

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	100	450	450	-	-	-	1,000
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	-	100	450	450	-	-	-	1,000

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

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

E-034 LED Streetlight Replacement

Year Introduced: 2017

Change: Increased Estimate

Associated Proj: N/A

Program Area: Electric

Managing Dept: Utilities

Manager: T. Dawood

Plan Conformance:

CFI 7.4.10

Est. Start: 7/1/2016

Est. Complete: 6/30/2025



Description:

Upgrade all Manassas City streetlights (approx. 2,800) to LED over seven years. 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 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	50	-	-	-	-	-	-	50
Land	-	-	-	-	-	-	-	-
Construction	400	125	125	125	100	-	-	875
Total Cost	450	125	125	125	100	-	-	925

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

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	450	125	125	125	100	-	-	925
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	450	125	125	125	100	-	-	925

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

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

E-035 Manassas Airport Distribution Improvements

Year Introduced: 2020

Change: No change

Associated Proj: N/A

Program Area: Electric

Managing Dept: Utilities

Manager: T. Dawood

Plan Conformance:

CFI 7.4.8

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



Description:

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

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	75	-	-	-	-	-	-	75
Land	-	-	-	-	-	-	-	-
Construction	500	300	450	450	-	-	-	1,700
Total Cost	575	300	450	450	-	-	-	1,775

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

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	575	300	450	450	-	-	-	1,775
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	575	300	450	450	-	-	-	1,775

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

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

E-040 New Electric Substation - Industrial Customer Load 1

Year Introduced: 2022
Change: New Project
Associated Proj: N/A
Program Area: Electric
Managing Dept: Utilities
Manager: T. Dawood

Plan Conformance:
 CFI 7.4.8

Est. Start: 7/1/2021
Est. Complete: 6/30/2022



Description:

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

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	-	1,200	-	-	-	-	-	1,200
Land	-	-	-	-	-	-	-	-
Construction	-	6,800	-	-	-	-	-	6,800
Total Cost	-	8,000	-	-	-	-	-	8,000

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	-	8,000	-	-	-	-	-	8,000
Total Funding	-	8,000	-	-	-	-	-	8,000

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

E-041 New Electric Substation - Industrial Customer Load 2

Year Introduced: 2022
Change: New Project
Associated Proj: N/A
Program Area: Electric
Managing Dept: Utilities
Manager: T. Dawood

Plan Conformance:
 CFI 7.4.8

Est. Start: 7/1/2021
Est. Complete: 6/30/2022



Description:

This is a new project to build a new, 230 KV source-side ring-bus substation arrangement and a dedicated, dual-feed electric substation for the sole purpose of serving an industrial-class customer electric load. The scope of work includes the planning, engineering, design, and build of the high side, transmission-class ring electric bus, and the electric distribution substation including high side delivery point tap fee, two (2) 84 MVA transformers, two (2) 230 KV gas circuit breakers, switchgear, control house, battery banks & back up systems, UG cables and protection relays.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	-	1,700	-	-	-	-	-	1,700
Land	-	-	-	-	-	-	-	-
Construction	-	32,000	-	-	-	-	-	32,000
Total Cost	-	33,700	-	-	-	-	-	33,700

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

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	33,700	-	-	-	-	-	33,700
Total Funding	-	33,700	-	-	-	-	-	33,700

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

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

D-009 Euclid/Sills Warehouse SW Pond Retrofit

Year Introduced: 2000

Change: Increased Estimate

Associated Proj: N/A

Program Area: Stormwater

Managing Dept: Engineering

Manager: C. Minnick

Plan Conformance:

CFI 7.4.7

Est. Start: 7/1/2021

Est. Complete: 6/30/2023



Description:

Retrofit existing uncredited dry pond to a Level 1 Extended Detention facility that provides water quality and quantity controls. This will assist the City in meeting the Total Maximum Daily Load (TMDL) program nutrient reductions as required by VADEQ and USEPA.

Estimated Nutrient Reduction Credit for Euclid/Sill TMDL Compliance:

Total Nitrogen-56 lbs/yr; Total Phosphorus-7 lbs/yr; Total Suspended Solids-27,346 lbs per yr.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	125	-	-	-	-	-	-	125
Land	-	-	-	-	-	-	-	-
Construction	-	574	-	-	-	-	-	574
Total Cost	125	574	-	-	-	-	-	699

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

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	574	-	-	-	-	-	574
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	125	-	-	-	-	-	-	125
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	125	574	-	-	-	-	-	699

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

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

D-033 Alternative Stormwater BMPs

Year Introduced: 2021

Change: Increased Estimate

Associated Proj: N/A

Program Area: Stormwater

Managing Dept: Engineering

Manager: C. Minnick

Plan Conformance:

CFI 7.4.7

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



Description:

Retrofit existing City owned properties with stormwater control measures using per VADEQ design requirements. These projects will build TMDL program pollution reduction credits and serve as centerpieces of the MS4 education program. Project sites have yet to be determined.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	15	22	84	50	50	-	-	221
Land	-	-	-	-	-	-	-	-
Construction	46	100	100	100	150	-	-	496
Total Cost	61	122	184	150	200	-	-	717

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

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	61	122	184	150	200	-	-	717
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	61	122	184	150	200	-	-	717

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

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

A-069 Taxiway A Rehabilitation with Lighting System Upgrades

Year Introduced: 2015

Change: Expanded Scope

Associated Proj: N/A

Program Area: Airport

Managing Dept: Airport

Manager: J. Rivera

Plan Conformance:

MOB 6.1.4

Airport Master Plan

Airport Strategic Plan

Est. Start: 9/1/2020

Est. Complete: 10/30/2022



Description:

Rehabilitate Taxiway A located on the west side of the airport. Taxiway A is the parallel taxiway for runway 16R/34L and serves design Group II aircraft. The taxiway is reaching the end of its useful life and is showing signs of wear and sub-grade issues. This project includes the rehabilitation of the pavement, restriping, and the installation of LED taxiway lights. This project will only move forward if grant funds are approved by the State and/or FAA. The estimated cost of the LED lights is \$300,000. The installation of the LED lights will save the Airport money on energy cost.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	250	-	-	-	-	-	-	250
Land	-	-	-	-	-	-	-	-
Construction	-	2,550	-	-	-	-	-	2,550
Total Cost	250	2,550	-	-	-	-	-	2,800

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

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	5	51	-	-	-	-	-	56
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	20	204	-	-	-	-	-	224
Federal	225	2,295	-	-	-	-	-	2,520
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	250	2,550	-	-	-	-	-	2,800

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

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

A-087 West Corporate Development Site / Drainage Improvements

Year Introduced: 2020

Change: Funding Source

Associated Proj: N/A

Program Area: Airport

Managing Dept: Airport

Manager: J. Rivera

Plan Conformance:

MOB 6.1.4

Airport Master Plan

Airport Strategic Plan

Est. Start: 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 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	500	-	-	-	-	-	-	500
Land	-	-	-	-	-	-	-	-
Construction	-	1,400	-	-	-	-	-	1,400
Total Cost	500	1,400	-	-	-	-	-	1,900

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

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	500	1,400	-	-	-	-	-	1,900
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	500	1,400	-	-	-	-	-	1,900

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

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

0101 District Wide - Classroom Trailers

Year Introduced: 2020

Change: No change

Associated Proj: N/A

Program Area: Schools

Managing Dept: Schools

Manager: Schools

Plan Conformance:

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



Description:

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	250	250	200	200	-	-	900
Total Cost	-	250	250	200	200	-	-	900
Funding Sources: (\$ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	250	250	200	200	-	-	900
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	-	250	250	200	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:

CFI 7.2

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 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	200	200	200	200	200	200	1,200
Total Cost	-	200	200	200	200	200	200	1,200
Funding Sources: (\$ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	200	200	200	200	200	200	1,200
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	-	200	200	200	200	200	200	1,200
Operating Impacts: (\$ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

0103 District Wide - School Bus Replacements

Year Introduced: 2013

Change: No change

Associated Proj: N/A

Program Area: Schools

Managing Dept: Schools

Manager: Schools

Plan Conformance:

CFI 7.2

Est. Start: 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 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	250	500	500	500	500	500	2,750
Total Cost	-	250	500	500	500	500	500	2,750
Funding Sources: (\$ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	250	500	500	500	500	500	2,750
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	-	250	500	500	500	500	500	2,750
Operating Impacts: (\$ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

0107 District Wide - Fire Alarm System Replacement

Year Introduced: 2021

Change: No change

Associated Proj: N/A

Program Area: Schools

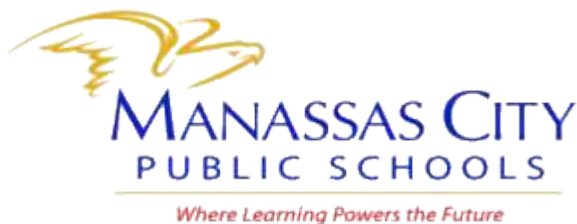
Managing Dept: Schools

Manager: Schools

Plan Conformance:

CFI 7.1.5

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



Description:

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	250	144	450	1,375	-	1,000	3,219
Total Cost	-	250	144	450	1,375	-	1,000	3,219
Funding Sources: (\$ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	250	144	450	1,375	-	1,000	3,219
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	-	250	144	450	1,375	-	1,000	3,219
Operating Impacts: (\$ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

0201 Central Office - Replacement

Year Introduced: 2011

Change: No change

Associated Proj: N/A

Program Area: Schools

Managing Dept: Schools

Manager: Schools

Plan Conformance:

CFI 7.1.1

Est. Start: 7/1/2021

Est. Complete: 6/30/2023



Description:

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

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	4,240	1,594	-	-	-	-	5,834
Total Cost	-	4,240	1,594	-	-	-	-	5,834
Funding Sources: (\$ in 1,000s)								
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	4,240	1,594	-	-	-	-	5,834
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding	-	4,240	1,594	-	-	-	-	5,834
Operating Impacts: (\$ in 1,000s)								
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

CAPITAL PROGRAM

FY 2022 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		
Candy Factory Improvements	C-010	168
Park Improvements	C-031	200
Harris Pavilion Improvements	C-044	125
Stonewall Pool Improvements	C-046	35
		528
Public Safety		
911 Calling System	P-026	213
		213
Transportation		
Sidewalk & Bicycle Infill	T-058	258
Traffic Signal Coordination & Upgrades	T-064	100
Supplemental Street Paving	T-066	300
Wayfinding	T-089	120
Project Development	T-090	250
		1,028
Water		
Main Replacement/ Looping	W-050	515
		515
Electric		
Electric T&D Maintenance and Improvements	E-030	600
Alternative Generation Initiatives	E-031	300
Place Overhead Lines Underground (Non-Transportation)	E-033	500
Substation Capacity and Reliability Improvements	E-037	375
Circuit Automation	E-038	150
		1,925
Stormwater		
Floodplain Mapping Update Program	D-030	125
Drainage Maintenance & Construction	D-035	250
Upstream Inspections & Repairs	D-038	500
		875

CAPITAL PROGRAM

FY 2022 Maintenance Capital Projects (Dollars in Thousands)

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

	<u>Proj. #</u>	<u>FY 2021</u>
Airport		
Master Plan Study	A-059	72
Midfield Ditch Restoration	A-082	65
Airfield Paving Program	A-084	100
Air Traffic Control Tower Repairs	A-088	65
Terminal Boiler Replacement	A-090	50
Airfield Marking	A-100	80
		<u>432</u>
	TOTAL	<u><u>5,516</u></u>

CAPITAL PROGRAM

FY 2022 Maintenance Capital Projects (Dollars in Thousands)

	<u>FY 2022</u>
Funding Sources	
General Fund	1,500
Sewer Fund	-
Water Fund	515
Electric Fund	1,925
Stormwater Fund	375
Airport Fund	131
School Fund	-
Bonds	-
State	241
Federal	60
NVTA	720
Other Sources	49
TOTAL	<u><u>5,516</u></u>

CAPITAL PROGRAM

FY 2022 Capital Projects Pay-Go

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

Fund / Project	CIP #	Amount
Water Fund		
Finished Water Capacity Increases	W-047	1,500,000
Clear-Well Addition and Roof Renovation	W-065	600,000
Nokesville Road Water Main Upgrade	W-066	100,000
Total Water Fund		2,200,000
Electric Fund		
LED Streetlight Replacement	E-034	125,000
Manassas Airport Distribution Improvements	E-035	300,000
Grant Avenue (Lee Avenue to Wellington Road)	T-021	150,000
Total Electric Fund		575,000
Stormwater Fund		
Euclid/Sills Warehouse SW Pond Retrofit	D-009	574,000
Alternative Stormwater BMPs	D-033	122,000
Total Stormwater Fund		696,000
Airport Fund		
Taxiway A Rehabilitation with Lighting System Upgrades	A-069	51,000
West Corporate Development Site/Drainage Improvements	A-087	1,400,000
Total Airport Fund		1,451,000
School Funds		
District Wide - Classroom Trailers	0101	250,000
Division Wide - Technology Upgrades	0102	200,000
District Wide - School Bus Replacements	0103	250,000
District Wide - Fire Alarm System Replacement	0107	250,000
Central Office - Replacement	0201	4,240,000
Total School Funds		5,190,000
Total Local Share - FY 2022 Capital Projects Pay-Go		10,112,000

CAPITAL PROGRAM

FY 2022 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		
Candy Factory Improvements	C-010	168,000
Park Improvements	C-031	159,000
Harris Pavilion Improvements	C-044	125,000
Stonewall Pool Improvements	C-046	35,000
Drainage Maintenance & Construction	D-035	250,000
Upstream Inspections & Repairs	D-038	250,000
911 Calling System	P-026	213,000
Supplemental Street Paving	T-066	300,000
Total General Fund		1,500,000
Water Fund		
Main Replacement/Looping	W-050	515,000
Total Water Fund		515,000
Electric Fund		
Electric T&D Maintenance and Improvements	E-030	600,000
Alternative Generation Initiatives	E-031	300,000
Place Overhead Lines Underground (Non-Transportation)	E-033	500,000
Substation Capacity and Reliability Improvements	E-037	375,000
Circuit Automation	E-038	150,000
Total Electric Fund		1,925,000
Stormwater Fund		
Floodplain Mapping Update Program	D-030	125,000
Upstream Inspection & Repairs	D-038	250,000
Total Stormwater Fund		375,000

CAPITAL PROGRAM

FY 2022 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		
Master Plan Study	A-059	2,000
Midfield Ditch Restoration	A-082	13,000
Airfield Paving Program	A-084	20,000
Air Traffic Control Tower Repairs	A-088	65,000
Terminal Boiler Replacement	A-090	15,000
Airfield Marking	A-100	16,000
Total Airport Fund		131,000
Total Local Share - FY 2022 Maintenance Capital Projects Pay-Go		4,446,000

CAPITAL PROGRAM

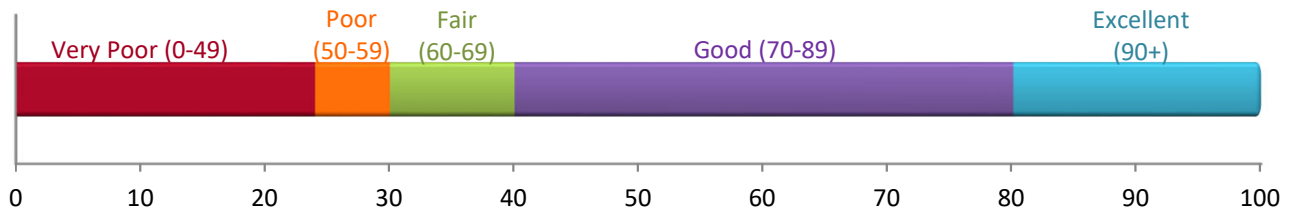
FY 2022 Street Paving

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

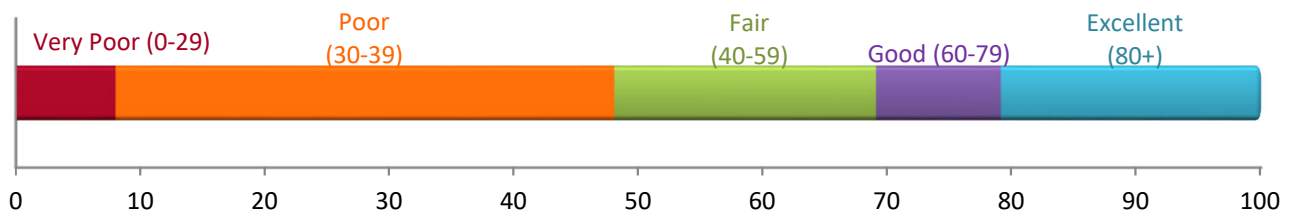
Street Name and Section	Rating	Sq. Yards	Amount
Portner Avenue (Liberia Avenue to Sudley Road)	35	10,667	129,045
Stonewall Road (Liberia Avenue to Jackson Avenue)	23	8,000	96,784
Stonewall Road (Liberia Avenue to Stonewall Park)	23	8,000	96,784
Longstreet Drive (Grant Avenue to Portner Avenue)	15	11,200	135,498
Longstreet Court (Longstreet Drive to Cul-de-sac)	57	1,724	20,862
Jackson Avenue (Stonewall Avenue to Sudley Road)	15	19,911	240,885
Linden Court (Jackson Avenue to Cul-de-sac)	15	1,689	20,432
Grant Avenue (Sudley Road to Byrd Park)	15	10,667	129,045
Concrete (associated with paving above streets)	NA	NA	430,665
Total Local Share - FY 2022 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 (PRINCIPAL & MINOR ARTERIAL)



VDOT PAVEMENT RATINGS - CCI INDEX (LOCAL & COLLECTOR)



CAPITAL PROGRAM

FY 2022 Vehicles

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

Description (Vehicle #)	Quantity	Unit Cost	Amount
Police Utility (PD 2, 3, 32, 69, 89, 97)	6	50,000	300,000
Police F150 Police Responder	1	42,000	42,000
Police Armored Transit Van (SWAT1)	1	150,000	150,000
Social Services Small SUV (SS 3, 4)	2	22,000	44,000
Traffic TRANTEX 20HD Line Remover (T4)	1	70,000	70,000
Streets F150 4X4 Crew Cab (S2)	1	35,000	35,000
Streets 710 Backhoe (S15)	1	212,000	212,000
Street Sweeper (S7)	1	300,000	300,000
Total Vehicle Maintenance Fund	14		1,153,000
Water F250 4X4 4 Door Short Bed (W3)	1	35,000	35,000
Water Message Board (W47)	1	25,000	25,000
Sewer F150 4X4 Extended Cab (W16)	1	32,000	32,000
Sewer Jetter Truck (W30)	1	155,000	155,000
Electric Ford Transit/Fiber Splice Upfit	1	80,000	80,000
Total Utility Funds	5		327,000
Total Local Share - FY 2022 Vehicles	19		1,480,000
Description (Vehicle #)	Quantity	Unit Cost	Amount
Ambulance/Medic Unit (501 A)	1	300,000	300,000
	1		300,000
Total Fire and Rescue - FY 2022 Apparatus	1		300,000

CAPITAL PROGRAM

FY 2022 Equipment (Purchases)

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

Fund / Equipment Description	Amount
Fire and Rescue Fund	
EMS Equipment Replacement	30,000
Fire Equipment Replacement	50,000
Total Fire and Rescue Fund	80,000
PEG Fund	
PEG Channel Broadcasting Equipment	150,000
Total PEG Fund	150,000
Electric Fund	
Locater Equipment Device	5,000
Cable Press Tool	5,000
DC Hi-Pot Equipment	40,000
VMEA Stacks Replacement (4)	40,000
Exhaust Stacks Replacement (City portion)	10,800
Virtual Server Replacement (2)	29,000
Engine Controllers Upgrade	80,000
Airport Cisco Network Core Switch	55,000
Total Electric Fund	264,800
Airport Fund	
Batwing Mower Replacement	33,000
Zero Turn Mower Replacement	13,000
Bush Hog and Brush Attachment Replacement	60,000
Total Airport Fund	106,000
Solid Waste Fund	
Leaf Box Replacement	7,000
Total Solid Waste Fund	7,000
Building Maintenance Fund	
Animal Shelter Fire Alarm	40,000
City Hall Exterior Lighting Replacement (LED)	25,000
PW&UT Exterior Lighting Replacement (LED)	25,000

CAPITAL PROGRAM

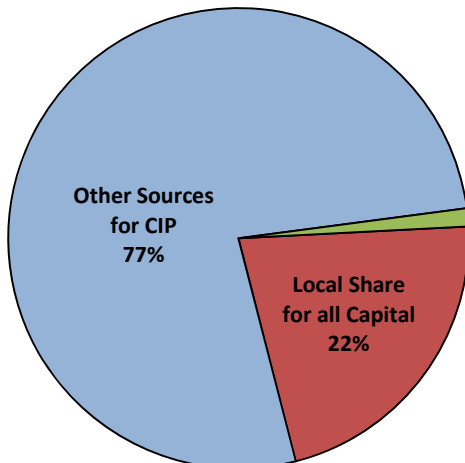
FY 2022 Equipment (Purchases)

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

Fund / Equipment Description	Amount
Harris Pavilion Exterior Lighting Replacement (LED)	10,000
Total Building Maintenance Fund	100,000
Vehicle Maintenance Fund	
Anticipated Mid-Year Purchase Requests	100,000
Information Technology Fund	
Servers	30,000
Anticipated Mid-Year Purchase Requests	50,000
Total Information Technology Fund	80,000
Total Local Share - FY 2022 Capital Equipment (Purchases)	887,800

FY 2022 Capital Program Expenditure Summary

Capital Projects Pay-Go	10,112,000
Maintenance Capital Projects Pay-Go	4,146,000
Street Paving	1,300,000
Vehicles	1,480,000
Fire and Rescue Apparatus	300,000
Equipment Purchases	887,800
Total Local Share	18,225,800
Other Sources for Capital Projects	65,342,000
Other Sources for Maintenance Capital Projects	1,070,000
Virginia Railway Express	320,000
Total Other Sources	66,732,000
TOTAL	84,957,800

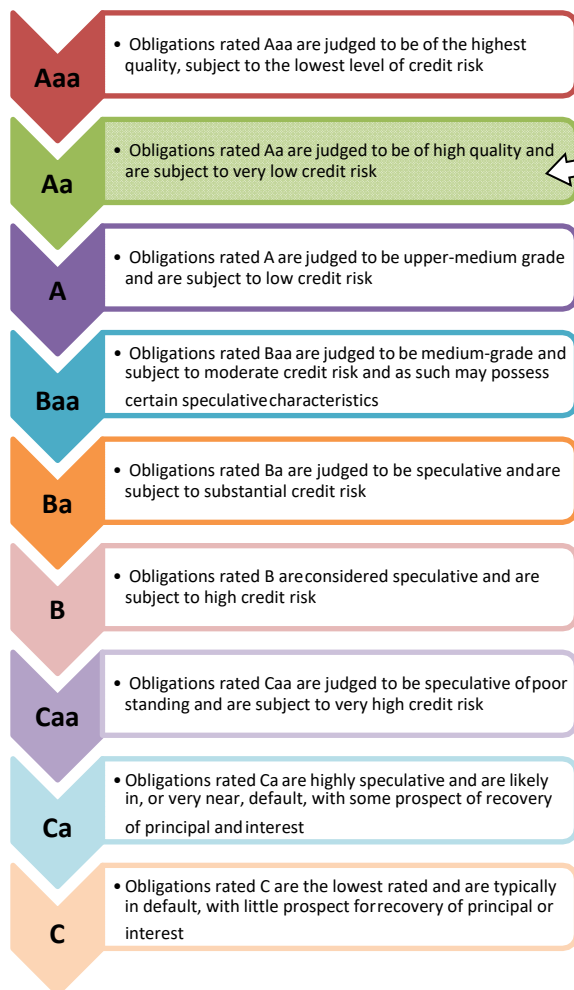


The City's General Obligation Debt ratings with Moody's Investors Service and Standard and Poor's Rating Services are **Aa1 (Moody's Investor Services)** and **AAA (Standard & Poor's)**.

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

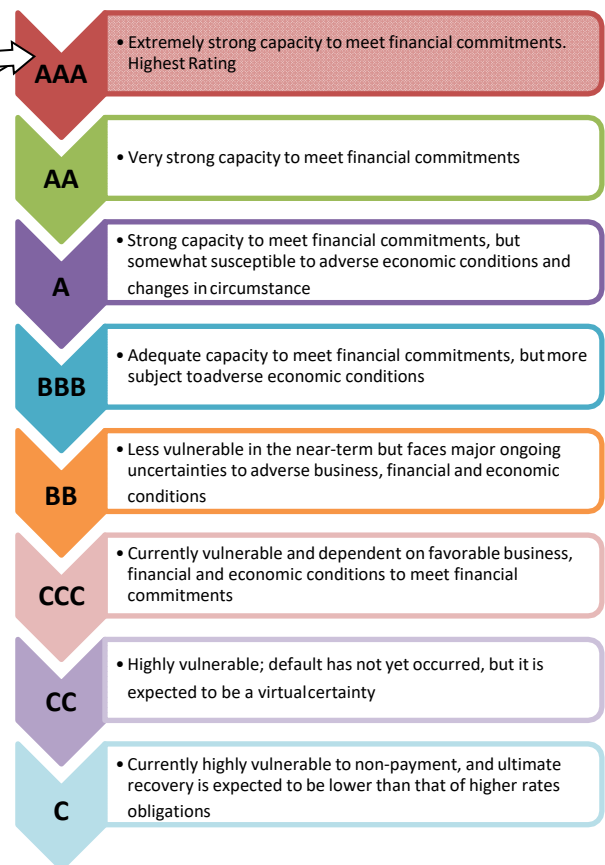
- Strong economy, with access to a broad and diverse metropolitan statistical area
- Very strong management, with strong financial policies and practices
- Strong budgetary performance, with operating surpluses in the general fund and at the total governmental fund level in fiscal 2020
- Very strong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

Moody's Investor Services Rating Scales



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

Standard & Poor's Rating Scale



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

City's S&P Rating
AAA

City's Moody's Rating
Aa1

STATE DEBT LIMITS

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

Legal Debt Margin Calculation for June 30, 2021

Assessed value of taxable real property as of January 1, 2020	\$	5,403,085,240
Debt Limit - 10% of assessed valuation		540,308,524
Direct Debt outstanding chargeable to debt limit at June 30, 2021		128,886,413
Legal Debt Margin Remaining	\$	411,422,111

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

<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
16.87%	24.26%	21.54%	23.97%	21.60%	29.70%	27.28%	23.85%

CITY DEBT LIMITS (PER POLICY)

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

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

As of June 30, 2020, this ratio was 1.50%, 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 June 30, 2020, this ratio was 6.76%, which is within the policy limit.

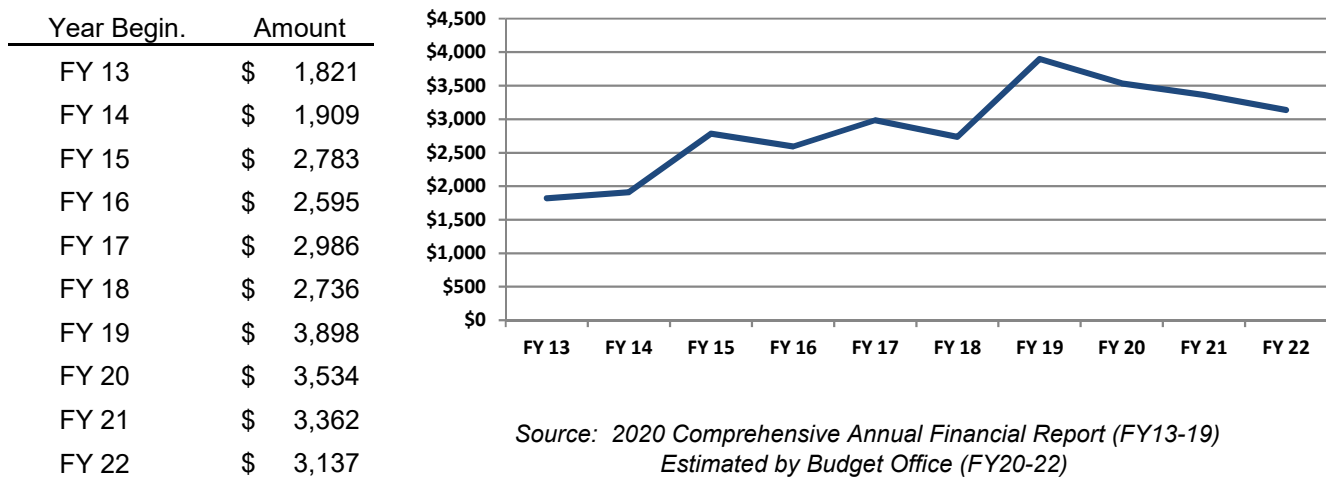
- Payout of aggregate outstanding tax-supported debt principal shall be no less than 50% repaid in 10 years. Should this ratio fall below 50%, staff must request an exception from the City Council stating the justification and expected duration of the policy exception.

As of June 30, 2020, the 10-year payout ratio was 64.4%, which is within the policy limit.

DEBT MANAGEMENT

Debt Limits

OUTSTANDING DEBT SUPPORTED BY TAXPAYERS PER CAPITA



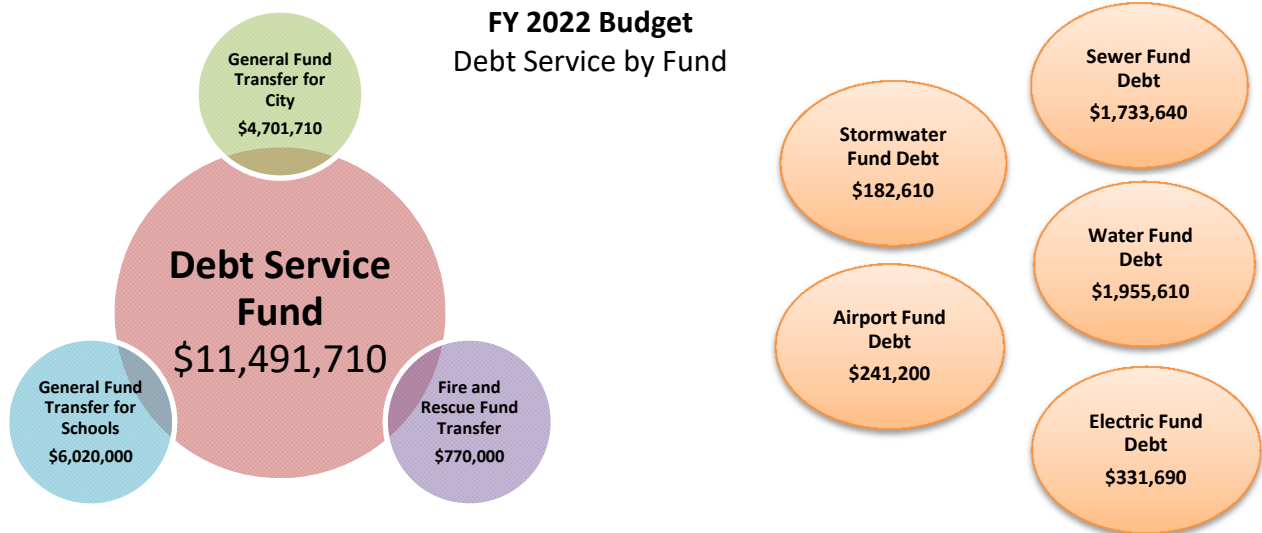
Debt per capita above reflects all general obligation bonds, both tax-supported and enterprise fund supported in accordance with the reporting requirements of the Comprehensive Annual Financial Report).

DEBT MANAGEMENT

Debt Service

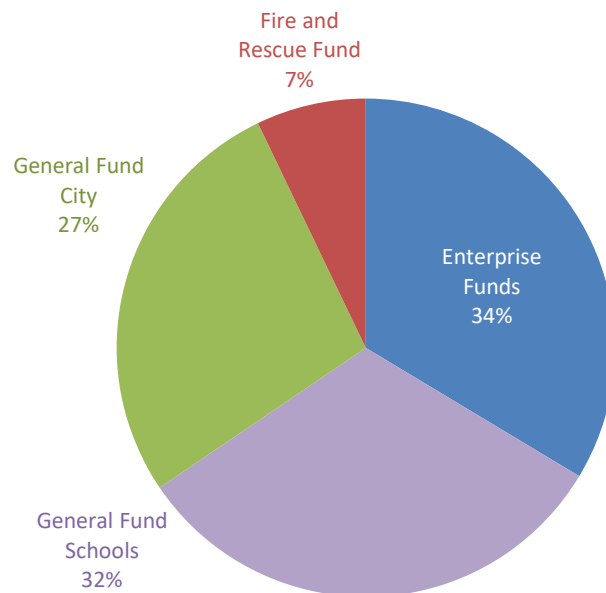
DEBT OVERVIEW

The City will have \$128,886,413 (principal only) of outstanding bonded debt as of June 30, 2021. 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, \$42,536,213, or 33%, is enterprise debt. The remaining debt principal of \$86,350,200 is supported by the taxpayers via the General Fund for City and Schools and the Fire and Rescue Fund. This tax-supported debt is paid out of the Debt Service Fund through transfers from the respective governmental funds and enterprise debt is paid directly from the appropriate enterprise funds. The estimated per capita outstanding bond principal supported by taxpayers as of June 30, 2021 will be \$3,137 - of this \$2,102 is related to the tax-supported debt of governmental funds.



OUTSTANDING DEBT

	Principal	Interest	Total
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
	\$128,886,413	\$36,371,008	\$165,257,421



DEBT MANAGEMENT

Debt Service

City Projects - General Fund Debt Service

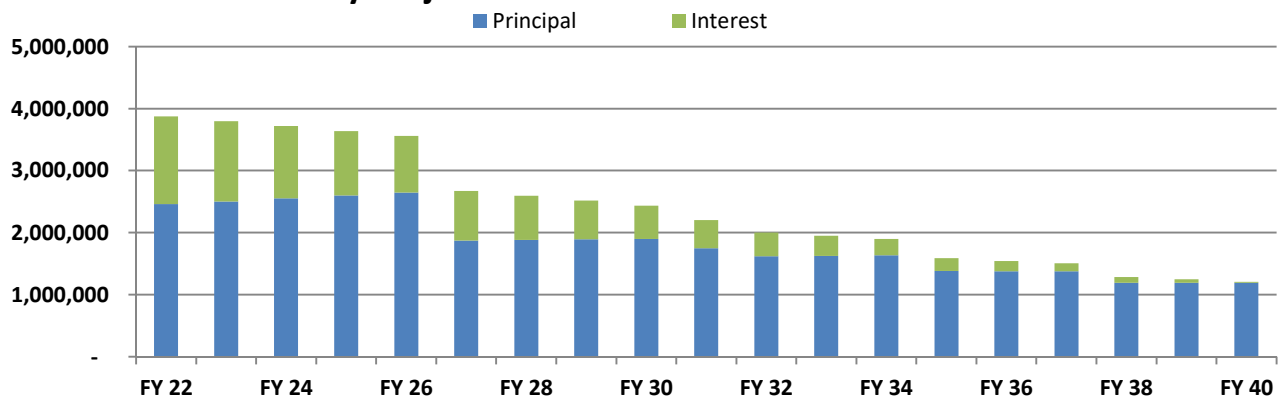
The General Fund Debt Service for City Projects for FY 2022 will be \$3,871,831 reflecting a decrease of \$78,704 or 2% from prior year debt service. This decrease is due annual roll-off. General Fund debt service is tax-supported debt. The General Fund will transfer \$4,701,710 for City projects to the Debt Service Fund in FY 2022, approximately \$830K above current debt service to build future debt capacity.

FY 2022 General Fund debt issue payments for City projects are as follows:

	<u>Amount</u>	<u>Pay Off Year</u>
Series 2010 D	\$ 167,790	FY 2025
Series 2016 Refunding	\$ 811,050	FY 2026
Series 2010 VML/VACO	\$ 187,456	FY 2030
Series 2014 C Refunding	\$ 38,454	FY 2031
Series 2014 A	\$ 267,662	FY 2034
Series 2016	\$ 278,656	FY 2037
Series 2019	\$ 2,120,763	FY 2040

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2022	2,458,250	1,413,581	3,871,831	FY 2031	1,750,720	450,713	2,201,433
FY 2023	2,504,010	1,290,908	3,794,918	FY 2032	1,617,520	383,005	2,000,525
FY 2024	2,554,180	1,165,910	3,720,090	FY 2033	1,625,980	323,404	1,949,384
FY 2025	2,599,940	1,036,561	3,636,501	FY 2034	1,634,440	263,287	1,897,727
FY 2026	2,648,880	908,706	3,557,586	FY 2035	1,380,000	208,319	1,588,319
FY 2027	1,871,230	798,439	2,669,669	FY 2036	1,375,000	169,125	1,544,125
FY 2028	1,883,320	709,270	2,592,590	FY 2037	1,375,000	130,006	1,505,006
FY 2029	1,894,670	622,099	2,516,769	FY 2038	1,190,000	92,225	1,282,225
FY 2030	1,900,160	536,214	2,436,374	FY 2039	1,190,000	55,781	1,245,781
				FY 2040	1,190,000	18,594	1,208,594
	20,314,640	8,481,688	28,796,328	Total	14,328,660	2,094,458	16,423,118
					\$ 34,643,300	\$ 10,576,146	\$ 45,219,446

City Projects - General Fund Debt Service



DEBT MANAGEMENT

Debt Service

Schools Projects - General Fund Debt Service

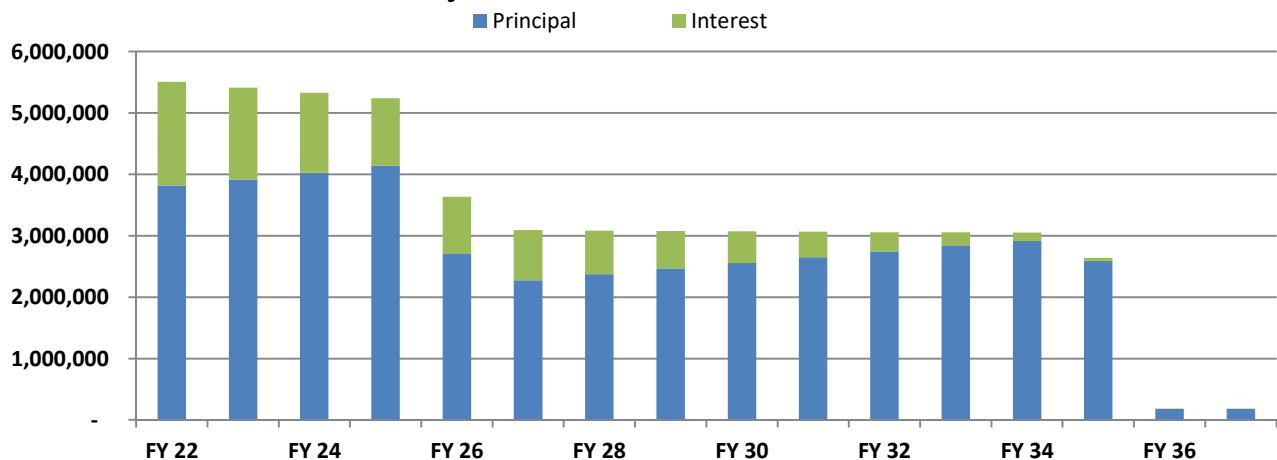
The General Fund Debt Service for Schools Projects for FY 2022 will be \$5,504,361, reflecting a decrease of \$89,310 or 1.6% from prior year debt service. This decrease is due annual roll-off. General Fund debt service is tax-supported debt. The General Fund will transfer \$6,020,000 for Schools projects to the Debt Service Fund in FY 2022, approximately \$515K above current debt service to build future debt capacity.

FY 2022 General Fund debt issue payments for Schools projects are as follows:

	<u>Amount</u>	<u>Pay Off Year</u>
Series 2010 D - Refunding	\$ 1,832,250	FY 2025
Series 2016 - Refunding	\$ 540,700	FY 2026
Series 2014 A	\$ 409,086	FY 2034
Series 2014 C	\$ 2,444,325	FY 2035
Series 2016	\$ 278,000	FY 2037

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2022	3,810,600	1,693,761	5,504,361	FY 2030	2,556,955	513,948	3,070,903
FY 2023	3,910,530	1,501,056	5,411,586	FY 2031	2,649,885	416,805	3,066,690
FY 2024	4,024,615	1,303,055	5,327,670	FY 2032	2,740,660	315,559	3,056,219
FY 2025	4,139,545	1,099,274	5,238,819	FY 2033	2,833,590	221,487	3,055,077
FY 2026	2,699,165	934,513	3,633,678	FY 2034	2,916,520	135,453	3,051,973
FY 2027	2,273,940	816,618	3,090,558	FY 2035	2,590,000	46,275	2,636,275
FY 2028	2,372,560	708,900	3,081,460	FY 2036	180,000	6,075	186,075
FY 2029	2,468,335	608,123	3,076,458	FY 2037	180,000	2,025	182,025
	25,699,290	8,665,300	34,364,590		16,647,610	1,657,627	18,305,237
				Total	\$ 42,346,900	\$ 10,322,927	\$ 52,669,827

Schools Projects - General Fund Debt Service



DEBT MANAGEMENT

Debt Service

Fire and Rescue Fund Debt Service

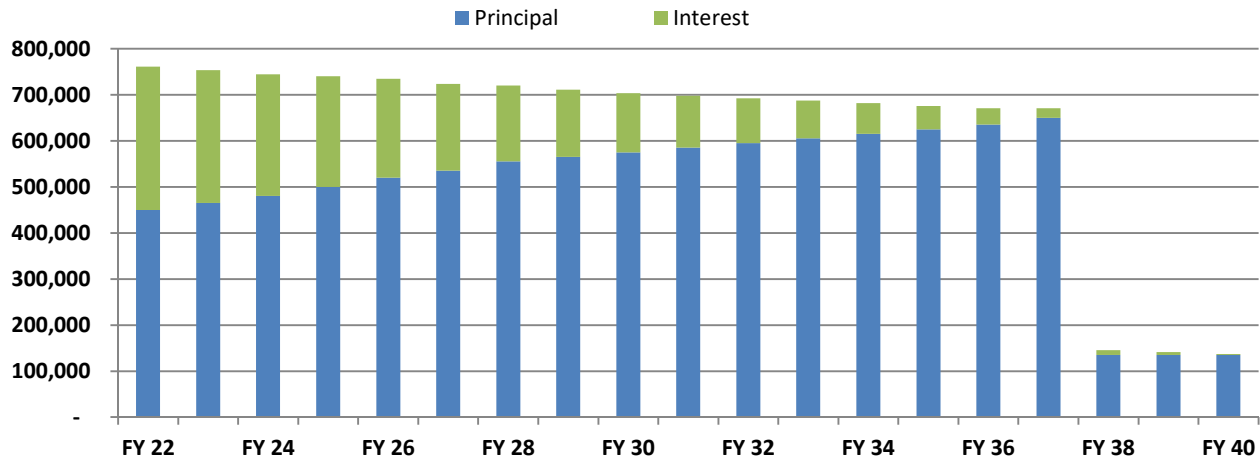
The Fire and Rescue Fund Debt Service for FY 2022 will be \$761,069, reflecting a decrease of \$7,675 or 1% from prior year debt service. This decrease is due annual roll-off. Fire and Rescue Fund debt service is tax-supported debt.

FY 2022 Fire and Rescue Fund debt issue payments are as follows:

	<u>Amount</u>	<u>Pay Off Year</u>
Series 2016	\$ 521,275	FY 2037
Series 2019	\$ 239,794	FY 2040

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2022	450,000	311,069	761,069	FY 2031	585,000	112,394	697,394
FY 2023	465,000	288,194	753,194	FY 2032	595,000	97,219	692,219
FY 2024	480,000	264,569	744,569	FY 2033	605,000	82,225	687,225
FY 2025	500,000	240,069	740,069	FY 2034	615,000	66,431	681,431
FY 2026	520,000	214,569	734,569	FY 2035	625,000	50,794	675,794
FY 2027	535,000	188,194	723,194	FY 2036	635,000	35,691	670,691
FY 2028	555,000	165,144	720,144	FY 2037	650,000	20,306	670,306
FY 2029	565,000	145,644	710,644	FY 2038	135,000	10,463	145,463
FY 2030	575,000	128,044	703,044	FY 2039	135,000	6,328	141,328
				FY 2040	135,000	2,109	137,109
	4,645,000	1,945,496	6,590,496		4,715,000	483,960	5,198,960
				Total	\$ 9,360,000	\$ 2,429,456	\$ 11,789,456

Fire and Rescue Fund Debt Service



DEBT MANAGEMENT

Debt Service

Sewer Fund Debt Service

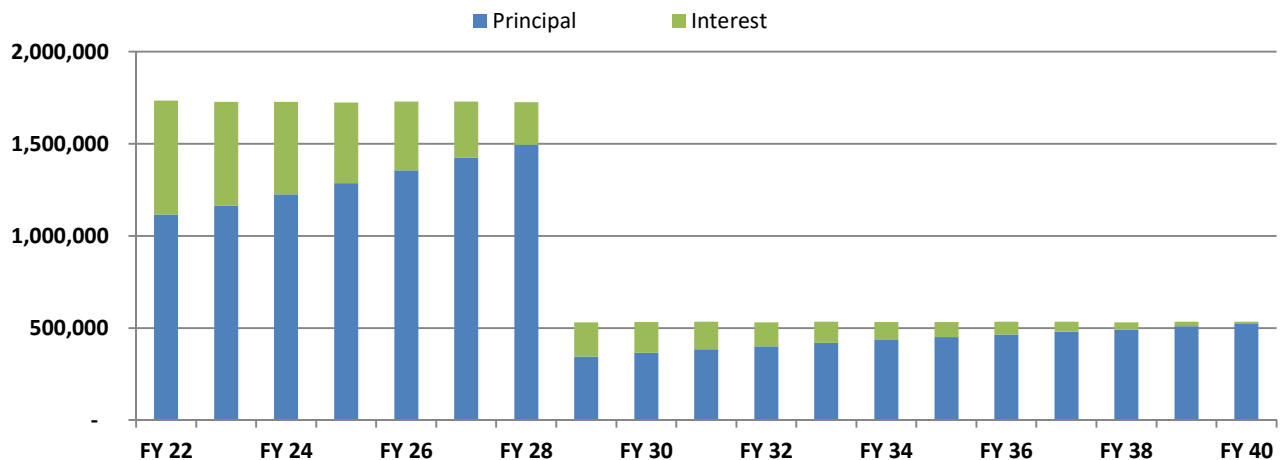
The Sewer Fund Debt Service for FY 2022 will be \$1,733,638, reflecting a decrease of \$3,363 or 0.2% from prior year debt service. This decrease is due annual roll-off. Sewer Fund debt service is supported by sewer utility rates. The debt service schedule for the Sewer Fund does not include UOSA Debt.

FY 2022 Sewer Fund debt issue payments are as follows:

	<u>Amount</u>	<u>Pay Off Year</u>
Series 2014 C - Refunding	\$ 1,201,500	FY 2028
Series 2019	\$ 532,138	FY 2040

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2022	1,115,000	618,638	1,733,638	FY 2031	385,000	148,138	533,138
FY 2023	1,165,000	561,638	1,726,638	FY 2032	400,000	130,513	530,513
FY 2024	1,225,000	501,888	1,726,888	FY 2033	420,000	114,113	534,113
FY 2025	1,285,000	439,138	1,724,138	FY 2034	435,000	97,013	532,013
FY 2026	1,355,000	373,138	1,728,138	FY 2035	450,000	81,563	531,563
FY 2027	1,425,000	303,638	1,728,638	FY 2036	465,000	68,128	533,128
FY 2028	1,495,000	230,638	1,725,638	FY 2037	480,000	54,244	534,244
FY 2029	345,000	184,638	529,638	FY 2038	490,000	39,694	529,694
FY 2030	365,000	166,888	531,888	FY 2039	510,000	24,375	534,375
				FY 2040	525,000	8,203	533,203
	9,775,000	3,380,238	13,155,238	Total	4,560,000	765,981	5,325,981
					\$ 14,335,000	\$ 4,146,219	\$ 18,481,219

Sewer Fund Debt Service



DEBT MANAGEMENT

Debt Service

Water Fund Debt Service

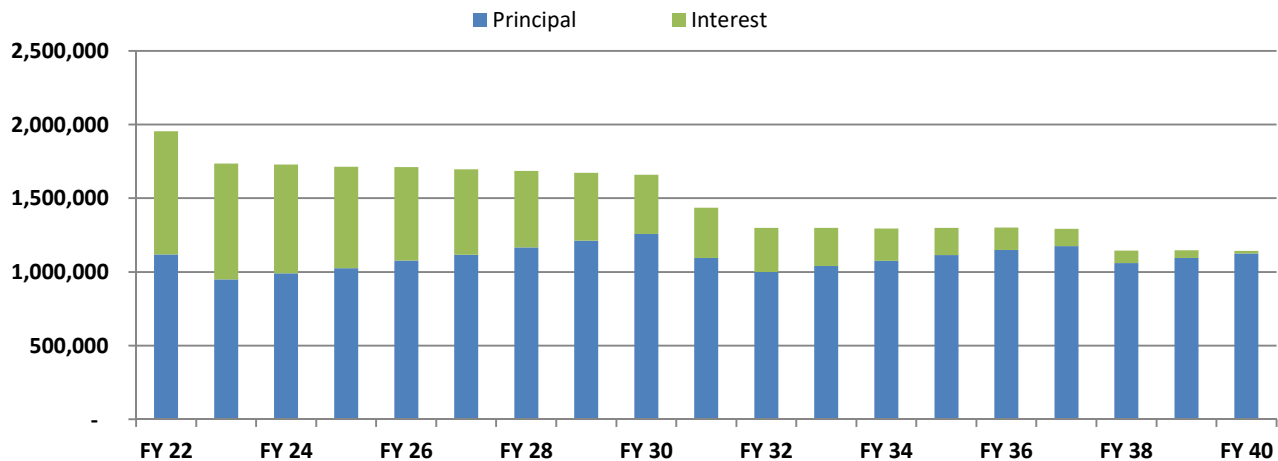
The Water Fund Debt Service for FY 2022 will be \$1,955,601, reflecting a decrease of \$8,999 or 0.5% from prior year debt service. This decrease is due annual roll-off. Water Fund debt service is supported by water utility rates.

FY 2022 Water Fund debt issue payments are as follows:

	<u>Amount</u>	<u>Pay Off Year</u>
Series 2009 VRA - Refunding	\$ 215,381	FY 2022
Series 2010 D	\$ 161,210	FY 2025
Series 2010 VML/VACO	\$ 248,488	FY 2030
Series 2014 C - Refunding	\$ 36,946	FY 2031
Series 2016	\$ 150,525	FY 2037
Series 2019	\$ 1,143,050	FY 2040

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2022	1,118,950	836,651	1,955,601	FY 2031	1,094,750	341,320	1,436,070
FY 2023	949,650	786,358	1,736,008	FY 2032	1,000,000	298,000	1,298,000
FY 2024	990,350	739,462	1,729,812	FY 2033	1,040,000	259,863	1,299,863
FY 2025	1,026,050	688,114	1,714,164	FY 2034	1,075,000	220,100	1,295,100
FY 2026	1,076,750	634,623	1,711,373	FY 2035	1,115,000	183,644	1,298,644
FY 2027	1,117,450	577,815	1,695,265	FY 2036	1,150,000	151,400	1,301,400
FY 2028	1,166,000	520,030	1,686,030	FY 2037	1,175,000	118,256	1,293,256
FY 2029	1,211,700	461,655	1,673,355	FY 2038	1,060,000	85,275	1,145,275
FY 2030	1,256,850	402,314	1,659,164	FY 2039	1,095,000	52,266	1,147,266
				FY 2040	1,125,000	17,578	1,142,578
	9,913,750	5,647,021	15,560,771		10,929,750	1,727,701	12,657,451
				Total	\$ 20,843,500	\$ 7,374,722	\$ 28,218,222

Water Fund Debt Service



DEBT MANAGEMENT

Debt Service

Electric Fund Debt Service

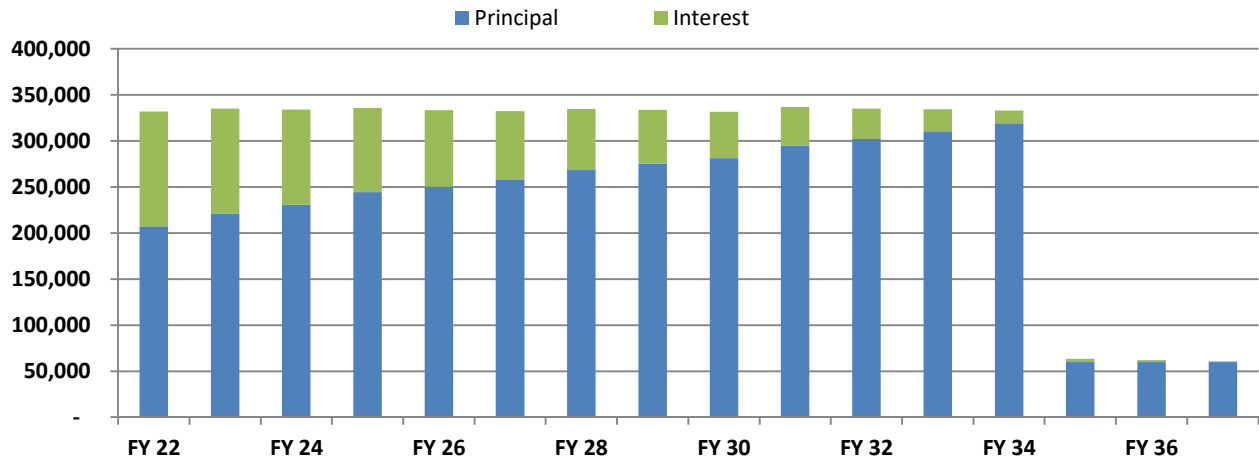
The Electric Fund Debt Service for FY 2022 will be \$331,689, reflecting a decrease of \$2,144 or 0.6% from the prior year debt service. Electric Fund debt service is supported by electric utility rates.

FY 2022 Electric Fund debt issue payments are as follows:

	<u>Amount</u>	<u>Pay Off Year</u>
Series 2014 A	\$ 272,408	FY 2034
Series 2016	\$ 59,281	FY 2037

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2022	207,200	124,489	331,689	FY 2030	281,035	50,357	331,392
FY 2023	220,810	114,004	334,814	FY 2031	294,645	42,087	336,732
FY 2024	230,855	102,964	333,819	FY 2032	301,820	33,199	335,019
FY 2025	244,465	91,296	335,761	FY 2033	310,430	23,734	334,164
FY 2026	250,205	83,062	333,267	FY 2034	319,040	13,910	332,950
FY 2027	257,380	74,656	332,036	FY 2035	60,000	3,375	63,375
FY 2028	268,120	66,409	334,529	FY 2036	60,000	2,025	62,025
FY 2029	275,295	58,366	333,661	FY 2037	60,000	675	60,675
	1,954,330	715,246	2,669,576		1,686,970	169,362	1,856,332
				Total	\$ 3,641,300	\$ 884,608	\$ 4,525,908

Electric Fund Debt Service



DEBT MANAGEMENT

Debt Service

Stormwater Fund Debt Service

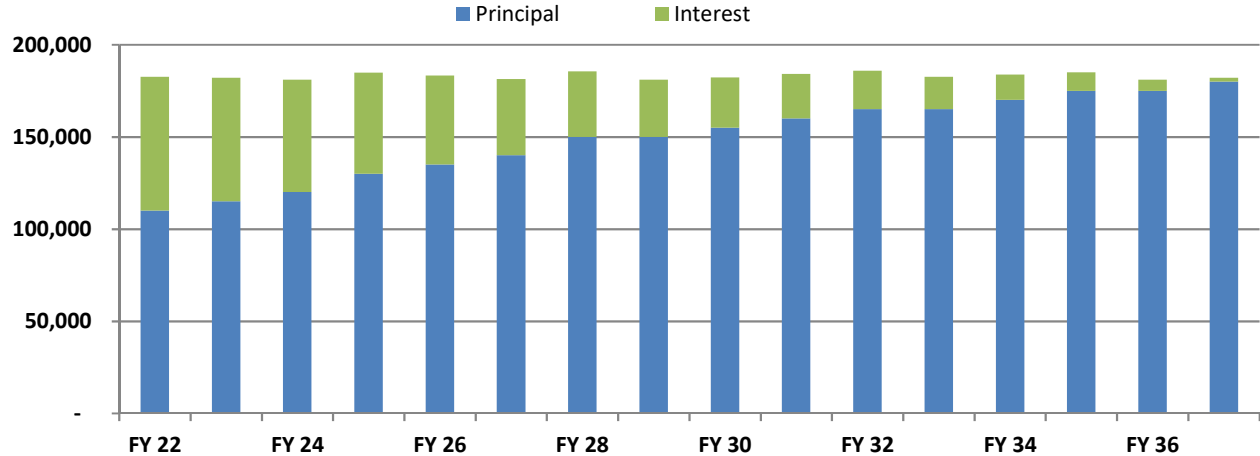
The Stormwater Fund Debt Service for FY 2022 will be \$182,406, reflecting an a minor increase of \$1,200 or 0.7% from prior year debt service. Stormwater Fund debt service is supported by stormwater utility fees.

FY 2022 Stormwater Fund debt issue payments are as follows:

Series 2016 Amount Pay Off Year
\$ 182,606 FY 2037

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2022	110,000	72,606	182,606	FY 2030	155,000	27,306	182,306
FY 2023	115,000	66,981	181,981	FY 2031	160,000	24,156	184,156
FY 2024	120,000	61,106	181,106	FY 2032	165,000	20,906	185,906
FY 2025	130,000	54,856	184,856	FY 2033	165,000	17,503	182,503
FY 2026	135,000	48,231	183,231	FY 2034	170,000	13,838	183,838
FY 2027	140,000	41,356	181,356	FY 2035	175,000	9,956	184,956
FY 2028	150,000	35,606	185,606	FY 2036	175,000	6,019	181,019
FY 2029	150,000	31,106	181,106	FY 2037	180,000	2,025	182,025
	1,050,000	411,848	1,461,848		1,345,000	121,709	1,466,709
				Total	\$ 2,395,000	\$ 533,557	\$ 2,928,557

Stormwater Fund Debt Service



DEBT MANAGEMENT

Debt Service

Airport Fund Debt Service

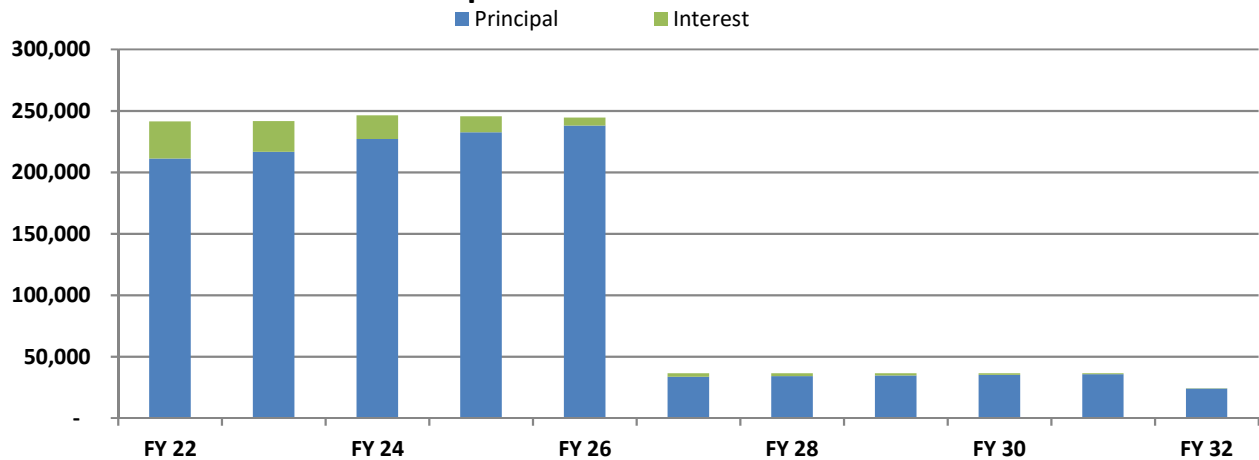
The Airport Fund Debt Service for FY 2022 will be \$241,193, reflecting a minor increase of \$782 or 0.3% from the prior year debt service. Airport Fund debt services is supported by Airport rentals and leases.

FY 2022 Airport Fund debt issue payments are as follows:

	<u>Amount</u>	<u>Pay Off Year</u>
Series 2014 D - Refunding	\$ 204,814	FY 2026
Series 2016 VRA	\$ 36,379	FY 2032

Year	Principal	Interest	Total	Year	Principal	Interest	Total
FY 2022	211,029	30,164	241,193	FY 2027	33,493	2,886	36,379
FY 2023	216,507	25,008	241,515	FY 2028	34,009	2,370	36,379
FY 2024	226,992	19,316	246,308	FY 2029	34,533	1,846	36,379
FY 2025	232,485	13,044	245,529	FY 2030	35,065	1,314	36,379
FY 2026	237,985	6,469	244,454	FY 2031	35,605	774	36,379
				FY 2032	23,710	182	23,892
	1,124,998	94,001	1,218,999		196,415	9,372	205,787
				Total	\$ 1,321,413	\$ 103,373	\$ 1,424,786

Airport Fund Debt Service



DEBT MANAGEMENT

Bond Descriptions

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.

EXPENDITURE DESCRIPTIONS

EXPENDITURE DESCRIPTIONS

UTILITIES Stormwater Fund

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

City Council Priority & Goal

- | Objective | City Council Priority | Goal |
|--|------------------------|-------|
| • Comply with state and federal stormwater management requirements as well as the City's MS-4 Permit | 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.

EXPENDITURE DESCRIPTIONS

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

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

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

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

Debt: Obligation or something owed to someone else.

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

Transfers: Movement of money between Funds.

Contingencies: Budgetary account for emergencies or unforeseen expenditures.

MISSION STATEMENT

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

PRIOR YEAR ACCOMPLISHMENTS

- Passed a Continuity of Government resolution to allow the City to continue to operate despite the COVID-19 Pandemic
- Provided COVID relief funds to businesses as well as individuals for rent and utilities
- Instituted a resolution to allow City Council Members to participate from a remote location in accordance with the guidelines set out by the Commonwealth of Virginia
- Added Juneteenth (June 19th) as an official City Holiday in remembrance of the end of slavery in the United States
- Waived the payment of fines and penalties for late meals tax payments during the COVID-19 Pandemic
- Requested the Virginia Department of Motor Vehicles create a Manassas 150th Anniversary License Plate
- Added the Hibbs and Giddings Building to the list of local historic landmarks
- Completed renovations to Annaburg Manor
- Broke ground on the new Public Safety Facility
- Opened the new Fire and Rescue Station 21

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	155,104	163,330	163,330	174,330	11,000
Purchased Services	67,638	95,210	95,210	95,210	-
Internal Services	29,760	30,440	30,440	35,640	5,200
Other Charges	105,888	121,130	121,130	127,300	6,170
Supplies	2,933	2,000	2,000	2,000	-
Expenditure Category Total:	\$ 361,323	\$ 412,110	\$ 412,110	\$ 434,480	\$ 22,370
Division Summary					
Memberships	80,951	83,130	83,130	86,280	3,150
City Council	222,372	246,980	246,980	266,200	19,220
External Audits	58,000	82,000	82,000	82,000	-
Division Summary Total:	\$ 361,323	\$ 412,110	\$ 412,110	\$ 434,480	\$ 22,370

BUDGET HIGHLIGHTS

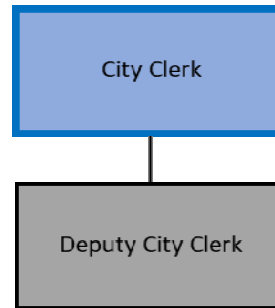
Changes include new membership to the U.S. Conference of Mayors and standard adjustments to salaries, benefits and internal service charges.

Department Information

Lee Ann Henderson, City Clerk

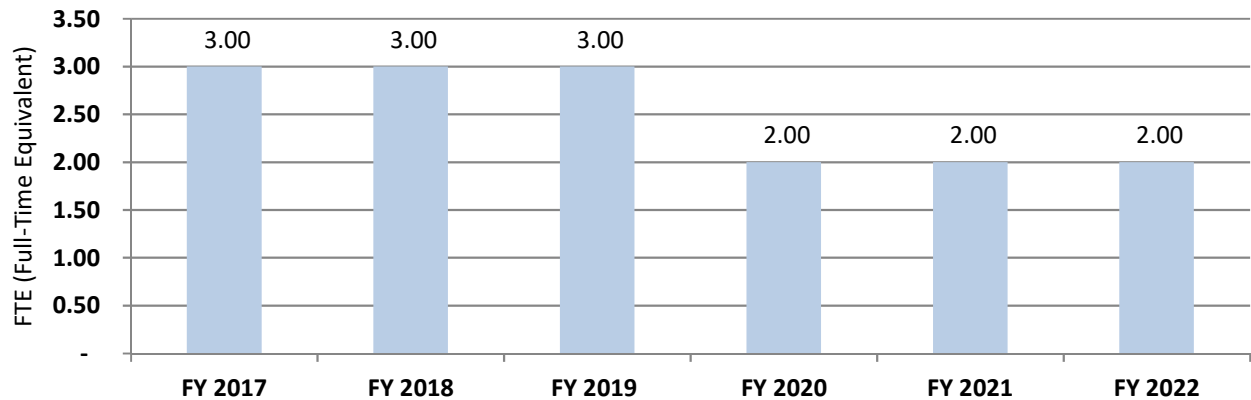
(703) 257-8280

www.manassascity.org/cityclerk



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
CITY CLERK								
City Clerk	1	1.00	1	1.00	1	1.00	-	-
Deputy City Clerk	1	1.00	1	1.00	1	1.00	-	-
DEPARTMENT TOTAL	2	2.00	2	2.00	2	2.00	-	-

City Clerk Staffing History



MISSION STATEMENT

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

PRIOR YEAR ACCOMPLISHMENTS

- Ensured the use of best practices available for records management and retrieval and compliance with all applicable regulations on local, state, and federal levels
- Assisted the City Attorney and other staff members with the drafting of ordinances, resolutions, proclamations, commendations, agenda statements, and other documentation 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
- Assisted the City Manager, City Attorney and City Council in the process of appointing an interim City Council member

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	212,269	228,000	228,000	239,000	11,000
Purchased Services	4,011	11,330	11,330	11,330	-
Internal Services	51,400	47,800	47,800	48,480	680
Other Charges	5,520	10,930	10,930	10,930	-
Supplies	744	1,830	1,830	1,830	-
Expenditure Category Total:	\$ 273,944	\$ 299,890	\$ 299,890	\$ 311,570	\$ 11,680

Division Summary

City Clerk	273,944	299,890	299,890	311,570	11,680
Division Summary Total:	\$ 273,944	\$ 299,890	\$ 299,890	\$ 311,570	\$ 11,680

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

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Efficiency (Workload) Number of City Council meetings supported annually	56	43	47	54	52
Outcome (Effectiveness) % of City Council meeting minutes prepared for approval by next business meeting	N/A	100%	100%	100%	100%
Output (Actions Taken) # of applicants for Board, Committee, and Commissions positions processed / # of appointments made	57 / 54	57 / 55	65 / 65	77 / 72	67 / 67
Output (Actions Taken) Citizen satisfaction with the quality of customer service from City employees / National average satisfaction results	72% / 45%	79% / 42%	75% / 45%	79% / 42%	75% / 45%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	212,269	228,000	228,000	239,000	11,000
Purchased Services	4,011	11,330	11,330	11,330	-
Internal Services	51,400	47,800	47,800	48,480	680
Other Charges	5,520	10,930	10,930	10,930	-
Supplies	744	1,830	1,830	1,830	-
Expenditure Category Total:	\$ 273,944	\$ 299,890	\$ 299,890	311,570	\$ 11,680

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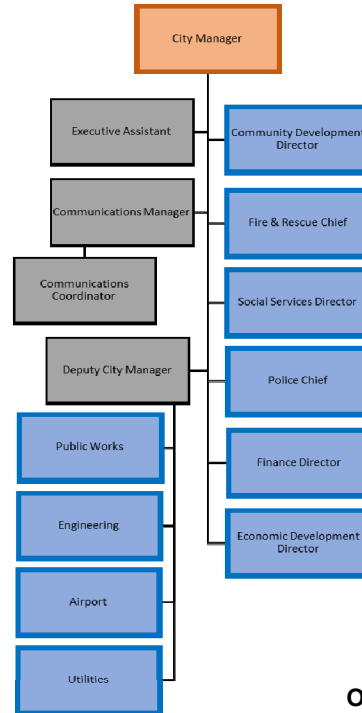
CITY MANAGER

Department Information

Pat Pate, City Manager

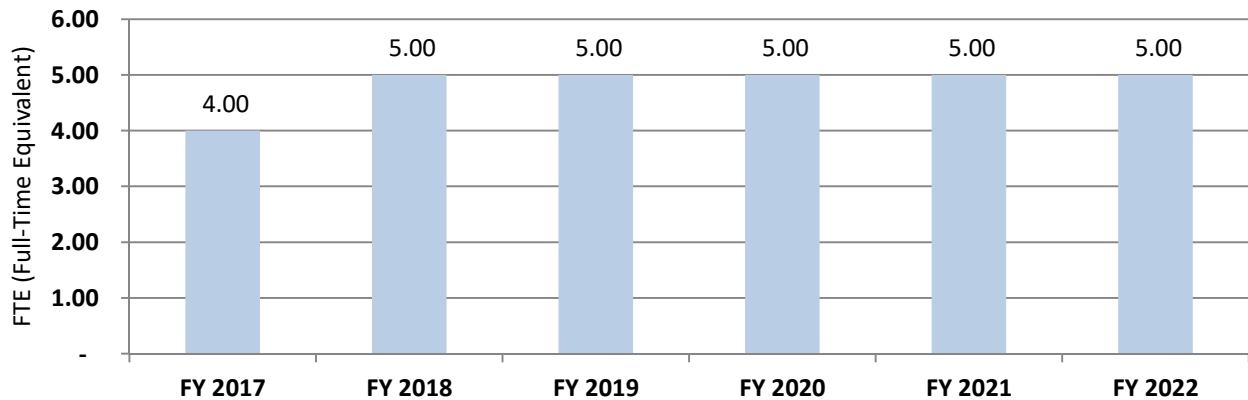
(703) 257-8212

www.manassascity.org/citymanager



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	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 leadership to the organization during the COVID-19 pandemic so that no services to the community were significantly interrupted, no layoffs/furloughs of staff were necessary and we maintained our excellent financial condition
- Provided catalyst for significant economic development in the City with substantial progress in the expansion of Micron, the largest economic development projects ever undertaken in the Commonwealth of Virginia, at the Landings at Cannon Branch off Gateway and with other significant projects in the Technology Corridor
- Completed the Comprehensive Plan and City Strategic Plan updates with results from our Citizen Satisfaction Surveys, Council Planning Retreats, the "Community Conversations" process and Council appointed citizen task forces to gather input for the revision of the strategic plan and long-range comprehensive plan update
- Completed negotiations with PWC for a new Manassas Branch Library to open in 2021 while reducing costs for library services
- Completed purchase of park land with the historic Annaburg Manor structure and completed first phase of program to preserve the historic structure for future use
- Produced a Recommended FY 2021 Budget, lowering the tax rate and addressing Council priorities
- Produced a 2021-2025 Capital Improvement Program with emphasis on investments in public safety, culture and recreation, transportation and utilities
- Awarded bid for construction of Fire and Rescue Station #21 on Dumfries Road with completion scheduled for 2021
- Completed acquisition, lease terminations, demolition of existing structure, design and bids for the new public safety center on 9608 Grant Avenue with construction starting in Nov 2020
- Maintained our excellent financial position through a pandemic, economic downturn and civil unrest as we prepare for a 2021 bond issue
- Made substantial progress towards the completion of significant utility projects to expand capacity for economic development within the City of Manassas

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	879,892	950,300	950,300	970,300	20,000
Purchased Services	47,251	101,900	101,900	101,900	-
Internal Services	81,463	91,960	91,960	97,270	5,310
Other Charges	23,013	35,150	35,150	35,500	350
Supplies	2,350	8,600	8,600	8,600	-
Expenditure Category Total:	\$ 1,033,969	\$ 1,187,910	\$ 1,187,910	\$ 1,213,570	\$ 25,660

Division Summary

Administration	762,705	870,350	870,350	885,660	15,310
Communications	269,970	313,610	313,610	323,610	10,000
Memberships/Dues	1,294	3,950	3,950	4,300	350
Division Summary Total:	\$ 1,033,969	\$ 1,187,910	\$ 1,187,910	\$ 1,213,570	\$ 25,660

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	Community Vitality	CV-5
• Improve perception of Manassas as a place to live, visit & work	Economic Prosperity	EP-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) % of Citizens that feel safe in the community	89%	89%	90%	92%	92%
Outcome (Effectiveness) % Satisfied with the Overall Quality of (a) Customer Services in Manassas / (b) Quality of City services	(a) 72% (b) 73%	(a) 72% (b) 73%	(a) 75% (b) 75%	(a) 79% (b) 79%	(a) 79% (b) 79%
Outcome (Effectiveness) % Average overall satisfaction with City services by major category	68%	68%	70%	69%	69%
Outcome (Effectiveness) % of services surveyed that received an overall satisfaction rating above national average	77%	77%	75%	84%	84%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	646,134	682,690	682,690	692,690	10,000
Purchased Services	18,041	70,500	70,500	70,500	-
Internal Services	81,463	91,960	91,960	97,270	5,310
Other Charges	16,116	22,700	22,700	22,700	-
Supplies	951	2,500	2,500	2,500	-
Expenditure Category Total:	\$ 762,705	\$ 870,350	\$ 870,350	885,660	\$ 15,310

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

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

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Efficiency (Workload) # Articles written	308	545	315	500	500
Efficiency (Workload) # SeeClickFix issues resolved	884	1,121	900	1,000	1,000
Outcome (Effectiveness) # Social Media interactions	5,851	23,873	6,000	10,000	10,000
Outcome (Effectiveness) # Publications featured	580	651	590	620	620

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	233,758	267,610	267,610	277,610	10,000
Purchased Services	29,210	31,400	31,400	31,400	-
Other Charges	5,603	8,500	8,500	8,500	-
Supplies	1,399	6,100	6,100	6,100	-
Expenditure Category Total:	\$ 269,970	\$ 313,610	\$ 313,610	323,610	\$ 10,000

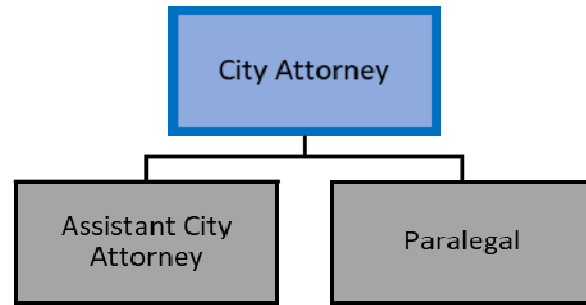
CITY ATTORNEY

Department Information

Craig Brown, City Attorney

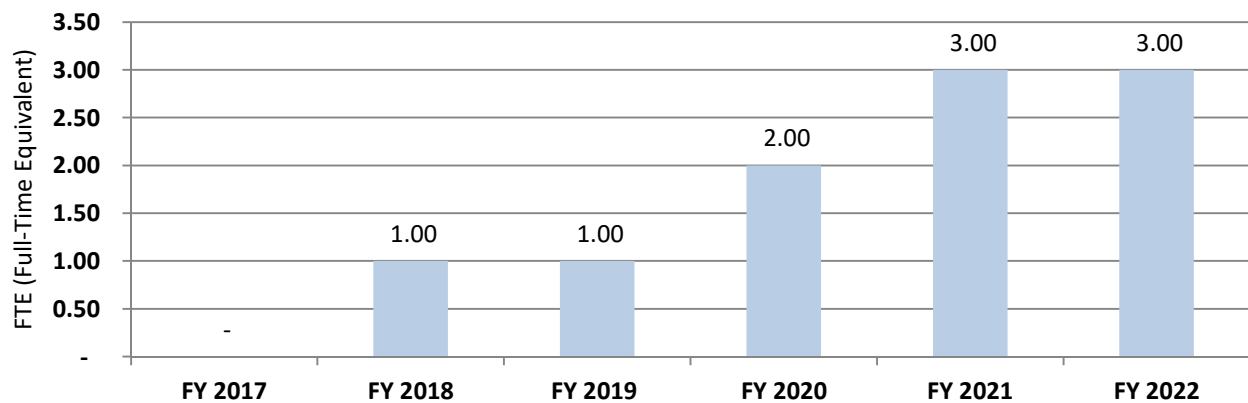
(703) 257-8208

www.manassascity.org/cityattorney



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
CITY ATTORNEY								
City Attorney	1	1.00	1	1.00	1	1.00	-	-
Assistant City Attorney	1	1.00	1	1.00	1	1.00	-	-
Paralegal	1	1.00	1	1.00	1	1.00	-	-
DEPARTMENT TOTAL	3	3.00	3	3.00	3	3.00	-	-

City Attorney Staffing History



MISSION STATEMENT

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

PRIOR YEAR ACCOMPLISHMENTS

- Received Funding for a Deputy City Attorney position
- Assisted with obtaining easements for Fire Station #21 Project
- Assisted on various letters to residents in regards to the Prince William Street Project
- Assisted with the Settlement with Fort Meyer Construction on the Prince William Street Project
- Coordinated with Manassas City Police Department to prepare an Ordinance for the Photo-Monitoring Systems
- Coordinated with the City of Manassas Fire and Rescue to amend the Ordinance related to the Organization of the Fire and Rescue Services
- Assisted with the Agreement for Library Services and Library Lease with Prince William County
- Prepared multiple Resolutions in response to the COVID-19 pandemic to ensure the continuity of government
- Reviewed multiple City policy changes in response to the COVID-19 pandemic
- Assisted with the Contract to Purchase the Foster Drive Property adjacent to the Animal Shelter
- Represented the City on an appeal of a Real Estate Assessment by a resident in Prince William County General District Court

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	322,813	374,000	374,000	388,000	14,000
Purchased Services	18,471	74,000	74,000	69,000	(5,000)
Internal Services	1,820	12,230	12,230	16,050	3,820
Other Charges	3,285	10,000	10,000	14,000	4,000
Supplies	4,127	5,500	5,500	6,500	1,000
Expenditure Category Total:	\$ 350,516	\$ 475,730	\$ 475,730	\$ 493,550	\$ 17,820
Division Summary					
City Attorney	350,516	475,730	475,730	493,550	17,820
Division Summary Total:	\$ 350,516	\$ 475,730	\$ 475,730	\$ 493,550	\$ 17,820

BUDGET HIGHLIGHTS

Changes 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 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Efficiency (Workload) Number of times written legal advice, both solicited and unsolicited, is provided to City departments	60	80	50	75	75
Efficiency (Workload) Number of City Council ordinances and resolutions drafted or reviewed	24	36	15	25	25
Efficiency (Workload) Number of legal documents drafted, negotiated or reviewed (contracts, franchises, MOUs, deeds, plats, performance/erosion bonds, demand letters, etc.)	100	132	100	125	125
Input (Resources Utilized) Number of legal matters referred to outside counsel, other than for social services, collections and code enforcement	1	1	5	3	3

DIVISION EXPENDITURE OVERVIEW

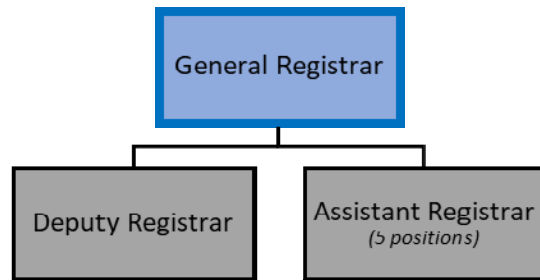
Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	322,813	374,000	374,000	388,000	14,000
Purchased Services	18,471	74,000	74,000	69,000	(5,000)
Internal Services	1,820	12,230	12,230	16,050	3,820
Other Charges	3,285	10,000	10,000	14,000	4,000
Supplies	4,127	5,500	5,500	6,500	1,000
Expenditure Category Total:	\$ 350,516	\$ 475,730	\$ 475,730	493,550	\$ 17,820

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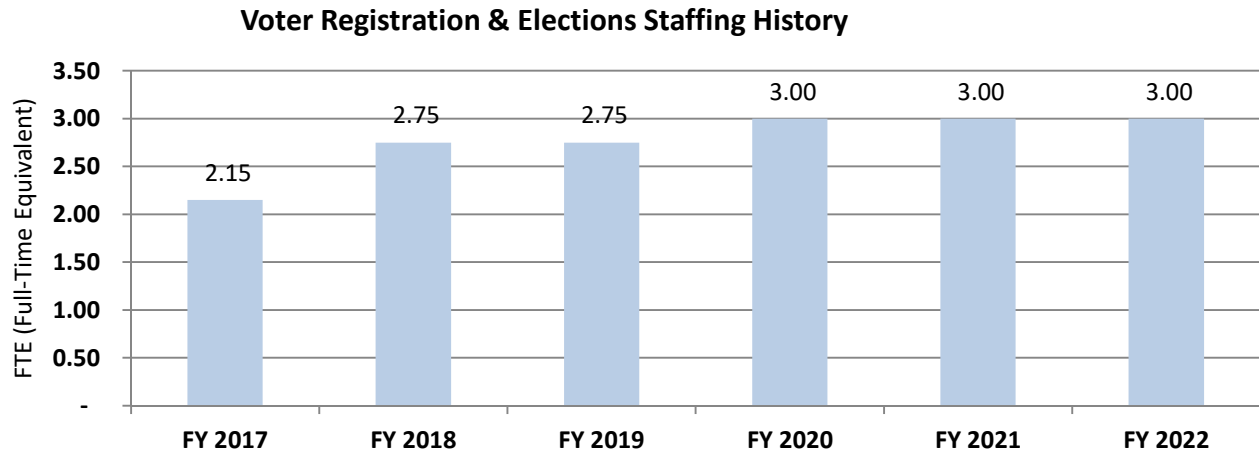


VOTER REGISTRATION & ELECTIONS

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



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	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	-	-



VOTER REGISTRATION & ELECTIONS

MISSION STATEMENT

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

PRIOR YEAR ACCOMPLISHMENTS

- Voter Registration conducted the first ever 45 day early voting period, breaking records with the number of in person voters and mailed ballots on the first day of absentee and early voting. Five thousand ballots were mailed and 310 voters voted on the first day. By Election Day 12,027 voters, or 51.2% of registered voters, voted through the Voter Registration office. The total turnout city wide was 72.2%. Despite the burden of a pandemic, the election was implemented successfully with support both locally and from the state
- Voter registration was slow at first due to DMV closures but picked up quickly with high interest in the presidential election
- Election officials were trained over the course of a week with focus on a Pandemic Election Plan to keep voters safe and the election process moving forward in a safe, secure environment

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	256,669	268,000	268,000	277,000	9,000
Purchased Services	25,543	22,600	137,001	33,600	11,000
Internal Services	45,640	49,830	49,830	42,100	(7,730)
Other Charges	3,785	13,200	14,208	13,200	-
Supplies	3,285	5,600	5,600	5,600	-
Expenditure Category Total:	\$ 334,922	\$ 359,230	\$ 474,639	\$ 371,500	\$ 12,270

Division Summary

Voter Registration & Elections	334,922	359,230	474,639	371,500	12,270
Division Summary Total:	\$ 334,922	\$ 359,230	\$ 474,639	\$ 371,500	\$ 12,270

BUDGET HIGHLIGHTS

Changes include \$11,000 for state mandated election security hardware and software and standard adjustments to salaries, benefits and internal service charges.

VOTER REGISTRATION & ELECTIONS

Voter Registration & Elections

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

City Council Priority & Goal

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

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Efficiency (Workload) # of elections held (federal / state / local)	1 / 0 / 1	1 / 1 / 1	1 / 0 / 1	1 / 1 / 1	1 / 1 / 1
Outcome (Effectiveness) # of Eligible Voters / # of Registered Voters / % Average Voter Turnout	32,500 / 21,910 / 32.65%	30,305 / 21,916 / 30.94%	33,100 / 23,000 / 51%	33,100 / 23,490 / 72.2%	33,100 / 23,000 / 42%
Outcome (Effectiveness) Recruit and maintain at least 80 qualified Election Officials in six precincts	115	100	125	125	100
Efficiency (Workload) # of candidates / issues maintained on file	28 / 2	23 / 1	34 / 1	25 / 3	25 / 0

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	256,669	268,000	268,000	277,000	9,000
Purchased Services	25,543	22,600	137,001	33,600	11,000
Internal Services	45,640	49,830	49,830	42,100	(7,730)
Other Charges	3,785	13,200	14,208	13,200	-
Supplies	3,285	5,600	5,600	5,600	-
Expenditure Category Total:	\$ 334,922	\$ 359,230	\$ 474,639	371,500	\$ 12,270

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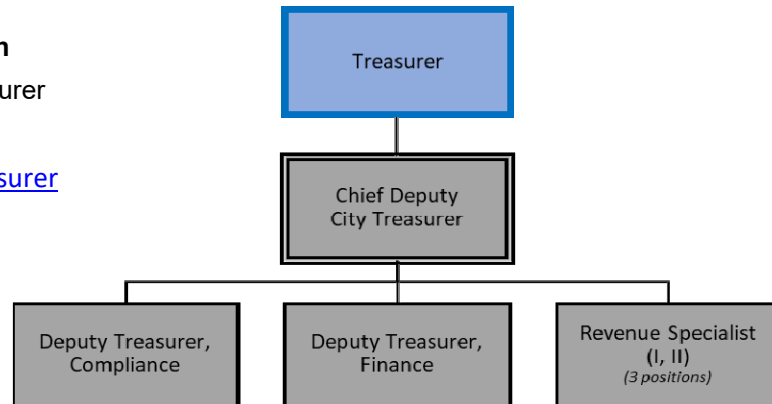


Department Information

Patricia Richie-Folks, Treasurer

(703) 257-8246

www.manassascity.org/treasurer



Budget

FY 2022

Over (Under)

Adopted

FY 2021

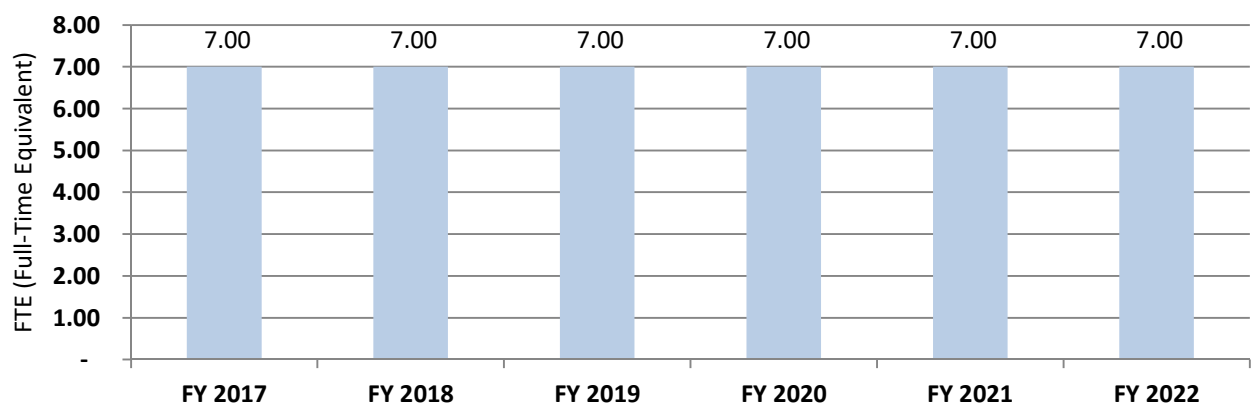
Adopted
FY 2021

Amended
FY 2021

Budget
FY 2022

	#	FTE	#	FTE	#	FTE	#	FTE
TREASURER								
City Treasurer	1	1.00	1	1.00	1	1.00	-	-
Chief Deputy City Treasurer	1	1.00	1	1.00	1	1.00	-	-
Deputy Treasurer, Compliance	1	1.00	1	1.00	1	1.00	-	-
Deputy Treasurer, Finance	1	1.00	1	1.00	1	1.00	-	-
Revenue Specialist (I, II)	3	3.00	3	3.00	3	3.00	-	-
DEPARTMENT TOTAL	7	7.00	7	7.00	7	7.00	-	-

Treasurer Staffing History



MISSION STATEMENT

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

PRIOR YEAR ACCOMPLISHMENTS

- Implemented new banking services
- All services under Invoice Cloud implemented
- Continuing with TASC for collections
- Finished all courses for Certification for Masters in Governmental Treasury (MGT)

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	660,817	694,500	694,500	708,500	14,000
Purchased Services	70,546	66,320	66,457	66,320	-
Internal Services	103,289	97,830	97,830	100,620	2,790
Other Charges	24,009	26,400	26,400	26,400	-
Supplies	5,024	5,000	5,000	5,000	-
Expenditure Category Total:	\$ 863,685	\$ 890,050	\$ 890,187	\$ 906,840	\$ 16,790

Division Summary

Treasurer	863,685	890,050	890,187	906,840	16,790
Division Summary Total:	\$ 863,685	\$ 890,050	\$ 890,187	\$ 906,840	\$ 16,790

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-1
• Collect, deposit, and invest City funds within 24 hours or less of receipt	Sustaining Excellence	SE-1
• Increase Return on Investments	Sustaining Excellence	SE-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Efficiency (Workload) % of total real estate tax collection to tax levy / % of delinquent taxes to tax levy	98.15% / 2.54%	98.40% / 2.50%	99.00% / 2.50%	99.00% / 2.00%	99.00% / 2.00%
Input (Workload) # of payments processed / % of processed payments that are taxes	111,281 / 65.00%	132,626 / 67.76%	142,000 / 72.00%	142,000 / 72.00%	136,000 / 68.00%
Efficiency (Workload) # of Citizen Self Service payments processed	19,218	24,015	19,250	19,250	25,000
Outcome (Effectiveness) Freedom Bank CDARS / Freedom Bank CD / VIP Liquidity Fund	2.60% / 1.36% / 2.41%	1.47% / 4.21% / 0.46%	2.60% / 1.36% / 2.41%	2.60% / 1.36% / 2.41%	1.47% / 4.00% / 0.46%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	660,817	694,500	694,500	708,500	14,000
Purchased Services	70,546	66,320	66,457	66,320	-
Internal Services	103,289	97,830	97,830	100,620	2,790
Other Charges	24,009	26,400	26,400	26,400	-
Supplies	5,024	5,000	5,000	5,000	-
Expenditure Category Total:	\$ 863,685	\$ 890,050	\$ 890,187	906,840	\$ 16,790

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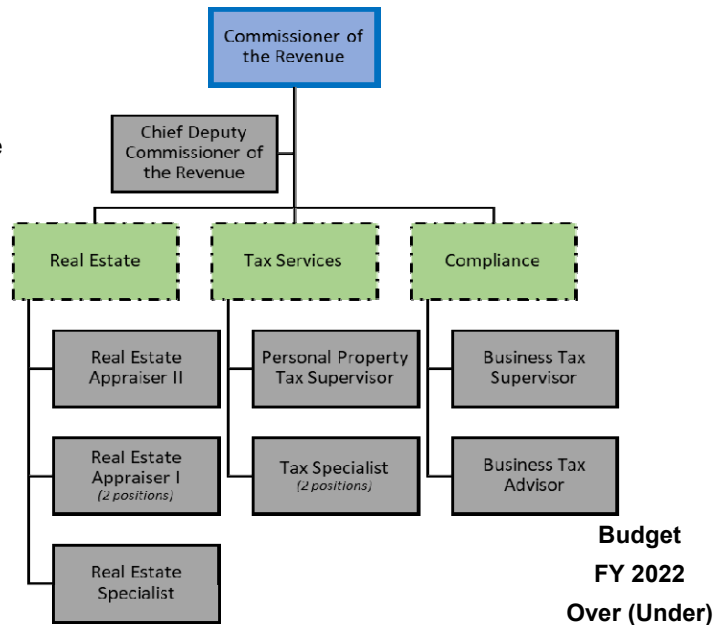
COMMISSIONER OF THE REVENUE

Department Information

Doug Waldron, Commissioner of the Revenue

(703) 257-8220

www.manassascity.org/cor

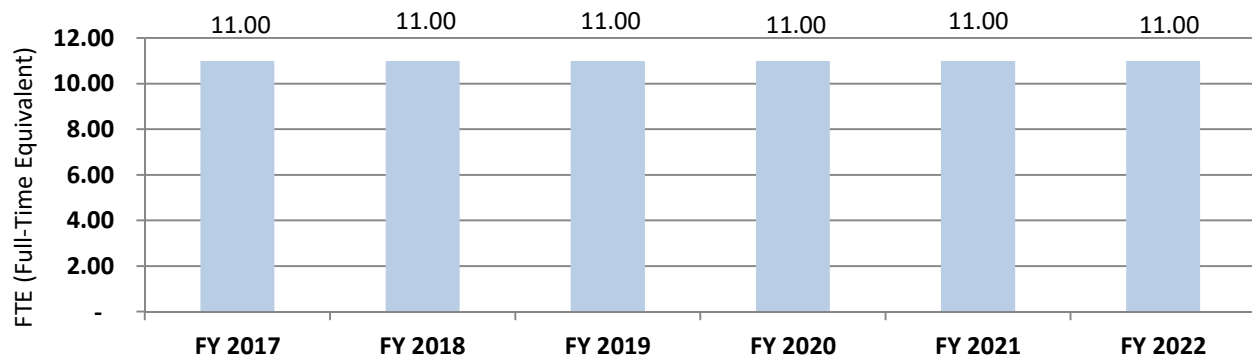


Budget
FY 2022

Over (Under)

	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
COMMISSIONER OF THE REVENUE								
Commissioner of the Revenue	1	1.00	1	1.00	1	1.00	-	-
Chief Deputy Commissioner of the Revenue	1	1.00	1	1.00	1	1.00	-	-
Real Estate Appraiser II	1	1.00	1	1.00	1	1.00	-	-
Real Estate Appraiser I	2	2.00	2	2.00	2	2.00	-	-
Real Estate Specialist	1	1.00	1	1.00	1	1.00	-	-
Personal Property Tax Supervisor	1	1.00	1	1.00	1	1.00	-	-
Tax Specialist	2	2.00	2	2.00	2	2.00	-	-
Business Tax Supervisor	1	1.00	1	1.00	1	1.00	-	-
Business Tax Auditor	1	1.00	1	1.00	1	1.00	-	-
DEPARTMENT TOTAL	11	11.00	11	11.00	11	11.00	-	-

Commissioner of the Revenue Staffing History



COMMISSIONER OF THE REVENUE

MISSION STATEMENT

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

PRIOR YEAR ACCOMPLISHMENTS

- The Commissioner of the Revenue completed all requirements and received his Master COR recertification
- The Chief Deputy Commissioner of Revenue completed all requirements and received her Master DCOR recertification
- Completed the Real Estate reassessment and mailed assessments 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
- Received office Accreditation for the second year, meeting the highest standards of professionalism through the Commissioners of the Revenue Association of Virginia

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	1,111,974	1,184,300	1,184,300	1,236,300	52,000
Purchased Services	9,478	7,485	7,348	7,485	-
Internal Services	236,658	260,600	260,600	258,680	(1,920)
Other Charges	11,611	20,325	20,725	20,325	-
Supplies	4,897	12,600	12,600	12,600	-
Expenditure Category Total:	\$ 1,374,618	\$ 1,485,310	\$ 1,485,573	\$ 1,535,390	\$ 50,080

Division Summary

Administration	541,739	607,060	607,323	616,140	9,080
Real Estate	349,451	407,650	407,650	418,650	11,000
Tax Services	273,224	267,950	267,950	283,950	16,000
Compliance	209,435	200,350	200,350	214,350	14,000
Board of Equalization	769	2,300	2,300	2,300	-
Division Summary Total:	\$ 1,374,618	\$ 1,485,310	\$ 1,485,573	\$ 1,535,390	\$ 50,080

BUDGET HIGHLIGHTS

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

COMMISSIONER OF THE REVENUE

Administration

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

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

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) Average assessment to market level validated by a state ratio study	89%	88%	94%	92%	93%
Outcome (Effectiveness) # of real estate assessment appeals / % of time the Board of Equalization upheld the assessment	5 / 80%	1 / 100%	5 / 85%	2 / 100%	10 / 90%
Output (Actions Taken) # of business licenses issued	2,443	2,374	2,500	2,350	2,400
Output (Actions Taken) # of field audits / # of desk audits	39 / 183	42 / 148	45 / 150	45 / 150	45 / 150

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	290,652	331,000	331,000	342,000	11,000
Purchased Services	3,152	1,985	1,848	1,985	-
Internal Services	236,658	260,600	260,600	258,680	(1,920)
Other Charges	10,641	11,675	12,075	11,675	-
Supplies	636	1,800	1,800	1,800	-
Expenditure Category Total:	\$ 541,739	\$ 607,060	\$ 607,323	616,140	\$ 9,080

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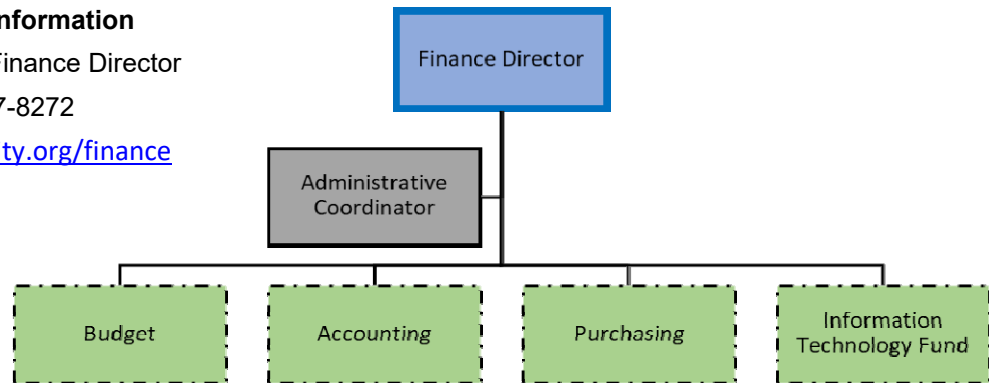


Department Information

Diane Bergeron, Finance Director

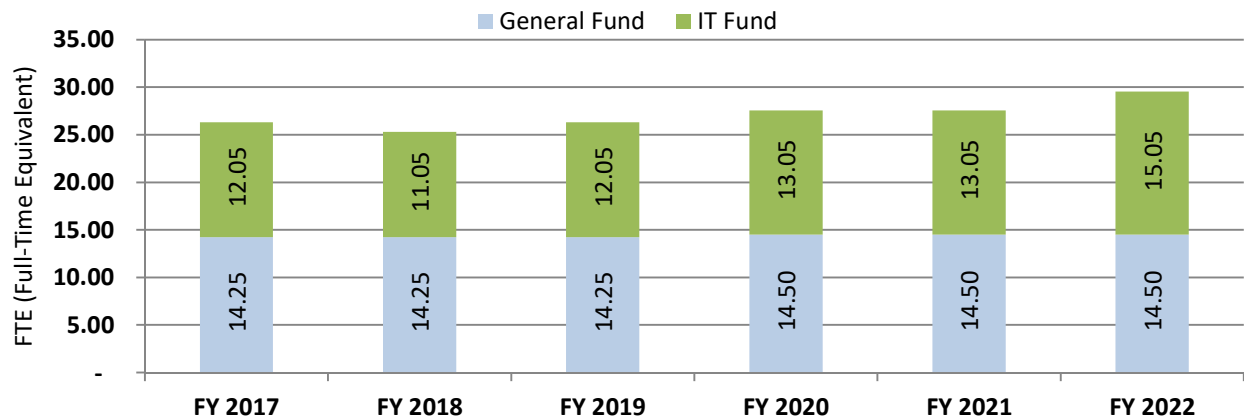
(703) 257-8272

www.manassascity.org/finance



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
FINANCE								
Finance Director	1	1.00	1	1.00	1	1.00	-	-
Administrative Coordinator	1	1.00	1	1.00	1	1.00	-	-
<i>Budget</i>	2	2.00	2	2.00	2	2.00	-	-
<i>Accounting</i>	6	5.50	6	5.50	6	5.50	-	-
<i>Purchasing</i>	5	5.00	5	5.00	5	5.00	-	-
<i>Information Technology Fund</i>	14	13.05	15	14.05	16	15.05	2	2.00
DEPARTMENT TOTAL	29	27.55	30	28.55	31	29.55	2	2.00

Finance Staffing History



MISSION STATEMENT

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

PRIOR YEAR ACCOMPLISHMENTS

- Administered \$7.1 million of CARES Act Grant funds
- Increased fund balance from 15% to 20% of General Fund revenues
- Received clean audit opinion for FY 2020 Audit
- Received GFOA Certificate of Achievement for Excellence in Financial Reporting for FY 2019 Annual Report
- Received GFOA Distinguished Budget Presentation Award for FY 2020 Budget Document
- Facilitated issuance of Public Safety Facility construction contract
- Procured supplies and established a Pandemic Supplies Warehouse for City Employees
- Developed remote capabilities for City business continuity in response to the Pandemic
- Deployed Remote 911 Dispatch infrastructure
- Implemented a citywide Cyber Security Awareness Training Program
- Completed a major MUNIS System upgrade
- Developed COVID Situational Dashboard, Restaurant Outdoor Seating App, Food Resources App, Testing Sites App
- Created GIS data to support the NextGen 911 deployment requirements
- Created interactive tools for 2040 Comprehensive Plan and Manassas 2025 Five Year Strategic Action Plan

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	1,308,960	1,753,300	1,753,300	1,775,300	22,000
Purchased Services	18,901	26,400	35,450	26,400	-
Internal Services	313,733	231,840	731,840	223,410	(8,430)
Other Charges	12,362	38,000	39,086	38,000	-
Supplies	3,960	13,000	13,000	13,000	-
Expenditure Category Total:	\$ 1,657,916	\$ 2,062,540	\$ 2,572,676	\$ 2,076,110	\$ 13,570

Division Summary

Administration	388,108	357,250	866,300	365,810	8,560
Budget	172,086	304,560	304,560	295,270	(9,290)
Accounting	588,462	767,860	767,860	764,190	(3,670)
Purchasing	509,260	632,870	633,956	650,840	17,970
Division Summary Total:	\$ 1,657,916	\$ 2,062,540	\$ 2,572,676	\$ 2,076,110	\$ 13,570

BUDGET HIGHLIGHTS

Changes include the addition of one full-time IT Security Administrator to support cybersecurity mandates and the transfer of the GIS Analyst position from Engineering in FY21. These position changes are in the IT Fund. Other 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 (no less than 15% of revenues)	Sustaining Excellence	SE-3

SERVICE EFFORTS AND MEASURES

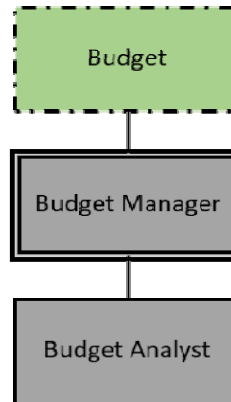
Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) Clean Audit / # of Findings	Yes / 1	Yes / 0	Yes / 0	Yes / 0	Yes / 0
Outcome (Effectiveness) Bond Rating (Standard & Poors / Moody's)	AAA / Aa1	AAA / Aa1	AAA / Aa1	AAA / Aa1	AAA / Aa1
Efficiency (Workload) # of Bond Issues Managed / \$ of Outstanding Bond Principal	12 / \$103 M	12 / \$145 M	12 / \$138 M	12 / \$138 M	12 / \$190 M
Outcome (Effectiveness) \$ of Fund Balance / % of Fund Balance (compared to policy of no less than 15%)	\$18.1 M / 15%	\$26.4 M / 20%	\$18.5 M / 15%	\$26.9 M / 20%	\$27.4 M / 20%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	280,972	310,000	310,000	318,000	8,000
Purchased Services	7,619	23,300	32,350	23,300	-
Internal Services	97,043	15,250	515,250	15,810	560
Other Charges	1,279	6,200	6,200	6,200	-
Supplies	1,195	2,500	2,500	2,500	-
Expenditure Category Total:	\$ 388,108	\$ 357,250	\$ 866,300	365,810	\$ 8,560

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		Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
		#	FTE	#	FTE	#	FTE	#	FTE
<i>Budget</i>									
Budget Manager		1	1.00	1	1.00	1	1.00	-	-
Budget Analyst		1	1.00	1	1.00	1	1.00	-	-
Division Total		2	2.00	2	2.00	2	2.00	-	-

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

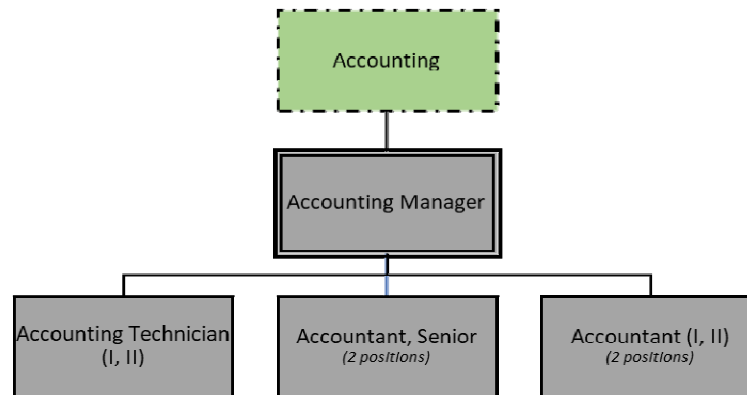
	City Council Priority & Goal	
• Produce Operating and Capital Improvement Program (CIP) budgets to ensure transparent use of public funds	Sustaining Excellence	SE-3
• Forecast and monitor expenditures and revenues to demonstrate the City's fiscal stewardship and accountability	Sustaining Excellence	SE-3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

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Efficiency (Workload) Total City Operating Budget requiring on-going forecasting / # of Programs monitored	\$346 M / 106	\$355 M / 106	\$377 M / 106	\$377 M / 106	\$382 M / 106
Efficiency (Workload) # of Five Year CIP projects requiring budget support / Total Five Year CIP Budget	93 / \$191 M	62 / \$114 M	57 / \$117 M	57 / \$117 M	67 / \$65 M
Outcome (Effectiveness) # of visits to the Budget page of the City website	1,850	1,517	3,000	3,000	3,000
Outcome (Effectiveness) Receive the GFOA Distinguished Budget Presentation Award / # of years receiving award	Yes / 14	Yes / 15	Yes / 16	Yes / 16	Yes / 17

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	110,477	245,000	245,000	248,000	3,000
Purchased Services	10,375	800	800	800	-
Internal Services	48,280	51,860	51,860	39,570	(12,290)
Other Charges	2,744	4,900	4,900	4,900	-
Supplies	210	2,000	2,000	2,000	-
Expenditure Category Total:	\$ 172,086	\$ 304,560	\$ 304,560	295,270	\$ (9,290)



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Accounting</i>								
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	-	-

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 (Annual Report), the Schedule of Expenditures of Federal Awards (SEFA), and the Virginia Auditor of Public Accounts (APA) annual financial transmittal form.

OBJECTIVES
City Council Priority & Goal

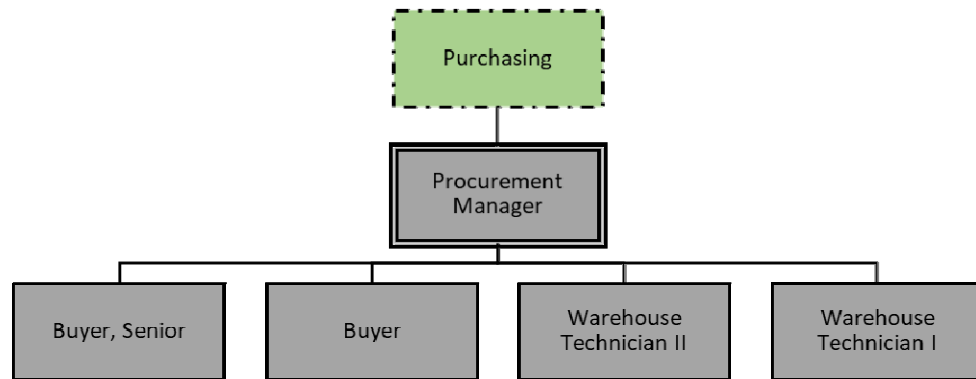
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|--|-----------------------|------|
| • Process accurate and timely payrolls and payment of vendor/supplier invoices | Sustaining Excellence | SE-2 |
| • Provide timely and relevant financial reporting information to City departments | Sustaining Excellence | SE-3 |
| • Issue the Annual Report, SEFA and APA Transmittal by December 15th (effective in FY20; Nov. 30th for FY19) and apply for the GFOA Annual Report award by December 31st | Sustaining Excellence | SE-3 |

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness)	486 /	492 /	490 /	492 /	492 /
Average # of invoices processed per week / % paid within 30 days of invoice date	93%	93%	93%	93%	93%
Efficiency (Workload)	498 /	501 /	501 /	510 /	510 /
Average # of employees paid biweekly / % paid without error	99%	99%	99%	99%	99%
Outcome (Effectiveness)	27 /	27 /	26 /	27 /	27 /
# of mandated reports / % completed on time	100%	100%	100%	100%	100%
Efficiency (Workload)	1,412 /	1,457 /	1,438 /	1,474 /	1,476 /
# of capital assets tracked / \$ net book value (excludes water, sewer, electric infrastructure, tracked separately by Utility Dept)	\$301 M	\$310 M	\$421 M	\$431 M	\$434 M

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	492,138	664,500	664,500	664,500	-
Purchased Services	610	1,200	1,200	1,200	-
Internal Services	91,870	86,960	86,960	83,290	(3,670)
Other Charges	2,808	12,700	12,700	12,700	-
Supplies	1,036	2,500	2,500	2,500	-
Expenditure Category Total:	\$ 588,462	\$ 767,860	\$ 767,860	764,190	\$ (3,670)



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Purchasing</i>								
Procurement Manager	1	1.00	1	1.00	1	1.00	-	-
Buyer, Senior	1	1.00	1	1.00	1	1.00	-	-
Buyer	1	1.00	1	1.00	1	1.00	-	-
Warehouse Technician 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	-	-

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 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Efficiency (Workload) # of processed requisitions / # of processed bids and proposals	706 / 24	746 / 31	710 / 30	726 / 28	730 / 30
Efficiency (Workload) # of processed purchase orders / total value	697 / \$26.3 M	612 / \$36.5 M	735 / \$35.0 M	654 / \$50.1 M	700 / \$35.0 M
Outcome (Effectiveness) # of formal procurement protests received / # upheld against the City	0 / 0	0 / 0	0 / 0	1 / 1	0 / 0
Input (Resources Utilized) Total value of inventoried items / # of unique items	\$2.4 M / 1,291	\$2.5 M / 1,260	\$2.5 M / 1,250	\$2.4 M / 1,260	\$2.4 M / 1,260

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	425,373	533,800	533,800	544,800	11,000
Purchased Services	297	1,100	1,100	1,100	-
Internal Services	76,540	77,770	77,770	84,740	6,970
Other Charges	5,531	14,200	15,286	14,200	-
Supplies	1,519	6,000	6,000	6,000	-
Expenditure Category Total:	\$ 509,260	\$ 632,870	\$ 633,956	650,840	\$ 17,970

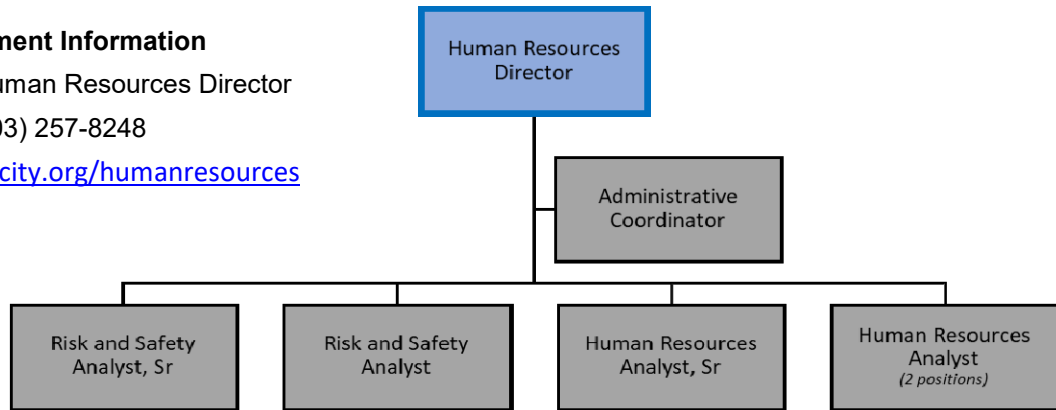
HUMAN RESOURCES

Department Information

Darla Hicks, Human Resources Director

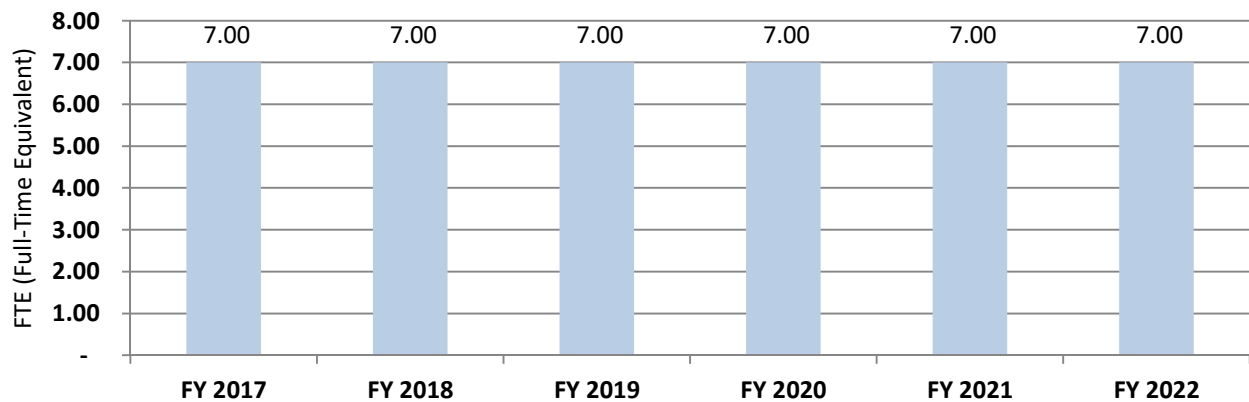
(703) 257-8248

www.manassascity.org/humanresources



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	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	-	-

Human Resources Staffing History



HUMAN RESOURCES

MISSION STATEMENT

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

PRIOR YEAR ACCOMPLISHMENTS

- Developed and implemented eWork Policy and associated Self-Certification Checklist, encouraging a flexible workplace future as we consider what our work styles may look like in a post-COVID world
- Served as strategic thought partner and advisor to departments on all COVID-related issues: revised Sick Leave – Pandemic policy; developed and implemented Return to Work Action Plan, Guide for Supervisors in Addressing Employee Illnesses, Guidance for Required Self-Monitoring and Digital Thermometer Use; enacted provisions in response to the Families First Coronavirus Response Act; facilitated a Childcare Expense Reimbursement program for eligible City employees
- Implemented the Virginia Dept of Labor & Industry's Emergency Temporary Standard; developed and provided mandatory training in compliance with the new regulations for all City of Manassas employees
- In coordination with GIS, developed a Risk Management & Safety reporting tool and dashboard to capture all employee injuries and accidents and facilitate an electronic reporting process
- Transformed HR and Risk Management's business processes and practices to meet modern-day human capital management and human resources operational challenges now and in the future: implemented virtual interviewing techniques and processes, developed a virtual on-boarding and orientation process with paperless initiatives to collect new hire paperwork
- Enhanced the use of a document management system to convert employee personnel files into electronic records easily retrievable with appropriate credentialing

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	914,840	1,157,220	1,157,220	1,180,220	23,000
Purchased Services	45,273	128,000	628,000	128,000	-
Internal Services	88,936	76,800	76,800	116,320	39,520
Other Charges	435,431	567,630	667,630	567,630	-
Supplies	13,168	16,780	17,370	16,780	-
Expenditure Category Total:	\$ 1,497,648	\$ 1,946,430	\$ 2,547,020	\$ 2,008,950	\$ 62,520

Division Summary

Administration	692,831	854,850	1,455,440	906,370	51,520
Mail Room & Reception	(17,728)	87,200	87,200	87,200	-
Risk Management	612,180	722,750	722,750	733,750	11,000
Benefits & Awards	210,365	281,630	281,630	281,630	-
Division Summary Total:	\$ 1,497,648	\$ 1,946,430	\$ 2,547,020	\$ 2,008,950	\$ 62,520

BUDGET HIGHLIGHTS

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

HUMAN RESOURCES

Administration

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

	City Council Priority & Goal	
• 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 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) % of ethnic minority employees in City workforce / % of female employees in City workforce	26% / 39%	26% / 38%	25% / 40%	25% / 40%	25% / 40%
Outcome (Effectiveness) % of open positions filled by internal candidates	47%	35%	40%	40%	40%
Outcome (Effectiveness) Employee turnover rates / National turnover rates	8% / 11%	15% / 20%	8% / 11%	8% / 11%	8% / 11%
Outcome (Effectiveness) % of employees without lost time due to accidents / Injury Experience Modifier	75% / 1.12	92.41% / 1.11	90% / 1.11	90% / 1.14	90% / 1.13

DIVISION EXPENDITURE OVERVIEW

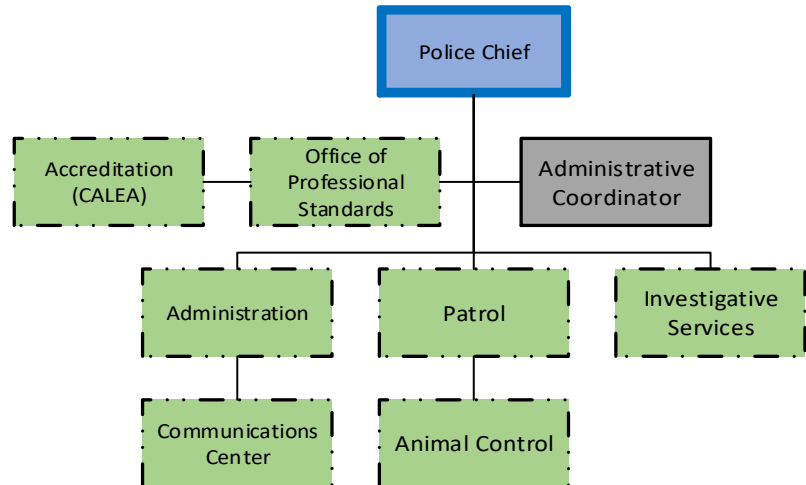
Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	553,281	638,000	638,000	650,000	12,000
Purchased Services	26,981	94,200	594,200	94,200	-
Internal Services	88,010	76,800	76,800	116,320	39,520
Other Charges	19,364	33,350	133,350	33,350	-
Supplies	5,195	12,500	13,090	12,500	-
Expenditure Category Total:	\$ 692,831	\$ 854,850	\$ 1,455,440	906,370	\$ 51,520

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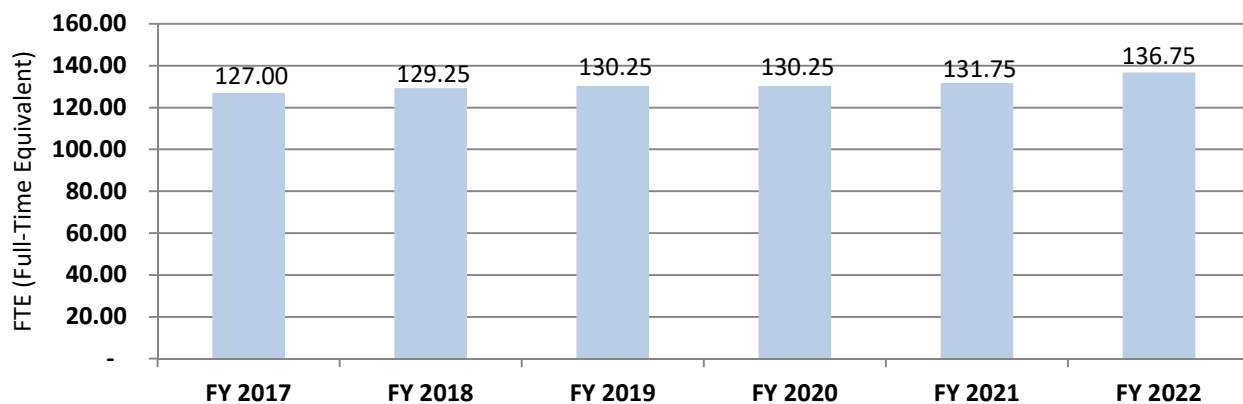
Department Information

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



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
POLICE								
Administration	23	21.50	27	25.50	29	27.50	6	6.00
Patrol Services	74	72.75	73	71.75	73	71.75	(1)	(1.00)
Investigative Services	17	17.00	17	17.00	17	17.00	-	-
Communications Center	15	14.50	15	14.50	15	14.50	-	-
Animal Control	7	6.00	7	6.00	7	6.00	-	-
DEPARTMENT TOTAL	136	131.75	139	134.75	141	136.75	5	5.00

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 (June 2020), Gold standard with Excellence reaffirmed four consecutive cycles
- Ten (10) Police Officers successfully completed the Northern Virginia Criminal Justice Academy, with nine (9) completing Field Training
- Six (6) Recruits scheduled to attend the academy in January 2021
- Introduction of Wellness Unit and expansion of Peer Support Team
- OSSI upgrades including introduction of online reporting
- Personnel reorganization to better suit Department needs
- Groundbreaking on new Public Safety Facility in September 2020
- Remote 911 Dispatch Stations deployed, giving the ability for PSCC employees to work from home to promote social distancing

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	12,854,607	13,521,490	14,047,801	13,809,850	288,360
Purchased Services	193,743	183,410	283,410	199,860	16,450
Internal Services	2,616,135	2,689,950	2,904,604	2,757,160	67,210
Other Charges	447,610	434,340	443,340	427,730	(6,610)
Supplies	269,039	281,140	343,959	271,300	(9,840)
Capital	-	-	17,735	-	-
Expenditure Category Total:	\$ 16,381,134	\$ 17,110,330	\$ 18,040,849	\$ 17,465,900	\$ 355,570

Division Summary

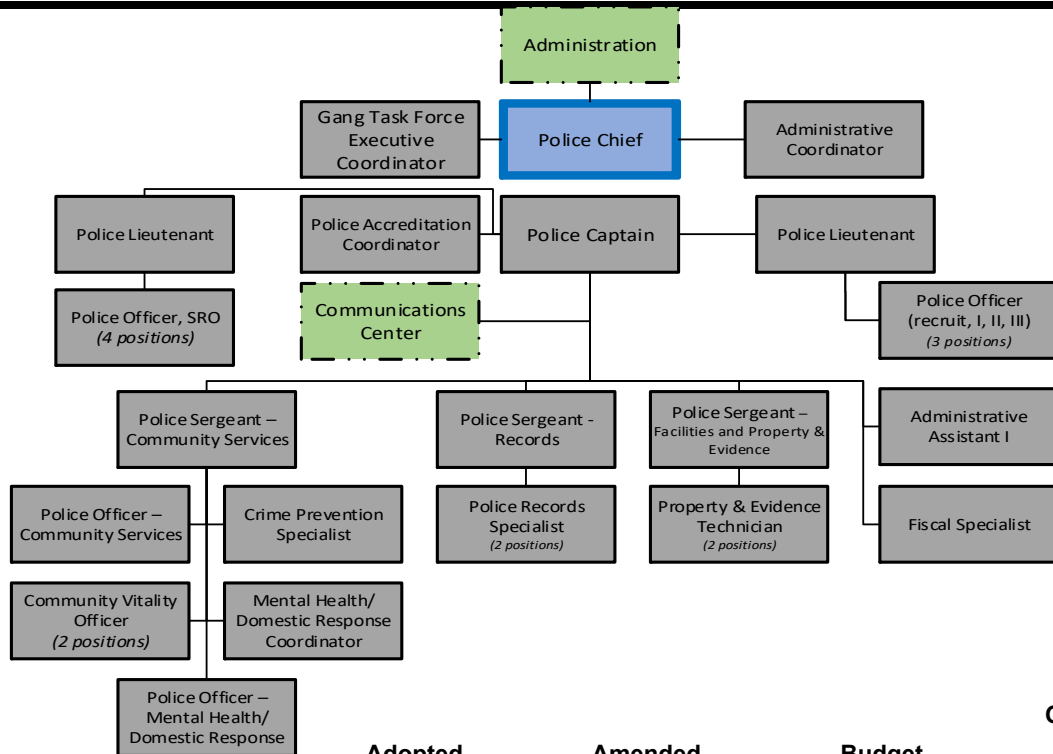
Administration	5,094,837	5,357,680	5,511,656	5,446,470	88,790
Patrol Services	7,533,663	7,766,960	7,766,960	7,980,070	213,110
Investigative Services	1,479,175	1,561,980	1,566,280	1,583,090	21,110
Communications Center	1,171,247	1,300,990	1,300,990	1,322,610	21,620
Animal Control	552,136	657,900	657,900	648,840	(9,060)
E-Summons Effort	19,015	30,000	30,000	30,000	-
Gang Task Force	223,485	173,820	173,820	187,820	14,000
ICAC Task Force	93,039	101,000	126,000	107,000	6,000
Police Grants	214,537	160,000	907,243	160,000	-
Division Summary Total:	\$ 16,381,134	\$ 17,110,330	\$ 18,040,849	\$ 17,465,900	\$ 355,570

BUDGET HIGHLIGHTS

Changes include the addition of two positions to address mandates related to Mental Health/Domestic Response services as well as standard adjustments to salaries, benefits and internal service charges.

POLICE

Administration



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Administration</i>								
Police Chief	1	1.00	1	1.00	1	1.00	-	-
Police Captain	1	1.00	1	1.00	1	1.00	-	-
Police Lieutenant	1	1.00	2	2.00	2	2.00	1	1.00
Police Sergeant	3	3.00	3	3.00	3	3.00	-	-
Police Officer (recruit, I, II, III)	4	4.00	4	4.00	4	4.00	-	-
Police Officer (recruit, I, II, III) School Resource Officer	3	2.50	4	3.50	4	3.50	1	1.00
Police Officer (recruit, I, II, III) COPS Grant	-	-	2	2.00	2	2.00	2	2.00
Police Officer (recruit, I, II, III) Mental Health/Domestic	-	-	-	-	1	1.00	1	1.00
Mental Health/Domestic Case Coordinator	-	-	-	-	1	1.00	1	1.00
Crime Prevention Specialist	1	1.00	1	1.00	1	1.00	-	-
Police Accreditation Coordinator	1	1.00	1	1.00	1	1.00	-	-
Property & Evidence Technician	2	1.50	2	1.50	2	1.50	-	-
Police Records Specialist	2	2.00	2	2.00	2	2.00	-	-
Gang Task Force Executive Coordinator Restricted/Grant	1	0.75	1	0.75	1	0.75	-	-
Administrative Coordinator	1	1.00	1	1.00	1	1.00	-	-
Administrative Assistant 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	23	21.50	27	25.50	29	27.50	6	6.00

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	Sustaining Excellence	SE-4
• 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

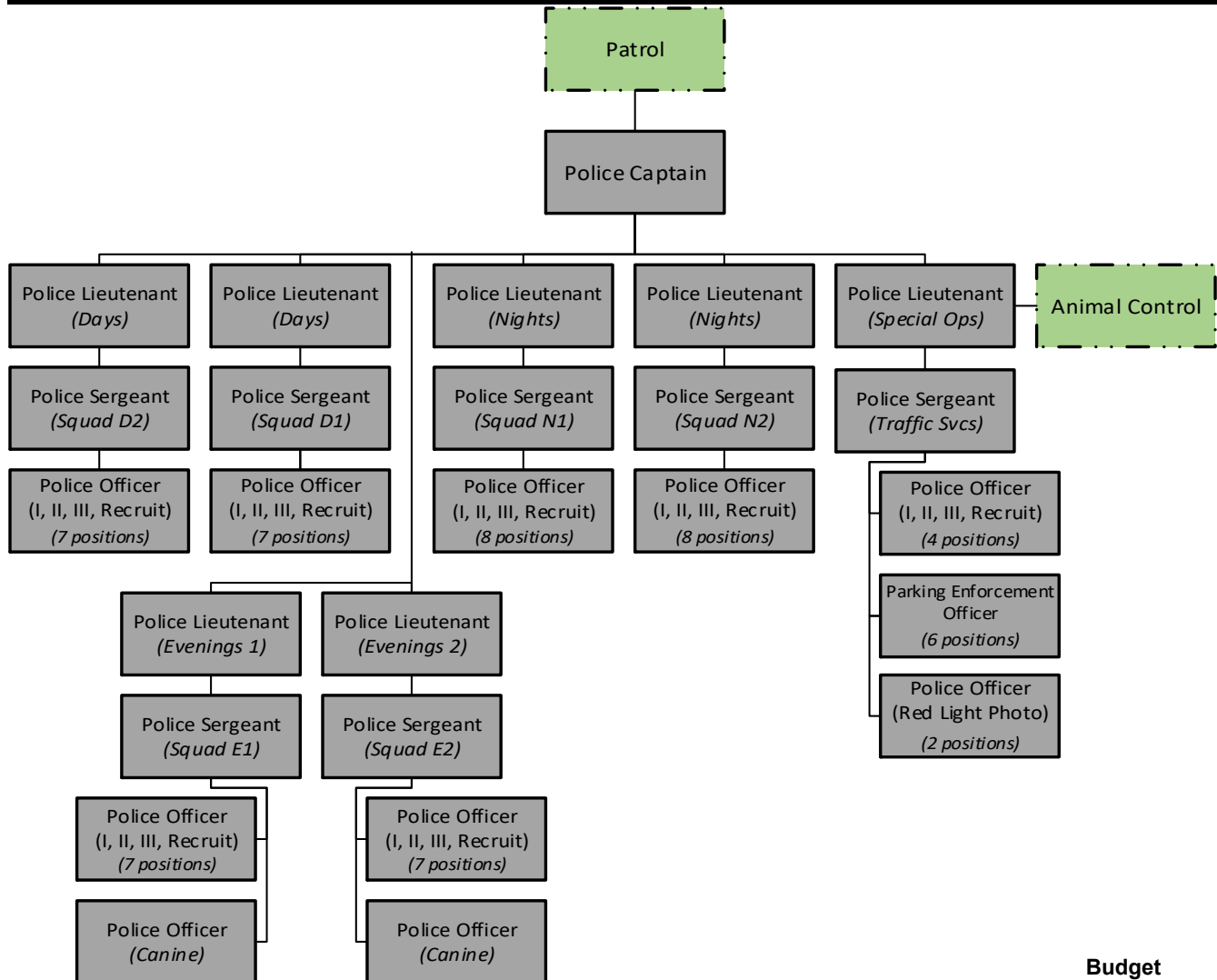
Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Output (Actions Taken) Minimum # of hours required per officer to meet basic training mandates / % of compliance	123 hrs / 100%	124 hrs / 100%	123 hrs / 100%	125 hrs / 100%	125 hrs / 100%
Output (Actions Taken) % of total completion of the construction phase of the new Public Safety building	N/A	N/A	40% / 100%	40% / 100%	95% / 100%
Outcome (Effectiveness) # of qualified applicants / # of applicants hired	22 / 6	17 / 12	20 / 8	18 / 12	15 / 8
Outcome (Effectiveness) Total # of applicants that applied / # of applicants that started process and qualified to continue	440 / 374	329 / 278	670 / 569	390 / 303	600 / 510

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	2,043,965	2,193,280	2,193,280	2,225,280	32,000
Purchased Services	118,464	118,250	218,250	118,250	-
Internal Services	2,484,803	2,545,840	2,607,378	2,613,050	67,210
Other Charges	278,601	289,160	289,160	287,830	(1,330)
Supplies	169,004	211,150	203,588	202,060	(9,090)
Expenditure Category Total:	\$ 5,094,837	\$ 5,357,680	\$ 5,511,656	5,446,470	\$ 88,790

POLICE

Patrol Services



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Patrol Services</i>								
Police Captain	1	1.00	1	1.00	1	1.00	-	-
Police Lieutenant	8	8.00	7	7.00	7	7.00	(1)	(1.00)
Police Sergeant	7	7.00	7	7.00	7	7.00	-	-
Police Officer (I, II, III, recruit)	50	50.00	50	50.00	50	50.00	-	-
Police Officer (I, II, III, recruit) Red Light Photo Enforcement	2	1.50	2	1.50	2	1.50	-	-
Parking Enforcement Officer	6	5.25	6	5.25	6	5.25	-	-
Division Total	74	72.75	73	71.75	73	71.75	(1)	(1.00)

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

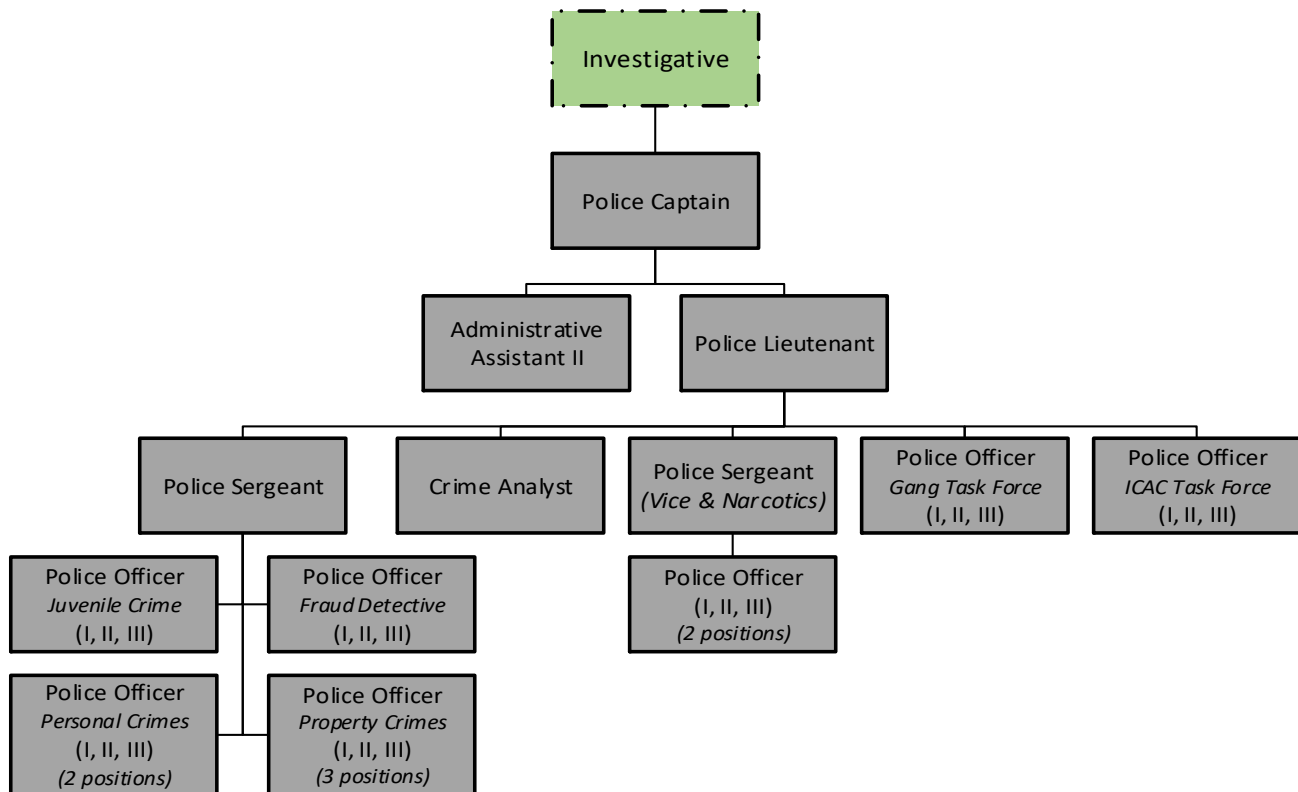
	City Council Priority & Goal	
• Maintain criminal and traffic enforcement and education efforts to enhance public safety	Sustaining Excellence	SE-4
• Continue to focus on Community Policing through collaborative problem solving with neighborhood teams, HOA's, and property managers	Community Vitality	CV-5
• Enhance public safety through the thorough investigation of cases assigned to the Patrol Division	Community Vitality	CV-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Input (Workload) # of traffic details and community (traffic) related encounters / # of citations	1,265 / 6,023 citations	3,291 / 5,993 citations	1,290 / 6,144 citations	4,200 / 4,024 citations	4,000 / 6,000 citations
Input (Workload) # of criminal arrests (adults and juveniles) / # of Incident Based Reports	2,296 arrests / 5,112	2,013 arrests / 4,865	2,300 arrests / 5,000	1,708 arrests / 5,504	2,000 arrests / 5,500
Outcome (Effectiveness) Unit reaction times for priority 1: emergency and priority 2: serious (minutes:seconds)	1) 4:02 2) 7:30	1) 4:40 2) 9:23	1) 4:00 2) 9:00	1) 4:00 2) 9:00	1) 4:00 2) 9:00
Input (Workload) # of cases assigned to the Patrol Division that were closed, by arrest / # of cases	732 / 4,264	764 / 4,295	900 / 5,000	828 / 4,204	850 / 4,300

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	7,488,114	7,710,150	7,710,150	7,922,150	212,000
Purchased Services	8,194	11,800	11,800	13,050	1,250
Other Charges	13,135	14,460	14,460	14,370	(90)
Supplies	24,220	30,550	30,550	30,500	(50)
Expenditure Category Total:	\$ 7,533,663	\$ 7,766,960	\$ 7,766,960	7,980,070	\$ 213,110



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Investigative Services</i>								
Police Captain	1	1.00	1	1.00	1	1.00	-	-
Police Lieutenant	1	1.00	1	1.00	1	1.00	-	-
Police Sergeant	2	2.00	2	2.00	2	2.00	-	-
Police Officer (I, II, III, recruit)	9	9.00	9	9.00	9	9.00	-	-
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	17	17.00	17	17.00	17	17.00	-	-

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

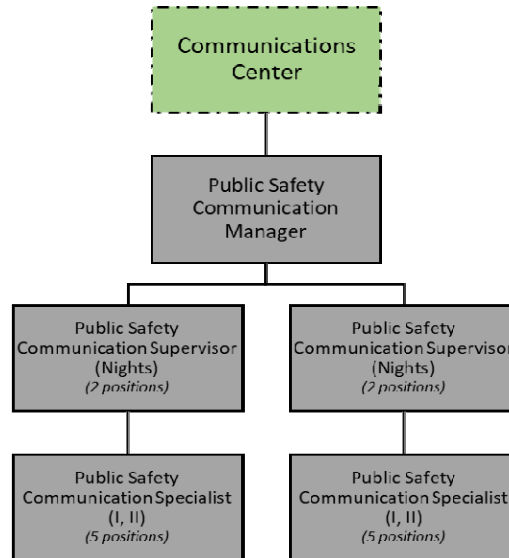
	City Council Priority & Goal	
• Enhance public safety through the thorough investigation of all crimes committed in the City	Sustaining Excellence	SE-4
• Enhance public safety through the thorough investigation of Part I and Part II (Homicide, Rape, Robbery, Aggravated Assault) crimes while maintaining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

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Output (Actions Taken) # of cases assigned to Detectives that were closed / # of cases	194 / 462	184 / 543	190 / 500	195 / 500	170 / 520
Output (Actions Taken) Total # of case closures for Part I and Part II crimes / total # of Part I and Part II cases / compared to national average of 39.6%	21 / 33 / 64%	17 / 35 / 49%	16 / 30 / 51%	41 / 80 / 51%	41 / 80 / 51%
Input (Workload) # of City criminal cases assigned to the Gang Task Force / total # of community education programs	32 / 2	53 / 2	59 / 4	66 / 5	68 / 7
Input (Workload) # of City criminal cases assigned to the Vice & Narcotics Unit / total # of community education programs	33 / 11	39 / 2	42 / 3	45 / 4	47 / 6

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	1,440,359	1,527,760	1,527,760	1,542,120	14,360
Purchased Services	21,538	15,860	15,860	23,380	7,520
Other Charges	11,869	11,060	11,060	10,990	(70)
Supplies	5,409	7,300	11,600	6,600	(700)
Expenditure Category Total:	\$ 1,479,175	\$ 1,561,980	\$ 1,566,280	1,583,090	\$ 21,110



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Communications Center</i>								
Public Safety Communications Manager	1	1.00	1	1.00	1	1.00	-	-
Public Safety Communications Supervisor	4	4.00	4	4.00	4	4.00	-	-
Public Safety Communications Specialist (I, II)	10	9.50	10	9.50	10	9.50	-	-
Division Total	15	14.50	15	14.50	15	14.50	-	-

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

	City Council Priority & Goal	
• 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-3
• Ensure staff accuracy levels and improve public safety by conducting periodic audits of the Computer Aided Dispatch (CAD) system	Sustaining Excellence	SE-4
• Ensure VCIN / NCIC entry accuracy as required by the Virginia State Police audit (completed every three years)	Sustaining Excellence	SE-3

SERVICE EFFORTS AND MEASURES

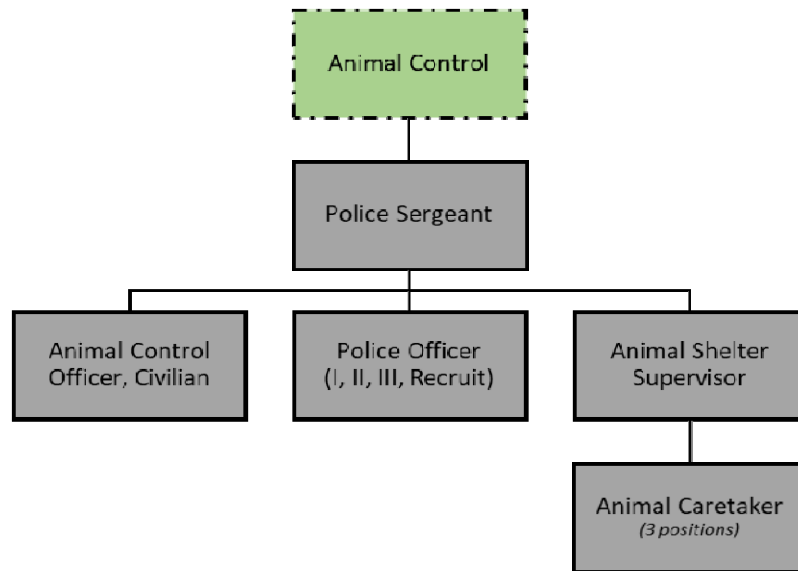
Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) # of 911 calls answered within 20 seconds	6,916 / 100%	6,956 / 99.77%	8,500 / 100%	9,042 / 100%	11,755 / 100%
Input (Workload) # of total calls for service entered into CAD	56,371	64,745	68,000	74,800	82,280
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) 1:28 2) 1:48	1) 1:23 2) 2:00	1) 1:45 2) 3:00	1) 1:45 2) 2:30	1) 1:45 2) 2:30
Outcome (Effectiveness) % of compliance check of VCIN / NCIC entries required by Virginia State Police	88%	99%	100%	100%	100%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	1,031,444	1,180,630	1,180,630	1,199,630	19,000
Purchased Services	6,319	5,500	5,500	13,180	7,680
Other Charges	131,068	110,160	110,160	105,100	(5,060)
Supplies	2,416	4,700	4,700	4,700	-
Expenditure Category Total:	\$ 1,171,247	\$ 1,300,990	\$ 1,300,990	1,322,610	\$ 21,620

POLICE

Animal Control



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Animal Control</i>								
Police Sergeant	1	1.00	1	1.00	1	1.00	-	-
Police Officer (I, II, III, recruit)	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-5
• Maintain sheltering service within Virginia state and DEA mandated guidelines to provide healthy adoptable animals through a customer friendly facility	Sustaining Excellence	SE-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Input (Workload) # of calls for service / # of animals handled	1,699 / 1,127	1,051 / 869	1,800 / 900	1,200 / 1,000	1,200 / 1,000
Efficiency (Workload) # of animal bite complaints / % of suspect animals in compliance with licensing / % of follow up on compliance	89 / 79% / 97%	58 / 71% / 93%	80 / 70% / 100%	65 / 70% / 100%	65 / 70% / 100%
Output (Actions Taken) % of animals adopted (national average is 36%)	87%	91%	80%	85%	85%
Outcome (Effectiveness) % compliance with elements (animals on premises, enclosures, facility areas, euthanasia methods) checked in State and DEA inspection / state average	100% / 55%	100% / 68%	100% / 75%	100% / 75%	100% / 75%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	460,355	565,050	565,050	556,050	(9,000)
Purchased Services	3,887	5,000	5,000	5,000	-
Internal Services	79,740	77,400	77,400	77,400	-
Other Charges	3,932	4,300	4,300	4,240	(60)
Supplies	4,222	6,150	6,150	6,150	-
Expenditure Category Total:	\$ 552,136	\$ 657,900	\$ 657,900	648,840	\$ (9,060)

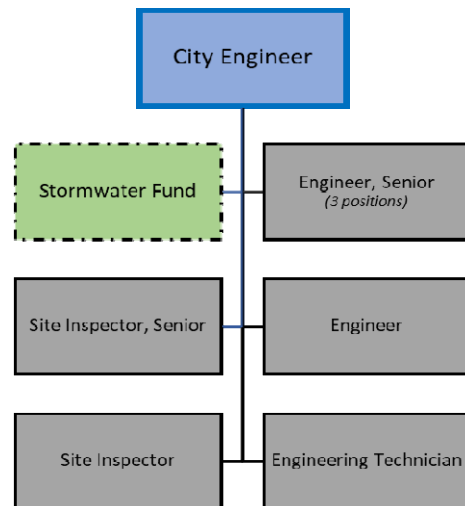
ENGINEERING

Department Information

Lance Kilby, City Engineer

(703) 257-8251

www.manassascity.org/245/Engineering-Department



Budget

FY 2022

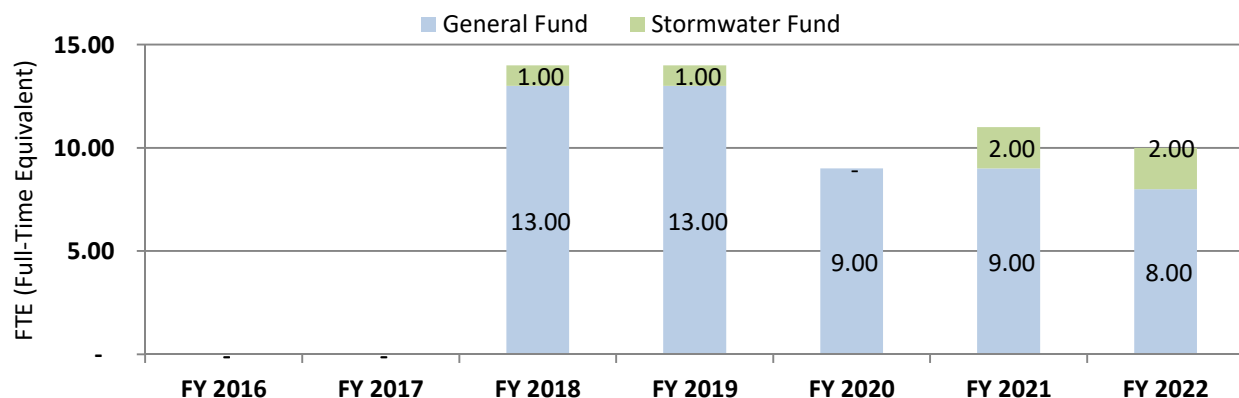
Over (Under)

Adopted

FY 2021

	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
ENGINEERING								
City Engineer	1	1.00	1	1.00	1	1.00	-	-
Engineer, Senior	1	1.00	2	2.00	2	2.00	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)
Associate Engineer	1	1.00	-	-	-	-	(1)	(1.00)
Site Inspector, Senior	1	1.00	1	1.00	1	1.00	-	-
Site Inspector	1	1.00	1	1.00	1	1.00	-	-
Engineering Technician	1	1.00	1	1.00	1	1.00	-	-
Stormwater Fund	2	2.00	2	2.00	2	2.00	-	-
DEPARTMENT TOTAL	11	11.00	10	10.00	10	10.00	(1)	(1.00)

Engineering Staffing History



MISSION STATEMENT

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

PRIOR YEAR ACCOMPLISHMENTS

- Sudley Road NB Third Lane (T-015) – federal environmental process underway, 90% design plans completed. Now project will be a coordinated effort between Prince William County, VDOT and ourselves to include road improvements due to Rt. 28 project
- Grant Avenue (T-021) – 100% plans completed; right-of-way and easement acquisition
- Rt. 28/Liberia Improvements completed (T-074); pedestrian improvements in design
- Dean Drive Extended (T-030) – 90% complete; right-of-way and easement acquisition completed and in construction
- Dean Drive Water Tank
- Rt. 28/Nokesville Road Widening (T-042) – contract bids obtained and under construction
- Quarry Street Sidewalk Infill (T-058) – 90% design plans completed
- Godwin Drive Bike Trail (T-059) – 100% design plans complete; project scheduled for bidding
- Gateway Boulevard Sidewalk/Trail (T-083) – 90% design plans completed
- Prince William Street completed (T-019)
- Prince William Hospital Pond completed (D-013)
- Portner Avenue Sidewalk Project (T-058) – 100% design; easements negotiated and under construction
- Dean Park (C-017) – RFP consultant selected and under design
- Mathis Avenue (T-086) – planning complete and under design
- Miscellaneous Drainage Projects completed: Stuart Avenue, Battle Street, 8905 Hazel Drive (Chua)
- Multiple larger developments approved and/or under construction to include:
 - Micron – under construction
 - Gateway Commercial – under construction; Tru Hotel – open
 - Gateway Residential – under construction – 80% complete
 - Jefferson Square
 - Fire Station #21
 - Public Safety Facility
- Multiple Cares Act funding trail projects (Oakenshaw, Metz, etc.)

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	686,994	1,208,000	1,208,000	1,133,000	(75,000)
Purchased Services	103,027	15,600	61,088	15,600	-
Internal Services	115,807	96,410	96,410	125,680	29,270
Other Charges	17,958	32,830	32,830	32,830	-
Supplies	3,481	12,690	12,690	12,690	-
Expenditure Category Total:	\$ 927,267	\$ 1,365,530	\$ 1,411,018	\$ 1,319,800	\$ (45,730)

Division Summary

Engineering	927,267	1,365,530	1,411,018	1,319,800	(45,730)
Division Summary Total:	\$ 927,267	\$ 1,365,530	\$ 1,411,018	\$ 1,319,800	\$ (45,730)

BUDGET HIGHLIGHTS

Changes include moving the GIS Analyst position to the Finance Department's GIS Division in FY21; other changes include standard adjustments to salaries, benefits and internal service charges.

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

City Council Priority & Goal

- | | | |
|--|-----------------------|------|
| • Routinely provide oversight of major capital projects and of consultants to protect investments on infrastructure and meet all erosion and sediment control, stormwater and transportation permitting requirements | Sustaining Excellence | SE-4 |
| • Perform site review and deliver quality designs within industry established timeframes | Economic Prosperity | EP-3 |
| • Manage CIP construction projects | Sustaining Excellence | SE-3 |

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Efficiency (Workload) # of CIP projects completed design / # of CIP projects under design	N/A	4 / 3	4 / 3	8 / 5	10 / 3
Efficiency (Workload) # of site plans submissions reviewed / % of site plans reviewed within COM timelines	N/A	35 / 90%	35 / 90%	115 / 90%	135 / 90%
Efficiency (Workload) # of new construction projects started / # of existing projects under construction	N/A	N/A	N/A	11 / 37	13 / 40
Efficiency (Workload) # of inspections performed yearly	N/A	N/A	N/A	N/A	TBD

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	686,994	1,208,000	1,208,000	1,133,000	(75,000)
Purchased Services	103,027	15,600	61,088	15,600	-
Internal Services	115,807	96,410	96,410	125,680	29,270
Other Charges	17,958	32,830	32,830	32,830	-
Supplies	3,481	12,690	12,690	12,690	-
Expenditure Category Total:	\$ 927,267	\$ 1,365,530	\$ 1,411,018	1,319,800	\$ (45,730)

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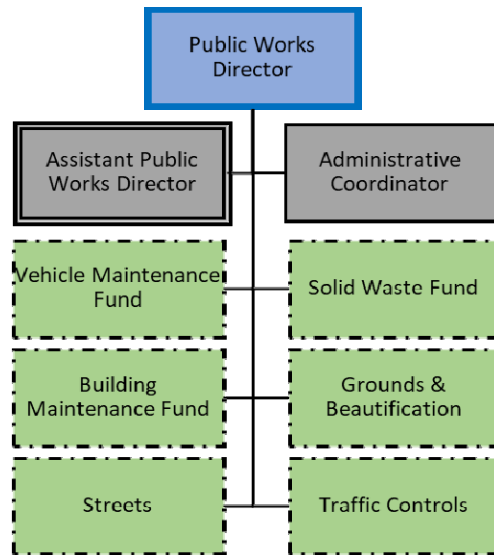
PUBLIC WORKS

Department Information

Scott Horan, Public Works Director

703-257-8476

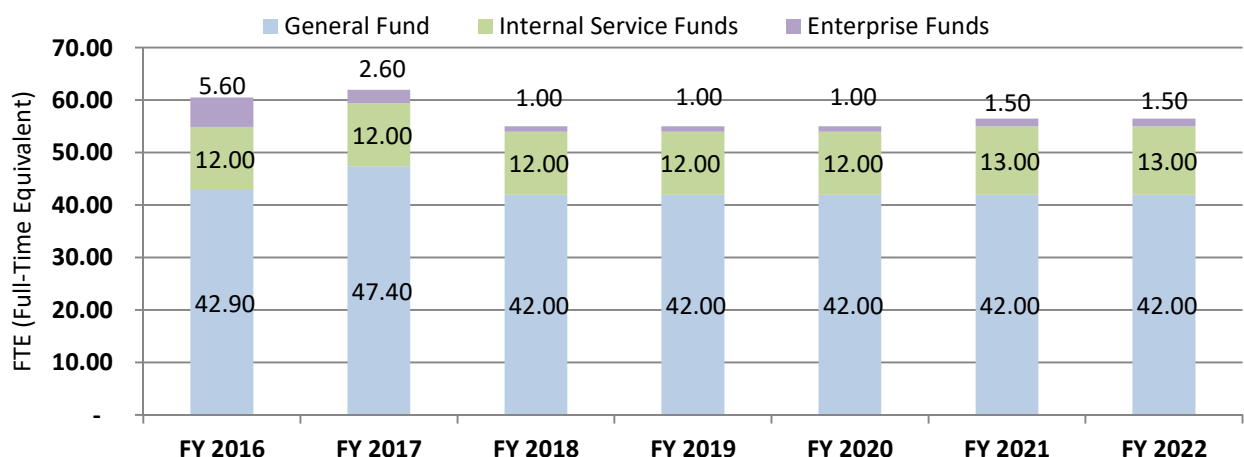
www.manassascity.org/publicworks



Budget
FY 2022
Over (Under)

	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Adopted FY 2021	
	#	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	21	21.00	20	20.00	20	20.00	(1)	(1.00)
Traffic Controls	4	4.00	5	5.00	5	5.00	1	1.00
Grounds & Beautification	14	14.00	14	14.00	14	14.00	-	-
Building Maintenance Fund	5	5.00	5	5.00	5	5.00	-	-
Vehicle Maintenance Fund	8	8.00	8	8.00	8	8.00	-	-
Solid Waste Fund	2	1.50	2	1.50	2	1.50	-	-
DEPARTMENT TOTAL	57	56.50	57	56.50	57	56.50	-	-

Public Works Staffing History



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 FY21 paving rehabilitation schedule
- Implemented in-house concrete maintenance program
- Restored traffic signal operations at four (4) intersections following motor vehicle accidents
- Completed Signal Upgrade Project
- Installed signage to support new Parking Districts
- Completed new Trail Projects @ Kinsley Park, Bartow St, Tudor Ln, Oakenshaw Park and Metz MS
- Completed Construction Fire Station 21 Project
- Completed Roof Replacement @ City Hall, Old Town Hall and Annaburg Manor Projects
- Awarded and initiated the construction of the Public Safety Facility Project
- Awarded and initiated design for the Museum Renovation/Addition Project
- Completed Wellington Road (Godwin and Rt. 28) Tree Plantings
- Improved one day turnaround time of Vehicle Maintenance work orders from 76% to 80%
- Fielded new Hybrid Police Patrol vehicles – improving MPG by 71%
- Fielded new solar powered refuse & recycling containers (Big Belly)
- Completed Storm Water Pollution Prevention Plan (SWPPP) for the Material Reuse Site (MRS)

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	3,190,847	3,559,180	3,485,180	3,694,180	135,000
Purchased Services	1,668,205	1,507,690	2,220,626	1,649,690	142,000
Internal Services	1,686,932	1,710,910	1,710,910	1,822,260	111,350
Other Charges	302,338	290,160	314,160	314,160	24,000
Supplies	467,761	497,470	673,470	609,470	112,000
Capital	16,806	-	40,000	-	-
Debt/Other Uses	1	-	-	-	-
Expenditure Category Total:	\$ 7,332,890	\$ 7,565,410	\$ 8,444,346	\$ 8,089,760	\$ 524,350

Division Summary

Administration	494,654	681,390	681,390	660,470	(20,920)
Stormwater	-	-	-	100,000	100,000
Streets	4,036,899	3,919,450	4,671,005	4,100,860	181,410
Traffic Controls	908,508	945,000	1,071,000	1,063,500	118,500
Grounds	954,959	1,127,980	1,129,361	1,193,220	65,240
Beautification	502,592	463,730	463,730	540,650	76,920
City Buildings	435,278	427,860	427,860	431,060	3,200
Division Summary Total:	\$ 7,332,890	\$ 7,565,410	\$ 8,444,346	\$ 8,089,760	\$ 524,350

BUDGET HIGHLIGHTS

Changes include additional funding for increases in parking lot leases \$24,000, mowing of additional facilities/land \$40,000, pavement marking/paving maintenance plan \$92,000 and Stormwater system maintenance \$100,000; other changes include standard adjustments to salaries, benefits and internal service charges.

PUBLIC WORKS

Administration

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

	City Council Priority & Goal	
• Consistently retain full staffing of qualified competent staff	Sustaining Excellence	SE-2
• Provide improved outreach and communication through website, mailers, and public meetings	Sustaining Excellence	SE-5
• Maintain quality infrastructure safely and efficiently	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Output (Actions Taken) Citizens per Public Works employee	763	763	732	732	732
Outcome (Effectiveness) Employee turnover rate	18%	11%	9%	10%	5%
Outcome (Effectiveness) # of Public Works website visitors	6,048	8,700	6,500	9,000	10,000
Outcome (Effectiveness) # of accidents / injuries	11	1	3	3	1

DIVISION EXPENDITURE OVERVIEW

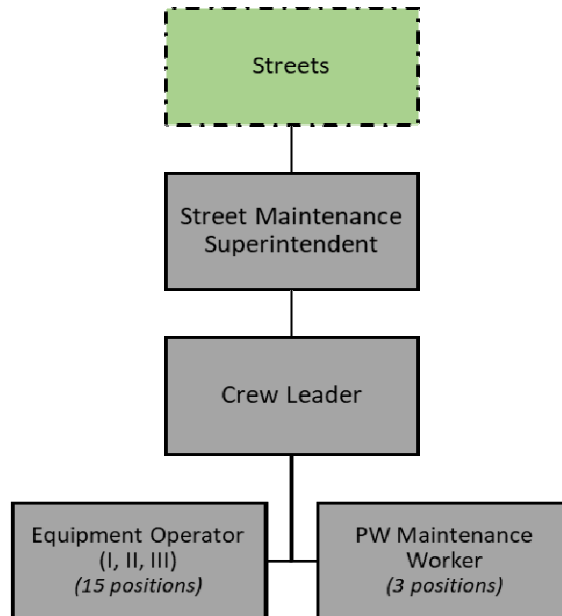
Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	261,407	430,380	430,380	396,380	(34,000)
Purchased Services	-	1,200	1,200	1,200	-
Internal Services	228,630	241,010	241,010	254,090	13,080
Other Charges	1,748	6,100	6,100	6,100	-
Supplies	2,869	2,700	2,700	2,700	-
Expenditure Category Total:	\$ 494,654	\$ 681,390	\$ 681,390	660,470	\$ (20,920)

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PUBLIC WORKS

Streets



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Streets</i>								
Street Maintenance Superintendent	1	1.00	1	1.00	1	1.00	-	-
Crew Leader, Streets	1	1.00	1	1.00	1	1.00	-	-
Equipment Operator (I, II, III)	15	15.00	15	15.00	15	15.00	-	-
Public Works Maintenance Worker	4	4.00	3	3.00	3	3.00	(1)	(1.00)
Division Total	21	21.00	20	20.00	20	20.00	(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.

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

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

SERVICE EFFORTS AND MEASURES

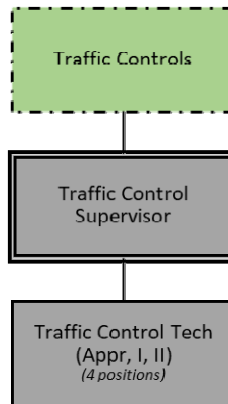
Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) Average pavement condition rating roadways	57	61	60	63	60
Input (Workload) \$ spent on snow removal / # tons of snow removal salt / # tons of snow removal sand	\$326,747 / 1,692 / 0	\$137,906 / 785 / 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.	\$117,657	\$275,060	\$95,000	\$150,000	\$95,000
Outcome (Effectiveness) # of times residential streets are swept / # of lane miles swept per day	6.0 / 14.9	6.0 / 13.9	6.0 / 10.0	6.0 / 10.0	6.0 / 10.0

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	1,728,851	1,737,000	1,663,000	1,809,000	72,000
Purchased Services	1,300,830	1,156,530	1,868,085	1,186,530	30,000
Internal Services	632,847	648,400	648,400	703,810	55,410
Other Charges	113,437	80,750	104,750	104,750	24,000
Supplies	244,127	296,770	346,770	296,770	-
Capital	16,806	-	40,000	-	-
Debt/Other Uses	1	-	-	-	-
Expenditure Category Total:	\$ 4,036,899	\$ 3,919,450	\$ 4,671,005	4,100,860	\$ 181,410

PUBLIC WORKS

Traffic Controls



		Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
		#	FTE	#	FTE	#	FTE	#	FTE
<i>Traffic Controls</i>									
Traffic Control Supervisor		1	1.00	1	1.00	1	1.00	-	-
Traffic Control Technician (I, II)		3	3.00	4	4.00	4	4.00	1	1.00
Division Total		4	4.00	5	5.00	5	5.00	1	1.00

PUBLIC WORKS

Traffic Controls

FUNCTIONS / ACTIVITIES

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

OBJECTIVES**City Council Priority & Goal**

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

SERVICE EFFORTS AND MEASURES

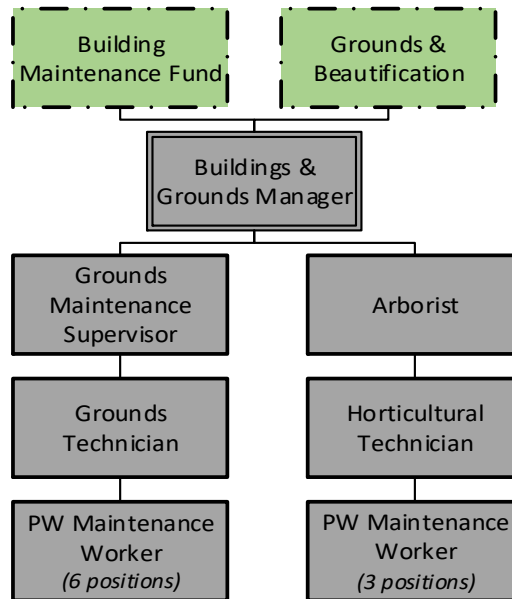
Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Efficiency (Workload) # of feet of thermo striping completed / # of feet of paint striping completed	69,501 / 200,017	59,340 / 24,612	85,000 / 2,500	80,000 / 200,000	85,000 / 2,500
Efficiency (Workload) # of traffic signals maintained / annual maintenance cost per signal	62 / \$2,312	62 / \$3,895	63 / \$1,610	63 / \$1,610	63 / \$1,610
Outcome (Effectiveness) # of street lights / annual maintenance cost per street light	2,966 / \$66.00	2,976 / \$66.00	3,050 / \$66.00	2,986 / \$66.00	2,986 / \$66.00
Efficiency (Workload) # of traffic counts performed	4	2	5	4	5

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	386,728	420,000	420,000	463,000	43,000
Purchased Services	46,151	43,990	43,990	43,990	-
Internal Services	188,529	213,410	213,410	226,910	13,500
Other Charges	155,984	162,400	162,400	162,400	-
Supplies	131,116	105,200	231,200	167,200	62,000
Debt/Other Uses	-	-	-	-	-
Expenditure Category Total:	\$ 908,508	\$ 945,000	\$ 1,071,000	1,063,500	\$ 118,500

PUBLIC WORKS

Grounds & Beautification



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
<u>GROUNDS</u>								
Buildings & Grounds Manager	1	1.00	1	1.00	1	1.00	-	-
Grounds Maintenance Supervisor	1	1.00	1	1.00	1	1.00	-	-
Grounds Technician	1	1.00	1	1.00	1	1.00	-	-
Public Works Maintenance Worker	6	6.00	6	6.00	6	6.00	-	-
<u>BEAUTIFICATION</u>								
Arborist	1	1.00	1	1.00	1	1.00	-	-
Horticultural Technician	1	1.00	1	1.00	1	1.00	-	-
Public Works Maintenance Worker	3	3.00	3	3.00	3	3.00	-	-
Division Total	14	14.00	14	14.00	14	14.00	-	-

PUBLIC WORKS

Grounds

FUNCTIONS / ACTIVITIES

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

OBJECTIVES**City Council Priority & Goal**

- | | | |
|---|-----------------------|------|
| • Improve overall maintenance and appearance to parks, ball fields, and City right-of-way | Community Vitality | CV-3 |
| • Train/certify personnel in playground safety and pesticide application | Sustaining Excellence | SE-4 |

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Efficiency (Workload) # of man hours spent mowing / # of acres mowed	2,690 / 365	4,207 / 375	4,300 / 365	4,300 / 375	4,300 / 375
Efficiency (Workload) # of hours of park maintenance	4,406	4,534	5,000	5,000	5,000
Input (Workload) # of graffiti incidents hours on public property	88	178	150	150	150
Efficiency (Workload) # of man hours snow removal (Grounds Staff Only)	370	180	600	600	600

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	483,353	639,800	639,800	639,800	-
Purchased Services	175,772	195,970	197,351	235,970	40,000
Internal Services	215,902	198,200	198,200	223,440	25,240
Other Charges	25,700	31,760	31,760	31,760	-
Supplies	54,232	62,250	62,250	62,250	-
Debt/Other Uses	-	-	-	-	-
Expenditure Category Total:	\$ 954,959	\$ 1,127,980	\$ 1,129,361	1,193,220	\$ 65,240

PUBLIC WORKS

Beautification

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

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

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Efficiency (Workload) # of man hours tree work	3,518	3,955	3,200	3,900	3,900
Efficiency (Workload) # of man hours landscape beds	2,327	1,776	2,645	2,645	2,645
Efficiency (Workload) # of man hours hanging baskets / # of hanging baskets	360 / 100	278 / 100	360 / 100	360 / 100	360 / 100
Efficiency (Workload) # of man hours snow removal (Beautification Staff Only)	370	182	350	350	350

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	330,508	332,000	332,000	386,000	54,000
Purchased Services	120,574	84,500	84,500	106,500	22,000
Internal Services	13,384	13,530	13,530	14,450	920
Other Charges	2,709	3,150	3,150	3,150	-
Supplies	35,417	30,550	30,550	30,550	-
Debt/Other Uses	-	-	-	-	-
Expenditure Category Total:	\$ 502,592	\$ 463,730	\$ 463,730	540,650	\$ 76,920

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COMMUNITY DEVELOPMENT

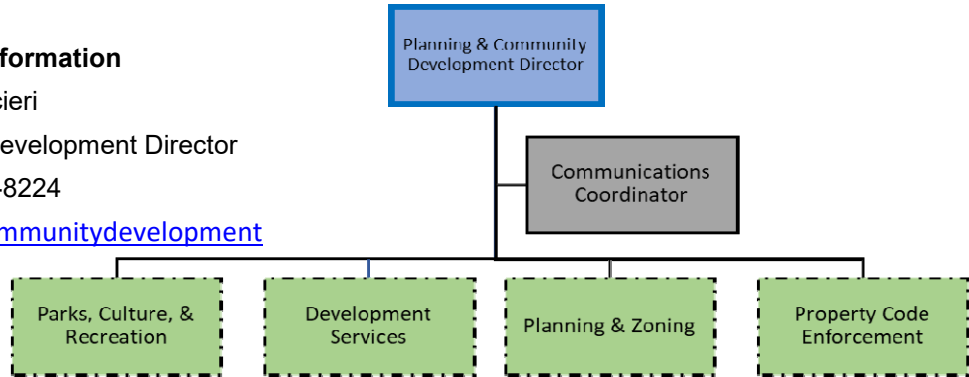
Department Information

Matt Arcieri

Planning & Community Development Director

(703) 257-8224

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Budget

FY 2022

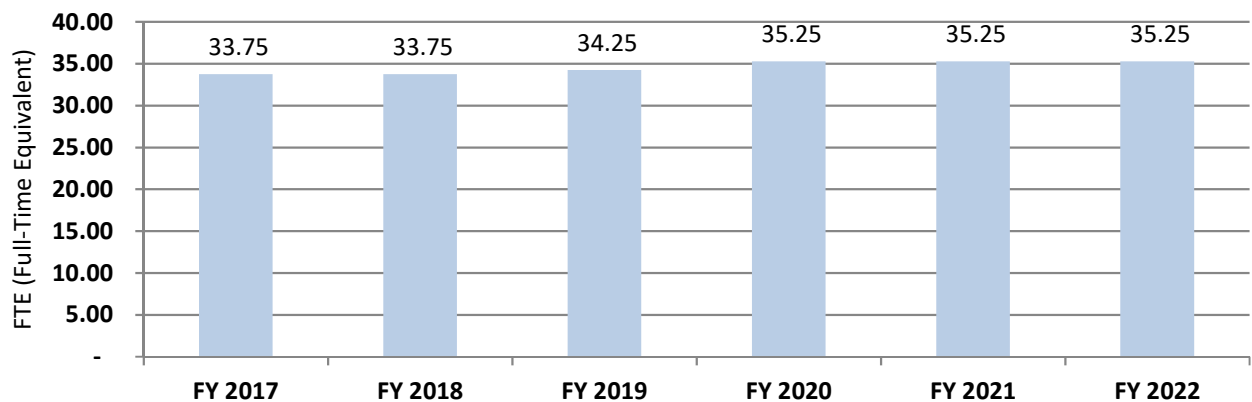
Over (Under)

Adopted

FY 2021

	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Over (Under)	
	#	FTE	#	FTE	#	FTE	#	FTE
COMMUNITY DEVELOPMENT								
Planning & Community Development Director	1	1.00	1	1.00	1	1.00	-	-
Communications Coordinator	1	1.00	1	1.00	1	1.00	-	-
<i>Planning & Zoning</i>	4	4.00	4	4.00	4	4.00	-	-
<i>Property Code Enforcement</i>	4	4.00	4	4.00	4	4.00	-	-
<i>Development Services</i>	8	8.00	8	8.00	8	8.00	-	-
<i>Parks, Culture, & Recreation</i>	57	17.25	57	17.25	57	17.25	-	-
DEPARTMENT TOTAL	75	35.25	75	35.25	75	35.25	-	-

Community Development Staffing History



COMMUNITY DEVELOPMENT

MISSION STATEMENT

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

Community Development includes the divisions of Development Services, Planning & 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 the adoption of the 2040 Comprehensive Plan. Published the plan and launched an interactive website. The Plan was awarded the Commonwealth Plan of the Year by the Virginia APA
- Maintained plan and permitting operations during the COVID-19 pandemic and continued to remain available for homeowners, local businesses, schools and the airport for the various construction needs and questions
- Permitted and inspected work at Micron, Tru Hotel, Messenger Place, and the Landings at Cannon Branch
- Began implementation of the City's first Transportation Master Plan (TMP) and continued to seek funds for capital projects, awarded \$5.6 million in transportation dollars for capital improvements. Added 7.1 miles of new shared use paths and signed shared roadways working with the engineering and public works staff
- Continued Property Code Enforcement (PCE) goal of abating violations within 45 business days (92% success rate)
- Completed improvements at the Liberia Historic Site
- Installed the Jennie Dean Statue and completed improvements to the memorial
- Completed improvements to the Baldwin Elementary School playground

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	2,635,285	3,136,820	3,136,820	3,259,820	123,000
Purchased Services	230,529	223,980	316,994	225,800	1,820
Internal Services	570,944	607,970	609,970	685,460	77,490
Other Charges	596,360	823,550	824,281	812,680	(10,870)
Supplies	130,119	138,700	145,564	147,750	9,050
Capital	-	-	500,000	-	-
Expenditure Category Total:	\$ 4,163,237	\$ 4,931,020	\$ 5,533,629	\$ 5,131,510	\$ 200,490

Division Summary

Administration	356,353	474,140	976,871	487,100	12,960
Planning & Zoning	467,979	489,970	498,052	530,980	41,010
Development Services	911,844	996,640	1,018,048	1,038,210	41,570
Property Code Enforcement	400,061	432,440	432,440	449,690	17,250
Parks, Culture & Recreation	2,026,731	2,536,030	2,606,418	2,623,730	87,700
Board of Zoning Appeals	269	1,800	1,800	1,800	-
Division Summary Total:	\$ 4,163,237	\$ 4,931,020	\$ 5,533,629	\$ 5,131,510	\$ 200,490

BUDGET HIGHLIGHTS

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

COMMUNITY DEVELOPMENT

Administration

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

	City Council Priority & Goal	
• Manage services to meet department and City Council service and fiscal objectives	Sustaining Excellence	SE-3
• Develop and support an engaged and well qualified workforce to provide responsive services that meet the needs of the community	Sustaining Excellence	SE-2
• 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 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) % of employees with positive feedback regarding development and support within their department	53.7%	53.7%	63.7%	53.7%	65%
Outcome (Effectiveness) Citizen Satisfaction - Manassas as a well-planned city	48%	48%	48%	51%	55%
Outcome (Effectiveness) % of citizens satisfied with the overall appearance of the city	71%	71%	71%	75%	80%
Outcome (Effectiveness) # of new sign-ups / total existing signed-up	72 / 294	81 / 355	75 / 444	75 / 444	56 / 500

DIVISION EXPENDITURE OVERVIEW

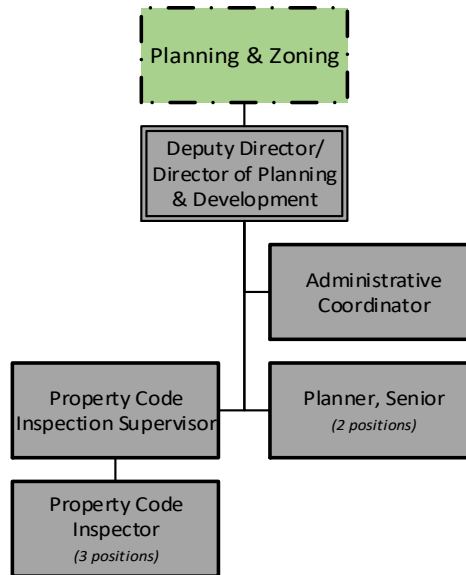
Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	323,022	431,620	431,620	443,620	12,000
Purchased Services	7,112	9,000	9,000	9,000	-
Internal Services	10,954	15,620	17,620	16,580	960
Other Charges	10,172	11,650	12,381	11,650	-
Supplies	5,093	6,250	6,250	6,250	-
Capital	-	-	500,000	-	-
Expenditure Category Total:	\$ 356,353	\$ 474,140	\$ 976,871	487,100	\$ 12,960

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COMMUNITY DEVELOPMENT

Planning & Zoning



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Planning & Zoning</i>								
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)
Administrative Coordinator	-	-	1	1.00	1	1.00	1	1.00
<i>Property Code Enforcement</i>								
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	-	-

COMMUNITY DEVELOPMENT

Planning & Zoning

FUNCTIONS / ACTIVITIES

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

OBJECTIVES

	City Council Priority & Goal	
• Provide planning support for the development and redevelopment of under-utilized commercial properties	Economic Prosperity	EP-3
• Enhance neighborhood curb appeal and the supply of quality housing options through the implementation of the 2040 Comprehensive Plan	Community Vitality	CV-4
• Coordinate transportation planning efforts with City departments and regional partners to improve mobility and ease of access to transportation options in the City	Transformative Mobility	TM-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) # of SUP/REZ cases accepted for review / % of cases to PC for review in 6 months	8 / 89%	12 / 100%	8 / 100%	5 / 100%	8 / 100%
Outcome (Effectiveness) Citizen satisfaction with ease of getting around the City	43%	43%	70%	49%	60%
Outcome (Effectiveness) Citizen satisfaction with overall quality of new development	59%	59%	60%	57%	60%
Outcome (Effectiveness) Citizen satisfaction with efforts to improve existing commercial corridors	36%	36%	50%	38%	50%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	380,901	398,000	398,000	411,000	13,000
Purchased Services	31,935	22,700	30,782	22,700	-
Internal Services	51,580	59,920	59,920	87,930	28,010
Other Charges	3,418	8,850	8,850	8,850	-
Supplies	145	500	500	500	-
Expenditure Category Total:	\$ 467,979	\$ 489,970	\$ 498,052	530,980	\$ 41,010

COMMUNITY DEVELOPMENT

Property Code Enforcement

FUNCTIONS / ACTIVITIES

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

In FY21, 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. In FY22, 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	
• Improve community appearance and curb appeal in residential neighborhoods	Community Vitality	CV-4
• Provide reliable, consistent customer service with timely follow-up on complaints and clear communication with citizens and property owners on the City's requirements to maintain their property	Community Vitality	CV-5

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Efficiency (Workload) % of cases disposed of in 45 days (abated or transferred to City Attorney)	96%	92%	90%	93%	90%
Outcome (Effectiveness) Overall citizen satisfaction with the enforcement litter & debris cleanup	47%	47%	60%	48%	60%
Outcome (Effectiveness) Overall citizen satisfaction with the enforcement of mowing & cutting of weeds & grass	48%	48%	60%	49%	60%
Outcome (Effectiveness) Overall citizen satisfaction with the enforcement of residential property maintenance	47%	47%	60%	50%	60%

DIVISION EXPENDITURE OVERVIEW

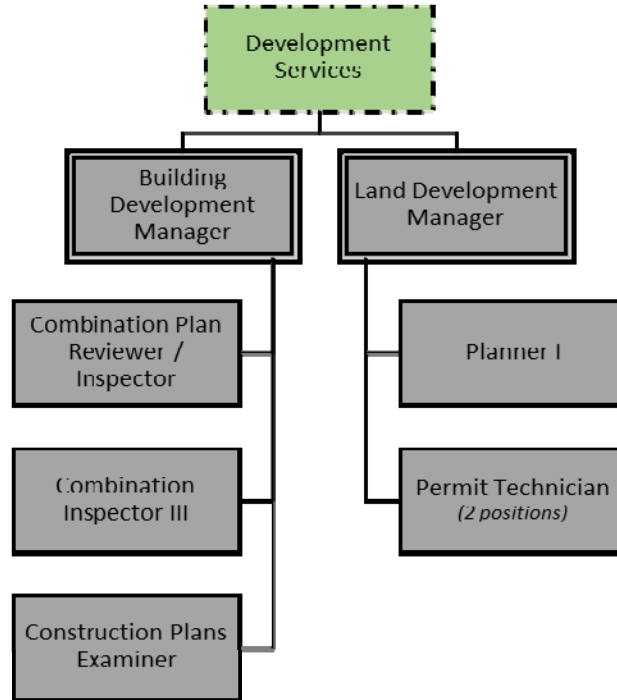
Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	350,172	378,000	378,000	394,000	16,000
Purchased Services	154	500	500	500	-
Internal Services	43,880	47,890	47,890	49,140	1,250
Other Charges	5,465	5,400	5,400	5,400	-
Supplies	390	650	650	650	-
Expenditure Category Total:	\$ 400,061	\$ 432,440	\$ 432,440	449,690	\$ 17,250

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COMMUNITY DEVELOPMENT

Development Services



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Development Services</i>								
Building Development Manager	1	1.00	1	1.00	1	1.00	-	-
Land Development Manager	1	1.00	1	1.00	1	1.00	-	-
Construction Plans Examiner	1	1.00	1	1.00	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	-	-

COMMUNITY DEVELOPMENT

Development Services

FUNCTIONS / ACTIVITIES

The Development Services division strives to provide knowledgeable, timely, and reliable plan review, permitting and inspections to the development community, property owners, other City departments, and other public agencies. They proactively monitor project progress and strive to resolve outstanding issues. Staff supports implementation and enforcement of the Virginia Uniform Statewide Building Code, City of Manassas Design and Construction Standards, City Zoning Ordinance, and Virginia Erosion and Sediment Control regulations. The division also is responsible for staffing the Architectural Review Board.

OBJECTIVES

	City Council Priority & Goal	
<ul style="list-style-type: none"> Provide reliable, consistent customer service that communicates building, development, and zoning code requirements clearly and simply 	Sustaining Excellence	SE-1
<ul style="list-style-type: none"> Meet or exceed site and building development performance goals in order to further improve the City's reputation for doing business and getting projects completed on time 	Economic Prosperity	EP-2

SERVICE EFFORTS AND MEASURES

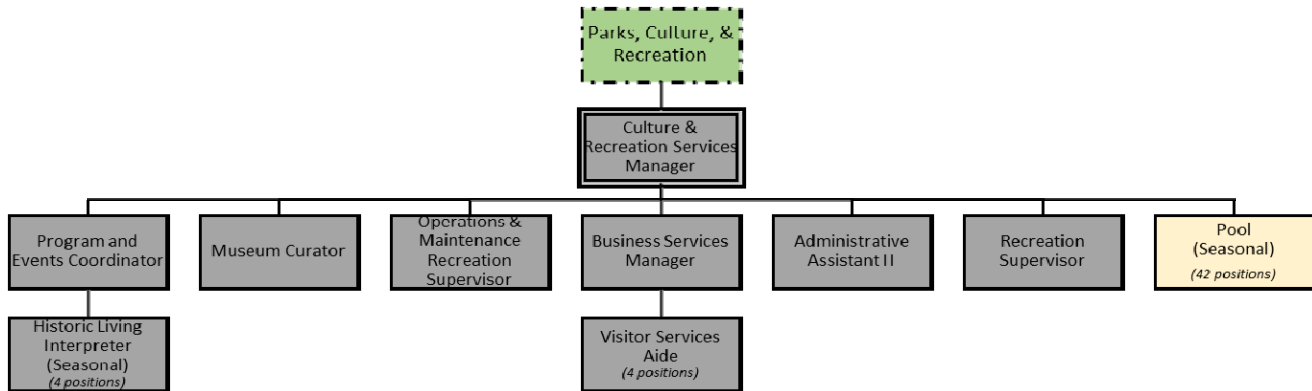
Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) # of site plans / % of site plans reviewed in 4 weeks	41 / 51%	35 / 55%	35 / 85%	40 / 55%	40 / 85%
Outcome (Effectiveness) % of inspections performed on day requested	72%	75%	99%	82%	90%
Outcome (Effectiveness) % of first review of building plans completed in 2.5 weeks	85%	90%	96%	95%	95%
Outcome (Effectiveness) # of priority-processed Site and Building Plans	32	30	16	25	20

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	740,987	851,000	851,000	875,000	24,000
Purchased Services	28,804	6,800	28,208	6,800	-
Internal Services	130,270	122,990	122,990	140,560	17,570
Other Charges	7,521	10,200	10,200	10,200	-
Supplies	4,262	5,650	5,650	5,650	-
Expenditure Category Total:	\$ 911,844	\$ 996,640	\$ 1,018,048	1,038,210	\$ 41,570

COMMUNITY DEVELOPMENT

Parks, Culture, & Recreation



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
<u>Parks, Culture, & Recreation</u>								
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	-	-

COMMUNITY DEVELOPMENT

Parks, Culture & Recreation

FUNCTIONS / ACTIVITIES

The Parks, Culture & Recreation Division enhances the quality of life with the preservation of parks, interpretation of historic sites, and programming of event venues and facilities. The division uses 22 clean and safe parks and facilities to educate and engage the community.

OBJECTIVES

	City Council Priority & Goal	
• Enhance and maintain a high level of customer service by providing clean and safe facilities through regular scheduled maintenance	Community Vitality	CV-3
• Attract new visitors and maintain a high level of community engagement by offering a variety of cultural and recreational opportunities in-person and virtual that reflect the community	Economic Prosperity	EP-2
• Strengthen the financial position of the division and increase revenues, partnerships, and sponsorships	Sustaining Excellence	SE-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) # and % increase of PCR volunteer hours	3,780 / N/A	1,644 / -4%	4,200 / 5%	1,200 / -71%	2,500 / -41%
Outcome (Effectiveness) Increased # of programs and events	N/A	24	20	90	100
Outcome (Effectiveness) Total revenues / % increase in PCR Revenues	\$300,220 / -3%	\$266,190 / -8%	\$315,000/ 5%	\$100,000 / -66%	\$250,000 / 40%
Outcome (Effectiveness) % of sites inspected annually / # of issues identified	N/A	100% / 533	100% / N/A	100% / 616	100% / 620

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	839,934	1,077,200	1,077,200	1,135,200	58,000
Purchased Services	162,524	184,180	247,704	186,000	1,820
Internal Services	334,260	361,550	361,550	391,250	29,700
Other Charges	569,784	787,450	787,450	776,580	(10,870)
Supplies	120,229	125,650	132,514	134,700	9,050
Expenditure Category Total:	\$ 2,026,731	\$ 2,536,030	\$ 2,606,418	2,623,730	\$ 87,700

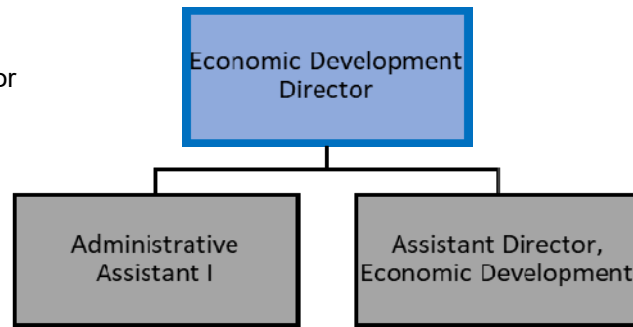
ECONOMIC DEVELOPMENT

Department Information

Patrick Small, Economic Development Director

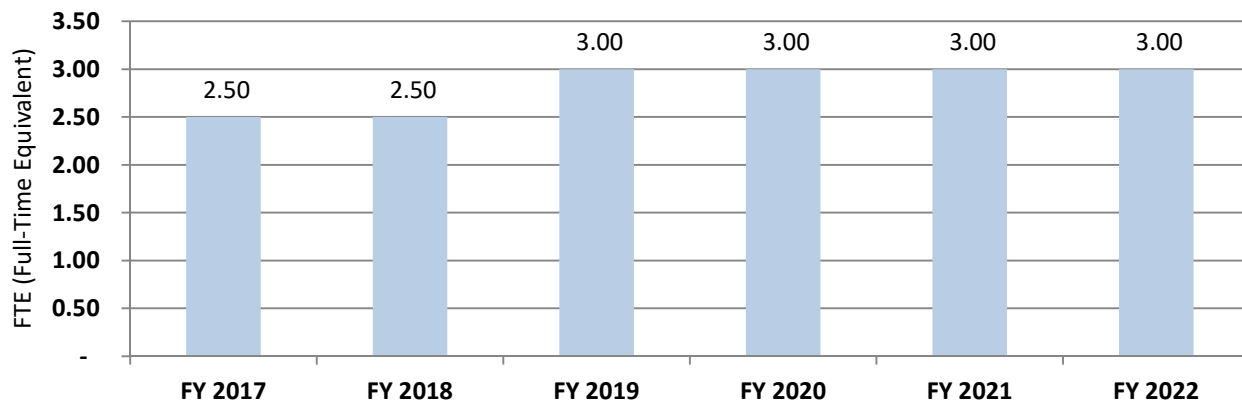
(703) 257-8881

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	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
ECONOMIC DEVELOPMENT								
Economic Development Director	1	1.00	1	1.00	1	1.00	-	-
Assistant Director, Economic Development	1	1.00	1	1.00	1	1.00	-	-
Administrative Assistant I	1	1.00	1	1.00	1	1.00	-	-
DEPARTMENT TOTAL	3	3.00	3	3.00	3	3.00	-	-

Economic Development Staffing History



ECONOMIC DEVELOPMENT

MISSION STATEMENT

Manassas is an economically thriving City where a combination of entrepreneurial spirit, an involved business community and a supportive City economic development presence result in growing businesses, a thriving active community, and a strong sense of place and identity.

PRIOR YEAR ACCOMPLISHMENTS

- Assisted 107 existing businesses of which 13 expanded their operations
- Worked with 74 prospective businesses of which 8 chose to locate in Manassas
- 210,000 visitors to special events and attractions
- Hotel and office neared completion at the Landing – nearly \$20m in CapEx
- Maintained or improved critical measures in the Citizen Satisfaction Survey
- Continued aggressive marketing initiatives to define the City to internal and external audiences – including developing a robust social media program
- 2020 CAP Study conducted by NorthStar with results showing marked improvement in all perception categories
- Annual Business Appreciation event cancelled; Didlake honored as the Business of the Year, 5 others received Chamber awards, recognized numerous others throughout the year
- Mathis Avenue survey work and 10% design plans completed; full design in progress
- In March, the Department refocused its efforts on primarily assisting existing businesses cope with COVID-19: Applied for and received DHCD grant to establish a rent relief program in Downtown; Launched a Citywide grant program using CARES Act funds; Focused social and digital media on disseminating timely information to businesses and residents; Ran extensive advertising campaigns supporting existing businesses; Initiated emergency small business counseling services; The Department's primary focus became existing business services; Curtailed operating expenditures on nonessential goods and services

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	398,413	437,620	437,620	454,620	17,000
Purchased Services	127,703	220,590	224,340	220,590	-
Internal Services	25,043	19,560	19,560	20,770	1,210
Other Charges	385,352	321,100	422,730	356,100	35,000
Supplies	2,883	8,000	8,000	8,000	-
Expenditure Category Total:	\$ 939,394	\$ 1,006,870	\$ 1,112,250	\$ 1,060,080	\$ 53,210

Division Summary

Administration	939,394	1,006,870	1,112,250	1,060,080	53,210
Division Summary Total:	\$ 939,394	\$ 1,006,870	\$ 1,112,250	\$ 1,060,080	\$ 53,210

BUDGET HIGHLIGHTS

Changes include additional funding for TDFP Hotel Incentive and standard adjustments to salaries, benefits and internal service charges.

ECONOMIC DEVELOPMENT

Administration

FUNCTIONS / ACTIVITIES

The City of Manassas seeks to create an integrated, balanced economy that benefits all residents and businesses by strengthening our positive business climate, proactively planning our future and responding to economic opportunities. The City will foster economic development through collaborative partnerships, sustainable fiscal management and supportive city services. The Department of Economic Development is directly responsible for business attraction, retention, expansion and tourism initiatives in the City.

OBJECTIVES

	City Council Priority & Goal	
• Assist 20 new businesses in locating to Manassas and 10 existing businesses to expand	Economic Prosperity	EP-1
• Exceed 500,000 visitors to special events	Economic Prosperity	EP-2
• Attract additional commercial investment to the Landing and announce at least one new major tenant committing to invest more than \$5 million	Economic Prosperity	EP-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) # of new businesses (prospects / new business conversions)	73 / 16	74 / 8	40 / 20	20 / 5	20 / 5
Output (Actions Taken) # of business expansions (businesses assisted / actual expansions)	32 / 14	107 / 13	20 / 10	200 / 15	50 / 10
Output (Actions Taken) Event participation / # of events	291,700 / 15	210,000 / 7	500,000 / 15	200,000 / 5	400,000 / 15
Output (Actions Taken) Citizen satisfaction with the City's ability to develop Vacant Commercial Areas	38%	38%	40%	38%	40%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	398,413	437,620	437,620	454,620	17,000
Purchased Services	127,703	220,590	224,340	220,590	-
Internal Services	25,043	19,560	19,560	20,770	1,210
Other Charges	385,352	321,100	422,730	356,100	35,000
Supplies	2,883	8,000	8,000	8,000	-
Expenditure Category Total:	\$ 939,394	\$ 1,006,870	\$ 1,112,250	1,060,080	\$ 53,210

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SHARED SERVICES

MISSION STATEMENT

Through cost sharing with Prince William County, the City contributes funding for its portion of the Commonwealth Attorney, the Courts, the Sheriff's Office, the Area Agency on Aging, Public Health, Community Services, and Cooperative Extension Services. These services are shared on a per capita basis. The City partners with Prince William County for Corrections services (both adult and juvenile), which are charged based on participation, and also has an agreement for Library Services with Prince William County.

The City also partners with other agencies to provide shared services to the residents of Manassas including the Prince William Health Department, Legal Services Inc., Health Systems of Northern Virginia, PW Soil Conservation District, and Northern Virginia Community College.

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Purchased Services	28,949	20,000	20,000	51,000	31,000
Other Charges	11,501,111	12,343,800	12,818,800	12,930,990	587,190
Expenditure Category Total:	\$ 11,530,061	\$ 12,363,800	\$ 12,838,800	\$ 12,981,990	\$ 618,190

Division Summary	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Corrections	5,112,392	5,575,000	6,050,000	5,869,470	294,470
Commonwealth Attorney	382,914	402,060	402,060	422,160	20,100
Courts	516,131	614,630	614,630	951,820	337,190
Sheriff's Office	846,485	888,810	888,810	933,250	44,440
Area Agency on Aging	334,554	351,290	351,290	368,850	17,560
Public Health	69,909	73,410	73,410	77,080	3,670
Community Services	2,457,019	2,579,870	2,579,870	2,708,860	128,990
Library	1,399,044	1,469,000	1,469,000	1,236,000	(233,000)
Cooperative Extension	103,169	95,310	95,310	100,080	4,770
Prince William Health Dept	194,139	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	98,205	98,820	98,820	98,820	-
Division Summary Total:	\$ 11,530,061	\$ 12,363,800	\$ 12,838,800	\$ 12,981,990	\$ 618,190

BUDGET HIGHLIGHTS

Changes include a 5% increase (\$323,720) in services shared with Prince William County and a 5% increase (\$294,470) in corrections services with Prince William County.

SHARED SERVICES

Corrections

FUNCTIONS / ACTIVITIES

The Corrections division includes correction services for both adults and juveniles with the purpose to protect the community by providing for the secure, safe, and healthful housing of prisoners admitted to the Adult Detention Center; to ensure the safety of the Detention Center staff; to conduct rehabilitative programs, which reduce the likelihood of recidivism among prisoners released from the Detention Center; and to do these things in as cost effective a manner as possible.

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Coroners Fees	400	-	-	1,000	1,000
Court Appointed Attorney Fees	5,760	20,000	20,000	20,000	-
Grant Writing Services	22,789	-	-	30,000	30,000
Outreach to Detention	153,552	160,000	160,000	160,000	-
Juvenile Care	352,084	650,000	650,000	650,000	-
Criminal Justice Office PSA Serv	110,298	175,000	175,000	175,000	-
Adult Detention Center (Jail)	4,467,508	4,570,000	5,045,000	4,833,470	263,470
Expenditure Category Total:	\$ 5,112,392	\$ 5,575,000	\$ 6,050,000	\$ 5,869,470	\$ 294,470

SHARED SERVICES

Prince William County Shared Services

FUNCTIONS / ACTIVITIES

Through cost sharing with Prince William County, the City contributes funding for its portion of the Commonwealth Attorney, the Courts, the Sheriff's Office, the Area Agency on Aging, Public Health, Community Services, the Library, and Cooperative Extension Services. These shared services are shared on a per capita basis.

Commonwealth Attorney: The Commonwealth's Attorney will prosecute all felony cases for Prince William County, the Cities of Manassas and Manassas Park, Towns of Dumfries, Haymarket, Quantico, and Occoquan and prosecute misdemeanor and traffic offenses for Prince William County and the City of Manassas. They will review criminal investigations and render legal opinion and advice, all within the guidelines established by the State Supreme Court. They will continue to provide services to the community by maintaining the victim witness program, which provides victims and witnesses of crimes with support, guidance, and information concerning the criminal justice system and to provide assistance with restitution and support services as needed.

Courts: The 31st Judicial Circuit Court has general trial court jurisdiction, including acting as an appellate court for the General District and Juvenile and Domestic Relations Courts, and is a separate but distinct branch of government. (Article I, Section 5, Constitution of Virginia).

The mission of the Clerk of the Circuit Court is to provide professional judicial and administrative services to the citizens of Prince William County, the Cities of Manassas and Manassas Park, and to the five Circuit Court Judges; to record and preserve legally significant documents in an accurate and efficient manner; and to assist citizens with access to the judicial system to more expeditiously allow for the redress of their grievances and resolution of their disputes.

The purpose of the General District Court is to process criminal, traffic, and civil cases heard by District Court Judges and to hold preliminary hearings for felonies. General district courts have exclusive authority to hear civil cases with claims of \$4,500 or less and share authority with the circuit courts to hear cases with claims between \$4,500 and \$25,000. All General District Court Personnel are state employees with the exception of one locally funded position.

The mission of the 31st Judicial District Juvenile & Domestic Relations District Court is to ensure that all disputes are resolved justly, promptly, and efficiently. The Court is truly the "court of the people," in that the Court's main province is to resolve disputes in keeping with the greatest traditions of the Commonwealth of Virginia: liberty, justice, and service.

The components necessary to discharge the Court's function require a system which is unified in its structure and administration, competent in its approach and has at its foundation honest judges and Court personnel, implementing uniform rules of practice and procedure.

Sheriff's Office: The Sheriff's Office, in partnership with elected leaders, staff, and citizens as part of public safety will provide security at the Judicial Center, serve all court process, provide timely transport for prisoners and patients and continue to develop and enhance collaboration with all of our partners.

Area Agency on Aging: The Area Agency on Aging will empower independence and enhance the quality of life and enjoyment of ageing by offering a supportive network for older persons and their family caregivers through advocacy, education, coordination and implementation of programs and services in the tri-jurisdictional area (Prince William County and the Cities of Manassas and Manassas Park).

Public Health: The Public Health service is to enhance the quality of life in Prince William County by affording individuals and families the support, protection, and safety necessary to enable them to build self-reliant lives. Each year Prince William County enters into a Local Government Agreement with the Virginia Department of Health. Services rendered based on this agreement are provided by the Prince William Health District. State mandated services provided on behalf of Prince William County by Prince William Health District include childhood immunizations, pre-school physicals for school entry, rabies control, and vital records – death certificates.

SHARED SERVICES

Prince William County Shared Services

FUNCTIONS / ACTIVITIES (CONTINUED)

Community Services: We are committed to improving the quality of life for people with or at risk of developing mental disabilities and substance abuse problems and to preventing the occurrences of these conditions. We do this through a system of caring that respects and promotes the dignity, rights, and full participation of individuals and their families. To the maximum extent possible, these services are provided within the community. The Community Services Board is administered by Prince William County.

Library: The Prince William Public Library System provides exceptional service and provides lifelong enrichment across both traditional and virtual environments. Within City limits, residents can now visit the Manassas City Library on Dumfries Road or any library in Prince William County with the two closest branches 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 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Commonwealth Attorney	382,914	402,060	402,060	422,160	20,100
Courts	516,131	614,630	614,630	951,820	337,190
Sheriff's Office	846,485	888,810	888,810	933,250	44,440
Area Agency on Aging	334,554	351,290	351,290	368,850	17,560
Public Health	69,909	73,410	73,410	77,080	3,670
Community Services	2,457,019	2,579,870	2,579,870	2,708,860	128,990
Library	1,399,044	1,469,000	1,469,000	1,236,000	(233,000)
Cooperative Extension	103,169	95,310	95,310	100,080	4,770
Expenditure Category Total:	\$ 6,109,225	\$ 6,474,380	\$ 6,474,380	\$ 6,798,100	\$ 323,720

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 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 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
City Debt Service					
Transfer Debt Service Fund	4,519,140	4,609,520	4,609,520	4,701,710	92,190
Category Total:	4,519,140	4,609,520	4,609,520	4,701,710	92,190
School Support					
Operating	53,036,635	53,097,370	53,097,370	55,341,610	2,244,240
Debt Service	5,752,840	5,752,840	5,752,840	6,020,000	267,160
Proffers	866,880	-	-	-	-
Category Total:	59,656,355	58,850,210	58,850,210	61,361,610	2,511,400
Transfers to Other Funds					
Social Services Fund	2,054,834	2,501,440	2,501,440	2,602,000	100,560
CIP Funds	2,474,777	1,000,000	1,054,000	1,500,000	500,000
NVTa Fund for VRE Costs	450,000	320,000	320,000	320,000	-
Other Funds (EDA CARES Grants)	40,000	-	452,500	-	-
Category Total:	5,019,611	3,821,440	4,327,940	4,422,000	600,560
Other					
Contributions/Donations	136,500	136,500	136,500	136,500	-
Anticipated Grants/Donations	-	500,000	135,452	500,000	-
Miscellaneous Contingency	-	1,300,000	1,600,000	300,000	(1,000,000)
Community Investments	-	374,000	2,014,000	374,000	-
Category Total:	136,500	2,310,500	3,885,952	1,310,500	(1,000,000)
EXPENDITURE TOTAL:	\$ 69,331,606	\$ 69,591,670	\$ 71,673,622	\$ 71,795,820	\$ 2,204,150

BUDGET HIGHLIGHTS

Major changes include a \$2,244,240 (4%) increase in the transfer to the Schools for operating costs, which includes the restoration of \$1,000,000 held in contingency in FY 2021 to help offset impacts of the pandemic; a \$500,000 increase in the transfer to the CIP for Stormwater capital improvement projects; and a \$100,560 increase in the transfer to Social Services to fund the City's share of additional staffing. The transfer to debt service for City projects has increased by 2% (\$92,190) to build capacity for upcoming bond funded projects and the transfer to debt service for Schools projects has increased by 5% (\$267,160) to build capacity for the upcoming replacement of Dean School.

NON-DEPARTMENTAL**Contributions/Donations****DIVISION EXPENDITURE OVERVIEW**

Agency	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
ACTS- Combined	-	36,000	36,000	30,000	(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	-	-	-	-
Independence Empowerment	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	-	-	-	3,000	3,000
Volunteer Prince William	3,000	3,000	3,000	3,000	-
Youth Apostles-Don Bosco Cntr.	-	-	-	3,000	3,000
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	25,000	25,000	25,000	-
Manassas Community Chorale	3,000	3,000	3,000	3,000	-
Manassas Symphony	3,000	3,000	3,000	3,000	-
Prince William Little Theatre	2,000	2,000	2,000	2,000	-
EXPENDITURE TOTAL:	\$ 106,500	\$ 136,500	\$ 136,500	\$ 137,500	\$ 1,000

*These agencies receive additional funding from the City outside of the non-profit application process.

- SERVE - \$100,000 (Social Services Fund)
- Center for the Arts - \$40,500 (Culture & Recreation)
- Hylton Performing Arts Center - \$312,410 (Culture & Recreation)

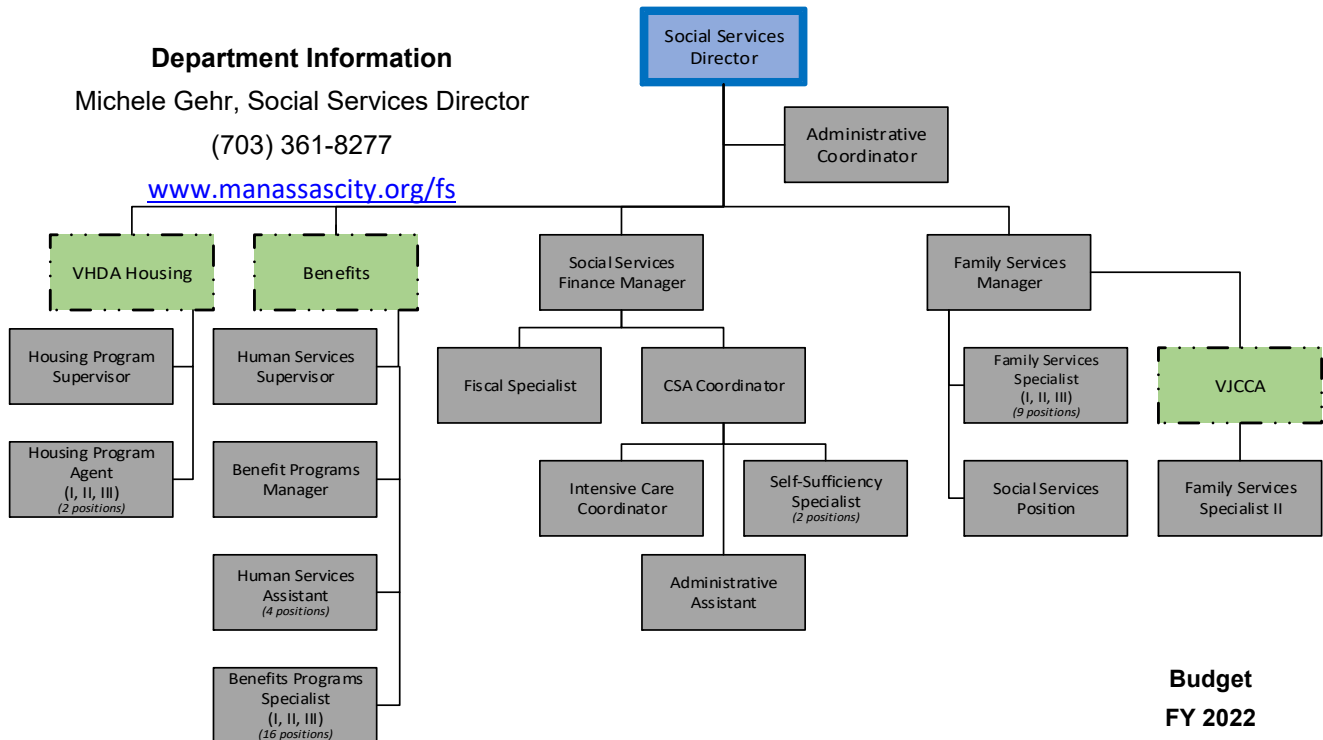
SOCIAL SERVICES

Department Information

Michele Gehr, Social Services Director

(703) 361-8277

www.manassascity.org/fs

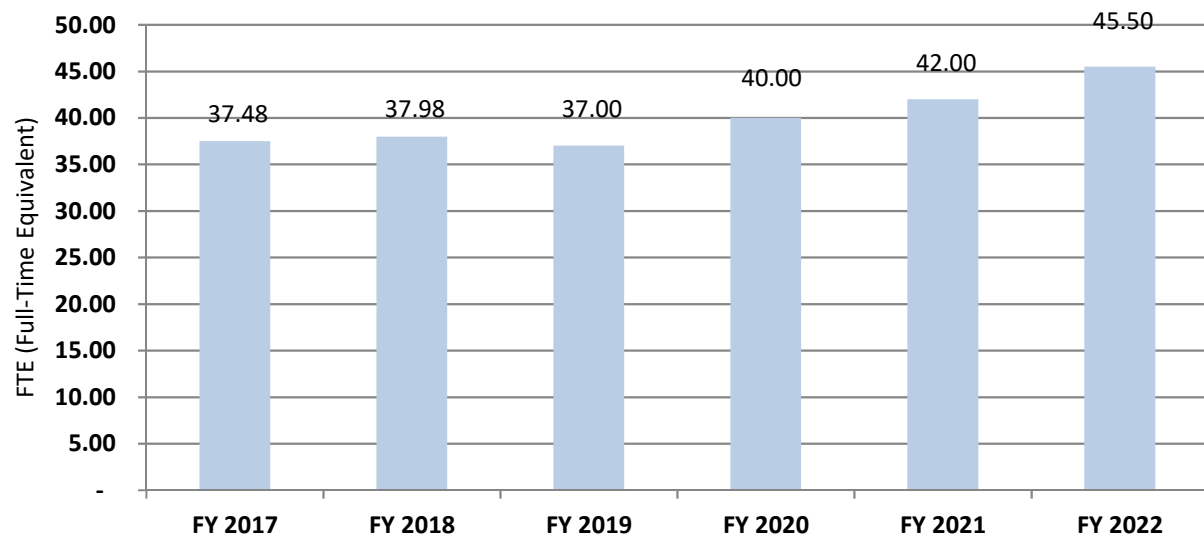


	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
SOCIAL SERVICES								
Social Services Director	1	1.00	1	1.00	1	1.00	-	-
Social Services Finance Manager	1	1.00	1	1.00	1	1.00	-	-
Administrative Coordinator	1	1.00	1	1.00	1	1.00	-	-
Fiscal Specialist	1	1.00	1	1.00	1	1.00	-	-
Administrative Assistant II	-	-	-	-	1	1.00	1	1.00
Family Services Manager	1	1.00	1	1.00	1	1.00	-	-
Family Services Specialist (I, II, III, IV)	9	9.00	9	9.00	9	9.00	-	-
Social Services Position	-	-	-	-	1	1.00	1	1.00
Benefit Programs Manager	2	2.00	1	1.00	1	1.00	(1)	(1.00)
Benefit Programs Specialist (I, II, III)	14	14.00	15	15.00	16	16.00	2	2.00
Human Services Supervisor	1	1.00	1	1.00	1	1.00	-	-
Human Services Assistant	4	4.00	4	4.00	4	4.00	-	-
Self Sufficiency Specialist	3	2.50	3	2.50	2	2.00	(1)	(0.50)
CSA Coordinator	1	1.00	1	1.00	1	1.00	-	-
Intensive Care Coordinator	-	-	-	-	1	1.00	1	1.00

SOCIAL SERVICES

	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>VHDA Housing Program</i>							-	-
Housing Program Supervisor	1	1.00	1	1.00	1	1.00	-	-
Housing Program Agent	2	1.50	2	1.50	2	1.50	-	-
<i>VJCCCA</i>							-	-
Family Services Specialist I, II, III, IV	1	1.00	1	1.00	1	1.00	-	-
DEPARTMENT TOTAL	43	42.00	43	42.00	46	45.50	3	3.50

Social Services Staffing History



SOCIAL SERVICES

MISSION STATEMENT

The City of Manassas Department of Social Services will strive to provide opportunities which promote the stability, self-sufficiency, and well-being of residents of the City by assisting with basic needs, protecting children and vulnerable adults, and effectively utilizing community based resources. The Department enhances its delivery of benefits and services by building collaborative and cooperative relationships with not-for-profit, private, and other public community partners.

PRIOR YEAR ACCOMPLISHMENTS

- \$980,224 reimbursed for CSA
- \$47,251,892 in Medicaid Benefits to Manassas City residents
- \$4,650,593 in SNAP Benefits (Supplemental Nutrition Assistance Program) for Manassas residents
- \$43,448 in Energy Assistance for Manassas residents
- \$241,577 in TANF Benefits (Temporary Aid to Needy Families-workforce development) for Manassas residents
- \$4,150,060 in FAMIS Benefits (Virginia State-Sponsored Health Insurance for families with children) for Manassas families
- \$1,401,085 in Child Care Subsidy to Manassas residents
- \$3,220,435 in Housing Assistance paid to Manassas City landlords
- Total in Benefits for Manassas residents: \$66,300,771
- Successfully implemented teleworking throughout the agency and increased productivity
- Implemented the COMPASS iPad Program in the Family Services Unit. COMPASS iPads allow frontline staff to have access to case records while out in the field. Staff can now use flex dictate, record interviews, take pictures, upload documents, and have families sign off on service plans with the use of COMPASS

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	3,505,658	3,957,000	3,957,000	4,488,390	531,390
Purchased Services	106,964	169,240	169,240	179,000	9,760
Internal Services	121,860	128,280	128,280	118,530	(9,750)
Other Charges	2,004,892	2,688,220	2,725,767	2,797,510	109,290
Supplies	32,232	39,050	39,050	38,200	(850)
Expenditure Category Total:	\$ 5,771,606	\$ 6,981,790	\$ 7,019,337	\$ 7,621,630	\$ 639,840

Division Summary

Joint Program	3,734,589	4,358,840	4,360,027	4,902,060	543,220
Benefit Program	527,904	561,680	561,680	628,500	66,820
Service Program	44,346	103,400	103,400	125,000	21,600
VIEW Program	24,684	55,000	55,000	70,000	15,000
Local Shares / Contributions	100,000	100,000	136,360	100,000	-
VHDA Housing Program	233,972	275,500	275,500	273,700	(1,800)
VJCCCA	118,243	64,870	64,870	59,870	(5,000)
Children's Services Act (CSA)	987,868	1,462,500	1,462,500	1,462,500	-
Division Summary Total:	\$ 5,771,606	\$ 6,981,790	\$ 7,019,337	\$ 7,621,630	\$ 639,840

BUDGET HIGHLIGHTS

Changes include the addition of three and a half positions in Social Services to address mandates and increased demands for service as well as standard adjustments to salaries, benefits and internal service charges.

SOCIAL SERVICES

Joint Program

FUNCTIONS / ACTIVITIES

The Joint Program Division provides administrative oversight for policies and programs and furnishes leadership, management, fiscal, and administrative support to departmental staff that are necessary for the operation of the department. It also administers other human service programs such as the Children's Services Act, as directed by City Council.

OBJECTIVES

	City Council Priority & Goal	
• Provide fiscal processing of vendor invoices within 30 days of receipt from vendor	Sustaining Excellence	SE-3
• Provide responsiveness and courteous service to customers, visitors and vendors	Sustaining Excellence	SE-1
• Increase Agency visibility within the City of Manassas	Sustaining Excellence	SE-5

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Efficiency (Workload) # of invoices processed / % processed within 30 days of receipt	1,488 / 90%	1,427 / 97%	1,550 / 95%	1,400 / 96%	1,500 / 96%
Outcome (Effectiveness) Number of walk-in clients served / number of client's (households) found eligible for services	13,360 / 5,216	16,051 / 8,266	16,696 / 5,150	17,000 / 9,000	13,034 / 5,012
Input (Resources Utilized) # of events attended / # of community contacts established	N/A	65 / 175	25 / 200	70 / 230	75 / 250
Outcome (Effectiveness) # of community organizations responding to outreach events	N/A	90	25	100	50

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	3,154,718	3,677,000	3,677,000	4,215,390	538,390
Purchased Services	106,964	169,240	169,240	179,000	9,760
Internal Services	121,860	128,280	128,280	118,530	(9,750)
Other Charges	318,815	345,270	346,457	350,940	5,670
Supplies	32,232	39,050	39,050	38,200	(850)
Expenditure Category Total:	\$ 3,734,589	\$ 4,358,840	\$ 4,360,027	4,902,060	\$ 543,220

SOCIAL SERVICES

Benefit Program

FUNCTIONS / ACTIVITIES

The Benefit Program Division improves the health and welfare of city residents by providing Medicaid, Supplemental Nutrition Assistance Program (SNAP), Energy Assistance, Temporary Assistance to Needy Families (TANF), and other related programs. These programs are administered according to Federal and State laws for timely and accurate benefits to residents.

OBJECTIVES

City Council Priority & Goal

- | | | |
|--|-----------------------|------|
| • 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-4 |
| • Provide Temporary Assistance for Needy Families with financial services to families with children | Sustaining Excellence | SE-4 |

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) # of households that requested Medicaid / # of people approved for medical & health related assistance	5,172 / 9,772	4,468 / 9,275	5,500 / 10,000	5,000 / 9,000	5,000 / 9,000
Outcome (Effectiveness) # of City households that requested SNAP / # people assisted with food purchasing power	1,956 / 4,901	1,336 / 3,662	1,900 / 4,650	1,800 / 4,000	1,800 / 4,000
Outcome (Effectiveness) # household requesting TANF / # people receiving financial assistance so children can be cared for in their own homes	125 / 353	66 / 216	115 / 300	115 / 300	200 / 300
Outcome (Effectiveness) # households that requested Energy Assistance / # households assisted with home energy needs	289 / 190	254 / 157	290 / 200	250 / 150	250 / 150

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Other Charges	527,904	561,680	561,680	628,500	66,820
Expenditure Category Total:	\$ 527,904	\$ 561,680	\$ 561,680	628,500	\$ 66,820

SOCIAL SERVICES

Service Program

FUNCTIONS / ACTIVITIES

The Service Program Division provides for the safety of children and vulnerable adults as well as the delivery of supportive services to families. This is done through Child Protective Services (CPS), Adult Protective Services (APS), Foster Care (FC), and other related programs according to the law and Virginia Department of Social Services policies.

OBJECTIVES

	City Council Priority & Goal	
• Respond and provide supportive services for vulnerable City residents	Sustaining Excellence	SE-4
• Provide services to children and vulnerable adults to increase safety factors	Sustaining Excellence	SE-4
• Reduce recidivism of abuse and neglect to children and vulnerable adults	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) # of CPS referrals / % of cases without a reoccurrence of serious child abuse within one year	620 / 63%	396 / 91%	800 / 75%	800 / 95%	800 / 95%
Outcome (Effectiveness) # of families that applied for low income working child care funds / # of families that received child care services	155 / 100	143 / 136	160 / 90	138 / 123	200 / 150
Outcome (Effectiveness) # of referrals for APS / % of cases without a reoccurrence of serious adult abuse within a year	59 / 98%	92 / 80%	65 / 95%	90 / 80%	90 / 80%
Outcome (Effectiveness) # of children entering FC / # of children returned home or custody transferred to a relative	14 / 1	9 / 5	20 / 9	10 / 8	10 / 8

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Other Charges	44,346	103,400	103,400	125,000	21,600
Expenditure Category Total:	\$ 44,346	\$ 103,400	\$ 103,400	125,000	\$ 21,600

SOCIAL SERVICES

VHDA Housing Program

FUNCTIONS / ACTIVITIES

The Virginia Housing Development Authority (VHDA) Housing Voucher Program provides HUD (Housing and Urban Development) regulated rental and purchase housing assistance to qualified City of Manassas and City of Manassas Park residents in need of subsidized housing according to law, policy, and procedure.

OBJECTIVES

	City Council Priority & Goal	
• Provide decent and safe housing for eligible City residents	Community Vitality	CV-1
• Increase landlord participation in the Housing Choice Voucher Program (HCVP) Section 8 Housing Program	Community Vitality	CV-1
• Maintain quality HCVP Section 8 rental housing stock	Community Vitality	CV-1

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) # of Housing and Urban Development approved vouchers available / # of approved vouchers leased	310 / 326	287 / 327	310 / 326	310 / 326	310 / 326
Outcome (Effectiveness) # of landlords / % change	154 / 1%	136 / 11%	150 / 1%	150 / 1%	150 / 1%
Outcome (Effectiveness) # of inspections conducted annually / % passing inspections	450 / 85%	450 / 80%	450 / 80%	450 / 80%	450 / 80%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	233,122	275,000	275,000	273,000	(2,000)
Other Charges	850	500	500	700	200
Expenditure Category Total:	\$ 233,972	\$ 275,500	\$ 275,500	273,700	\$ (1,800)

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	Educational Attainment	EA-2
• Maintain youth in the community that are enrolled in the intensive case management program	Educational Attainment	EA-1
• Reduce recidivism of convictions of the youth enrolled in the intensive case management program	Educational Attainment	EA-1

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) # of Diversion Pathways Youth completing program / % of youth who met educational requirements	31 / 87%	39 / 88%	45 / 85%	10 / 85%	40 / 80%
Outcome (Effectiveness) # of Diversion Pathways Youth completing program / % not accruing new juvenile petitions within 12 months	31 / 80%	40 / 80%	45 / 80%	10 / 85%	40 / 75%
Outcome (Effectiveness) # of Diversion Pathways Youth completing program / % successfully diverted from court	31 / 71%	33 / 77%	45 / 85%	10 / 85%	40 / 80%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	117,818	5,000	5,000	-	(5,000)
Other Charges	425	59,870	59,870	59,870	-
Expenditure Category Total:	\$ 118,243	\$ 64,870	\$ 64,870	59,870	\$ (5,000)

SOCIAL SERVICES

Children's Services Act (CSA)

FUNCTIONS / ACTIVITIES

The Children's Services Act (CSA) Division coordinates the expenditure of pooled funds under the CSA. The division works in collaboration with Manassas City Public Schools, Prince William Health District, Prince William Community Services Board, Manassas City Department of Social Services, and the 31st District Juvenile Court Services Unit to provide child-centered, family-focused, cost-effective services in the least restrictive environment to eligible children and youth.

OBJECTIVES

	City Council Priority & Goal	
• Fund appropriate services that support program-eligible children and youth	Sustaining Excellence	SE-3
• Maximize use of alternative funding sources to pay for services	Sustaining Excellence	SE-3
• Maximize use of available community-based services to decrease residential placements	Sustaining Excellence	SE-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) # of cases assessed by Family Assessment & Services Team (FAST) / % of cases not CSA-funded	102 / 4%	109 / 5%	110 / 10%	80 / 4%	110 / 1%
Outcome (Effectiveness) # of CSA-funded cases / % of residential placements	37 / 16%	34 / 6%	50 / 25%	31 / 2%	45 / 10%
Outcome (Effectiveness) # of private day school cases / % of CSA funding used for private school placements	9 / 47%	9 / 38%	11 / 50%	9 / 40%	9 / 35%
Outcome (Effectiveness) # of foster care cases / % eligible for federal IV-E funding	23 / 43%	20 / 30%	30 / 50%	22 / 40%	30 / 10%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Other Charges	987,868	1,462,500	1,462,500	1,462,500	-
Expenditure Category Total:	\$ 987,868	\$ 1,462,500	\$ 1,462,500	1,462,500	\$ -

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FIRE AND RESCUE

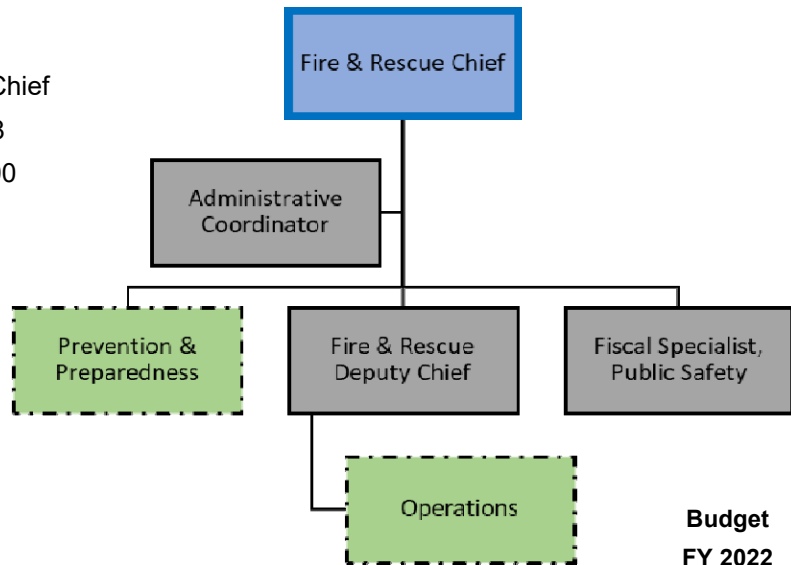
Department Information

William A. Garrett, Fire & Rescue Chief

Administration: (703) 257-8458

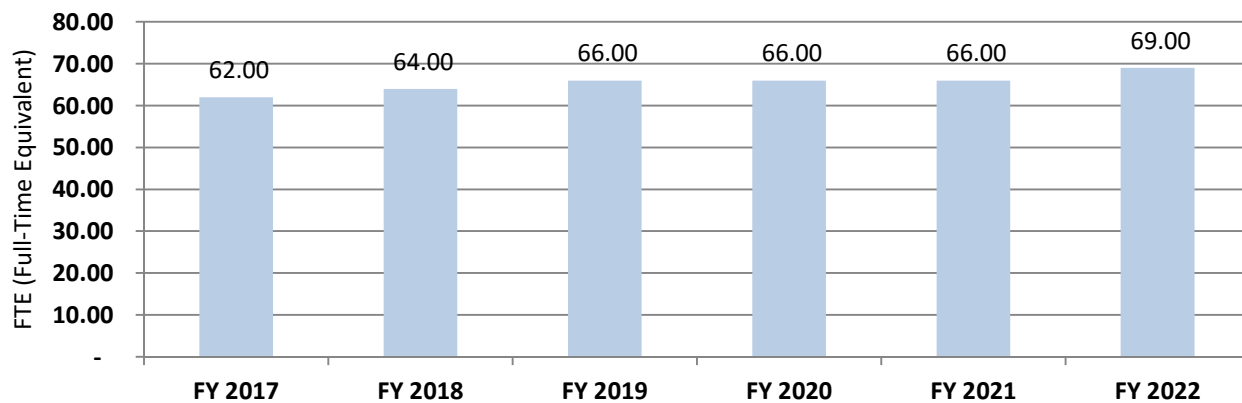
Non-Emergency: (703) 792-6500

www.manassascity.org/fire



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	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	62	62.00	3	3.00
Prevention & Preparedness	3	3.00	3	3.00	3	3.00	-	-
DEPARTMENT TOTAL	66	66.00	66	66.00	69	69.00	3	3.00

Fire & Rescue Staffing History



FIRE AND RESCUE

MISSION STATEMENT

The Mission of the Fire and Rescue Department is to protect the lives and property of the residents of the City of Manassas, its visitors, and the surrounding communities by delivering quality emergency medical care, fire prevention, fire suppression, public education and disaster management.

PRIOR YEAR ACCOMPLISHMENTS

- Retirement of Fire Chief Rob Clemons and hiring of new Fire Chief William Garrett
- Delivery of new Tower Ladder
- Opening of new Fire Station 521
- Transfer of current GMVRS Station 521 to the City
- Management and response to COVID-19 pandemic
- Purchase of COVID Testing Trailer
- Purchase and implementation of new Zoll ventilators
- Purchase of new Fire Marshal duty weapons
- Utilized CARES funding to purchase COVID-19 PPE and equipment
- EMPG-S Grant to fund COVID-19 television commercial and radio ads for the Hispanic community
- Mobile Data Computers (MDC) upgraded through the consolidated dispatch agreement with Prince William County
- Revision of the Department and System Standard Operating Policies
- Continue to develop Peer Fitness Training Program for the Department
- Ground breaking of Public Safety Facility

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	7,496,309	7,650,410	7,848,002	8,263,650	613,240
Purchased Services	431,524	390,900	442,204	395,900	5,000
Internal Services	1,069,501	1,235,120	1,238,220	1,372,570	137,450
Other Charges	853,092	875,020	881,120	878,960	3,940
Supplies	236,112	573,550	392,088	589,610	16,060
Capital	2,009,980	30,000	341,342	380,000	350,000
Transfers/Contingencies	594,812	975,000	975,000	1,270,000	295,000
Expenditure Category Total:	\$ 12,691,330	\$ 11,730,000	\$ 12,117,976	\$ 13,150,690	\$ 1,420,690

Division Summary

Administration	2,155,924	2,562,130	2,562,130	2,962,240	400,110
Operations	6,612,353	6,852,760	6,852,760	7,434,060	581,300
Prevention & Preparedness	262,205	296,177	296,177	308,180	12,003
Volunteer Fire	180,000	180,000	180,000	180,000	-
Volunteer Rescue	169,000	169,000	169,000	169,000	-
Consolidated Budget	2,501,657	1,190,303	1,319,860	1,611,280	420,977
Emergency Operations Center	82,900	79,630	79,630	85,930	6,300
Fire & Rescue Grants	727,291	400,000	658,419	400,000	-
Division Summary Total:	\$ 12,691,330	\$ 11,730,000	\$ 12,117,976	\$ 13,150,690	\$ 1,420,690

BUDGET HIGHLIGHTS

The Fire and Rescue tax rate for FY 2022 is \$0.207 which is a one cent increase from the FY 2021 tax rate. Changes include the addition of three firefighters to address staffing of Engine 501, increases in internal service fees to support the GMVRS facility and new Fire Station #21 and the purchase of one medic unit. The fleet plan indicates Rescue Engine 521B is next to be replaced and will come up for further discussion in FY22 once an appropriate course of action has been determined.

FIRE AND RESCUE

Administration

FUNCTIONS / ACTIVITIES

The Administration Division is responsible for policy development, strategic planning, and system-wide administration, including Emergency Management. Fiscal oversight, budget preparation, recruiting, hiring, training support, and records management are also managed from this division. A primary goal of the Division is the health and safety of career and volunteer personnel, and the citizens and visitors of the community.

OBJECTIVES

City Council Priority & Goal

- | | | |
|---|-----------------------|------|
| • 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-1 |
| • 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 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Input (Resources Utilized)					
Total call volume / % of EMS calls	6,472 / 73%	6,735 / 74%	6,500 / 75%	6,600 / 75%	6,600 / 75%
Outcome (Effectiveness)					
# of patients transported	2,554	2,762	2,600	2,600	2,600
Outcome (Effectiveness)					
# of emergency vehicle responses	12,348	12,429	12,500	12,500	12,500
Outcome (Effectiveness)					
% of time fully staffed	N/A	N/A	95%	95.6%	95%

DIVISION EXPENDITURE OVERVIEW

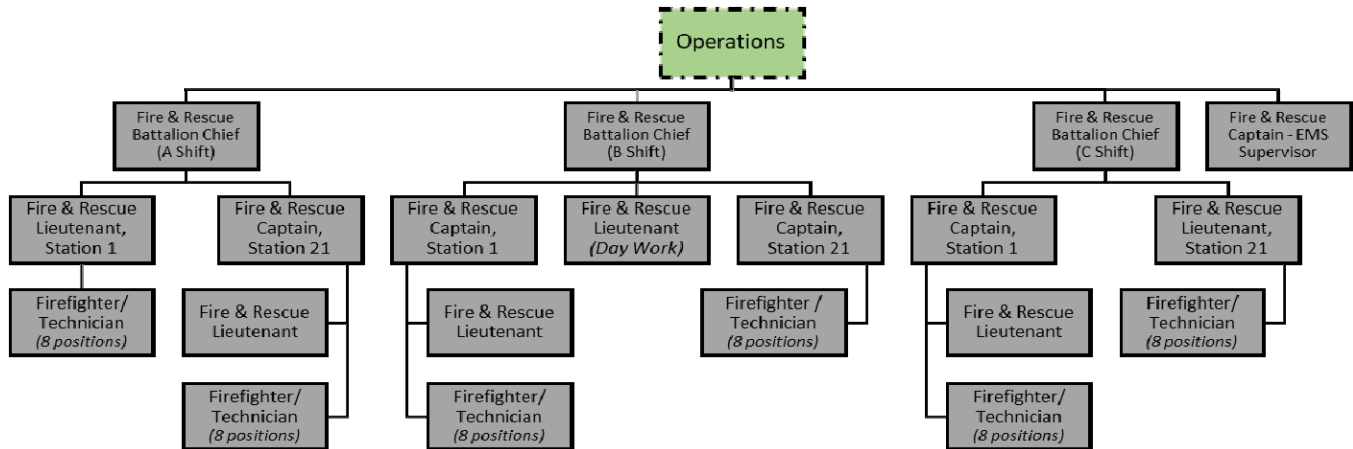
Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	582,463	609,000	609,000	645,000	36,000
Purchased Services	13,578	4,500	4,500	4,500	-
Internal Services	805,157	809,020	809,020	878,130	69,110
Other Charges	146,061	146,010	146,010	146,010	-
Supplies	13,853	18,600	18,600	18,600	-
Transfers/Contingencies	594,812	975,000	975,000	1,270,000	295,000
Expenditure Category Total:	\$ 2,155,924	\$ 2,562,130	\$ 2,562,130	2,962,240	\$ 400,110

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FIRE AND RESCUE

Operations



	Budget FY 2022 Over (Under) Adopted FY 2021							
	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Operations</i>								
Fire & Rescue Battalion Chief	3	3.00	3	3.00	3	3.00	-	-
Fire & Rescue Captain	5	5.00	5	5.00	5	5.00	-	-
Fire & Rescue Lieutenant	6	6.00	6	6.00	6	6.00	-	-
Firefighter/Technician	45	45.00	45	45.00	48	48.00	3	3.00
Division Total	59	59.00	59	59.00	62	62.00	3	3.00

FIRE AND RESCUE

Operations

FUNCTIONS / ACTIVITIES

The Operations Division provides emergency response to, and mitigation of, fire and hazardous material incidents. The Division is responsible for providing emergency treatment and transportation for patients with injuries and illnesses resulting from accidents or disease. Emergency Medical Technicians/Paramedics satisfy minimum staffing requirements for emergency medical response vehicles and provide medical treatment capability to firefighting response vehicles in this Division on a regular basis.

OBJECTIVES

	City Council Priority & Goal	
• Maintain and enhance knowledge, skills, and abilities of fire and rescue personnel that are required to mitigate all hazardous incidents	Sustaining Excellence	SE-4
• Ensure timely patient care delivery through appropriate service delivery	Sustaining Excellence	SE-4
• Respond within the national recognized standards for emergency incidents and Advanced Life Support incidents	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

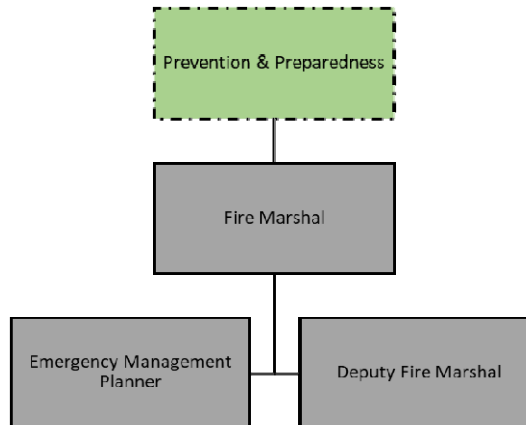
Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Output (Actions Taken) % of first unit arrival within 4 minutes or less of dispatch	69.4%	63.24%	70%	70%	70%
Output (Actions Taken) % of Advanced Life Support response arrival within 8 minutes or less of dispatch	96.7%	96.7%	95%	95%	95%
Output (Actions Taken) # of hours of Fire Training Conducted	1,315	1,500	4,619	4,700	4,950
Output (Actions Taken) # of hours of EMS Training conducted	N/A	N/A	1,250	1,300	1,400

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	6,550,739	6,759,410	6,759,410	7,326,650	567,240
Purchased Services	5,097	4,700	4,700	4,700	-
Other Charges	24,964	51,250	51,250	51,250	-
Supplies	31,553	37,400	37,400	51,460	14,060
Expenditure Category Total:	\$ 6,612,353	\$ 6,852,760	\$ 6,852,760	7,434,060	\$ 581,300

FIRE AND RESCUE

Prevention & Preparedness



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Prevention & Preparedness</i>								
Fire Marshal	1	1.00	1	1.00	1	1.00	-	-
Deputy Fire Marshal	1	1.00	1	1.00	1	1.00	-	-
Emergency Management Planner	1	1.00	1	1.00	1	1.00	-	-
Restricted (UASI Grant)								
Division Total	3	3.00	3	3.00	3	3.00	-	-

FIRE AND RESCUE

Prevention & Preparedness

FUNCTIONS / ACTIVITIES

The Prevention and Preparedness Division is responsible for the Office of the Fire Marshal, the Office of Emergency Management, and serves as the Department's Public Information Officer. Its mandate is to prevent the loss of life and property through the enforcement of the Virginia Statewide Fire Prevention Code, portions of the Virginia Construction Code, and the arson and bombing laws of the Commonwealth of Virginia. This is accomplished through a comprehensive fire inspection program, plans review, the investigation of fires and environmental crimes, and the arrest and prosecution of those responsible for related criminal activity. The Division manages the City's Emergency Operations Center, coordinates the City's planning and support to citizens in the event of natural or man-made disaster, oversees the safety planning for annual and special events, and carries out the requirements of the Code of Virginia related to emergency management.

OBJECTIVES

	City Council Priority & Goal	
• 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 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) Amount of fire loss / fire loss as percent of total property valuation	\$377,600/ 0.006%	\$680,210 / 0.010%	\$1.5 M / 0.03%	\$500,000 / 0.008%	\$800,000 / 0.012%
Efficiency (Workload) # of annual fire inspections performed	1,347	1,041	1,000	800	1,000
Output (Actions Taken) # of investigations	111	96	60	100	125
Input (Resources Utilized) # of staff hours for public outreach events	1,190	1,208	1,350	0	1,000

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	256,923	282,000	282,000	292,000	10,000
Purchased Services	1,507	2,200	2,200	2,200	-
Other Charges	1,795	9,677	9,677	9,680	3
Supplies	1,980	2,300	2,300	4,300	2,000
Expenditure Category Total:	\$ 262,205	\$ 296,177	\$ 296,177	308,180	\$ 12,003

PUBLIC WORKS

Owens Brooke Service District Fund

FUNCTIONS / ACTIVITIES

The Owens Brooke Service District Fund, managed by the Public Works Department, accounts for the revenues and expenditures to provide additional services in the form of street maintenance, general upkeep, and other services for certain private streets and roads in the district, which will enhance the public use and enjoyment of and public safety, convenience, and public well-being within the district. Such services are funded by a special tax levy.

FUNDING OVERVIEW

Revenue by Source	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Local Sources					
General Property Taxes	40,038	40,200	40,200	40,200	-
Interest & Use of Property	2,221	-	-	-	-
Source Total:	42,259	40,200	40,200	40,200	-
Other Financing Sources					
Use of Fund Balance	-	300,000	300,000	-	(300,000)
Source Total:	-	300,000	300,000	-	(300,000)
REVENUE TOTAL:	\$ 42,259	\$ 340,200	\$ 340,200	\$ 40,200	\$ (300,000)

DIVISION EXPENDITURE OVERVIEW

Expenditure by Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Purchased Services	500	336,700	336,700	36,700	(300,000)
Other Charges	3,158	3,500	3,500	3,500	-
EXPENDITURE TOTAL:	\$ 3,658	\$ 340,200	\$ 340,200	\$ 40,200	\$ (300,000)

BUDGET HIGHLIGHTS

The tax rate for the Owens Brooke Service District is \$0.101, which is a reduction from the FY 2021 rate of \$0.109. The tax rate is adjusted annually to a rate that generates \$40,200 in revenue. As of June 30, 2020, the fund balance in this fund is \$342,363. In FY 2021, Fund Balance was 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 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Local Sources					
Interest & Use of Property	5,259	-	-	-	-
Charges for Services	149,848	150,000	150,000	150,000	-
Source Total:	155,107	150,000	150,000	150,000	-
REVENUE TOTAL:	\$ 155,107	\$ 150,000	\$ 150,000	\$ 150,000	\$ -

DIVISION EXPENDITURE OVERVIEW

Expenditure by Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Purchased Services	-				-
Supplies	8,205				-
Capital	-	150,000	150,000	150,000	-
EXPENDITURE TOTAL:	\$ 8,205	\$ 150,000	\$ 150,000	\$ 150,000	\$ -

BUDGET HIGHLIGHTS

As of June 30, 2020, the fund balance in this fund is \$903,796.

NON-DEPARTMENTAL

Debt Service Fund

FUNCTIONS / ACTIVITIES

The Debt Service Fund, managed by the Finance Department, accounts for the principal, interest, and fiscal agent/financial planning/legal fees for the City's general obligation bonds for public improvements and school improvements. This includes debt service for the tax supported projects including General Fund - City and Schools projects and Fire and Rescue Fund projects. It does not include debt service for enterprise funds.

FUNDING OVERVIEW

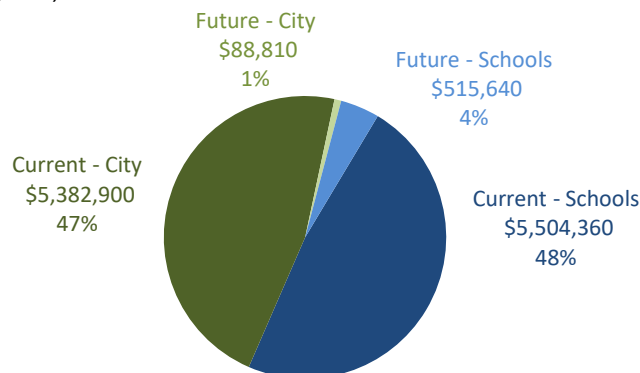
Revenue by Source	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Federal Government					
Noncategorical	24,464	-	-	-	-
Source Total:	24,464	-	-	-	-
Other Financing Sources					
Transfer - General Fund (City)	4,519,140	4,609,520	4,609,520	4,701,710	92,190
Transfer - General Fund (Schools)	5,679,809	5,752,840	5,752,840	6,020,000	267,160
Transfer - Fire and Rescue Fund	594,813	770,000	770,000	770,000	-
Source Total:	10,793,761	11,132,360	11,132,360	11,491,710	359,350
REVENUE TOTAL:	\$ 10,818,226	\$ 11,132,360	\$ 11,132,360	\$ 11,491,710	\$ 359,350

DIVISION EXPENDITURE OVERVIEW

Expenditure by Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
City Debt Service	3,057,452	4,719,290	4,719,290	5,332,900	613,610
City Debt Capacity	-	610,230	610,230	88,810	(521,420)
Fiscal Agent, Planning, Legal	1,167	50,000	50,000	50,000	-
School Debt Service	5,679,809	5,593,670	5,593,670	5,504,360	(89,310)
School Debt Capacity	-	159,170	159,170	515,640	356,470
EXPENDITURE TOTAL:	\$ 8,738,428	\$ 11,132,360	\$ 11,132,360	\$ 11,491,710	\$ 359,350

BUDGET HIGHLIGHTS

Major changes include an increase in City Debt Service for the first interest payment due on the 2021 bond issue and an increase in the contribution for future School Debt Service. As of June 30, 2020, the fund balance in this fund is \$8,171,140 (City projects).



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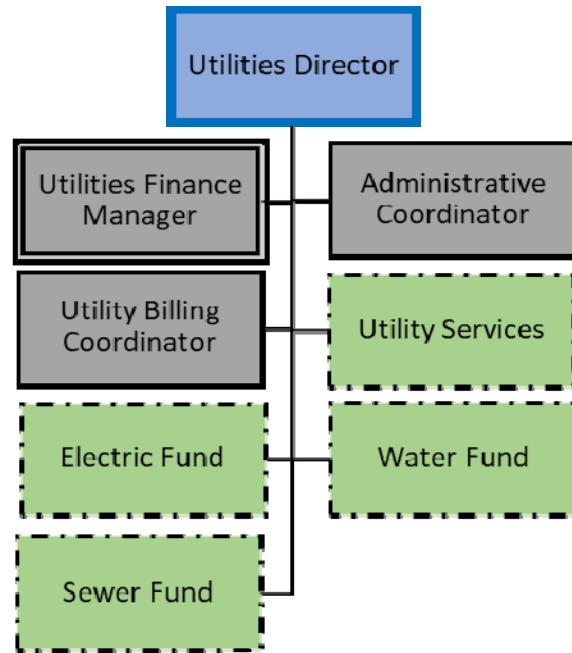
UTILITIES

Department Information

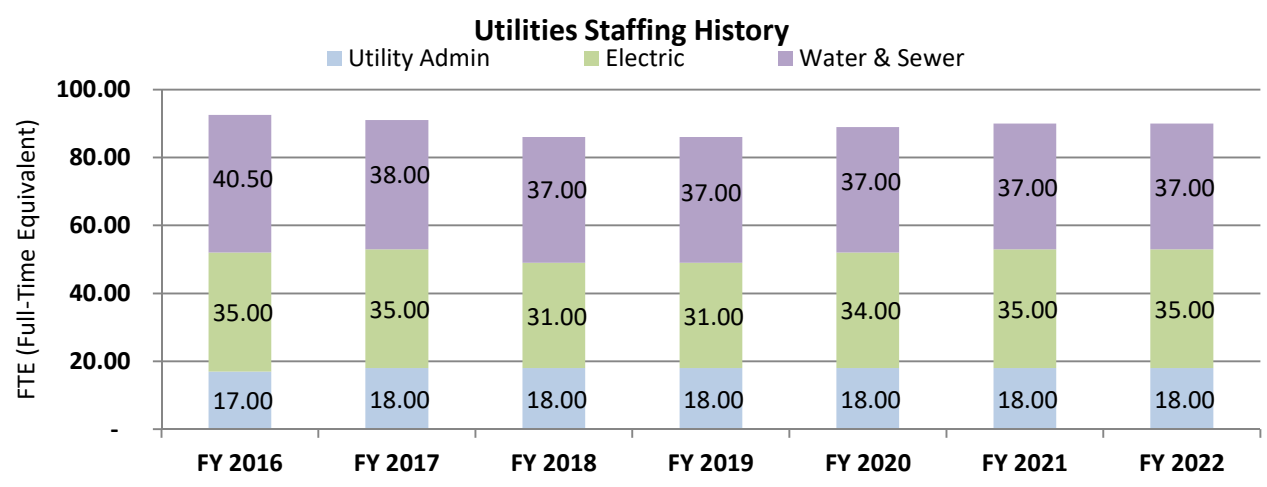
Tony Dawood, Utilities Director

(703) 257-8382

<http://www.manassascity.org/utilities>



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	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	-	-
<i>Utility Services</i>	14	14.00	14	14.00	14	14.00	-	-
<i>Electric</i>	35	35.00	35	35.00	35	35.00	-	-
<i>Water & Sewer</i>	37	37.00	37	37.00	37	37.00	-	-
DEPARTMENT TOTAL	90	90.00	90	90.00	90	90.00	-	-



Utility Administration includes administration and utility services and is paid out of the Electric Fund. Water and Sewer staffing is split at varying percentages between the two funds.

MISSION STATEMENT

The City of Manassas Utilities exists to ensure the availability of safe, adequate, and reliable water, sewer, and electric utilities at an affordable cost to the citizens of Manassas and to support telecommunications services. We will accomplish this by ensuring that safety and environmental concerns will always be our first priority.

PRIOR YEAR ACCOMPLISHMENTS

During the past budget fiscal year, the Utility department continued to provide cost effective, reliable safe water, sewer and electric service to our residential, commercial and industrial customers while maintaining environmental and regulatory compliance. Major projects completed included work associated with the Micron expansion e.g. new 16" water service extension across route 28, almost one thousand (1000') feet of twenty-four-inch (24") water main was relocated to support the new substation, (electric).

Numerous projects were completed at the City's Water Treatment Plant, (now over 50 years old). The Vacuum Chamber, as well as, the Filter were all completely refurbished on the SuperPulsator portion of the Plant. Replacement of critical Flocc Gate Valves, new HVAC system and PLC improvements were also completed. Major Capital Improvement Projects completed during this fiscal cycle included the construction of almost a mile of new 36" water transmission main, and support for Public Works related projects.

On the electric front, major work completed included: lightning arrestors at Micron Substation for the two transformers, energized new electric service to the new TRU Hotel, new airport hangers, new Fire & Rescue building, new Fiber Optics loop from Airport Substation to Prince William Substation, new stacks were added to the City Generators at the Airport, installed 440 new LED lights along Main Street, Liberia Avenue, and Peabody Street. Also, approximately 5.8 miles of new primary cable has been replaced along Bayberry and Park Avenue and Park Street. Major overhead to underground included Lincoln Avenue in conjunction with the Jefferson Square project.

UTILITIES

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Sewer Fund					
Salaries & Benefits	1,028,172	1,262,890	1,262,890	1,277,680	14,790
Purchased Services	7,752,018	7,339,800	8,735,386	7,639,000	299,200
Internal Services	960,557	993,010	993,010	1,037,080	44,070
Other Charges	35,873	34,830	34,830	37,430	2,600
Supplies	136,470	118,670	118,757	123,760	5,090
Capital	8,229,777	496,000	641,000	0	(496,000)
Debt/Other Uses	5,039,438	5,592,040	5,592,040	6,218,400	626,360
Transfers/Contingencies	1,296,688	1,875,000	2,417,675	4,683,930	2,808,930
Fund Total:	24,478,993	17,712,240	19,795,588	21,017,280	3,305,040
Water Fund					
Salaries & Benefits	2,562,951	3,000,750	3,000,750	3,077,650	76,900
Purchased Services	538,166	420,830	1,076,740	874,420	453,590
Internal Services	1,373,962	1,404,710	1,404,710	1,439,380	34,670
Other Charges	506,197	551,080	551,080	572,200	21,120
Supplies	1,249,234	1,748,710	1,825,657	1,792,180	43,470
Capital	69,770	40,000	108,300	0	(40,000)
Debt/Other Uses	1,919,570	2,668,540	2,668,540	3,128,700	460,160
Transfers/Contingencies	2,320,413	5,127,000	5,127,000	15,975,000	10,848,000
Fund Total:	10,540,263	14,961,620	15,762,777	26,859,530	11,897,910
Electric Fund					
Salaries & Benefits	5,661,570	6,167,120	6,167,120	6,458,410	291,290
Purchased Services	1,064,919	1,236,630	1,567,194	1,274,330	37,700
Internal Services	1,616,515	1,651,560	1,651,560	1,644,580	(6,980)
Other Charges	381,121	493,860	497,225	469,760	(24,100)
Supplies	27,931,822	29,099,530	29,128,454	27,931,490	(1,168,040)
Capital	12,054	117,000	250,188	264,800	147,800
Debt/Other Uses	1,011,237	1,308,590	1,308,590	1,297,910	(10,680)
Transfers/Contingencies	2,402,045	3,414,000	3,440,214	2,580,000	(834,000)
Fund Total:	40,081,283	43,488,290	44,010,545	41,921,280	(1,567,010)
Expenditure Category Total:	\$ 75,100,539	\$ 76,162,150	\$ 79,568,910	\$ 89,798,090	\$ 13,635,940

BUDGET HIGHLIGHTS

The three enterprises of the Utilities Department each rely on their rates and revenue to fund operations and capital improvements. Each is also responsible for maintaining an adequate working capital reserve necessary to cover routine costs, emergency repairs and replacement of assets, debt service, and future capital improvements. Revenue from sales and connections in the Water 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: 3.5%

Water: 5%

Electric: No Increase

UTILITIES

Administration

FUNCTIONS / ACTIVITIES

The Utility Administration Division manages electric, water, and sewer utilities to operate within approved budget and according to established City policy. It also explores communication and utility system electronic monitoring opportunities.

OBJECTIVES

	City Council Priority & Goal	
• Manage utilities to function within approved operating budget	Sustaining Excellence	SE-3
• Provide a safe work environment for all utility employees	Sustaining Excellence	SE-4
• Protect the environment by complying with all state and federal regulations	Community Vitality	CV-5

SERVICE EFFORTS AND MEASURES

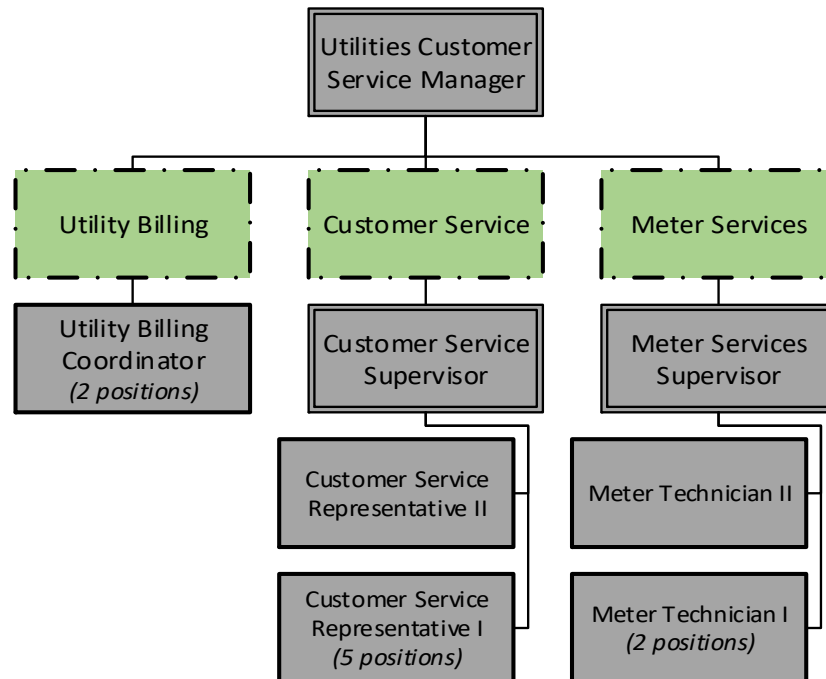
Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Efficiency (Workload)	7.87 /	6.53 /	6.00 /	6.33 /	6.00 /
Working Capital Ratios (the ability of each fund to pay for its current liabilities with current assets)	27.99 /	15.09 /	10.00 /	11.00 /	10.00 /
Electric / Water / Sewer	20.57	8.89	14.00	8.80	7.50
Efficiency (Workload)	0	0	0	0	0
# of days lost from work related injuries as reported by the City Safety Officer					
Efficiency (Workload)	1	0	0	1	0
# of environmental violation citations from any state or federal regulatory					

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	578,114	518,900	518,900	541,200	22,300
Purchased Services	143,523	230,000	535,014	230,000	-
Internal Services	3,829	24,970	24,970	26,150	1,180
Other Charges	36,642	76,300	76,300	77,280	980
Supplies	3,673	6,400	6,400	6,400	-
Expenditure Category Total:	\$ 765,781	\$ 856,570	\$ 1,161,584	\$ 881,030	\$ 24,460

UTILITIES

Utility Services



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
<u>UTILITY BILLING</u>								
Utility Billing Coordinator	2	2.00	2	2.00	2	2.00	-	-
<u>CUSTOMER SERVICE</u>								
Utilities Customer Service Manager	1	1.00	1	1.00	1	1.00	-	-
Customer Service Supervisor	1	1.00	1	1.00	1	1.00	-	-
Customer Service Representative II	1	1.00	1	1.00	1	1.00	-	-
Customer Service Representative I	5	5.00	5	5.00	5	5.00	-	-
<u>METER SERVICES</u>								
Meter Services Supervisor	1	1.00	1	1.00	1	1.00	-	-
Meter Technician II	1	1.00	1	1.00	1	1.00	-	-
Meter Technician I	2	2.00	2	2.00	2	2.00	-	-
Division Total	14	14.00	14	14.00	14	14.00	-	-

FUNCTIONS / ACTIVITIES

The Utility Customer Service Division provides the Manassas community with a positive utility experience by providing accessible and accurate information, timely meter readings, and responsive service relative to their accounts.

OBJECTIVES

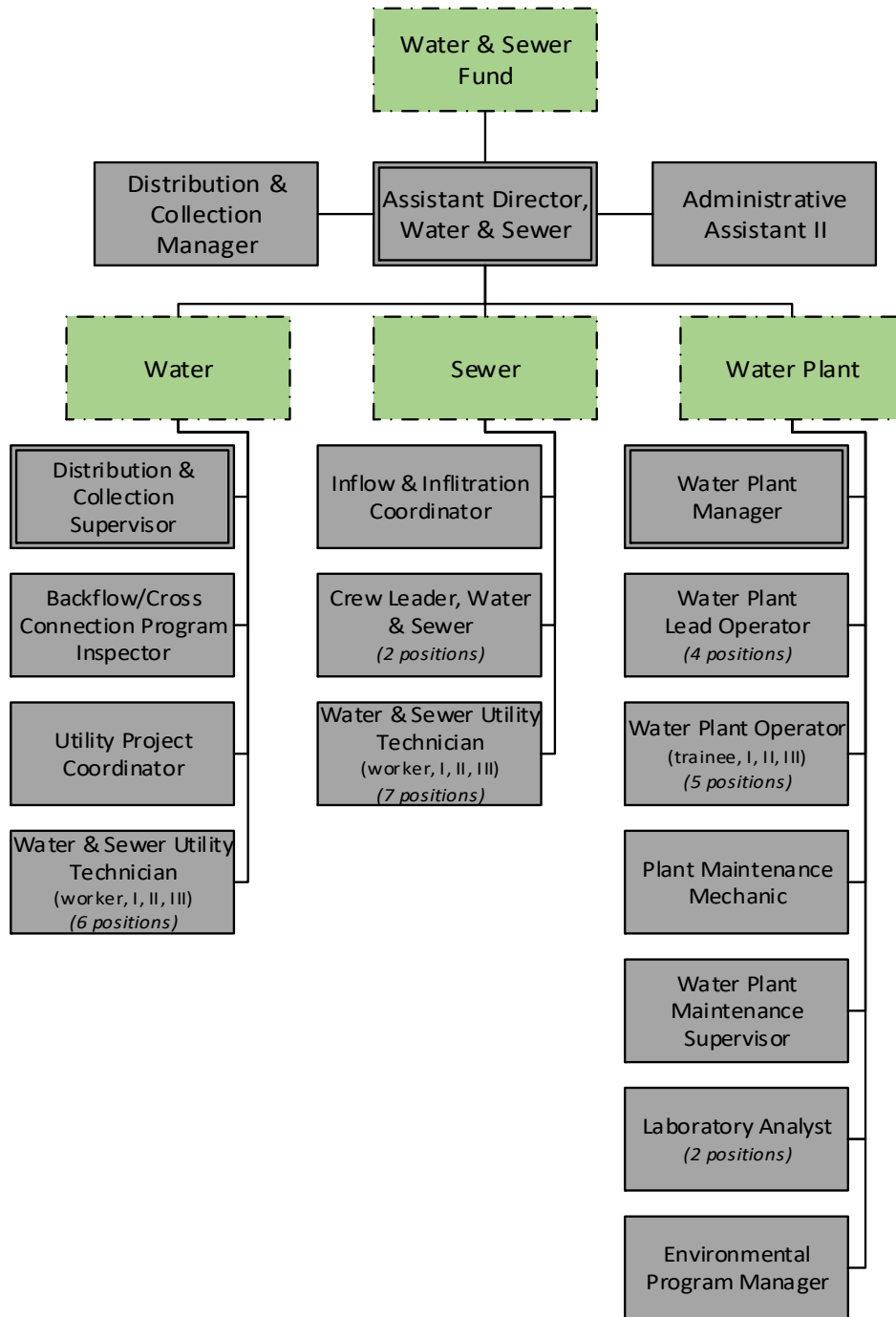
	City Council Priority & Goal	
• Increase online transactions and decrease walk-in & mail transactions	Sustaining Excellence	SE-1
• Minimize lost revenue by disconnecting accounts for non-payment	Sustaining Excellence	SE-3
• Answer phone inquiries by contact with a customer service representative efficiently.	Sustaining Excellence	SE-1

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Efficiency (Workload)	44.71%	48.00%	46.00%	46.00%	46.00%
% of revenue paid by type:	38.19%	35.00%	38.00%	35.00%	35.00%
online / mail / in person	17.10%	17.00%	16.00%	17.00%	17.00%
Outcome (Effectiveness)	3,225	2,150	3,150	2,500	3,150
# of accounts disconnected due to non-pay yearly					
Efficiency (Workload)	59,210	59,301	59,200	59,400	59,400
# of phone calls answered by customer service representatives					
Outcome (Effectiveness)	2,055 /	2,086 /	2,100 /	2,100 /	2,100 /
# of service calls received annually / Average time from service call received to complete restoration of service	86 min	100 min	90 min	90 min	90 min

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	687,164	702,000	702,000	738,250	36,250
Purchased Services	49,408	85,870	85,870	85,870	-
Internal Services	-	114,930	114,930	106,940	(7,990)
Other Charges	4,168	15,100	15,100	15,100	-
Supplies	3,060	10,100	10,100	10,100	-
Expenditure Category Total:	\$ 743,800	\$ 928,000	\$ 928,000	\$ 956,260	\$ 28,260



UTILITIES

Water & Sewer

	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
Water & Sewer Utility								
<u>WATER & SEWER ADMINISTRATION</u>								
Assistant Director, Water & Sewer	1	1.00	1	1.00	1	1.00	-	-
Distribution & Collection Manager	1	1.00	1	1.00	1	1.00	-	-
Administrative Assistant II	1	1.00	1	1.00	1	1.00	-	-
<u>SEWER - COLLECTION, TRANSMISSION, TREATMENT</u>								
Inflow & Infiltration Coordinator	1	1.00	1	1.00	1	1.00	-	-
Crew Leader, Water & Sewer	2	2.00	2	2.00	2	2.00	-	-
Water & Sewer Utility Tech. (worker, I, II, III)	7	7.00	7	7.00	7	7.00	-	-
<u>WATER - TRANSMISSION & DISTRIBUTION</u>								
Distribution & Collection Supervisor	1	1.00	1	1.00	1	1.00	-	-
Utility Project Coordinator	1	1.00	1	1.00	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	-	-
<u>WATER PLANT</u>								
Water Plant Manager	1	1.00	1	1.00	1	1.00	-	-
Environmental Program Manager	1	1.00	1	1.00	1	1.00	-	-
Water Plant Lead Operator	4	4.00	4	4.00	4	4.00	-	-
Water Plant Maintenance Supervisor	1	1.00	1	1.00	1	1.00	-	-
Water Plant Operator (trainee, I, II, III)	5	5.00	5	5.00	5	5.00	-	-
Plant Maintenance Mechanic	1	1.00	1	1.00	1	1.00	-	-
Laboratory Analyst	2	2.00	2	2.00	2	2.00	-	-
Subtotal (Water & Sewer)	37	37.00	37	37.00	37	37.00	-	-

UTILITIES

Sewer Administration

FUNCTIONS / ACTIVITIES

The Sewer Utility adequately and reliably collects and transports to treatment all domestic, industrial, and commercial wastewater for the consumers of the City of Manassas in an environmentally safe manner and at the lowest cost practical. The utility continually inspects, cleans, maintains, and improves the sewage collection, pumping, and delivery systems. Management will attract and retain a quality maintenance workforce, participate in regional planning and economic development strategies, and implement maintenance and capital improvement projects on time and within budget while ensuring public and environmental safety. The Sewer Utility has established and will maintain adequate financial reserves for emergencies and growth.

OBJECTIVES

	City Council Priority & Goal	
• Provide and maintain adequate and reliable sewer collection system and pump stations	Sustaining Excellence	SE-3
• Respond to system failures efficiently and expeditiously restore service to normal	Sustaining Excellence	SE-4
• Maintain competitive sewer user rates to be competitive with surrounding jurisdictions	Economic Prosperity	EP-1

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) % of annual wastewater peak flow to total capacity	95.43%	90.24%	90.40%	90.24%	87.06%
Efficiency (Workload) Residential Sewer Bill (5,000 gal/mo) / Draper Aden Index	\$53.95 / \$44.99	\$54.90 / \$46.11	\$55.55 / \$47.95	\$55.55 / \$47.95	\$57.60 / \$49.87
Outcome (Effectiveness) % of gallons of infiltration and inflow	23.46%	13.00%	15.00%	13.27%	13.00%
Outcome (Effectiveness) Sewer Over Flow Rate (occurrence/100 miles of pipe)	2.00	1.00	0.00	1.00	0.00

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	142,181	280,000	280,000	290,000	10,000
Purchased Services	3,487	8,500	29,569	8,500	-
Other Charges	893	6,330	6,330	6,330	-
Supplies	1,006	1,720	1,720	2,010	290
Expenditure Category Total:	\$ 147,567	\$ 296,550	\$ 317,619	\$ 306,840	\$ 10,290

FUNCTIONS / ACTIVITIES

The Water Utility produces and distributes an adequate and reliable supply of safe and desirable drinking water for the consumers of the City of Manassas at a competitive price while protecting the supply for future generations and always considering public safety and environmental impact. The Water Utility manages and protects Lake Manassas and ensures adequate treatment and storage capacity and a reliable distribution system. Management will attract and retain quality operations and maintenance personnel, participate in regional planning and economic development strategies, and implement maintenance and capital improvement projects on time and within budget, while ensuring public and environmental safety. The Water Utility has established and will maintain adequate financial reserves for emergencies and growth.

OBJECTIVES

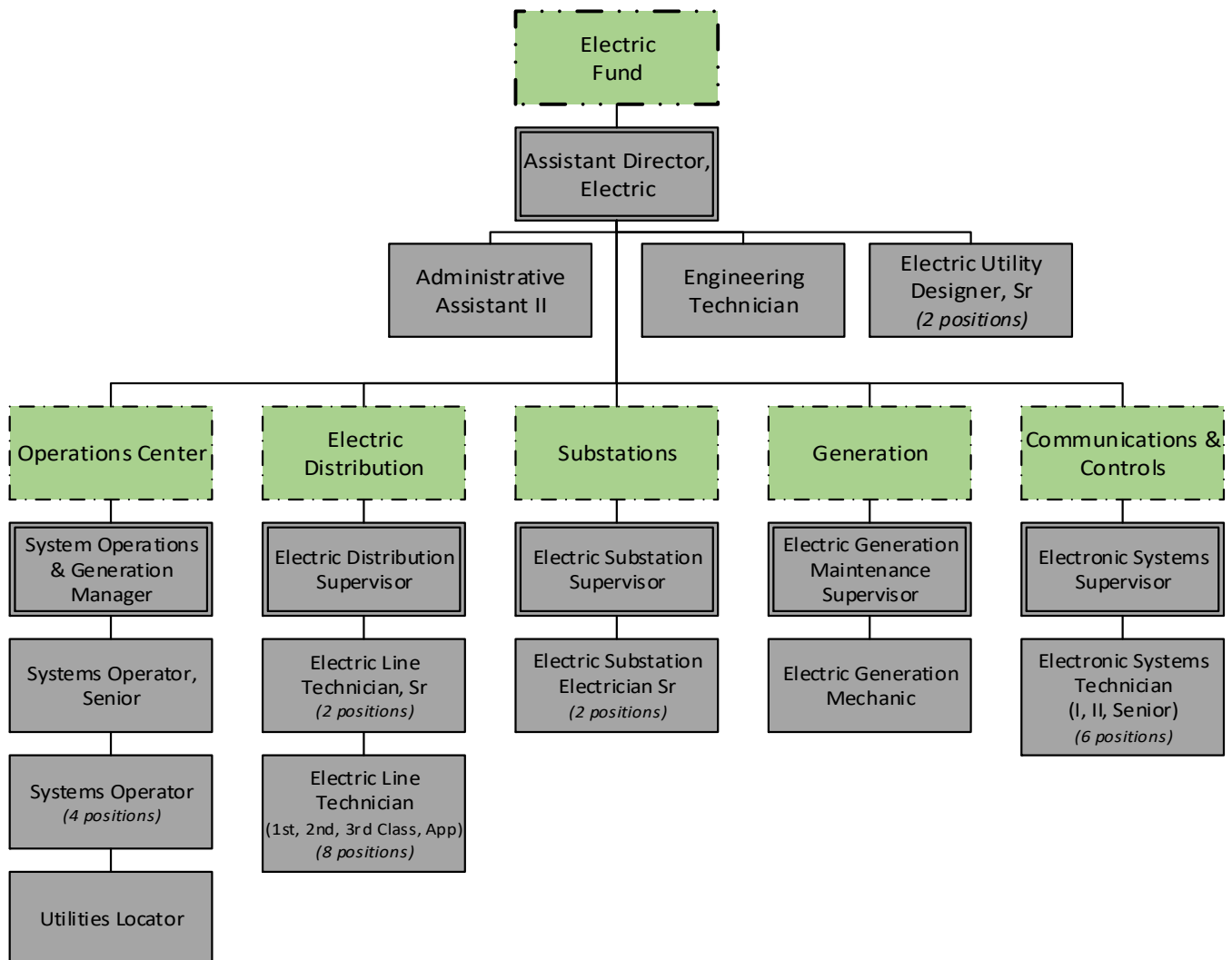
	City Council Priority & Goal	
• Provide and maintain adequate and reliable water system	Sustaining Excellence	SE-4
• Provide a continuous supply of safe drinking water	Sustaining Excellence	SE-4
• Meet all US EPA and VDH water quality standards for drinking water	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) Regulatory Compliance (% days in compliance) / # in house & outsource testing per year	100% / 73,931	100% / 79,983	100% / 73,931	100% / 80,443	100% / 80,407
Efficiency (Workload) Residential Water Bill (5,000 gal/mo) / Draper Aden Index	\$22.51 / \$33.42	\$23.62 / \$34.95	\$24.82 / \$36.14	\$24.82 / \$36.14	\$26.05 / \$37.37
Outcome (Effectiveness) # of billions of gallons of safe drinking water produced	4.01	4.49	5.20	4.75	5.51
Efficiency (Workload) Pipe renewal and replacement (% of pipe by footage)	0.30%	0.60%	0.45%	0.69%	0.30%

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	141,880	255,290	255,290	268,900	13,610
Purchased Services	-	5,000	5,000	5,000	-
Internal Services	-	13,390	13,390	13,390	-
Other Charges	2,004	6,620	6,620	6,500	(120)
Supplies	955	1,680	1,680	1,680	-
Expenditure Category Total:	\$ 144,839	\$ 281,980	\$ 281,980	\$ 295,470	\$ 13,490



UTILITIES

Electric

	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
Electric Utility								
<u>DISTRIBUTION ADMINISTRATION</u>								
Assistant Director, Electric	1	1.00	1	1.00	1	1.00	-	-
Electric Utility Designer, Sr	2	2.00	2	2.00	2	2.00	-	-
Engineering Technician	1	1.00	1	1.00	1	1.00	-	-
Administrative Assistant II	1	1.00	1	1.00	1	1.00	-	-
<u>OPERATIONS CENTER</u>								
Systems Operations & Generation Manager	1	1.00	1	1.00	1	1.00	-	-
Systems Operator, Senior	1	1.00	1	1.00	1	1.00	-	-
Systems Operator	4	4.00	4	4.00	4	4.00	-	-
Utilities Locator	1	1.00	1	1.00	1	1.00	-	-
<u>ELECTRIC DISTRIBUTION</u>								
Electric Distribution Supervisor	1	1.00	1	1.00	1	1.00	-	-
Electric Line Technician, Senior	2	2.00	2	2.00	2	2.00	-	-
Electric Line Technician (1st, 2nd, 3rd Class, Apprentice)	8	8.00	8	8.00	8	8.00	-	-
<u>SUBSTATIONS</u>								
Electric Substation Supervisor	1	1.00	1	1.00	1	1.00	-	-
Electric Substation Electrician (Sr.)	2	2.00	2	2.00	2	2.00	-	-
<u>GENERATION</u>								
Electric Generation Maintenance Supervisor	1	1.00	1	1.00	1	1.00	-	-
Electric Generation Mechanic	1	1.00	1	1.00	1	1.00	-	-
<u>COMMUNICATIONS & CONTROLS</u>								
Electronics Systems Supervisor	1	1.00	1	1.00	1	1.00	-	-
Electronics Systems Technician, (I, II, Senior)	6	6.00	6	6.00	6	6.00	-	-
Subtotal (Electric Utility)	35	35.00	35	35.00	35	35.00	-	-

UTILITIES

Electric Administration

FUNCTIONS / ACTIVITIES

The Electric Utility exists to engineer, construct, operate, maintain, and monitor the overhead and underground electric distribution and street light systems in an efficient manner in order to provide safe, reliable, cost effective service to the citizens of Manassas. Communications and Controls installs, maintains, and operates the City's communications networks including: radio, fiber, the Supervisory Control and Data Acquisition System (SCADA), and protective relaying.

OBJECTIVES

	City Council Priority & Goal	
• Ensure 99.99% of the time all electric customers have electric service	Sustaining Excellence	SE-4
• Support public safety and maintain an average response time to repair non-working streetlights of less than two business days	Sustaining Excellence	SE-4
• Minimize cable dig-ins and ensure public safety by maintaining 100% compliance with the Miss Utility System	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

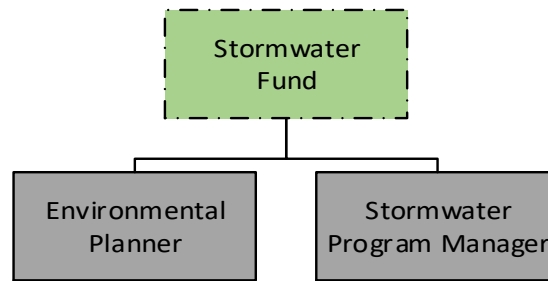
Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) % of time that customers have electric power / # minutes outage per customer (ASAI) annually	99.99% / 67.2	99.99% / 49.5	99.99% / 52	99.99% / 52	99.99% / 52
Outcome (Effectiveness) Respond to all calls for streetlight repairs within 2 business days / # streetlights repaired	99% / 267	99.76% / 232	100% / 250	100% / 250	100% / 250
Efficiency (Workload) Respond to all Miss Utility tickets and close within 48 hours & # of tickets per year located	100% / 9,147	99.76% / 9,263	100% / 9,700	100% / 9,700	100% / 10,500
Outcome (Effectiveness) # of power interruptions due to equipment failure	35	36	50	50	50

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	515,224	636,000	636,000	665,750	29,750
Purchased Services	12,500	36,000	36,000	36,000	-
Internal Services	7,210	6,500	6,500	6,880	380
Other Charges	1,290	14,500	14,500	12,500	(2,000)
Supplies	2,078	3,500	3,500	3,300	(200)
Expenditure Category Total:	\$ 538,302	\$ 696,500	\$ 696,500	\$ 724,430	\$ 27,930

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	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Stormwater Fund</i>								
Stormwater Program Manager	1	1.00	1	1.00	1	1.00	-	-
Environmental Planner	1	1.00	1	1.00	1	1.00	-	-
Division Total	2	2.00	2	2.00	2	2.00	-	-

FUNCTIONS / ACTIVITIES

The Stormwater Fund, managed by the Engineering department, provides funds to administer the City's stormwater program to minimize adverse impacts from localized flooding, improve the general health, safety and welfare of the residents of the City and ensures compliance with federal and state regulatory requirements for reduction of pollutants in waterways that impair local streams that ultimately flow into the Chesapeake Bay including but not limited to the City's Municipal Separate Storm Sewer System (MS4) Permit.

OBJECTIVES

	City Council Priority & Goal	
• Ensure compliance with MS4 and TMDL regulatory requirements	Sustaining Excellence	SE-4
• Develop and implement an operations and maintenance program for City-owned stormwater management facilities	Sustaining Excellence	SE-3
• Promptly respond and resolve citizen service issues	Community Vitality	CV-5

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Output (Actions Taken) Total # of SWMFs requiring corrective actions / Annual # of SWMF corrective actions completing	N/A	N/A	27 / 8	27 / 8	19 / 4
Output (Actions Taken) # of Capital Improvement Projects identified / # in design	0 / 0	0 / 0	4 / 0	4 / 1	5 / 2
Output (Actions Taken) # of IDDE dry weather inspections / % MS4 Permit Requirement (50 is the requirement, but 62 is the target)	49 / 98%	65 / 130%	50 / 100%	50 / 100%	50 / 100%
Output (Actions Taken) # of citizen complaints submitted / # completed / # requiring additional resources	64 / 41 / N/A	27 / 12 / N/A	50 / 15 / 35	50 / 15 / 35	65 / 15 / 50

DIVISION EXPENDITURE OVERVIEW

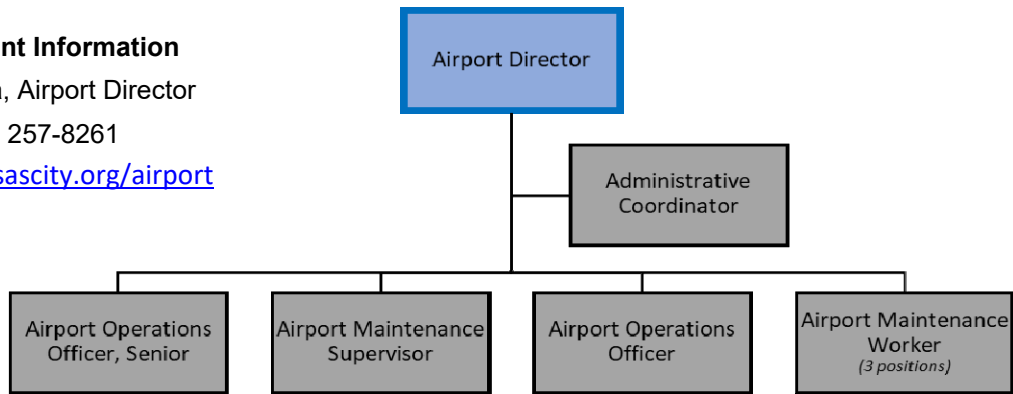
Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	140,722	493,000	493,000	271,500	(221,500)
Purchased Services	176,779	210,000	272,146	263,930	53,930
Internal Services	351,305	471,250	471,250	483,590	12,340
Other Charges	26,377	20,090	20,090	33,870	13,780
Supplies	22,988	35,750	35,750	42,000	6,250
Debt/Other Uses	183,506	183,910	183,910	295,110	111,200
Transfers/Contingencies	110,000	5,384,000	5,384,000	1,681,000	(3,703,000)
Expenditure Category Total:	\$ 1,011,677	\$ 6,798,000	\$ 6,860,146	\$ 3,071,000	\$ (3,727,000)

Department Information

Juan Rivera, Airport Director

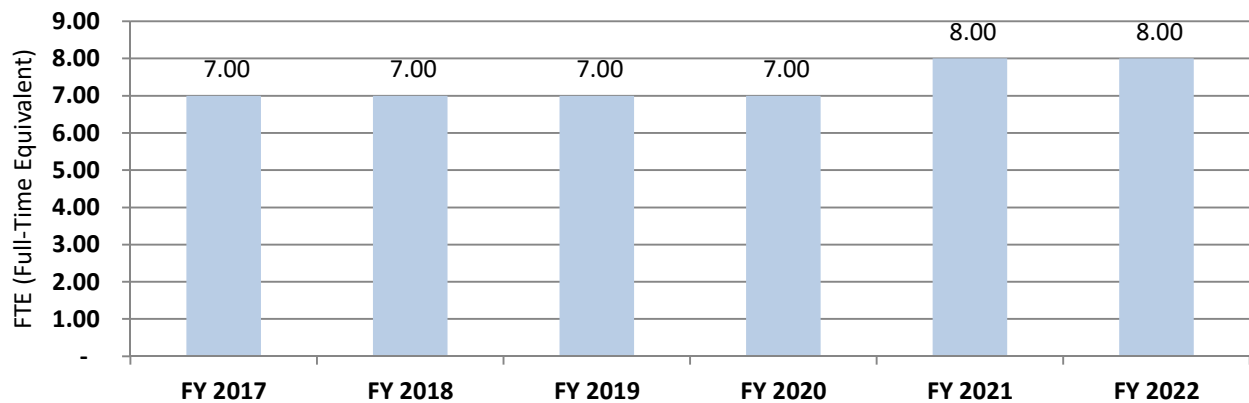
(703) 257-8261

www.manassascity.org/airport



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	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	3	3.00	3	3.00	3	3.00	-	-
DEPARTMENT TOTAL	8	8.00	8	8.00	8	8.00	-	-

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

- Constructed Taxiway G and Taxilane Y
- APP Jet Center Ground Breaking for a new 19,000 sf hangar
- Completed FAA and Department of Aviation Safety Inspections
- Updated Airport's Financial Plan
- Completed CLOMAR process for west side development
- Completed design of West Side Corporate Development and Drainage project
- Chantilly Air Jet Center completed
- Supplemental Windsock relocated
- Airport Minimum Standards updated
- 16R/34L Runway Rehabilitation completed
- Purchased Runway Closure X's
- Coordinated a fly-over for Doctors and Nurses at the NOVANT Hospital in Manassas – May
- Terminal Roof Replacement completed
- Terminal Elevator Modification completed

DEPARTMENT EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	720,385	903,030	960,030	942,330	39,300
Purchased Services	287,016	553,200	589,938	626,200	73,000
Internal Services	303,568	318,600	318,600	318,910	310
Other Charges	220,473	231,650	233,257	288,500	56,850
Supplies	167,309	274,500	274,500	308,500	34,000
Capital	83,451	25,000	25,000	106,000	81,000
Debt/Other Uses	239,080	240,420	240,420	241,200	780
Transfers/Contingencies	358,076	1,009,160	1,017,160	2,138,460	1,129,300
Expenditure Category Total:	\$ 2,379,358	\$ 3,555,560	\$ 3,658,905	\$ 4,970,100	\$ 1,414,540

Division Summary

Administration	597,156	1,324,580	1,332,580	2,479,660	1,155,080
Operations	1,364,826	1,612,780	1,696,288	1,765,740	152,960
Maintenance	389,344	530,200	549,095	634,700	104,500
FAA Tower Nonreimbursable	3,268	23,500	23,605	23,500	-
FAA Tower Reimbursable	24,764	31,500	32,337	33,500	2,000
Special Projects	-	33,000	25,000	33,000	-
Division Summary Total:	\$ 2,379,358	\$ 3,555,560	\$ 3,658,905	\$ 4,970,100	\$ 1,414,540

BUDGET HIGHLIGHTS

Changes include the use of \$1.4 million from fund balance to support the West Corporate Development capital project; 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
• Completing the update of the Airport's Master Plan to enhance the quality of facilities	Economic Prosperity	EP-3

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Efficiency (Workload) # of incidents / accidents	1 / 0	2 / 0	3 / 0	2 / 0	3 / 0
Efficiency (Workload) # of noise complaints / # of operations	10 / 83,130	39 / 75,316	15 / 86,000	45 / 79,500	15 / 81,000
Input (Workload) # of total operations / # of based aircraft	83,130 / 395	75,316 / 392	86,000 / 405	79,500 / 400	81,000 / 405
Efficiency (Workload) % of airport expenditures covered by airport revenues	127%	139%	100%	103%	100%

DIVISION EXPENDITURE OVERVIEW

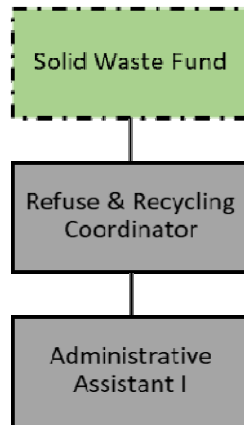
Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Supplies	-	75,000	75,000	100,000	25,000
Debt/Other Uses	239,080	240,420	240,420	241,200	780
Transfers/Contingencies	358,076	1,009,160	1,017,160	2,138,460	1,129,300
Expenditure Category Total:	\$ 597,156	\$ 1,324,580	\$ 1,332,580	\$ 2,479,660	\$ 1,155,080

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PUBLIC WORKS

Solid Waste Fund



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Solid Waste Fund</i>								
Refuse-Recycling Coordinator	1	1.00	1	1.00	1	1.00	-	-
Administrative Assistant I	1	0.50	1	0.50	1	0.50	-	-
Division Total	2	1.50	2	1.50	2	1.50	-	-

PUBLIC WORKS**Solid Waste Fund****FUNCTIONS / ACTIVITIES**

The Solid Waste division provides low cost refuse and recycling services with minimum service disruptions, uses standardized solid waste management practices, provides once a week refuse collection for single family homes and twice a week for townhomes, provides recycling and yard waste once a week for all residents, promotes litter prevention, and reports business recycling.

OBJECTIVES**City Council Priority & Goal**

- | | | |
|---|-----------------------|------|
| • Provide efficient, cost effective contracted curbside trash and single stream recycling collection services | Sustaining Excellence | SE-1 |
| • Ensure adequate facilities for the transfer and disposal of solid waste and mixed recycling are available within reasonable proximity to the City (minimize travel/disposal costs and support local businesses) | Sustaining Excellence | SE-1 |
| • Reduce costs, reduce recycling contamination, and continue to achieve recycling rates of at least 25% (minimum DEQ requirement) through active education and outreach programs | Sustaining Excellence | SE-5 |

SERVICE EFFORTS AND MEASURES

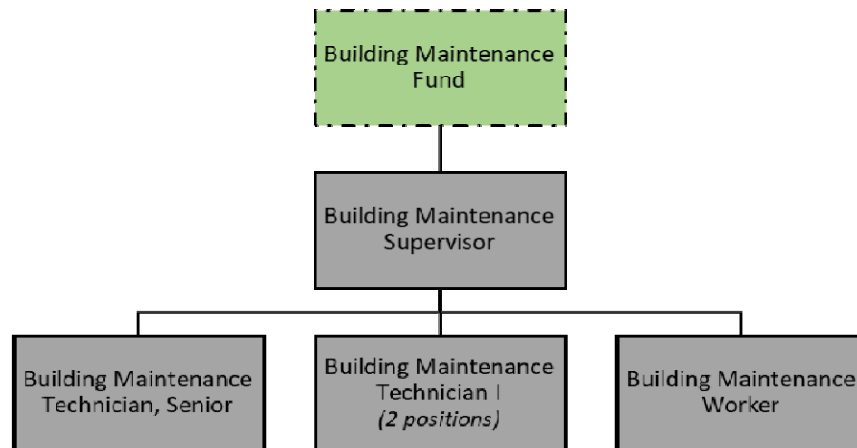
Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) Monthly User Fee (Single-Family / Townhome)	\$26.59 / \$27.88	\$26.59 / \$27.88	\$26.59 / \$27.88	\$26.59 / \$27.88	\$26.59 / \$27.88
Outcome (Effectiveness) Cost per ton Refuse / Recycling / Yardwaste	\$132.00 / \$135.00 / \$85.00	\$123.00 / \$165.00 / \$99.00	\$126.00 / \$211.00 / \$85.00	\$147.00 / \$168.00 / \$98.00	\$149.00 / \$173.00 / \$101.00
Efficiency (Workload) # of refuse tons curbside / # of recycle tons curbside	12,772 / 4,884	13,326 / 4,294	13,991 / 5,003	13,388 / 4,313	13,395 / 4,315
Outcome (Effectiveness) # of HHW, electronics and shredding tons drop off events	165	145	167	167	168

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	179,318	241,000	241,000	150,000	(91,000)
Purchased Services	2,805,578	3,065,910	3,121,654	3,174,450	108,540
Internal Services	186,250	246,240	246,240	260,700	14,460
Other Charges	4,214	9,480	9,480	9,700	220
Supplies	3,984	8,920	8,920	8,500	(420)
Capital	-	7,000	7,000	7,000	-
Debt/Other Uses	-	8,000	8,000	8,000	-
Transfers/Contingencies	-	-	-	75,000	75,000
Expenditure Category Total:	\$ 3,179,344	\$ 3,586,550	\$ 3,642,294	3,693,350	\$ 106,800

PUBLIC WORKS

Building Maintenance Fund



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	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	2	2.00	2	2.00	2	2.00	-	-
Building Maintenance Worker	1	1.00	1	1.00	1	1.00	-	-
Division Total	5	5.00	5	5.00	5	5.00	-	-

Major changes include funding to support the maintenance of the Greater Manassas Volunteer Rescue Squad (GMVRS) facility. The Building Maintenance Fund also supports 50% of the Buildings & Grounds Manager position in the General Fund.

PUBLIC WORKS

Building Maintenance Fund

FUNCTIONS / ACTIVITIES

The Building Maintenance Fund, managed by the Building & Grounds Division, provides superior and timely repair and maintenance support to all City buildings focusing on "just in time" repairs, quality workmanship and planned preventative maintenance with the goal of providing a positive image to the public and preserving critical public infrastructure.

OBJECTIVES

	City Council Priority & Goal	
• Provide building maintenance activities in a quality and timely manner including preventative and predictive maintenance	Sustaining Excellence	SE-3
• Maintain an overall positive customer satisfaction rating from city staff and citizens and conduct annual surveys to measure performance	Sustaining Excellence	SE-1
• Execute building preventative maintenance inspection (PMI) and repair/maintenance programs	Sustaining Excellence	SE-3

SERVICE EFFORTS AND MEASURES

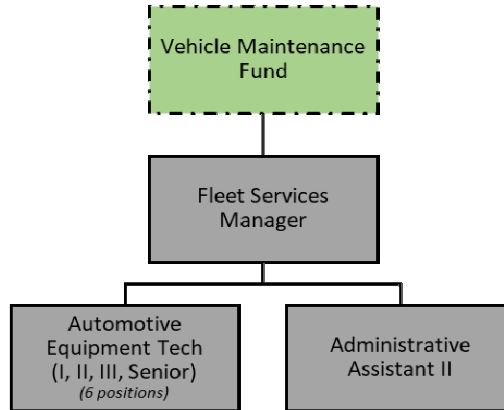
Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Efficiency (Workload) # of work orders completed	642	558	800	800	800
Input (Workload) # of square feet maintained / # of buildings	201,454 / 21	201,454 / 21	248,814 / 23	248,818 / 23	248,818 / 23
Output (Actions Taken) % of PMIs executed/scheduled	N/A	N/A	N/A	N/A	95%
Outcome (Effectiveness) Maintenance cost per actual square foot / cleaning cost per actual square foot	\$7.28 / \$0.72	\$7.28 / \$0.72	\$7.64 / \$0.72	\$7.64 / \$0.72	\$7.64 / \$0.72

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	360,839	498,000	498,000	487,000	(11,000)
Purchased Services	405,042	492,900	865,062	542,900	50,000
Internal Services	33,547	28,430	28,430	29,790	1,360
Other Charges	357,765	387,300	387,300	387,300	-
Supplies	52,595	81,500	81,500	81,500	-
Capital	14,729	100,000	100,000	100,000	-
Transfers/Contingencies	-	2,990	2,990	12,630	9,640
Expenditure Category Total:	\$ 1,224,517	\$ 1,591,120	\$ 1,963,282	1,641,120	\$ 50,000

PUBLIC WORKS

Vehicle Maintenance Fund



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Vehicle Maintenance Fund</i>								
Fleet Services Manager	1	1.00	1	1.00	1	1.00	-	-
Automotive/Equipment Technician (I, II, III, Senior)	6	6.00	6	6.00	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	-	-

Major changes include a \$270,400 increase for vehicle replacements.

PUBLIC WORKS

Vehicle Maintenance Fund

FUNCTIONS / ACTIVITIES

The Vehicle Maintenance Fund, managed by the Public Works department, is committed to providing quality fleet maintenance services with highly trained technicians to the entire City that results in a cost effective, functional, and safe program that presents a positive and professional image to the public.

OBJECTIVES

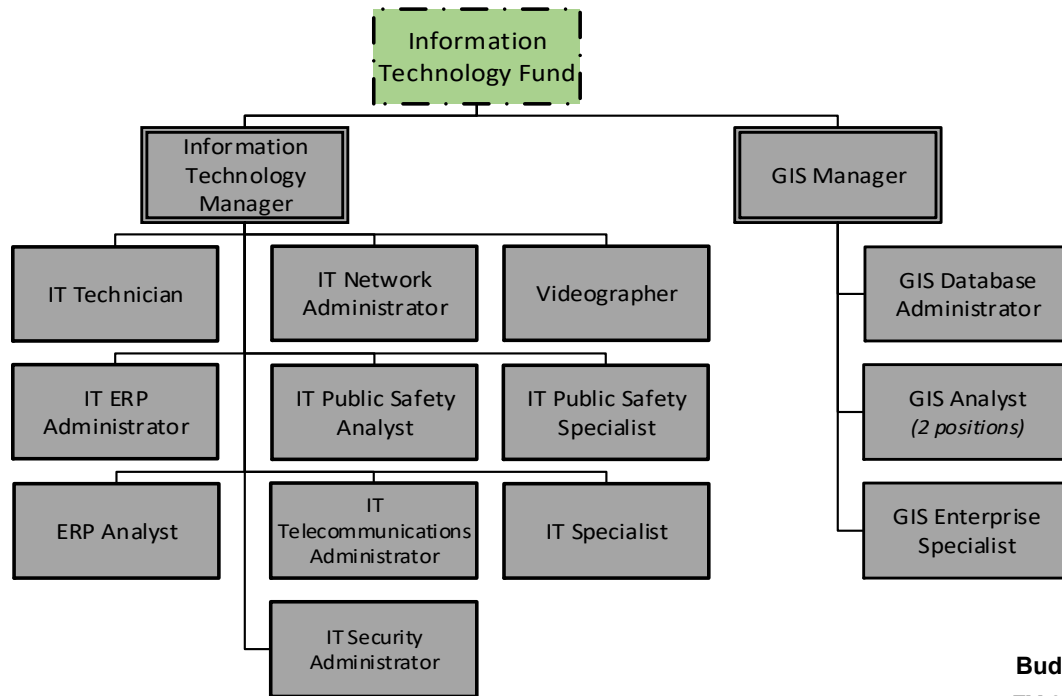
	City Council Priority & Goal	
• Provide a cost effective and quality assurance vehicle maintenance program	Sustaining Excellence	SE-3
• Maintain an adequate fund balance for annual replacement of vehicles	Sustaining Excellence	SE-3
• Develop highly trained technicians through the Career Incentive Program	Sustaining Excellence	SE-2

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Outcome (Effectiveness) City Shop Labor Rate / Comparable Labor Rate	\$70 / \$123-\$151	\$70 / \$130-\$158	\$70 / \$123-\$151	\$70 / \$130-\$158	\$70 / \$130-\$158
Efficiency (Workload) # of maintenance orders processed	3,037	2,800	3,100	2,696	3,000
Efficiency (Workload) % of vehicles replaced / average age of fleet	5% / 9yrs	5% / 9yrs	5% / 9yrs	5% / 9yrs	5% / 9yrs
Output (Actions Taken) # of scheduled services performed	1,450	1,180	1,400	1,200	1,200

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	812,789	895,000	895,000	895,000	-
Purchased Services	195,072	195,000	195,324	195,000	-
Internal Services	277,050	269,220	269,220	272,050	2,830
Other Charges	179,681	217,700	217,700	223,700	6,000
Supplies	736,693	1,206,650	1,206,650	1,058,150	(148,500)
Capital	1,461,962	1,309,600	1,882,088	1,580,000	270,400
Transfers/Contingencies	-	44,380	44,380	3,420	(40,960)
Expenditure Category Total:	\$ 3,663,247	\$ 4,137,550	\$ 4,710,362	4,227,320	\$ 89,770



	Adopted FY 2021		Amended FY 2021		Budget FY 2022		Budget FY 2022 Over (Under) Adopted FY 2021	
	#	FTE	#	FTE	#	FTE	#	FTE
<i>Information Technology Fund</i>								
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 Security Administrator	-	-	-	-	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 Coordinator	1	1.00	1	1.00	1	1.00	-	-
GIS Analyst	1	1.00	2	2.00	2	2.00	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	15	14.05	16	15.05	2	2.00

FUNCTIONS / ACTIVITIES

Information Technology (IT) Fund, managed by the Finance & Administration department, is responsible for providing support services for all computer, phone, voicemail, ERP, Police, and other systems and providing the City's GIS-related web applications, data maintenance/collection, and other solutions.

OBJECTIVES

	City Council Priority & Goal	
<ul style="list-style-type: none"> Emergency Response - Based on experience from the COVID-19 pandemic, leverage digital technologies to mitigate the impact of ongoing and potential disasters including public-health emergencies, natural disasters, and other unforeseeable events 	Sustaining Excellence	SE-4
<ul style="list-style-type: none"> GIS - Provide GIS services support to include developing new web applications, hub initiatives, and mapping solutions and tools to enhance GIS capabilities and streamline workflows throughout the City 	Sustaining Excellence	SE-1
<ul style="list-style-type: none"> Election Security - Ensure user data, system accounts, computers, network devices, and applications are protected, securely configured, and patched before elections 	Sustaining Excellence	SE-4

SERVICE EFFORTS AND MEASURES

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Budget
Efficiency (Workload) # of COVID response technology projects	0	14	0	4	0
Efficiency (Workload) # of GIS web apps / # web maps created and supported in-house	28 / 53	45 / 83	35 / 85	30 / 50	35 / 85
Efficiency (Workload) # of Major IT Applications/GIS/Infrastructure/PD/Security projects completed	24	24	25	30	25
Outcome (Effectiveness) # of page views / # of unique visitors for GIS website and hub sites	7,598 / 3,450	9,476 / 7,703	8,000 / 3,500	8,000 / 5,000	8,000 / 5,000

DIVISION EXPENDITURE OVERVIEW

Expenditure Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Salaries & Benefits	1,638,750	1,741,000	1,741,000	1,894,000	153,000
Purchased Services	996,897	1,220,630	1,548,484	1,379,950	159,320
Internal Services	98,810	93,010	93,010	96,960	3,950
Other Charges	126,894	177,940	177,940	187,540	9,600
Supplies	324,866	344,300	350,134	344,300	-
Capital	42,291	120,000	290,842	80,000	(40,000)
Transfers/Contingencies	-	120,000	120,000	120,000	-
Expenditure Category Total:	\$ 3,228,508	\$ 3,816,880	\$ 4,321,410	4,102,750	\$ 285,870

PUBLIC WORKS

Cemetery Trust Fund

FUNCTIONS / ACTIVITIES

The Cemetery Trust Fund, managed by the Public Works Department, accounts for the revenues of the two City owned cemeteries, Manassas Cemetery (2,000 plots) and Rose Hill Cemetery (1,000 plots). The maintenance of these grounds are in the General Fund and supported by a transfer from the Cemetery Trust Fund. The Cemetery Trust Fund is a permanent fund meaning that only the earnings from the cemetery, not the principal, can be used for cemetery maintenance.

FUNDING OVERVIEW

Revenue by Source	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Local Sources					
Interest & Use of Property	1,716	-	-	-	-
Charges for Services	77,550	-	-	-	-
Source Total:	79,266	-	-	-	-
Other Financing Sources					
Use of Fund Balance	-	32,800	32,800	32,800	-
Source Total:	-	32,800	32,800	32,800	-
REVENUE TOTAL:	\$ 79,266	\$ 32,800	\$ 32,800	\$ 32,800	\$ -

DIVISION EXPENDITURE OVERVIEW

Expenditure by Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Transfers/Contingencies	18,528	32,800	32,800	32,800	-
EXPENDITURE TOTAL:	\$ 18,528	\$ 32,800	\$ 32,800	\$ 32,800	\$ -

BUDGET HIGHLIGHTS

As of June 30, 2020, the fund balance in this fund is \$313,230.

MANASSAS CITY PUBLIC SCHOOLS

MISSION STATEMENT

The Manassas City Public Schools (MCPS), in partnership with the community, will provide an innovative, engaging, inspiring, and challenging learning environment for all students. The school division embraces the challenge and opportunity to serve the 21st century learner in safe, healthy, and supportive school environment focusing on innovative learning that integrates the use of technologies, inquiry, problem-solving, and higher order thinking skills.

REVENUE OVERVIEW

Revenue by Source	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Local Sources					
Interest	143,970	-	-	-	-
Charges for Services	924,103	1,312,000	1,312,000	1,327,750	15,750
Source Total:	1,068,073	1,312,000	1,312,000	1,327,750	15,750
Intergovernmental					
State of Virginia	53,379,890	56,735,101	56,735,101	61,017,520	4,282,419
Federal Government	6,546,811	6,922,300	22,374,653	6,920,741	(1,559)
Source Total:	59,926,700	63,657,401	79,109,754	67,938,261	4,280,860
Other Financing Sources					
Transfer from General Fund	58,789,475	58,850,210	58,850,210	55,341,610	(3,508,600)
Transfer from MCPS Operating	-	-	-	5,190,000	5,190,000
Bonds from General Fund	-	-	-	-	-
Proffers from General Fund	866,880	-	-	-	-
Use of Fund Balance	-	383,859	5,502,077	5,516,523	5,132,664
Source Total:	59,656,355	59,234,069	64,352,287	66,048,133	6,814,064
REVENUE TOTAL:	\$120,651,128	\$124,203,470	\$144,774,041	\$135,314,144	\$ 11,110,674

EXPENDITURE OVERVIEW

Expenditure by Fund	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Budget	Increase (Decrease)
Operating Fund	97,167,575	106,922,088	108,174,164	118,477,032	11,554,944
Food Service Fund	3,608,684	4,147,095	4,335,045	4,186,043	38,948
CIP Fund	4,318,454	3,000,000	5,627,241	5,190,000	2,190,000
Grants/Special Proj. Fund	3,818,879	4,007,300	20,510,604	3,915,741	(91,559)
Debt Service Fund	6,201,462	6,126,987	6,126,987	3,545,328	(2,581,659)
EXPENDITURE TOTAL:	\$115,115,054	\$124,203,470	\$144,774,041	\$135,314,144	\$ 11,110,674

BUDGET HIGHLIGHTS

The Adopted Budget for the Manassas City Public Schools is \$135,314,144, reflecting an increase of 9% from FY 2021.

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BASIS OF BUDGETING AND ACCOUNTING

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

BASIS OF BUDGETING

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

BASIS OF ACCOUNTING

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

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

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

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

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

FINANCIAL POLICIES AND PRACTICES

The City of Manassas (the “City”) and its governing body, the City Council (the “Council”), has a fiduciary responsibility to the City's citizens to prudently safeguard and properly account for all public funds, to manage City finances wisely and to plan for the adequate funding of services desired by the public, including the provision and maintenance of public facilities.

The City Council recognizes that one of the keys to sound financial management is the development of financial policies. Bond credit rating agencies carefully monitor levels of unrestricted (committed, assigned and unassigned) fund balance in a government's general fund to evaluate a government's continued creditworthiness. The Government Finance Officers Association (GFOA) recommends as a best practice, that governments establish formal financial policies for financial planning purposes.

Policy Implementation and Coordination:

The City has established a Finance Committee that meets monthly to collectively review financial matters of the City, including the monitoring of financial activity involving cash and investment management, budget administration, debt issuance and compliance with certain policies outlined herein. Members of the Finance Committee include those members of the City Council appointed to serve by the Mayor at the Council organizational meeting following the election.

Policy Review and Revision:

Policies will be reviewed for appropriateness and comparability with AAA rated jurisdictions every three (3) years or more frequently if a need for review is identified.

Policy Statements P-2016-01 (most recent revision March 22, 2021) and P-2017-01 (adopted January 23, 2017) represent the financial policies for the City of Manassas. A summary of these policies can be found below.

BUDGET (P-2016-01)

Balanced Budget Adoption:

The provisions of the Code of Virginia and the City Code of Ordinances shall control the preparation, consideration, adoption and execution of the budget of the City. The budget shall be adopted and appropriated by resolution with the concurrence of at least four (4) members of City Council. The City will annually adopt and execute a budget for such funds as may be required by law or by sound financial practices and generally accepted accounting principles. The budget shall control the levy of taxes and the expenditure of money for all City purposes during the ensuing fiscal year. The City budget shall be balanced within all available operating revenues, including the fund balance, and adopted by the City Council.

The budget is considered balanced when the total amount of revenues, including transfers in from other funds, equals the total amount of expenditures. However, the budget is also balanced in situations where total expenditures are less than total revenues, which is technically a surplus. There are also instances when the City might plan to spend fund balances from previous years on one-time or non-routine expenditures. The City considers the budget to be balanced in this case also, provided the funding from previous years is available, and a plan is in place to not build ongoing expenditures into this time of funding.

- Scenario 1: Revenues = Expenditures
- Scenario 2: Revenues > Expenditures (Contribution to Fund Balance)
- Scenario 3: Revenues < Expenditures (Use of Fund Balance)

Legal Level of Control:

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

FINANCIAL POLICIES AND PRACTICES

Amendment of Budget:

From time to time it may be necessary to amend the budget for unforeseen circumstances that arise during the year. The budget may be amended by resolution with the concurrence of at least four (4) members of City Council. A public hearing shall be noticed and held prior to any amendment of the budget which is greater than one percent (1%) of the adopted budget in accordance with the Code of Virginia.

The City Manager may approve transfers of budget and appropriations between departments within a fund and Department Directors may approve transfers of budget and appropriations within a department within a fund.

All transfers of budget and appropriations to and from Council Contingency shall require a resolution with the concurrence of at least four (4) members of City Council even when these transfers may be within the legal level of budgetary control.

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

Revenues and Expenditures:

Ongoing and stable revenues will be used to support ongoing operating costs. The use of one-time revenues and one-time expenditure savings will be used for non-recurring expenditures. Fees and charges established by the City for licenses, permits, fines, services, applications, etc. will be set to recover all or a portion of the City's expense in providing the attendant service and reviewed annually with the development of the annual operating budget. Restricted revenues such as proceeds from borrowing, donations, grants etc. will only be used for the purpose intended and in a fiscally responsible manner.

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

The budget will maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unanticipated one-time expenditures. The unassigned fund balance will provide resources to allow for unforeseen needs of an emergency nature and to permit orderly adjustment to changes resulting from reductions or loss of revenues, but will not be used to finance ongoing operations.

Ongoing Budget Monitoring:

City Departments and the City Budget Office will monitor expenditure and revenue activity throughout the year. Budget to actual summary reports of the General Fund will be provided to the City Council on a quarterly basis.

Long Range Revenue and Expenditure Projections:

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

FINANCIAL POLICIES AND PRACTICES

CAPITAL IMPROVEMENTS PLANNING (P-2016-01)

City Assets:

The City's assets are held primarily in the form of infrastructure, physical assets, or capital plant, such as roads, buildings, and equipment. Sound infrastructure is an important aspect of the quality of life, economic development, and the credit quality of the City. Committing to and implementing a capital improvement program will protect the City's capital assets and minimize future maintenance and replacement costs.

Capital Improvement Plan:

In order to prepare and plan for upcoming capital needs, comply with debt ratio targets, schedule debt issuance, and systematically improve capital infrastructure, the City will annually prepare and adopt, along with the operating budget, a five-year Capital Improvement Plan (CIP). The CIP will identify the estimated costs and potential funding sources for each capital project proposal and attempt to determine the least costly and most flexible financing method. The City will prioritize all capital improvements in accordance with the adopted CIP.

GENERAL FUND BALANCE (P-2016-01)

Unassigned General Fund Balance:

After evaluating the City's operating characteristics, its emergency and disaster risks, its overall financial health, the diversity and flexibility of its tax base, the reliability of non-property tax revenue sources, the City's working capital needs, the impact of the Commonwealth of Virginia policies and budgets, and other contingent issues, the City Council hereby establishes that the unassigned fund balance of the City's general fund will be maintained at a level that is no less than fifteen percent (15%) of general fund operating revenues of the actual operating revenues of the same fiscal year. For purposes of this policy, operating revenues are all revenues excluding other financing sources.

It is the policy of the City Council to limit the use of the general fund unassigned fund balance to address unanticipated, non-recurring needs or known and planned future obligations. General fund unassigned fund balance shall not normally be applied to recurring annual operating expenditures. General fund unassigned fund balance may, however, be used to allow time for the City to restructure its operations in a deliberate manner. Such use will only take place in the context of long-term fiscal planning.

In the event the City Council authorizes the use of general fund unassigned fund balance, the authorization must be accompanied by a plan to replenish the unassigned fund balance. The City shall restore the unassigned general fund balance to the minimum level established by City Council policy from general fund operating revenues within three (3) fiscal years following the fiscal year in which the event occurred. If necessary, the plan to restore the unassigned general fund balance shall be included and highlighted in the City's Adopted Five-Year Forecast.

Assigned or Committee Fund Balance:

The City Council may assign or commit fund balance by way of a Resolution. Assigned or committed fund balance may be unassigned or uncommitted by City Council by way of a Resolution.

Capital Reserve Fund Balance:

The Capital Reserve Fund Balance is to be used for non-reoccurring needs of the City as determined by the City Council. Only the City Council may authorize the use of the Capital Reserve Fund Balance by way of a Resolution budgeting and appropriating the funds.

FINANCIAL POLICIES AND PRACTICES

DEBT MANAGEMENT (P-2016-01)

Pursuant to the Constitution of Virginia (the Constitution) and the City Charter, the City is authorized to issue bonds secured by a pledge of its full faith and credit and unlimited taxing power. There is no requirement in the Constitution, the Virginia Code or the City Charter that the issuance of general obligation bonds be subject to the approval of voters of the City at referendum. The issuance of general obligation bonds is subject to a constitutional limitation of ten percent (10%) of the assessed value of taxable real property.

The City generally follows the guidelines listed below in making financial decisions on debt issuance. Adherence to these guidelines allows the City to plan for the necessary financing of capital projects while maintaining its credit worthiness. In addition, continued adherence to these policies will preserve the City's strong financial position.

General:

- The City will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues except where approved justification is provided.
- The City will take a balanced approach to capital funding utilizing debt financing, capital reserves and pay-as-you-go funding that will provide the least financial impact on the taxpayer.
- When the City finances capital improvements or other projects by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expected useful life of the project.
- Where feasible, the City will explore the usage of special assessment, revenue, or other self-supporting bonds instead of general obligation bonds

Tax-Supported Debt Ratios:

- Net debt as a percentage of estimated market value of all taxable property shall not exceed three percent (3%). Net debt is defined as any and all debt that is tax-supported. Should this ratio exceed three percent (3%), staff must request an exception from the City Council stating the justification and expected duration of the policy exemption.
- Debt Service expenditures as a percent of total governmental fund expenditures shall not exceed fifteen percent (15%). Should this ratio exceed fifteen percent (15%), staff must request an exception from the City Council stating the justification and expected duration of the policy exception.
- Payout of aggregate outstanding tax-supported debt principal shall be no less than fifty percent (50%) repaid in ten (10) years. Should this ratio fall below fifty percent (50%), staff must request an exception from the City Council stating the justification and expected duration of the policy exception

Refinancing of Outstanding Debt:

The City establishes a minimum aggregate present value savings threshold of three percent (3%) of the refunding bond principal amount unless otherwise approved by staff and City Council. The present value savings will be net of all costs related to the refinancing. Debt service savings may be taken in equal amounts over time or on an upfront or deferred basis, at the City's discretion.

FINANCIAL POLICIES AND PRACTICES

PURCHASING (P-2017-01)

The purposes of the City of Manassas Public Procurement Policy are to prescribe how the city is to conduct procurements from nongovernmental sources; to prescribe policies and procedures based on competitive principles generally applicable to the city's procurement of goods and services that the city adopts as policies in lieu of certain provisions of the Virginia public procurement act, as allowed by Va. Code §2.2-4343; and to adopt and supplement other provisions of the Virginia public procurement act.

The policy outlines the City's policies on determination of non-responsibility; policies on protect of an award or decision to award a contract; policies on contractual claims in lieu of certain Va. Code sections; policies on the process for competitive negotiation; the City's preference for local products and firms; procedures for small purchases; negotiation procedures; debarment procedures; and procedures for withdrawal of bid due to error. A highlight of the procedures for small purchases can be found on the next page. The Purchasing Manager is authorized to sign procurement contracts up to \$250,000 and the City Manager is authorized to sign all procurement contracts. Approval of the City Council is required for fixed price contract modifications greater than 25% of the original contract amount or \$50,000, whichever is greater.

Small Purchase Procedures – Goods and Services

The purchasing manager may enter into single or term contracts for goods and services other than professional services without requiring competitive sealed bids or competitive negotiation if the aggregate or sum of all phases is not expected to exceed \$100,000. Such small purchase procedures shall provide for competition wherever practicable, including, without limitation, when such small purchases are for over \$5,000, use of three quotes wherever practicable.

Small Purchase Procedures – Transportation – Related Construction

The purchasing manager may enter into single or term contracts for transportation – related construction without requiring competitive sealed bids or competitive negotiation if the aggregate or sum of all phases is not expected to exceed \$25,000, however, such small purchase procedures shall provide for competition wherever practicable.

Small Purchase Procedures – Professional Services

The purchasing manager may enter into single or term contracts for professional services without requiring competitive sealed bids or competitive negotiation if the aggregate or sum of all phases is not expected to exceed \$60,000, however, such small purchase procedures shall provide for competition wherever practicable.

Purchasing Cards

Purchasing Card (Pcard) holders are delegated individual levels of purchasing authority, up to the cardholder's limits, recommended by the cardholder's department director and approved by the Finance Director for the procurement of goods and services as described in the Purchasing Card Procedures in the procurement manual.

ORDINANCE # O-2021-16

First Reading:	<u>May 10, 2021</u>
Second Reading	<u>May 24, 2021</u>
Enacted	<u>May 24, 2021</u>
Effective	<u>July 1, 2021</u>

AN UNCODIFIED ORDINANCE SETTING THE REAL ESTATE TAX RATES FOR TAX YEAR 2022

1. **BE IT ORDAINED** that by the City Council of the City of Manassas, Virginia, meeting in regular session this 24th day of May, 2021, that there shall be levied upon real estate within the City of Manassas the following taxes for tax year 2022:
 - (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-Two and Two Tenths Cents (\$1.222) per one hundred dollars (\$100.00) of assessed valuation.
 - (c) Real Estate in the Manassas Fire and Rescue District: Twenty and Seven Tenths Cents (\$0.207) per one hundred dollars (\$100.00) of assessed valuation.
 - (d) Real Estate in the Owens Brooke Special Taxing District: Ten and One Tenths Cents (\$0.101) per one hundred dollars (\$100.00) of assessed valuation.
2. This ordinance shall take effect upon its passage on second reading.



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

ATTEST:



Lee Ann Henderson City Clerk

MOTION: WOLFE
SECOND: SMITH
RE: ORDINANCE #O-2021-16
ACTION: APPROVED

Votes:

Ayes: Farajollahi, Osina, Sebesky, Smith, Wolfe

Nays: Ellis

Absent from Vote: None

Absent from Meeting: None

ORDINANCE # O-2021-17


First Reading:	<u>May 10, 2021</u>
Second Reading	<u>May 24, 2021</u>
Enacted	<u>May 24, 2021</u>
Effective	<u>July 1, 2021</u>

AN UNCODIFIED ORDINANCE SETTING THE PERSONAL PROPERTY 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 24th day of May, 2021, that there shall be levied upon personal property within the City of Manassas the following taxes for tax year 2021:
 - (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: Eighty-Nine and One Tenths Cents (\$0.891) per one hundred dollars (\$100.00) of assessed valuation.
 - (d) Programmable Computer Equipment and Peripherals Employed in a Trade or Business as defined by Section 58.1-3506(A)(25) of the Code of Virginia (1950), as amended: One Dollar and Twenty-Five Cents (\$1.25) per one hundred dollars (\$100.00) of assessed valuation.
 - (e) Aircraft as defined by Section 5.1-3506(A)(2) and (3) of the Code of Virginia (1950), as amended: One Thousandth of One Cent (\$0.00001) per one hundred dollars (\$100.00) of assessed valuation.
 - (f) Antique motor vehicles as defined by Section 46.2-100 of the Code of Virginia (1950), as amended: One Thousandth of One Cent (\$0.00001) per one hundred dollars (\$100.00) of assessed valuation.
 - (g) Motor vehicles specially equipped to provide transportation for physically handicapped individuals as provided for by Section 58.1-3506(A)(12) of the Code of Virginia (1950), as amended: One Thousandth of One Cent (\$0.00001) per one hundred dollars (\$100.00) of assessed valuation.

- (h) One motor vehicle owned by certain elderly and handicapped persons as provided for by Section 58.1-3506.1 of the Code of Virginia (1950), as amended: One Thousandth of One Cent (\$0.00001) per one hundred dollars (\$100.00) of assessed valuation.
- (i) One motor vehicle which is owned by each volunteer rescue squad member or volunteer fire department member, or leased by each volunteer rescue squad member or volunteer fire department member as defined by Section 58.1-3506(A)(13) of the Code of Virginia (1950), as amended: One Thousandth of One Cent (\$0.00001) per one hundred dollars (\$100.00) of assessed valuation.
- (j) One motor vehicle which is owned by persons who have been appointed to serve as auxiliary police officers pursuant to Section 53.1-3503(A)(17) of the Code of Virginia (1950), as amended: One Thousandth of One Cent (\$0.00001) per one hundred dollars (\$100.00) of assessed valuation.
- (k) One motor vehicle which is owned by persons who serve as auxiliary, reserve or special deputy sheriffs or leased by persons who serve as auxiliary, reserve or special deputy sheriffs as defined by Section 58.1-3506(A)(30) of the Code of Virginia (1950), as amended: One Thousandth of One Cent (\$0.00001) per one hundred dollars (\$100.00) of assessed valuation.
- (l) One motor vehicle which is owned by persons who serve as auxiliary firefighter or rescue personnel or leased by persons who serve as auxiliary firefighter or rescue personnel as defined by Section 58.1-3506(A)(14) of the Code of Virginia (1950), as amended: One Thousandth of One Cent (\$0.00001) per one hundred dollars (\$100.00) of assessed valuation.
- (m) Vehicles without motive power, used or designed to be used as manufactured homes as defined in § 36-85.3: One Dollar and Twenty-Two and Two Tenths Cents (\$1.222) 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.


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

ATTEST:


Lee Ann Henderson City Clerk

MOTION: FARAJOLLAHI
SECOND: SMITH
RE: ORDINANCE #O-2021-17
ACTION: APPROVED

Votes:

Ayes: Ellis, Farajollahi, Osina, Sebesky, Smith, Wolfe

Nays: None

Absent from Vote: None

Absent from Meeting: None

MOTION: WOLFE

**May 10, 2021
Regular Meeting
Res. No. R-2021-46**

SECOND: FARAJOLLAHI

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, 2021, AND ENDING JUNE 30, 2022

WHEREAS, the Council of the City of Manassas has held seven (7) work sessions to consider the City Manager's and School Board's recommendations for the FY 2022 budget; and

WHEREAS, the budget was advertised on April 15, 2021, and a public hearing was held on April 26, 2021, in accordance with Section 15.2-2506 of the Code of Virginia; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Manassas, Virginia meeting in regular session this 10th day of May, 2021, that:

Section 1. The budget for the fiscal year beginning July 1, 2021, and ending June 30, 2022, is hereby adopted and appropriated from the revenues of the City as follows:

General Fund	127,197,820
Social Services Fund	7,621,630
Fire and Rescue Fund	13,150,690
Owens Brooke Special District Fund	40,200
PEG Fund	150,000
Debt Service Fund	11,491,710
Sewer Fund	21,017,280
Water Fund	26,859,530
Electric Fund	41,921,280
Stormwater Fund	3,071,000
Airport Fund	4,970,100
Solid Waste Fund	3,693,350
Building Maintenance Fund	1,641,120
Vehicle Maintenance Fund	4,227,320
Information Technology Fund	4,102,750
Cemetery Trust Fund	32,800
Manassas City Public Schools	132,628,505
Total	\$403,817,085

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-2021-46).

Section 3. The budget for the first year (FY 2022) of the Five-Year Capital Improvement Program is hereby adopted and appropriated in the amount of \$75,454,000 for capital projects and \$5,516,000 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 school's proffers are authorized to be appropriated and transferred to the schools, as applicable. To account for anticipated bond issues related to the Five-Year Capital Improvement Program, an amount of \$750,000 is authorized to be budgeted and appropriated for anticipated bond issuance costs, when needed. The appropriation of these funds is in addition to the appropriations listed on page 1 of this Resolution.

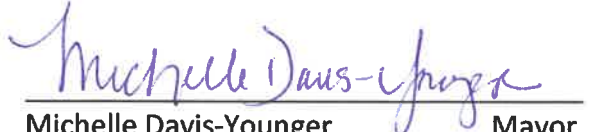
Section 4. The City pays for certain operational activities out of the NVTA Capital Projects Fund in order to utilize NVTA 30% revenues. These expenses may include the City's contribution to the NVTA Annual Operating Budget, the City's obligation to the Virginia Railway Express (VRE), and funds for eligible major road rehabilitation projects. An amount not to exceed \$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, 2021, are hereby reappropriated to the FY 2022 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, 2021 are hereby reappropriated to the FY 2022 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 2022 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 2022 Adopted Budget.

Section 8. This Resolution shall take effect July 1, 2021.


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

ATTEST:


Lee Ann Henderson City Clerk

Votes:

Ayes: Farajollahi, Osina, Sebesky, Smith, Wolfe

Nays: Ellis

Absent from Vote: None

Absent from Meeting: None

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SUPPLEMENTAL INFORMATION

Statement of Net Position (as of June 30, 2020)

	Governmental Activities	Business Type Activities	Total Primary Government	Component Unit Manassas City Public Schools	Economic Development Authority
Assets					
Cash and investments	104,984,367	76,243,575	181,227,942	23,926,740	691,682
Cash and investments, restricted	30,870,286	14,215,350	45,085,636	-	-
Receivables; net:					
Taxes, including penalties	4,449,051	-	4,449,051	-	-
Accounts	148,534	10,906,662	11,055,196	1,061,025	-
Notes	-	-	-	-	710,000
Due from other governments	3,353,755	1,169,181	4,522,936	4,185,869	-
Due from component unit	1,060,000	-	1,060,000	-	-
Prepays	325,830	-	325,830	-	-
Inventories	-	2,469,405	2,469,405	-	-
Capital assets:					
Nondepreciable	132,952,410	29,823,293	162,775,703	4,179,531	-
Depreciable, net	119,797,964	120,971,641	240,769,605	73,504,061	-
Total assets	397,942,197	255,799,107	653,741,304	106,857,226	1,401,682
Deferred outflows of resources					
Deferred charge on refunding	763,155	682,545	1,445,700	-	-
OPEB related deferred outflows	1,518,514	208,934	1,727,448	2,440,480	-
Pension related deferred outflows	6,879,101	1,787,695	8,666,796	19,887,977	-
Total deferred outflows of resources	9,160,770	2,679,174	11,839,944	22,328,457	-
Liabilities					
Accounts payable and other	5,431,646	6,334,424	11,766,070	9,300,396	-
Deposits	2,168,037	1,176,594	3,344,631	-	-
Due to other governments	1,808,274	858,697	2,666,971	-	-
Due to primary government	615,596	-	615,596	-	-
Accrued interest	-	-	-	-	1,060,000
Unearned revenue	1,253,640	43,813	1,297,453	-	-
Noncurrent liabilities:					
Net OPEB liability	13,131,213	2,620,459	15,751,672	16,081,972	-
Net pension liability	21,008,518	5,459,553	26,468,071	89,186,597	-
Due within one year	7,899,244	3,139,676	11,038,920	759,407	-
Due in more than one year	98,017,331	47,524,931	145,542,262	7,004,052	-
Total liabilities	151,333,499	67,158,147	218,491,646	122,332,424	1,060,000
Deferred inflows of resources					
OPEB related deferred inflows	1,222,250	220,149	1,442,399	1,415,226	-
Pension related deferred inflows	2,406,270	625,325	3,031,595	13,009,981	-
Total deferred inflows of resources	3,628,520	845,474	4,473,994	14,425,207	-
Net position					
Net investment in capital assets	229,559,573	112,827,298	342,386,871	71,568,424	
Restricted for:					
Nonexpendable Cemetery principal	100,000	-	100,000		
Expendable Cemetery funds	213,230	-	213,230		
Future capital projects		993,404	993,404		
Unrestricted	22,268,145	76,653,958	98,922,103	(79,140,372)	341,682
Total net position	\$ 252,140,948	\$ 190,474,660	\$ 442,615,608	\$ (7,571,948)	\$ 341,682

SUPPLEMENTAL INFORMATION

Statement of Activities (as of June 30, 2020)

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Primary government:				
Governmental activities:				
General government	9,356,293	205,226	320,244	-
Public safety	33,193,071	2,103,177	1,006,171	-
Public works	12,766,927	1,065,136	3,980,849	4,710,347
Health and human services	8,950,995	-	3,717,129	-
Culture, rec, and comm dev	7,831,470	786,525	171,855	175,026
Education	59,656,355	-	-	-
Interest on long term debt	3,240,926	-	-	-
Total governmental activities	134,996,037	4,160,064	9,196,248	4,885,373
Business-type activities:				
Electric	38,159,210	40,548,844	-	-
Water	8,836,130	11,537,736	-	1,369,314
Sewer	14,331,358	16,439,217	-	5,899,493
Airport	4,154,611	3,303,853	253,521	1,794,743
Solid Waste	1,552,999	1,843,621	-	19,783
Stormwater	3,201,691	3,575,018	15,004	-
Total business-type activities	70,235,999	77,248,289	268,525	9,083,333
Total primary government	\$ 205,232,036	\$ 81,408,353	\$ 9,464,773	\$ 13,968,706
Component unit:				
Manassas City Public Schools	117,336,463	924,103	59,926,700	139,122
Economic Development Authority	604,974	15,115	40,000	23,068

General Revenues:

Property taxes
 Sales taxes
 Business license taxes
 Meals taxes
 Other taxes
 Unrestricted grants
 Unrestricted investment earnings
 Other unrestricted revenues
 Gain (loss) on sale of capital assets
 Payment from component unit
 Payment from City
 Transfers
 Total general revenues and transfers

Change in net position

Net position - beginning, as restated

Net position - ending

SUPPLEMENTAL INFORMATION

Statement of Activities (as of June 30, 2020)

Net (Expense) Revenue and Changes in Net Position

Primary Government			Component Unit Manassas City Public Schools	Economic Development Authority	Total Primary, Public Schools and EDA
Governmental Activities	Business-type Activities	Total			
(8,830,823)	-	(8,830,823)	-	-	(8,830,823)
(30,083,723)	-	(30,083,723)	-	-	(30,083,723)
(3,010,595)	-	(3,010,595)	-	-	(3,010,595)
(5,233,866)	-	(5,233,866)	-	-	(5,233,866)
(6,698,064)	-	(6,698,064)	-	-	(6,698,064)
(59,656,355)	-	(59,656,355)	-	-	(59,656,355)
(3,240,926)	-	(3,240,926)	-	-	(3,240,926)
(116,754,352)	-	(116,754,352)	-	-	(116,754,352)
-	2,389,634	2,389,634	-	-	2,389,634
-	4,070,920	4,070,920	-	-	4,070,920
-	8,007,352	8,007,352	-	-	8,007,352
-	1,197,506	1,197,506	-	-	1,197,506
-	310,405	310,405	-	-	310,405
-	388,331	388,331	-	-	388,331
-	16,364,148	16,364,148	-	-	16,364,148
\$ (116,754,352)	\$ 16,364,148	\$ (100,390,204)	\$ -	\$ -	\$ (100,390,204)
-	-	-	(56,346,538)	-	(56,346,538)
-	-	-	-	(526,791)	(526,791)
91,905,721	-	91,905,721	-	-	91,905,721
10,358,471	-	10,358,471	-	-	10,358,471
4,727,143	-	4,727,143	-	-	4,727,143
4,342,044	-	4,342,044	-	-	4,342,044
4,517,593	-	4,517,593	-	-	4,517,593
11,408,455	-	11,408,455	-	-	11,408,455
3,469,742	644,451	4,114,193	143,970	2,514	4,260,677
3,738,594	34,554	3,773,148	144,744	-	3,917,892
459,163	-	459,163	-	373,028	459,163
5,679,809	-	5,679,809	-	-	5,679,809
-	-	-	59,656,355	-	59,656,355
16,206	(16,206)	-	-	-	-
140,622,941	662,799	141,285,740	59,945,069	375,542	201,233,323
23,868,589	17,026,947	40,895,536	3,598,531	(151,249)	44,342,818
228,272,359	173,447,713	401,720,072	(11,170,479)	492,931	391,042,524
\$ 252,140,948	\$ 190,474,660	\$ 442,615,608	\$ (7,571,948)	\$ 341,682	\$ 435,385,342

SUPPLEMENTAL INFORMATION

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
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
2020	3,340,809,700	1,722,936,300	805,217,200	5,868,963,200	805,217,200	5,063,746,000

Source: FY 2020 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
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
2020	1.283	0.197	1.480	3.600	2.100	0.00001

Source: FY 2020 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
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%	1,227,729	52,668,321	100.00%
2014	56,428,143	55,060,273	97.58%	1,032,831	56,093,104	99.41%
2015	59,630,272	58,540,515	98.17%	1,080,816	59,621,331	99.99%
2016	62,924,270	61,837,236	98.27%	1,077,079	62,914,315	99.98%
2017	64,894,082	63,227,350	97.43%	1,601,310	64,828,660	99.90%
2018	69,576,985	68,393,375	98.30%	1,066,400	69,459,775	99.83%
2019	71,545,244	70,483,643	98.52%	860,907	71,344,550	99.72%
2020	75,128,654	73,742,379	98.15%	-	73,742,379	98.15%

Source: FY 2020 Comprehensive Annual Financial Report (CAFR)

SUPPLEMENTAL INFORMATION

Principal Real Property Taxpayers

Taxpayer	2019			2010		
	Taxable Real Assessed Value	Rank	Percentage of Total Taxable Real Assessed Value	Taxable Real Assessed Value	Rank	Percentage of Total Taxable Real Assessed Value
Micron Technology	98,066,200	1	1.9%	87,505,000	2	2.3%
Lockheed Martin	85,410,700	2	1.7%	92,379,200	1	2.4%
UDR Wellington Place	58,529,700	3	1.2%	50,544,000	3	1.3%
Battery Heights Associates	48,378,700	4	1.0%	45,126,100	4	1.2%
Davis Ford Crossing LLC	38,744,800	5	0.8%	26,163,900	7	0.7%
Wellington Station Owner LLC	32,602,500	6	0.6%			
Hastings Marketplace Owner LLC	31,957,200	7	0.6%			
Manassas Gateway LLC	29,442,500	8	0.6%			
Prince William Hospital Corp.	29,216,700	9	0.6%	28,956,000	6	0.8%
Fairfield Village Square	26,348,800	10	0.5%			
Verizon				35,307,046	5	0.9%
Wellington/Hastings				23,397,700	8	0.6%
BOIII, LLC				18,016,100	9	0.5%
Liberia Development Corp				17,911,600	10	0.5%
Total	478,697,800		9.5%	425,306,646		11.2%
Total Taxable Real Assessed Value	5,063,746,000			3,796,750,900		

Source: FY 2020 Comprehensive Annual Financial Report (CAFR)

Principal Employers

Employer	2019			2010		
	Employees	Rank	Percentage of total City Employment	Employees	Rank	Percentage of total City Employment
Micron Technology	1,511	1	6.9%	1,700	1	8.5%
Novant Prince William Health System	1,297	2	5.9%	1,300	3	6.5%
Manassas City Public Schools (FTE)	1,181	3	5.4%	972	4	4.9%
Lockheed Martin	1,061	4	4.8%	1,371	2	6.9%
City of Manassas (FTE)	493	5	2.3%	456	5	2.3%
American Disposal Service	444	6	2.0%			
Aurora Flight Sciences	415	7	1.9%	120	9	0.6%
BAE Systems	370	8	1.7%	330	6	1.7%
S.W.I.F.T.	318	9	1.5%			
ARS (American Residential Svcs)	197	10	0.9%			
Didlake, Inc				165	7	0.8%
E.E. Wine				160	8	0.8%
CGI (Oberon Assoc)				106	10	0.5%
Total	7,287		33.29%	6,680		33.50%
Total City Employment	21,888					

Source: FY 2020 Comprehensive Annual Financial Report (CAFR)

Notes: Calendar year 2019 is the most current year available.

FTE = full-time equivalents

SUPPLEMENTAL INFORMATION

Operating Indicators by Function

	2015	2016	2017	2018	2019	2020
Function						
General Government						
Business licenses issued	2,600	2,775	2,750	2,407	2,449	2,374
Property returns processed	34,000	37,081	37,343	39,676	36,776	44,157
Public Safety						
Traffic citations	8,400	6,000	7,000	7,000	6,340	5,993
Criminal arrests	3,000	2,000	2,100	2,150	2,310	2,014
Police calls for service	63,000	55,000	58,000	57,000	56,371	64,746
Engineering						
Site plans reviewed	55	64	67	70	96	107
Public Works						
Building permits issued	570	476	537	1,288	567	457
Acres mowed	365	365	365	365	370	375
Health and Human Services						
Family services						
Customers served	121,837	111,941	97,115	41,422	34,984	26,769
Section 8 vouchers used	288	295	290	294	303	288
Sewer Utility						
Wastewater processed per year - billions of gallons	2.4	2.4	2.2	2.2	2.5	2.3
Water Utility						
Drinking water produced per year - billions of gallons	4.7	4.7	4.7	4.4	4.2	4.4
Electric Utility						
Load management savings	\$8.73K	\$1.2 M	\$1.8 M	\$2.3 M	\$2.6 M	\$1.6M
Airport						
Total operations (take-offs/landings)	79,550	83,815	89,654	80,714	83,130	75,316
Based aircraft	418	410	410	389	395	392
Information Technology						
Devices supported	1,340	1,330	1,461	1,461	1,461	1,453
Visitors to city website	1,200,000	1,200,000	1,121,558	927,146	1,002,647	1,192,718

Source: FY 2020 Comprehensive Annual Financial Report (CAFR)

SUPPLEMENTAL INFORMATION

Capital Asset Statistics by Function

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Function										
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	825	825
Vehicles in fleet	441	452	447	446	448	449	457	463	462	482
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	244	244	244	245	249	249	249	249	255
Street lights	2,952	2,979	2,979	3,062	2,719	3,045	3,045	3,065	2,901	2,903
Traffic signals	60	58	61	61	62	67	67	67	63	63
Culture, Rec, Devel										
Museums	1	1	1	1	1	1	1	1	1	1
Restored historic builds:										
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	17	17	17	18
Park acreage	194	194	194	194	194	194	234	234	271	264
Swimming pools	1	1	1	1	1	1	1	1	1	1
Tennis courts	22	22	22	22	22	22	22	22	22	23
Skate parks	1	1	1	1	1	1	1	1	1	1
Outdoor pavilion	1	1	1	1	1	1	1	1	1	1
Sewer Utility										
Sewer main (mi)	125	125	115	115	115	142	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	8.69	8.69	8.69	8.69	9.19
Water Utility										
Water connect	10,911	10,918	10,997	11,104	11,178	11,200	11,242	11,272	11,385	11,437
Water mains (mi)	152	152	152	152	152	170	170	170	170	170
Plant cap (MGD)	14	14	14	14	14	14	14	14	14	14
Electric Utility										
Distrib stations	6	6	6	6	6	6	6	6	6	6
Peak generators	19	19	19	20	20	20	20	20	17	17
Electric cap (MW)	41	41	41	40	40	40	40	40	34	36
Airport										
Airport acreage	904	904	904	904	897	897	891	891	891	891
Number of runways	2	2	2	2	2	2	2	2	2	2

Source: FY 2020 Comprehensive Annual Financial Report (CAFR)

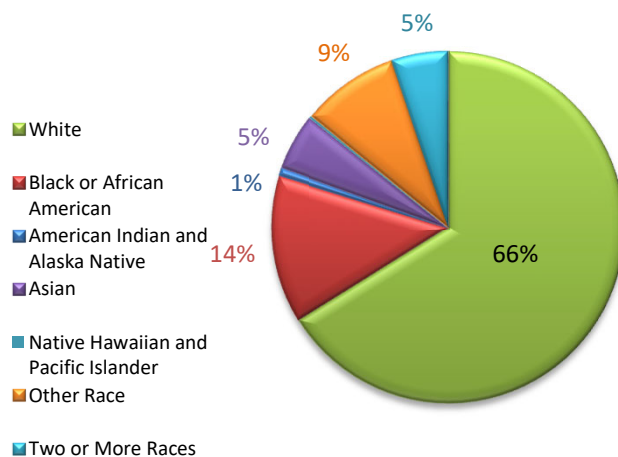
Notes: MGD = millions of gallons per day
MW = Megawatts

SUPPLEMENTAL INFORMATION

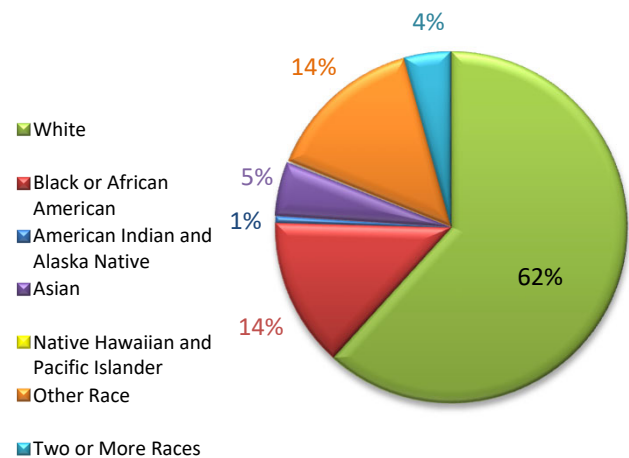
Population Information

Population by Race						
	2019 ACS		2010 Census		2000 Census	
Race						
White	27,233	66.3%	23,336	61.7%	25,316	72.1%
Black or African American	5,599	13.9%	5,188	13.7%	4,535	12.9%
American Indian and Alaska Native	311	0.7%	229	0.6%	128	0.4%
Asian	2,143	5.5%	1,884	5.0%	1,206	3.4%
Native Hawaiian and Pacific Islander	79	0.2%	52	0.1%	31	0.1%
Other Race	3,661	8.7%	5,503	14.6%	2,773	7.9%
Two or More Races	2,148	4.7%	1,629	4.3%	1,146	3.2%
TOTAL	41,174	100.0%	37,821	100.0%	35,135	100.0%

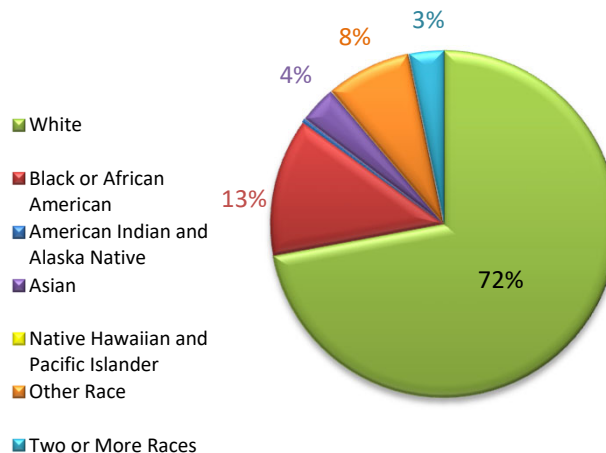
Population by Race - 2019 ACS



Population by Race - 2010 Census



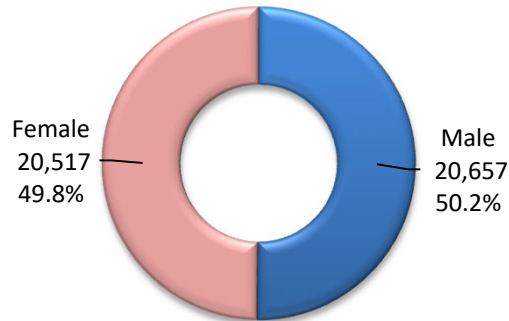
Population by Race - 2000 Census



SUPPLEMENTAL INFORMATION

Population Information

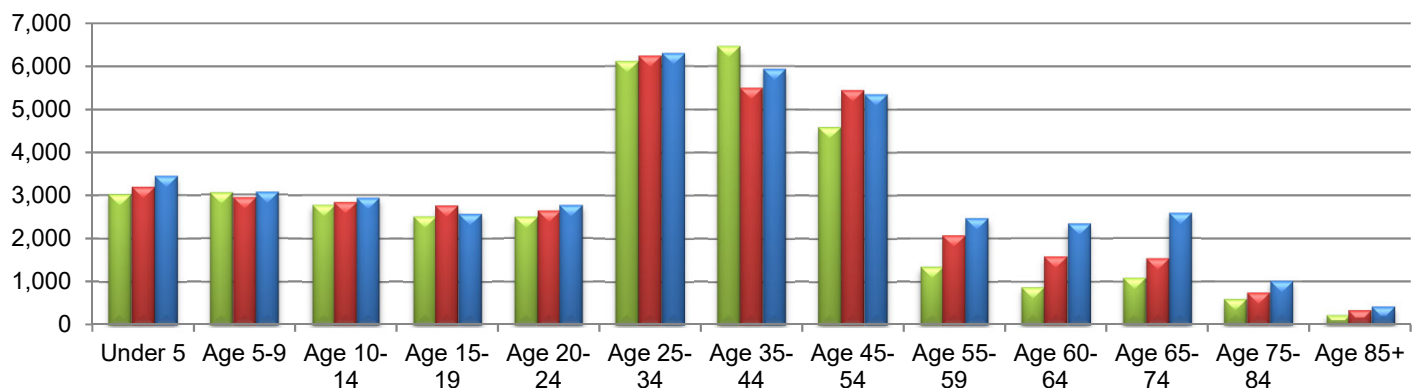
Population by Sex						
	2019 ACS		2010 Census		2000 Census	
Race						
Male	20,657	50.2%	18,967	50.1%	17,868	50.9%
Female	20,517	49.8%	18,854	49.9%	17,267	49.1%
TOTAL	41,174	100.0%	37,821	100.0%	35,135	100.0%



Population by Age						
	2019 ACS		2010 Census		2000 Census	
Age	#	%	#	%	#	%
Under 5	3,444	8.4%	3,194	8.4%	3,020	8.6%
Age 5-9	3,065	7.4%	2,942	7.8%	3,053	8.7%
Age 10-14	2,939	7.1%	2,847	7.5%	2,776	7.9%
Age 15-19	2,570	6.2%	2,765	7.3%	2,509	7.1%
Age 20-24	2,753	6.7%	2,628	6.9%	2,486	7.1%
Age 25-34	6,304	15.3%	6,244	16.5%	6,116	17.4%
Age 35-44	5,941	14.4%	5,500	14.5%	6,464	18.4%
Age 45-54	5,352	13.0%	5,446	14.4%	4,589	13.1%
Age 55-59	2,466	6.0%	2,071	5.5%	1,348	3.8%
Age 60-64	2,337	5.7%	1,577	4.2%	872	2.5%
Age 65-74	2,575	6.3%	1,536	4.1%	1,086	3.1%
Age 75-84	1,013	2.5%	744	2.0%	599	1.7%
Age 85+	415	1.0%	327	0.9%	217	0.6%
TOTAL	41,174	100.0%	37,821	100.0%	35,135	100.0%

■ 2000 Census ■ 2010 Census ■ 2019 ACS

Population by Age
Median Age 34.2 Years

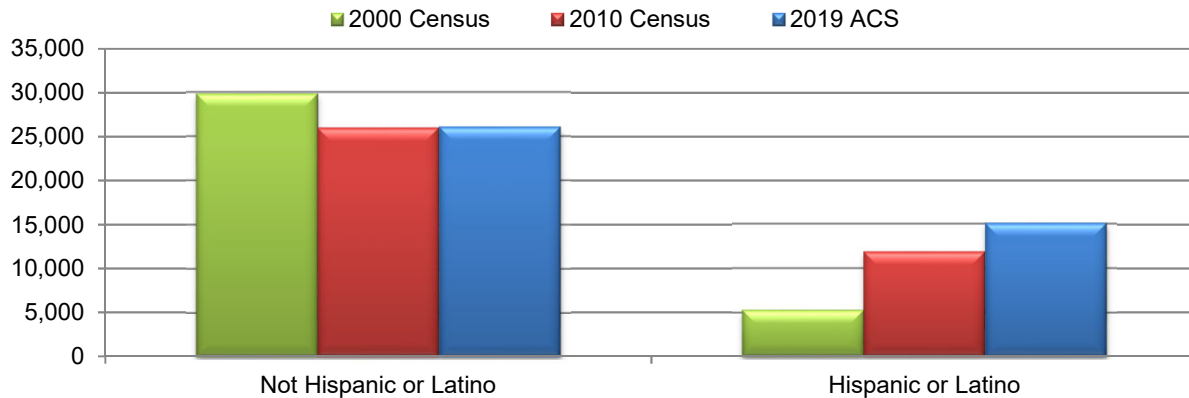


SUPPLEMENTAL INFORMATION

Population Information

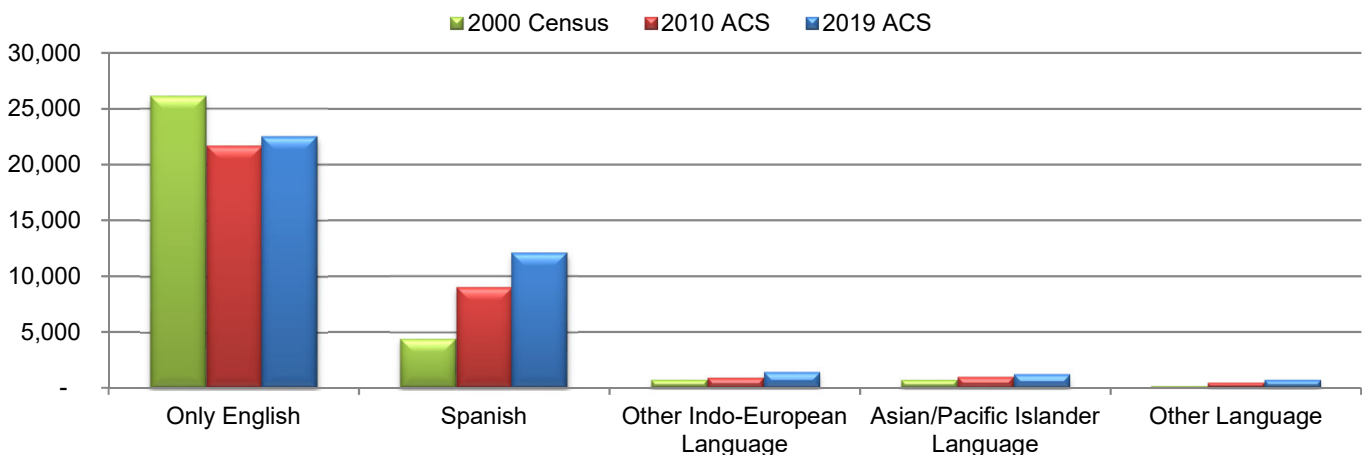
Population Hispanic or Latino						
Race	2019 ACS		2010 Census		2000 Census	
	#	%	#	%	#	%
Not Hispanic or Latino	26,088	63.4%	25,945	68.6%	29,819	84.9%
Hispanic or Latino	15,086	36.6%	11,876	31.4%	5,316	15.1%
TOTAL	41,174	100.0%	37,821	100.0%	35,135	100.0%

Hispanic or Latino Population



Population Age 5+ by Language Spoken at Home						
Language Spoken	2019 ACS		2010 ACS		2000 Census	
	#	%	#	%	#	%
Only English	22,502	59.6%	21,685	65.9%	26,106	81.5%
Spanish	12,055	32.0%	9,007	27.4%	4,410	13.8%
Other Indo-European Language	1,354	3.6%	852	2.6%	677	2.1%
Asian/Pacific Islander Language	1,163	3.1%	955	2.9%	681	2.1%
Other Language	656	1.7%	415	1.3%	147	0.5%
TOTAL	37,730	100.0%	32,914	100.0%	32,021	100.0%

Language Spoken at Home



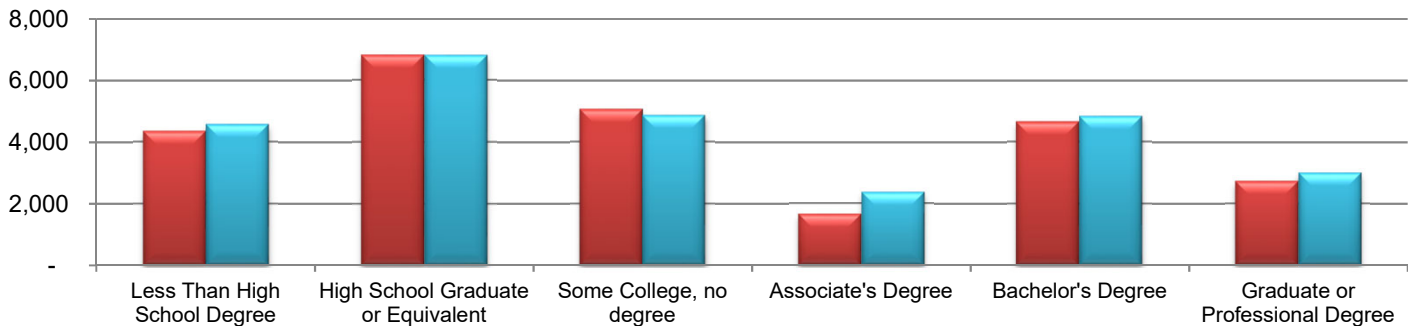
SUPPLEMENTAL INFORMATION

Education Information

Education for Population 25 Years or Older				
	2019 ACS		2010 ACS	
Education Attainment	#	%	#	%
Less Than High School Degree	4,562	17.3%	4,341	17.2%
High School Graduate or Equivalent	6,805	25.8%	6,815	27.0%
Some College, no degree	4,859	18.4%	5,048	20.0%
Associate's Degree	2,358	8.9%	1,666	6.6%
Bachelor's Degree	4,828	18.3%	4,644	18.4%
Graduate or Professional Degree	2,991	11.3%	2,726	10.8%
TOTAL	26,403	100.0%	25,239	100.0%

Educational Attainment

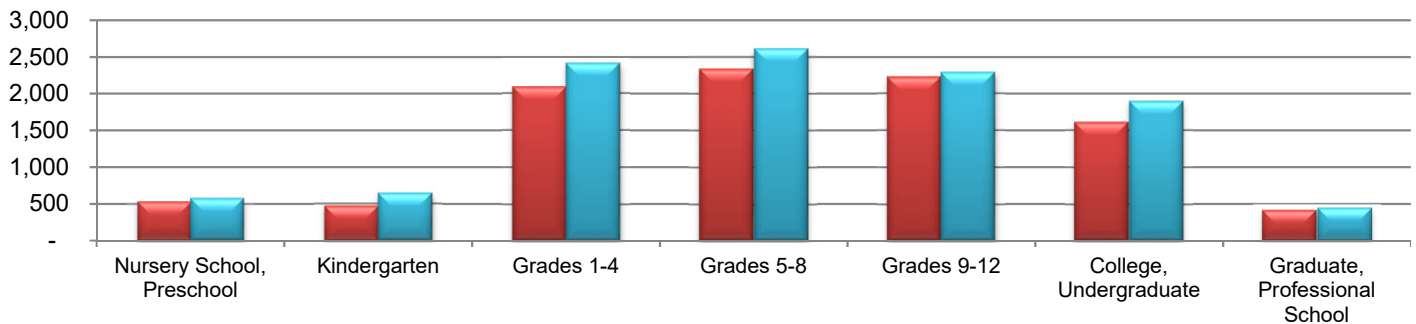
■ 2010 ACS ■ 2019 ACS



School Enrollment				
	2019 ACS		2010 ACS	
Level of Enrollment (Age 3+)	#	%	#	%
Nursery School, Preschool	575	5.3%	530	5.5%
Kindergarten	641	5.9%	469	4.8%
Grades 1-4	2,411	22.2%	2,090	21.6%
Grades 5-8	2,616	24.1%	2,339	24.2%
Grades 9-12	2,289	21.1%	2,225	23.0%
College, Undergraduate	1,895	17.4%	1,610	16.6%
Graduate, Professional School	437	4.0%	409	4.2%
TOTAL	10,864	100.0%	9,672	100.0%

School Enrollment

■ 2010 ACS ■ 2019 ACS

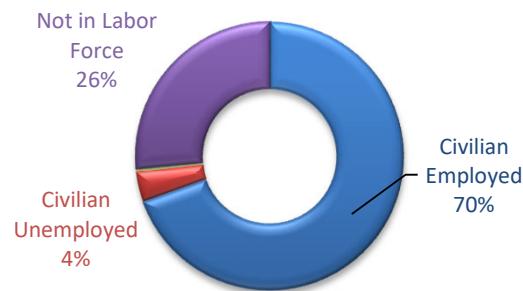


SUPPLEMENTAL INFORMATION

Occupation Information

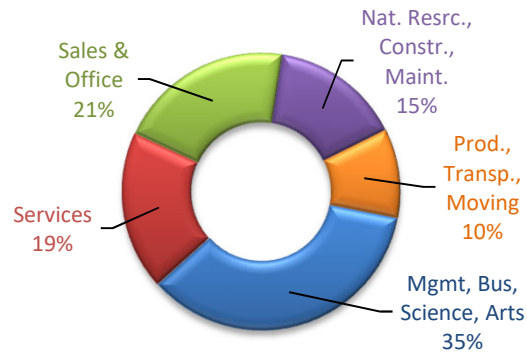
Labor Force Participation (Population 16+ Years)						
Employment Status	2019 ACS		2010 ACS		2000 Census	
	#	%	#	%	#	%
Civilian Employed	21,799	69.5%	19,015	70.6%	18,238	70.9%
Civilian Unemployed	1,145	3.7%	1,312	4.9%	710	2.8%
Armed Forces	92	0.3%	71	0.3%	170	0.7%
Not in Labor Force	8,315	26.5%	6,553	24.3%	6,601	25.7%
TOTAL	31,351	100.0%	26,951	100.0%	25,719	100.0%

Labor Force Participation 2019 ACS
(Population 16+ Years)



Occupation (Civilian Population 16+ Years)						
Occupation	2019 ACS		2010 ACS		2000 Census	
	#	%	#	%	#	%
Management, Business, Science, & Arts	7,692	35.3%	6,235	32.8%	7,019	38.5%
Service	4,052	18.6%	3,454	18.2%	2,532	13.9%
Sales and Office	4,472	20.5%	4,854	25.5%	4,949	27.1%
Natural Resources, Construct., Maint.	3,312	15.2%	2,856	15.0%	2,218	12.2%
Production, Transport., Material Moving	2,271	10.4%	1,616	8.5%	1,520	8.3%
TOTAL	21,799	100.0%	19,015	100.0%	18,238	100.0%

Occupation 2019 ACS
(Population 16+ Years)

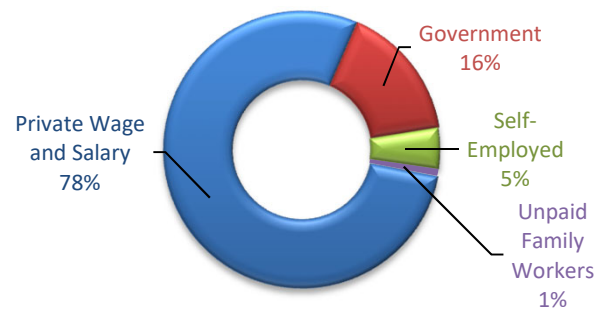


SUPPLEMENTAL INFORMATION

Occupation Information

Class of Worker (Civilian Population 16+ Years)						
Occupation	2019 ACS		2010 ACS		2000 Census	
	#	%	#	%	#	%
Private Wage and Salary	17,104	78.5%	15,068	79.2%	14,166	77.7%
Government	3,471	15.9%	3,290	17.3%	3,262	17.9%
Self-Employed	1,054	4.8%	645	3.4%	793	4.3%
Unpaid Family Workers	170	0.8%	12	0.1%	17	0.1%
TOTAL	21,799	100.0%	19,015	100.0%	18,238	100.0%

Class of Worker 2019 ACS
(Civilian Population 16+ Years)

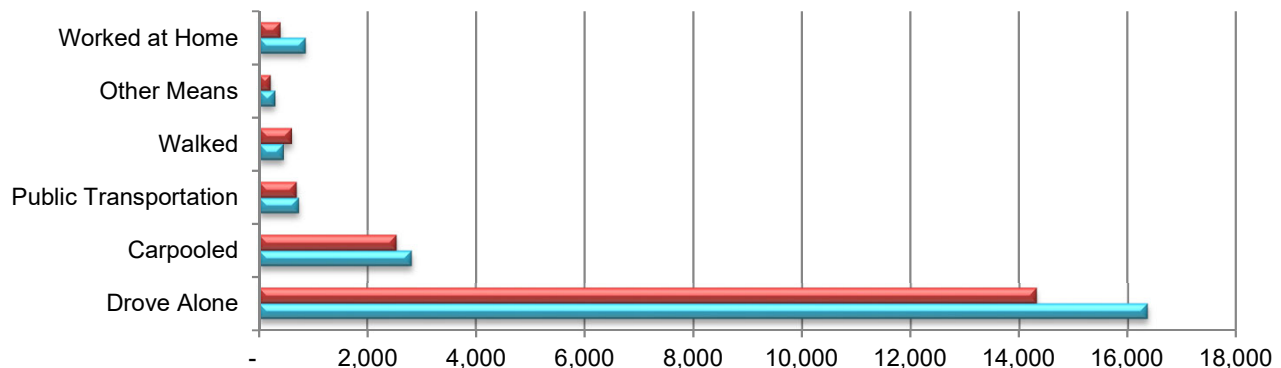


Commuting						
Mode	2019 ACS		2010 ACS		2000 Census	
	#	%	#	%	#	%
Drove Alone	16,360	76.2%	14,315	76.6%	13,634	75.1%
Carpooled	2,799	13.0%	2,519	13.5%	2,991	16.5%
Public Transportation	730	3.4%	687	3.7%	544	3.0%
Walked	439	2.0%	586	3.1%	308	1.7%
Other Means	285	1.3%	202	1.1%	237	1.3%
Worked at Home	851	4.0%	391	2.1%	431	2.4%
TOTAL	21,464	100.0%	18,700	100.0%	18,145	100.0%

Methods of Commute

Mean Travel Time 36.5 Minutes

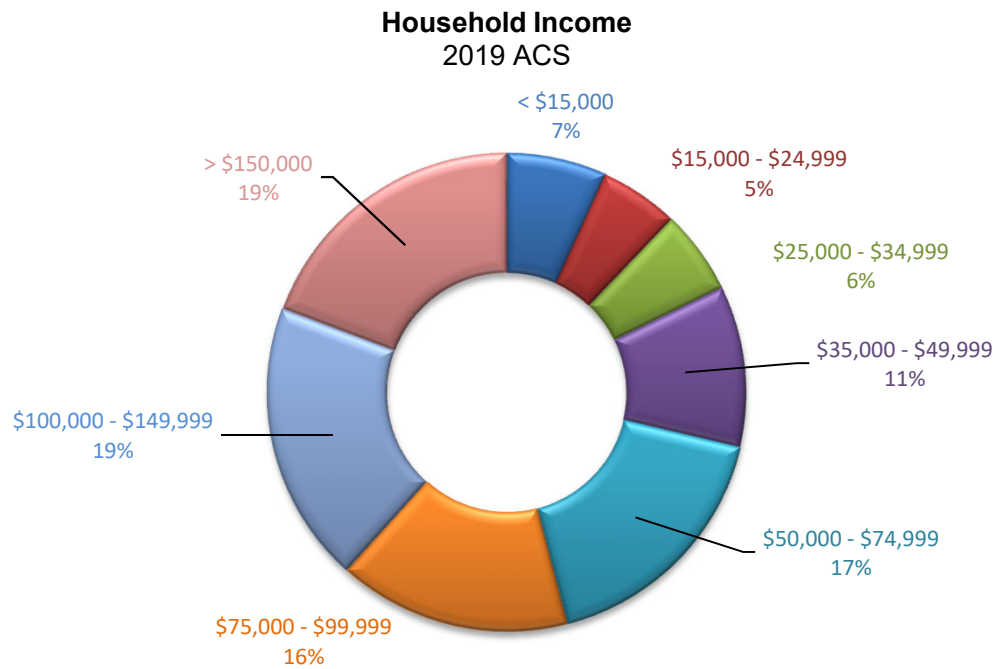
■ 2010 ACS ■ 2019 ACS



SUPPLEMENTAL INFORMATION

Income Information

Number of Households (Occupied Housing Units) by Income						
Income Range	2019 ACS		2010 ACS		2000 Census	
	#	%	#	%	#	%
< \$15,000	875	6.8%	969	8.3%	728	6.2%
\$15,000 - \$24,999	687	5.3%	552	4.7%	818	6.9%
\$25,000 - \$34,999	732	5.7%	919	7.8%	1,115	9.5%
\$35,000 - \$49,999	1,404	10.9%	1,288	11.0%	1,922	16.3%
\$50,000 - \$74,999	2,225	17.3%	2,122	18.1%	2,861	24.3%
\$75,000 - \$99,999	2,030	15.7%	1,801	15.4%	2,041	17.3%
\$100,000 - \$149,999	2,456	19.0%	2,463	21.0%	1,637	13.9%
> \$150,000	2,489	19.3%	1,618	13.8%	663	5.6%
TOTAL	12,898	100.0%	11,732	100.0%	11,785	100.0%



2019 ACS Median Household Income
\$81,493

2019 ACS Per Capita Income
\$33,082

SUPPLEMENTAL INFORMATION

Housing Information

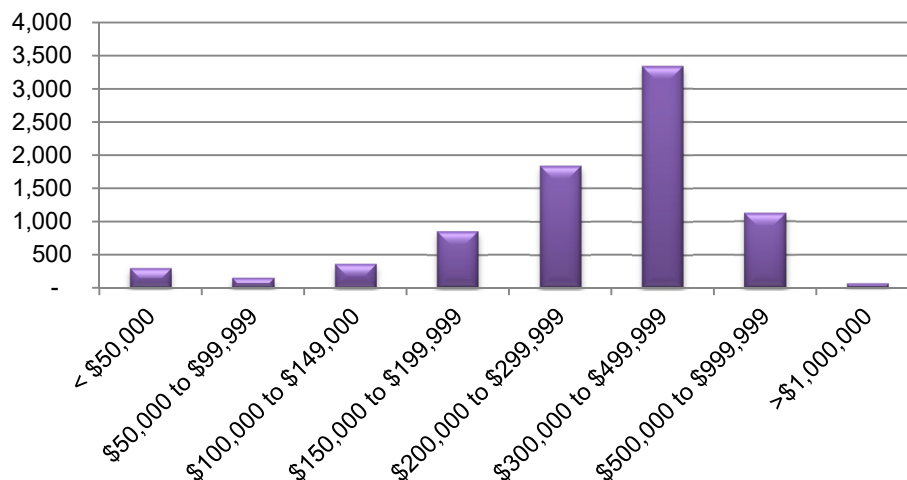
Housing Tenure						
	2019 ACS		2010 Census		2000 Census	
	#	%	#	%	#	%
Owner Occupied	8,003	68.2%	8,043	64.2%	8,203	69.8%
Renter Occupied	3,729	31.8%	4,484	35.8%	3,554	30.2%
Total Units	11,732	100.0%	12,527	100.0%	11,757	100.0%

Owner-Occupied Units & Mortgage				
	2019 ACS		2010 ACS	
	#	%	#	%
With a mortgage	6,707	83.8%	6,707	83.8%
No mortgage	1,296	16.2%	1,296	16.2%
Total Units	8,003	100.0%	8,003	100.0%

Housing Value of Owner-Occupied Units		
	2019 ACS	
Value	#	%
< \$50,000	289	3.6%
\$50,000 to \$99,999	148	1.8%
\$100,000 to \$149,000	358	4.5%
\$150,000 to \$199,999	853	10.7%
\$200,000 to \$299,999	1,834	22.9%
\$300,000 to \$499,999	3,335	41.7%
\$500,000 to \$999,999	1,121	14.0%
> \$1,000,000	65	0.8%
Total Units	8,003	100.0%

Housing Value of Owner-Occupied Units

Median Value \$325,800



SUPPLEMENTAL INFORMATION

Housing Information

Housing Units by Year Built		
	2019 ACS	
Age	#	%
2014 or later	204	1.5%
2010 - 2013	504	3.7%
2000 - 2009	1,308	9.6%
1990 - 1999	2,493	18.2%
1980 - 1989	4,208	30.7%
1970 - 1979	2,606	19.0%
1960 - 1969	1,412	10.3%
1950 - 1959	264	1.9%
1940 - 1949	281	2.1%
1939 or earlier	413	3.0%
Total Units	13,693	100.0%

Vacancy Rate:

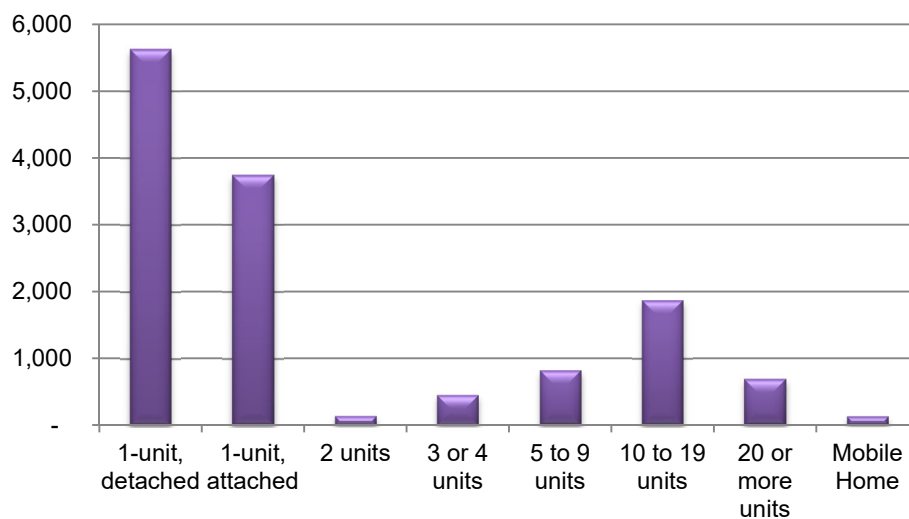
- Homeowner Vacancy – 1.8% (was 2.1%)
- Rental Vacancy – 4.6% (was 4.0%)

Average Household Size:

- Owner-Occupied Unit – 3.08 (was 3.25)
- Renter-Occupied Unit – 3.03 (was 3.23)

Housing Units Per Structure		
	2019 ACS	
	#	%
1-unit, detached	5,686	41.5%
1-unit, attached	4,063	29.7%
2 units	231	1.7%
3 or 4 units	416	3.0%
5 to 9 units	770	5.6%
10 to 19 units	1,539	11.2%
20 or more units	836	6.1%
Mobile Home	152	1.1%
Total Units	13,693	100.0%

Housing Units Per Structure



457 Plan: Deferred Compensation Plan offered to City employees for retirement purposes.

Account: Basic component of a formal accounting system. Individual record of increases and decreases in a specific asset, liability, revenue, expenditure, or expense.

Accounting Basis: Timing of recognition for financial reporting purposes. The basis of accounting determines when revenues, expenses, expenditures, assets, and liabilities are recognized/recorded. Cash basis, accrual basis, and modified accrual basis are three accounting methods used by local governments.

Accrual Basis of Accounting: Revenue and expenses are recorded in the period in which they are earned or incurred regardless of whether cash is received or disbursed in that period. The enterprise and internal service funds use the accrual basis of accounting for external reporting purposes.

Activity: Specific and distinguishable service performed by one or more department/divisions of the City to accomplish a function for which the government is responsible (e.g. police is an activity within the public safety function).

Ad Valorem: In proportion to the value. Basis of property taxes, both real and personal, imposed by the City.

Adopted Budget: Version of the operating budget approved by the City Council through a formal process.

Agency Funds: Funds to account for resources held by a government in a custodial capacity.

Amended Budget: Version of the operating budget amended by resolutions and budget transfers following its adoption by the City Council.

Appraisal: Estimate of how much money something is worth.

Appropriation: Authorization of the City Council to incur obligations for specific purposes. Appropriations are limited to amount, purpose, and time. All appropriations of the City Council lapse at June 30th as provided in the Code of Virginia.

Approved Budget: See Adopted Budget.

Assess: Place a value on property for tax purposes.

Assessed Value (or Assessment): Dollar value placed upon real estate and personal property by the Commissioner of the Revenue as the basis for levying taxes. Real property is required to be assessed at full market value. Varying methodologies are used for assessment of defined classes of personal property to ensure uniformity and approximate fair market value.

Assessment Ratio: The ratio of the assessed value of a taxed item to the market value of that item. In the City, real estate is assessed at 100 percent of market value as of January 1st each year.

Assets: Resources owned by the City that have monetary value.

Assigned Fund Balance: Amounts are constrained by intent to be used for specific purposes but are neither restricted nor committed. Assignments are made by City management based on governing body direction through adoption or amendment of the budget or through ordinance or resolution.

Audit: Examination of records or financial accounts to check their accuracy and validity.

Auditor of Public Accounts: State agency that oversees accounting, financial reporting, and audit requirements for units of local government in the Commonwealth of Virginia.

Balanced Budget: Within a fund, total amount of revenues, including transfers from other funds and the use of fund balance equals the total amount of expenditures, including transfers to other funds and contribution to fund balance.

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

Benchmarks: Measurements used to gauge the City's efforts, both as a community and as an organizational entity, in accomplishing predefined and measurable desired outcomes that have been developed with participation from decision-makers, management, staff, and customers.

Bond Ratings: Rate given to a government by a third-party agency to signify the government's capacity and willingness to repay its debt. In rating municipalities for the issuance of general obligation debt, credit rating agencies (Standard & Poor's, Moody's, Fitch) consider factors that are considered especially relevant to a government's "capacity and willingness" to repay its debt: (1) the local economic base including local employment, taxes, and demographics (for example, age, education, income level, and skills of the local population); (2) financial performance and flexibility including accounting and reporting methods, revenue and expenditure structure and patterns, annual operating and budgetary performance, financial leverage and equity position, budget and financial planning, and contingency financial obligations such as pension liability funding; (3) debt burden; and (4) administration including local autonomy and discretion regarding financial affairs, background and experience of key administrative officials, and frequency of elections. Bond ratings impact the interest rate and the cost of debt service in the operating budget.

Bonds: Type of security sold to finance capital improvement projects.

Budget: Financial plan for a specified period of time (fiscal year) that matches all planned revenues and expenditures with various municipal services. The budget is the primary tool by which most of the financing, acquisition, spending, and service delivery activities of a government are planned and controlled.

Budget Adoption: Formal process through which a governing body approves a budget. The City adopts its budget via an ordinance following a public hearing.

Budget Message: General discussion of the budget presented in writing by the City Manager as a part of the budget document.

Budget Ordinance: Method used by the City to amend the budget if funds have not previously been budgeted and appropriated.

Budget Resolution: Method used by the City to move spending authority already budgeted and appropriated from one fund to another, from contingencies, or from budgetary fund balances.

Budget Review Process: Evaluation of a budget's content and purpose through a series of work sessions and a public hearing with citizen comment leading to the adoption of a budget by City Council.

Budget Transfer: Method used by the City to move spending authority already budgeted and appropriated between accounts, division, or departments.

Budgetary Basis: Method used to determine when revenues and expenditures are recognized for budgetary purposes. The City's budget is prepared using the modified accrual basis of accounting for all funds.

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

Capital Asset: Assets used in the operations of the City which have a value greater than or equal to \$5,000 and a useful life of greater than one year (e.g., land, buildings, vehicles, machinery, easements, roads, etc.).

Capital Project: Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. In order to be a capital project, a project must have a cost greater than \$100,000 and a useful life of more than 10 years. If a project does not meet the criteria, it is considered to be a maintenance capital project.

Capital Projects Funds: Funds, defined by the State Auditor of Public Accounts, which account for the acquisition and/or construction of major capital facilities or capital improvements, including land and buildings. These funds can include maintenance and renovation of capital facilities.

Categorical Grant: Can only be used for a specific purpose and usually limited to narrowly defined projects or activities.

Code of Virginia: Laws of the Commonwealth of Virginia.

Committed Fund Balance: Amounts can only be used for specific purposes pursuant to constraints imposed by formal action of the City Council through adoption of a resolution. Only City Council may modify or rescind the commitment.

Component Unit: Legally separate organization for which the elected officials of the primary government are financially accountable. Manassas City Public Schools and the Economic Development Authority of the City of Manassas, Virginia are component units of the City.

Constitutional Officers: Elected officials who head local offices as directed by the Constitution of Virginia. There are two constitutional officers in the City which are partially funded by the State - the Commissioner of Revenue and the City Treasurer. The City also shares the cost of three constitutional officers with Prince William County which are also partially funded by the State - the Clerk of the Circuit Court, the Commonwealth's Attorney, and the Sheriff.

Contingency: Budgetary account for emergencies or unforeseen expenditures.

Contract/COLA: Increases to base budgets resulting from increases associated with contracts for services or cost of living.

Customer: Internal or external recipient of a product or service provided by the City.

Debt: Obligation or something owed to someone else.

Debt Service: Annual payment of principal and interest on the City's bonds.

Debt Service Funds: Funds to account for the payment of principal and interest on debt.

Deferred Compensation Plan: Compensation that is being earned but not received for retirement purposes. A process that defers the taxes on the compensation until it is actually received at a later date.

Deficit: Government spends more money than it takes in. Either the excess of an entity's or fund's liabilities over its assets or the excess of expenditures or expenses over revenues during a single budget year.

Department: Organizational unit of the City that has responsibility for an operation or a group of related operations within a functional area. Departments are typically comprised of one or more divisions.

Depreciation: Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence. A portion of the cost of a capital asset is charged as an expense during a particular period for financial reporting purposes in enterprise funds. This expense is not budgeted.

Division: Organizational unit of the City that represents an operation or group of related operations with specific responsibilities.

Division Objective: A goal statement by a division for the coming fiscal year containing up to three goals which support the City Council's Strategic Goals.

Element (of expenditure): Type of goods or services attained rather than the purpose for which the good or service was attained (e.g. personal services, purchased services, supplies).

Efficiency: See SEM.

Enterprise Funds: Funds to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the government's council is that the costs of providing goods or services to the general public on a continuing basis be recovered primarily through user charges.

Equalization: Annual reassessment of real estate to ensure that assessments accurately reflect current market values.

Equalization Revenue: Annual increase or decrease in revenue resulting from adjustments to the assessments of existing property in the City.

Expenditure: Cost of goods or services as recorded on a modified accrual basis of accounting.

Expenditure Category: Expenses are categorized by the following:

1. Salaries/Benefits
2. Purchased Services
3. Internal Services
4. Other Charges
5. Supplies
6. Capital
7. Debt/Other Uses
8. Transfers/Contingencies

Expense: Cost of goods or services as recorded on an accrual basis of accounting.

External Customer: Citizens, neighborhoods, community organizations, businesses, or other public entities that receive products or services provided by a City department.

Fiduciary Funds: Funds used when a governmental unit acts in a trustee or agent capacity. **Financial Policy:** City's policy with respect to taxes, spending, and debt management as related to the provision of City services, programs, and capital investment.

Fringe Benefits: Employee benefits, in addition to salary, which may be paid in full or in part by the City or sponsored for employee participation at their individual expense. Some benefits such as Social Security and Medicare, unemployment insurance, and workers compensation are required by law. Other benefits such as health, dental, life insurance, retirement with the Virginia Retirement System, and tuition reimbursement are not mandated by law, but are offered to employees by the City.

Function: Group of related activities aimed at accomplishing a major service or regulatory program for which the City is responsible (e.g. police, fire, and rescue are all activities of the public safety function).

Fund: Independent fiscal and accounting entity with a self-balancing set of accounts recording its assets, liabilities, fund balance/net assets, revenues, and expenditures/expenses.

Fund Balance: Governmental fund assets less its liabilities. In the context of the City's budget discussions, fund balance generally refers to the undesignated General Fund Balance which is the accumulated total of all prior years' actual General Fund revenues in excess of expenditures (surplus) that has not been appropriated by City Council and that has not been designated or reserved for other uses. Maintaining a prudent level of undesignated General Fund Balance is critical to ensuring that the City is able to cope with financial emergencies and fluctuations in revenue cycles. General Fund Balance also provides working capital during temporary periods when expenditures exceed revenues.

Fund Classification: One of the three categories (governmental, proprietary, and fiduciary) used to classify fund types.

Fund Type: One of eleven classifications into which all individual funds can be categorized:

Governmental

1. General Fund
2. Special Revenue Funds
3. Debt Service Funds
4. Capital Projects Funds
5. Permanent Funds

Proprietary

6. Enterprise Funds
7. Internal Service Funds

Fiduciary

8. Pension Trust Funds
9. Investment Trust Funds
10. Private-Purpose Trust Funds
11. Agency Funds

Gateway Business Park: Commercial and industrial business park developed by the City located on the west side of City limits along State Route 28 near Manassas Regional Airport.

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

General Obligation Debt: Full faith and credit of the City, through its taxing authority, guarantees the principal and interest payments on debt.

Goal: Long-range desirable development attained by time phased objectives and designed to carry out a strategy.

Governmental Funds: Funds to account for operations other than those in the profit and loss funds.

Grant: Cash award given by a government to a public agency in a lower level of government or special recipient for a specified purpose.

Inflation: Rise in the general level of prices over time.

Input: See SEM.

Insurance: Contract to pay a premium in return for which the insurer will pay compensation in certain eventualities (e.g., fire, theft, motor accident).

Internal Customer: City departments that receive products or services provided by another City department.

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

Investment Trust Funds: Funds to produce income through investments.

Legal Debt Margin: Excess of the amount of debt legally authorized over the amount of debt outstanding. Code of Virginia 15.2-2634 defines the amount of debt the City is legally authorized to issue; “No municipality may issue any bonds or other interest-bearing obligations which, including existing indebtedness, at any time exceeds ten percent of the assessed valuation of real estate in the municipality subject to taxation, as shown by the last preceding assessment for taxes.”

Levy: Impose or collect.

Liability: Obligations resulting from past transactions that require the City to pay money or provide services.

Liability Insurance: Protection against risk of financial loss due to a civil wrong that results in property damage or bodily injury.

License and Permit Fees: Fees paid by citizens or businesses in exchange for legal permission to engage in specific activities (e.g. building permits, swimming pool licenses).

Line Item: Budgetary account representing a specific object of expenditure commonly referred to as the budget detail.

Local Option Sales Tax: Additional sales tax applied to the purchase of goods within the City limits for use by the City.

Maintenance: Keeping capital assets in good repair to achieve optimal life (e.g. preventative measures, normal periodic repairs, replacement of parts or structural components).

Major Fund: A fund that meets both of the following criteria:

(A) 10% Threshold – total assets plus deferred outflows, liabilities plus deferred inflows, revenues, or expenditures/expenses of the fund are $\geq 10\%$ of the corresponding elemental (revenue, expenditure, etc.) for *all* funds that are considered governmental or enterprise funds; and

(B) 5% Threshold – the same element that met the 10% threshold is at least 5% of the corresponding element total for all governmental and enterprise funds combined.

Note that the General Fund is always a major fund. Major fund reporting requirements do not apply to internal service funds. If a government believes a fund is important, it may present a fund in a separate column even though the major fund criteria are not met. The criteria above are a *minimum* threshold only. Other financing sources/uses and extraordinary items should be excluded from the calculation.

Market Value: Amount expected from open market sale.

Meals Tax: Tax applied to the purchase of prepared meals within City limits in addition to the Sales Tax.

Measure: Size or extent of something.

Mission: Succinct description of the scope and purpose of a City department.

Modified Accrual Basis of Accounting: Revenues are recorded when measurable and available and expenditures are generally recorded when the related liability is incurred. However, expenditures for debt service, compensated absences, and claims and judgments are recorded when payment is due. The modified accrual basis of accounting is used for external reporting of the governmental funds. The City's budget is prepared using the modified accrual basis of accounting for all funds.

Net Assets: Assets less liabilities for funds or financial statements prepared using the accrual basis of accounting.

Network Infrastructure: Physical hardware used to interconnect computers and users including the transmission media (e.g. telephone lines, cable television lines, satellites, antennas), devices that control transmission paths (e.g. routers, aggregators, repeaters), and software used to send, receive, and manage the signals that are transmitted.

Nonspendable Fund Balance: Amounts that cannot be spent because they are not in spendable form, or legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash.

Object (of expenditure): See Element.

Objective: Describes something attached to a goal to be accomplished in specific well-defined and measurable terms and is achievable within a specific timeframe.

Operating Budget: See Budget.

Ordinance: Formal legislative enactment by the City Council that has the full force and effect of law within the boundaries of the City.

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

Output: See SEM.

Outcome: See SEM.

Part-Time Position: Position regularly scheduled for no more than 30 hours per week.

Pension Trust Funds: Funds used to hold pension benefits for employees.

Performance Benchmarks: Benchmarks that focus on how entities compare with each other in terms of products and services.

Permanent Funds: Funds to account for resources that are restricted in that only earnings may be used.

Personal Property: Classes of property, as defined by the Code of Virginia, which the City may assess for the purpose of levying a tax.

Personal Services: Compensation for direct labor and fringe benefits of persons in the employment of the City.

Position: Post of employment or job.

Prior Year Accomplishments: Description of achievements made by a department in the course of the fiscal year previous to the budgeted fiscal year.

Private Purpose Trust Funds: Funds to account for trust arrangements with other entities.

Process: Measurable transformation of inputs into outputs.

Process Benchmarks: Benchmarks that focus on how similar enterprises compare with each other through the identification and measurement of the most effective operating practices of those enterprises that perform similar work processes to your own.

Productivity: Method of evaluation where a ratio between inputs and outputs is established and measured against a predetermined standard.

Proffer: Offer by a landowner, during the rezoning process, to perform an act or donate money, a product, or services to address the land use impacts arising from the rezoning. Rezoning land where the governing body accepts proffers by the owner is referred to in Virginia Code § 15.2-2296 as conditional zoning. Conditional zoning means the allowing of reasonable conditions (proffers) governing the use of property, where the conditions are in addition to, or the modification of, the regulations provided for in a particular zoning district.

Program: Groups of activities, operations, or organizational units directed to attain specific purposes or objectives.

Property Tax: Tax based on the value of a house or other property.

Proposed Budget: Version of the operating budget formally submitted by the City Manager to the City Council for its consideration.

Proprietary Funds: Funds to account for operations similar to those in the private sector. This includes the enterprise funds and internal service funds. The focus is on determination of net income, financial position, and changes in financial position.

Public Hearing: Meeting in which the City Council receives input from the citizens.

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

Purchase Order: Written authorization for a supplier to ship products at a specified price.

Ratio: Proportional relationship.

Real Property: Real estate.

Resources: Factors of production or service in terms of information, people, materials, capital, facilities, and equipment.

Restricted Fund Balance: Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

Revenue: Yield from various sources of income such as taxes the City collects and receives into the treasury for public use.

Revenue Enhancement: Proposed increase in revenue due to increase in rate, establishment of a new revenue source, or other change to City policy.

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

Sales Tax: Tax assessed on the sale of all goods.

Service: Ongoing sequence of specific tasks and activities that represent a continuous and distinct benefit provided to internal and external customers.

Server: Computer program that provides services to other computer programs in the same or other computers.

Service Effort: Identified means by which a City department or division provides services to the residents or community as a whole.

Service Effort and Measure: Quantifiable evaluation of the amount of a specific service effort such as:

Efficiency – Measure of workload for a given division

Input – Measure of resources utilized by a department or division to provide services

Output – Measure of actions taken by a division in fulfillment of its assigned tasks

Outcome – Measure of satisfaction to which a division fulfills its responsibilities and assigned tasks

Service Quality: Manner or technique by which an activity was undertaken and the achievement of a desirable end result (e.g. when filling a pothole there should be a service quality standard for how long that pothole should stay filled).

GLOSSARY

Special Revenue Funds: Funds to account for the proceeds of specific revenue resources (other than expendable trusts or major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action.

Special Taxing District: Specific section of the City where additional taxes are levied to provide specific services.

Strategic Benchmarks: Targets that serve as a guide to address the short and long-term challenges of the community.

Strategic Planning: Continuous and systematic process whereby guiding members of the City make decisions about its future, develop the necessary procedures and operations to achieve the future, and determine how success will be measured.

Supplemental Request: Proposed expenditure by a department that goes above current funding levels.

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

Surplus: Government takes in more than it spends. Either the excess of a fund's assets over its liabilities or the excess of revenues over expenditures or expenses during a single budget year.

Tax Base: All forms of wealth under the City's jurisdiction that are taxable.

Transfer: Movement of money between Funds.

Unassigned Fund Balance: Amounts that are available for any purpose; positive amounts are reported only in the general fund.

Value: Three types of value are: 1) worth of a product or service related to the use to which it can be applied; 2) reflection of the cost of a program, project, or service measured in terms of resources absorbed; and, 3) present worth of future benefits that accrue from a program, project, or service.

Values: Underlying beliefs and attitudes that help determine the behavior that individuals within an organization will display.

Vision: Objective that lies outside the range of planning. It describes an organization's most desirable future state and declares what the enterprise needs to care about most in order to reach that future state.

Web-based: Anywhere, any-time instruction delivered over the Internet or Intranet to use.

Zoning: Land use regulation.

ACRONYMS

ABC (Alcoholic Beverage Commission): State agency that oversees licensing of alcoholic beverage retailers.

ADA (Americans with Disabilities Act): Federal law that prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation.

ADC (Adult Detention Center): Incarceration facility for individuals arrested by the Police Departments of Manassas, Manassas Park, and Prince William County. The ADC is managed by Prince William County.

AED (Automated External Defibrillator): Device designed to restore heartbeat following sudden cardiac arrest.

ALS (Advanced Life Support): Level of emergency medical service that involves the application of IV's, advanced airway management, medication administration, and cardiopulmonary resuscitation.

APS (Adult Protective Services): Social service agency responsible for investigating abuse, neglect, and exploitation of adults who are elderly or have disabilities.

ARB (Architectural Review Board): Serves in an important role to ensure the preservation and protection of the City's historic districts.

ASAI (Annual Service Availability Index): Percentage of time that customers have electric power.

BOE (Board of Equalization): Responsible for increasing, decreasing, or affirming any real estate property assessment in order to ensure the equitable distribution of the tax burden among all of the citizens of the City of Manassas.

BZA (Board of Zoning Appeals): A quasi-judicial body charged with a specific mission as defined under Section 15.2-2309 of the Code of Virginia, 1950, as amended.

CAD (Computer Aided Dispatch): Emergency communication dispatch system operated by the Communications Division of the Police Department.

CALEA (Commission on Accreditation for Law Enforcement Agencies): A credentialing authority created in 1979 to improve the delivery of public safety services, primarily by: maintaining a body of standards covering a wide range of up-to-date public safety initiatives; establishing and administering an accreditation process; and recognizing professional excellence.

CAMA (Computer Aided Mass Appraisal): Computer program used by the Commissioner of the Revenue's Office to assist in the appraisal of real property.

CARES (Coronavirus Aid, Relief, and Economics Security Act): Federal emergency relief legislation passed in March 2020 to provide states and local governments with assistance in response to the COVID-19 pandemic

CCI: Critical Condition Index (In terms of pavement ratings)

CY (Calendar Year): Year beginning January 1st and ending December 31st.

C&I (Commercial & Industrial Tax): A tax assessed on commercial and industrial properties as defined in House Bill 2313 for transportation purposes.

CIP (Capital Improvement Program): List of capital projects that are anticipated and scheduled over a five-year period. The CIP includes the planned funding sources as well as the expenditures.

CMOM (Capacity, Management, Operation, and Maintenance): Water treatment quality standards.

COG (Council of Governments): Metropolitan Washington Council of Governments is a regional organization of Washington area local governments.

ACRONYMS

COLA (Cost of Living): Increases to base budgets resulting from increases associated with contracts for services or cost of living.

COPS (Community Oriented Policing Services): Federal grant program benefiting local police departments.

CPI (Consumer Price Index): Measure used by the National Bureau of Labor Statistics to indicate the relative rate of inflation as compared to a base standard of 100 in the average of 1982-84 dollar values.

CPS (Child Protective Services): Social service agency is responsible for identifying, assessing, and providing services to children and families in an effort to protect children, preserve families, whenever possible, and prevent further maltreatment.

CSA (Comprehensive Services Act): State law governing funding and provision of services to youth and families who require foster care or special education services or who are involved with the Juvenile and Domestic Relations Court.

CSB (Community Services Board): Agency serving Manassas, Manassas Park, and Prince William County that provides treatment and prevention services pertaining to mental disabilities and substance abuse.

CSS (Community Services Section): Section of the City of Manassas Police Department who coordinates community service advisement.

CVB (Convention and Visitors Bureau): Prince William County / Manassas Convention and Visitors Bureau.

DC (District of Columbia): Capital of the United States Government.

DCJS (Department of Criminal Justice Services): State law enforcement agency.

DCSM (Design Construction Standards Manual): Consolidated guidelines for erection or renovation of buildings or other structures within the City.

DEM (Department of Emergency Management): State agency that oversees emergency services and provides funding for local operations.

DEQ (Department of Environmental Quality): State agency that oversees environmental protection services.

DMV (Department of Motor Vehicles): State agency that oversees motor vehicle transportation.

DOJ (Department of Justice): Federal criminal investigation and enforcement agency.

DSB (Disability Services Board): Committee comprised of representatives from Manassas and Manassas Park that responds to the needs of disabled residents.

DSS (Department of Social Services): State agency that oversees administration of social welfare programs.

E-911 (Enhanced 911): Community citizen emergency communication system operated by the Communications Division of the Police Department.

ECS (Emergency Communications Specialist): City E-911 system dispatcher.

EMS (Emergency Medical Services): Services including dispatch, response, rescue, life support, emergency transport and interfacility transport.

EMT (Emergency Medical Technician): Individual that provides emergency medical services (fire or rescue).

EOC (Emergency Operations Center): Command center for emergency services.

EPA (Environmental Protection Agency): Federal agency to protect the natural environment.

ACRONYMS

ERP (Enterprise Resource Planning): Business process management software that allows an organization to use a system of integrated applications to manage the business and automate many back-office functions related to technology, services and human resources.

FAA (Federal Aviation Administration): Federal agency charged with regulating aircraft, airports, and all other aspects of air travel.

FC (Foster Care): Program for children for whom which the Department of Family Services has been granted legal custody by the court. The first goal of foster care is to return the child to his/her guardians.

FCC (Federal Communications Commission): Federal agency charged with regulating interstate and international communications by radio, television, wire, satellite, and cable.

FICA (Federal Insurance Contribution Act): 12.4% of annual income up to a limit of \$106,800 per year must be paid into Social Security while 2.9% of annual income without a limit must be paid into Medicare. This contribution is split equally between employees and their employer.

FOIA (Freedom of Information Act): State law providing public access to various government records and information. City compliance is the responsibility of the City Clerk.

FSS (Family Self-Sufficiency): Program administered by social services promoting economic self-sufficiency.

FTE (Full-Time Equivalent): Amount of time a position has been budgeted to work in a year. A position that has been budgeted at 1 FTE is budgeted to work 2,080 hours per year. A position budgeted at .5 FTE is budgeted to work 1,040 hours per year (either 40 hours a week for six months or 20 hours a week for one year).

FY (Fiscal Year): A 12-month period to which the annual operating budget applies. The City's fiscal year is July 1st through June 30th.

GAAP (Generally Accepted Accounting Principles): Conventions, rules, and procedures that serves as the norm for the fair presentation of financial statements.

GASB (Governmental Accounting Standards Board): Ultimate authoritative accounting and financial reporting standard-setting body for state and local governments.

GFOA (Government Finance Officers Association): Association of public finance professionals. The GFOA has played a major role in the development and promotion of GAAP for state and local government.

GIS (Geographic Information System): Information technology used to view and analyze data from a geographic perspective. GIS links location to information (such as people to addresses, buildings to parcels, or streets within a network) and layers that information to give you a better understanding of how it all interrelates.

GMBL (Greater Manassas Baseball League):

GMU (George Mason University): State higher education institution providing 4-year and graduate degree programs serving much of the local region.

GMVRS (Greater Manassas Volunteer Rescue Squad): Organization of volunteers providing emergency rescue services.

HAVA (Help America Vote Act): Federal voter access legislation.

HAZMAT (Hazardous Materials): Items that pose environmental or health threats.

HCVP (Housing Choice Voucher Program): Benefit program that provides rent assistance to eligible families whose incomes fall beneath the poverty line. This program is also known as "Section 8".

HOA (Homeowners Association): Neighborhood-based organization of residents that agree to certain standards regarding the appearances and composition of their property within the neighborhood.

ACRONYMS

HMI (Historic Manassas, Inc.): A 501(c)(3) charitable, non-profit corporation funded by private donations and the City of Manassas promotes a positive image of Historic Downtown Manassas and works towards its revitalization.

HUD (Housing and Urban Development):

I&I (Inflow and Infiltration): Flow of storm drainage into the sewer collection system. A high I&I is not desirable because the storm drainage is sent to the sewer processing plant with the sewage and therefore drives up the cost of sewer treatment.

ICAC (Internet Crimes Against Children): Special investigative function within the Police Department.

ICMA (International City Management Association): Professional and educational organization for chief appointed managers, administrators, and assistants in cities, towns, counties, and regional entities throughout the world.

IS (Intensive Supervision): Youth social service program.

ISF (Internal Service Funds): Funds to account for the financing of goods and services provided by one department to other departments of the same government on a cost reimbursement basis.

IT (Information Technology): The development, installation, and implementation of computer systems and applications.

JDC (Juvenile Detention Center): Facility where individuals classified as juveniles who are arrested, charged, or convicted of criminal activity are incarcerated. There are two facilities administered by Prince William County for the juveniles of the City of Manassas, the City of Manassas Park, and Prince William County.

LAN (Local Area Network): Internal computer network.

LEAP (Local Energy Assistance Program): Benefit program designed to subsidize the cost of electricity and natural gas for impoverished residents.

MCPS (Manassas City Public Schools): City's public K – 12 education system.

MDB (Mobile Database): Computer program comprised of data that can be accessed by queries.

MDT (Mobile Data Terminal): Cruiser-based laptop computer that links field police officers with dispatch information, reporting, and computerized background checks.

MS-4 (Municipal Separate Storm Sewer System): Permit for municipal separate storm sewer systems which requires the MS4 owner/operator to implement a collective series of programs to reduce the discharge of pollutants from the given storm sewer system to the maximum extent practicable in a manner that protects the water quality of nearby streams, rivers, wetlands, and bays

MSA (Metropolitan Statistical Area): Computer program comprised of data that can be accessed by queries.

MOU (Memorandum of Understanding): An agreement between two or more parties.

MPA (Masters of Public Administration Degree): Government management-centered graduate degree program.

MRF (Modification Rate Factor): Workers compensation insurance safety performance indicator.

MS (Microsoft Corporation): Computer software provider.

MVFC (Manassas Volunteer Fire Company): Organization of volunteers providing emergency fire services.

NCIC (National Crime Information Center): Criminal database.

ACRONYMS

NFPA (National Fire Prevention Association): A global nonprofit organization devoted to eliminating death, injury, property and economic loss due to fire, electrical and related hazards.

NVCC (Northern Virginia Community College): State higher education institution providing 2-year programs that services much of the local region.

NVRC (Northern Virginia Regional Commission): Regional planning group comprised of local jurisdictions in Northern Virginia.

NVTA (Northern Virginia Transportation Authority): The authority encompassing the Counties of Arlington, Fairfax, Loudoun, and Prince William, and the Cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park whose mission is to prepare a regional transportation plan for Planning District Eight, to include, but not limited to transportation improvements of regional significance, and shall from time to time revise/amend the plan. <http://thenovaauthority.org/mission.html>

O&M (Operating and Maintenance): Ongoing department expenses and operations.

OMP (Operational Medical Director): A licensed physician holding endorsement as an EMS physician from the Office of EMS. Required for all EMS agencies per 12VAC5-31-590.

PC (Personal Computer): Individual computer workstation.

PC (Planning Commission): As it refers to community development, the Planning Commission serves in advisory capacity to the City Council as required by Section 15.2-2210 of the Code of Virginia. The Commission exists "...in order to promote the orderly development of such political subdivision and its environs." As part of the CIP process, the Planning Commission reviews the Department Recommended Five-Year CIP for conformance with the City's Comprehensive Plan.

PD (Police Department): The City's law enforcement agency.

PIO (Public Information Officer): Staff at the police department or other as designated who is responsible for disseminating information to the public.

PMD (Planned Mixed District): Zoning district that allows for and encourages mixed uses in various types, sizes, and densities of housing with an intermixing of supporting commercial/office development.

PRTC (Potomac Rappahannock Transit Commission): Joint venture with Prince William County, Stafford County, Manassas Park, Fredericksburg, and the City established to improve transportation systems composed of transit facilities, public highways, and other modes of transport. Created in fiscal year 1987 to account for a 2% fuel tax authorized by the Commonwealth of Virginia.

PWC (Prince William County): Jurisdiction that surrounds Manassas City.

R&N (Reasonable and Necessary): Category of social service expenses that qualify for reimbursement.

REZ (Rezoning): Change in zoning applied to a parcel of land.

RFP (Request for Proposal): A detailed specification of goods or services required by an organization, sent to potential contractors or suppliers.

RSI (Rapid Sequence Intubation): Simultaneous administration of drugs to facilitate endotracheal intubation in difficult, if not otherwise impossible, airway situations and to attenuate adverse hemodynamic effects of intubation (Virginia Office of Emergency Medical Services).

RTF (Rescue Task Force): Task Force consisting of Police and Fire/Rescue Departments to respond in the case of an active shooter event.

SAM (Safety Around Manassas): A fire prevention program in which the Fire and Rescue department distributes smoke alarms, offers fire safety inspections, and provides general fire prevention information to residents of the City of Manassas.

SCADA (Supervisory Control and Data Acquisition): Real-time utility monitoring system.

SEM (Service Effort and Measure): Quantifiable evaluation of the amount of a specific service effort such as:

Efficiency – Measure of workload for a given division

Input – Measure of resources utilized by a department or division to provide services

Output – Measure of actions taken by a division in fulfillment of its assigned tasks

Outcome – Measure of satisfaction to which a division fulfills its responsibilities and assigned tasks

SEMAP (Section Eight Management Assessment Plan): Subsidized housing choice program implementation.

SLH (State-Local Hospitalization): Inpatient and outpatient treatment for low-income individuals.

SNAP (Supplemental Nutrition Assistance Program): A federal program offering nutrition assistance to millions of eligible, low-income individuals and families, providing economic benefits to communities.

SOQ (Standards of Quality): Statutory framework that establishes the minimal requirements for educational programs in the Virginia public schools.

TANF (Temporary Assistance for Needy Families): Benefit program for impoverished families.

UOSA (Upper Occoquan Sewage Authority): Joint venture of Fairfax County, Prince William County, Manassas Park, and the City to be the single regional entity to construct, finance, and operate the regional sewage treatment facility.

VCIN (Virginia Criminal Information Network): Statewide criminal database.

VDOT (Virginia Department of Transportation): State agency responsible for building, maintaining, and operating the state roads, bridges, and tunnels. Through the Commonwealth Transportation Board, it also provides funding for airports, seaports, rail and public transportation.

VHDA (Virginia Housing Development Authority): State agency responsible for

VIEW (Virginia Initiative for Employment Not Welfare): State benefit and life transition program.

VJCCCA (Virginia Juvenile Justice Community Crime Control Act): Juvenile crime prevention legislation.

VML (Virginia Municipal League): Statewide, nonprofit, nonpartisan association of city, town, and county governments established to improve and assist local governments through legislative advocacy, research, education, and other services.

VRE (Virginia Railway Express): Regional public transportation system that provides commuter rail service to and from Washington and various locations in Northern Virginia, including Manassas.

VRS (Virginia Retirement System): Administers for City employees a defined benefit plan and a group life insurance plan.

WAN (Wide Area Network): External computer network.

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